

## Lesson plan for the odd semester (October,2020 to February, 2021)

Name of the Teacher Ms Sanjana Raheja

Subject- Income Tax I

Paper- BC 504

Class- BCom 5th semester

2 <sup>nd</sup> Week 13-16 Oct	Income Tax Introduction and Important definitions
17 Oct, 2020 18 Oct, 2020	<b>Maharaja AgrasenJayanti Sunday</b>
4 <sup>th</sup> Week 19 -24 Oct	Agricultural Income
25 Oct, 2020	<b>Sunday (Dussehra)</b>
5 <sup>th</sup> Week 26 -30 Oct	Residence and Tax liability
31 Oct, 2020 01 Nov, 2020	<b>Maharishi ValmikiJayanti Sunday (Haryana Day)</b>
November, 2020	Exemptions from Tax
1 <sup>st</sup> Week 02-07 Nov	
4 Nov, 2020 08 Nov, 2020	<b>Karwa chatuth Sunday</b>
2 <sup>nd</sup> Week 09 -13 Nov	Income From Salaries
14 Nov, 2020 15 Nov, 2020	<b>Diwali Sunday</b>
3 <sup>rd</sup> Week 16 -21 Nov	Income From Salaries
22 Nov, 2020	<b>Sunday</b>
4 <sup>th</sup> Week 23 -28 Nov	Income From Salaries
29 Nov, 2020	<b>Sunday</b>

30 Nov, 2020	Guru Nanak's Birthday
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## Lesson plan for the Odd semester (October, 2020 to February, 2021)

Name of the Teacher-Ms Sanjana Raheja

Subject Income Tax I

Paper- BC 504

Class- BCom 5<sup>th</sup> semester

December, 2020 1 <sup>st</sup> Week 03-05 Dec	Income From Salaries(Retirement)
06 Dec, 2020	Sunday
2 <sup>nd</sup> Week 07 -12 Dec	Income From House Property
13 Dec, 2020	Sunday
3 <sup>rd</sup> Week 14-19 Dec	Income from House Property
20 Dec, 2020	Sunday
4 <sup>th</sup> Week 21 -26 Dec	Profits and Gains Of Business and Profession
25 Dec, 2020 27 Dec, 2020	Christmas Sunday
January, 2021 1 <sup>st</sup> Week 28 - 31 Dec, 1-02 Jan, 2021	Profits and Gains Of Business or Profession
03 Jan, 2021	Sunday
2 <sup>nd</sup> Week 04 -09 Jan	Capital Gains
10 Jan, 2021	Sunday
3 <sup>rd</sup> Week 11 -16 Jan	Capital Gains

<b>17 Jan, 2021</b> <b>20 Jan, 2021</b>	<b>Sunday</b> <b>Guru Gobind Singh's Birthday</b>
<b>4<sup>th</sup>Week</b> <b>18-23 Jan</b>	<b>Sessional Exams</b>
<b>24 Jan, 2021</b> <b>26 Jan. 2021</b>	<b>Sunday</b> <b>Republic Day</b>
<b>5<sup>th</sup> Week</b> <b>25 -30 Jan</b>	Income from Other Sources
<b>31 Jan, 2021</b>	<b>Sunday</b>
<b>February, 2021</b>  <b>1<sup>st</sup> Week</b> <b>01 -06 Feb</b>	Income From Other Sources
<b>07 Feb, 2021</b>	<b>Sunday</b>
<b>2<sup>nd</sup> Week</b> <b>08-13 Feb</b>	Clubbing of Incomes and Deemed Incomes
<b>14 Feb, 2021</b>	<b>Sunday</b>
<b>3<sup>rd</sup> Week</b> <b>15 -20 Feb</b>	Set Off and Carry Forward of Losses
<b>16 Feb, 2021</b> <b>21 Feb, 2021</b>	<b>VasantPanchmi</b> <b>Sunday</b>
<b>4<sup>th</sup> Week</b> <b>22-26 Feb, 2021</b>	Revision of Syllabus and Class Tests

## Lesson plan for the odd semester (January,2020 to March,2021)

Name of the Teacher- Ms. Sanjana Raheja

Subject- Business Environment

Paper- MC-102

Class- m.com 1<sup>ST</sup> SEM

2 <sup>nd</sup> week 6-9 Jan	Nature and importance of business Environment
10 Jan, 2021	<b>Sunday</b>
3 <sup>rd</sup> Week 11 -16 Jan	Components of Business Environment  Micro and Macro
17 Jan, 2021 20 Jan, 2021	<b>Sunday</b> <b>Guru Gobind Singh's Birthday</b>
4 <sup>th</sup> Week 18 -23 Jan	Environment scanning Techniques of Environment Scanning
24 Jan, 2021 26 Jan. 2021	<b>Sunday</b> <b>Republic Day</b>
5 <sup>th</sup> Week 25-30 Jan	Objectives, strategies and problem of LPG Liberalization, privatization and Globalization
31 Jan, 2021	<b>Sunday</b>
February, 2021	
1 <sup>st</sup> Week 01 -06 Feb	Disinvestment in Public Sector Units Business Ethics Corporate Governance
07 Feb, 2021	<b>Sunday</b>
2 <sup>nd</sup> Week 08 -13 Feb	Meaning and importance of Social Responsibility Meaning and tools of Fiscal Policy Monetary policy Tools of monetary Policy
14 Feb, 2021	<b>Sunday</b>
3 <sup>rd</sup> Week 15-20 Feb	<b>Sessionals</b> <b>Industrial policy</b>
16 Feb, 2021 21 Feb, 2021	<b>VasantPanchmi</b> <b>Sunday</b>

4 <sup>th</sup> Week 22-26 Feb, 2021	Industrial licensing Policy Exim policy Meaning of Small scale Industry Environment protection Act
27 <sup>th</sup> Feb. 28 Feb.	<b>Guru Ravidas Jyanti</b> <b>Sunday</b>
1-6 march 1 <sup>st</sup> week	Consumer Protection Act Competition Act Foreign Exchange Management Act Right to Information Act
7 <sup>th</sup> March	<b>Sunday</b>
8-10 March 2 <sup>nd</sup> week	<b>Revision of syllabus</b>

## Lesson plan for the odd semester (October,2020 to February, 2021)

Name of the Teacher-Ms. Shilpa

Subject-Commerce

Paper- MC 106 MARKETING MANAGEMENT

Class- M.com I Sem

2 <sup>nd</sup> week 5-10oct, 2020	Marketing: meaning, scope and importance; Evolution of marketing; Understanding marketing in new perspective
11 oct 2020	Sunday
3 <sup>rd</sup> week 12-16 oct,2020	Managing the marketing mix, Marketing environment.
17 Oct,2020 18oct,2020	Maharaja Agarsenjayanti Sunday
4 <sup>th</sup> week 19-24oct,2020	Information system and marketing research: importance, scope and steps of marketing research process.
25 oct,2020	Sunday
26-30oct,2020	Understanding consumer behaviour, Analysing business markets; Customer relationship management.
31oct,2020 1Nov,2020	Maharishi Valmiki Jayanti Haryana day
November,2020 1 <sup>st</sup> week 2-3nov, 5-7nov,2020	Product: concept and classification; New product development; Product-mix and product line strategies;
4nov 2020 8nov 2020	Karwachauth Sunday
2 <sup>nd</sup> week 9-13nov 2020	Product life cycle strategies; Branding, packaging,
14 nov 2020 15 nov 2020	Diwali Sunday
3 <sup>rd</sup> Week <b>16-21 Nov,2020</b>	Pricing policies and strategies.
<b>22 Nov, 2020</b>	<b>Sunday</b>
4 <sup>th</sup> Week <b>23-28 Nov</b>	Promotion programme: advertising, sales promotion, public relations, publicity and personal selling.
<b>29 Nov, 2020</b> <b>30 Nov, 2020</b>	<b>Sunday</b> <b>Guru Nanak's Birthday</b>

## Lesson plan for the Odd semester (October, 2020 to February, 2021)

**Name of the Teacher-Ms. Shilpa**  
**Subject-Commerce**  
**Paper- MC 106 MARKETING MANAGEMENT**  
**Class- M.com I Sem**

<b>December, 2020</b>  1 <sup>st</sup> Week <b>01-05 Dec</b>	Distribution logistics and supply chain management;
<b>06 Dec, 2020</b>	<b>Sunday</b>
2 <sup>nd</sup> Week <b>07-12 Dec</b>	Marketing channels, Retailing
<b>13 Dec, 2020</b>	<b>Sunday</b>
3 <sup>rd</sup> Week <b>14-19 Dec</b>	Wholeselling and physical distribution.
<b>20 Dec, 2020</b>	<b>Sunday</b>
4 <sup>th</sup> Week <b>21-24 Dec, 26 Dec</b>	Social, ethical and legal aspects of marketing. Marketing and information economy;
<b>25 Dec, 2020</b> <b>27 Dec, 2020</b>	<b>Christmas</b> <b>Sunday</b>
<b>28-31Dec 2020</b>	
<b>January, 2021</b> 1 <sup>st</sup> Week 1-2Jan, 2021	Group Discussion of Various topics
<b>03 Jan, 2021</b>	<b>Sunday</b>
2 <sup>nd</sup> Week <b>04-09 Jan</b>	Revision of Product life cycle strategies
<b>10 Jan, 2021</b>	<b>Sunday</b>
3 <sup>rd</sup> Week <b>11-16 Jan</b>	Revision of Syllabus and Class Test
<b>17 Jan, 2021</b> <b>20 Jan, 2021</b>	<b>Sunday</b> <b>Guru Gobind Singh's Birthday</b>
4 <sup>th</sup> Week <b>18 Jan, 21-23 Jan</b>	<b>Sessional Exams</b>

<b>24 Jan, 2021</b> <b>26 Jan. 2021</b>	<b>Sunday</b> <b>Republic Day</b>
5 <sup>th</sup> Week <b>25 Jan, 27-30 Jan</b>	Labeling and warranty. Price determination
<b>31 Jan, 2021</b>	<b>Sunday</b>
<b>February, 2021</b>  1 <sup>st</sup> Week <b>01-06 Feb</b>	Revision of Syllabus and Class Test
<b>07 Feb, 2021</b>	<b>Sunday</b>
2 <sup>nd</sup> Week <b>08 -13 Feb</b>	Social, ethical and legal aspects of marketing. Marketing and information economy; Direct and online marketing.
<b>14 Feb, 2021</b>	<b>Sunday</b>
3 <sup>rd</sup> Week <b>15 Feb, 18-20 Feb</b>	Revision of Syllabus and Class Test
<b>16 Feb, 2021</b> <b>21 Feb, 2021</b>	<b>Vasant Panchmi</b> <b>Sunday</b>
4 <sup>th</sup> Week <b>22-26Feb 2021</b>	Revision of Syllabus and Class Tests

## **Lesson plan for the odd semester (October,2020 to February, 2021)**

**Name of the Teacher-Ms. Shilpa**

**Subject-Commerce**

**Paper- MC 302 ADVANCED FINANCIAL MANAGEMENT**

**Class- M.com III Sem**



2 <sup>nd</sup> week 5-10oct, 2020	Dividend Decisions: Types & determinants of dividend decisions
11 oct 2020	Sunday
3 <sup>rd</sup> week 12-16 oct,2020	Dividend models
17 Oct,2020 18oct,2020	Maharaja Agarsenjayanti Sunday
4 <sup>th</sup> week 19-24oct,2020	corporate dividend practices in India.
25 oct,2020	Sunday
26-30oct,2020	Capital Structure Decisions: Concept & importance
31oct,2020 1Nov,2020	Maharishi Valmiki Jayanti Haryana day
November,2020 1 <sup>st</sup> week 2-3nov, 5-7nov,2020	Determinants of capital structure
4nov 2020 8nov 2020	Karwachauth Sunday
2 <sup>nd</sup> week 9-13nov 2020	Theories of capital structure
14 nov 2020 15 nov 2020	Diwali Sunday
3 <sup>rd</sup> Week 16-21 Nov,2020	Continue Theories of capital structure
22 Nov, 2020	<b>Sunday</b>
4 <sup>th</sup> Week 23-28 Nov	optimum capital structure, financial indifference point
29 Nov, 2020 30 Nov, 2020	<b>Sunday</b> <b>Guru Nanak's Birthday</b>

## Lesson plan for the Odd semester (October, 2020 to February, 2021)

Name of the Teacher-Ms. Shilpa

Subject-Commerce

Paper- MC 302 ADVANCED FINANCIAL MANAGEMENT

Class- M.com III Sem

December, 2020	Leverage: Operating, financial & combined leverage,
1 <sup>st</sup> Week	

<b>01-05 Dec</b>	
<b>06 Dec, 2020</b>	<b>Sunday</b>
2 <sup>nd</sup> Week <b>07-12 Dec</b>	EBIT-EPS analysis
<b>13 Dec, 2020</b>	<b>Sunday</b>
3 <sup>rd</sup> Week <b>14-19 Dec</b>	Corporate Restructuring: Need and broad areas of corporate restructuring
<b>20 Dec, 2020</b>	<b>Sunday</b>
4 <sup>th</sup> Week <b>21-24 Dec, 26 Dec</b>	objectives, techniques of corporate restructuring.
<b>25 Dec, 2020</b> <b>27 Dec, 2020</b>	<b>Christmas</b> <b>Sunday</b>
<b>28-31Dec 2020</b>	
<b>January, 2021</b> 1 <sup>st</sup> Week 1-2Jan, 2021	Mergers & Takeover: Types & objectives
<b>03 Jan, 2021</b>	<b>Sunday</b>
2 <sup>nd</sup> Week <b>04-09 Jan</b>	Legal and procedural aspect of mergers and takeover process, valuation & financing of mergers & acquisitions
<b>10 Jan, 2021</b>	<b>Sunday</b>
3 <sup>rd</sup> Week <b>11-16 Jan</b>	Post merger-problems & reorganization, taxation and financial aspects of mergers, takeover defences. An overview of mergers & takeovers in India.
<b>17 Jan, 2021</b> <b>20 Jan, 2021</b>	<b>Sunday</b> <b>Guru Gobind Singh's Birthday</b>
4 <sup>th</sup> Week <b>18 Jan, 21-23 Jan</b>	<b>Sessional Exams</b>
<b>24 Jan, 2021</b> <b>26 Jan. 2021</b>	<b>Sunday</b> <b>Republic Day</b>
5 <sup>th</sup> Week <b>25 Jan, 27-30 Jan</b>	Financial Restructuring: Need & steps in financial restructuring
<b>31 Jan, 2021</b>	<b>Sunday</b>
<b>February, 2021</b> 1 <sup>st</sup> Week	Reorganization of capital, buyback of shares-concept, necessity and procedure.

<b>01-06 Feb</b>	
<b>07 Feb, 2021</b>	<b>Sunday</b>
2 <sup>nd</sup> Week <b>08 -13 Feb</b>	Financial management of sick units
<b>14 Feb, 2021</b>	<b>Sunday</b>
3 <sup>rd</sup> Week <b>15 Feb, 18-20 Feb</b>	Revision of Syllabus and Class Tests
<b>16 Feb, 2021</b> <b>21 Feb, 2021</b>	<b>Vasant Panchmi</b> <b>Sunday</b>
4 <sup>th</sup> Week <b>22-26Feb 2021</b>	Revision of Syllabus and Class Tests

## Lesson plan for the odd semester (October,2020 to February, 2021)

Name of the Teacher-

Subject- Commerce

Paper- BC-304 Business Statistics - I

Class- B.Com III Sem

2 <sup>nd</sup> week 5-10oct, 2020	Introduction: Statistics as a subject
11 oct 2020	Sunday
3 <sup>rd</sup> week 12-16 oct,2020	Statistical Data: Meaning and types
17 Oct,2020 18oct,2020	Maharaja Agarsenjayanti Sunday
4 <sup>th</sup> week 19-24oct,2020	Collection and Rounding of Data, classification and presentation of data.
25 oct,2020	Sunday
26-30oct,2020	Analysis of Univariate Data: Construction of a frequency distribution
31oct,2020 1Nov,2020	Maharishi Valmiki Jayanti Haryana day

November,2020 1 <sup>st</sup> week 2-3nov, 5-7nov,2020	Concept of central tendency
4nov 2020 8nov 2020	Karwachauth Sunday
2 <sup>nd</sup> week 9-13nov 2020	Dispersion-and their measures
14 nov 2020 15 nov 2020	Diwali Sunday
3 <sup>rd</sup> Week 16-21 Nov,2020	Moments; Measures of Skewness
22 Nov, 2020	<b>Sunday</b>
4 <sup>th</sup> Week 23-28 Nov	Measures of Kurtosis.
29 Nov, 2020 30 Nov, 2020	<b>Sunday</b> <b>Guru Nanak's Birthday</b>

## Lesson plan for the Odd semester (October, 2020 to February, 2021)

Name of the Teacher-Dr. AshimaGakhar

Subject-Botany

Paper- I (Plant Physiology)

Class- B.Sc. III(Medical and Biotech.)

December, 2020 1 <sup>st</sup> Week 01-05 Dec	Analysis of Bivariate Data: Linear regression
06 Dec, 2020	<b>Sunday</b>
2 <sup>nd</sup> Week 07-12 Dec	Correlation.
13 Dec, 2020	<b>Sunday</b>
3rd Week 14-19 Dec	Index Number: Meaning, types, and uses
20 Dec, 2020	<b>Sunday</b>

4 <sup>th</sup> Week 21-24 Dec, 26 Dec	Methods of constructing price and quantity indices (simple and aggregate)
25 Dec, 2020 27 Dec, 2020	<b>Christmas Sunday</b>
28-31 Dec 2020	
January, 2021 1 <sup>st</sup> Week 1-2 Jan, 2021	Tests of adequacy; chain-base index numbers
03 Jan, 2021	<b>Sunday</b>
2 <sup>nd</sup> Week 04-09 Jan	Base shifting, splicing, and deflating;
10 Jan, 2021	<b>Sunday</b>
3 <sup>rd</sup> Week 11-16 Jan	Revision and Test
17 Jan, 2021 20 Jan, 2021	<b>Sunday Guru Gobind Singh's Birthday</b>
4 <sup>th</sup> Week 18 Jan, 21-23 Jan	<b>Sessional Exams</b>
24 Jan, 2021 26 Jan. 2021	<b>Sunday Republic Day</b>
5 <sup>th</sup> Week 25 Jan, 27-30 Jan	Problems in constructing index numbers
31 Jan, 2021	<b>Sunday</b>
February, 2021 1 <sup>st</sup> Week 01-06 Feb	Revision of Syllabus and Class Tests
07 Feb, 2021	<b>Sunday</b>
2 <sup>nd</sup> Week 08 -13 Feb	Consumer price index
14 Feb, 2021	<b>Sunday</b>
3 <sup>rd</sup> Week 15 Feb, 18-20 Feb	Revision of Syllabus and Class Tests

<b>16 Feb, 2021</b> <b>21 Feb, 2021</b>	<b>Vasant Panchmi</b> <b>Sunday</b>
4 <sup>th</sup> Week <b>22-26Feb 2021</b>	Revision of Syllabus and Class Tests







## Lesson plan for the odd semester (October,2020 to February, 2021)

**Name of the Teacher-Dr. Kamlesh**

**Subject-BBA-101, BBA-202, BBA-302, BBA-303**

**Paper-** Business Organisation, Micro Business Environment, Business Laws-I, Principles of Retailing

**Class-** BBA I, BBA III, BBA V, BBA V

Date	BBA-101 Business Organisation	BBA-202 Micro Business Environment	BBA-303 Principles of Banking	BBA-302 Principles of Retailing
2 <sup>nd</sup> week 5-10oct, 2020	Business- concept, nature, scope and objectives of business	Business environment: concept, nature and significance	Bank – Concept and functions	Retailing : Definition, nature and importance of retailing in the Indian economy
11 oct 2020	<b>Sunday</b>			
3 <sup>rd</sup> week 12-16 oct,2020	Business ethics and values	Types of business environment.	Classification of Banks and their objectives	Functions of retailers, classification of retailers
17 Oct,2020 18oct,2020	<b>Maharaja Agarsenjayanti Sunday</b>			
4 <sup>th</sup> week 19-24oct,2020	corporate governance	Economic and Social Environment: affecting business operations & growth	Bank Management	Organized retailing
25 oct,2020	<b>Sunday</b>			
26-30oct,2020	Forms of business organization	Political Environment: affecting business operations & growth	Legal framework of regulation of banks	unorganized retailing
31oct,2020 1Nov,2020	<b>Maharishi Valmiki Jayanti Haryana day</b>			
November,2020 1 <sup>st</sup> week 2-3nov, 5-7nov,2020	sole proprietor	Environmental Scanning and it's tools	Banking Regulation Act 1949	Nonstore retailing and service retailing
4nov 2020 8nov 2020	<b>Karwachauth Sunday</b>			

2 <sup>nd</sup> week 9-13nov 2020	Partnership characteristics, registration	Risk in business environment- country risk and political risk	Banking Regulation Act 1949 amendments	Retailing as a career
14 nov 2020 15 nov 2020	<b>Diwali Sunday</b>			
3 <sup>rd</sup> Week <b>16-21 Nov,2020</b>	Dissolution of partnership,	Economic systems: capitalism, socialism & mixed economy	RBI: objectives, role and functions	Customer Buying Behaviour
<b>22 Nov, 2020</b>	<b>Sunday</b>			
4 <sup>th</sup> Week <b>23-28 Nov</b>	Joint stock company-Concept characteristics types, formation of company.	Economic planning in India	RBI Act 1934 and main amendments	Customer Buying Process
<b>29 Nov, 2020 30 Nov, 2020</b>	<b>Sunday Guru Nanak's Birthday</b>			

## Lesson plan for the Odd semester (October, 2020 to February, 2021)

**Name of the Teacher-Dr. Kamlesh**

**Subject-BBA-101, BBA-202, BBA-301, BBA-302**

**Paper- Business Organisation, Micro Business Environment, Business Laws-I, Principles of Retailing**

**Class- BBA I, BBA III, BBA V, BBA V**

Date	BBA-101 Business Organisation	BBA-202 Micro Business Environment	BBA-301 Business Laws-I	BBA-302 Principles of Retailing
<b>December, 2020</b> 1 <sup>st</sup> Week <b>01-05 Dec</b>	Multinational companies- concept and role of MNCs	Impact of economic planning in India: objectives, strategy and problems	Corporate Banking	Store Location; meaning, types of retail locations, factors for choosing a location
<b>06 Dec, 2020</b>	<b>Sunday</b>			
2 <sup>nd</sup> Week <b>07-12 Dec</b>	Co-operative and state ownership: forms of organization	Economic roles of government: regulatory role, promotional role,	International Banking	Store layout and Design; key considerations in store layout,

		entrepreneurial role, planning role		factors of design decisions, steps for designing layout
<b>13 Dec, 2020</b>	<b>Sunday</b>			
3rd Week <b>14-19 Dec</b>	nonprofit organizations	constitutional environment	e- Banking reforms in banking after 1991	Retailing Organisations; organisation structures and HR functions
<b>20 Dec, 2020</b>	<b>Sunday</b>			
4 <sup>th</sup> Week <b>21-24 Dec, 26 Dec</b>	Trade associations: Role and functions	state Intervention in business.	Banker- customer relationship	Retail Merchandising
<b>25 Dec, 2020 27 Dec, 2020</b>	<b>Christmas Sunday</b>			
<b>28-31Dec 2020</b>	Licensing partnership	Social responsibility of business	Banking technology: computerization, internet, mobile and ATMs	Merchandise budget
<b>January, 2021</b> 1 <sup>st</sup> Week 1-2Jan, 2021	CII	Professionalization of Business	priority Sector lending	
<b>03 Jan, 2021</b>	<b>Sunday</b>			
2 <sup>nd</sup> Week <b>04-09 Jan</b>	FICCI	Business ethics	Security issues in Banking Technology	Legal issue in Merchandise
<b>10 Jan, 2021</b>	<b>Sunday</b>			
3 <sup>rd</sup> Week <b>11-16 Jan</b>	ASSOCHAM	Competitive environment of business	Performance analysis of banks	Inventory Planning
<b>17 Jan, 2021 20 Jan, 2021</b>	<b>Sunday Guru Gobind Singh's Birthday</b>			
4 <sup>th</sup> Week <b>18 Jan, 21-23 Jan</b>	<b>Sessional Exams</b>	<b>Sessional Exams</b>	<b>Sessional Exams</b>	<b>Sessional Exams</b>
<b>24 Jan, 2021 26 Jan. 2021</b>	<b>Sunday Republic Day</b>			
5 <sup>th</sup> Week	Comparison of	MRTP Act	Payment and	Technology in

<b>25 Jan, 27-30 Jan</b>	different form of organisation		collection of cheques	retailing
<b>31 Jan, 2021</b>	<b>Sunday</b>			
<b>February, 2021</b> 1 <sup>st</sup> Week <b>01-06 Feb</b>	Partnership deed,	Competition Act	Rural Banking	Bar code and RFID Techniques
<b>07 Feb, 2021</b>	<b>Sunday</b>			
2 <sup>nd</sup> Week <b>08 -13 Feb</b>	partner's rights, duties and liabilities	Comparison of MRTP Act and Competition Act	Retail Banking	Methods of merchandise procurement
<b>14 Feb, 2021</b>	<b>Sunday</b>			
3 <sup>rd</sup> Week <b>15 Feb, 18-20 Feb</b>	Revision of Syllabus and Class Tests	Revision of Syllabus and Class Tests	Revision of Syllabus and Class Tests	Revision of Syllabus and Class Tests
<b>16 Feb, 2021</b> <b>21 Feb, 2021</b>	<b>Vasant Panchmi</b> <b>Sunday</b>			
4 <sup>th</sup> Week <b>22-26Feb 2021</b>	Revision of Syllabus and Class Tests	Revision of Syllabus and Class Tests	Revision of Syllabus and Class Tests	Revision of Syllabus and Class Tests

## Lesson plan for the odd semester (January,2020 to March,2021)

Name of the Teacher- Dr. Archna

Subject- Accounting for Managerial decision

Class- m.com 1<sup>ST</sup> SEM

2 <sup>nd</sup> week 6-9 Jan	Nature, Scope and Meaning of Management Accounting
10 Jan, 2021	<b>Sunday</b>
3 <sup>rd</sup> Week 11 -16 Jan	Management Information system and Reporting , types and methods of reporting
17 Jan, 2021 20 Jan, 2021	<b>Sunday</b> <b>Guru Gobind Singh's Birthday</b>
4 <sup>th</sup> Week 18 --23 Jan	Installation of Management Accounting System, Role of Management Accountant
24 Jan, 2021 26 Jan. 2021	<b>Sunday</b> <b>Republic Day</b>
5 <sup>th</sup> Week 25 -30 Jan	Meaning and significance of responsibility Accounting, Responsibility centre
31 Jan, 2021	<b>Sunday</b>
February, 2021 1 <sup>st</sup> Week 01 -06 Feb	Essential of Budgeting, kinds of Budget, Zero base budgeting
07 Feb, 2021	<b>Sunday</b>
2 <sup>nd</sup> Week 08-13 Feb	Sessionals Types of standards, Variance Analysis, Material , Labour and Overhead
14 Feb, 2021	<b>Sunday</b>
3 <sup>rd</sup> Week 15 -20 Feb	Marginal Costing, Absorption Costing, B.E.P, P/V ratio
16 Feb, 2021 21 Feb, 2021	<b>VasantPanchmi</b> <b>Sunday</b>
4 <sup>th</sup> Week 22-26 Feb, 2021	Price level Accounting, Activity based Accounting

<b>27<sup>th</sup> Feb.</b> <b>28 Feb.</b>	Guru Ravidas Jyanti Sunday
<b>1-6 march</b> <b>1<sup>st</sup> week</b>	Target costing, Quality costing
<b>7<sup>th</sup> March</b>	<b>Sunday</b>
<b>8-10 March</b> <b>2<sup>nd</sup> week</b>	Revision and Class Test

## Lesson plan for the odd semester (October, 2020 to February, 2021)

Name of the Teacher- Dr. Archna

Subject-Cost Accounting

Class-B.com 5<sup>th</sup> sem.

2 <sup>nd</sup> Week 13-16 Oct	Introduction of cost Accounting, Nature and scope of Cost Accounting, Cost concepts and Classification
17 Oct, 2020 18 Oct, 2020	<b>Maharaja Agrasen Jayanti</b> <b>Sunday</b>
4 <sup>th</sup> Week 19 -24 Oct	Material planning and purchasing Methods of material issue
25 Oct, 2020	<b>Sunday (Dussehra)</b>
5 <sup>th</sup> Week 26-30 Oct	Inventory control Concept and techniques
31 Oct, 2020 01 Nov, 2020	<b>Maharishi Valmiki Jayanti</b> <b>Sunday (Haryana Day)</b>
November, 2020  1 <sup>st</sup> Week 02-07 Nov	Labour cost control, Labour turnover
4Nov, 2020 08 Nov, 2020	<b>Karwa chatuth</b> <b>Sunday</b>
2 <sup>nd</sup> Week 09 -13 Nov	Methods of wage payments, time and piece rate
14 Nov, 2020 15 Nov, 2020	<b>Diwali</b> <b>Sunday</b>
3 <sup>rd</sup> Week 16-21 Nov	Meaning of overhead Classification and allocation
22 Nov, 2020	<b>Sunday</b>
4 <sup>th</sup> Week 23 -28 Nov	Apportionment and absorption of overhead Under And over absorption
29 Nov, 2020 30 Nov, 2020	<b>Sunday</b> <b>Guru Nanak's Birthday</b>

## Lesson plan for the Odd semester (October, 2020 to February, 2021)

Name of the Teacher- Dr. Archna

Subject-Cost Accounting

Class-B.com 5<sup>th</sup> sem.

December, 2020 1 <sup>st</sup> Week 01-05 Dec	Methods of costing Unit costing-1
06 Dec, 2020	<b>Sunday</b>
2 <sup>nd</sup> Week 07 -12 Dec	Unit costing-1
13 Dec, 2020	<b>Sunday</b>
3 <sup>rd</sup> Week 14 -19 Dec	Unit costing-2
20 Dec, 2020	<b>Sunday</b>
4 <sup>th</sup> Week 21-26 Dec	<b>Job costing</b>
25 Dec, 2020 27 Dec, 2020	<b>Christmas Sunday</b>
January, 2021 1 <sup>st</sup> Week 28-31 Dec, 1-2 Jan, 2021	Contract costing Work certified and work uncertified
03 Jan, 2021	<b>Sunday</b>
2 <sup>nd</sup> Week 04 -09 Jan	Service costing, transport costing
10 Jan, 2021	<b>Sunday</b>
3 <sup>rd</sup> Week 11 -16 Jan	Process costing Valuation of W.I.P
17 Jan, 2021 20 Jan, 2021	<b>Sunday Guru Gobind Singh's Birthday</b>



4 <sup>th</sup> Week 18 -23 Jan	<b>Sessional Exams</b>
24 Jan, 2021 26 Jan. 2021	<b>Sunday</b> <b>Republic Day</b>
5 <sup>th</sup> Week 25 -30 Jan	STANDARD COSTING AND TYPES OF STANDARD COSTING
31 Jan, 2021	<b>Sunday</b>
February, 2021 1 <sup>st</sup> Week 1-6 Feb	<b>Variance Analysis</b>
07 Feb, 2021	<b>Sunday</b>
2 <sup>nd</sup> Week 08-13 Feb	<b>Material and labour variance</b>
14 Feb, 2021	<b>Sunday</b>
3 <sup>rd</sup> Week 15 -20 Feb	Cost control and cost reduction Cost audit
16 Feb, 2021 21 Feb, 2021	<b>VasantPanchmi</b> <b>Sunday</b>
4 <sup>th</sup> Week 22-26 Feb, 2021	Revision of Syllabus and Class Tests

## Lesson plan for the odd semester (October, 2020 to February, 2021)

Name of the Teacher- Dr. Archna

Subject- Financial Institutions and Market

Class- M.com 3<sup>rd</sup> sem.

2 <sup>nd</sup> Week 13-16 Oct	Nature and role of financial system Introduction of financial system
17 Oct, 2020 18 Oct, 2020	<b>Maharaja Agrasen Jayanti</b> <b>Sunday</b>
4 <sup>th</sup> Week 19 -24 Oct	Financial system and economic development Indian financial system-overview
25 Oct, 2020	<b>Sunday (Dussehra)</b>
5 <sup>th</sup> Week 26 -30 Oct	Money market, meaning and Introduction , Types of money market
31 Oct, 2020 01 Nov, 2020	<b>Maharishi Valmiki Jayanti</b> <b>Sunday (Haryana Day)</b>
November, 2020	
1 <sup>st</sup> Week 02 -07 Nov	Capital market, types of capital Market
4 Nov, 2020 08 Nov, 2020	<b>Karwa chatuth</b> <b>Sunday</b>
2 <sup>nd</sup> Week 09-13 Nov	Primary and Secondary Market
14 Nov, 2020 15 Nov, 2020	<b>Diwali</b> <b>Sunday</b>
3 <sup>rd</sup> Week 16 -21 Nov	Government securities market
22 Nov, 2020	<b>Sunday</b>
4 <sup>th</sup> Week 23 -28 Nov	Recent development in Indian capital Market
29 Nov, 2020	<b>Sunday</b>

<b>30 Nov, 2020</b>	<b>Guru Nanak's Birthday</b>
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## Lesson plan for the Odd semester (October, 2020 to February, 2021)

Name of the Teacher- Dr. Archna

Subject- Financial Institutions and Market

Class- M.com 3<sup>rd</sup> SEM.

<b>December, 2020</b>	
1 <sup>st</sup> Week <b>01-05 Dec</b>	Role of SEBI Guidelines of SEBI
<b>06 Dec, 2020</b>	<b>Sunday</b>
2 <sup>nd</sup> Week <b>07 -12 Dec</b>	Development Bank Concept, objectives and functions
<b>13 Dec, 2020</b>	<b>Sunday</b>
3 <sup>rd</sup> Week <b>14 -19 Dec</b>	IFCI, ICICI, IDBI Operational and promotional activities
<b>20 Dec, 2020</b>	<b>Sunday</b>
4 <sup>th</sup> Week <b>21-26 Dec</b>	IRBI and SIDBI State development Bank
<b>25 Dec, 2020</b> <b>27 Dec, 2020</b>	<b>Christmas</b> <b>Sunday</b>
January, 2021 1 <sup>st</sup> Week <b>28 - 31 Dec,</b> <b>1-2 Jan, 2021</b>	Merchant Banking- concept functions and growth State financial corporation
<b>03 Jan, 2021</b>	<b>Sunday</b>
2 <sup>nd</sup> Week <b>04 -09 Jan</b>	Government policy and SEBI guidelines for Merchant Banking
<b>10 Jan, 2021</b>	<b>Sunday</b>
3 <sup>rd</sup> Week <b>11 -16 Jan</b>	Meaning and concept of Mutual Fund

17 Jan, 2021 20 Jan, 2021	<b>Sunday</b> <b>Guru Gobind Singh's Birthday</b>
4 <sup>th</sup> Week 18 -23 Jan	<b>Sessional Exams</b>
24 Jan, 2021 26 Jan. 2021	<b>Sunday</b> <b>Republic Day</b>
5 <sup>th</sup> Week 25 -30 Jan	Regulation and types of Mutual fund
31 Jan, 2021	<b>Sunday</b>
February, 2021 1 <sup>st</sup> Week 01 -06 Feb	Designing and marketing scheme of mutual fund
07 Feb, 2021	<b>Sunday</b>
2 <sup>nd</sup> Week 08 -13 Feb	Latest mutual fund scheme in India
14 Feb, 2021	<b>Sunday</b>
3 <sup>rd</sup> Week 15 -20 Feb	Penalties and guidelines of SEBI
16 Feb, 2021 21 Feb, 2021	<b>Basant Panchmi</b> <b>Sunday</b>
4 <sup>th</sup> Week 22-26 Feb, 2021	Revision of Syllabus and Class Tests

## Lesson plan for the odd semester (October,2020 to February, 2021)

Name of the Teacher Dr Richa Sharma

Subject- Export Procedures and Documentation

Paper-BBA 305

Class- BBA 5th semester

2 <sup>nd</sup> Week 13-16 Oct	Introduction to Exporting
17 Oct, 2020 18 Oct, 2020	<b>Maharaja AgrasenJayanti Sunday</b>
4 <sup>th</sup> Week 19 -24 Oct	Entering Export Business Procedures and Formalities
25 Oct, 2020	<b>Sunday (Dussehra)</b>
5 <sup>th</sup> Week 26 -30 Oct	Export Import EXIM Policy
31 Oct, 2020 01 Nov, 2020	<b>Maharishi ValmikiJayanti Sunday (Haryana Day)</b>
November, 2020 1 <sup>st</sup> Week 02-07 Nov	Institutional Infrastructure for Indian Exporters
4 Nov, 2020 08 Nov, 2020	<b>Karwa chatuth Sunday</b>
2 <sup>nd</sup> Week 09 -13 Nov	INCOTERMS
14 Nov, 2020 15 Nov, 2020	<b>Diwali Sunday</b>
3 <sup>rd</sup> Week 16 -21 Nov	Methods Of International Payment
22 Nov, 2020	<b>Sunday</b>
4 <sup>th</sup> Week 23 -28 Nov	Export Documentation
29 Nov, 2020	<b>Sunday</b>

30 Nov, 2020	Guru Nanak's Birthday
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## Lesson plan for the Odd semester (October, 2020 to February, 2021)

Name of the Teacher-Dr Richa Sharma

Subject Export Documentation

Paper- BBA 305

Class- BBA 5th semester

December, 2020 1 <sup>st</sup> Week 03-05 Dec	Export Documentation
06 Dec, 2020	Sunday
2 <sup>nd</sup> Week 07 -12 Dec	TEST And Doubts
13 Dec, 2020	Sunday
3 <sup>rd</sup> Week 14-19 Dec	Processing of an Export Order
20 Dec, 2020	Sunday
4 <sup>th</sup> Week 21 -26 Dec	Presentations
25 Dec, 2020 27 Dec, 2020	Christmas Sunday
January, 2021 1 <sup>st</sup> Week 28 - 31 Dec, 1-02 Jan, 2021	Export Incentives and Schemes
03 Jan, 2021	Sunday
2 <sup>nd</sup> Week 04 -09 Jan	Export Incentives and Schemes
10 Jan, 2021	Sunday
3 <sup>rd</sup> Week 11 -16 Jan	Revision

<b>17 Jan, 2021</b> <b>20 Jan, 2021</b>	<b>Sunday</b> <b>Guru Gobind Singh's Birthday</b>
<b>4<sup>th</sup>Week</b> <b>18-23 Jan</b>	<b>Sessional Exams</b>
<b>24 Jan, 2021</b> <b>26 Jan. 2021</b>	<b>Sunday</b> <b>Republic Day</b>
<b>5<sup>th</sup> Week</b> <b>25 -30 Jan</b>	Management of Risk in Export Business
<b>31 Jan, 2021</b>	<b>Sunday</b>
<b>February, 2021</b>  <b>1<sup>st</sup> Week</b> <b>01 -06 Feb</b>	Management Of Risk in Export Business
<b>07 Feb, 2021</b>	<b>Sunday</b>
<b>2<sup>nd</sup> Week</b> <b>08-13 Feb</b>	New Foreign Trade Policy 2015- 2020
<b>14 Feb, 2021</b>	<b>Sunday</b>
<b>3<sup>rd</sup> Week</b> <b>15 -20 Feb</b>	New Foreign Trade Policy 2015-2020
<b>16 Feb, 2021</b> <b>21 Feb, 2021</b>	<b>VasantPanchmi</b> <b>Sunday</b>
<b>4<sup>th</sup> Week</b> <b>22-26 Feb, 2021</b>	Revision of Syllabus and Class Tests

## Lesson plan for the odd semester (October,2020 to February, 2021)

Name of the Teacher Dr Richa Sharma

Subject-Goods&Services Tax

Paper-BC 503

Class- B.com 5<sup>th</sup> semester

2 <sup>nd</sup> Week 13-16 Oct	Tax structure in India
17 Oct, 2020 18 Oct, 2020	<b>Maharaja AgrasenJayanti Sunday</b>
4 <sup>th</sup> Week 19 Oct-24 Oct	Overview of Gst
25 Oct, 2020	<b>Sunday (Dussehra)</b>
5 <sup>th</sup> Week 26 Oct-30 Oct	Administration of GST
31 Oct, 2020 01 Nov, 2020	<b>Maharishi ValmikiJayanti Sunday (Haryana Day)</b>
November, 2020 1 <sup>st</sup> Week 02 Nov-07 Nov	Taxable Event and Scope of supply under GST
08 Nov, 2020	<b>Sunday</b>
2 <sup>nd</sup> Week 09 Nov-13 Nov	Levy and collection of Tax
14 Nov, 2020 15 Nov, 2020	<b>Diwali Sunday</b>
3 <sup>rd</sup> Week 16 Nov, -21 Nov	Small Taxable persons Exemption and Composition Scheme
22 Nov, 2020	<b>Sunday</b>
4 <sup>th</sup> Week 23 Nov-28 Nov	Time of Supply
29 Nov, 2020 30 Nov, 2020	<b>Sunday Guru Nanak's Birthday</b>



## Lesson plan for the Odd semester (October, 2020 to February, 2021)

Name of the Teacher-Dr Richa Sharma

Subject Goods&Services Tax

Paper-BC 503

Class- B.com 5<sup>th</sup> semester

December, 2020 1 <sup>st</sup> Week 03-05 Dec	The IGST Act 2017
06 Dec, 2020	<b>Sunday</b>
2 <sup>nd</sup> Week 07 Dec, 10-12 Dec	Nature of Supplies Inter State &Intra State,
13 Dec, 2020	<b>Sunday</b>
3 <sup>rd</sup> Week 14 Dec-19 Dec	Place of Supply
20 Dec, 2020	<b>Sunday</b>
4 <sup>th</sup> Week 21 Dec-26 Dec	Value of Taxable Supply
25 Dec, 2020 27 Dec, 2020	<b>Christmas Sunday</b>
January, 2021 1 <sup>st</sup> Week 28 Dec 2020-02 Jan, 2021	Input Tax Credit
03 Jan, 2021	<b>Sunday</b>
2 <sup>nd</sup> Week 04 Jan-09 Jan	Registration
10 Jan, 2021	<b>Sunday</b>
3 <sup>rd</sup> Week 11 Jan-16 Jan	Tax Invoice,Credit and Debit notes

<b>17 Jan, 2021</b> <b>20 Jan, 2021</b>	<b>Sunday</b> <b>Guru Gobind Singh's Birthday</b>
4 <sup>th</sup> Week <b>18 Jan-23 Jan</b>	<b>Sessional Exams</b>
<b>24 Jan, 2021</b> <b>26 Jan. 2021</b>	<b>Sunday</b> <b>Republic Day</b>
5 <sup>th</sup> Week <b>25 Jan-30 Jan</b>	Returns,Assessment and Audit
<b>31 Jan, 2021</b>	<b>Sunday</b>
<b>February, 2021</b>  1 <sup>st</sup> Week <b>01 Feb,-06 Feb</b>	Payment of Tax
<b>07 Feb, 2021</b>	<b>Sunday</b>
2 <sup>nd</sup> Week <b>08 Feb-13 Feb</b>	Offences
<b>14 Feb, 2021</b>	<b>Sunday</b>
3 <sup>rd</sup> Week <b>15 Feb-20 Feb</b>	Penalties
<b>16 Feb, 2021</b> <b>21 Feb, 2021</b>	<b>VasantPanchmi</b> <b>Sunday</b>
4 <sup>th</sup> Week <b>22-26 Feb, 2021</b>	Revision of Syllabus and Class Tests

## Lesson plan for the odd semester (October,2020 to February, 2021)

Name of the Teacher Dr Richa Sharma

Subject- Company Law

Paper-BC 304

Class- B.com 3<sup>rd</sup> semester

2 <sup>nd</sup> Week 13-16 Oct	Historical development of Company law in India
17 Oct, 2020 18 Oct, 2020	<b>Maharaja AgrasenJayanti Sunday</b>
4 <sup>th</sup> Week 19 -24 Oct	Company:Meaning characteristics and Nature
25 Oct, 2020	<b>Sunday (Dussehra)</b>
5 <sup>th</sup> Week 26 -30 Oct	Types of Companies
31 Oct, 2020 01 Nov, 2020	<b>Maharishi ValmikiJayanti Sunday (Haryana Day)</b>
November, 2020 1 <sup>st</sup> Week 02-07 Nov	Private Companies
4 Nov, 2020 08 Nov, 2020	<b>Karwa chatuth Sunday</b>
2 <sup>nd</sup> Week 09 -13 Nov	Formation ,Promotion and Incorporation of a Company
14 Nov, 2020 15 Nov, 2020	<b>Diwali Sunday</b>
3 <sup>rd</sup> Week 16 -21 Nov	Memorandum of Association
22 Nov, 2020	<b>Sunday</b>
4 <sup>th</sup> Week 23 -28 Nov	Articles of Association
29 Nov, 2020	<b>Sunday</b>

30 Nov, 2020	Guru Nanak's Birthday
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## Lesson plan for the Odd semester (October, 2020 to February, 2021)

Name of the Teacher-Dr Richa Sharma

Subject Company Law

Paper- BC 304

Class- B.com 3<sup>rd</sup> semester

December, 2020 1 <sup>st</sup> Week 03-05 Dec	Prospectus
06 Dec, 2020	Sunday
2 <sup>nd</sup> Week 07 -12 Dec	Shares and Stocks
13 Dec, 2020	Sunday
3 <sup>rd</sup> Week 14-19 Dec	Allotments of Shares
20 Dec, 2020	Sunday
4 <sup>th</sup> Week 21 -26 Dec	Share Capital of Company
25 Dec, 2020 27 Dec, 2020	Christmas Sunday
January, 2021 1 <sup>st</sup> Week 28 - 31 Dec, 1-02 Jan, 2021	Share Certificate and Share warrant
03 Jan, 2021	Sunday
2 <sup>nd</sup> Week 04 -09 Jan	Issue and Allotment of debentures
10 Jan, 2021	Sunday
3 <sup>rd</sup> Week 11 -16 Jan	Transfer and Transmission of Shares and Debentures

<b>17 Jan, 2021</b> <b>20 Jan, 2021</b>	<b>Sunday</b> <b>Guru Gobind Singh's Birthday</b>
4 <sup>th</sup> Week <b>18-23 Jan</b>	<b>Sessional Exams</b>
<b>24 Jan, 2021</b> <b>26 Jan. 2021</b>	<b>Sunday</b> <b>Republic Day</b>
5 <sup>th</sup> Week <b>25 -30 Jan</b>	Depository System
<b>31 Jan, 2021</b>	<b>Sunday</b>
<b>February, 2021</b>  1 <sup>st</sup> Week <b>01 -06 Feb</b>	Borrowing Powers Debentures
<b>07 Feb, 2021</b>	<b>Sunday</b>
2 <sup>nd</sup> Week <b>08-13 Feb</b>	Borrowing powers Debenturs and Charges
<b>14 Feb, 2021</b>	<b>Sunday</b>
3 <sup>rd</sup> Week <b>15 -20 Feb</b>	Class tests and Revision
<b>16 Feb, 2021</b> <b>21 Feb, 2021</b>	<b>VasantPanchmi</b> <b>Sunday</b>
4 <sup>th</sup> Week <b>22-26 Feb, 2021</b>	Revision of Syllabus and Class Tests

## Lesson plan for the odd semester (October,2020 to February, 2021)

Name of the Teacher-jasmeen

Subject-advertising media

Paper-advertising media

Class- bcom 3 sem Aspsm

2 <sup>nd</sup> week 5-10oct, 2020	Advertising media
11 oct 2020	Sunday
3 <sup>rd</sup> week 12-16 oct,2020	Concept of ad media and its importance
17 Oct,2020 18oct,2020	Maharaja Agarsen jayanti Sunday
4 <sup>th</sup> week 19-24oct,2020	Types of media
25 oct,2020	Sunday
26-30oct,2020	Discussions
31oct,2020 1Nov,2020	Maharishi Valmiki Jayanti Haryana day
November,2020 1 <sup>st</sup> week 2-3nov, 5-7nov,2020	Types of media print media
4nov 2020 8nov 2020	Karwachauth Sunday
2 <sup>nd</sup> week 9-13nov 2020	Radio television media
14 nov 2020 15 nov 2020	Diwali Sunday
3 <sup>rd</sup> Week <b>16-21 Nov,2020</b>	Audio vedio cassetes
<b>22 Nov, 2020</b>	<b>Sunday</b>
4 <sup>th</sup> Week <b>23-28 Nov</b>	Other media direct mail social media and
<b>29 Nov, 2020</b> <b>30 Nov, 2020</b>	<b>Sunday</b> <b>Guru Nanak's</b> <b>Birthday</b>

## Lesson plan for the Odd semester (October, 2020 to February, 2021)

Name of the Teacher-Dr. Ashima Gakhar

Subject-Botany

Paper- I (Plant Physiology)

Class- B.Sc. III (Medical and Biotech.)

December, 2020 1 <sup>st</sup> Week 01-05 Dec	Outdoor media evaluation and limitations
06 Dec, 2020	<b>Sunday</b>
2 <sup>nd</sup> Week 07-12 Dec	Media characteristics merits and limitations
13 Dec, 2020	<b>Sunday</b>
3 <sup>rd</sup> Week 14-19 Dec	Media scene in india
20 Dec,	<b>Sunday</b>
T	Problems in reaching rural audience
25 Dec, 2020 27 Dec, 2020	<b>Christmas Sunday</b>
28-31Dec 2020	
January, 2021 1 <sup>st</sup> Week 1-2Jan, 2021	Test and evaluatio
03 Jan, 2021	<b>Sunday</b>
2 <sup>nd</sup> Week 04-09 Jan	Melas and press conferences
10 Jan, 2021	<b>Sunday</b>
3 <sup>rd</sup> Week 11-16 Jan	<b>Media panning</b>
17 Jan, 2021 20 Jan, 2021	<b>Sunday Guru Gobind Singh's Birthday</b>

4 <sup>th</sup> Week 18 Jan, 21-23 Jan	<b>Sessional Exams</b>
24 Jan, 2021 26 Jan. 2021	<b>Sunday</b> <b>Republic Day</b>
5 <sup>th</sup> Week 25 Jan, 27-30 Jan	Selection of media category
31 Jan, 2021	<b>Sunday</b>
February, 2021  1 <sup>st</sup> Week 01-06 Feb	<b>Media reach and frequency</b>
07 Feb, 2021	<b>Sunday</b>
2 <sup>nd</sup> Week 08 -13 Feb	<b>Frequency and impact of ad media</b>
14 Feb, 2021	<b>Sunday</b>
3 <sup>rd</sup> Week 15 Feb, 18-20 Feb	Revision of Syllabus and Class Tests
16 Feb, 2021 21 Feb, 2021	<b>Vasant Panchmi</b> <b>Sunday</b>
4 <sup>th</sup> Week 22-26Feb 2021	Revision of Syllabus and Class Tests



## Lesson plan for the odd semester (October,2020 to February, 2021)

Name of the Teacher-Ms Jasmeen

Subject-Advertising

Paper- BC (VOC) 106

Class- B.COM I (ASPSM)

2 <sup>nd</sup> week 5-10oct, 2020	Importance of advertising
11 oct 2020	Sunday
3 <sup>rd</sup> week 12-16 oct,2020	Role of advertising in modern marketing
17 Oct,2020 18oct,2020	Maharaja Agarsen jayanti Sunday
4 <sup>th</sup> week 19-24oct,2020	Advertising classified and display advertising
25 oct,2020	Sunday
26-30oct,2020	Commercial and non commercial advertising
31oct,2020 1Nov,2020	Maharishi Valmiki Jayanti Haryana day
November,2020 1 <sup>st</sup> week 2-3nov, 5-7nov,2020	Coperative Advertising
4nov 2020 8nov 2020	Karwachauth Sunday
2 <sup>nd</sup> week 9-13nov 2020	Dagmar approach
14 nov 2020 15 nov 2020	Diwali Sunday
3 <sup>rd</sup> Week <b>16-21 Nov,2020</b>	Evaluation of ad objective
<b>22 Nov, 2020</b>	<b>Sunday</b>
4 <sup>th</sup> Week <b>23-28 Nov</b>	Setting up of financial goals

29 Nov, 2020	<b>Sunday</b>
30 Nov, 2020	<b>Guru Nanak's Birthday</b>

## Lesson plan for the Odd semester (October, 2020 to February, 2021)

Name of the Teacher- Ms. Jasmeen

Subject- Advertising

Paper- BC (VOC) 106

Class- B.COM I (ASPSM)

<b>December, 2020</b>	Presentations and evaluation
1 <sup>st</sup> Week <b>01-05 Dec</b>	
<b>06 Dec, 2020</b>	<b>Sunday</b>
2 <sup>nd</sup> Week <b>07-12 Dec</b>	Setting up of ad budgt implications and priorities
<b>13 Dec, 2020</b>	<b>Sunday</b>
3 <sup>rd</sup> Week <b>14-19 Dec</b>	Factors affecting advertising impressions
<b>20 Dec, 2020</b>	<b>Sunday</b>
4 <sup>th</sup> Week <b>21-24 Dec, 26 Dec</b>	<b>Concept clearance and modes of advertising</b>
<b>25 Dec, 2020</b> <b>27 Dec, 2020</b>	<b>Christmas</b> <b>Sunday</b>
<b>28-31Dec 2020</b>	<b>Importamce of advertising in national economy</b>
<b>January, 2021</b>	Advertising concept and modes of advertisimg
1 <sup>st</sup> Week 1-2Jan, 2021	
<b>03 Jan, 2021</b>	<b>Sunday</b>
2 <sup>nd</sup> Week <b>04-09 Jan</b>	Test revisions and presentations
<b>10 Jan, 2021</b>	<b>Sunday</b>
3 <sup>rd</sup> Week	<b>Primary and selective demand</b>

11-16 Jan	
17 Jan, 2021 20 Jan, 2021	<b>Sunday</b> <b>Guru Gobind Singh's Birthday</b>
4 <sup>th</sup> Week 18 Jan, 21-23 Jan	<b>Sessional Exams</b>
24 Jan, 2021 26 Jan. 2021	<b>Sunday</b> <b>Republic Day</b>
5 <sup>th</sup> Week 25 Jan, 27-30 Jan	<b>Modern marketing</b>
31 Jan, 2021	<b>Sunday</b>
February, 2021  1 <sup>st</sup> Week 01-06 Feb	<b>7 c of advertising</b>
07 Feb, 2021	<b>Sunday</b>
2 <sup>nd</sup> Week 08 -13 Feb	<b>Revision</b>
14 Feb, 2021	<b>Sunday</b>
3 <sup>rd</sup> Week 15 Feb, 18-20 Feb	<b>Revision of Syllabus and Class Tests</b>
16 Feb, 2021 21 Feb, 2021	<b>Vasant Panchmi</b> <b>Sunday</b>
4 <sup>th</sup> Week 22-26Feb 2021	<b>Revision of Syllabus and Class Tests</b>

## Lesson plan for the odd semester (January,2020 to March,2021)

Name of the Teacher-jasmeen  
 Subject-organisationbehaviour  
 Paper-Mc 101  
 Class- m.com 1<sup>ST</sup> SEM

2 <sup>nd</sup> week 6-9 Jan	Concept of organisatio behaviour
10 Jan, 2021	Sunday
3 <sup>rd</sup> Week 11 Jan, 14-16 Jan	Scope of o.b
17 Jan, 2021 20 Jan, 2021	Sunday Guru Gobind Singh's Birthday
4 <sup>th</sup> Week 18 -19 Jan, 21-23 Jan	Personality concepts and dimensions theories of personality
24 Jan, 2021 26 Jan. 2021	Sunday Republic Day
5 <sup>th</sup> Week 25 Jan, 28-30 Jan	Test and evaluation ... perception concept and determinants
31 Jan, 2021	Sunday
February, 2021	Theories of perception and case study
1 <sup>st</sup> Week 01 Feb, 04-06 Feb	
07 Feb, 2021	Sunday
2 <sup>nd</sup> Week 08 Feb, 11-13 Feb	Group formation ... types of group theories of group formation
14 Feb, 2021	Sunday
3 <sup>rd</sup> Week 15 Feb, 18-20 Feb	Transactional analysis concept and discussion
16 Feb, 2021 21 Feb, 2021	VasantPanchmi Sunday
4 <sup>th</sup> Week	

<b>22-26 Feb, 2021</b>	<b>Test of personality and groupformation</b>
<b>27<sup>th</sup> Feb. 28 Feb.</b>	<b>Attitude and its impact on organisation behaviour</b>
<b>1-6 march 1<sup>st</sup> week</b>	<b>Presentations for revisions</b>
<b>7<sup>th</sup> March</b>	<b>Sunday</b>
<b>8-10 March 2<sup>nd</sup> week</b>	<b>Attitude tyoes and theories</b>

## Lesson plan for the odd semester (April, 2020 to February,2021)

Name of the Teacher – Ms. Jasmeen

Subject- Personal selling and its salesmanship I

Paper- BC (VOC) 306

Class- B.Com III sem

<b>April, 2021</b> 3 <sup>rd</sup> Week <b>19 -24 April</b>	<b>Introduction:</b> personal selling - Nature and importance - Door to door selling
<b>21 April, 2021</b> <b>25 April,2021</b>	<b>Ram Navami</b> <b>Sunday (MahavirJayanti)</b>
4 <sup>th</sup> Week <b>26 -28 April</b>	Selling situations where personal selling is more effective than advertising - Cost of advertising vs. Cost of personal selling
<b>02 May, 2021</b>	<b>Sunday</b>
<b>May, 2021</b> 1 <sup>st</sup> Week <b>03 May-08</b> <b>May</b>	-AIDA model of selling - types of selling situations
<b>09 May, 2021</b>	<b>Sunday</b>
2 <sup>nd</sup> Week <b>10 May-13 May</b>	- Types of sales persons - qualities and duties and requirements of a good sales perosn
<b>14 May, 2021</b> <b>16 May, 2021</b>	<b>Id-UI-Fitr</b> <b>Sunday</b>
3 <sup>rd</sup> Week <b>17 May-22 May</b>	<b>-Revision, Doubt Clearing And Test</b>
<b>23 May, 2021</b>	<b>Sunday</b>
4 <sup>th</sup> Week <b>24 May-29 May</b>	-Buying motives, types of markets - customer and industrial markets:- their characteristics and implications for selling function.
<b>30 May, 2021</b>	<b>Sunday</b>
<b>June, 2021</b> 1 <sup>st</sup> Week <b>31 May-05 June</b>	- Process of effective selling- prospecting, pre approach, presentation

<b>06 June, 2021</b>	<b>Sunday</b>
2 <sup>nd</sup> Week <b>07 June-12 June</b>	- Test and analysis - buying motives - types of markets and customer and industrial markets
<b>13 June,2021</b>	<b>Sunday</b>
3 <sup>rd</sup> week <b>14 June-19 June</b>	- Presentation and demonstration - Handling no objections, closing sales - Post sales activities
<b>20 June,2021</b>	<b>Sunday</b>
4 <sup>th</sup> Week <b>21 June-26 June</b>	-Revision And doubt Clearing -Sessional
<b>27 June,2021</b>	<b>Sunday</b>
5 <sup>th</sup> Week <b>28 June-30 June</b>	Revision of important topics.

# Lesson plan for the odd semester (October,2020 to February, 2021)

Name of the Teacher-Priyanka Madan

Subject-Corporate Accounting

Paper- BC- 301

Class- B.Com 3rd sem

2 <sup>nd</sup> week 5-10oct, 2020	Issue of shares - concept,process of book building
11 oct 2020	Sunday
3 <sup>rd</sup> week 12-16 oct,2020	Right shares, bonus shares
17 Oct,2020 18oct,2020	Maharaja Agarsen jayanti Sunday
4 <sup>th</sup> week 19-24oct,2020	Accounting treatment ,Practical questions of issue of shares
25 oct,2020	Sunday
26-30oct,2020	Practical questions of issue of shares
31oct,2020 1Nov,2020	Maharishi Valmiki Jayanti Haryana day
November,2020	Redemption of preference shares





1 <sup>st</sup> week 2-3nov, 5-7nov,2020	
4nov 2020 8nov 2020	Karwachauth Sunday
2 <sup>nd</sup> week 9-13nov 2020	Practical questions of redemption of preference shares
14 nov 2020 15 nov 2020	Diwali Sunday
3 <sup>rd</sup> Week 16-21 Nov,2020	Issue of Debenture
22 Nov, 2020	<b>Sunday</b>
4 <sup>th</sup> Week 23-28 Nov	Redemption of Debenture
29 Nov, 2020 30 Nov, 2020	<b>Sunday</b> <b>Guru Nanak's Birthday</b>

December, 2020	Final accounts of companies
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1 <sup>st</sup> Week 01-05 Dec	
06 Dec, 2020	Sunday
2 <sup>nd</sup> Week 07-12 Dec	Practical questions of final accounts
13 Dec, 2020	Sunday
3rd Week 14-19 Dec	Amalgamation-concept And introduced
20 Dec, 2020	Sunday
4 <sup>th</sup> Week 21-24 Dec, 26 Dec	Practical questions of amalgamation
25 Dec, 2020	Christmas
27 Dec, 2020	Sunday
28-31Dec 2020	
January, 2021 1 <sup>st</sup> Week 1-2Jan, 2021	Practical questions of amalgamation
03 Jan, 2021	Sunday



2 <sup>nd</sup> Week 04-09 Jan	Test of issue of shares and issue of debentures
10 Jan, 2021	<b>Sunday</b>
3 <sup>rd</sup> Week 11-16 Jan	Internal Reconstruction -concept And accounting treatment
17 Jan, 2021	<b>Sunday</b>
20 Jan, 2021	<b>Guru Gobind Singh's Birthday</b>
4 <sup>th</sup> Week 18 Jan, 21-23 Jan	Sessional Exams
24 Jan, 2021	<b>Sunday</b>
26 Jan. 2021	<b>Republic Day</b>
5 <sup>th</sup> Week 25 Jan, 27-30 Jan	Test of redemption of debentures
31 Jan, 2021	<b>Sunday</b>
February, 2021	Accounting treatment of internal reconstruction
1 <sup>st</sup> Week	



01-06 Feb	
07 Feb, 2021	<b>Sunday</b>
2 <sup>nd</sup> Week 08 -13 Feb	<b>Test of final accounts of companies</b>
14 Feb, 2021	<b>Sunday</b>
3 <sup>rd</sup> Week 15 Feb, 18-20 Feb	<b>Revision of Syllabus and Class test of amalgamation</b>
16 Feb, 2021 21 Feb, 2021	<b>Vasant Panchmi</b> <b>Sunday</b>
4 <sup>th</sup> Week 22-26Feb 2021	<b>Revision of Syllabus and class testnof internal reconstruction</b>



## Lesson plan for the odd semester (October,2020 to February, 2021)

Name of the Teacher Ms.Priyanka Madan

Subject- Service Marketing

Paper-MC 409

Class- B. Com 4th sem

2 <sup>nd</sup> Week 13-16 Oct	Concept, characteristics and classification of service marketing.
17 Oct, 2020 18 Oct, 2020	<b>Maharaja Agrasen Jayanti</b> <b>Sunday</b>
4 <sup>th</sup> Week 19 -24 Oct	Buying process and customer expectations of services
25 Oct, 2020	<b>Sunday (Dussehra)</b>
5 <sup>th</sup> Week 26 -30 Oct	Marketing Mix in services.
31 Oct, 2020 01 Nov, 2020	<b>Maharishi Valmiki Jayanti</b> <b>Sunday (Haryana Day)</b>
November, 2020 1 <sup>st</sup> Week 02-07 Nov	Concepts and dimensions of service quality.



4 Nov, 2020	<b>Karwa chatuth</b>
08 Nov, 2020	<b>Sunday</b>
2 <sup>nd</sup> Week 09 -13 Nov	Models of service quality, Meaning and goals of service marketing.
14 Nov, 2020	<b>Diwali</b>
15 Nov, 2020	<b>Sunday</b>
3 <sup>rd</sup> Week 16 -21 Nov	Marketing segmentations and targeting, customer retention strategies.
22 Nov, 2020	<b>Sunday</b>
4 <sup>th</sup> Week 23 -28 Nov	Steps in service development, Service Blueprinting, Approaches to service delivery
29 Nov, 2020	<b>Sunday</b>
30 Nov, 2020	<b>Guru Nanak's Birthday</b>

December, 2020	Customers Feedback and services recovery,
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1 <sup>st</sup> Week 03-05 Dec	Problems, objectives, communication mix, strategies of communication and promotion of services
06 Dec, 2020	Sunday
2 <sup>nd</sup> Week 07 -12 Dec	Characteristics, Approaches and Pricing Strategies of pricing of services
13 Dec, 2020	Sunday
3rd Week 14-19 Dec	Key Intermediaries and Strategies for effective service delivery
20 Dec, 2020	Sunday
4 <sup>th</sup> Week 21 -26 Dec	Importance and role of contact personnel in service marketing
25 Dec, 2020	Christmas
27 Dec, 2020	Sunday
January, 2021 1 <sup>st</sup> Week 28 - 31 Dec, 1-02 Jan, 2021	Managing service delivery employees in service marketing
03 Jan, 2021	Sunday



2 <sup>nd</sup> Week 04 -09 Jan	How to Manage customers
10 Jan, 2021	<b>Sunday</b>
3 <sup>rd</sup> Week 11 -16 Jan	Strategies for enhancing customer participation
17 Jan, 2021 20 Jan, 2021	<b>Sunday</b> <b>Guru Gobind Singh's Birthday</b>
4 <sup>th</sup> Week 18-23 Jan	Sessional Exams
24 Jan, 2021 26 Jan. 2021	<b>Sunday</b> <b>Republic Day</b>
5 <sup>th</sup> Week 25 -30 Jan	Customers protection in Service Marketing
31 Jan, 2021	<b>Sunday</b>
February, 2021  1 <sup>st</sup> Week 01 -06 Feb	<b>Ethics in Service Marketing</b>





07 Feb, 2021	Sunday
2 <sup>nd</sup> Week 08-13 Feb	Physical Environment of service
14 Feb, 2021	Sunday
3 <sup>rd</sup> Week 15 -20 Feb	Customer perception of services
16 Feb, 2021	VasantPanchmi
21 Feb, 2021	Sunday
4 <sup>th</sup> Week 22-26 Feb, 2021	Revision of Syllabus and Class Tests



## Lesson plan for the odd semester (October,2020 to February, 2021)

Name of the Teacher- MS Priyanka Madan

Subject-Financial management

Paper-BC - 502

Class- B. Com 5<sup>th</sup> semester

2 <sup>nd</sup> Week 13-16 Oct	Financial management: nature, scope, objectives and significance of financial management
17 Oct, 2020 18 Oct, 2020	<b>Maharaja AgrasenJayanti Sunday</b>
4 <sup>th</sup> Week 19 -24 Oct	Recent developments in financial management
25 Oct, 2020	<b>Sunday (Dussehra)</b>
5 <sup>th</sup> Week 26 -30 Oct	Financial planning: need, importance, drafting a financial plan
31 Oct, 2020 01 Nov, 2020	<b>Maharishi ValmikiJayanti Sunday (Haryana Day)</b>
November, 2020	
1 <sup>st</sup> Week 02-07 Nov	Capitalization: over capitalization
4 Nov, 2020 08 Nov, 2020	<b>Karwa chatuth Sunday</b>
2 <sup>nd</sup> Week 09 -13 Nov	Capitalization: under capitalization
14 Nov, 2020 15 Nov, 2020	<b>Diwali Sunday</b>
3 <sup>rd</sup> Week 16 -21 Nov	Financial forecasting : meaning, benefits and techniques of financial forecasting
22 Nov, 2020	<b>Sunday</b>
4 <sup>th</sup> Week 23 -28 Nov	Sources of finance – short term and medium term

29 Nov, 2020 30 Nov, 2020	<b>Sunday</b> <b>Guru Nanak's Birthday</b>
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## Lesson plan for the Odd semester (October, 2020 to February, 2021)

Name of the Teacher-MS Priyanka Madan

Subject- Financial management

Paper- BC - 502

Class- B. Com 5<sup>th</sup> semester

December, 2020 1 <sup>st</sup> Week 03-05 Dec	Sources of finance – long term sources of finance and other finance
06 Dec, 2020	<b>Sunday</b>
2 <sup>nd</sup> Week 07 -12 Dec	Cost of capital : significance, computation of cost of debt
13 Dec, 2020	<b>Sunday</b>
3 <sup>rd</sup> Week 14-19 Dec	Coat of capital – computation of cost of equity capital
20 Dec, 2020	<b>Sunday</b>
4 <sup>th</sup> Week 21 -26 Dec	<b>Cost of capital – computation of cost of preference shares and retained earnings</b>
25 Dec, 2020 27 Dec, 2020	<b>Christmas</b> <b>Sunday</b>
January, 2021 1 <sup>st</sup> Week 28 - 31 Dec, 1-02 Jan, 2021	Weighted average cost of capital – practical questions
03 Jan, 2021	<b>Sunday</b>
2 <sup>nd</sup> Week 04 -09 Jan	Capital structure decisions: meaning and determinants of capital structure
10 Jan, 2021	<b>Sunday</b>
3 <sup>rd</sup> Week	<b>Theories of capital structure</b>

<b>11 -16 Jan</b>	
<b>17 Jan, 2021</b> <b>20 Jan, 2021</b>	<b>Sunday</b> <b>Guru Gobind Singh's Birthday</b>
4 <sup>th</sup> Week <b>18-23 Jan</b>	<b>Sessional Exams</b>
<b>24 Jan, 2021</b> <b>26 Jan. 2021</b>	<b>Sunday</b> <b>Republic Day</b>
5 <sup>th</sup> Week <b>25 -30 Jan</b>	Capital budgeting decisions: nature and importance, factors influencing capital expenditure
<b>31 Jan, 2021</b>	<b>Sunday</b>
<b>February, 2021</b>  1 <sup>st</sup> Week <b>01 -06 Feb</b>	<b>Techniques of capital budgeting</b>
<b>07 Feb, 2021</b>	<b>Sunday</b>
2 <sup>nd</sup> Week <b>08-13 Feb</b>	<b>Working capital management: need and types, determinants, forecasting of working capital requirements</b>
<b>14 Feb, 2021</b>	<b>Sunday</b>
3 <sup>rd</sup> Week <b>15 -20 Feb</b>	<b>Management of cash</b>
<b>16 Feb, 2021</b> <b>21 Feb, 2021</b>	<b>VasantPanchmi</b> <b>Sunday</b>
4 <sup>th</sup> Week <b>22-26 Feb, 2021</b>	Revision of Syllabus and Class Tests

## Lesson plan for the odd semester (October,2020 to February, 2021)

Name of the Teacher- MS Bharti

Subject- Business Statistics 1

Paper-BBA- 203

Class- BBA 3<sup>rd</sup> semester

2 <sup>nd</sup> Week 13-16 Oct	Statistics – introduction, definition, scope, functions
17 Oct, 2020 18 Oct, 2020	<b>Maharaja AgrasenJayanti Sunday</b>
4 <sup>th</sup> Week 19 -24 Oct	Importance, limitations and distrust of statistics
25 Oct, 2020	<b>Sunday (Dussehra)</b>
5 <sup>th</sup> Week 26 -30 Oct	Types of statistical methods, data collection and analysis, types of data
31 Oct, 2020 01 Nov, 2020	<b>Maharishi ValmikiJayanti Sunday (Haryana Day)</b>
November, 2020 1 <sup>st</sup> Week 02-07 Nov	Characteristics of graph – types of graph and their merits and demerits, measures of Central tendency – meaning and definitions
4 Nov, 2020 08 Nov, 2020	<b>Karwa chatuth Sunday</b>
2 <sup>nd</sup> Week 09 -13 Nov	Types of averages – median , mode, arithmetic mean, geometric mean, harmonic mean
14 Nov, 2020 15 Nov, 2020	<b>Diwali Sunday</b>
3 <sup>rd</sup> Week 16 -21 Nov	Mean, median and mode - illustrations
22 Nov, 2020	<b>Sunday</b>
4 <sup>th</sup> Week 23 -28 Nov	Quadratic mean, moving average, progressive average
29 Nov, 2020	<b>Sunday</b>

30 Nov, 2020	Guru Nanak's Birthday
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## Lesson plan for the Odd semester (October, 2020 to February, 2021)

Name of the Teacher-MS Bharti

Subject- Business statistics 1

Paper-BBA- 203

Class- BBA 3<sup>rd</sup> semester

December, 2020 1 <sup>st</sup> Week 03-05 Dec	Relation between mean, median and mode, measures of dispersion : absolute and relative measures of dispersion range
06 Dec, 2020	Sunday
2 <sup>nd</sup> Week 07 -12 Dec	Skewness, illustrations of skewness
13 Dec, 2020	Sunday
3 <sup>rd</sup> Week 14-19 Dec	Quartile deviation and difference between skewness and dispersion
20 Dec, 2020	Sunday
4 <sup>th</sup> Week 21 -26 Dec	Empirical relationship among various measures of dispersion
25 Dec, 2020 27 Dec, 2020	Christmas Sunday
January, 2021 1 <sup>st</sup> Week 28 - 31 Dec, 1-02 Jan, 2021	Mean and standard deviation and it's illustrations
03 Jan, 2021	Sunday
2 <sup>nd</sup> Week 04 -09 Jan	Sampling – introduction , census versus sample errors in sampling
10 Jan, 2021	Sunday
3 <sup>rd</sup> Week 11 -16 Jan	Types of sampling, judging reliability of sample

<b>17 Jan, 2021</b> <b>20 Jan, 2021</b>	<b>Sunday</b> <b>Guru Gobind Singh's Birthday</b>
<b>4<sup>th</sup>Week</b> <b>18-23 Jan</b>	<b>Sessional Exams</b>
<b>24 Jan, 2021</b> <b>26 Jan. 2021</b>	<b>Sunday</b> <b>Republic Day</b>
<b>5<sup>th</sup> Week</b> <b>25 -30 Jan</b>	Business forecasting- meaning, steps in business forecasting and methods of forecasting
<b>31 Jan, 2021</b>	<b>Sunday</b>
<b>February, 2021</b>  <b>1<sup>st</sup> Week</b> <b>01 -06 Feb</b>	<b>Index number – introduction, types of index numbers</b>
<b>07 Feb, 2021</b>	<b>Sunday</b>
<b>2<sup>nd</sup> Week</b> <b>08-13 Feb</b>	<b>Methods of constructing index numbers</b>
<b>14 Feb, 2021</b>	<b>Sunday</b>
<b>3<sup>rd</sup> Week</b> <b>15 -20 Feb</b>	<b>Uses of index numbers and illustrations of index numbers</b>
<b>16 Feb, 2021</b> <b>21 Feb, 2021</b>	<b>VasantPanchmi</b> <b>Sunday</b>
<b>4<sup>th</sup> Week</b> <b>22-26 Feb, 2021</b>	<b>Revision of Syllabus and Class Tests</b>

## Lesson plan for the odd semester (October,2020 to February, 2021)

Name of the Teacher Ms Bharti

Subject- Company Law

Paper-BC 304

Class- B.com 3<sup>rd</sup> semester

2 <sup>nd</sup> Week 13-16 Oct	Historical development of Company law in India
17 Oct, 2020 18 Oct, 2020	<b>Maharaja AgrasenJayanti Sunday</b>
4 <sup>th</sup> Week 19 -24 Oct	Company:Meaning characteristics and Nature
25 Oct, 2020	<b>Sunday (Dussehra)</b>
5 <sup>th</sup> Week 26 -30 Oct	Types of Companies
31 Oct, 2020 01 Nov, 2020	<b>Maharishi ValmikiJayanti Sunday (Haryana Day)</b>
November, 2020 1 <sup>st</sup> Week 02-07 Nov	Private Companies
4 Nov, 2020 08 Nov, 2020	<b>Karwa chatuth Sunday</b>
2 <sup>nd</sup> Week 09 -13 Nov	Formation ,Promotion and Incorporation of a Company
14 Nov, 2020 15 Nov, 2020	<b>Diwali Sunday</b>
3 <sup>rd</sup> Week 16 -21 Nov	Memorandum of Association
22 Nov, 2020	<b>Sunday</b>
4 <sup>th</sup> Week 23 -28 Nov	Articles of Association
29 Nov, 2020	<b>Sunday</b>



30 Nov, 2020	Guru Nanak's Birthday
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## Lesson plan for the Odd semester (October, 2020 to February, 2021)

Name of the Teacher-MS Bharti

Subject -Company Law

Paper- BC 304

Class- B.com 3<sup>rd</sup> semester

December, 2020 1 <sup>st</sup> Week 03-05 Dec	Prospectus
06 Dec, 2020	Sunday
2 <sup>nd</sup> Week 07 -12 Dec	Shares and Stocks
13 Dec, 2020	Sunday
3 <sup>rd</sup> Week 14-19 Dec	Allotments of Shares
20 Dec, 2020	Sunday
4 <sup>th</sup> Week 21 -26 Dec	Share Capital of Company
25 Dec, 2020 27 Dec, 2020	Christmas Sunday
January, 2021 1 <sup>st</sup> Week 28 - 31 Dec, 1-02 Jan, 2021	Share Certificate and Share warrant
03 Jan, 2021	Sunday
2 <sup>nd</sup> Week 04 -09 Jan	Issue and Allotment of debentures
10 Jan, 2021	Sunday
3 <sup>rd</sup> Week 11 -16 Jan	Transfer and Transmission of Shares and Debentures

<b>17 Jan, 2021</b> <b>20 Jan, 2021</b>	<b>Sunday</b> <b>Guru Gobind Singh's Birthday</b>
4 <sup>th</sup> Week <b>18-23 Jan</b>	<b>Sessional Exams</b>
<b>24 Jan, 2021</b> <b>26 Jan. 2021</b>	<b>Sunday</b> <b>Republic Day</b>
5 <sup>th</sup> Week <b>25 -30 Jan</b>	Depository System
<b>31 Jan, 2021</b>	<b>Sunday</b>
<b>February, 2021</b>  1 <sup>st</sup> Week <b>01 -06 Feb</b>	Borrowing Powers Debentures
<b>07 Feb, 2021</b>	<b>Sunday</b>
2 <sup>nd</sup> Week <b>08-13 Feb</b>	Borrowing powers Debenturs and Charges
<b>14 Feb, 2021</b>	<b>Sunday</b>
3 <sup>rd</sup> Week <b>15 -20 Feb</b>	Class tests and Revision
<b>16 Feb, 2021</b> <b>21 Feb, 2021</b>	<b>VasantPanchmi</b> <b>Sunday</b>
4 <sup>th</sup> Week <b>22-26 Feb, 2021</b>	Revision of Syllabus and Class Tests

## Lesson plan for the odd semester (October,2020 to February, 2021)

Name of the Teacher- MS Bharti

Subject- Entrepreneurship development

Paper-MC 314

Class- M. Com 3<sup>rd</sup> semester

2 <sup>nd</sup> Week 13-16 Oct	Entrepreneurship : concept, nature and scope, factors affecting enterperneurial growth
17 Oct, 2020 18 Oct, 2020	<b>Maharaja AgrasenJayanti Sunday</b>
4 <sup>th</sup> Week 19 -24 Oct	Major motives, stress management
25 Oct, 2020	<b>Sunday (Dussehra)</b>
5 <sup>th</sup> Week 26 -30 Oct	Entrepreneurship development programs.
31 Oct, 2020 01 Nov, 2020	<b>Maharishi ValmikiJayanti Sunday (Haryana Day)</b>
November, 2020 1 <sup>st</sup> Week 02-07 Nov	Small enterprises : definition classification – characteristics, ownership structures.
4 Nov, 2020 08 Nov, 2020	<b>Karwa chatuth Sunday</b>
2 <sup>nd</sup> Week 09 -13 Nov	Market survey and opportunity identification : starting a small scale industry.
14 Nov, 2020 15 Nov, 2020	<b>Diwali Sunday</b>
3 <sup>rd</sup> Week 16 -21 Nov	Registration procedures, list of items reserved for small scale industry.
22 Nov, 2020	<b>Sunday</b>
4 <sup>th</sup> Week 23 -28 Nov	Assessment of demand and supply in potential areas of growth
29 Nov, 2020	<b>Sunday</b>

30 Nov, 2020	Guru Nanak's Birthday
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## Lesson plan for the Odd semester (October, 2020 to February, 2021)

Name of the Teacher-MS Bharti

Subject -Entrepreneurship development

Paper- MC -314

Class- M.com 3<sup>rd</sup> semester

December, 2020 1 <sup>st</sup> Week 03-05 Dec	Understanding business opportunity, consideration in product selection.
06 Dec, 2020	Sunday
2 <sup>nd</sup> Week 07 -12 Dec	Data collection for setting up small ventures
13 Dec, 2020	Sunday
3 <sup>rd</sup> Week 14-19 Dec	Project report preparation: managerial and operational aspects of small business
20 Dec, 2020	Sunday
4 <sup>th</sup> Week 21 -26 Dec	Human relations and performance in organization
25 Dec, 2020 27 Dec, 2020	Christmas Sunday
January, 2021 1 <sup>st</sup> Week 28 - 31 Dec, 1-02 Jan, 2021	Institution supporting entrepreneurial growth
03 Jan, 2021	Sunday
2 <sup>nd</sup> Week 04 -09 Jan	Environmental considerations : concept of ecology and environment
10 Jan, 2021	Sunday
3 <sup>rd</sup> Week 11 -16 Jan	Air , water and noise pollution standards and control

<b>17 Jan, 2021</b> <b>20 Jan, 2021</b>	<b>Sunday</b> <b>Guru Gobind Singh's Birthday</b>
<b>4<sup>th</sup>Week</b> <b>18-23 Jan</b>	<b>Sessional Exams</b>
<b>24 Jan, 2021</b> <b>26 Jan. 2021</b>	<b>Sunday</b> <b>Republic Day</b>
<b>5<sup>th</sup> Week</b> <b>25 -30 Jan</b>	Revision of small enterprises
<b>31 Jan, 2021</b>	<b>Sunday</b>
<b>February, 2021</b>  <b>1<sup>st</sup> Week</b> <b>01 -06 Feb</b>	Presentations
<b>07 Feb, 2021</b>	<b>Sunday</b>
<b>2<sup>nd</sup> Week</b> <b>08-13 Feb</b>	Presentations
<b>14 Feb, 2021</b>	<b>Sunday</b>
<b>3<sup>rd</sup> Week</b> <b>15 -20 Feb</b>	Personal protection equipment for safety at work places
<b>16 Feb, 2021</b> <b>21 Feb, 2021</b>	<b>VasantPanchmi</b> <b>Sunday</b>
<b>4<sup>th</sup> Week</b> <b>22-26 Feb, 2021</b>	Revision of Syllabus and Class Tests

## Lesson plan for the odd semester (October,2020 to February, 2021)

Name of the Teacher – MS Bharti

Subject- sales promotion and public relations 1

Paper- BC -506

Class- B. Com 5<sup>th</sup> semester

2 <sup>nd</sup> Week 13-16 Oct	Sales promotion – introduction nature and scope
17 Oct, 2020 18 Oct, 2020	<b>Maharaja AgrasenJayanti Sunday</b>
4 <sup>th</sup> Week 19 -24 Oct	Importance of sales promotion and it's role in marketing
25 Oct, 2020	<b>Sunday (Dussehra)</b>
5 <sup>th</sup> Week 26 -30 Oct	Revision of sales promotion topics
31 Oct, 2020 01 Nov, 2020	<b>Maharishi ValmikiJayanti Sunday (Haryana Day)</b>
November, 2020 1 <sup>st</sup> Week 02-07 Nov	Forms of sales promotion – consumer oriented sales promotion
4 Nov, 2020 08 Nov, 2020	<b>Karwa chatuth Sunday</b>
2 <sup>nd</sup> Week 09 -13 Nov	Motion oriented sales promotion
14 Nov, 2020 15 Nov, 2020	<b>Diwali Sunday</b>
3 <sup>rd</sup> Week 16 -21 Nov	Trade oriented sales promotion
22 Nov, 2020	<b>Sunday</b>
4 <sup>th</sup> Week 23 -28 Nov	Sales force sales promtion
29 Nov, 2020	<b>Sunday</b>

30 Nov, 2020	Guru Nanak's Birthday
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## Lesson plan for the Odd semester (October, 2020 to February, 2021)

Name of the Teacher-MS Bharti

Subject- sales promotion and public relations 1

Paper-BC -506

Class- B. Com 5<sup>th</sup> semester

December, 2020 1 <sup>st</sup> Week 03-05 Dec	Revisions of forms of sales promotion
06 Dec, 2020	Sunday
2 <sup>nd</sup> Week 07 -12 Dec	Major tools of sales promotion- sample, purchase
13 Dec, 2020	Sunday
3 <sup>rd</sup> Week 14-19 Dec	Displays and demonstration
20 Dec, 2020	Sunday
4 <sup>th</sup> Week 21 -26 Dec	Exhibition, fashion shows, sales contests and games of chance and skill
25 Dec, 2020 27 Dec, 2020	Christmas Sunday
January, 2021 1 <sup>st</sup> Week 28 - 31 Dec, 1-02 Jan, 2021	Lotteries, gifts, offer, premium and free goods, rebates
03 Jan, 2021	Sunday
2 <sup>nd</sup> Week 04 -09 Jan	Patronage and rewards
10 Jan, 2021	Sunday
3 <sup>rd</sup> Week 11 -16 Jan	Revision of tools of sales promotion

<b>17 Jan, 2021</b> <b>20 Jan, 2021</b>	<b>Sunday</b> <b>Guru Gobind Singh's Birthday</b>
<b>4<sup>th</sup>Week</b> <b>18-23 Jan</b>	<b>Sessional Exams</b>
<b>24 Jan, 2021</b> <b>26 Jan. 2021</b>	<b>Sunday</b> <b>Republic Day</b>
<b>5<sup>th</sup> Week</b> <b>25 -30 Jan</b>	Conventions, conference and trade shows
<b>31 Jan, 2021</b>	<b>Sunday</b>
<b>February, 2021</b>  <b>1<sup>st</sup> Week</b> <b>01 -06 Feb</b>	<b>Specific novelties and revision</b>
<b>07 Feb, 2021</b>	<b>Sunday</b>
<b>2<sup>nd</sup> Week</b> <b>08-13 Feb</b>	<b>Personal selling – meaning , definition, features, importance, scope</b>
<b>14 Feb, 2021</b>	<b>Sunday</b>
<b>3<sup>rd</sup> Week</b> <b>15 -20 Feb</b>	<b>Personal selling process, qualities of a good salesman, types of salesmen, duties of salesmen</b>
<b>16 Feb, 2021</b> <b>21 Feb, 2021</b>	<b>VasantPanchmi</b> <b>Sunday</b>
<b>4<sup>th</sup> Week</b> <b>22-26 Feb, 2021</b>	Revision of Syllabus and Class Tests



## Lesson plan for the odd semester (October,2020 to February, 2021)

Name of the Teacher – MS Bharti

Subject - Auditing

Paper- BC - 505

Class- B. Com 5<sup>th</sup> semester

2 <sup>nd</sup> Week 13-16 Oct	Introduction : meaning, objectives and advantages of auditing, types of audit
17 Oct, 2020 18 Oct, 2020	<b>Maharaja AgrasenJayanti Sunday</b>
4 <sup>th</sup> Week 19 -24 Oct	Internal and external audit, proprietary and efficient audit, audit process
25 Oct, 2020	<b>Sunday (Dussehra)</b>
5 <sup>th</sup> Week 26 -30 Oct	Audit programme , audit working papers and evidences
31 Oct, 2020 01 Nov, 2020	<b>Maharishi ValmikiJayanti Sunday (Haryana Day)</b>
November, 2020	Methods of audit work : routine checking and test checking
1 <sup>st</sup> Week 02-07 Nov	
4 Nov, 2020 08 Nov, 2020	<b>Karwa chatuth Sunday</b>
2 <sup>nd</sup> Week 09 -13 Nov	Internal control and internal checking system
14 Nov, 2020 15 Nov, 2020	<b>Diwali Sunday</b>
3 <sup>rd</sup> Week 16 -21 Nov	Audit of e- commerce transactions
22 Nov, 2020	<b>Sunday</b>
4 <sup>th</sup> Week 23 -28 Nov	Vouching : meaning, objectives and importance

29 Nov, 2020 30 Nov, 2020	<b>Sunday</b> <b>Guru Nanak's Birthday</b>
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## Lesson plan for the Odd semester (October, 2020 to February, 2021)

Name of the Teacher-MS Bharti

Subject- Auditing

Paper-BC - 505

Class- B. Com 5<sup>th</sup> semester

<b>December, 2020</b>	Revision of audit process and audit programme
1 <sup>st</sup> Week <b>03-05 Dec</b>	
<b>06 Dec, 2020</b>	<b>Sunday</b>
2 <sup>nd</sup> Week <b>07 -12 Dec</b>	Verification of assets
<b>13 Dec, 2020</b>	<b>Sunday</b>
3 <sup>rd</sup> Week <b>14-19 Dec</b>	Vouching of cash books vouching of purchase book, sale book
<b>20 Dec, 2020</b>	<b>Sunday</b>
4 <sup>th</sup> Week <b>21 -26 Dec</b>	<b>Vouching of bill receivable book and bill payable book</b>
<b>25 Dec, 2020</b> <b>27 Dec, 2020</b>	<b>Christmas</b> <b>Sunday</b>
<b>January, 2021</b> 1 <sup>st</sup> Week <b>28 - 31 Dec,</b> <b>1-02 Jan, 2021</b>	Vouching of journal proper and debtor creditor ledgers
<b>03 Jan, 2021</b>	<b>Sunday</b>
2 <sup>nd</sup> Week <b>04 -09 Jan</b>	Verification of liabilities
<b>10 Jan, 2021</b>	<b>Sunday</b>
3 <sup>rd</sup> Week	

11 -16 Jan	Audit of limited companies: company auditor- appointment, powers , duties and liabilities
17 Jan, 2021 20 Jan, 2021	<b>Sunday</b> <b>Guru Gobind Singh's Birthday</b>
4 <sup>th</sup> Week 18-23 Jan	<b>Sessional Exams</b>
24 Jan, 2021 26 Jan. 2021	<b>Sunday</b> <b>Republic Day</b>
5 <sup>th</sup> Week 25 -30 Jan	Directions of comptroller and auditor general of India
31 Jan, 2021	<b>Sunday</b>
February, 2021  1 <sup>st</sup> Week 01 -06 Feb	<b>Audit reports: various types of audit reports</b>
07 Feb, 2021	<b>Sunday</b>
2 <sup>nd</sup> Week 08-13 Feb	<b>Investigation: meaning, nature, procedure and objectives, investigation and due diligence</b>
14 Feb, 2021	<b>Sunday</b>
3 <sup>rd</sup> Week 15 -20 Feb	<b>Professional ethics of auditing</b>
16 Feb, 2021 21 Feb, 2021	<b>VasantPanchmi</b> <b>Sunday</b>
4 <sup>th</sup> Week 22-26 Feb, 2021	Revision of Syllabus and Class Tests

## Lesson plan for the odd semester (November,2020 to February, 2021)

Name of the Teacher-Harvinder  
Kaur Subject-Financial  
Accounting  
Paper- BC-101  
Class- B.com 1 sem.(Gen.)(voc)

3 <sup>rd</sup> Week 16-21 Nov,2020	Financial Accounting:need, objectives and scope,Book keeping, Branches of accounting, Accounting principles: concepts and conventions
22 Nov, 2020	<b>Sunday</b>
4 <sup>th</sup> Week 23-28 Nov	Accounting cycle and accounting equations Ledger and trail balance
29 Nov, 2020 30 Nov, 2020	<b>Sunday</b> <b>Guru Nanak's Birthday</b>

December, 2020	
1 <sup>st</sup> Week 01-05 Dec	Capital and Revenue: concept and classification of income, expenditure; receipts
06 Dec, 2020	<b>Sunday</b>
2 <sup>nd</sup> Week	Depreciation provisions and Reserves

<b>07-12 Dec</b>	
<b>13 Dec, 2020</b>	<b>Sunday</b>
3rd Week <b>14-19 Dec</b>	Concept of depreciation and it's classifications
<b>20 Dec, 2020</b>	<b>Sunday</b>
4 <sup>th</sup> Week <b>21-24 Dec, 26 Dec</b>	Methods of depreciation accounting
<b>25 Dec, 2020</b> <b>27 Dec, 2020</b>	<b>Christmas</b> <b>Sunday</b>
<b>28-31 Dec 2020</b>	Final Accounts: Accounts of manufacturing, trading
January, 2021 1 <sup>st</sup> Week 1-2 Jan, 2021	Different practical questions of profit and loss account, Balance sheet
<b>03 Jan, 2021</b>	<b>Sunday</b>
2 <sup>nd</sup> Week <b>04-09 Jan</b>	Rectification of Errors: suspense accounts
<b>10 Jan, 2021</b>	<b>Sunday</b>
3 <sup>rd</sup> Week <b>11-16 Jan</b>	Practical questions of final Accounts
<b>17 Jan, 2021</b> <b>20 Jan, 2021</b>	<b>Sunday</b> <b>Guru Gobind Singh's Birthday</b>
4 <sup>th</sup> Week <b>18 Jan, 21-23 Jan</b>	<b>Sessional Exams</b>
<b>24 Jan, 2021</b> <b>26 Jan. 2021</b>	<b>Sunday</b> <b>Republic Day</b>
5 <sup>th</sup> Week <b>25 Jan, 27-30 Jan</b>	Accounts of non-profit Organizations
<b>31 Jan, 2021</b>	<b>Sunday</b>
February, 2021 1 <sup>st</sup> Week <b>01-06 Feb</b>	Practical questions of accounts of non- profit organizations
<b>07 Feb, 2021</b>	<b>Sunday</b>
2 <sup>nd</sup> Week	Consignment Accounts: Accounting records, valuation of unsold stock

<b>08 -13 Feb</b>	
<b>14 Feb, 2021</b>	<b>Sunday</b>
3 <sup>rd</sup> Week <b>15 Feb, 18-20 Feb</b>	Revision of Syllabus and Class Tests
<b>16 Feb, 2021 21 Feb, 2021</b>	<b>Vasant Panchmi Sunday</b>
4 <sup>th</sup> Week <b>22-26Feb 2021</b>	Revision of Syllabus and Class Tests

## Lesson plan for the odd semester (November,2020 to February, 2021)

Name of the Teacher- Harvinder  
kaur

Subject:Principles of production  
mgt

Paper-BBA306

Class- BBA 5<sup>th</sup> sem

3 <sup>rd</sup> Week 16-21 Nov,2020	Product- nature and types
22 Nov, 2020	<b>Sunday</b>
4 <sup>th</sup> Week 23-28 Nov	Production systems
29 Nov, 2020 30 Nov, 2020	<b>Sunday</b> <b>Guru Nanak's</b> <b>Birthday</b>

December, 2020	
1 <sup>st</sup> Week 01-05 Dec	Decision making in production function
06 Dec, 2020	<b>Sunday</b>
2 <sup>nd</sup> Week 07-12 Dec	Concept of production management
13 Dec, 2020	<b>Sunday</b>
3 <sup>rd</sup> Week 14-19 Dec	Production planning and control
20 Dec, 2020	<b>Sunday</b>

4 <sup>th</sup> Week 21-24 Dec, 26 Dec	Production process
25 Dec, 2020 27 Dec, 2020	<b>Christmas Sunday</b>
28-31Dec 2020	Purchasing
January, 2021 1 <sup>st</sup> Week 1-2Jan, 2021	Different types of stores And storing
03 Jan, 2021	<b>Sunday</b>
2 <sup>nd</sup> Week 04-09 Jan	Warehousing : types and importance Concept
10 Jan, 2021	<b>Sunday</b>
3 <sup>rd</sup> Week 11-16 Jan	<b>Methods of production</b>
17 Jan, 2021 20 Jan, 2021	<b>Sunday Guru Gobind Singh's Birthday</b>
4 <sup>th</sup> Week 18 Jan, 21-23 Jan	<b>Sessional Exams</b>
24 Jan, 2021 26 Jan. 2021	<b>Sunday Republic Day</b>
5 <sup>th</sup> Week 25 Jan, 27-30 Jan	Inventory management techniques- EOQ,FIFO,LIFO
31 Jan, 2021	<b>Sunday</b>
February, 2021 1 <sup>st</sup> Week 01-06 Feb	ABC analysis VED analysis
07 Feb, 2021	<b>Sunday</b>
2 <sup>nd</sup> Week 08 -13 Feb	Total quality management ISO certification
14 Feb, 2021	<b>Sunday</b>
3 <sup>rd</sup> Week 15 Feb, 18-20 Feb	Revision of Syllabus and Class Tests
16 Feb, 2021	<b>Vasant Panchmi</b>



<b>21 Feb, 2021</b>	<b>Sunday</b>
4 <sup>th</sup> Week <b>22-26Feb 2021</b>	Revision of Syllabus and Class Tests

## Lesson plan for the odd semester (November,2020 to February, 2021)

Name of the Teacher - Harvinder Kaur

Subject-Business law

Paper- BBA-301

Class- BBA 5th sem

3 <sup>rd</sup> Week 16-21 Nov,2020	Indian Contract Act,1872- introduction
22 Nov, 2020	<b>Sunday</b>
4 <sup>th</sup> Week 23-28 Nov	Contractual capacity of parties, free consent of parties,lawful consideration and objects
29 Nov, 2020 30 Nov, 2020	<b>Sunday</b> <b>Guru Nanak's</b> <b>Birthday</b>

<b>December, 2020</b>	
1 <sup>st</sup> Week <b>01-05 Dec</b>	Performance of contracts Discharge of contracts Consequences of breach of contract
<b>06 Dec, 2020</b>	<b>Sunday</b>
2 <sup>nd</sup> Week <b>07-12 Dec</b>	Contracts of bailment Contracts of indemnity Contracts of guarantee
<b>13 Dec, 2020</b>	<b>Sunday</b>
3 <sup>rd</sup> Week <b>14-19 Dec</b>	Contracts of Agency
<b>20 Dec, 2020</b>	<b>Sunday</b>
4 <sup>th</sup> Week <b>21-24 Dec, 26 Dec</b>	Sales of Goods Act-1930 Contracts of sale Conditions and warranties
<b>25 Dec, 2020</b> <b>27 Dec, 2020</b>	<b>Christmas</b> <b>Sunday</b>
<b>28-31Dec 2020</b>	
<b>January, 2021</b>	Performance of contracts- delivery and payment
1 <sup>st</sup> Week 1-2Jan, 2021	Unpaid seller
<b>03 Jan, 2021</b>	<b>Sunday</b>
2 <sup>nd</sup> Week <b>04-09 Jan</b>	Contracts of sale Legal formalities- written and registered
<b>10 Jan, 2021</b>	<b>Sunday</b>
3 <sup>rd</sup> Week <b>11-16 Jan</b>	Valid contracts and it's elements Different examples and cases
<b>17 Jan, 2021</b> <b>20 Jan, 2021</b>	<b>Sunday</b> <b>Guru Gobind Singh's Birthday</b>
4 <sup>th</sup> Week <b>18 Jan, 21-23 Jan</b>	<b>Sessional Exams</b>
<b>24 Jan, 2021</b> <b>26 Jan. 2021</b>	<b>Sunday</b> <b>Republic Day</b>
5 <sup>th</sup> Week <b>25 Jan, 27-30 Jan</b>	Proposal, acceptance and revocation
<b>31 Jan, 2021</b>	<b>Sunday</b>

<b>February, 2021</b> 1 <sup>st</sup> Week <b>01-06 Feb</b>	Different provisions under Negotiable instruments Act,1881
<b>07 Feb, 2021</b>	<b>Sunday</b>
2 <sup>nd</sup> Week <b>08 -13 Feb</b>	Negotiable instruments Act,1881
<b>14 Feb, 2021</b>	<b>Sunday</b>
3 <sup>rd</sup> Week <b>15 Feb, 18-20 Feb</b>	Revision of Syllabus and Class Tests
<b>16 Feb, 2021</b> <b>21 Feb, 2021</b>	<b>Vasant Panchmi</b> <b>Sunday</b>
4 <sup>th</sup> Week <b>22-26Feb 2021</b>	Revision of Syllabus and Class Tests

## Lesson plan for the odd semester (November,2020 to February, 2021)

Name of the Teacher-Harvinder Kaur

Subject-Management Accounting

Paper- BBA-204

Class- BBA 3<sup>rd</sup> sem

3 <sup>rd</sup> Week 16-21 Nov,2020	Management Accounting:nature,functions,scope,conventions ,techniques And limitations
22 Nov, 2020	<b>Sunday</b>
4 <sup>th</sup> Week 23-28 Nov	Management Accounting vs. Financial Accounting
29 Nov, 2020 30 Nov, 2020	<b>Sunday</b> <b>Guru Nanak's Birthday</b>

December, 2020 1 <sup>st</sup> Week 01-05 Dec	Cost Accounting:uses of cost accounting,various cost concepts, Classifications of costs Costing methods
06 Dec, 2020	<b>Sunday</b>
2 <sup>nd</sup> Week 07-12 Dec	Budgets and Budgetary control: nature,kinds Various types of budegets
13 Dec, 2020	<b>Sunday</b>
3rd Week 14-19 Dec	Merits and demerits of Budgetary control
20 Dec, 2020	<b>Sunday</b>

4 <sup>th</sup> Week 21-24 Dec, 26 Dec	Break- even analysis and decision involving alternate choices
25 Dec, 2020 27 Dec, 2020	<b>Christmas Sunday</b>
28-31 Dec 2020	Standard costing: types of variances
January, 2021 1 <sup>st</sup> Week 1-2 Jan, 2021	Standard costing : practical questions
03 Jan, 2021	<b>Sunday</b>
2 <sup>nd</sup> Week 04-09 Jan	Standard costing: their implementation
10 Jan, 2021	<b>Sunday</b>
3 <sup>rd</sup> Week 11-16 Jan	Management Accounting: activity based costing
17 Jan, 2021 20 Jan, 2021	<b>Sunday Guru Gobind Singh's Birthday</b>
4 <sup>th</sup> Week 18 Jan, 21-23 Jan	<b>Sessional Exams</b>
24 Jan, 2021 26 Jan. 2021	<b>Sunday Republic Day</b>
5 <sup>th</sup> Week 25 Jan, 27-30 Jan	Control based techniques
31 Jan, 2021	<b>Sunday</b>
February, 2021 1 <sup>st</sup> Week 01-06 Feb	Balanced score card
07 Feb, 2021	<b>Sunday</b>
2 <sup>nd</sup> Week 08 -13 Feb	Uniform costing, responsibility Accounting Target costing
14 Feb, 2021	<b>Sunday</b>
3 <sup>rd</sup> Week 15 Feb, 18-20 Feb	Revision of Syllabus and Class Tests

<b>16 Feb, 2021</b> <b>21 Feb, 2021</b>	<b>Vasant Panchmi</b> <b>Sunday</b>
4 <sup>th</sup> Week <b>22-26Feb 2021</b>	Revision of Syllabus and Class Tests

## Lesson plan for the odd semester (October,2020 to February, 2021)

Name of the Teacher-Purnima kalia

Subject-Rural marketing

Paper- BC-306(i)

Class- B.COM-SEMESTER-III

2 <sup>nd</sup> week 5-10oct, 2020	Meaning, nature and characteristics of marketing
11 oct 2020	Sunday
3 <sup>rd</sup> week 12-16 oct,2020	Opportunities and challenges to rural markets in india
17 Oct,2020 18oct,2020	Maharaja Agarsen jayanti Sunday
4 <sup>th</sup> week 19-24oct,2020	Socio-cultural, economic, demographic, technological environment
25 oct,2020	Sunday
26-30oct,2020	Segmentation of rural markets.
31oct,2020 1Nov,2020	Maharishi Valmiki Jayanti Haryana day
November,2020 1 <sup>st</sup> week 2-3nov, 5-7nov,2020	Strategies for rural marketing.
4nov 2020 8nov 2020	Karwachauth Sunday
2 <sup>nd</sup> week 9-13nov 2020	Rural marketing mix
14 nov 2020 15 nov 2020	Diwali Sunday
3 <sup>rd</sup> Week <b>16-21 Nov,2020</b>	Difference in rural and urban market
<b>22 Nov, 2020</b>	<b>Sunday</b>
4 <sup>th</sup> Week <b>23-28 Nov</b>	Problems in rural marketing



29 Nov, 2020	<b>Sunday</b> <b>Guru Nanak's</b> <b>Birthday</b>
30 Nov, 2020	

## Lesson plan for the Odd semester (October, 2020 to February, 2021)

Name of the Teacher- Purnima

Subject- Principles of business management

Paper- BC-306(i)

Class- B.COM-II( semester-III)

December, 2020	Product planning
1 <sup>st</sup> Week 01-05 Dec	
06 Dec, 2020	<b>Sunday</b>
2 <sup>nd</sup> Week 07-12 Dec	Pricing, promotion and management of distribution channels
13 Dec, 2020	<b>Sunday</b>
3 <sup>rd</sup> Week 14-19 Dec	Planning and organizing personal selling in rural markets
20 Dec, 2020	<b>Sunday</b>
4 <sup>th</sup> Week 21-24 Dec, 26 Dec	Innovation in rural markets
25 Dec, 2020 27 Dec, 2020	<b>Christmas</b> <b>Sunday</b>
28-31Dec 2020	E-commerce in rural markets
January, 2021	E-chaupal
1 <sup>st</sup> Week 1-2Jan, 2021	
03 Jan, 2021	<b>Sunday</b>
2 <sup>nd</sup> Week 04-09 Jan	Initiatives in rural markets
10 Jan, 2021	<b>Sunday</b>
3 <sup>rd</sup> Week	Revision

<b>11-16 Jan</b>	
<b>17 Jan, 2021</b> <b>20 Jan, 2021</b>	<b>Sunday</b> <b>Guru Gobind Singh's Birthday</b>
4 <sup>th</sup> Week <b>18 Jan, 21-23 Jan</b>	<b>Sessional Exams</b>
<b>24 Jan, 2021</b> <b>26 Jan. 2021</b>	<b>Sunday</b> <b>Republic Day</b>
5 <sup>th</sup> Week <b>25 Jan, 27-30 Jan</b>	Presentation by students
<b>31 Jan, 2021</b>	<b>Sunday</b>
<b>February, 2021</b>  1 <sup>st</sup> Week <b>01-06 Feb</b>	Presentations by students
<b>07 Feb, 2021</b>	<b>Sunday</b>
2 <sup>nd</sup> Week <b>08 -13 Feb</b>	Revision of syllabus and class tests
<b>14 Feb, 2021</b>	<b>Sunday</b>
3 <sup>rd</sup> Week <b>15 Feb, 18-20 Feb</b>	Revision of Syllabus and Class Tests
<b>16 Feb, 2021</b> <b>21 Feb, 2021</b>	<b>Vasant Panchmi</b> <b>Sunday</b>
4 <sup>th</sup> Week <b>22-26Feb 2021</b>	Revision of Syllabus and Class Tests

## Lesson plan for the odd semester (October,2020 to February, 2021)

Name of the Teacher-Purnima kalia

Subject-Principles of business management

Paper- BC-103

Class- B.COM-I

2 <sup>nd</sup> week 5-10oct, 2020	Concept,nature , importance and scope of commerce
11 oct 2020	Sunday
3 <sup>rd</sup> week 12-16 oct,2020	Evolution of commerce
17 Oct,2020 18oct,2020	Maharaja Agarsen jayanti Sunday
4 <sup>th</sup> week 19-24oct,2020	Management as a science,art and profession.
25 oct,2020	Sunday
26-30oct,2020	Approaches to management
31oct,2020 1Nov,2020	Maharishi Valmiki Jayanti Haryana day
November,2020 1 <sup>st</sup> week 2-3nov, 5-7nov,2020	Planning- concept ,nature and process
4nov 2020 8nov 2020	Karwachauth Sunday
2 <sup>nd</sup> week 9-13nov 2020	Types of plans- policy, programme, strategy, vision, mission,goals and objectives.
14 nov 2020 15 nov 2020	Diwali Sunday
3 <sup>rd</sup> Week <b>16-21 Nov,2020</b>	Organizing-meaning and it's principles
<b>22 Nov, 2020</b>	<b>Sunday</b>
4 <sup>th</sup> Week	Organizational structure-

23-28 Nov	Functional, line vs.staff , matrix organisation
29 Nov, 2020 30 Nov, 2020	<b>Sunday</b> <b>Guru Nanak's Birthday</b>

## Lesson plan for the Odd semester (October, 2020 to February, 2021)

Name of the Teacher- Purnima

Subject-Principles of business management

Paper- BC-103

Class- B.COM-I

December, 2020 1 <sup>st</sup> Week 01-05 Dec	Delegation-meaning, advantages, barrier to delegation
06 Dec, 2020	<b>Sunday</b>
2 <sup>nd</sup> Week 07-12 Dec	Guidelines for effective delegation
13 Dec, 2020	<b>Sunday</b>
3 <sup>rd</sup> Week 14-19 Dec	Decentralisation and centralisation-advantages and disadvantages
20 Dec, 2020	<b>Sunday</b>
4 <sup>th</sup> Week 21-24 Dec, 26 Dec	Staffing – meaning, importance and scope of staffing
25 Dec, 2020 27 Dec, 2020	<b>Christmas</b> <b>Sunday</b>
28-31Dec 2020	Directing-concept, motivation, objectives and significance
January, 2021 1 <sup>st</sup> Week 1-2Jan, 2021	Leadership-concept, significance and functions
03 Jan, 2021	<b>Sunday</b>
2 <sup>nd</sup> Week 04-09 Jan	Leadership styles and approaches to leadership

<b>10 Jan, 2021</b>	<b>Sunday</b>
3 <sup>rd</sup> Week <b>11-16 Jan</b>	Controlling-meaning and characteristic of control
<b>17 Jan, 2021</b> <b>20 Jan, 2021</b>	<b>Sunday</b> <b>Guru Gobind Singh's Birthday</b>
4 <sup>th</sup> Week <b>18 Jan, 21-23 Jan</b>	<b>Sessional Exams</b>
<b>24 Jan, 2021</b> <b>26 Jan. 2021</b>	<b>Sunday</b> <b>Republic Day</b>
5 <sup>th</sup> Week <b>25 Jan, 27-30 Jan</b>	Process of controlling
<b>31 Jan, 2021</b>	<b>Sunday</b>
<b>February, 2021</b>  1 <sup>st</sup> Week <b>01-06 Feb</b>	Perquisites of an effective control system
<b>07 Feb, 2021</b>	<b>Sunday</b>
2 <sup>nd</sup> Week <b>08 -13 Feb</b>	Techniques of controlling
<b>14 Feb, 2021</b>	<b>Sunday</b>
3 <sup>rd</sup> Week <b>15 Feb, 18-20 Feb</b>	Revision of Syllabus and Class Tests
<b>16 Feb, 2021</b> <b>21 Feb, 2021</b>	<b>Vasant Panchmi</b> <b>Sunday</b>
4 <sup>th</sup> Week <b>22-26Feb 2021</b>	Revision of Syllabus and Class Tests

## Lesson plan for the odd semester (October,2020 to February, 2021)

Name of the Teacher-Purnima

Subject-Marketing communication

Paper- I

Class- B.COM- Vocational

2 <sup>nd</sup> week 5-10oct, 2020	Introduction to marketing communication
11 oct 2020	Sunday
3 <sup>rd</sup> week 12-16 oct,2020	Meaning, nature and definition of marketing communication
17 Oct,2020 18oct,2020	Maharaja Agarsen jayanti Sunday
4 <sup>th</sup> week 19-24oct,2020	Objectives of marketing communication
25 oct,2020	Sunday
26-30oct,2020	Communication process
31oct,2020 1Nov,2020	Maharishi Valmiki Jayanti Haryana day
November,2020 1 <sup>st</sup> week 2-3nov, 5-7nov,2020	Encoding, source, decoding, receiver, channel/media, response or feedback
4nov 2020 8nov 2020	Karwachauth Sunday
2 <sup>nd</sup> week 9-13nov 2020	Forms of Marketing communication
14 nov 2020 15 nov 2020	Diwali Sunday
3 <sup>rd</sup> Week <b>16-21 Nov,2020</b>	Role/functions/importance of marketing communication
<b>22 Nov, 2020</b>	<b>Sunday</b>
4 <sup>th</sup> Week <b>23-28 Nov</b>	Steps in developing effective Marketing communication
<b>29 Nov, 2020</b> <b>30 Nov, 2020</b>	<b>Sunday</b> <b>Guru Nanak's Birthday</b>

## Lesson plan for the Odd semester (October, 2020 to February, 2021)

Name of the Teacher-Purnima

Subject- Marketing communication

Paper- I

Class- B.com-I(vocational)

<b>December, 2020</b> 1 <sup>st</sup> Week <b>01-05 Dec</b>	Elements or components of marketing communication
<b>06 Dec, 2020</b>	<b>Sunday</b>
2 <sup>nd</sup> Week <b>07-12 Dec</b>	Process in marketing and how does it work in marketing
<b>13 Dec, 2020</b>	<b>Sunday</b>
3 <sup>rd</sup> Week <b>14-19 Dec</b>	Communication models
<b>20 Dec, 2020</b>	<b>Sunday</b>
4 <sup>th</sup> Week <b>21-24 Dec, 26 Dec</b>	Source in marketing communication and it's types and it's role
<b>25 Dec, 2020</b> <b>27 Dec, 2020</b>	<b>Christmas</b> <b>Sunday</b>
<b>28-31Dec 2020</b>	Message-message content , message format
<b>January, 2021</b> 1 <sup>st</sup> Week 1-2Jan, 2021	Types of marketing
<b>03 Jan, 2021</b>	<b>Sunday</b>
2 <sup>nd</sup> Week <b>04-09 Jan</b>	Difference between sales promotion and advertising
<b>10 Jan, 2021</b>	<b>Sunday</b>
3 <sup>rd</sup> Week <b>11-16 Jan</b>	Difference between advertising and publicity
<b>17 Jan, 2021</b> <b>20 Jan, 2021</b>	<b>Sunday</b> <b>Guru Gobind Singh's Birthday</b>
4 <sup>th</sup> Week <b>18 Jan, 21-23 Jan</b>	<b>Sessional Exams</b>

<b>24 Jan, 2021</b> <b>26 Jan. 2021</b>	<b>Sunday</b> <b>Republic Day</b>
5 <sup>th</sup> Week <b>25 Jan, 27-30 Jan</b>	Difference between sales promotion and publicity
<b>31 Jan, 2021</b>	<b>Sunday</b>
<b>February, 2021</b>  1 <sup>st</sup> Week <b>01-06 Feb</b>	Integrated marketing communication-concept and meaning
<b>07 Feb, 2021</b>	<b>Sunday</b>
2 <sup>nd</sup> Week <b>08 -13 Feb</b>	Factors affecting Marketing communication process
<b>14 Feb, 2021</b>	<b>Sunday</b>
3 <sup>rd</sup> Week <b>15 Feb, 18-20 Feb</b>	Revision of Syllabus and Class Tests
<b>16 Feb, 2021</b> <b>21 Feb, 2021</b>	<b>Vasant Panchmi</b> <b>Sunday</b>
4 <sup>th</sup> Week <b>22-26Feb 2021</b>	Revision of Syllabus and Class Tests



## Lesson plan for the odd semester (October,2020 to February, 2021)

Name of the Teacher-Purnima

Subject-Principles of production management

Paper-

Class- BBA-III

2 <sup>nd</sup> week 5-10oct, 2020	Product- nature and types
11 oct 2020	Sunday
3 <sup>rd</sup> week 12-16 oct,2020	Production as a system
17 Oct,2020 18oct,2020	Maharaja Agarsen jayanti Sunday
4 <sup>th</sup> week 19-24oct,2020	Significance of production
25 oct,2020	Sunday
26-30oct,2020	Decision making in production function
31oct,2020 1Nov,2020	Maharishi Valmiki Jayanti Haryana day
November,2020 1 <sup>st</sup> week 2-3nov, 5-7nov,2020	Importance and Organisation of production function
4nov 2020 8nov 2020	Karwachauth Sunday
2 <sup>nd</sup> week 9-13nov 2020	Production management
14 nov 2020 15 nov 2020	Diwali Sunday
3 <sup>rd</sup> Week <b>16-21 Nov,2020</b>	Production planning
<b>22 Nov, 2020</b>	<b>Sunday</b>
4 <sup>th</sup> Week <b>23-28 Nov</b>	Production controlling
<b>29 Nov, 2020</b> <b>30 Nov, 2020</b>	<b>Sunday</b> <b>Guru Nanak's Birthday</b>

## Lesson plan for the Odd semester (October, 2020 to February, 2021)

Name of the Teacher-Purnima

Subject-Principles of production management

Paper- III

Class- BBA-III

<b>December, 2020</b> 1 <sup>st</sup> Week <b>01-05 Dec</b>	Factors determining production planning and controlling
<b>06 Dec, 2020</b>	<b>Sunday</b>
2 <sup>nd</sup> Week <b>07-12 Dec</b>	Production process
<b>13 Dec, 2020</b>	<b>Sunday</b>
3 <sup>rd</sup> Week <b>14-19 Dec</b>	Requisition, ordering, purchasing and warehousing
<b>20 Dec, 2020</b>	<b>Sunday</b>
4 <sup>th</sup> Week <b>21-24 Dec, 26 Dec</b>	Methods of production storing and placing
<b>25 Dec, 2020</b> <b>27 Dec, 2020</b>	<b>Christmas</b> <b>Sunday</b>
<b>28-31Dec 2020</b>	Make or buy decisions
<b>January, 2021</b> 1 <sup>st</sup> Week 1-2Jan, 2021	Inventory management
<b>03 Jan, 2021</b>	<b>Sunday</b>
2 <sup>nd</sup> Week <b>04-09 Jan</b>	Inventory management techniques
<b>10 Jan, 2021</b>	<b>Sunday</b>
3 <sup>rd</sup> Week <b>11-16 Jan</b>	<b>EOQ-</b> concept and meaning
<b>17 Jan, 2021</b>	<b>Sunday</b>

<b>20 Jan, 2021</b>	<b>Guru Gobind Singh's Birthday</b>
4 <sup>th</sup> Week <b>18 Jan, 21-23 Jan</b>	<b>Sessional Exams</b>
<b>24 Jan, 2021</b> <b>26 Jan. 2021</b>	<b>Sunday</b> <b>Republic Day</b>
5 <sup>th</sup> Week <b>25 Jan, 27-30 Jan</b>	VED Analysis
<b>31 Jan, 2021</b>	<b>Sunday</b>
<b>February, 2021</b>  1 <sup>st</sup> Week <b>01-06 Feb</b>	FIFO LIFO method
<b>07 Feb, 2021</b>	<b>Sunday</b>
2 <sup>nd</sup> Week <b>08 -13 Feb</b>	ABC analysis
<b>14 Feb, 2021</b>	<b>Sunday</b>
3 <sup>rd</sup> Week <b>15 Feb, 18-20 Feb</b>	Revision of Syllabus and Class Tests
<b>16 Feb, 2021</b> <b>21 Feb, 2021</b>	<b>Vasant Panchmi</b> <b>Sunday</b>
4 <sup>th</sup> Week <b>22-26Feb 2021</b>	Revision of Syllabus and Class Tests

## Lesson plan for the odd semester (October,2020 to February, 2021)

Name of the Teacher-Ms. Renu

Subject- Business accounting

Paper- BBA-102

Class- BBA 1<sup>st</sup> sem

3 <sup>rd</sup> Week 16-21 Nov,2020	Basic accounting: Nature, scope and objectives of accounting
22 Nov, 2020	<b>Sunday</b>
4 <sup>th</sup> Week 23-28 Nov	Accounts as information system, Uses of accounting information, GAAP vs FSAB
29 Nov, 2020 30 Nov, 2020	<b>Sunday</b> <b>Guru Nanak's Birthday</b>

## Lesson plan for the Odd semester (October, 2020 to February, 2021)

Name of the Teacher-Ms. Renu

Subject- Business accounting

Paper- BBA- 102

Class- BBA 1<sup>st</sup> sem

December, 2020 1 <sup>st</sup> Week 01-05 Dec	Accounting equation: Accounting concept and convention, Capital and revenue expenditure
06 Dec, 2020	<b>Sunday</b>
2 <sup>nd</sup> Week 07-12 Dec	Journal: Concept and recording of entries with narration
13 Dec, 2020	<b>Sunday</b>
3 <sup>rd</sup> Week 14-19 Dec	Practical questions of journal

<b>20 Dec, 2020</b>	<b>Sunday</b>
4 <sup>th</sup> Week <b>21-24 Dec, 26 Dec</b>	Ledger: Posting from journal to respective journal entries
<b>25 Dec, 2020</b> <b>27 Dec, 2020</b>	<b>Christmas</b> <b>Sunday</b>
<b>28-31Dec 2020</b>	Trial balance: Need and objectives, Application of trial balance
<b>January, 2021</b> 1 <sup>st</sup> Week 1-2Jan, 2021	Different types of errors escaped trial balance preparation
<b>03 Jan, 2021</b>	<b>Sunday</b>
2 <sup>nd</sup> Week <b>04-09 Jan</b>	Rectification of errors
<b>10 Jan, 2021</b>	<b>Sunday</b>
3 <sup>rd</sup> Week <b>11-16 Jan</b>	Final accounts Concept of adjustment, Preparation of trading account
<b>17 Jan, 2021</b> <b>20 Jan, 2021</b>	<b>Sunday</b> <b>Guru Gobind Singh's Birthday</b>
4 <sup>th</sup> Week <b>18 Jan, 21-23 Jan</b>	<b>Sessional Exams</b>
<b>24 Jan, 2021</b> <b>26 Jan. 2021</b>	<b>Sunday</b> <b>Republic Day</b>
5 <sup>th</sup> Week <b>25 Jan, 27-30 Jan</b>	Preparation of Profit and Loss a/c, Preparation of balance sheet
<b>31 Jan, 2021</b>	<b>Sunday</b>
<b>February, 2021</b> 1 <sup>st</sup> Week <b>01-06 Feb</b>	Practical questions of final account
<b>07 Feb, 2021</b>	<b>Sunday</b>
2 <sup>nd</sup> Week <b>08 -13 Feb</b>	Introduction to accounting software- Advance tally version
<b>14 Feb, 2021</b>	<b>Sunday</b>

<b>3<sup>rd</sup> Week</b> <b>15 Feb, 18-20 Feb</b>	Revision of Syllabus and Class Tests
<b>16 Feb, 2021</b> <b>21 Feb, 2021</b>	<b>Vasant Panchmi</b> <b>Sunday</b>
<b>4<sup>th</sup> Week</b> <b>22-26Feb 2021</b>	Revision of Syllabus and Class Tests

## Lesson plan for the odd semester (October,2020 to February, 2021)

Name of the Teacher-Ms. Renu

Subject- Management of sales force I

Paper- BC(voc)505

Class- B.com 5<sup>th</sup> sem (voc)

3 <sup>rd</sup> Week 16-21 Nov,2020	Sales force: Concept , need and importance
22 Nov, 2020	<b>Sunday</b>
4 <sup>th</sup> Week 23-28 Nov	Management of sales force, Functions of sales manager
29 Nov, 2020 30 Nov, 2020	<b>Sunday</b> <b>Guru Nanak's</b> <b>Birthday</b>

## Lesson plan for the Odd semester (October, 2020 to February, 2021)

Name of the Teacher-Ms. Renu

Subject-Mangement of sales force I

Paper- BC(voc)505

Class- B.com 5<sup>th</sup> sem (voc)

December, 2020 1 <sup>st</sup> Week 01-05 Dec	Sales force size, Organization of sales department
06 Dec, 2020	<b>Sunday</b>
2 <sup>nd</sup> Week 07-12 Dec	Geographic, product wise, market based organization
13 Dec, 2020	<b>Sunday</b>
3 <sup>rd</sup> Week 14-19 Dec	Recruitment
20 Dec, 2020	<b>Sunday</b>

4 <sup>th</sup> Week 21-24 Dec, 26 Dec	Selection
25 Dec, 2020 27 Dec, 2020	<b>Christmas Sunday</b>
28-31Dec 2020	Training
January, 2021 1 <sup>st</sup> Week 1-2Jan, 2021	Development
03 Jan, 2021	<b>Sunday</b>
2 <sup>nd</sup> Week 04-09 Jan	Motivation
10 Jan, 2021	<b>Sunday</b>
3 <sup>rd</sup> Week 11-16 Jan	Compensation
17 Jan, 2021 20 Jan, 2021	<b>Sunday Guru Gobind Singh's Birthday</b>
4 <sup>th</sup> Week 18 Jan, 21-23 Jan	<b>Sessional Exams</b>
24 Jan, 2021 26 Jan. 2021	<b>Sunday Republic Day</b>
5 <sup>th</sup> Week 25 Jan, 27-30 Jan	Presentation of students
31 Jan, 2021	<b>Sunday</b>
February, 2021 1 <sup>st</sup> Week 01-06 Feb	Presentation of students
07 Feb, 2021	<b>Sunday</b>
2 <sup>nd</sup> Week 08 -13 Feb	Performance appraisal
14 Feb, 2021	<b>Sunday</b>
3 <sup>rd</sup> Week 15 Feb, 18-20 Feb	Revision of Syllabus and Class Tests



<b>16 Feb, 2021</b> <b>21 Feb, 2021</b>	<b>Vasant Panchmi</b> <b>Sunday</b>
4 <sup>th</sup> Week <b>22-26Feb 2021</b>	Revision of Syllabus and Class Tests

## Lesson plan for the odd semester (October,2020 to February, 2021)

Name of the Teacher-Ms. Renu

Subject- Corporate accounting I

Paper- BC-301

Class- B.com 3<sup>rd</sup> sem (voc)

3 <sup>rd</sup> Week 16-21 Nov,2020	Accounting for share capital: Concept and issue of shares
22 Nov, 2020	<b>Sunday</b>
4 <sup>th</sup> Week 23-28 Nov	Undersubscription and oversubscription of shares, Pro-rata allotment of shares
29 Nov, 2020 30 Nov, 2020	<b>Sunday</b> <b>Guru Nanak's Birthday</b>

## Lesson plan for the Odd semester (October, 2020 to February, 2021)

Name of the Teacher- Ms. Renu

Subject-Corporate accounting I

Paper- BC-301

Class- B.com 3<sup>rd</sup> sem (voc)

December, 2020 1 <sup>st</sup> Week 01-05 Dec	Forfeiture and Re-issue of shares, Book building: Concept and process,
06 Dec, 2020	<b>Sunday</b>
2 <sup>nd</sup> Week 07-12 Dec	Buy back of shares, Redemption of preference shares: Concept
13 Dec, 2020	<b>Sunday</b>
3 <sup>rd</sup> Week 14-19 Dec	Redemption of preference shares: methods and types
20 Dec, 2020	<b>Sunday</b>

4 <sup>th</sup> Week 21-24 Dec, 26 Dec	Issue of debentures
25 Dec, 2020 27 Dec, 2020	<b>Christmas Sunday</b>
28-31 Dec 2020	Redemption of debentures: Concept
January, 2021 1 <sup>st</sup> Week 1-2 Jan, 2021	Redemption of debentures: Methods and types
03 Jan, 2021	<b>Sunday</b>
2 <sup>nd</sup> Week 04-09 Jan	Final accounts of companies
10 Jan, 2021	<b>Sunday</b>
3 <sup>rd</sup> Week 11-16 Jan	Practicals of final accounts of companies
17 Jan, 2021 20 Jan, 2021	<b>Sunday Guru Gobind Singh's Birthday</b>
4 <sup>th</sup> Week 18 Jan, 21-23 Jan	<b>Sessional Exams</b>
24 Jan, 2021 26 Jan. 2021	<b>Sunday Republic Day</b>
5 <sup>th</sup> Week 25 Jan, 27-30 Jan	Amalgamation of companies: Concept, types and method
31 Jan, 2021	<b>Sunday</b>
February, 2021 1 <sup>st</sup> Week 01-06 Feb	Accounting treatment of companies as per standard 14
07 Feb, 2021	<b>Sunday</b>
2 <sup>nd</sup> Week 08 -13 Feb	Internal reconstruction
14 Feb, 2021	<b>Sunday</b>
3 <sup>rd</sup> Week 15 Feb, 18-20 Feb	Revision of Syllabus and Class Tests

<b>16 Feb, 2021</b> <b>21 Feb, 2021</b>	<b>Vasant Panchmi</b> <b>Sunday</b>
4 <sup>th</sup> Week <b>22-26Feb 2021</b>	Revision of Syllabus and Class Tests

## Lesson plan for the odd semester (October,2020 to February, 2021)

Name of the Teacher-Ms Renu  
Subject- Indian Financial System  
Paper- BC-305  
Class- B.com 3<sup>rd</sup> sem (gen)

3 <sup>rd</sup> Week 16-21 Nov,2020	Indian financial system: An overview, nature and role of financial system
22 Nov, 2020	<b>Sunday</b>
4 <sup>th</sup> Week 23-28 Nov	Components of financial system
29 Nov, 2020 30 Nov, 2020	<b>Sunday</b> <b>Guru Nanak's Birthday</b>

## Lesson plan for the Odd semester (October, 2020 to February, 2021)

Name of the Teacher-Ms. Renu  
Subject-Indian Financial System  
Paper- BC 305  
Class- B.com 3<sup>rd</sup> sem (gen)

December, 2020 1 <sup>st</sup> Week 01-05 Dec	Financial system and economic development,
06 Dec, 2020	<b>Sunday</b>
2 <sup>nd</sup> Week 07-12 Dec	Financial market and instruments: Money market
13 Dec, 2020	<b>Sunday</b>
3 <sup>rd</sup> Week 14-19 Dec	Capital market
20 Dec, 2020	<b>Sunday</b>

4 <sup>th</sup> Week 21-24 Dec, 26 Dec	Securities and exchange board of India (SEBI), Reserve bank of India (RBI)
25 Dec, 2020 27 Dec, 2020	<b>Christmas Sunday</b>
28-31Dec 2020	Depositories, Debt market
January, 2021 1 <sup>st</sup> Week 1-2Jan, 2021	Credit creation
03 Jan, 2021	<b>Sunday</b>
2 <sup>nd</sup> Week 04-09 Jan	Credit control Commercial banking in India
10 Jan, 2021	<b>Sunday</b>
3 <sup>rd</sup> Week 11-16 Jan	Problems of non-performing assests in commercial banks
17 Jan, 2021 20 Jan, 2021	<b>Sunday Guru Gobind Singh's Birthday</b>
4 <sup>th</sup> Week 18 Jan, 21-23 Jan	<b>Sessional Exams</b>
24 Jan, 2021 26 Jan. 2021	<b>Sunday Republic Day</b>
5 <sup>th</sup> Week 25 Jan, 27-30 Jan	Payment banks and E-banking in India
31 Jan, 2021	<b>Sunday</b>
February, 2021 1 <sup>st</sup> Week 01-06 Feb	Development banks
07 Feb, 2021	<b>Sunday</b>
2 <sup>nd</sup> Week 08 -13 Feb	Class tests
14 Feb, 2021	<b>Sunday</b>
3 <sup>rd</sup> Week 15 Feb, 18-20 Feb	Revision of Syllabus and Class Tests

<b>16 Feb, 2021</b> <b>21 Feb, 2021</b>	<b>Vasant Panchmi</b> <b>Sunday</b>
4 <sup>th</sup> Week <b>22-26Feb 2021</b>	Revision of Syllabus and Class Tests

## Lesson plan for the odd semester (October,2020 to February, 2021)

Name of the Teacher-Ms. Renu  
Subject-Supply Chain Management  
Paper-BC 506(i)  
Class- B.com 5<sup>th</sup> sem (gen)

3 <sup>rd</sup> Week 16-21 Nov,2020	Supply chain management: Concept, role and importance
22 Nov, 2020	<b>Sunday</b>
4 <sup>th</sup> Week 23-28 Nov	Approaches to scm, Role of scm in firm, Role of scm in economy
29 Nov, 2020 30 Nov, 2020	<b>Sunday</b> <b>Guru Nanak's Birthday</b>

## Lesson plan for the Odd semester (October, 2020 to February, 2021)

Name of the Teacher-Ms.Renu  
Subject-Supply Chain Management  
Paper- BC-506(i)  
Class- B.com 5<sup>th</sup> sem (gen)

December, 2020 1 <sup>st</sup> Week 01-05 Dec	SCM and marketing mix, SCM as cordination function
06 Dec, 2020	<b>Sunday</b>
2 <sup>nd</sup> Week 07-12 Dec	Integrated SCM: Total cost concept, Strategic SCM
13 Dec, 2020	<b>Sunday</b>
3rd Week 14-19 Dec	SCM strategy, Implementation and management



<b>20 Dec, 2020</b>	<b>Sunday</b>
4 <sup>th</sup> Week <b>21-24 Dec, 26 Dec</b>	Interrelationship of SCM and marketing
<b>25 Dec, 2020</b> <b>27 Dec, 2020</b>	<b>Christmas</b> <b>Sunday</b>
<b>28-31Dec 2020</b>	Elements of SCM
<b>January, 2021</b> 1 <sup>st</sup> Week 1-2Jan, 2021	Transportation
<b>03 Jan, 2021</b>	<b>Sunday</b>
2 <sup>nd</sup> Week <b>04-09 Jan</b>	Transportation: Considerations in selecting the right mode, Multimodal transportation
<b>10 Jan, 2021</b>	<b>Sunday</b>
3 <sup>rd</sup> Week <b>11-16 Jan</b>	Warehousing: Types, Site selection and management
<b>17 Jan, 2021</b> <b>20 Jan, 2021</b>	<b>Sunday</b> <b>Guru Gobind Singh's Birthday</b>
4 <sup>th</sup> Week <b>18 Jan, 21-23 Jan</b>	<b>Sessional Exams</b>
<b>24 Jan, 2021</b> <b>26 Jan. 2021</b>	<b>Sunday</b> <b>Republic Day</b>
5 <sup>th</sup> Week <b>25 Jan, 27-30 Jan</b>	Customer service-strategy and practices, Distribution channel design
<b>31 Jan, 2021</b>	<b>Sunday</b>
<b>February, 2021</b> 1 <sup>st</sup> Week <b>01-06 Feb</b>	Information system in SCM, SCM and ERP
<b>07 Feb, 2021</b>	<b>Sunday</b>
2 <sup>nd</sup> Week <b>08 -13 Feb</b>	Recent developments in SCM- third/fourth party logistics
<b>14 Feb, 2021</b>	<b>Sunday</b>
3 <sup>rd</sup> Week <b>15 Feb, 18-20 Feb</b>	Revision of Syllabus and Class Tests

<b>16 Feb, 2021</b> <b>21 Feb, 2021</b>	<b>Vasant Panchmi</b> <b>Sunday</b>
4 <sup>th</sup> Week <b>22-26Feb 2021</b>	Revision of Syllabus and Class Tests