

TENTATIVE LESSON PLAN (SEMESTERS)

SESSION: 2023-24

Name of the Teacher: Pankaj Batra

Department: commerce

Subject/Course: WORKING CAPITAL MANAGEMENT

Programme: M.COM 2ND

Semester: M.Com.4thSemester

Unit	Name of Topic/Contents	Tentative Dates/Days
1.	Introduction to Working Capital Mgt., Factors Affecting WCM, Working Capital Financing, Approaches, Concepts	Feb
2.	Cash Management, Motives for Holding Cash, Cash Management Models: Baumol Model, Bernak Model, Strategies, Receivables Management Assignment 1 and Test	March
3.	Inventory Management: Objectives, Need, Scope, Techniques : EOQ, ABC, Perpetual Inventory, Stock Levels and Limits	April
4.	Assigment-2 Revision	May

TENTATIVE LESSON PLAN (SEMESTERS)

SESSION: 2023-24

Name of the Teacher: Pankaj Batra

Department: commerce

Subject/Course: RESEARCH METHODOLOGY

Programme: M.COM 2ND Semester: B.Com.4thSemesterSection

Unit	Name of Topic/Contents	Tentative Dates/Days
1	Introduction To Business Research, Types of Research, Research Process, Research Design	Feb
2	Sampling, Methods of Sampling, Sampling Errors, Sampling Distribution, Central Limit Theorem, Standard Error, Estimation Assignment 1 and Test	March
3	Partial and Multiple Correlation, Multiple Regression Techniques (up to 3 variables), Hypothesis Testing , Z test, T test, Non parametric Tests (Chi square, H test etc)	April
4	Reports Writing, Types of Reseach Reports, Bibliography, Refrences, Footnotes, Checklist Assigment-2, Revision	May

TENTATIVE LESSON PLAN (SEMESTERS)

SESSION: 2023-24

Name of the Teacher: Pankaj Batra

Department: commerce

Subject/Course IncomeTax-II

Semester: B.Com.4thSemesterSectionA

<i>Unit</i>	<i>Name of Topic/Contents</i>	<i>Tentative Dates/Days</i>
<i>1</i>	Correlation : Scatter Diagram, Karl Pearson 's Method, Rank Correlation and Concurrent Method	<i>Feb</i>
<i>2</i>	Regression Analysis Probablity Test and Assignment	<i>March</i>
<i>3</i>	Probability Distribution Test and Assignments	<i>April</i>
<i>4</i>	Revision	<i>May</i>

TENTATIVE LESSON PLAN (SEMESTERS)

SESSION: 2023-24

Name of the Teacher: BHUPENDER

Department: commerce

Subject/Course: Principles of Marketing

Programme -: B.com 1st Year(NEP) A,B&C

Semester:: 2nd Semester

<i>Unit</i>	<i>Name of Topic/Contents</i>	<i>Tentative Dates/Days</i>
1	<p>MARKETING: AN INTRODUCTION* Introduction, Core Concept of Marketing, Nature and Scope of Marketing, Functions of Marketing, Importances of Marketing, Role of Marketing in different Economies, Selling and Merchandising.</p> <p>2. *MARKETING CONCEPTS*</p> <p>Introduction, Historical Development of Marketing Concepts, Different Marketing Concepts, Significance of Marketing Concepts, Affecting Factors, Limitations.</p> <p>3. *MARKETING ENVIRONMENT*</p> <p>Meaning, Nature and Characteristics of Marketing Environment, Components of Marketing Environment, Importance and Scanning of Marketing Environment, Major Problems of Marketing Environment in India, Globalization, Liberalization and Privatization.</p>	<i>Feb</i>
2	<p>MARKET SEGMENTATION*</p> <p>Meaning and Definition of Marketing Segmentation, Concept, Basis and Methods of Marketing Segmentation, Marketing Segmentation Strategies, Importances of Marketing Segmentation, Product Differentiation, Shotgun Approach, Rifle Approach, Niche Market</p> <p>5. *CONSUMER BEHAVIOR*</p> <p>Meaning and Definition, Determinants of Consumer Behavior, Importances of Studying Consumer Behavior, Behavior of Indian Consumers, Difficulties in understanding consumer behavior.</p> <p>6. *BUYING MOTIVES AND CONSUMER BEHAVIOUR*</p> <p>Meaning and Definition of Motives and Buying Motives, Emotional, Rational and Patronage Buying Motives, Consumer's Buying Process, Conflict between Buying</p>	<i>March</i>

	<p>Motives, Difficulties in determination of Buying Motives.</p> <p>7. *PRODUCT: CONCEPT, IMPORTANCE AND CLASSIFICATION*</p> <p>Meaning and Definition, Characteristics and Importance, Product Concept, Product Classification, Comparison between convenience, Shopping and Specialty Products, Consumer and Industrial Product, Modern Product Classification.</p> <p>8. *BRANDING, PACKAGING AND LABELLING*</p> <p>Introduction, Importances and Strategies of Branding</p> <p>Packaging- Meaning, Importances, Objectives, Need and Features of Good Packaging</p> <p>Labelling- Meaning, Importances, Features and Objectives, Types of Labelling</p> <p>9. PRODUCT LIFE CYCLE"</p> <p>Meaning, Different Shapes of Product Life Cycle, Different Stages of Product Life Cycle, Length of Product Life Cycle, Limitations of Product Life Cycle</p> <p>10. *NEW PRODUCT DEVELOPMENT PROCESS*</p> <p>Meaning of New Product, Process, Product Testing and Test Marketing, Advantages of Test Marketing</p> <p>11. *PRODUCT PRICING*</p> <p>Introduction, Pricing Objectives, Pricing Policies, Affecting Factors of Pricing Decisions, Pricing Methods, Pricing Strategies, Discount Policies, Resale Price Maintenance</p>	
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3	<p>PROMOTION MIX*</p> <p>Meaning and Definition, Selling and Sales Promotion, Need of Promotional Activities, Objective and Importance of Promotion in Marketing.</p> <p>13. *ADVERTISING*</p> <p>Meaning and Definition of Advertising, Characteristics and Objectives of Advertising, Advantages to Manufacturers, Middleman, Consumer and Society, Principles of Effective Advertising</p> <p>14. *PERSONAL SELLING*</p> <p>Meaning and Definition of Personal Selling, Difference between Personal Selling and Salesmanship, Functions and Objectives of Personal Selling, Process of Personal Selling, Importances and Limitations of Personal Selling.</p> <p>15. *SALES PROMOTION*</p> <p>Meaning and Definition of Sales Promotion, Objectives of Sales Promotion, Tools of Sales Promotion, Advantages and Limitations of Sales Promotion, Sales Promotion in India</p> <p>16. *PUBLICITY AND PUBLIC RELATIONS*</p> <p>Meaning and Definition of Publicity, Characteristics and Various form of Publicity, Public Relation Introduction, Public Relation Department and Public Relation Tools</p> <p>17. *DISTRIBUTION CHANNEL*</p> <p>Concept of Distribution Channels- Definition, Characteristics, Functions,Types of Distribution Channels, Market Consideration, Distribution policies,Conclusion.</p> <p>18. * MARKETING MIDDLEMEN: RETAILING</p> <p>Meaning and Definition of Marketing Middlemen, Functions and Types of Middleman, Agent and Merchant Middlemen, Introduction of Retailers, Functions of Retailers, Service Rendered by Retailers, Types of Retailers and Changing Retailing Scenario</p> <p>19. *WHOLESALE*</p> <p>Introduction of Wholesaling and Wholesalers, Characteristics and Functions of Wholesalers, Service rendered by Wholesalers, Types of Wholesalers, Difference between Wholesalers and Retailers</p> <p>*Class Test and Assignment*</p>	April
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4	<p>DIRECT MARKETING*</p> <p>Meaning and Features of Direct Marketing, Channels of Direct Marketing, Advantages and Disadvantages of Direct Marketing</p> <p>21. *ONLINE MARKETING*</p> <p>Meaning of Online Marketing, Significance of Online Marketing, Advantages of Online Marketing, Channels of Online Marketing</p> <p>22. *CUSTOMER RELATIONSHIP MARKETING*</p> <p>Meaning and Features of Customer Relationship Marketing, Level of Customer Relationship Marketing, Advantages and Disadvantages of Customer Relationship Marketing</p> <p>23. *GREEN MARKETING*</p> <p>Meaning of Green Marketing and Green Marketing Mix, Elements of Green Marketing Mix, Green Marketing and Lohas Customers, Strategies of Green Marketing</p> <p>24. *RECENTS TRENDS IN MARKETING*</p> <p>Introduction of Recent Trends in Marketing, New Horizons of Marketing, New Thoughts of Marketing and Recent Innovation in Marketing.</p> <p>*Revision*</p>	<i>May</i>
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TENTATIVE LESSON PLAN (SEMESTERS)

SESSION: 2023-24

Name of the Teacher: BHUPENDER

Department: commerce

Subject/Course: BUSSINESS ORGANISATION :

Programme: MDC 2023-24(NEP)

Semester: 2ND Semester

<i>Unit</i>	<i>Name of Topic/Contents</i>	<i>Tentative Dates/Days</i>
<i>1</i>	<p><i>. *CONCEPT OF BANK AND BANKING*</i></p> <p>History of Banking, Evolution of Banking in India, Meaning and definition of Banks, Features and Principles of Banking, Functions of Commercial Banks, Role of Banks</p> <p><i>2. CLASSIFICATION OF BANKS</i></p> <p>Public Sector Banks, Private Sector Banks, Foreign Banks, Payment Banks, Development Banks, Export- Import Banks of India, NABARD and NABFID</p>	<i>Feb</i>
<i>2</i>	<p><i>*FIRE INSURANCE*</i></p> <p>Concept of Banking Instruments, Types of Banking Instruments, Crossing of Cheque, Types of Crossing, Bill of Exchange, Promissory Note</p> <p><i>4. * LEADING FUNCTIONS OF A BANK*</i></p> <p>Introduction of Commercial Banks, Principles of Lending, Types of Loans and Advances, Utility Service of a Bank. Demand draft meaning and Advantages</p> <p><i>5. *E- BANKING</i></p> <p>Introduction of Internet Banking, Tools of E-Banking, Elements and Process of E-Banking, Importances and Limitations of E-Banking, RBI Instructions, A.T.M., Mobile Banking Services, Electronic Clearing Services, NEFT and RTGS</p>	<i>March</i>
<i>5.</i>	<p><i>INTRODUCTION TO INSURANCE</i></p> <p>Risk and Source of Risk, History of Insurance, Meaning of Insurance, Nature and Principles of Insurance, Need of Insurance, Insurance and Economic Development</p> <p><i>7. *LIFE INSURANCE*</i></p> <p>Introduction and Growth of Life Insurance in India, Objectives of Life Insurance</p>	<i>April</i>

	<p>Companies, Principles of Life Insurance, Types of Life Insurance, Assignment of Policy, Growth of Life Insurance in India</p> <p>8. *GENERAL INSURANCE*</p> <p>Concept of General Insurance, Features and Types of General Insurance, Importances of General Insurance and Procedure of taking a Fire insurance Policy</p> <p>9. *FIRE INSURANCE*</p> <p>Introduction of Fire Insurance, Basic Principles of Fire Insurance Contracts, Assignment of Fire Policy, Types of Fire Insurance Policy, Special types of Policies</p> <p>*Class Test and Assignment*</p>	
3	<p>MARINE INSURANCE*</p> <p>Meaning and Definition of Marine Insurance, Types of Marine Insurance Policies, Marine Policy Conditions, Premium and Return of Premium, Assignment of Marine Insurance Policy</p> <p>11. *Health Insurance*</p> <p>Introduction and History of Medical Insurance, Need of Health Insurance, Types of Health Insurance Plans, Current Position of Health Insurance in India</p> <p>Revision</p>	<i>May</i>

TENTATIVE LESSON PLAN (SEMESTERS)

SESSION: 2023-24

Name of the Teacher: Naveen

Department: commerce

Subject/Course : Business Environment

Programme: B.COM 3RD YEAR

Semester: : B.Com. 6th Semester.

<i>Unit</i>	<i>Name of Topic/Contents</i>	<i>Tentative Dates/Days</i>
<i>1</i>	Business Environment -Concept, component and Importance. Environment and Organisational Scanning -Concept and Importance. Public sector in India. Private Sector in India.	<i>Feb</i>
<i>2</i>	Joint Sector in India. Economic System. Economic Planning. Monetary Policy.	<i>March</i>
<i>3</i>	Fiscal Policy of India. Make in India Program. Foreign Investment in India. MNCs Assignment-1 and class test	<i>April</i>
<i>4</i>	Globalization. Competition Act. FEMA. Foreign Exchange Market Assignment-2 Revision	<i>May</i>

TENTATIVE LESSON PLAN (SEMESTERS)

SESSION: 2023-2024

Name of the Teacher NAVEEN

Department: commerce

Subject/Course: : Management Accounting

Programme: B.COM 3RD Section: B & C Semester: B.Com. 6th Semester

Unit	Name of Topic/Contents	Tentative Dates/Days
1	Introduction, Management reporting and Management information system.	Feb
2	Analysis of financial statements, Cash flow statement and fund flow assignment 1	March
3	Absorption v/s Variable costing. Class test.	April
4	Budgeting and budgetary control Assignment-2 Revision	May

TENTATIVE LESSON PLAN (SEMESTERS)

SESSION: 2023-24

Name of the Teacher: NAVEEN

Department: commerce

Subject/Course: : Business Statistics

Department : Commerce

Programme: B.Com. 4th Semester (B)

Semester: 4th Semester

Unit	Name of Topic/Content	Tentative Dates/Days
1	Simple Correlation. Simple Regression	Feb
2	Probability -1 Probability -2	March
3	Probability Distribution -1 Probability Distribution -2 Assignment-1 and Class test	April
4	Probability Distribution -3 Assignment-2 Revision	May

TENTATIVE LESSON PLAN (SEMESTERS)

SESSION: 2023-24

Name of the Teacher: USHA
Subject/Course: : Company law

Department: commerce

Programme: B.com 2ndYear

Semester: B.Com.4thSemester

Unit	Name of Topic/Contents	Tentative Dates/Days
1	<p>Membership in companies*</p> <p>Introduction of member, who may be member? Method or termination of membership</p> <p>2. *Company management and Administration*</p> <p>Director , qualification of director,Appointment of director , Removal of director, Right ,duties and liabilities of directors</p> <p>1st ASSIGNMENT</p>	Feb
2	<p>Company Secretary*</p> <p>Meaning of secretary , types,qualification,</p> <p>Position of a company secretary</p> <p>4. *Company Meeting And Resolution*</p> <p>Meeting ,kinds of meetings l,egal provision of Meetings ,resolution</p> <p>5.* Meeting ‘ Procedure or Requisites of valid Meetings</p> <p>Validity of meeting , Voting and poll , proxy</p> <p>E- voting</p> <p>2nd ASSIGNMENT</p>	March

3	Dividend , Account and Audit* Profit ,divisible profits ,determination of divisible profit	<i>April</i>
4	7. *prevention from oppression and mismanagement* Condition or procedure for oppression Mismanagement, power CLASS TEST	<i>May</i>

TENTATIVE LESSON PLAN (SEMESTERS)

SESSION: 2023-24

Name of the Teacher: USHA

Department: commerce

Subject/Course: Fundamental Of Banking and Insurance

Programme: B.A-1st Year MDC SEC

Semester: B.Com.2NDSemester

<i>Unit</i>	<i>Name of Topic/Contents</i>	<i>Tentative Dates/Days</i>
<i>1</i>	1*CONCEPT OF BANK AND BANKING 2*CLASSIFICATION OF BANKS	<i>Feb</i>
<i>2</i>	3*Banking Instrument 4*Lending Function Of Bank 5*E- Banking	<i>March</i>
<i>3</i>	*Introduction Of Insurance 7* Life Insurance 8* General Insurance 9* Fire Insurance *Class Test And Assignment*	<i>April</i>
<i>4</i>	10* Marine Insurance 11* Health Insurance	<i>May</i>

TENTATIVE LESSON PLAN (SEMESTERS)

SESSION: 2023-24

Name of the Teacher: USHA

Department: commerce

Subject/Course: Computerized Accounting System

Programme: B.com 2nd YearSec.-A& B

Semester: B.Com.4thSemester

<i>Unit</i>	<i>Name of Topic/Contents</i>	<i>Tentative Dates/Days</i>
<i>1</i>	<p>1.*Computerized Accounting System*</p> <p>Introducation , Manual Accounting system</p> <p>Types of accounting , advantage</p> <p>2. Introduction to Tally.ERP P</p> <p>Introducation, Features , Advantages of Tally, Installation of Tally.ERP9. ,creating ,company setup feature, shutor delete company, security control in Tally.ERP 9</p> <p>1st ASSIGNMENT</p>	<i>Feb</i>
<i>2</i>	<p>3.*Accounting with Tally.ERP 9</p> <p>Introducation , groups , uses of groups, creating of groups ,Ledger , Voucher Entry</p> <p>4 Advanced Accounting Features</p> <p>Cost centre,cost categories,cost centre reports, budget and control,Multi-currency. Interest calculations, data backup</p> <p>2nd ASSIGNMENT</p>	<i>March</i>
<i>3</i>	<p>5 Inventory system in Tally.ERP 9</p> <p>Activation of inventory system,stock groups</p> <p>Stock category,unit of measure , Godown or location, stock items, inventory voucher</p> <p>6. Payroll in Tally.ERP 9</p> <p>Featues of payroll in tally . ERP 9,Configuring a payroll setting ,payroll master,</p>	<i>April</i>

	payroll accounting system,creation of pay head, pay roll reports CLASS TEST	
4	7.Computerized tax liability calculation TDS – FEATUES,TDSsetup, create a tax ledger, GST – Activation of GST features, create CGST,SGST,IGST LEDGER Create/alter party ledger, display GST report	<i>May</i>

TENTATIVE LESSON PLAN (SEMESTERS)

SESSION: 2023-24

Name of the Teacher: RENU

Department commerce:

Subject/Course: INCOME TAX

Semester: Class.:B.Com.4thSemesterSectionA

<i>Unit</i>	<i>Name of Topic/Contents</i>	<i>Tentative Dates/Days</i>
<i>1</i>	Deduction under section 80C to 80U in computing total income	<i>FEB</i>
<i>2</i>	Computation of total income and tax liability of an individual, H.U.F and Firm Income Tax authority, Procedure for assessment	<i>MARCH</i>
<i>3</i>	Deduction of tax at source, Advance payment of tax Procedure of filing e-return and revised return Assignment-1 and class test	<i>APRIL</i>
	Recovery and refund of tax Penalties and prosecution : appeal and revision Assignment-2 Revision	<i>MAY</i>

TENTATIVE LESSON PLAN (SEMESTERS)

SESSION: 2023-24

Name of the Teacher: RENU

Department: commerce

Subject/Course: ADVERTISING

Programme: B.COM 2ND YEAR

Semester: B.Com.4thSemesterSection A&B

<i>Unit</i>	<i>Name of Topic/Contents</i>	<i>Tentative Dates/Days</i>
<i>1</i>	Advertising -Meaning, scope and Function. Promotion Mix and Advertising. Advertising Process and Overview. Communication Process	<i>Feb</i>
<i>2</i>	Types of Advertising. Economic and Social Aspect of Advertising. Legal and Ethical aspects of advertising. Advertising Objective and DAGMAR approach assignment 1	<i>March</i>
<i>3</i>	Advertising Budget. Creative aspect of advertising. Types of advertising media. Media planning and scheduleing. Class test.	<i>April</i>
<i>4</i>	Advertising agency and its role. Client agency and Advertising dept. Advertising and consumer behaviour. Measuring advertising effectiveness. Assignment-2 Revision	<i>May</i>

TENTATIVE LESSON PLAN (SEMESTERS)

SESSION: 2023-24

Name of the Teacher: RENU

Department: commerce

Subject/Course:: BANKING AND INSURANCE

Programme: B.A 1ST MDC

Semester: B.A 2ND Semester Section

<i>Unit</i>	<i>Name of Topic/Contents</i>	<i>Tentative Dates/Days</i>
<i>1</i>	Concept of Bank and Banking. Classification of Bank	<i>Feb</i>
<i>2</i>	Banking instrument. Lending function of Bank. E-Banking.	<i>March</i>
<i>3</i>	Introduction of INSURANCE. LIFE INSURANCE. GENERAL INSURANCE. Assignment-1 and Class test	<i>April</i>
<i>4</i>	FIRE INSURANCE. MARINE INSURANCE. HEALTH INSURANCE. Assignment-2 Revision	<i>May</i>

TENTATIVE LESSON PLAN (SEMESTERS)

SESSION: 2023-24

Name of the Teacher: MEENA

Department: commerce

Subject/Course: FUNDAMENTALS OF BANKING AND INSURANCE

Programme: B.A 1ST MDC

Semester: B.Com.2th Semester Section

<i>Unit</i>	<i>Name of Topic/Contents</i>	<i>Tentative Dates/Days</i>
<i>1</i>	<p>*CONCEPT OF BANK AND BANKING*</p> <p>History of Banking, Evolution of Banking in India, Meaning and definition of Banks, Features and Principles of Banking, Functions of Commercial Banks, Role of Banks</p> <p>2. CLASSIFICATION OF BANKS</p> <p>Public Sector Banks, Private Sector Banks, Foreign Banks, Payment Banks, Development Banks, Export- Import Banks of India, NABARD and NABFID</p>	<i>Feb</i>
<i>2</i>	<p>3. *FIRE INSURANCE*</p> <p>Concept of Banking Instruments, Types of Banking Instruments, Crossing of Cheque, Types of Crossing, Bill of Exchange, Promissory Note</p> <p>4. * LEADING FUNCTIONS OF A BANK*</p> <p>Introduction of Commercial Banks, Principles of Lending, Types of Loans and Advances, Utility Service of a Bank. Demand draft meaning and Advantages</p> <p>5. *E- BANKING</p> <p>Introduction of Internet Banking, Tools of E-Banking, Elements and Process of E-Banking, Importances and Limitations of E-Banking, RBI Instructions, A.T.M., Mobile Banking Services, Electronic Clearing Services, NEFT and RTGS</p>	<i>March</i>
<i>3</i>	<p>6. *INTRODUCTION TO INSURANCE</p> <p>Risk and Source of Risk, History of Insurance, Meaning of Insurance, Nature and Principles of Insurance, Need of Insurance, Insurance and Economic Development</p> <p>7. *LIFE INSURANCE*</p> <p>Introduction and Growth of Life Insurance in India, Objectives of Life Insurance Companies, Principles of Life Insurance, Types of Life Insurance, Assignment of Policy, Growth of Life Insurance in India</p>	<i>April</i>

	<p>8. *GENERAL INSURANCE*</p> <p>Concept of General Insurance, Features and Types of General Insurance, Importances of General Insurance and Procedure of taking a Fire insurance Policy</p> <p>9. *FIRE INSURANCE*</p> <p>Introduction of Fire Insurance, Basic Principles of Fire Insurance Contracts, Assignment of Fire Policy, Types of Fire Insurance Policy, Special types of Policies</p> <p>*Class Test and Assignment*</p>	
4	<p>10. *MARINE INSURANCE*</p> <p>Meaning and Definition of Marine Insurance, Types of Marine Insurance Policies, Marine Policy Conditions, Premium and Return of Premium, Assignment of Marine Insurance Policy</p> <p>11. *Health Insurance*</p> <p>Introduction and History of Medical Insurance, Need of Health Insurance, Types of Health Insurance Plans, Current Position of Health Insurance in India</p> <p>Revision</p>	May

TENTATIVE LESSON PLAN (SEMESTERS)

SESSION: 2023-24

Name of the Teacher: MEENA

Department: commerce

Subject/Course: COMPUTER TALLY

Programme: B.COM 1ST YEAR

Semester: B.Com.4thSemesterSection

<i>Unit</i>	<i>Name of Topic/Contents</i>	<i>Tentative Dates/Days</i>
<i>1</i>	Computerized Accounting System: Concept, Tally Prime, installations of Tally Prime, licensing configuration; Tally vault password: Security control in TallyPrime data backup and restore, export and import data, edit log feature in tally; Gate of Tally	<i>Feb</i>
<i>2</i>	Company Creation Setup features, accounting features, configuration shutting and deleting a company; Ledger creation: Creating single and multiple ledgers, altering deleting and displaying ledger; Invoicing; Budgets; Cost Centres; Interest Calculations Inventory: Stock items, purchase and sales orders processing, godowns.	<i>March</i>
<i>3</i>	Financial Statements: Profit & Loss account, Balance Sheet; Bank Reconciliation; 2. Debit and credit note; Tally audit features; Printing features; Management Information System & different reports in tally.	<i>April</i>
<i>4</i>	Income Tax and GST in Tally Prime: TDS; TCS; Payrci in Tally: Introduction, salary accounting, payroll masters, payroll vouchers, gratuity, provident fund, ESI, Payroll reports.	<i>May</i>

TENTATIVE LESSON PLAN (SEMESTERS)

SESSION: 2023-24

Name of the Teacher: Sushila

Department: commerce

Programme: B.com 3rd

Subject/Course: Human Resource Management

Semester: : B.Com. 6th Semester section B (1-6) , section C (1-5)

<i>Unit</i>	<i>Name of Topic/Contents</i>	<i>Tentative Dates/Days</i>
<i>1</i>	Human Resource Management Human Resource Planning	<i>Feb</i>
<i>2</i>	Job Analysis Recruitment and Selection	<i>March</i>
<i>3</i>	Placement and Induction Internal Mobility: Promotion, Demotion and Transfer Assignment-1 and class test	<i>April</i>
<i>4</i>	Training Performance Appraisal and Potential Appraisal Assignment-2 Revision	<i>May</i>

TENTATIVE LESSON PLAN (SEMESTERS)

SESSION: 2023-24

Name of the Teacher: SUSHILA Department: commerce

Subject/Course: Business Environment

Programme: B.COM 3RD

Semester: B.Com. 6th Semester Section-A (1-5) , Section-B (1-4)

<i>Unit</i>	<i>Name of Topic/Contents</i>	<i>Tentative Dates/Days</i>
<i>1</i>	Business environment- Concept, component and Importance Environmental and organisational scanning Public sector in India Private sector in India	<i>Feb</i>
<i>2</i>	Joint sector in India Economic Systems- Capitalist , socialist and mixed Economy Economic Planning in India and NITI Aayog Monetary policy of India assignment 1	<i>March</i>
<i>3</i>	Fiscal Policy of India Make in India Programme Foreign Investment in India Multinational Corporations (MNCs) Globalisation Class test	<i>April</i>
<i>4</i>	Competition Act Foreign exchange Management Act- FEMA Foreign exchange market- An Overview Assignment-2 Revision	<i>May</i>

TENTATIVE LESSON PLAN (SEMESTERS)

SESSION: 2023-24

Name of the Teacher: SUSHILA

Department: commerce

Subject/Course: : Business Communication

Programme: B.COM 1ST

Semester: B.Com.2ND Semester Section B

<i>Unit</i>	<i>Name of Topic/Contents</i>	<i>Tentative Dates/Days</i>
<i>1</i>	Introduction	<i>Feb</i>
<i>2</i>	Audience analysis Transaction analysis	<i>March</i>
<i>3</i>	Diffrent forms of communication Assignment-1 and Class test	<i>April</i>
<i>4</i>	Reports writing Barriers Effective communication Assignment-2 Revision	<i>May</i>

TENTATIVE LESSON PLAN (SEMESTERS)

SESSION: 2023-24

Name of the Teacher YASWANTI:

Department commerce:

Subject/Course: Fundamental of Insurance

Programme: B.COM 3RD

Semester: Class.:B.Com.6thSemesterSectionA

<i>Unit</i>	<i>Name of Topic/Contents</i>	<i>Tentative Dates/Days</i>
1.	<p>Introduction to Insurance: Life and general insurance.</p> <p>Insurance: purpose, need and principles of insurance, insurance as a social security tool Insurance and economic development.</p> <p>Contract of Life Insurance: Principles and practice of life insurance</p> <p>Contract of Life Insurance: Parties to the contract their rights and duties, conditions and terms of policy, effects of non-compliance</p>	<i>FEB</i>
2.	<p>Contract of Life Insurance- bonuses and annuity payments,</p> <p>Contract of Life Insurance- Present structure & growth of life insurance in India claims settlement procedure.</p> <p>Fire Insurance: Principles of fire insurance contracts fire insurance policy</p> <p>Fire Insurance Conditions</p>	<i>MARCH</i>
3.	<p>Fire Insurance - Assignment of policy, claims settlement procedure</p> <p>Marine Insurance: Marine insurance policy and its conditions, premium, double insurance assignment of policy warranties</p> <p>Marine Insurance: Voyage, loss and abandonment, partial losses and particular charges, salvage Marine Insurance: Total losses and measures of indemnity, claims settlement procedures.</p> <p>Class TEST-1</p> <p>Accident and Motor Insurance: Policy and claims settlement procedures</p> <p>Accident and Motor Insurance: Policy and claims settlement procedures.. Continues</p> <p>Insurance Intermediaries - Role of agents and procedure for becoming an agent, cancellation of license</p> <p>ASSIGNMENT-1</p>	<i>APRIL</i>
4.	<p>Accident and Motor Insurance: Policy and claims settlement procedures.. Continues</p> <p>Insurance Intermediaries - Role of agents and procedure for becoming an agent, cancellation of license</p> <p>ASSIGNMENT-2 REVISION</p>	<i>MAY</i>

TENTATIVE LESSON PLAN (SEMESTERS)

SESSION: 2023-24

Name of the Teacher: YASWANTI

Department commerce:

Subject/Course: - Entrepreneurship Development

Programme: M.COM 2ND

Semester: Class.:M.Com.4thSemester

<i>Unit</i>	<i>Name of Topic/Contents</i>	<i>Tentative Dates/Days</i>
1.	<p>Entrepreneurship Introduction: Meaning, elements, determinants and importance of entrepreneurship and creative behavior; Entrepreneurship and creative response to the society' problems and at work</p> <p>Dimensions of entrepreneurship: Intrapreneurship, Technopreneurship, Cultural Entrepreneurship, International Entrepreneurship</p> <p>Dimensions of entrepreneurship: Netpreneurship, Ecopreneurship and Social entrepreneurship</p>	<i>FEB</i>
2.	<p>Entrepreneurship and Micro, Small and Medium Enterprises: Concept of business groups and role of business houses and family business in India The contemporary role models in</p> <p>Indian business: their values, business philosophy and behavioural orientations</p> <p>Conflict in family business and its resolution</p> <p>Public and private system of stimulation: support and sustainability of entrepreneurship. Requirement, availability and access to finance, marketing assistance, technology, and industrial accommodation</p>	<i>MARCH</i>
3.	<p>Sources of business ideas and tests of feasibility: Significance of writing the business plan/project proposal;</p> <p>Assignmmt</p> <p>Contents of business plan/ project proposal</p> <p>Designing business processes, location, layout, operation, planning & control; Preparation of project report (various aspects of the project report such as size of investment, nature of product, market potential may be covered)</p> <p>Project submission/presentation and appraisal thereof by external agencies, such as financial/non-financial institutions.</p> <p>Class Test</p> <p>Mobilising Resources: Mobilising resources for start-up.</p>	<i>APRIL</i>
4.	<p><i>Accommodation and utilities</i></p> <p><i>Preliminary contracts with the vendors, suppliers, bankers, principal customers</i></p> <p><i>Contract management: Basic start-up problems</i></p> <p><i>Revision</i></p>	<i>MAY</i>

TENTATIVE LESSON PLAN (SEMESTERS)

SESSION: 2023-24

Name of the Teacher: MRS YASWANTI

Department commerce:

Subject/Course: ORGANISATIONAL BEHAVIOUR

Programme: M.COM P

Semester: Class.:M.Com.2thSemesterSectionA

Unit	Name of Topic/Contents	Tentative Dates/Days
1.	<p><i>Concepts and Significance: Human Relations and Organisational Behaviour</i> <i>Historical Development of Organisational Behaviour, Meaning and of Organisational Behaviour</i></p> <p><i>Concepts and Significance: Features of OB, Contributing</i></p> <p><i>Disciplines to OB, Emergence of HR and OB, Approaches to Organisational Behaviour</i></p> <p><i>Concepts and Significance: Scope of OB, Basic concepts of OB, Determinants of Organisational Behaviour, Significance of OB</i></p> <p><i>Personality: Concept of personality; Major Determinants of Personality</i></p>	FEB
2.	<p>Personality: Biological Contribution: Socialization: Culture; Situational Factors, Major Personality Attributes influencing Organisational Behaviour</p> <p>Personality: Theories of Personality</p> <p>Attitude: Meaning, components, functions, formation, changing of attitude</p> <p>Perception: Nature and Importance of Perception, Meaning, and process of Perception Perceptual Selectivity</p>	MARCH
3.	<p>Perception: Factor affecting Perception Distortion in perception; Managerial Implications of Perception</p> <p>Learning: Theories of Learning. Modeling; Shaping Behaviour, Learning and Organisational Behaviour</p> <p>Group Dynamics: Meaning. Components of Group Dynamics, Group Norms, Group Role; Group Status:Group Size; Group Leadership; Group Composition; Proxemics and Group Dynamics</p> <p>Group Cohesiveness: Determinants and Consequences of Group Cohesiveness: Relationship between Group Cohesiveness and Productivity</p> <p>Group Cohesiveness: Determinants and Consequences of Group Cohesiveness: Relationship between Group Cohesiveness and Productivity</p> <p>Class Test - 1</p> <p>Assignment - 1</p>	APRIL
4.	<p>Transactional Analysis: Introduction, Concept of T.A., Scope of Transactional Analysis, Analysis of Self-awareness; Analysis of Ego States; Analysis of Life Positions;</p> <p>Transactional Analysis:Analysis of Games, Analysis of Stroking, Benefits of Transactional Analysis</p> <p>Organisational Conflict: types of conflict Dynamics and management; sources patterns.</p> <p>Assignment - 2</p> <p>Revision</p>	MAY

TENTATIVE LESSON PLAN (SEMESTERS)

SESSION: 2023-24

Name of the Teacher: MUNISH

Department commerce:

Subject/Course: Marketing Management

Programme: M.COM (P)

Semester: Class.:2NDSemesterSectionA

Unit	Name of Topic/Contents	Tentative Dates/Days
1.	Introduction to subject and discussion on syllabus Nature and significance of marketing, marketing management, evolution marketing. Marketing Management orientation Production concept, selling concept, selling vs marketing, societal marketing concept and holisting marketing. Marketing Mix. Marketing Environment in India.	FEB
2.	Consumer behavior, Market Segmentation, Marketing research and marketing information. Product classification. Product mix strategy. Branding packaging and labelling product support services, new development process. PLC. Marketing of services. Price determination methods, Pricing strategies, free determination. Class Test & Presentation by students	MARCH
3.	Distribution channel and physical distribution decision. Selecting, management of distribution channel. Distribution logistics. Retailing and wholesaling. Production Mix, advertising personal selling, public relation and publicity, sales promotion. Consumer protection, social marketing, rural marketing, online marketing, social and ethical aspects of marketing. Presentation by students.	APRIL
4.	Case studies	MAY

TENTATIVE LESSON PLAN (SEMESTERS)

SESSION: 2023-24

Name of the Teacher: SH.MUNISH

Department commerce:

Subject/Course: : International Marketing

Programme: M.COM 2ND Semester: M.Com 4th Sem

<i>Unit</i>	<i>Name of Topic/Contents</i>	<i>Tentative Dates/Days</i>
1.	Introduction to syllabus and content Nature, importance and scope of IM, IM orientation and involvement, management process MIS International marketing environment various factors and their impact on IM decision. Global Trading environment and development, international market segmentation, international market entry strategies.	<i>FEB</i>
2.	Major product decision product design labelling, packaging, branding and product support services Product standardization vs adaptation Managing product line PLC, New product development. Factors affecting international prize determination, international pricing process and policies, delivery terms and currency for export price quotation, transfer pricing, pricing in the context of countertrade. Class Test & Presentation by students	<i>MARCH</i>
3.	Distribution channel strategy- international distribution channel, their roles and function, selection and management of overseas agent, international distribution logistics- inventory management transportation and insurance. Communication across countries complexities and issues, country of origin effect, international promotion tools and planning, advertising, personal selling, publicity and sales promotion international public relation. Presentation by students	<i>APRIL</i>
4.	Developing international campaign, standardization vs adaptation, planning for direct mail, sales literature, trade fair and exhibition. International marketing through the internet, ecological concerns and international marketing ethics	<i>MAY</i>

TENTATIVE LESSON PLAN (SEMESTERS)

SESSION: 2023-24

Name of the Teacher: SH.MUNISH

Department commerce:

Subject/Course: Retail Management (Munish Kumar4-6,Gourav Bansal(1-3)

Programme: B.COM 3RD Semester: Class.:B.Com.6thSemester

<i>Unit</i>	<i>Name of Topic/Contents</i>	<i>Tentative Dates/Days</i>
1.	Introduction to syllabus and content Meaning, nature, scope & importance of retailing. Theories of retailing, strategic planning in retailing, planning location of retail institutions: trading area analysis, deciding the most desirable type of location	<i>FEB</i>
2.	Choice of general location, choosing and evaluating a particular site, material handling. Organization structures in retail institutions, classification of retail institutions, store based and non-store-based retail organizations, process of setting up a retail organization	<i>MARCH</i>
3.	Process of setting up a retail organization. Store management: blueprinting operations, deciding store layout, energy management, security issues, application of IT in retailing. Trends in retailing in India, FDI in retail. Class Test & Assignment I and II	<i>APRIL</i>
4.	Revision	<i>MAY</i>

TENTATIVE LESSON PLAN (SEMESTERS)

SESSION: 2023-24

Name of the Teacher: professor : Sonu

Name of college : Govt. College Jind

Class. : B.Com. 6th Semester section

Department : Commerce

Subject : Income Tax-II

<i>Unit</i>	<i>Name of Topic/Contents</i>	<i>Tentative Dates/Days</i>
1.	Deduction under section 80C to 80U in computing total income	<i>FEB</i>
2.	Computation of total income and tax liability of an individual, H.U.F and Firm Income Tax authority, Procedure for assessment	<i>MARCH</i>
3.	Deduction of tax at source, Advance payment of tax Procedure of filing e-return and revised return Assignment-1 and class test	<i>APRIL</i>
4.	Recovery and refund of tax Penalties and prosecution : appeal and revision Assignment-2 Revision	<i>MAY</i>

TENTATIVE LESSON PLAN (SEMESTERS)

SESSION: 2023-24

Name of the assistant professor : Sonu

Name of college : Govt. College Jind

Class. : B.Com. 6th Semester

Department : Commerce

Subject : Management Accounting

<i>Unit</i>	<i>Name of Topic/Contents</i>	<i>Tentative Dates/Days</i>
1.	Introduction, Management reporting and Management information system.	<i>FEB</i>
2.	Analysis of financial statements, Cash flow statement and fund flow assignment 1	<i>MARCH</i>
3.	Absorption v/s Variable costing. Class test.	<i>APRIL</i>
4.	Budgeting and budgetary control Assignment-2 Revision	<i>MAY</i>

TENTATIVE LESSON PLAN (SEMESTERS)

SESSION: 2023-24

Name of the assistant professor : Sonu

Name of college : Govt. College Jind

Class. : M.Com. 4th Semester

Department : Commerce

Subject : Corporate Tax Planning

<i>Unit</i>	<i>Name of Topic/Contents</i>	<i>Tentative Dates/Days</i>
1.	Introduction	<i>FEB</i>
2.	Computation of total income and tax liability of companies Tax planning for new businesS	<i>MARCH</i>
3.	Tax planning and financial Management decisions Special tax provision Assignment-1 and Class test	<i>APRIL</i>
4.	Amalgamation and demerger TDS and advance payment of tax Assignment-2 Revision	<i>MAY</i>

TENTATIVE LESSON PLAN (SEMESTERS)

SESSION: 2023-24

Name & Subject of Assistant Professor: GORAV BANSAL, COMMERCE

Class: M.COM- IV SEM.

Subject: SERVICE MARKETING

Department commerce:

<i>Unit</i>	<i>Name of Topic/Contents</i>	<i>Tentative Dates/Days</i>
1.	SERVICE MARKETING-NATURE, CAHRACTERSTICS. ROLE OF SERVICE SECTOR, RECENT TRENDS IN SERVICE SECTOR, SERVICE MARKETING MIX, EXPANSION OF MARKETING MIX.	FEB
2.	<ul style="list-style-type: none">● CONCEPT OF DESIGN, CUSTOMER CONTACT, GAP MODEL OF SERVICE QUALITY, THE SEVQUAL SCALE. IMPLICATIONS FOR SERVICE QUALITY	MARCH
3.	4. THE ESSENCE OF AN ENCOUNTER, SCRIPTS, DYSFUNCTIONAL CUSTOMER 5. DEMAND AND CAPACITY MANAGEMENT, YIELD MANAGEMENT, QUEUING 6. SERVICE COMMUNICATION:-INTEGRATED MARKETING COMMUNICATION, BRANDING SERVICES CLASS TEST	APRIL
4	7. MONITORING AND EVALUATING THE SERVICE 8. ORGANISING FOR CHANGE MANAGEMENT ASSIGNMENT/PRESENTATION	MAY

TENTATIVE LESSON PLAN (SEMESTERS)

SESSION: 2023-24

Name & Subject of Assistant Professor: GORAV BANSAL,

DEPARTMENT :COMMERCE

Class: M.COM- II SEM.

Subject: FINANCIAL MANAGEMENT

<i>Unit</i>	<i>Name of Topic/Contents</i>	<i>Tentative Dates/Days</i>
1.	OVERVIEW OF FINANCIAL MANAGEMENT GOALS OF FINANCIAL MGT. COST OF CAPITAL TIME VALUE OF MONEY	FEB
2.	• FINANCIAL PLANNING CAPITAL BUDGETING	MARCH
3.	4. LEVERAGE 5. CAPITAL STRUCTURE CLASS TEST	APRIL
4	6. DIVIDEND POLICY CORPORATE RESTRUCTURING ASSIGNMENT /PRESENTATION	MAY

TENTATIVE LESSON PLAN (SEMESTERS)

SESSION: 2023-24

Name of Assistant Professor: Mr. Aman

Class: B com. Final A(sec) Semester:-6th

Subject: Human Resource Management

<i>Unit</i>	<i>Name of Topic/Contents</i>	<i>Tentative Dates/Days</i>
1.	Human resource management: Introduction Human	FEB
2.	Resource Planning JOB ANALYSIS RECRUTIMENT AND SELECTION PLACEMENT AND INDECTION	MARCH
3.	INTERNAL MOBILITY PORMOTION TRANSFER TRAINING PERFORMANCE APPRAISAL	APRIL
4.	POTENSIAL APPRAISAL ASSIGNMENT AND TESTREVISION REVISION	MAY

TENTATIVE LESSON PLAN (SEMESTERS)

SESSION: 2023-24

Name of Assistant Professor: Mr. Aman

Class: B.com Semester:-4th sec A and B

Subject: Corporate Accounting

<i>Unit</i>	<i>Name of Topic/Contents</i>	<i>Tentative Dates/Days</i>
1.	Introduction to corporate Accounting Valuation of Goodwill <i>VALUATION OF SHARES</i>	<i>FEB</i>
2.	Liquidation of companies	<i>MARCH</i>
3.	Holding and subsidiary company's account Accounts of Banking Companies Accounts of Insurance companies	<i>APRIL</i>
4.	Accounts of Insurance companies Test, Assignment and Revision	<i>MAY</i>

TENTATIVE LESSON PLAN (SEMESTERS)

SESSION: 2023-24

Name of the Teacher: SHARMILA

Department: commerce

Subject/Course: FUNDAMENTALS OF BANKING AND INSURANCE

Programme: Semester: B.Com.2thSemesterSection

<i>Unit</i>	<i>Name of Topic/Contents</i>	<i>Tentative Dates/Days</i>
1.	<p>. *CONCEPT OF BANK AND BANKING*</p> <p>History of Banking, Evolution of Banking in India, Meaning and definition of Banks, Features and Principles of Banking, Functions of Commercial Banks, Role of Banks</p> <p>2. CLASSIFICATION OF BANKS</p> <p>Public Sector Banks, Private Sector Banks, Foreign Banks, Payment Banks, Development Banks, Export- Import Banks of India, NABARD and NABFID</p>	<i>FEB</i>
2.	<p>FIRE INSURANCE*</p> <p>Concept of Banking Instruments, Types of Banking Instruments, Crossing of Cheque, Types of Crossing, Bill of Exchange, Promissory Note</p> <p>4. * LEADING FUNCTIONS OF A BANK*</p> <p>Introduction of Commercial Banks, Principles of Lending, Types of Loans and Advances, Utility Service of a Bank. Demand draft meaning and Advantages</p> <p>5. *E- BANKING</p> <p>Introduction of Internet Banking, Tools of E-Banking, Elements and Process of E-Banking, Importances and Limitations of E-Banking, RBI Instructions, A.T.M., Mobile Banking Services, Electronic Clearing Services, NEFT and RTGS</p>	<i>MARCH</i>
3.	<p>*INTRODUCTION TO INSURANCE</p> <p>Risk and Source of Risk, History of Insurance, Meaning of Insurance, Nature and Principles of Insurance, Need of Insurance, Insurance and Economic Development</p> <p>7. *LIFE INSURANCE*</p> <p>Introduction and Growth of Life Insurance in India, Objectives of Life Insurance Companies, Principles of Life Insurance, Types of Life Insurance, Assignment of Policy, Growth of Life Insurance in India</p> <p>8. *GENERAL INSURANCE*</p> <p>Concept of General Insurance, Features and Types of General Insurance, Importances</p>	<i>APRIL</i>

	<p>of General Insurance and Procedure of taking a Fire insurance Policy</p> <p>9. *FIRE INSURANCE*</p> <p>Introduction of Fire Insurance, Basic Principles of Fire Insurance Contracts, Assignment of Fire Policy, Types of Fire Insurance Policy, Special types of Policies</p> <p>*Class Test and Assignment*</p>	
4.	<p>MARINE INSURANCE*</p> <p>Meaning and Definition of Marine Insurance, Types of Marine Insurance Policies, Marine Policy Conditions, Premium and Return of Premium, Assignment of Marine Insurance Policy</p> <p>11. *Health Insurance*</p> <p>Introduction and History of Medical Insurance, Need of Health Insurance, Types of Health Insurance Plans, Current Position of Health Insurance in India</p> <p>Revision</p>	MAY

TENTATIVE LESSON PLAN (SEMESTERS)

SESSION: 2023-24

Name of the Teacher: SHARMILA

Department : commerce

Subject/Course: COMPANY LAW

Programme: B.COM 1ST YEAR (NEP)

Semester: Class.: B.Com.2th Semester Section A, B & C

Unit	Name of Topic/Contents	Tentative Dates/Days
1.	<p><i>COMPANY MEANING CHARACTERISTICS AND NATURE</i></p> <p><i>company the public company & vice versa</i></p> <p><i>Incorporation of a Company</i></p> <p><i>client, characteristics, of private company</i></p> <p><i>Legal position of promoter</i></p> <p><i>March 202</i></p>	FEB
2.	<p><i>Memorandum of Association: Clauses and alteration procedure,</i></p> <p><i>Doctrine of ultra vires</i></p> <p><i>Articles of Association: Clauses and alterations</i></p> <p><i>Doctrine of indoor management</i></p> <p><i>Doctrine of constructive notice</i></p> <p><i>Prospectus:</i></p> <p><i>Concept, types, contents and formalities of red herring & shelf prospectus, mis statement and remedies, Remedies for misstatements in Prospectus</i></p> <p><i>ASSIGNMENT</i></p>	MARCH
3.	<p>Share capital Types, issue and allotment of shares:</p> <p>Reduction of share capital, Board of Directors</p> <p>Composition, legal position, qualification, appointment</p> <p>powers, duties & Remedies and removal of directors,</p> <p>Company secretary Role, appointment, duties, Remedies, rights and removal</p> <p>Chapter Revision</p> <p>CD</p> <p>Test for Assessment</p>	APRIL
4.	<p><i>Chapter: Dividend Types, factors affecting dividend decisions Legal provisions, dividend practices prevalent in India Winding up of a company. Reasons, modes, procedure and implications of winding up</i></p>	MAY

TENTATIVE LESSON PLAN (SEMESTERS)

SESSION: 2023-24

Name of the assistant professor : Priti

Name of college : Govt. College Jind

Class. : B.Com. 6th Semester section B&C

Department : Commerce

Subject : Fundamental of Insurance

<i>Unit</i>	<i>Name of Topic/Contents</i>	<i>Tentative Dates/Days</i>
1.	Basic concept of Insurance Life and general Insurance. Principal's, Importance and need of Insurance.	<i>FEB</i>
2.	Life Insurance concept and feature Life Insurance and economic aspect	<i>MARCH</i>
3.	General Insurance concept and types Procedure of Taking General insurance Assignment-1 and class test	<i>APRIL</i>
4.	Motor insurance Marine insurance Health insurance Assignment-2 Revision	<i>MAY</i>

TENTATIVE LESSON PLAN (SEMESTERS)

SESSION: 2023-24

Name of the assistant professor : Priti

Name of college : Govt. College Jind

Class. : B.Com. 4th Semester Section-A&B

Department : Commerce

Subject : Business Law

<i>Unit</i>	<i>Name of Topic/Contents</i>	<i>Tentative Dates/Days</i>
1.	Negotiable Instrument Act 1881 Types of Negotiable Instruments Cheque Endorsement of Negotiable Instruments	<i>FEB</i>
2.	Partnership act 1932 Types of Partners Dissolution of partnership Profit sharing assignment 1	<i>MARCH</i>
3.	Limited liability Partnership Concept and need Formation of LLP Dissolution of LLP Class test.	<i>APRIL</i>
4.	Right to Information act 2005 Need and applicability Information technology act Need and importance Assignment-2 Revision	<i>MAY</i>

TENTATIVE LESSON PLAN (SEMESTERS)

SESSION: 2023-24

Name of the assistant professor : Priti

Name of college : Govt. College Jind

Class. : SEC. 2nd Semester

Department : Commerce

Subject : Business Communication

<i>Unit</i>	<i>Name of Topic/Contents</i>	<i>Tentative Dates/Days</i>
1.	Introduction	<i>FEB</i>
2.	Audience analysis Transaction analysis	<i>MARCH</i>
3.	Diffrent forms of communication Assignement-1 and Class test	<i>APRIL</i>
4.	Reports writing Barriers Effective communication Assignement-2 Revision	<i>MAY</i>

TENTATIVE LESSON PLAN (SEMESTERS)

SESSION: 2023-24

Name of the assistant professor : LAABH SINGH

Name of college : Govt. College Jind

Class. :M.COM (P)

Department : Commerce

Subject :HRM

<i>Unit</i>	<i>Name of Topic/Contents</i>	<i>Tentative Dates/Days</i>
1.	Concept and perspective of Human Resource Management; Human Resources Management in a Changing Environment; Managerial and Operative Functions of HRM Internal Test	<i>FEB</i>
2.	Human Resource Planning; Career and Succession Planning; Job Analysis: Methods of Manpower Search; Attracting, Selecting and Retaining Human Resources. Assignment	<i>MARCH</i>
3.	Induction and Socialization; Manpower Training and Development; Performance Appraisal and Potential Evaluation. Presentation	<i>APRIL</i>
4.	Job Evaluation and Compensation Management; Employee Separation Practices. Submission of internal assessmen	<i>MAY</i>

TENTATIVE LESSON PLAN (SEMESTERS)

SESSION: 2023-24

Name of the Teacher: LAABH SINGH

Department commerce:

Subject/Course: Corporate Governance

M Com 4th Sem Lesson

Semester: Class.:B.Com.4thSemesterSectionA

<i>Unit</i>	<i>Name of Topic/Contents</i>	<i>Tentative Dates/Days</i>
<i>1.</i>	Corporate governance: Concept, structure and process; Corporate governance; An Evolutionary Process; Improving the efficiency of corporate governance; Corporate governance in India; Issues for consideration. Corporate governance; Globalisation and its position in India.	<i>FEB</i>
<i>2.</i>	Financial disclosure, Business Ethics and corporate governance: Corporate disclosure practices; Transparency and Business Ethics in Corporate Sector; Role of Audit committee in corporate governance. Class Test	<i>MARCH</i>
<i>3.</i>	Board of Directors: Composition of Board of directors & their role; Corporate boards and good governance; Corporate governance in Indian Public enterprises; Corporatization of Agriculture Assignment and Presentation	<i>APRIL</i>
<i>4.</i>	Banks, Financial Institutions and Corporate governance: Corporate governance in banks; Corporate governance; Contemporary issues in banking industry. Corporate governance in mutual funds; Depository system a step towards effective corporate governance. Submission of internal assessment	<i>MAY</i>

TENTATIVE LESSON PLAN (SEMESTERS)

SESSION: 2023-24

Name of the Teacher ; LAABH SINGH

Department commerce:

Subject/Course: Retail Management B Com 6th Sem

Programme: B.COM 3RD

Semester: Class.: B.Com.6th Semester Section A

<i>Unit</i>	<i>Name of Topic/Contents</i>	<i>Tentative Dates/Days</i>
<i>1.</i>	Meaning, Nature and Scope of Retailing , Theories and Models in Retail , Retail Strategic planning and Operations Management Internal Test	<i>FEB</i>
<i>2.</i>	Primary Retailing Strategies (Planning Location of Retail Business) , Merchandise Planning and Retail Communication, Security Issue in retailing Assignment	<i>MARCH</i>
<i>3.</i>	Stores Design , Store layout , Organisational Structure in Retail Institutions.	<i>APRIL</i>
<i>4.</i>	Application of Information Technology in retailing, Foreign direct Investment (FDI) in Retail, Retail Store Management, Material Handling and Energy Management Submission of Internal assessment	<i>MAY</i>