

Government College, Chhachhrauli

Summary of Lesson Plan

Name of Teacher: Dr. Paramjeet Kaur

Academic Session : 2023-24

Class : B.COM

Semester : IV

Subject : Business Law

Unit	Topic/Chapters to be covered	Duration	Assignment and Tests
1	Indian Partnership Act, 1932: nature of firm, duties and rights of partners	5 Jan to 12 Jan	
2	relations of partners to third parties liabilities of firm and partner, minor	13 Jan to 19 Jan	Test/ assignment 1
3	reconstitution of partnership firm dissolution of a firm and consequences	20 Jan to 26 Jan	
4	settlement of accounts, registration of firms, effect of non-registration.	27 Jan to 2 Feb	Test
5	Limited Liability Partnership Act, 2008: meaning, characteristics of Limited Liability Partnership (LLP)	3 Feb to 9 Feb	
6	Incorporation of LLP; partners and the liability of LLP and partners, accounts, audit and taxation of LLPs	10 Feb to 16 Feb	Assignment 2

7	conversation to LLP from firm/private company/unlisted public company, winding up and dissolution of LLP	17 Feb to 23 Feb	Test
8	Information Technology Act 2000: purpose, digital signature, electronic governance, attribution	24 Feb to 1 March	
9	acknowledgement and dispatch of electronic records, certifying digital signature, penalties and other provisions	2 March -8 March	
10	Negotiable Act 1881: scope, features and types	9 March -15 March	
11	Parties of negotiable instruments, Negotiation;	16March-22 March	Test
12	Holi Break	23March-31 March	
13	Crossing; Dishonor and discharge of negotiable instruments	1 April-6 April	Test
14	RTI Act, 2005: important provisions	7April -12 April	
15	RTI Act, 2005: important provisions Revision and test	13 April -19 April	Test

16	Revision And Test	20 April -26 April	
17	Revision And Test	27 April -30 April	

Government College, Chhachhrauli

Summary of Lesson Plan

Name of Teacher: Dr. Paramjeet Kaur

Academic Session : 2023-24

Class : B.COM Semester : VI

Subject : Income Tax

Unit	Topic/Chapters to be covered	Duration	Assignment and Tests
1	Deductions under section 80C to 80U in computing total income	5 Jan to 12 Jan	
2	Deductions under section 80C to 80U in computing total income	13 Jan to 19 Jan	
3	Deduction of tax at source	20 Jan to 26 Jan	Assignment 1
4	advance payment of tax.	27 Jan to 2 Feb	Test
5	Income tax authorities and their powers	3 Feb to 9 Feb	
6	Procedure for assessment; different types of returns.	10 Feb to 16 Feb	Test

7	Procedure of filing e-return	17 Feb to 23 Feb	
8	revised return, different Types Of Assessment	24 Feb to 1 March	Assignment 2
9	Recovery and refund of tax.	2 March -8 March	
10	Penalties and prosecutions	9 March -15 March	Test
11	appeals and revision.	16March-22 March	Test
12	Holi Break	23March-31 March	
13	Computation of total income and tax liability of an individual	1 April-6 April	Test
14	Computation of total income and tax liability of HUF	7 April -12 April	
15	Computation of total income and tax liability of a Firm.	13 April -19 April	Test

16	Revision And Test	20 April -26 April	
17	Revision And Test	27 April -30 April	

Government College, Chhachhrauli

Summary of Lesson Plan

Name of Teacher: Dr. Paramjeet Kaur

Academic Session : 2023-24

Class : B.COM Semester : IV

Subject : Computerized Accounting

System

Unit	Topic/Chapters to be covered	Duration	Assignment and Tests
1	Introduction: installation of Tally, ERP9 – Licensing configurations	5 Jan to 12 Jan	Practical Assignment
2	– Tally Vault Password – Security Control in Tally, ERP9 – Splitting Company Data – Backup and Restore.	13 Jan to 19 Jan	
3	Accounting: voucher entry	20 Jan to 26 Jan	Practical Assignment
4	, budget, cost center	27 Jan to 2 Feb	
5	balance sheet, profit and loss account, currency	3 Feb to 9 Feb	Practical Assignment
6	debit note, credit note, interest calculation	10 Feb to 16 Feb	

7	Inventory: stock item, sales order	17 Feb to 23 Feb	Practical Assignment
8	, purchase order, delivery note, rejection out.	24 Feb to 1 March	
9	Computerized Tax Liability Calculation.	2 March -8 March	Practical Assignment
10	Payroll: Salary Accounting – Introduction to Payroll	9 March -15 March	
11	– Payroll Masters – Payroll Vouchers – Overtime Payment	16March-22 March	Practical Assignment
12	Holi Break	23March-31 March	
13	Gratuity – Advanced Payroll Transactions Basic Salary	1 April-6 April	Practical Assignment
14	Overtime, Bonus, Gratuity, Loan	6 April -12 April	
15	ESI, Provident Fund, Pension, Commission.	13 April -19 April	Practical Assignment

16	Revision And Test	20 April -26 April	
17	Revision And Test	27 April -30 April	

Government College, Chhachhrauli

Summary of Lesson Plan

Name of Teacher: Dr. Paramjeet Kaur

Academic Session : 2023-24

Class : B.COM Semester : IV

Subject : Business Communication

Unit	Topic/Chapters to be covered	Duration	Assignment and Tests
1	Introduction to the Communication: Meaning, Nature, scope	5 Jan to 12 Jan	
2	Process of communication, Importance of Effective Business Communication	13 Jan to 19 Jan	
3	Objectives of Business Communication, Types/Pattern of Business Communication	20 Jan to 26 Jan	Assignment
4	Media/Channels of Business Communication; Barriers to Business Communication.	27 Jan to 2 Feb	
5	Written Communication- (a) Business Letter Writing,	3 Feb to 9 Feb	
6	Business Report Writing: Importance, Need, Types, Techniques, Language, Structure, Planning and Drafting Written Communication	10 Feb to 16 Feb	Assignment
7	Preparing Official Communication, Circular, Notification, Amendment, Press Communiqué, DO letter, Telegram.	17 Feb to 23 Feb	

8	Oral Communication: Interviewing-Art of effective interviewing	24 Feb to 1 March	Test
9	Types of Interviewing, Techniques of Interviewing	2 March -8 March	
10	Qualities of Interviewer and Interviewee, Planning of Interviewing, Process of Interviewing. Communicating within groups	9 March -15 March	Test
11	Audio visual Communication: Role of Audio-Visual Communication	16March-22 March	
12	Holi Break	23March-31 March	
13	Channels of Audio-Visual Communication, Importance of Body language in non-verbal communication;	1 April-6 April	Test
14	Role of Public Relation in Business Communication	7 April -12 April	
15	Revision And Test	13 April -19 April	
16	Revision And Test	20 April -26 April	

17	Revision And Test	27 April -30 April	
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Government College, Chhachhrauli

Summary of Lesson Plan

Name of Teacher: Dr. Paramjeet Kaur

Academic Session : 2023-24

Class : B.COM

Semester : IV

Subject : Company Law

Unit	Topic/Chapters to be covered	Duration	Assignment and Tests
1	Membership in companies	5 Jan to 12 Jan	
2	Company management and administration	13 Jan to 19 Jan	
3	Directors: legal position, qualification	20 Jan to 26 Jan	Assignment
4	appointment, removal; Powers, duties & liabilities of directors	27 Jan to 2 Feb	
5	managerial remuneration; key management personnel	3 Feb to 9 Feb	Test
6	managing director, whole time director, manager	10 Feb to 16 Feb	

7	Company Secretary: Role, appointment	17 Feb to 23 Feb	Test
8	duties, liabilities, rights and dismissal.	24 Feb to 1 March	
9	Dividend; accounts of companies	2 March -8 March	Assignment
10	audit & auditors;	9 March -15 March	
11	Prevention of oppression & mismanagement;	16March-22 March	Test
12	Holi Break	23March-31 March	
13	compromise, arrangement	1 April-6 April	
14	Revision And Test	7 April -12 April	
15	Revision And Test	13 April -19 April	

16	Revision And Test	20 April -26 April	
17	Revision And Test	27 April -30 April	

Government College, Chhachhrauli

Summary of Lesson Plan

Name of Teacher: Dr. Paramjeet Kaur

Academic Session : 2023-24

Class : B.CA Semester : II

Subject : Fundamentals Of Banking and Insurance

Unit	Topic/Chapters to be covered	Duration	Assignment and Tests
1	Banking: Concept, features, functions, importance	5 Jan to 12 Jan	
2	Principle of banking; Evolution of banking in India; Classifications of bank	13 Jan to 19 Jan	
3	Banking instruments: Concept, types	20 Jan to 26 Jan	Assignment
4	Crossing of cheques; Lending functions of a bank	27 Jan to 2 Feb	
5	Types of Advances: Secured & unsecured	3 Feb to 9 Feb	Test
6	Loans- Short, medium and long Term Methods of granting advances	10 Feb to 16 Feb	

7	Utility services of a bank: Remittance through bank draft	17 Feb to 23 Feb	
8	Banking: Internet banking; Safe deposit lockers	24 Feb to 1 March	Assignment
9	Insurance: Concept, need and principles of insurance; Insurance and economic development	2 March -8 March	
10	Life Insurance: Concept, features, importance and types	9 March -15 March	Test
11	Procedure of taking life insurance policies, nomination and assignment	16March-22 March	
12	General insurance: concept, features, importance, and types	23March-31 March	Test
13	Procedure of taking general insurance	1 April-6 April	
14	An overview of Fire insurance, Marine Insurance, Health Insurance	7 April -12 April	Test
15	Revision And Test	13 April -19 April	

16	Revision And Test	20 April -26 April	
17	Revision And Test	27 April -30 April	

Government College, Chhachhrauli

Summary of Lesson Plan

Name of Teacher: Ms. Seema

Academic Session : 2023-24

Class : M.com Semester : 4th

Subject : IT And E-Commerce

Unit	Topic/Chapters to be covered	Duration	Assignment and Tests
1	Introduction to E-Commerce Introduction to E-commerce: Meaning of electronic commerce, business applications of e-commerce	01 Jan to 07 Jan	-
2	comparison with traditional commerce; Business models in E-commerce – e-shops, e-procurement,	08 Jan to 14 Jan	Test: 1
3	E-auctions, value chain integrators, information brokerage, telecommunication, collaboration platforms, etc	15 Jan to 21 Jan	-
4	Electronic payment system; E-Banking – concept, operations.	22 Jan to 28 Jan	Assignment 1:
5	Online fund transfer – RTGC, ATM, etc., Online share market operations. Online marketing,	29 Jan to 4 Feb	-
6	Types of online advertisements Search engine – as an advertising media, search engine optimization – concept and techniques; opinion formulation	5 Feb to 11 Feb	-
7	Email marketing; Social Networking and marketing – promotion, Viral Marketing, E-retailing-concept, advantages, limitations;	12 Feb to 18 Feb	Test:
8	CRM and Information Technology, Tools to conducting online research – secondary research online focus groups, web based surveys	19 Feb to 25 Feb	-
9	Data mining from social networking sites; Cloud computing – Concept,	26 Feb to 3 March	-
10	Cloud computing – Concept, uses in business; Enterprise	4 March to 10 March	Assignment 2:
11	Resource Planning;	11 March to 17 March	-
12	Security issues in e-commerce - Online frauds,	18 March to 24 March	-
13	Security issues in e-commerce - Online frauds,	25 March -31 March	-

14	Privacy issues .	01 April-07 April	Test 3:
15	Cyber laws including Information Technology Act	08 April-15 April	-
16	Web-based advertising – concept, advantages	16 April-22 April	-
17	Revision	23 April – 30 April	Assignment :

Government College, Chhachhrauli

Summary of Lesson Plan

Name of Teacher: Ms. Seema

Academic Session: 2023-24

Class : M.com Semester : 4th

Subject : Corporate Accounting

Unit	Topic/Chapters to be covered	Duration	Assignment and Tests
1	Company Accounts: Issue, forfeiture	01 Jan to 07 Jan	-
2	Company Accounts: Issue, forfeiture	08 Jan to 14 Jan	Test: 1
3	Company Accounts: Issue, forfeiture	15 Jan to 21 Jan	-
4	valuation of shares	22 Jan to 28 Jan	Assignment 1:
5	valuation of shares	29 Jan to 4 Feb	-
6	valuation of shares	5 Feb to 11 Feb	-
7	valuation of shares	12 Feb to 18 Feb	Test:
8	Final accounts of company; Amalgamation,	19 Feb to 25 Feb	-
9	Absorption and reconstruction; Human Resource	26 Feb to 3 March	-
10	Accounting; Lease accounting.	4 March to 10 March	Assignment 2:
11	Preparation of consolidated financial statements of holding and subsidiary companies.	11 March to 17 March	-
12	Corporate reporting requirements and Current practices;	18 March to 24 March	-
13	Periodic reporting Segment reporting	25 March -31 March	-

14	Segment reporting, Social reporting;	01 April-07 April	Test 3:
15	Harmonization in corporate reports	08 April-15 April	-
16	Harmonization in corporate reports	16 April-22 April	-
17	Revision	23 April – 30 April	Assignment :

Government College, Chhachhrauli

Summary of Lesson Plan

Name of Teacher: Ms. Seema

Academic Session: 2023-24

Class : B.com II Semester : 4th

Subject : Corporate Accounting-II

Unit	Topic/Chapters to be covered	Duration	Assignment and Tests
1	Valuation of goodwill;	01 Jan to 07 Jan	-
2	Valuation of goodwill;	08 Jan to 14 Jan	Test: 1
3	Valuation of goodwill;	15 Jan to 21 Jan	-
4	Valuation of shares: concepts and calculation - simple problem only.	22 Jan to 28 Jan	Assignment 1:
5	Valuation of shares: concepts and calculation - simple problem only.	29 Jan to 4 Feb	-
6	Valuation of shares: concepts and calculation - simple problem only.	5 Feb to 11 Feb	-
7	Accounts of holding companies: preparation of consolidated balance sheet with one subsidiary company, relevant provisions of Accounting Standard 21.	12 Feb to 18 Feb	Test:
8	Accounts of holding companies: preparation of consolidated balance sheet with one subsidiary company, relevant provisions of Accounting Standard 21.	19 Feb to 25 Feb	-
9	Accounts of holding companies: preparation of consolidated balance sheet with one subsidiary company, relevant provisions of Accounting Standard 21.	26 Feb to 3 March	-
10	Accounts of holding companies: preparation of consolidated balance sheet with one subsidiary company, relevant provisions of Accounting Standard 21.	4 March to 10 March	Assignment 2:
11	Accounts of banking organizations.	11 March to 17 March	-
12	Accounts of banking organizations.	18 March to 24 March	-
13	Accounts of insurance companies.	25 March -31 March	-
14	Accounts of insurance companies.	01 April-07 April	Test 3:

15	Liquidation of companies	08 April-15 April	-
16	Liquidation of companies	16 April-22 April	-
17	Revision	23 April – 30 April	Assignment :

Government College, Chhachhrauli

Summary of Lesson Plan

Name of Teacher: Dr. Ruchika Wadhwa

Academic Session : 2023-24

Class : M.com

Semester : 4th

Subject : Project Planning and Control

Unit	Topic/Chapters to be covered	Duration	Assignment and Tests
1	Identification of Investment Opportunities; Meaning and Process of Project Planning and Control	01 Jan to 07 Jan	-
2	Project ideas generation and screening, Project Feasibility Study	08 Jan to 14 Jan	Test: Process Planning and Control
3	Project Analysis, Government Regulatory Framework	15 Jan to 21 Jan	-
4	Market and Demand Analysis	22 Jan to 28 Jan	Assignment 1: Idea generation and Screening
5	Sources of information- primary and secondary; Demand forecasting and market planning;	29 Jan to 4 Feb	-
6	Technical Analysis: Materials and inputs; Production technology; Product mix	5 Feb to 11 Feb	-
7	Technical Analysis: Plant location and layout; Selection of plant and equipment;	12 Feb to 18 Feb	Test: Market and Demand Analysis
8	Financial Analysis: Cost of project and means of financing	19 Feb to 25 Feb	-
9	Financial Analysis: Major cost components; Planning capital structure;	26 Feb to 3 March	-
10	Profitability and Financial Projections: Projected balance sheet, profit and loss account and cash flow statement.	4 March to 10 March	Assignment 2: Means of Financing
11	Cost of production; Break-even analysis; Financing schemes of financial institutions	11 March to 17 March	-
12	Appraisal Criteria and Process: Methods of appraisal under certainty,	18 March to 24 March	-
13	HOLI BREAK	25 March -31 March	-
14	Appraisal Criteria and Process: Methods of appraisal under Uncertainty and Risk	01 April-07 April	Test 3: Appraisal Methods
15	Investment appraisal in practice; Appraisal process of financial institutions;	08 April-15 April	-
16	Social Cost Benefit Analysis: Meaning and methodology; L&M and UNIDO approach; SCBA in India.	16 April-22 April	-
17	Project Review/control- Evaluation of project. PERT/CPM. Problem of time and cost overrun, Project implementation	23 April – 30 April	Assignment : SCBA

	practices in India.		
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Government College, Chhachhrauli

Summary of Lesson Plan

Name of Teacher: Dr. Ruchika Wadhwa

Academic Session : 2023-24

Class : M.com

Semester : 4th

Subject : Service Marketing

Unit	Topic/Chapters to be covered	Duration	Assignment and Tests
1	Services Marketing: Concept, characteristics, and classification	01 Jan to 07 Jan	-
2	Buying process for services; Marketing Mix in Services, Communication mix and strategies	08 Jan to 14 Jan	-
3	Customer expectations of services; Customer perception of services;	15 Jan to 21 Jan	Test 1: Marketing Mix in Services
4	Service Quality: Concept, dimensions and models	22 Jan to 28 Jan	-
5	Relationship Marketing: Meaning and goals; Service market segmentation and targeting;	29 Jan to 4 Feb	-
6	Customer retention strategies	5 Feb to 11 Feb	Assignment 1: Service Quality Models
7	Service Development: Steps in service development;	12 Feb to 18 Feb	-
8	blueprinting; Approaches to service delivery;	19 Feb to 25 Feb	-
9	Customers feedback and service recovery;	26 Feb to 3 March	Test 2: Relationship Marketing
10	Physical environment of services. Communication and Promotion of Services: Main problems, objectives,	4 March to 10 March	-
11	Pricing of Services: Characteristics, approaches and pricing strategies	11 March to 17 March	-
12	Distribution of Services: Channels, key intermediaries, strategies for effective service delivery.	18 March to 24 March	Assignment 2: Customer Feedback and Recovery
13	HOLI BREAK	25 March -31 March	
14	Managing Service Employees: Importance and roles of contact personnel; Managing service delivery employees.	01 April-07 April	-

15	Managing Customers and strategies for enhancing customer participation	08 April-15 April	-
16	Customer protection and ethics in services	16 April-22 April	Assignment : Pricing of Services
17	Revision and Case Studies	23 April – 30 April	Test 3: Managing People in Service Marketing

Government College, Chhachhrauli

Summary of Lesson Plan

Name of Teacher: Dr. Ruchika Wadhwa

Academic Session : 2023-24

Class : M.com

Semester : 2nd

Subject : Business Statistics

Unit	Topic/Chapters to be covered	Duration	Assignment and Tests
1	Index Numbers: Meaning, types and uses;	01 Jan to 07 Jan	-
2	Methods of constructing price and quality indices(simple and aggregate); Test of adequacy;	08 Jan to 14 Jan	Assignment : Importance of Index Numbers
3	Methods of constructing price and quality indices(simple and aggregate); Test of adequacy;	15 Jan to 21 Jan	-
4	Chain base index numbers; Base shifting, splicing and deflating; Problems in constructing index numbers; Consumer price index.	22 Jan to 28 Jan	Test 1: Test of adequacy of Index Numbers
5	Time Series Analysis: Components of a time series, Models of time series analysis	29 Jan to 4 Feb	-
6	Adjusting time series data for seasonal variations, Estimation of seasonal variations. Methods of constructing seasonal index additive and multiplicative; Methods of constructing seasonal index	5 Feb to 11 Feb	-
7	Probability distributions: Probability distribution as a concept; -	12 Feb to 18 Feb	Test 2: Models of Time Series
8	Binomial, their properties and parameters	19 Feb to 25 Feb	-
9	Poisson, their properties and parameters	26 Feb to 3 March	Assignment 2: Important Concepts of Probability
10	Normal distributions their properties and parameters	4 March to 10 March	-
11	Theory of Probability: Probability as a concept; approaches to defining probability;	11 March to 17 March	-
12	addition and multiplication laws of probability; Conditional probability; Bayes Theorem.	18 March to 24 March	
13	HOLI BREAK	25 March -31 March	
14	Multiple regression and correlation: Linear regression equation,;	01 April-07 April	Assignment: Properties of Probability Distributions
15	Regression equation in terms of simple correlation; coefficients	08 April-15 April	
16	Reliability of the estimate; Multiple Correlation; Partial	16 April-22 April	Test : Multiple correlation and

	Correlation		Regression
17	Revision	23 April – 30 April	

Government College, Chhachhrauli

Summary of Lesson Plan

Name of Teacher: Dr. Ruchika Wadhwa

Academic Session : 2023-24

Class : B.Com

Semester : 2nd

Subject : Computerized Accounting System

Unit	Topic/Chapters to be covered	Duration	Assignment and Tests
1	Computerized Accounting System: Concept, Tally Prime, installations of Tally Prime, licensing configurations;	13 Feb to 19 Feb	
2	Tally vault password: Security control in Tally Prime, data backup and restore, export and import data,	20 Feb to 26 Feb	
3	edit log feature in tally; Gateway of Tally.	27 Feb to 4 March	Test: Introduction to CAS
4	Company creation: Setup features, accounting features, configuration, shutting and deleting a company;	5 March - 11 March	
5	Ledger creation: Creating single and multiple ledgers, altering, deleting and displaying ledger;	12 March - 18 March	Assignment : Practical file(1-5)
6	Invoicing; Budgets; Cost centres; Interest calculations; Inventory: Stock items, purchase and sales orders processing, godowns	19 March - 22 March	
7	Financial Statements: Profit & loss account, balance sheet; Bank reconciliation; Debit and credit note;	23 March- 31 March	Test 2 : Ledgers and Groups
8	Tally audit features; Printing features; Management Information System & different reports in tally	01 April-07 April	Assignment : Practical file(6-10)
9	Income tax and GST in Tally Prime; TDS; TCS;	08 April-15 April	
10	Payroll in Tally: Introduction, salary accounting,	16 April-22 April	Assignment : Practical file(11-15)
11	payroll masters, payroll vouchers, gratuity, provident fund, ESI, payroll reports.	23 April – 30 April	Test 3: Payroll
12	PRACTICALS Procedures to create a company, prepare a profit and loss account, prepare Balance sheet, show some entries of TDS and TCS, GST entries in Tally Payroll in Tally.	01 May -15 May	
13	PRACTICALS Procedures to create a company, prepare a profit and loss account, prepare Balance sheet, show some entries of TDS and TCS, GST entries in Tally Payroll in Tally.	16 May -31 May	Assignment : Practical file(16-20)

Government College, Chhachhrauli

Summary of Lesson Plan

Name of Teacher: PRATIBHA

Academic Session : 2023-24

Class : B.COM

Semester : VI

Subject : HRM BC603

Unit	Topic/Chapters to be covered	Duration	Assignment and Tests
1	Human resource management: meaning, nature, history and scope, objectives, functions, importance; HRM vs. HRD and personal management.	01 Jan to 07 Jan	NA
2	Human resource planning: meaning, importance, objectives, process, factors affecting manpower planning, problems and suggestions for making HR planning effective.	08 Jan to 14 Jan	TEST and Assignment 1: HRM: Meaning, nature & Importance
3	Job Analysis: meaning, process of job analysis, methods of collecting job analysis data, potential problems with job analysis; job description and job specification.	15 Jan to 21 Jan	NA
4	Recruitment: meaning, purpose, recruitment policy, factors affecting recruitment; source of recruitment, internal and external methods of recruitment.	22 Jan to 28 Jan	Test: HRP: Meaning, Nature, Process of HRP
5	Selection: meaning, purpose, difference between recruitment and selection; process of selection; barriers to effective selection.	29 Jan -4 Feb	Assignment 2: Job analysis and HRP in detail
6	Placement, induction and internal mobility: placement; induction/orientation: meaning, objectives, content and responsibility for induction;	5 Feb to 11 Feb	Test: Recruitment: Meaning, process and sources

7	internal mobility: meaning & need; transfer: purpose, types; benefits and problems, transfer policy; promotion: purpose, basis, promotion policy; demotion: causes, demotion policy.	12 Feb-18 Feb	Test: Selection Process
8	Training: meaning, training and education,	19 Feb-25 Feb	NA
9	Training and development, objectives, importance, steps in designing training programme;	26 Feb-3 March	NA
10	Training methods: on-the-job and off-the-job methods.	4-10 March	NA
11	Performance appraisal: meaning, features,	11-17 March	Test: Placement and Induction: Meaning and Importance
12	Merits, limitations, process and methods of Performance appraisal	18-24 March	NA
13	HOLI BREAK	25-31 March	Test
14	Revision/Test	1-7 April	Test
15	Revision/Test	8-15 April	Test

16	Revision/Test	16-22 April	
17	Revision/Test	23-30 April	

Government College, Chhachhrauli

Summary of Lesson Plan

Name of Teacher: PRATIBHA

Academic Session : 2023-24

Class : M.COM Semester : II

Subject : HRM MC201

Unit	Topic/Chapters to be covered	Duration	Assignment and Tests
1	Human Resource Management (HRM): Concept, evolution, scope, importance, objectives and functions,	01 Jan to 07 Jan	NA
2	HRM in dynamic environment; Building up skills for effective HR manager;	08 Jan to 14 Jan	NA
3	Global HRM, Human Resource Planning	15 Jan to 21 Jan	Assignment 1 and Test: Human Resource Management (HRM): Concept, evolution, scope, importance, objectives and functions,
4	Human resource planning; ; Job satisfaction;	22 Jan to 28 Jan	NA
5	Human resource information system; Human Resource policy;	29 Jan -4 Feb	Test: HRP and Job Analysis

6	Job analysis; Job stress management.	5 Feb to 11 Feb	Assignment: Job Satisfaction and Stress
7	Recruitment; Selection;	12 Feb-18 Feb	NA
8	Induction and Placement	19 Feb-25 Feb	Test: Recruitment; Selection;
9	Work Force: Promotion, transfer and separation;	26 Feb-3 March	Test: Placement & Induction
10	Employee training and executive development; Career planning and development;	4-10 March	NA
11	performance and potential appraisal;	11-17 March	Test: Employee training and executive development; Career planning and development;
12	Empowerment, quality of work life,	18-24 March	Test: performance and potential appraisal;
13	Holi Break	25-31 March	Test: HRIS
14	Compensation – nature and significance; Incentives and employee benefits	1-7April	

15	Revision/Test	8-15 April	
16	Revision/Test	16-22 April	
17	Revision/Test	23-30 April	

Government College, Chhachhrauli

Summary of Lesson Plan

Name of Teacher: PRATIBHA

Academic Session : 2023-24

Class : M.COM Semester : II

Subject : Strategic Mktg MC203

Unit	Topic/Chapters to be covered	Duration	Assignment and Tests
1	Concept and hierarchy of strategies;	01 Jan to 07 Jan	NA
2	Strategic role of marketing;	08 Jan to 14 Jan	NA
3	Strategic marketing planning process;	15 Jan to 21 Jan	Test: Concept and hierarchy of strategies; Strategic role of marketing;
4	The marketing plan; Corporate strategy decisions – Corporate mission, vision, goals and objectives,	22 Jan to 28 Jan	Test: Strategic marketing planning process;
5	corporate growth strategies, resource allocation;	29 Jan -4 Feb	Assignment 1: The marketing plan; Corporate strategy decisions – Corporate mission, vision, goals and objectives,
6	Business strategies and their marketing implications.	5 Feb to 11 Feb	Test: corporate growth strategies, resource allocation;

7	Environmental Analysis – Internal environment, external environment, custom environment;	12 Feb-18 Feb	Test: Business strategies and their marketing implications.
8	Industry and competitor analysis; SWOT analysis; Portfolio analysis;	19 Feb-25 Feb	Assignment : Industry and competitor analysis; SWOT analysis; Portfolio analysis;
9	Market segmentation, targeting and positioning	26 Feb-3 March	Assignment: Environmental Analysis – Internal environment, external environment, custom environment;
10	Marketing strategies for new market entries; marketing strategies for growth markets;	4-10 March	Test: Market segmentation, targeting and positioning
11	marketing strategies for mature markets and declining markets.	11-17 March	NA
12	Relationship between business strategies and marketing mix;	18-24 March	Test: Marketing strategies for new market entries; marketing strategies for growth markets; marketing strategies for mature markets and declining markets.
13	Holi Break	25-31 March	NA
14	Marketing strategy implementation; Controlling marketing strategies	1-7April	Test: Relationship between business strategies and marketing mix;

15	Revision/ Test	8-15 April	
16	Revision/Test	16-22 April	
17	Revision/Test	23-30 April	

Government College, Chhachhrauli

Summary of Lesson Plan

Name of Teacher: PRATIBHA

Academic Session : 2023-24

Class : M.COM Semester : IV

Subject : CG MC414

Unit	Topic/Chapters to be covered	Duration	Assignment and Tests
1	Corporate governance: Concept, structure and process;	01 Jan to 07 Jan	NA
2	Corporate governance: An Evolutionary Process; Improving the efficiency of corporate governance;	08 Jan to 14 Jan	NA
3	Financial disclosure, Corporate disclosure Practises; Transparency	15 Jan to 21 Jan	Test: Corporate governance concept, position in India
4	Role of Audit committee in corporate governance.	22 Jan to 28 Jan	Test: Disclosure and transparency
5	Board of Directors: Composition of Board of directors & their role; Corporate boards and good governance;	29 Jan -4 Feb	Test: Audit Committee in detail
6	Depository system: a step towards effective corporate governance.	5 Feb to 11 Feb	Assignment: Corporate governance in India

7	Corporate governance in Indian Public enterprises;	12 Feb-18 Feb	Test: Depository System
8	Corporatization of Agriculture.	19 Feb-25 Feb	NA
9	Banks, Financial Institutions and Corporate governance:	26 Feb-3 March	Assignment: CG in banks, FI
10	Corporate governance in banks; Corporate governance: Contemporary issues in banking industry.	4-10 March	NA
11	Corporate governance in mutual funds;	11-17 March	Test: Corporatization of Agriculture.
12	Business Ethics and corporate governance:	18-24 March	Test: Corporate governance in banks; mutual Funds
13	HOLI BRAEK	25-31 March	
14	Corporate governance in India: Issues for consideration. Corporate governance; Globalisation and its position in India	1-7 April	Test: Ethics and CG
15	Revision/Test	8-15 April	

16	Revision/Test	16-22 April	
17	Revision/Test	23-30 April	

Government College, Chhachhrauli

Summary of Lesson Plan

Name of Teacher: PRATIBHA

Academic Session : 2023-24

Class : M.COM Semester : IV

Subject : IHRM MC415

Unit	Topic/Chapters to be covered	Duration	Assignment and Tests
1	International Management: Nature, concept and trends; importance and scope;	01 Jan to 07 Jan	NA
2	Schools of thought of international management; Comparative Management;	08 Jan to 14 Jan	NA
3	Models of comparative management;	15 Jan to 21 Jan	Test: International Management: Nature, concept and trends; importance and scope; Schools of thought of international management; Comparative Management;
4	Issues in comparative management: legal, political, ethical and cultural.	22 Jan to 28 Jan	NA
5	Management styles and practices in US, Japan, China, Korea, Europe and India;	29 Jan -4 Feb	Assignment: Management styles and practices in US, Japan, China, Korea, Europe and India;

6	Management styles and practices in US, Japan, China, Korea, Europe and India;	5 Feb to 11 Feb	NA
7	Management styles and practices in US, Japan, China, Korea, Europe and India;	12 Feb-18 Feb	NA
8	Organisational design in different countries;	19 Feb-25 Feb	Test: Management styles and practices in US, Japan, China, Korea, Europe and India;
9	Trans-national Organizational Behaviour and human resource management;	26 Feb-3 March	Test: Organisational design in different countries;
10	motivation, perception, leadership,	4-10 March	Test: Trans-national Organizational Behaviour and human resource management;
11	communication, job satisfaction, attitudes,	11-17 March	Assignment: motivation, perception, leadership, communication, job satisfaction, attitudes, performance appraisal etc; managing multinational business operation:
12	performance appraisal etc; managing multinational business operation:	18-24 March	NA
13	HOLI BREAK	25-31 March	NA

14	finance, marketing, etc; negotiating across cultures.	1-7April	
15	REVISION/TEST	8-15 April	
16	REVISION/TEST	16-22 April	
17	REVISION/TEST	23-30 April	

Government College, Chhachhrauli

Summary of Lesson Plan

Name of Teacher: Mamta Verma

Academic Session: 2023-24

Class: B.COM 2, A Semester:

Subject : BC-402 BUSINESS STATISTICS-II

Unit	Topic/Chapters to be covered	Duration	Assignment and Tests
1	Simple Correlation: concept, types: multiple and partial; linear and non-linear;	01 Jan to 07 Jan	
2	Scatter diagram, Methods: Karl Pearson's co-efficient of correlation,	08 Jan to 14 Jan	
3	Spearman's Rank Correlation, Concurrent deviation method; Probable and standard errors. QUERIES SOLVING	15 Jan to 21 Jan	
4	Regression Analysis: meaning, difference between correlation and regression	22 Jan to 28 Jan	
5	regression coefficients, methods of calculation of simple regression, standard error of estimate.	29 Jan -4 Feb	Test1 & Assignment 1
6	regression coefficients, methods of calculation of simple regression, standard error of estimate. ASSIGNMENT 1 PROBLEM SOLVING SESSION	5 Feb to 11 Feb	

7	Probability; concept and approaches;	12 Feb-18 Feb	
8	addition and multiplication laws of probability;	19 Feb-25 Feb	
9	Conditional probability: Bayes' Theorem. PROBLEM SOLVING SESSION	26 Feb-3 March	Test 2 & Assignment 2
10	Poisson and Normal distributions: their properties and parameters.	4-10 March	
11	Poisson and Normal distributions: their properties and parameters. ASSIGNMENT 2 PROBLEM SOLVING SESSION	11-17 March	
12	Normal distributions: their properties and parameters. QUERIES SOLVING	18-24 March	
13	HOLI BREAK	25-31 March	Test 3
14	Probability distributions: concept, Binomial,	1-7April	
15	Probability distributions: concept, Binomial, PROBLEM SOLVING SESSION	8-15 April	

16	Revision	16-22 April	
17	Revision	23-30 April	

Government College, Chhachhrauli

Summary of Lesson Plan

Name of Teacher: Mamta Verma

Academic Session: 2023-24

Class: B.COM 3, A Semester:
INSURANCE

Subject : BC-602 FUNDAMENTALS OF

Unit	Topic/Chapters to be covered	Duration	Assignment and Tests
1	Introduction to insurance: life and general insurance; purpose, need and principles of insurance;	01 Jan to 07 Jan	
2	Introduction to insurance: life and general insurance; purpose, need and principles of insurance;	08 Jan to 14 Jan	
3	Insurance as a social security tool; insurance and economic development.	15 Jan to 21 Jan	
4	Insurance as a social security tool; insurance and economic development. TEST AND REVISION	22 Jan to 28 Jan	
5	Contract of life insurance: principles and practice of life insurance; parties to the contract, their rights and duties; conditions and terms of policy, effects of non-compliance;	29 Jan -4 Feb	Test1 & Assignment 1
6	Contract of life insurance: principles and practice of life insurance; parties to the contract, their rights and duties; conditions and terms of policy, effects of non-compliance;	5 Feb to 11 Feb	

7	nominations and assignment practices in connection with collection of premium, revivals, loans, surrenders, claims, bonuses and annuity payments; present structure & growth of life insurance in India; claims settlement procedure. TEST AND REVISION	12 Feb-18 Feb	
8	Fire insurance: principles of fire insurance contracts; fire insurance policy, conditions, assignment of policy, claims settlement procedure. ASSIGNMENT 1	19 Feb-25 Feb	
9	Marine insurance: marine insurance policy and its conditions, premium, double insurance; assignment of policy warranties, voyage;	26 Feb-3 March	Test 2 & Assignment 2
10	Loss and abandonment; partial losses and particular charges; salvage; total losses and measures of indemnity; claims settlement procedures. TEST AND REVISION	4-10 March	
11	Accident and motor insurance: policy and claims settlement procedures.	11-17 March	
12	Insurance intermediaries – role of agents and procedure for becoming an agent; cancellation of license; ASSIGNMENT 2	18-24 March	
13	HOLI BREAK	25-31 March	Test 3
14	Revocation/suspension/termination of agent appointment; code of conduct; unfair practices.	1-7 April	
15	Revocation/suspension/termination of agent appointment; code of conduct; unfair practices.	8-15 April	

16	TEST AND REVISION	16-22 April	
17	TEST AND REVISION	23-30 April	

Government College, Chhachhrauli

Summary of Lesson Plan

Name of Teacher: Mamta Verma

Academic Session: 2023-24

Class: M.COM 1, A Semester:
BUSINESS ENVIRONMENT

Subject : MC 202 INTERNATIONAL

Unit	Topic/Chapters to be covered	Duration	Assignment and Tests
1	International business: nature, importance and scope;	01 Jan to 07 Jan	
2	Framework for analyzing international business environment: geographical, economic, socio-cultural, political and legal environment;	08 Jan to 14 Jan	
3	Framework for analyzing international business environment: geographical, economic, socio-cultural, political and legal environment;	15 Jan to 21 Jan	
4	Multinational corporations: nature and role;	22 Jan to 28 Jan	
5	Technology transfers: importance and types;	29 Jan -4 Feb	Test1 & Assignment 1
6	Foreign Investment: nature, types and barriers. ASSIGNMENT 1	5 Feb to 11 Feb	

7	Foreign Investment: nature, types and barriers.	12 Feb-18 Feb	
8	An overview of International economic institutions: WTO, UNCTAD, IMF, World Bank;	19 Feb-25 Feb	
9	An overview of International economic institutions: WTO, UNCTAD, IMF, World Bank;	26 Feb-3 March	Test 2 & Assignment 2
10	An overview of International economic institutions: WTO, UNCTAD, IMF, World Bank;	4-10 March	
11	An overview of International economic institutions: WTO, UNCTAD, IMF, World Bank;	11-17 March	
12	Generalized system of preferences; International commodity agreements. ASSIGNMENT 2	18-24 March	
13	HOLI BREAK	25-31 March	Test 3
14	Regional economic co-operation: types and rationale, EU, NAFTA, ASEAN, SAFTA.	1-7 April	
15	Foreign Exchange Markets: nature, participants, Foreign exchange rates determinants,	8-15 April	

16	Exchange rates arrangement in India, Foreign Exchange Risk: nature and management.	16-22 April	
17	TEST AND REVISION	23-30 April	

