

Government College Chhachhrauli

Summary of Lesson Plan

Name: Mr. Vinod Sharma

Academic Session: 2025-26.

Class: M.Com Semester: 1st Subject & Code: **Financial Management (M24-COM-102)**

Sr. No.	Unit	Topics/Chapters to be covered	Duration	Assignments and Tests
1.	I	Nature and Scope of Financial Management	22.07.2025 – 05.08.2025	
2.	I	Time Value of Money	06.08.2025 – 20.08.2025	Assignment 1
3.	II	Financial Forecasting , Sources of Finance, Financial Planning	21.08.2025 – 04.09.2025	Test 1
4.	II	Cost of Capital, Recent Developments in Financial Management	06.09.2025 – 20.09.2025	Assignment 2
5.	III	Capital Structure , Capital Budgeting Decisions	22.09.2025 – 06.10.2025	Mid Term
6.	III	Risk Analysis and Capital Budgeting	08.10.2025 – 18.10.2025	Test 2
7.	IV	Working Capital Management, Management of Cash and Marketable Securities	27.10.2025 – 10.11.2025	Test 3
8.	IV	Management of Receivables, Dividend Decisions	11.11.2025- 24.11.2025	Test 4

Note:-

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Government College Chhachhrauli

Summary of Lesson Plan

Name: Mr. Vinod Sharma

Academic Session: 2025-26.

Class: BBA Semester: 1st Subject & Code: **Fundamental of Financial Accounting**

Sr. No.	Unit	Topics/Chapters to be covered	Duration	Assignments and Tests
1.	I	Meaning, Objectives, Scope and Nature of Accounting, Generally Accepted Accounting Principles (GAAP)	22.07.2025 – 05.08.2025	
2.	I	Accounting Standards, Process and Bases of Accounting, Accounting Equations	06.08.2025 – 20.08.2025	Assignment 1
3.	II	Capital and Revenue, Double Entry System	21.08.2025 – 04.09.2025	Test 1
4.	II	Books of Original Entry----Journal, Accounting of Goods and Services Tax i.e, GST	06.09.2025 – 20.09.2025	Assignment 2
5.	III	Books of Original Entry ----Cash Book, Ledger	22.09.2025 – 06.10.2025	Mid Term
6.	III	Trial Balance, Rectification of Errors	08.10.2025 – 18.10.2025	Test 2
7.	IV	Financial Statements, Financial Statements---with Adjustments	27.10.2025 – 10.11.2025	Test 3
8.	IV	Bank Reconciliation Statement, Accounts of Non-profit Organisations	11.11.2025- 24.11.2025	Test 4

Note:-

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Government College Chhachhrauli

Summary of Lesson Plan

Name: Mr. Vinod Sharma

Academic Session: 2025-26.

Class: M.Com Semester: 3rd Subject & Code: **Service Marketing (M24-COM-305)**

Sr. No.	Unit	Topics/Chapters to be covered	Duration	Assignments and Tests
1.	I	Introduction to services , Consumer Behavior	22.07.2025 – 05.08.2025	
2.	I	Customer expectations of services, Customer perceptions of services, Service marketing mix	06.08.2025 – 20.08.2025	Assignment 1
3.	II	Service quality: dimensions and model , Relationship marketing	21.08.2025 – 04.09.2025	Test 1
4.	II	Strategic market segmentation, targeting, and positioning, Service development, blueprinting and delivery	06.09.2025 – 20.09.2025	Assignment 2
5.	III	Service recovery, Physical evidence of services	22.09.2025 – 06.10.2025	Mid Term
6.	III	Communication and promotion of services, Pricing of Services	08.10.2025 – 18.10.2025	Test 2
7.	IV	Distribution of services, Managing service delivery employees	27.10.2025 – 10.11.2025	Test 3
8.	IV	Managing customers 'role in service delivery , Consumer protection and ethics in service	11.11.2025- 24.11.2025	Test 4

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Government College Chhachhrauli

Summary of Lesson Plan

Name: Dr Ruchika Wadhwa

Academic Session: 2025-26.

Class: BBA

Semester: 01st

Subject & Code: **Business Organization, B23-BBA-102**

Sr. No.	Unit	Topics/Chapters to be covered	Duration	Assignments and Tests
1.	I	Business Organization: Meaning and Nature, Objectives, Evolution, Forms/Types of Business Organisation	22.07.2025 – 05.08.2025	
2.	I	Partnership: Characteristics, Registrtaion, Partnership Deed, Rights, duties and liabilities, Dissolution of Partnership	06.08.2025 – 20.08.2025	
3.	II	Joint Stock Company-Concept , Characteristics, Types, Formation of Company	21.08.2025 – 04.09.2025	
4.	II	Multinational Companies, Conceptual Framework of Corporate Governance, One Person Compnay	06.09.2025 – 20.09.2025	
5.	III	Cooperative and State Ownership, Forms and Types: Non Profit Organisations, Trade Associations, Emergence of Indian MNC’S, Transnational Corporations	22.09.2025 – 06.10.2025	
6.	III	Recent Trends in the Business World, Globalization, Challenges for Indian Business in new Millenium	08.10.2025 – 18.10.2025	

7.	IV	Setting up of a new enterprise Decision in setting up a new enterprise, Idea Generation, Role of Creativity and Innovation	27.10.2025 – 10.11.2025	
8.	IV	Feasibility Study and Business Plan, Business Size and Location, factors to be considered while setting up a new business, Special Economic Zone	11.11.2025- 24.11.2025	

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Government College Chhachhrauli

Summary of Lesson Plan

Name: Dr Ruchika Wadhwa

Academic Session: 2025-26.

Class: B.Com

Semester: 05th

Subject & Code: **Goods and Service Tax, B23-COM-502**

Sr. No.	Unit	Topics/Chapters to be covered	Duration	Assignments and Tests
1.	I	GST Structure and Constitutional Framework Defects of Indirect Tax structure and Rationale of GST	22.07.2025 – 05.08.2025	
2.	I	GST Council and GST Network Process of Registration in GST	06.08.2025 – 20.08.2025	
3.	II	Levy and collection of GST Time of Supply Place of Supply	21.08.2025 – 04.09.2025	
4.	II	Value of Supply Composition Scheme under GST HSN/SAC Classification	06.09.2025 – 20.09.2025	
5.	III	Input Tax Credit Tax Invoice, Debit Note and Credit Notes	22.09.2025 – 06.10.2025	
6.	III	Reverse Charge Mechanism E-Way Bills	08.10.2025 – 18.10.2025	

7.	IV	GST Returns, assessment and audit Payment of GST, offences and Penalties	27.10.2025 – 10.11.2025	
8.	IV	Practical: Registration, Payment, Registers, Filing return and refund	11.11.2025- 24.11.2025	

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Government College Chhachhrauli

Summary of Lesson Plan

Name: Dr Ruchika Wadhwa

Academic Session: 2025-26.

Class: B.Com

Semester: 05th

Subject & Code: **ILL, B23-COM-503**

Sr. No.	Unit	Topics/Chapters to be covered	Duration	Assignments and Tests
1.	I	Labour Laws: History, Need, purpose Classification of labour laws in India	22.07.2025 – 05.08.2025	
2.	I	Fundamental Rights and Industrial Relations New Labour Laws	06.08.2025 – 20.08.2025	
3.	II	The factories Act, 1948 The Contract Labour (Regulation and Abolition Act, 1970)	21.08.2025 – 04.09.2025	
4.	II	The Industrial Dispute Act, 1947 The Trade Union Act, 1926	06.09.2025 – 20.09.2025	
5.	III	The payment of Wages Act, 1936 The Minimum Wages Act, 1948	22.09.2025 – 06.10.2025	
6.	III	Payment of Bonus Act, 1965	08.10.2025 – 18.10.2025	

7.	IV	The employee State Insurance Act, 1948 The Employee Provident Fund Act	27.10.2025 – 10.11.2025	
8.	IV	Payment of Gratuity Act 1972 Overview of Shram Suvidha Portal, ESIC Portal, EPFO Portal	11.11.2025- 24.11.2025	

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Government College Chhachhrauli

Summary of Lesson Plan

Name: Dr Ruchika Wadhwa

Academic Session: 2025-26.

Class: M.Com

Semester: 03rd

Subject & Code: **Project Planning and Control, M24-COM-304**

Sr. No.	Unit	Topics/Chapters to be covered	Duration	Assignments and Tests
1.	I	Project: Concept, Types, Features Project Idea Generation and Screening	22.07.2025 – 05.08.2025	
2.	I	Project Feasibility Study Project Organizational Structure	06.08.2025 – 20.08.2025	
3.	II	Market and Demand Analysis Technical Analysis	21.08.2025 – 04.09.2025	
4.	II	Financial Analysis	06.09.2025 – 20.09.2025	
5.	III	Profitability and Financial Projections	22.09.2025 – 06.10.2025	
6.	III	Project Appraisal Techniques	08.10.2025 – 18.10.2025	

7.	IV	Social Cost Benefit Analysis	27.10.2025 – 10.11.2025	
8.	IV	Project Control and Networking Techniques	11.11.2025- 24.11.2025	

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Government College Chhachhrauli

Summary of Lesson Plan

Name: **MAMTA VERMA**

Academic Session: 2025-26.

Class: **B.COM 1, A**

Semester: 1

Subject & Code: BC-23-COM-101 FINANCIAL ACCOUNTING-II

Sr. No.	Unit	Topics/Chapters to be covered	Duration	Assignments and Tests
1.	I	Financial accounting: concept, objectives and scope; accounting as an information system;	22.07.2025 – 05.08.2025	GROUP DISCUSSION ,PROBLEM SOLVING
2.	I	Accounting principles: concepts and conventions; double entry system; a brief overview of accounting standards in India; journal, ledger and trial balance. Capital and revenue: concept and classification of income; expenditure; receipts; provisions and reserves.	06.08.2025 – 20.08.2025	GROUP DISCUSSION ,PROBLEM SOLVING
3.	II	final accounts: trading and profit and loss account and balance sheet with adjustments .	21.08.2025 – 04.09.2025	GROUP DISCUSSION ,PROBLEM SOLVING
4.	II	Accounting for non- profit organizations; consignment accounts; accounting records; normal and abnormal loss; valuation of unsold stock	06.09.2025 – 20.09.2025	GROUP DISCUSSION ,PROBLEM SOLVING
5.	III	Branch accounts: dependent branch, debtor's system, stock and debtor system;	22.09.2025 – 06.10.2025	GROUP DISCUSSION ,PROBLEM SOLVING
6.	III	Wholesale branch, Final accounts; Assignment-1	08.10.2025 – 18.10.2025	MID TERM EXAM

7.	IV	Hire purchase and installment payment system: basic concepts, difference and accounting treatment	27.10.2025 – 10.11.2025	GROUP DISCUSSION ,PROBLEM SOLVING ASSIGNMENT
8.	IV	REVISION TEST AND LAST YEAR QUESTION PAPER	11.11.2025- 24.11.2025	

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Summary of Lesson Plan

Name: **MAMTA VERMA**

Academic Session: 2025-26.

Class: **B.COM 2, A**

Semester: **3**

Subject & Code: **B23-COM-303 BANKING AND INSURANCE**

Sr. No.	Unit	Topics/Chapters to be covered	Duration	Assignments and Tests
1.	I	Banking: Concept, features, functions, importance and principles of banking; Evolution of banking in India; Classifications of banks; Credit creation, Banking Regulation Act 1949: Major provisions.	22.07.2025 – 05.08.2025	GROUP DISCUSSION
2.	I	Indian Banking System: Features, nationalization of commercial banks and its effects; Reserve Bank of India – Functions, control of credit by RBI, power of RBI; Recent trends in Indian banking system.	06.08.2025 – 20.08.2025	GROUP DISCUSSION
3.	II	Insurance: Concept, need and principles of insurance; Insurance and economic development;	21.08.2025 – 04.09.2025	GROUP DISCUSSION
4.	II	Life and general insurance: principles, present status & growth of life and general insurance in India, claims settlement procedure; Regulatory Framework of Insurance.	06.09.2025 – 20.09.2025	GROUP DISCUSSION ,
5.	III	Fire insurance: Concept, principles; Fire insurance policy, claims settlement procedure;	22.09.2025 – 06.10.2025	TEST
6.	III	Marine insurance: Marine insurance policy and claims settlement procedures;	08.10.2025 – 18.10.2025	MID TERM EXAM

7.	IV	Accident and motor insurance: Policy and claims settlement procedures. TEST AND LAST YEAR QUESTION PAPER	27.10.2025 – 10.11.2025	ASSIGNMENT 1
8.	IV	REVISION TEST AND LAST YEAR QUESTION PAPER	11.11.2025- 24.11.2025	

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Summary of Lesson Plan

Name: **MAMTA VERMA**

Academic Session: 2025-26.

Class: **B.COM 2, A**

Semester: 3

Subject & Code: SEC- COMMUNICATION IN PROFESSIONAL LIFE

Course Code: B23-SEC-310 Course Type: SEC-3

Sr. No.	Unit	Topics/Chapters to be covered	Duration	Assignments and Tests
1.	I	Unit I • Communication: Importance and its Purpose • Strategies For Effective Communication •	22.07.2025 – 05.08.2025	GROUP DISCUSSION
2.	I	Essentials of Good Communication • Significance of Body Language in Communication	06.08.2025 – 20.08.2025	GROUP DISCUSSION
3.	II	Unit II • Noun Clauses, Adverb Clauses, Relative Clauses • Sentence and its types	21.08.2025 – 04.09.2025	GROUP DISCUSSION
4.	II	Unit III • Group Discussion • Job Interviews • Resume Writing •	06.09.2025 – 20.09.2025	GROUP DISCUSSION
5.	III	Effective Business Meetings: Preparing Agenda, Summarizing key ideas and information	22.09.2025 – 06.10.2025	DEMOSTRATION
6.	III	Unit IV • Formal E-mail Writing • Notice Writing • Press Release (Business Related) • Business Reports	08.10.2025 – 18.10.2025	MID TERM EXAM

7.	IV	TEST , PROBLEM SOLVING, PRACTICAL CLASSROOM STIMULATION ACTIVITY	27.10.2025 – 10.11.2025	GROUP DISCUSSION ASSIGNMENT 1
8.	IV	REVISION TEST AND LAST YEAR QUESTION PAPER	11.11.2025- 24.11.2025	GROUP DISCUSSION

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Summary of Lesson Plan

Name: **MAMTA VERMA**

Academic Session: 2025-26.

Class: **M.COM 1, A**

Semester: **1**

Subject & Code: Indian Business Environment

Sr. No.	Unit	Topics/Chapters to be covered	Duration	Assignments and Tests
1.	I	Business environment; concept, nature, importance and types of environment; changing dimensions of business environment; interaction matrix of different environment factors; GROUP DISCUSSION	22.07.2025 – 05.08.2025	GROUP DISCUSSION
2.	I	Organizational and environmental scanning; concept, objectives, process and techniques; economic planning in India; success and failure. Economic system; silent feature of Indian economy; GROUP DISCUSSION	06.08.2025 – 20.08.2025	GROUP DISCUSSION
3.	II	liberalization; privatization, globalization, disinvestment in public sector units, NITI aayog- concept, significance, objectives and machinery; business ethics; corporate governance; social responsibility of business; social audit. GROUP DISCUSSION ; PRESENTATION	21.08.2025 – 04.09.2025	GROUP DISCUSSION
4.	II	Fiscal policy; monetary policy; industrial policy; industrial licensing policy; GROUP DISCUSSION, PRESENTATION	06.09.2025 – 20.09.2025	GROUP DISCUSSION
5.	III	EXIM policy; industrial sickness; development and protection of small scale industry; technology transfer GROUP DISCUSSION, PRESENTATION	22.09.2025 – 06.10.2025	PRESENTATION
6.	III	The environment protection act; consumer protection act; competition act; foreign exchange management act;	08.10.2025 – 18.10.2025	MID TERM EXAM

7.	IV	Intellectual property law in India. GROUP DISCUSSION , PRESENTATION	27.10.2025 – 10.11.2025	PRESENTATION ASSIGNMENT 1
8.	IV	REVISION TEST AND LAST YEAR QUESTION PAPER	11.11.2025- 24.11.2025	PRESENTATION

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Summary of Lesson Plan

Name: **MAMTA VERMA**

Academic Session: 2025-26.

Class: **M.COM 2, A**

Semester: 13

Subject & Code: financial institutions and markets

Sr. No.	Unit	Topics/Chapters to be covered	Duration	Assignments and Tests
1.	I	Financial system: Concept, nature and role; Financial system and financial markets; Banking and non-banking financial institutions; Consolidation & competition among financial institutions; Financial conglomerates; Financial system and economic development; Indian Financial system-an overview.	22.07.2025 – 05.08.2025	GROUP DISCUSSION
2.	I	Financial markets: Organization, economic role, instruments and regulation of money market; Capital Market: Primary and secondary markets and their organizations, Government securities market; Recent developments in Indian capital and money market. Role of SEBI-an overview.	06.08.2025 – 20.08.2025	GROUP DISCUSSION
3.	II	Financial institutions- commercial banking -concept, role classification, asset liability management, non- performing assets, financial inclusion, recent developments in Indian banking including restructuring, privatization, MUDRA financing, insurance-life and non- life insurance companies in India- public and private,	21.08.2025 – 04.09.2025	GROUP DISCUSSION
4.	II	NBFC-role and types, private equity, venture capital and hedge funds, development banks-concept, objectives and functions, operational and promotional activities of development banks- IFCI, ICICI, IDBI, IRBI, SIDBI, SBI AND STATE FINANCIAL INSTITUTIONS.	06.09.2025 – 20.09.2025	GROUP DISCUSSION
5.	III	Merchant Banking Concept. Functions growth and future of merchant banking in India. government policy on merchant banking services, SEBI guidelines, leasing and hire purchase, venture capital finance,	22.09.2025 – 06.10.2025	Presentations
6.	III	factoring services, credit rating, mutual funds- concept, performance appraisal and regulation of mutual funds, types of mutual funds schemes (open ended and close ended, equity, debt, hybrid Schemes and exchange traded funds (ETFs)designing and marketing of mutual funds schemes	08.10.2025 – 18.10.2025	MID TERM EXAM

7.	IV	Mutual fund schemes in India recent developments Presentations	27.10.2025 – 10.11.2025	Presentations ASSIGNMENT 1
8.	IV	REVISION TEST AND LAST YEAR QUESTION PAPER	11.11.2025- 24.11.2025	Presentations

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Government College Chhachhrauli

Summary of Lesson Plan

Name: MS. DEEPIKA VAISH

Academic Session: 2025-26.

Class: B.COM FINAL

Semester: 6TH Subject & Code: 501

Sr. No.	Unit	Topics/Chapters to be covered	Duration	Assignments and Tests
1.	I	Introduction :natureand scopeofcost accounting;costconcepts &classification; methods&techniques. Methodsofcosting;unitcosting;jobcosting; Assignment-1	22.07.2025 – 05.08.2025	
2.	I	Overheads:classification,allocation,apportionmentand absorptionofoverheads;underandover-absorption. Assignment -2	06.08.2025 – 20.08.2025	
3.	II	Materials:materialplanning&purchasing,pricingofmaterialissue;treatmentofmateriallosses,material&inventory control: concept and techniques. Class tests	21.08.2025 – 04.09.2025	
4.	II	Labour- labourcostcontrolprocedure;labourturnover;Idletime andovertime;Methodsofwagepayment:time and piece rate; incentive schemes. Contract costing	06.09.2025 – 20.09.2025	
5.	III	processcosting(processlosses,valuationofworkin progress, joint andby-products) servicecosting	22.09.2025 – 06.10.2025	
6.	III	Standardcostingandvarianceanalysis:materialandlabour.	08.10.2025 – 18.10.2025	

7.	IV	Costcontrol and cost reduction;cost audit; an overviewof cost auditstandards	27.10.2025 – 10.11.2025	
8.	IV	Class tests and Revision	11.11.2025- 24.11.2025	

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Summary of Lesson Plan

Name: MS. DEEPIKA VAISH Academic Session: 2025-26.

Class: B.COM Semester: IST Subject & Code: **BUSINESS LAW-102**

Sr.No .	Unit	Topics/Chapters to be covered	Duration	Assignments and Tests
1.	I	Introduction to business law Law of Contract (1872)- Nature and classification of contract; offer and acceptance; capacity of parties to contract	22.07.2025 – 05.08.2025	
2.	I	Capacity of parties to contract; free consent; consideration, Performance & discharge of contract consideration; lawful object; agreement declared void; ASSIGNMENT 1 with class tests	06.08.2025 – 20.08.2025	
3.	II	Performance & discharge of contract consideration; lawful object; agreement declared void;	21.08.2025 – 04.09.2025	
4.	II	Information Technology Act 2000 – Introduction, purpose, object & amendments. Revision of Indian Contract Act .	06.09.2025 – 20.09.2025	
5.	III	Information technology act, offences, penalties and provisions including revision of previously discussed topics	22.09.2025 – 06.10.2025	
6.	III	Sale of goods act, types of goods, price, conditions , warranties ownership, performance and remedies.	08.10.2025 – 18.10.2025	

7.	IV	Auction sale & online auction. Indian partnership act and LLP	27.10.2025 – 10.11.2025	
8.	IV	Negotiable Instrument Act	11.11.2025- 24.11.2025	

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Government College Chhachhrauli

Summary of Lesson Plan

Name: MS. DEEPIKA VAISH

Academic Session: 2025-26.

Class: B.COM

Semester: 1 Subject & Code: **Business Management -103**

Sr. No.	Unit	Topics/Chapters to be covered	Duration	Assignments and Tests
1.	I	Introduction to business and commerce: concept, nature, importance and scope, components of commerce, evolution of commerce, commerce and business. Introduction to Management: concept, characteristics and significance, Process/Functions of Management, Coordination. Management: as Science, Art and profession	22.07.2025 – 05.08.2025	
2.	I	Approaches to Management: Classical and Neo classical approach, Behavioral approach, Management science approach, Systems approach and Contingency approach; Management thought in ancient India.	06.08.2025 – 20.08.2025	
3.	II	Planning: concept, process & importance, Types of Plans: Policy, Programme, Strategy, Vision, Mission, Goals, and Objectives. Organizing: meaning, principles and benefits of organizations;	21.08.2025 – 04.09.2025	
4.	II	Organizational structure: Functional, Line vs. Staff, matrix, Formal vs. Informal; Organizational structure for large scale business organization.	06.09.2025 – 20.09.2025	
5.	III	Delegation: meaning, advantages, barriers to delegation, guidelines for effective delegation. Decentralization and Centralization: advantages and disadvantages,	22.09.2025 – 06.10.2025	
6.	III	factors influencing decentralization. Staffing: meaning, importance & scope of staffing. Directing: concept; Motivation: concept, objectives & significance, Approaches to motivation. Leadership: concept, significance & functions, Leadership styles,	08.10.2025 – 18.10.2025	

7.	IV	approaches to leadership. Controlling: meaning and characteristics of control, process of control,	27.10.2025 – 10.11.2025	
8.	IV	prerequisites of an effective control system; controlling techniques.	11.11.2025- 24.11.2025	

Note:-

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Students can ask any query on my E-Mail ID also

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Government College Chhachhrauli

Summary of Lesson Plan

Name: seema Academic Session:2025-26.

Class:M.com Semester:I Subject& Code:**Organizational behaviour**

Sr.No .	Unit	Topics/Chapters to be covered	Duration	Assignments and Tests
1.	I	Organizational behaviour: PErsonality	22.07.2025 – 05.08.2025	
2.	I	Learning Attitude	06.08.2025 – 20.08.2025	
3.	II	Perception Group and group dynamics	21.08.2025 – 04.09.2025	
4.	II	Transactional analysis	06.09.2025 – 20.09.2025	
5.	III	Organizational conflicts	22.09.2025 – 06.10.2025	
6.	III	Management of change	08.10.2025 – 18.10.2025	

7.	IV	Oragnisational development	27.10.2025 – 10.11.2025	
8.	IV	Change Models	11.11.2025- 24.11.2025	

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Summary of Lesson Plan

Name: Ms. Seema

Academic Session: 2025-26.

Class: B.com II

Semester: III

Subject & Code: **Corporate Account-I**

Sr. No.	Unit	Topics/Chapters to be covered	Duration	Assignments and Tests
1.	I	Issue of shares Insider trading	22.07.2025 – 05.08.2025	
2.	I	Redemption of preference shares	06.08.2025 – 20.08.2025	
3.	II	Buy back of shares	21.08.2025 – 04.09.2025	
4.	II	Bonus shares	06.09.2025 – 20.09.2025	
5.	III	Amalgamation of companies	22.09.2025 – 06.10.2025	
6.	III	External reconstruction	08.10.2025 – 18.10.2025	

7.	IV	Underwriting Final accounts of companies	27.10.2025 – 10.11.2025	
8.	IV	Final accounts of companies	11.11.2025- 24.11.2025	

Note:-

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➤ **E-Mail:**

Government College Chhachhrauli

Summary of Lesson Plan

Name: Seema

Academic Session: 2025-26.

Class: BBA I

Semester: I Subject & Code: **Principles of management**

Sr. No.	Unit	Topics/Chapters to be covered	Duration	Assignments and Tests
1.	I	Management- introduction, evolution, development of management thoughts Planning and types of plans	22.07.2025 – 05.08.2025	
2.	I	Decision making, organizing Organizational structure	06.08.2025 – 20.08.2025	
3.	II	Delegation of authority Decentralization vs centralization	21.08.2025 – 04.09.2025	
4.	II	Staffing: nature, importance and process and elements	06.09.2025 – 20.09.2025	
5.		Directing: importance, principles and elements	22.09.2025 – 06.10.2025	
6.	III	Communication: process, network, barriers and corrective measures	08.10.2025 – 18.10.2025	

7.	IV	Controlling: Concept, importance and process	27.10.2025 – 10.11.2025	
8.	IV	Control techniques	11.11.2025- 24.11.2025	

Note:-

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