

## Lesson Plan of Commerce Department (2024-2025) Odd Sem.

Name of College: Govt. PG College for Women, Rohtak

Academic Session: 2024-25 Semester: ODD

Subject: Organization Behaviour

Name of AP: Dr. Sushila Rani

Class: M.Com. 1st Sem.

Week of Month	Topics/Chapters to be covered	Topics of Assignment / Tests given/ to be given to the students
Week 1	Organization Behaviour- Introduction	
Week 2	Learning- Introduction and Concept	
Week 3	Learning- Principles and Theories	
Week 4	Meaning and definition of Attitude	Test of Learning
Week 5	Attitude- Source and formation	
Week 6	Personality- Meaning and determinants	
Week 7	Types and theories of Personality	
Week 8	Perception- Meaning and definition	Assignment of 1 <sup>st</sup> and 2 <sup>nd</sup> unit

Week 9	Nature and process of Perception	
Week 10	Group and Group dynamics	
Week 11	Group discussion on perception	
Week 12	Team building and development	Test of Group and group dynamics
Week 13	Organizational conflicts: meaning, sources and types	
Week 14	Organizational change	
Week 15	Diwali Vacations (27 October - 3 November)	
Week 16	Organizational Development: Process and Interventions	Assignment of 3 <sup>rd</sup> and 4 <sup>th</sup> unit.
Week 17	Presentations	

Academic Session: 2024-25 Semester: ODD

Subject: Business Communication

Name of AP: Dr. Sushila Rani

Class: B.Com. 1st Sem. (A & C)

Week of Month	Topics/Chapters to be covered	Topics of Assignment / Tests given/ to be given to the students
Week 1	Business Communication: Meaning and Introduction	
Week 2	Seven C`s of Business Communication	
Week 3	Types of Business Communication	
Week 4	Barriers of Business communication	Test of Seven C`s of Communication
Week 5	Reading Skills	
Week 6	Listening Skills	
Week 7	Note making	
Week 8	Persuasive speaking Skills	Assignment of 1 <sup>st</sup> and 2 <sup>nd</sup> unit
Week 9	Body Language and Gesture	

Week 10	E-mail communication	
Week 11	E- mail Etiquette and E mail samples	
Week 12	Business letter writing	Test of body language and gesture
Week 13	Types of business letters	
Week 14	Business letter formats and samples	Assignment of 3 <sup>rd</sup> and 4 <sup>th</sup> unit.
Week 15	Diwali Break	
Week 16	Presentations/Activities to enhance communication skills	
Week 17	Presentations/ Activities to enhance communication skills	
Week 18	Revision	Viva

**Teacher Name: Dr Pushp Deep Dagar**

**Paper: Business Research Methods**

**Paper Code: 17MCO24C3**

**Class: M. Com -I<sup>st</sup> Sem**

**Month – Aug 2024**

Week - 3

Introduction to Business Research: Defining Research; Types of Research-Basic and Applied Research; Process of Research; Features of a Good Research Study;

Week – 4

Research Applications in Business Decisions, Formulation of the Research Problem and Development of the Research Hypotheses: Problem Identification

**Month – Sep 2024**

Week - 1

Definition; Process of Problem Identification; developing a research proposal;

Week – 2

Formulation of the Research Hypotheses, Test and Revision

Week – 3

Research Design: The Nature of Research Designs; Process of Formulation of Research Design,

Week – 4

Classification of Research Designs: Exploratory, Two-tiered, Experimental and Descriptive Research Design for Hypothesis Testing

**Month – Oct 2024**

Week - 1

Experimental Research Studies: Concept and Classification of Experimental Designs; Validity in Experimentation.

Week – 2

Factors affecting Internal Validity of Experiment; Factors affecting External Validity of Experiment; Methods to Control Extraneous Variables and Environments of Conducting Experiments.

Week – 3

Data Collection Methods: Classification of Data; Research Applications of Secondary and Primary Data; Secondary data sources and usage; Online data sources; Qualitative Method of Data Collection: observation method,

Week – 4

Content Analysis, Focus Group Method, Personal Interview Method and Projective Techniques; Primary data collection methods- questioning techniques, online surveys; Questionnaire Design Procedure. Sampling Plan: Universe, Sample vs Census

**Month – Nov 2024**

Week – 1

Sample Frame and Sampling Unit; Sampling Design; Sampling Techniques; Sample size Determination; Sampling and Non- Sampling Errors, Test and Revision.

Week – 2

Report Writing: Meaning, Functions and Types of Research Report, Steps of Planning Report Writing

Week – 3

Research Report Structure, Principles of Writing, Guidelines for Effective Documentation, Writing and Typing the Report.

Week – 4

Research Briefings: Oral Presentation. Presentation of Results: Descriptive Presentation, Graphic Presentation

**Month – Dec 2024**

Week - 1

Diagrams, Pictures and Maps, Tabular Presentation, Difficulties in Presentation, Test and Revision

**Teacher Name: Dr Pushp Deep Dagar      Paper: Business Communication Skill**

**Paper Code: 24COM401SE01**

**Class: B. Com -I<sup>st</sup> Sem**

Week of Month	Topics/Chapters to be covered	Topics of Assignment / Tests given/ to be given to the students
Week 1	Business Communication: Meaning and Introduction	
Week 2	Seven C's of Business Communication	
Week 3	Types of Business Communication	
Week 4	Barriers of Business communication	Test of Seven C's of Communication
Week 5	Reading Skills	
Week 6	Listening Skills	
Week 7	Note making	

Week 8	Persuasive speaking Skills	Assignment of 1 <sup>st</sup> and 2 <sup>nd</sup> unit
Week 9	Body Language and Gesture	
Week 10	E-mail communication	
Week 11	E- mail Etiquette and E mail samples	
Week 12	Business letter writing	Test of body language and gesture
Week 13	Types of business letters	
Week 14	Business letter formats and samples	Assignment of 3 <sup>rd</sup> and 4 <sup>th</sup> unit.
Week 15	Diwali Break	
Week 16	Presentations/Activities to enhance communication skills	
Week 17	Presentations/ Activities to enhance communication skills	

Week 18	Revision	Viva

Name of College: Govt. PG College for Women, Rohtak		
Academic Session: 2024-25Semester: ODD		
Subject: CIIC Name of Extension Lecturer: PAYAL		
Class: B.Com.(HONS) 5th SeM.		
Week of Month	Topics/Chapters to be covered	Topics of Assignment/ Tests given/ to be given to the students
Week 1	Workforce diversity	
Week 2	Human resource accounting and audit	
Week 3	HR challenges in managing technological changes	
Week 4	Modern retailing challenges in india	
Week 5	Marketing through social networking websites	
Week 6	Evolving e-marketing in india	
Week 7	Financial innovations	
Week 8	Global financial crisis	



Week 9	Recent trends in banking and financial services	
Week 10	Balance of payment	
Week 11	Tax regulations and income growth	
Week 12	Role of micro finance in rural development	Test of unit 3,4
Week 13	CSR, Information and communication technology	
Week 14	Mobile communication	
Week 15	DIWALI VACATIONS	
Week 16	Project report discussed	
Week 17	Discussion on project report	
Week 18	Revision	

Name of College: Govt. College for Women, Rohtak

Academic Session: 2024-25 Semester: ODD

Subject: Financial Accounting Name of Extension Lecturer: MS PAYAL

Class: B.Com.1st Sem. Pass course Sec. D

Week of Month	Topics/Chapters to be covered	Topics of Assignment/ Tests given/ to be given to the students
Week 1	Introduction of Accounting	
Week 2	Generally accepted Accounting Principles	
Week 3	Journalizing, Posting	
Week 4	Preparation of trial balance.	

Week 5	Accounting principles, GST	
Week 6	Capital and revenue	test
Week 7	Depreciation	
Week 8	Depreciation	
Week 9	Final Accounts with adjustments	
Week 10	Final Accounts with adjustments	
Week 11	Final Accounts with adjustments	
Week 12	Rectification of errors	viva -voce
Week 13	Accounting for non-profit organizations;	
Week 14	Accounting for non-profit organizations;	
Week 15	DIWALI VACATIONS	
Week 16	Computer accounting system	
Week 17	Consignment accounts.	
Week 18	Revision	

Name of College: Govt. PG College for Women, Rohtak		
Academic Session: 2024-25 Semester: ODD		
Subject: CIIC Name of Extension Lecturer: PAYAL		
Class: B.Com.(HONS) 5th SeM.		
Week of Month	Topics/Chapters to be covered	Topics of Assignment/ Tests given/ to be given to the students
Week 1	Workforce diversity	
Week 2	Human resource accounting and audit	
Week 3	HR challenges in managing technological changes	

Week 4	Modern retailing challenges in india	
Week 5	Marketing through social networking websites	
Week 6	Evolving e-marketing in india	
Week 7	Financial innovations	
Week 8	Global financial crisis	
Week 9	Recent trends in banking and financial services	
Week 10	Balance of payment	
Week 11	Tax regulations and income growth	
Week 12	Role of micro finance in rural development	Test of unit 3,4
Week 13	CSR, Information and communication technology	
Week 14	Mobile communication	
Week 15	DIWALI VACATIONS	
Week 16	Project report discussed	
Week 17	Discussion on project report	
Week 18	Revision	

Name of College: Govt. College for Women, Rohtak

Academic Session: 2024 - 2025 Semester: ODD(From 16 aug.)

Subject: Minor bus. Org & Mgt(24COM401MI01)

Name of Extension Lecturer: Dr. ARTI

Class: BA Eng. Hons

Week of Month	Topics/Chapters to be covered	Topics of Assignment/ Tests given/ to be given to the students
Week 4	Concepts: Business, trade, industry and commerce, Concept of Business Management	
Week 5	continue	
Week 6	continue	
Week 7	Planning and Organising	
Week 8	continue	
Week 9	continue	TEST
Week 10	Staffing and Directing	
Week 11	continue	
Week 12	continue	
Week 13	continue	
Week 14	Motivation and Control	
Week 15	Diwali vacations	
Week 16	continue	
Week 17	continue	
Week 18	REVISION, PROBLEM	

Name of College: Govt. College for Women, Rohtak

Academic Session: 2024 - 2025 Semester: ODD(From 16 aug.)

Subject: Business Communication

Name of Extension Lecturer: Dr. ARTI

Class: B.Com 1<sup>st</sup> sem ,sec D

Week of Month	Topics/Chapters to be covered	Topics of Assignment/ Tests given/ to be given to the students
Week 4	Business Communication- Meaning and Process of Business Communication, Importance of effective Communication, Types of Business Communication, Barriers to Communication	

Week 5	continue	
Week 6	continue	
Week 7	Communication Skills: Reading skills, listening skills, note making, persuasive speaking. Body language, Gestures.	
Week 8	continue	
Week 9	continue	TEST
Week 10	Business Email Writing: Process of writing Email, Writing Style and Skills, Email Etiquette and Email Samples	
Week 11	continue	
Week 12	continue	
Week 13	continue	
Week 14	Business Letter Writing: Points to be considered before writing business letters, Types of Business Letters, Business letter Format and Samples	
Week 15	Diwali Vacation	
Week 16	continue	
Week 17	continue	
Week 18	REVISION, PROBLEM	

Name of College: Govt. College for Women, Rohtak

Academic Session: 2024 - 2025 Semester: ODD(From 16 aug.)

Subject: International business environment

Name of Extension Lecturer: Dr. ARTI

Class: B.Com 1<sup>st</sup> sem ,sec D

Week of Month	Topics/Chapters to be covered	Topics of Assignment/ Tests given/ to be given to the students
Week 4	Recent global trends in international trade and finance	
Week 5	continue	
Week 6	continue	
Week 7	Foreign market entry strategies;	
Week 8	continue	
Week 9	continue	TEST
Week 10	Decisions concerning global manufacturing and material management	

Week 11	continue	
Week 12	continue	
Week 13	continue	
Week 14	Harmonizing accounting difference across countries	
Week 15	Diwali vacations	
Week 16	continue	
Week 17	continue	
Week 18	REVISION, PROBLEM	

Name of College: Govt. College for Women, Rohtak

Academic Session: 2024 - 2025 Semester: ODD(From 16 aug.)

Subject: Business Statistics

Name of Extension Lecturer: Dr. ARTI

Class: B.Com 1<sup>st</sup> sem ,sec D

Week of Month	Topics/Chapters to be covered	Topics of Assignment/ Tests given/ to be given to the students
Week 4	Statistics: Meaning, Definition, Needs & Objectives Collection of data – types, methods, classification and tabulation of data, graphic diagrammatic presentation.	
Week 5	continue	
Week 6	continue	
Week 7	Measurement of Central Tendency and Variation – Mathematical and fractional averages. Measures of absolute and relative variations.	
Week 8	continue	
Week 9	continue	TEST
Week 10	Moments, skewness and kurtosis (with Sheppard's corrections), Index Numbers.	
Week 11	continue	
Week 12	continue	
Week 13	continue	
Week 14	Probability and Expected Value, Calculation of	

	Probability	
Week 15	Diwali vacations	
Week 16	continue	
Week 17	continue	
Week 18	REVISION, PROBLEM	

Name of College: Govt. PG College for Women, Rohtak

Academic Session: 2024-25 Semester: ODD

Subject: Corporate Accounting-I

Name of Extension Lecturer: Bhumika Gupta

Class: B.Com Vocational

Week of Month	Topics/Chapters to be covered	Tests given to the students
Week 1	Issue of Shares Under and Over Subscription	
Week 2	Forfeiture and reissue of Shares	
Week 3	Revision of Issue of shares	
Week 4	Redemption of Preference Shares	
Week 5	Revision of Unit 1	Problem solution session and Test 1

Week 6	Valuation of Goodwill	
Week 7	Valuation of Goodwill and Valuation of Shares	
Week 8	Valuation of Shares	
Week 9	Revision of Unit 2	Problem solution session and Test 2
Week 10	Profit and Loss Prior to Incorporation and Subsequent to Incorporation	
Week 11	Profit and Loss Prior to Incorporation and Subsequent to Incorporation	
Week 12	Profit and Loss Prior to Incorporation and Subsequent to Incorporation	
Week 13	Final Account of a Company	
Week 14	Revision of Unit 3	Problem solution session and Test 3



Week 15	Diwali Vacations	
Week 16	Issue of Debentures	
Week 17	Redemption of Debentures	
Week 18	Revision	

Name of College: Govt. College for Women, Rohtak

Academic Session: 2024 - 2025 Semester: ODD(From 16 aug.)

Subject: Minor bus. Org & Mgt(24COM401MI01)

Name of Extension Lecturer: Bhumika Gupta

Class: BA Minor

Week of Month	Topics/Chapters to be covered	Topics of Assignment/ Tests given/ to be given to the students
Week 4	Concepts: Business, trade, industry and commerce, Concept of Business Management	
Week 5	Continue	
Week 6	Continue	
Week 7	Planning and Organising	

Week 8	Continue	
Week 9	Continue	TEST
Week 10	Staffing and Directing	
Week 11	Continue	
Week 12	Continue	
Week 13	Continue	
Week 14	Motivation and Control	
Week 15	Diwali vacations	
Week 16	Continue	
Week 17	Continue	
Week 18	REVISION, PROBLEM	

Name of College: Govt. College for Women, Rohtak

Academic Session: 2024 - 2025 Semester: ODD

Subject: Business Statistics

Name of Extension Lecturer: Bhumika Gupta

Class: B.com vocational

Week of Month	Topics/Chapters to be covered	Topics of Assignment/ Tests given/ to be given to the students
Week 1	Introduction to statistics	
Week 2	Statistical data	
Week 3	Presentation of data	
Week 4	Central Tendency	
Week 5	Continue	
Week 6	Dispersion	
Week 7	Continue	Problem solving session
Week 8	Moments	
Week 9	Skewness	
Week 10	Kurtosis	
Week 11	Correlation	
Week 12	Continue	Problem solving session
Week 13	Regression	
Week 14	Continue	
Week 15	REVISION, PROBLEM	
Week 16	Test of unit 1 and 2	

Week 17	REVISION, PROBLEM	
Week 18	Test of unit 3 and 4	

Name of College: Govt. College for Women, Rohtak

Academic Session: 2024 - 2025 Semester: ODD

Subject: ESSB

Name of Extension Lecturer: Bhumika Gupta

Class: B.com H 5<sup>th</sup> sem

Week of Month	Topics/Chapters to be covered	Topics of Assignment/ Tests given/ to be given to the students
Week 1	Entrepreneurship, Entrepreneurship and Enterprise	
Week 2	Continue	
Week 3	Opportunity Scouting and idea generation	
Week 4	Continue	
Week 5	BPO	
Week 6	Small Scale Enterprise	
Week 7	Managerial roles	
Week 8	Merger	

Week 9	Acquisition	
Week 10	Revision	
Week 11	Issue in small business marketing	
Week 12	CONTINUE	
Week 13	Marketing Assistance	
Week 14	Test of unit 1	
Week 15	Test of unit 2	
Week 16	Test of unit 3	
Week 17	Test of unit 4	
Week 18	Revision	

**Name of College: Govt. College for Women, Rohtak**

**Academic Session: 2024-25 Semester: ODD**

**Teacher's Name: Dr. Pooja Rani**

**Subject: Investment Management**

**Class: B.Com (H) 5th sem**

<b>Week of Month</b>	<b>Topics/Chapters to be covered</b>	<b>Assignment/ Tests</b>
Week 1	Introduction to syllabus, Investment, Gambling, speculation- Meaning, differences, process of investment	
Week 2	Investment Avenues, Measurement of Risk and Return	
Week 3	Measurement of Risk and Return, Efficient Market	Oral Test

	hypothesis	
Week 4	Efficient Market Hypothesis	
Week 5	Technical Analysis- Meaning, Charting Techniques	
Week 6	Charting techniques, Indicators	Presentation
Week 7	Technical Analysis- Indicators	Numerical Practice
Week 8	Fundamental Analysis- Meaning, Company Analysis	Test Unit-1
Week 9	Industry Analysis, Economy Analysis	Presentation
Week 10	Technical v/s Fundamental Analysis	Presentations
Week 11	Trading Mechanism in Bombay stock Exchange	Oral Test
Week 12	Derivatives- Meaning, types	Test Unit-2
Week 13	Derivatives-types, uses, Derivatives in Indian capital market	
Week 14	Option Contracts- Introduction, Meaning, uses	Presentation
Week 15	Diwali Vacations	
Week 16	Option Contracts- Types	Numerical Practice
Week 17	Option Contracts- Types	Test Unit-3
Week 18	Revision	Presentation

**Name of College: Govt. College for Women, Rohtak**

**Academic Session: 2024-25 Semester: ODD**

**Teacher's Name: Dr. Pooja Rani**

**Subject: ESSB**

**Class: B.Com III Year 5<sup>th</sup> sem (Sec B)**

<b>Week of Month</b>	<b>Topics/Chapters to be covered</b>	<b>Assignment/ Tests</b>
Week 1	Entrepreneur-Entrepreneurship-Enterprise: Conceptual issues. Entrepreneurship vs. Management.	
Week 2	Roles and functions of entrepreneurs in relation to the enterprise and in relation to the economy.	

Week 3	Entrepreneurship as an interactive process between the individual and the environment.	
Week 4	Small business as the seedbed of entrepreneurship.	
Week 5	Entrepreneurial competencies. Entrepreneurial motivation, performance and rewards.	Class Test
Week 6	Opportunity scouting and idea generation: role of creativity & innovation and business research.	
Week 7	Sources of business ideas.	
Week 8	Entrepreneurial opportunities in contemporary business environment, for example opportunities in network-marketing, franchising, business process outsourcing in the early 21st century	
Week 9	The process of setting up a small business: preliminary screening and aspects of the detailed study of the feasibility of the business idea and financing/non-financing support agencies to familiarize themselves with the policies/programmes and procedures and the available schemes	
Week 10	Managerial roles and functions in a small business.	
Week 11	Managerial roles and functions in a small business.	Class Test
Week 12	Designing and redesigning business processes, location, layout, operations planning & control. Basic awareness of the issues.	
Week 13	Managing business growth. The pros and cons of alternative growth options:	Assignments
Week 14	The idea of consortium marketing, competitive bidding/tender marketing	
Week 15	Diwali Vacations	
Week 16	Negotiation with principal customers. The contemporary perspectives	Class Test
Week 17	National, state level and grass-root level financial and nonfinancial institutions in support of small business development	
Week 18	Revision	

**Name of College: Govt. College for Women, Rohtak**

**Academic Session: 2024-25 Semester: ODD**

**Teacher's Name: Dr. Pooja Rani**

**Subject: Portfolio Management**

**Class: M.Com II Year 3<sup>rd</sup> sem**

<b>Week of Month</b>	<b>Topics/Chapters to be covered</b>	<b>Assignment/ Tests</b>
Week 1	Portfolio: Meaning and Benefits	
Week 2	Rationale of Diversification in Investments	
Week 3	Portfolio Risk and Return: Meaning and Measurement	
Week 4	Strategic Asset Allocation	
Week 5	Portfolio Selection: Markowitz's model	Test 1
Week 6	(Efficient Market Frontier	
Week 7	Risk less lending and Borrowings	
Week 8	Factor Models; Arbitrage Pricing Theory	
Week 9	Performance Evaluation: Treynor Ratio	
Week 10	Sharpe Ratio, Jensen Ratio	
Week 11	M2 Measure, Style Analysis	
Week 12	M2 Measure, Style Analysis	Test 2
Week 13	Adjusted Measures of Return	
Week 14	Techniques of Portfolio Revision	Presentations
Week 15	Diwali Vacations	
Week 16	Discussion on topics of assignment	Presentations
Week 17	revision	Viva
Week 18	Viva	



**Academic Session: 2024-25 Semester: ODD**

**Teacher's Name : Dr. Renu**

**Subject: ESSB**

**Class: B.Com III Year 5<sup>th</sup> sem (Sec A and C)**

<b>Week of Month</b>	<b>Topics/Chapters to be covered</b>	<b>Assignment/ Tests</b>
Week 1	Entrepreneur-Entrepreneurship-Enterprise: Conceptual issues. Entrepreneurship vs. Management.	
Week 2	Roles and functions of entrepreneurs in relation to the enterprise and in relation to the economy.	
Week 3	Entrepreneurship as an interactive process between the individual and the environment.	
Week 4	Small business as the seedbed of entrepreneurship.	
Week 5	Entrepreneurial competencies. Entrepreneurial motivation, performance and rewards.	Class Test
Week 6	Opportunity scouting and idea generation: role of creativity & innovation and business research.	
Week 7	Sources of business ideas.	
Week 8	Entrepreneurial opportunities in contemporary business environment, for example opportunities in network-marketing, franchising, business process outsourcing in the early 21st century	
Week 9	The process of setting up a small business: preliminary screening and aspects of the detailed study of the feasibility of the business idea and financing/non-financing support agencies to familiarize themselves with the policies/programmes and procedures and the available schemes	
Week 10	Managerial roles and functions in a small business.	
Week 11	Managerial roles and functions in a small business.	Class Test
Week 12	Designing and redesigning business processes, location, layout, operations planning & control. Basic awareness of the issues.	
Week 13	Managing business growth. The pros and cons of alternative growth options:	Assignments
Week 14	The idea of consortium marketing, competitive bidding/tender marketing	
Week 15	Diwali Vacations	

Week 16	Negotiation with principal customers. The contemporary perspectives	Class Test
Week 17	National, state level and grass-root level financial and nonfinancial institutions in support of small business development	
Week 18	Revision	

**Name of College: Govt. College for Women, Rohtak**

**Academic Session: 2024-25 Semester: ODD**

**Teacher's Name : Dr. Renu**

**Subject: Marketing Concepts**

**Class: M.Com 3rd Sem**

<b>Week of Month</b>	<b>Topics/Chapters to be covered</b>	<b>Assignment/ Tests</b>
Week 1	Introduction: Concept, nature, scope and importance of marketing	
Week 2	Understanding concepts of Relationship Marketing, Integrated Marketing, Internal and Marketing Performance Marketing.	
Week 3	Marketing the Customer Value: the Value Delivery	
Week 4	Value Chain, Core Competencies. Strategic Marketing Planning	
Week 5	Corporate and Division Strategic Planning, Business Unit Strategic Planning	Class Test
Week 6	Market Analysis and Selection: Marketing environment-Macro and Micro Components and their impact on marketing decisions	
Week 7	Market segmentation and Targeting	
Week 8	Buyer behaviour; Consumer decision making process	
Week 9	Creating Customer Value, Satisfaction and Loyalty	
Week 10	Analysing Business Markets: Organizational Buying, Participants in Business, Buying Process,	
Week 11	The Purchasing and Procurement Process, Stages in Business Buying Process	Class Test
Week 12	Managing Business-to-Business Customer Relationship Dealing with Competition: Competitive Forces	

Week 13	Identifying Competitors, Analyzing Competitors, Competitive Strategies, Balancing Customer and Competitor Orientations	Assignments
Week 14	Creating Brand Equity: Meaning of Brand Equity, Brand Equity Models	
Week 15	Diwali Vacations	
Week 16	Building Brand Equity, Measuring Brand Equity. Managing Brand Equity	Class Test
Week 17	Devising a Branding Strategy, Customer Equity	
Week 18	Crafting the Brand Positioning: Developing and Communicating a Positioning Strategy, Differentiation Strategies	

**Academic Session: 2024-25 Semester: ODD**

**Teacher's Name : Dr. Renu**

**Subject: Business Statistics -I**

**Class: B.Com II Year 3<sup>rd</sup> sem (Sec A)**

<b>Week of Month</b>	<b>Topics/Chapters to be covered</b>	<b>Assignment/ Tests</b>
Week 1	Introduction – Syllabus, Introduction to Statistics-Origin, Development, Definition, Scope, Uses and Limitations, Types of Measurement Scales-Normal, Ordinal, Interval and Ratio level Measurement	
Week 2	Collection, and Classification of Data	
Week 3	Tabulation of Primary and Secondary data, Diagrammatic Presentation of Data Bar, Squares	
Week 4	Rectangular and Circular Diagrams; Histogram, frequency polygon, Ogives, Stem and Leaf Displays Box Plots	
Week 5	Concept and Measures of Central Tendency	Class Test
Week 6	Concept and Measures of Central Tendency Continued....	
Week 7	Concept and Measures of Central Tendency Continued... Quartiles, Deciles, and Percentiles	
Week 8	Dispersion: Concept and Its Absolute as well as Relative Measures.	
Week 9	Dispersion: Concept and Its Absolute as well as Relative Measures Continued...	
Week 10	Measures of Skewness, Moments and Measures of Kurtosis - Moments about any point and about mean and the relationship between them.	
Week 11	Sheppard's Corrections for Moments. Concept of symmetrical distribution and skewness, measures and Co- efficient of skewness, Concept of Kurtosis and its measures.	Class Test
Week 12	Analysis of Bivariate data: Correlation-concept, scatter diagram, Karl Pearson's co-efficient of Correlation and its properties Spearman's rank Correlation, Concurrent deviation method	
Week 13	Analysis of Bivariate data: Its properties Spearman's rank Correlation, Concurrent deviation method Continued....	Assignments
Week 14	Regression - Meaning, and Definition, Difference between Correlation and Regression, Principle of least squares and fitting of a line of best fit to the given data, Regression lines	

Week 15	Diwali Vacations	
Week 16	Properties of Regression Co-efficient and Regression lines, standard error of estimate, Co-efficient of determination.	Class Test
Week 17	Problems	
Week 18	Revision	

## Lesson Plan

**Name of College:** Govt. PG College for Women, Rohtak

**Academic Session:** 2024-25 Semester: ODD

**Subject:** Cost & Mgmt Accounting

**Name of Extension Lecturer:** Sunisha Sehgal

**Class:** BBA 3rd Sem.

Week of Month	Topics/Chapters to be covered	Topics of Assignment/ Tests given/ to be given to the students
<b>Week 1</b>	Unit-1 Introduction of Cost Accounting: Meaning, Need, Features, Scope, Costing Techniques, Installation of Costing System, Difference Between Cost & Financial Accounting. Cost Sheet.	
<b>Week 2</b>	Material Control: Meaning, & Objectives, Material Purchase Procedure, Fixation Of Inventory Levels.	
<b>Week 3</b>	Methods of Material Issues	Test of Unit-1
<b>Week 4</b>	Labour Cost Control: Concept, Importance, Idle Time, Overtime, System of Wage Payment	
<b>Week 5</b>	Labour Cost Control: Concept, Importance, Idle Time, Overtime, System of Wage Payment	

<b>Week 6</b>	Overhead:Meaning & types,Classification,Allocation and Apportionment Of Overhead.Job & Contract Costing	Test of Unit-2
<b>Week 7</b>	Continue Contract Costing & Process Costing	
<b>Week 8</b>	Unit-3 Management Accounting:Meaning,nature,scope,objectives & functions, Marginal Costing Meaning & its techniques	
<b>Week 9</b>	Responsibility Accounting & Budgeting: Role of Budgets, Budgeting Process	
<b>Week 10</b>	Unit-4Ratio Analysis:Classifications.Profitability Ratio, Activity Ratio	
<b>Week 11</b>	Continue Ratio Analysis, Fund Flow Analysis	
<b>Week 12</b>	Continue Fund Flow Analysis, Cash Flow Analysis	Assignment on Cash flow
<b>Week 13</b>	Continue Cash Flow Analysis	Test of Unit-3
<b>Week 14</b>	Problems of Unit-3	
<b>Week 15</b>	Diwali Break	
<b>Week 16</b>	Management Accounting Information for Activity and Process Decisions,Types of Reports,Capital Budgeting:Meaning & Methods	Assignment-Ratio Analysis
<b>Week 17</b>	Continue Capital Budgeting	
<b>Week 18</b>	Revision of all syllabus	

**Name of College:** Govt. PG College for Women, Rohtak

**Academic Session:** 2024-25 Semester: ODD

**Subject:** IBE

**Name of Extension Lecturer:** Sunisha Sehgal

**Class:** BBA 5th Sem.

<b>Week of Month</b>	<b>Topics/Chapters to be covered</b>	<b>Topics of Assignment/ Tests given/ to be given to the students</b>
<b>Week 1</b>	Unit-1 An overview of Business environment: Meaning and definition, objectives, importance and uses of study of business environment. Environmental analysis – Meaning, process of environmental analysis, limitations of environmental analysis	
<b>Week 2</b>	Environmental factors – The Micro environment of business and the macro environment of business	
<b>Week 3</b>	Nature of Indian Economic System:Meaning,characteristics of Indian economy – features affecting economy - impact of Capitalism,Socialism,Mixed Economy	
<b>Week 4</b>	Growth & Performance of Public & Private Sector In India	
<b>Week 5</b>	Social Responsibility Of Business:Advantages,Limitations,Social Responsibility of Business Towards different Interested Groups	
<b>Week 6</b>	Economic Reforms Since 1991	Test of Unit-1
<b>Week 7</b>	Unit-2 New Economic Policy of India	
<b>Week 8</b>	Industrial Licencing Policy,Trends in Industrial Growth	

<b>Week 9</b>	Meaning - characteristics of Indian economy – features affecting economy - impact of Liberalization Privatization & Globalization of Indian, Growth & Problems of SME's, Industrial Sickness	Test of Unit-2
<b>Week 10</b>	Unit-3 Development Banking: Overview, Non Banking Financial Institutions	Assignment on Development Banks
<b>Week 11</b>	Regulation of Stock Exchange & the Role of SEBI	Assignment on SEBI
<b>Week 12</b>	Banking Sector Reforms & Challenges of Public Sector Banks	
<b>Week 13</b>	Unit-4 Foreign Trade & Balance of Payments, India's Overseas Investment	
<b>Week 14</b>	Meaning – nature of globalization, causes of globalization – strategies for globalization – challenges of international business – GATT and WTO and its implications on Indian Economy	Test of Unit-3
<b>Week 15</b>	Diwali Break	
<b>Week 16</b>	Policy towards FDI, Latest Foreign Trade Policy	
<b>Week 17</b>	Impact of Multilateral Institutions: IMF, World Bank, WTO	
<b>Week 18</b>	Revision of whole syllabus	

**Name of College:** Govt. PG College for Women, Rohtak

**Academic Session:** 2024-25 Semester: ODD

**Subject:** Company Law

**Name of Extension Lecturer:** Sunisha Sehgal

**Class:** BBA 5th Sem.

<b>Week of Month</b>	<b>Topics/Chapters to be covered</b>	<b>Topics of Assignment/ Tests given/ to be given to the students</b>



<b>Week 1</b>	Introduction to companies	
<b>Week 2</b>	Types of Companies	
<b>Week 3</b>	Formation of Companies	
<b>Week 4</b>	Memorandum of Association	
<b>Week 5</b>	Articles of Association	
<b>Week 6</b>	Prospectus and test of unit 1	Test of Unit-1
<b>Week 7</b>	Introduction to Debentures	
<b>Week 8</b>	Debentures trust deed, Introduction to Shares, Issue of Share and its Allotment	
<b>Week 9</b>	Transfer of shares and Types of shares Alteration of Share Capital Buyback and surrender of shares Bonus and Forfeiture of shares	Test of Unit-2
<b>Week 10</b>	Company administration and meetings and All types of meetings	
<b>Week 11</b>	Board of directors – all topics related to it	
<b>Week 12</b>	Test of unit 3 Prevention of oppression and Mismanagement	
<b>Week 13</b>	Test of unit 4 topics covered and Winding up	
<b>Week 14</b>	Types of winding up Appointment of liquidator Power of liquidators	

<b>Week 15</b>	Diwali Break	
<b>Week 16</b>	Conduct of winding up	
<b>Week 17</b>	Conduct of winding up	
<b>Week 18</b>	Revision of whole syllabus	

**Name of College:** Govt. PG College for Women, Rohtak

**Academic Session:** 2024-25 Semester: ODD

**Subject:** Foundations of Management

**Name of Extension Lecturer:** Sunisha Sehgal

**Class:** BA 1st Sem. MDC (Monday, Tuesday, Wednesday)

<b>Week of Month</b>	<b>Topics/Chapters to be covered</b>	<b>Topics of Assignment/ Tests given/ to be given to the students</b>
<b>Week 1</b>	Introduction - nature and process of management, Managerial roles and skills	
<b>Week 2</b>	Nature of managerial work-Management is an Art,Science and Profession	
<b>Week 3</b>	Approaches to management.	
<b>Week 4</b>	Contemporary issues to management	Assignment- Management
<b>Week 5</b>	Planning and decision making	
<b>Week 6</b>	Kinds of plans,strategic planning,tactical and operational planning	

<b>Week 7</b>	Managerial decision making process	
<b>Week 8</b>	Goal settings, Management by Objectives	
<b>Week 9</b>	forms of group decision making in organizations	
<b>Week 10</b>	Organizing and leading elements of organization, Coordination and Leadership	
<b>Week 11</b>	Management control and system, Controlling Techniques	
<b>Week 12</b>	Social audit	
<b>Week 13</b>	Controlling Techniques	
<b>Week 14</b>	Coordination	
<b>Week 15</b>	Diwali Break	
<b>Week 16</b>	Leadership	
<b>Week 17</b>	Test/Revision	
<b>Week 18</b>	Test/Revision of whole syllabus	

**Name of College:** Govt. P.G. College for Women, Rohtak

**Academic Session:** 2024-25

**Semester:** ODD Semester

**Subject:** Basics of Accounting

**Paper Code:** 24IMSI401DS02

**Name of Extension Lecturer:** Sakshi Bansal

**Class:** BBA 1st Sem.

<b>Week of Month</b>	<b>Topics/Chapters to be covered</b>	<b>Topics of Assignment/ Tests given/ to be given to the students</b>
<b>Week 1</b>	Unit-1 Meaning, advantages and limitations of accounting, Branches of accounting, users of financial accounting information, Qualitative characteristics of accounting information	
<b>Week 2</b>	Basis of accounting: cash basis and accrual basis, Capital and revenue expenditures and receipts	
<b>Week 3</b>	Financial Accounting Principles: Meaning and need; Generally Accepted Accounting Principles (GAAP); Accounting Standards: Concept, benefits, Ind AS and IFRS: convergence vs adoption	Test of Unit-1
<b>Week 4</b>	Recording of business transactions (including GST transactions)	
<b>Week 5</b>	Ledger	

<b>Week 6</b>	Trial balance including adjusting, transfer and closing entries	Assignment topics from Unit 1 and 2
<b>Week 7</b>	Rectification of Errors	
<b>Week 8</b>	Bank reconciliation statement	Test of Unit-2
<b>Week 9</b>	Accounting cycle, Preparation of Financial statements	

<b>Week 10</b>	Accounts of Non-Profit Organizations	
<b>Week 11</b>	Depreciation Accounting: Concept and methods (SLM AND WDM only)	Test of Unit-3
<b>Week 12</b>	Computerized Accounting Systems: Computerized Accounts by using Tally software- Creating a Company	
<b>Week 13</b>	Creating Accounting Ledgers & Groups, Stock Items & Groups; Vouchers Entry including GST	

<b>Week 14</b>	Generating Reports - Cash Book, Ledger Accounts, Trial Balance, Profit and Loss Account, Balance Sheet	Assignment topics from Unit 3 and 4
<b>Week 15</b>	Cash Flow Statement; Selecting and shutting a Company	
<b>Week 16</b>	Backup, and Restore data of a Company.	Test of Unit-4
<b>Week 17</b>	Revision	

**Name of College:** Govt. P.G. College for Women, Rohtak

**Academic Session:** 2024-25

**Semester:** ODD Semester

**Subject:** Computer Fundamentals and Office Automation Tools

**Paper Code:** 24IMSI401SE01

**Name of Extension Lecturer:** Sakshi Bansal

**Class:** BBA 1st Sem.

<b>Week of Month</b>	<b>Topics/Chapters to be covered</b>	<b>Topics of Assignment/ Tests given/ to be given to the students</b>
<b>Week 1</b>	Unit-1 Introduction – definition, characteristics, and limitations of a computer, Digital and analog computers, major components of a digital computer	
<b>Week 2</b>	Digital computer hardware, software, firmware, middleware, and freeware	
<b>Week 3</b>	Test of Unit-1	
<b>Week 4</b>	Decimal number system, hexadecimal number system, octal number system, binary number system, number system conversions, binary number addition and	

	subtraction	
<b>Week 5</b>	Uses of computers in offices and banks, Computer applications in business, education, and healthcare field	
<b>Week 6</b>	Test of Unit-2	Assignment topics from Unit 1 and 2
<b>Week 7</b>	Documentation using MS-Word – Creating and Editing a Document, Formatting Document	
<b>Week 8</b>	Auto-text, Autocorrect, Spelling and Grammar Tool	
<b>Week 9</b>	Document Dictionary, Page Formatting, Bookmark	
<b>Week 10</b>	Advance Features of MS-Word, Mail Merge, Printing	
<b>Week 11</b>	Test of Unit-3	



<b>Week 12</b>	Electronic SpreadSheet using MS-Excel - Introduction to MS-Excel, Creating and Editing Worksheet	
<b>Week 13</b>	Formatting and Essential Operations, Formulas and Functions, Charts	
<b>Week 14</b>	Presentation using MS-PowerPoint: Presentations, Creating Manipulating and Enhancing Slides	
<b>Week 15</b>	Organizational Charts, Excel Charts	Assignment topics from Unit 3 and 4
<b>Week 16</b>	Word Art, Layering Art Objects, Animations and Sounds	
<b>Week 17</b>	Test of Unit 4	

**Name of College:** Govt. P.G. College for Women, Rohtak

**Academic Session:** 2024-25

**Semester:** ODD Semester

**Subject:** Managerial Skills

**Paper Code:** 24IMS401MI01

**Name of Extension Lecturer:** Sakshi Bansal

**Class:** B Com 1st Sem.

<b>Week of Month</b>	<b>Topics/Chapters to be covered</b>	<b>Topics of Assignment/ Tests given/ to be given to the students</b>
<b>Week 1</b>	Introduction to managerial skills: Meaning and concept of managerial skills, Need and its importance	
<b>Week 2</b>	Techniques of skill development for effective management, Application of management skills.	
<b>Week 3</b>	Coordination and Interpersonal roles.	Test of Unit-1
<b>Week 4</b>	Problem-solving: Problem-solving, creativity, innovation, steps of analytical problem solving, limitations of analytical problem solving,	Assignment topics from Unit 1 and 2

<b>Week 5</b>	Impediments of creativity, multiple approaches to creativity	
<b>Week 6</b>	Empowering and delegating: Meaning of empowerment, dimensions of empowerment, how to develop empowerment, inhibitors of empowerment, delegating works.	Test of Unit-2
<b>Week 7</b>	Teams and Groups: Team Building, developing teams and teamwork, advantages of a team, leading a team, team membership	
<b>Week 8</b>	Group Dynamics, Group Behaviour, Cohesion	
<b>Week 9</b>	Importance of Brain Storming, Sensitivity Training	
<b>Week 10</b>	Nominal Group techniques, Leadership and competence development.	Test of Unit-3
<b>Week 11</b>	Communication: Process of communication	

<b>Week 12</b>	Need and Importance of communication skills	
<b>Week 13</b>	Types of communication, conduct of meetings	
<b>Week 14</b>	Interviews, reporting of projects	
<b>Week 15</b>	Reporting of case analysis, Building self- confidence	Assignment topics from Unit 3 and 4
<b>Week 16</b>	Role of motivation skills in developing managers	Test of Unit-4
<b>Week 17</b>	Revision	

**Name of College:** Govt. P.G. College for Women, Rohtak

**Academic Session:** 2024-25

**Semester:** ODD Semester

**Subject:** Marketing Management

**Paper Code:** BBAN302

**Name of Extension Lecturer:** Sakshi Bansal

**Class:** BBA 3rd Sem.

<b>Week of Month</b>	<b>Topics/Chapters to be covered</b>	<b>Topics of Assignment/ Tests given/ to be given to the students</b>
<b>Week 1</b>	<b>UNIT-2</b> Consumer Behaviour-Meaning and Importance of study for Marketers	
<b>Week 2</b>	Determinants,Types of Buying Behavior	
<b>Week 3</b>	Buying decision process,different buying motives.	
<b>Week 4</b>	Market Segmentation : Meaning, Need, Process	

<b>Week 5</b>	Criteria for successful segmentation	
<b>Week 6</b>	Bases of Market Segmentation,Market Positioning: Meaning, Strategies of positioning and difference between positioning & repositioning	Assignment of Market Segmentation
<b>Week 7</b>	Marketing Information System: Meaning, Components of MIS, Role of MIS, How to develop strong MIS. Marketing Research: Meaning, Characteristics, Importance, Process of Market Research	Test of Unit- 2
<b>Week 8</b>	<b>UNIT-3</b> Product & Product Planning:Product –Meaning, levels of Product & service,Product Mix, Product Line, width & depth	
<b>Week 9</b>	Branding: Meaning, Functions of Brand & Branding Decisions	

<b>Week 10</b>	Packaging : Meaning, classifications, functions, difference between packing & packaging Innovative packaging, packaging decisions	
<b>Week 11</b>	Labelling: Types of Labels,Functions of Labelling	
<b>Week 12</b>	Product Life Cycle : Different stages of PLC, Factors affecting	

	PLC	
<b>Week 13</b>	Pricing-Meaning, Procedure for setting a price, Components of price	Assignment on PLC
<b>Week 14</b>	New Product Development : Process, Test marketing: procedure of test marketing	
<b>Week 15</b>	Advantages & disadvantages of test marketing, Reason of failure of new product	
<b>Week 16</b>	New Product Development : Advantages & disadvantages of test marketing, Reason of failure of new product.	Test of Unit-3
<b>Week 17</b>	Revision	

Name of College: Govt. P.G. College for Women, Rohtak

Academic Session: 2024-25

Semester: ODD Semester

Subject: Computer Fundamentals and Office Automation Tools (Practical Group A)

Paper Code: 24IMSI401SE01

Name of Extension Lecturer: Sakshi Bansal

Class: BBA 1st Sem.

Week of Month	Topics/Chapters to be covered	Topics of Assignment/ Tests given/ to be given to the students
Week 1	How to work with MS Word with Practice	
Week 2	Fundamentals of MS Word with Practice	
Week 3	Document Commands, and shortcut keys with Practice	
Week 4	Mail Merge with Practice	
Week 5	Auto-text, Autocorrect, Spelling and Grammar Tool, Page Formatting with Practice	



Week 6	How to work with MS Excel with Practice	
Week 7	Fundamentals of MS Excel with Practice	
Week 8	How to manipulate various functions and commands with Practice	
Week 9	Electronic SpreadSheet using MS-Excel - Introduction to MS-Excel, Creating and Editing Worksheet with Practice	
Week 10	Advance Features of MS-Excel with Practice	
Week 11	Formatting and Essential Operations, Formulas and Functions, Charts with Practice	

Week 12	Practice of previous work	
Week 13	Presentation using MS-PowerPoint: Presentations, Creating Manipulating and Enhancing Slides with Practice	

Week 14	Designing & templates with Practice	
Week 15	Creating and manipulating records with Practice	
Week 16	Web designing using PPT with Practice	
Week 17	Practice of all the previous work	

Name of College: Govt. PG College for Women, Rohtak

Academic Session: 2024-25 Semester: ODD

Subject: Taxation Law-I Name of Extension Lecturer: Deepak Kumar Chachda

Class: B.Com. 5th Sem. Sec. B

Week of Month	Topics/Chapters to be covered	Topics of Assignment / Tests given/ to be given to the students
Week 1	Introduction to Income Tax and Important Definitions: Income, Gross Total Income, Previous & Assessment Year, etc.	
Week 2	Definition of Agriculture Income & its numerical and Introduction to Exempted Incomes	
Week 3	Leftover Part of Exempted Incomes and Introduction to Residential Status and its conditions to determine status	

Week 4	Theory of Incidence of Tax Liability and practice of its numerical and Problem-solving session	Test of Residential status and Tax Liability
Week 5	Introduction to Income from Salaries, Definition of Salary, Allowances; Types of Allowances, Perquisites and its types	
Week 6	Valuation of Perquisites: Rent Free Accommodation, Car, Holiday Enjoyment etc.	
Week 7	Practice of Numerical of Salary Chapter	
Week 8	Theory of Retirement Benefits chapter and its numerical & Problem-Solving Session	Assignment of Retirement benefits
Week 9	Theory of Income from House Property: Annual Value, It's Numerical and their practice, Solution of Problems	Test of House Property
Week 10	Introduction to Business & Profession, Deductions to be allowed from section 30 to 37	
Week 11	Practice of Business & Profession Numerical and Problem-Solving Session	
Week 12	Depreciation and Theory of Capital Gain: Cost of Acquisition, Exemptions related to Capital gain from section 54 to 54 H	Test of Business & Profession
Week 13	Practice of Numerical of Capital Gain Head and its problem-solving session and Theory of Income from Other Sources	Assignment of Exemptions related to Capital Gain Head
Week 14	Theory of clubbing of income & aggregation of incomes, set off and carry forward of losses and its numerical	

Week 15	Diwali Vacations (27 October - 3 November)	
Week 16	Theory & Numerical of Deductions to be made in computing Total Income related to Payments	
Week 17	Theory & Numerical of Deductions to be made in computing Total Income related to Receipts	
Week 18	Revision of Syllabus	Viva of Deductions

Name of College: Govt. PG College for Women, Rohtak

Academic Session: 2024-25 Semester: ODD

Subject: Business Regulatory Framework-I Name of Extension Lecturer- Deepak Kumar Chachda

Class: B.Com. 3rd Sem. Sec B

Week of Month	Topics/Chapters to be covered	Topics of Assignment/ Tests
Week 1	Indian Contract Act: - Valid contract and its elements;	
Week 2	Void and void able agreements; Void and illegal agreements; Offer and acceptance,	
Week 3	Contractual capacity of parties	
Week 4	Free consent of parties	
Week 5	Lawful consideration and object	Assignment on free consent of parties
Week 6	Agreements expressly declared as void	
Week 7	Contingent Contracts: - Quasi contracts, Discharge of contracts: - methods of discharge of contracts	

Week 8	Consequences of Breach of contracts	
Week 9	Contract of Indemnity and guarantee: Elements of contract of Indemnity	
Week 10	Rights of Indemnity Holder and indemnifier Guarantee	
Week 11	Features of contract of guarantee; Rights and Liabilities of surety	
Week 12	Discharge of surety; Difference between contract of indemnity and Guarantee	
Week 13	Contract of Bailment and Pledge: - Meaning; types of bailment, Termination of bailment, Duties and rights of bailor and bailee	
Week 14	Essentials of pledge, who may pledge, Rights and Duties of Pawnor and Pawnee	Assignment on Bailment
Week 15	Diwali Vacations (23 October - 3 November)	
Week 16	Consumer protection Act 1986: - Salient features of consumer Protection Act; Rights of consumers;	Test of Pledge
Week 17	Consumer Protection councils, Consumer disputes redressal machinery	
Week 18	Revision of Syllabus	Test of Consumer Protection Act

Name of College: Govt. PG College for Women, Rohtak

Academic Session: 2024-25 Semester: ODD

Subject: Financial Literacy Name of Extension Lecturer: Deepak Kumar Chachda

Class: B.A. Ist Sem Unit A. Multidisciplinary Course (Classes on Thursday, Friday & Saturday)

Week of Month	Topics/Chapters to be covered	Topics of Assignment/ Tests given/ to be given to the students
Week 1	Meaning, importance and scope of financial literacy; Prerequisites of financial literacy – level of education, numerical and communication ability.	
Week 2	Various financial institutions – banks, insurance companies, post offices, mobile app-based services.	
Week 3	Need of availing of financial services from banks, insurance companies and postal services	
Week 4	Meaning, importance and need for financial planning; Personal budget, family budget, business budget and national budget; Procedure for financial planning and preparing a budget; Budget surplus and budget deficit.	
Week 5	Types of banks; Banking products and services – Various services offered by banks; Types of bank deposit accounts – savings bank account, term deposit, current account, recurring deposit	
Week 6	pan card, address proof, KYC norm; Various types of loans – education loan, consumer durable loan, vehicle loan, housing loan, short term, medium term, long term, microfinance, bank overdraft, cash credit	
Week 7	mortgage, reverse mortgage, hypothecation, pledge, Agricultural and related interest rates offered by various nationalized banks	Assignment on various types of loans
Week 8	Cashless banking, e-banking, check counterfeits, currency; CIBIL, ATM, net banking, RTGS, NEFT, IMPS, electronic clearances services (ECS), debit and credit card, app-based payment system, bank draft and pay order; banking complaints and ombudsman.	

Week 9	Post office savings schemes: savings bank, recurring deposit, term deposit, monthly Income scheme, kisan Vikas Patra, NSC, PPF, senior citizen savings scheme, Sukanya Samrddhi yojana; India post payments bank. Money transfer: money order, e-money order. Indian postal order.	
Week 10	Life insurance policies: life insurance, term life insurance, endowment policies, Pension policies	Test on Post Office Saving Schemes.
Week 11	ULIP, health insurance plans, comparison of policies offered by various life insurance companies, comparison of policies offered by various health insurance companies.	
Week 12	Property insurance policies. Post office life insurance schemes: postal life insurance and rural postal life insurance.	Assignment on Life and health insurance policies
Week 13	Terms used in stock markets: SENSEX, NIFTY, primary markets, secondary markets	
Week 14	Initial public offering (IPO), follow-on public offering (FPO), offer for sale (OFS), block deal, equity shares, preference shares, debentures, bonus shares, dividend	
Week 15	Diwali Vacations (27 October - 3 November)	
Week 16	DEMAT account, trading account, delivery instruction slips (DI Slips), blue chips, defensive stocks, face value, market value, market capitalisation	
Week 17	Pre-opening session, trading session, opening price, closing price, business days, bull, bear, bull market, bear market, risk, stop loss, derivatives, call option	Test on terms used in Stock Market
Week 18	Revision of Syllabus	

Name of College: Govt. PG College for Women, Rohtak

Academic Session: 2024-25 Semester: ODD

Subject: Corporate Accounting- I Name of Extension Lecturer- Deepak Kumar Chachda

Class: B.Com. 3rd Sem. Sec B

Week of Month	Topics/Chapters to be covered	Topics of Assignment/ Tests
Week 1	Issue of Share	
Week 2	Issue of Share	
Week 3	Redemption of Preference Share	
Week 4	Issue of Debenture	
Week 5	Issue of Debenture	Assignment on Issue of Share
Week 6	Redemption of Debenture	
Week 7	Redemption of Debenture	
Week 8	Final Accounts of a Company	
Week 9	Final Accounts of a Company	
Week 10	Valuation of Goodwill	
Week 11	Valuation of Goodwill	



Week 12	Valuation of Shares	
Week 13	Valuation of Shares	
Week 14	Profit or Loss Prior to Incorporation and Subsequent to Incorporation	Assignment Valuation of Shares
Week 15	Diwali Vacations (23 October - 3 November)	
Week 16	Profit or Loss Prior to Incorporation and Subsequent to Incorporation	Test of Final Accounts of a Company
Week 17	Revision of Syllabus	
Week 18	Revision of Syllabus	Test of Profit or Loss Prior to Incorporation and Subsequent to Incorporation

**LESSON PLAN**  
**Session: 2024-25 (ODD SEM)**

**Name of Teacher- PREETI MALIK**

**Class- B.Com. Voc. 3<sup>rd</sup> Sem**

**Subject- Understanding Consumer Behaviour**

August (Week-1)	Introduction to consumer behaviour
August (Week-2)	Significance and underlying principles of consumer behaviour
August (Week-3)	The basic consumer decision process
August (Week-4)	Methods of studying consumer behaviour

September (Week-1)	Using consumer analysis to build consumer relationships and loyalty
September (Week-2)	Test and Assignment-1 Pre-purchases processes; consumer resources and purchase decision process
September (Week-3)	Post-purchase behaviour; consumer demographics and psychographics
September (Week-4)	Personality factors in consumer behaviour; consumer motivation and its challenges; managing consumer knowledge
October (Week-1)	Consumer behaviour towards new and innovative products
October (Week-2)	Test and Assignment-2 Impact of culture, ethnicity and social classification on consumer behaviour
October (Week-3)	Family influences; household consumer behaviour; group influences; influence through dyadic exchanges
November (Week-1)	Approaches to attracting consumer attention; managing consumer exposure;
November (Week-2)	Process of customer opinion formation; approaches to changing consumer opinion
November (Week-3)	Improving consumer memory through cognitive learning and retrieval
November (Week-4)	Brand recognition and recall measures
December (Week-1)	Presentation, Revision

**LESSON PLAN**  
**Session: 2024-25 (ODD SEM)**

**Name of Teacher- PREETI MALIK**

**Class- B.Com. Voc. 3<sup>rd</sup> Sem**

**Subject- Basics of Retailing**

August (Week-1)	Introduction: Meaning, nature, scope, importance of Retailing
August (Week-2)	Growth and present size. Career option in retailing; Technology induction in retailing
August (Week-3)	Future of retailing in India

August (Week-4)	Types of Retailing: Stores classified by owners; Stores classified by merchandising categories
September (Week-1)	Wheel of retailing; Traditional retail formats vs. modern retail formats in India
September (Week-2)	Test and Assignment-1 Store and non-store based formats; Cash and carry business- Meaning, nature and scope
September (Week-3)	Retailing models– Franchiser franchisee, directly owned; Wheel of retailing and retailing life cycle; Co-operation and conflict with other retailers
September (Week-4)	Management of Retailing Operations
October (Week-1)	Retailing management and "the total performance model
October (Week-2)	Test and Assignment-2 Functions of retail management; Strategic retail management process
October (Week-3)	Retail planning- importance and process
November (Week-1)	Developing retailing strategies
November (Week-2)	Objectives, action plans
November (Week-3)	Pricing strategies
November (Week-4)	Location strategies
December (Week-1)	Presentation, Revision

**Name of Teacher- PREETI MALIK**

**Class- B.Com. 1<sup>st</sup> Sem Sec. (B & C)**

**Subject- Business Statistics**

August (Week-1)	Statistics- Meaning, Definition
August (Week-2)	Needs & objectives of Statistics
August (Week-3)	Collection of Data, Classification of data
August (Week-4)	Tabulation of Data, Graphic, Diagrammatic Presentation
September (Week-1)	Measurement of Central Tendency
September (Week-2)	Test and Assignment-1 Measurement of Central Tendency Continued

September (Week-3)	Measure of Dispersion
September (Week-4)	Measure of Dispersion continued
October (Week-1)	Measure of Skewness
October (Week-2)	Moments and Kurtosis
October (Week-3)	Test and Assignment-2 Index Numbers
November (Week-1)	Index Numbers continued
November (Week-2)	Probability and Expected Value
November (Week-3)	Probability and Expected Value continued
November (Week-4)	Probability and Expected Value continued
December (Week-1)	Presentation, Revision

Name of College: Govt. PG College for Women, Rohtak

Academic Session: 2024-25 Semester: ODD

Subject: Business Statistics-1 Name of Extension Lecturer: Dr Anju

Class: B.Com. 1st Sem. Sec. A

Week of Month	Topics/Chapters to be covered	Tests given to the students
Week 1	Introduction – Syllabus, Introduction to Statistics- Origin, Development, Definition, Scope, Uses and Limitations, Types of Measurement Scales- Normal, Ordinal, Interval and Ratio level Measurement	
Week 2	Collection, and Classification of Data	Problem solution session

Week 3	Tabulation of Primary and Secondary data, Diagrammatic Presentation of Data Bar, Squares	
Week 4	Rectangular and Circular Diagrams; Histogram, frequency polygon, Ogives, Stem and Leaf Displays Box Plots	Problem solution session
Week 5	Revision of Unit 1	
Week 6	Concept and Measures of Central Tendency	
Week 7	Concept and Measures of Central Tendency Mean, Median	
Week 8	Concept and Measures of Central Tendency Continued... Quartiles, Deciles, and Percentiles	Problem solution session
Week 9	Dispersion: Concept and Its Absolute as well as Relative Measures	
Week 10	Dispersion: Concept and Its Absolute as well as Relative Measures Continued...	
Week 11	Index Number	
Week 12	Index Number	Problem solution session
Week 13	Measures of Skewness, Moments and Measures of Kurtosis - Moments about any point and about mean and the relationship between them.	

Week 14	Sheppard's Corrections for Moments. Concept of symmetrical distribution and skewness, measures and Co- efficient of skewness, Concept of Kurtosis and its measures	Problem solution session
Week 15	Diwali Vacation	
Week 16	Unit 3 Revision	Problem solution session
Week 17	Probability Distribution	
Week 18	Probablity Distribution	Problem solution session

Name of College: Govt. PG College for Women, Rohtak

Academic Session: 2024-25. Semester: ODD

Subject: Financial Market Operations Name of Extension Lecturer: Dr Anju

Class: B.Com. 5th Sem. Sec. B

Week of Month	Topics/Chapters to be covered	Tests given to the students
Week 1	Money Market	
Week 2	Money Market	
Week 3	Capital Market	
Week 4	Capital Market	
Week 5	Revision Unit 1	Problem solution session and Test 1
Week 6	SEBI	
Week 7	SEBI	
Week 8	SEBI	
Week 9	Investors Protection	

Week 10	Investors Protection	
Week 11	Revision of Investors Protection	
Week 12	Revision of SEBI	
Week 13	Functionaries on Stock exchanges	Problem solution session and Test 2
Week 14	Functionaries on Stock exchanges	
Week 15	Diwali Vacations	
Week 16	Revision of Unit 3	Problem solution session and Test 3
Week 17	Role and policy of Financial Institutions in India	
Week 18	Mutual Funds	
Week 19	Revision of unit 4	Problem solution session and Test 4



Name of College: Govt. PG College for Women, Rohtak

Academic Session: 2024-25 Semester: ODD

Subject: Corporate Accounting-I Name of Extension Lecturer: Dr Anju

Class: B.Com. 3<sup>rd</sup> Sem. Sec. A

Week of Month	Topics/Chapters to be covered	Tests given to the students
Week 1	Issue of Shares Under and Over Subscription	
Week 2	Forfeiture and reissue of Shares	
Week 3	Revision of Issue of shares	
Week 4	Redemption of Preference Shares	
Week 5	Revision of Unit 1	Problem solution session and Test 1
Week 6	Valuation of Goodwill	
Week 7	Valuation of Goodwill and Valuation of Shares	
Week 8	Valuation of Shares	

Week 9	Revision of Unit 2	Problem solution session and Test 2
Week 10	Profit and Loss Prior to Incorporation and Subsequent to Incorporation	
Week 11	Profit and Loss Prior to Incorporation and Subsequent to Incorporation	
Week 12	Profit and Loss Prior to Incorporation and Subsequent to Incorporation	
Week 13	Final Account of a Company	
Week 14	Revision of Unit 3	Problem solution session and Test 3
Week 15	Diwali Vacations	
Week 16	Issue of Debentures	
Week 17	Redemption of Debentures	
Week 18	Redemption of Debentures	
Week 19	Revision of Unit 4	Problem solution session and Test 4

Name of College: Govt. PG College for Women, Rohtak

Academic Session: 2024-25 Semester: ODD

Subject: Accounting for Management Name: NIRMALA SONI

Class: B.Com. 5th Sem. Sec. B & C

Week of Month	Topics/Chapters to be covered	Topics of Assignment/ Tests given/ to be given to the students
Week 1	Management Accounting: Nature and Scope of Management Accounting:	
Week 2	Meaning, functions, Scope of Management Accounting	
Week 3	The Management Accountant, The Controller, The Treasurer	
Week 4	Management Accounting Principles, Management Accounting vs Financial Accounting vs. Cost- Accounting, Utility of management Accounting, Limitations of Management Accounting, Tools	Test
Week 5	meaning and types of financial statements, analysis and interpretation of financial statements,	
Week 6	Types of financial analysis, techniques of financial analysis.	
Week 7	Ratio Analysis	

Week 8	Ratio Analysis	Assignment
Week 9	Cash Flow Statement :	Test
Week 10	Cash Flow Statement :	
Week 11	Cash Flow Statement :	
Week 12	Financial planning	Test
Week 13	Practice of Numerical of Ratio Analysis, Cash Flow Statement	Assignment
Week 14	Capital Budgeting	
Week 15	Diwali Vacations (27 October - 3 November)	
Week 16	Capital Budgeting	
Week 17	capital rationing.	
Week 18	Revision of Syllabus	Viva

Academic Session: 2024-25 Semester: ODD

Subject: Human Resource Management Name: NIRMALA SONI

Class: B.Com. 3rd Sem. Sec B

Week of Month	Topics/Chapters to be covered	Topics of Assignment/ Tests
Week 1	An Introduction to Human Resource Management , , Importance objectives and scope	
Week 2	Managerial and Operative Functions.Qualifiction and Qualities of Human Resource manager	
Week 3	Evolution OF HRM	
Week 4	Growth of Human Recourse Management (HRM) India.	
Week 5	Recruitment: - Meaning, Steps in recruitment policy,	Assignment
Week 6	sources and modes of recruitment, Factors affecting recruitment.	
Week 7	Selection: - Meaning, Essentials of Selection Procedure, Stages in Selection Procedure.	
Week 8	Training: - Concept, Need and importance of Training.	
Week 9	Methods of Training: - On the job Training	
Week 10	off the job Training, Principles of training, Evaluation of training	

	Programme	
Week 11	Wages: - Meaning, Objective and Theories of wages,	
Week 12	Methods of wage Programme: - Time wages and Piece wages methods	
Week 13	Structure of an organization, essentials of satisfactory wage policy.	
Week 14	Wage Incentives:	Assignment
Week 15	Diwali Vacations (23 October - 3 November)	
Week 16	Industrial Relations	Test
Week 17	Industrial Unrest	
Week 18	Revision of Syllabus	Test

Academic Session: 2024-25 Semester: ODD

Subject: Principles of Marketing      Name NIRMALA SONI

Class: B. A. Ist Sem. Multidisciplinary Course (Classes on Monday, Tuesday and Wednesday)

Week of Month	Topics/Chapters to be covered	Topics of Assignment/ Tests given/ to be given to the students
Week 1	Introduction to Marketing	
Week 2	Marketing concepts:	
Week 3	Consumer Behaviour: nature, scope and significance of consumer behaviour	
Week 4	Consumer Behaviour: nature, scope and significance of consumer behaviour	
Week 5	Market Segmentation	Assignment
Week 6	planning and development;.	
Week 7	Branding, trade-mark.	
Week 8	product life cycle..	
Week 9	Pricing: meaning, importance,	
Week 10	factors affecting product pricing	
Week 11	Distribution Channel: concept, role, types	

Week 12	sales promotion- meaning & methods.	
Week 13	Advertising: concept, importance,	
Week 14	Advertising: concept, importance,	Assignment
Week 15	Diwali Vacations (23 October - 3 November)	
Week 16	Personal selling.	Test
Week 17	Distribution Channel	
Week 18	Revision of Syllabus	Test

**Government PG College for Women, Rohtak**

**Lesson plan for odd sem.of 2024-2025**

**Teacher's Name: Preeti Bansal**

**Corporate Tax**

M.com 3rd Sem.

<b>Sr. No.</b>	<b>Time Period</b>	<b>Topics to be Covered/Tests and Assignments</b>
1	Week1	Basics about corporate tax
2	Week2	Meaning of company; Types of companies
3	Week3	Residential status and incidence of tax on comp.
4	Week4	Comput.of Income of comp. under diff. heads
5	Week5	Computation of Income ..Continue
6	Week6	Computation of Income ...Continue



		Assessment of Non-Residents
7	Week 7	Comput. of Income of comp. under diff. heads
8	Week 8	Power Point Presentation And test
9	Week 9	General provisions applicable to companies for computation of GTI
10	Week 10	Deductions from GTI as applicable to companies
11	Week11	computation of tax for various types of comp.
12	Week 12	Provisions of MAT; Assessment of Insur. Comp.
13	Week13	Assessment of cooperative societies Advance Ruling
14	Week 14	Assignments, Assessment of discontinued business92024-25 Odd).
15	Week 15	Diwali Vacation
16	Week 16	Assessment of Charitable / Educational Institutions/ Religious Trust and Political Parties,Viva-Voce

17. Week 17. Double taxation relief

18. Week 18. Revision

Name of College: Govt. Post Graduate College for Women, Rohtak		
Academic Session: 2024 - 25 Semester: ODD		
Name of the Teacher : Preeti Bansal		
Subject: IBE		
Class: B.Com.(Pass) 6thSem.Sec: A & D		
Week of Month	Topics/Chapters to be covered	Assignment/ Tests
Week 1	International Business--An Introduction	
Week 2	Trends in International Trade and Finance	
Week 3	International Business Environment (Overview)	

Week 4	Modes of International Business, Risk in International Business Environment	Test of International Business
Week 5	Motives for International Business	
Week 6	Organizational Structure of International Business	
Week 7	World Trade Organization and World Trade System	
Week 8	Exchange Rate and Global Financial Statement	
Week 9	Barriers of International Business, International Business Information and Communication	Test of WTO and WTS
Week 10	Foreign Market Entry Strategies, Country Evaluation and Selection	
Week 11	Foreign Investment and Impact of FDI, Types and Motives for Foreign Collaboration	Assignments
Week 12	Control Mechanism for International Business	

Week 13	Global Manufacturing, Outsourcing and Global Supply Chain Management	Oral Test
Week 14	International Marketing, Counter trade Practices and Mechanism of International Trade	
Week 15.	Deepawali Vacations	
Week 16	International Accounting	
Week 17	International Human Resource Management, Social Responsibility and Ethical Issues in International Business	
Week 18	Revision	

**Name of College: Govt. College for Women, Rohtak**

**Academic Session: 2024-25 Semester: ODD**

**Teacher's Name: Dr. Parmod Kumar**

**Subject: Accounting for Managerial Decisions**

**Class: M.Com 1st Sem**

<b>Week of Month</b>	<b>Topics/Chapters to be covered</b>	<b>Assignment/ Tests</b>
Week 1	Management Accounting: - evolution, meaning, objectives, nature, scope,	
Week 2	Functions, techniques and limitations of Management Accounting	
Week 3	Financial Statements: -Forms of financial statements, uses, nature and importance.	
Week 4	Ratio analysis: meaning, objectives, limitations; and types of ratios.	
Week 5	Valuation of assets	Class Test
Week 6	Cash Flow Statement: meaning, objectives and limitations.	
Week 7	Cash Flow Statement: accounting procedure	
Week 8	Accounting for Price level Changes. Marginal Costing: meaning, advantages, marginal costing and absorption costing.	

Week 9	Cost-Profit-Volume Analysis: Break Even Point, Margin of Safety.	
Week 10	P/V Ratio, Concept of key factor. Break-Even Chart and its types.	Class Test
Week 11	Capital Budgeting: Meaning, nature, need and importance,	
Week 12	The appraisal methods, Capital Rationing.	
Week 13	Standard Costing: Meaning, advantages, limitation, applications.	Assignment
Week 14	Diwali Vacations	
Week 15	Setting of standards, variance analysis, Including material variance.	
Week 16	Variance analysis Including Labour variance and Overhead variance.	
Week 17	Discussion and revision of Assignment	Discussions

**Name of College: Govt. College for Women, Rohtak**

**Academic Session: 2024-25 Semester: ODD**

**Teacher's Name : Dr.Parmod Kumar**

**Subject: Financial Accounting**

**Class: B.Com. 1stSem. Sec: A**

<b>Week of Month</b>	<b>Topics/Chapters to be covered</b>	<b>Assignment/ Tests</b>
Week 1	Meaning, objectives, Process, limitations of Accounting.	
Week 2	Basic terms of Accounting, Accounting Principles	
Week 3	Journalizing: recording of transactions	
Week 4	Continuation of journalizing	
Week 5	Posting of Journal entries	Class Test
Week 6	Preparation of trial balance	
Week 7	Capital and Revenue items	
Week 8	Reserve and Provisions	
Week 9	Depreciation: meaning, causes, accounting procedure	

Week 10	Depreciation: different methods of recording depreciation	
Week 11	Accounting errors and their rectification	Class Test
Week 12	Final Accounts with adjustments	
Week 13	Continuation of final accounts with adjustments	Assignments
Week 14	Computerized Accounting System: concept, comparison with manual, advantage and limitations.	
Week 15	Diwali Vacations	
Week 16	Accounting for non-profit organisation	Class Test
Week 17	Continuation of accounting for non-profit organisation	
Week 18	Revision	

**Name of College: Govt. College for Women, Rohtak**

**Academic Session: 2024-25 Semester: ODD**

**Teacher;s Name : Dr. Parmod Kumar and Dr. Savita (Sharing)**

**Subject: Business Analytics**

**Class: M.Com 1st Sem**

<b>Week of Month</b>	<b>Topics/Chapters to be covered</b>	<b>Assignment/ Tests</b>
Week 1	Business analytics: introduction, types of analytics, characteristics of analytics, business analytics.	
Week 2	Business intelligence; business analytics process and its relationship with decision making process.	
Week 3	Advantage of business analytics: informed decisions, developing distinct capability,	
Week 4	Capability, creating competitive advantage, key attributes of analytical competitors.	
Week 5	Analytical methods and models: Descriptive analytics-overview of its tools and techniques, role in business analytics process and its importance in business decision making.	Class Test
Week 6	Predictive analytics-nature and type of modelling,	
Week 7	Basics of data mining and machine learning environment, role in business analytics process and its importance in strategic decision making;	
Week 8	Prescriptive analytics: basics of its tools and modelling, role in business analytics process.	

Week 9	Business analytics in action: applicability and importance of business analytics in different areas.	Class Test
Week 10	Financial analytics, human resource analytics.	
Week 11	Marketing analytics, health care analytics, supply chain analytics.	
Week 12	Sport analytics and analytics for Government and non- profit organization.	
Week 13	Developing analytics: statistician, data scientist and data engineer and their key features, skills required for analytics,	Assignment
Week 14	Diwali Vacations	
Week 15	Big data and its analyst, important analytics software	
Week 16	Major companies providing analytical solutions, job opportunities in business analytics.	
Week 17	Discussion and revision	Discussions

**Name of College: Govt. College for Women, Rohtak**

**Academic Session: 2024-25 Semester: ODD**

**Teacher's Name : Dr.Parmod Kumar**

**Subject: Financial Accounting**

**Class: B.Com. 1stSem. Sec: A**

<b>Week of Month</b>	<b>Topics/Chapters to be covered</b>	<b>Assignment/ Tests</b>
Week 1	Meaning, objectives, Process, limitations of Accounting.	
Week 2	Basic terms of Accounting, Accounting Principles	
Week 3	Journalizing: recording of transactions	
Week 4	Continuation of journalizing	
Week 5	Posting of Journal entries	Class Test
Week 6	Preparation of trial balance	
Week 7	Capital and Revenue items	
Week 8	Reserve and Provisions	
Week 9	Depreciation: meaning, causes, accounting procedure	

Week 10	Depreciation: different methods of recording depreciation	
Week 11	Accounting errors and their rectification	Class Test
Week 12	Final Accounts with adjustments	
Week 13	Continuation of final accounts with adjustments	Assignments
Week 14	Computerized Accounting System: concept, comparison with manual, advantage and limitations.	
Week 15	Diwali Vacations	
Week 16	Accounting for non-profit organisation	Class Test
Week 17	Continuation of accounting for non-profit organisation	
Week 18	Revision	

**Name of College: Govt. College for Women, Rohtak**

**Academic Session: 2024-25 Semester: ODD**

**Teacher;s Name : Dr. Parmod Kumar and Dr. Savita (Sharing)**

**Subject: Business Analytics**

**Class: M.Com 1st Sem**

<b>Week of Month</b>	<b>Topics/Chapters to be covered</b>	<b>Assignment/ Tests</b>
Week 1	Business analytics: introduction, types of analytics, characteristics of analytics, business analytics.	
Week 2	Business intelligence; business analytics process and its relationship with decision making process.	
Week 3	Advantage of business analytics: informed decisions, developing distinct capability,	
Week 4	Capability, creating competitive advantage, key attributes of analytical competitors.	
Week 5	Analytical methods and models: Descriptive analytics-overview of its tools and techniques, role in business analytics process and its importance in business decision making.	Class Test
Week 6	Predictive analytics-nature and type of modelling,	
Week 7	Basics of data mining and machine learning environment, role in business analytics process and its importance in strategic decision making;	

Week 8	Prescriptive analytics: basics of its tools and modelling, role in business analytics process.	
Week 9	Business analytics in action: applicability and importance of business analytics in different areas.	Class Test
Week 10	Financial analytics, human resource analytics.	
Week 11	Marketing analytics, health care analytics, supply chain analytics.	
Week 12	Sport analytics and analytics for Government and non- profit organization.	
Week 13	Developing analytics: statistician, data scientist and data engineer and their key features, skills required for analytics,	Assignment
Week 14	Diwali Vacations	
Week 15	Big data and its analyst, important analytics software	
Week 16	Major companies providing analytical solutions, job opportunities in business analytics.	
Week 17	Discussion and revision	Discussions

Name of College: Govt. PG College for Women, Rohtak

Academic Session: 2024-25 Semester: ODD

Subject: Environmental Studies (BBAN-305)

Name of Extension Lecturer: Dr. Mukesh

Class: BBA 3rd Sem.

Week of Month	Topics/Chapters to be covered	Topics of Assignment / Tests given/ to be given to the students
Week 1	Environment nature, scope and importance, need for public awareness, Natural resources – Renewable and Non-renewable resources.	
Week 2	Use and Over-Utilization of various resources and its consequences. Role of an individual in conservation of natural resources	



Week 3	Equitable use of resources for sustainable lifestyles, Ecosystems- features, nature, structure and function of an ecosystem.	
Week 4	Energy Flow in the ecosystem, Ecological succession,	Assignment
Week 5	Food Chains, Food Webs and Ecological Pyramids.	
Week 6	Types of ecosystem – Forest ecosystem, Grassland ecosystem, Desert ecosystem, Aquatic ecosystems.	
Week 7	Environmental Pollution – cause, effects and control measures of different types of pollutions and role of an individual in prevention of pollution.	
Week 8	Types of Pollutions – air, water, soil, marine, noise, and thermal pollution.	
Week 9	Nuclear Hazards-natures, causes and effects and types of nuclear hazards. Solid waste management – causes, effects and objectives.	Test
Week 10	Control measures of urban and industrial wastes and Social issues and Sustainable development.	
Week 11	Urban problems related to Energy, water conservation, rain water harvesting its Problems and concerns.	
Week 12	Watershed management, Resettlement and rehabilitation- nature, causes, objectives and problems related to resettlement and rehabilitation.	
Week 13	Climate Change- nature, causes and its effects. Global Warming- nature, causes and its effects. Acid Rain-causes, effects and ways to reduce acid rain.	Test
Week 14	Ozone Layer -effects and factors responsible for its depletion, Nuclear accidents and holocaust- concept, nature, types and causes	

Week 15	Diwali Vacations (27 October - 3 November)	
Week 16	Wasteland reclamation, consumerism and waste products.	
Week 17	Various strategies formulate by government to protect environment.	Assignment
Week 18	Revision of Syllabus	

Name of College: Govt. PG College for Women, Rohtak

Academic Session: 2024-25 Semester: ODD

Subject: Marketing Management (BBAN-302)

Name of Extension Lecturer: Dr. Mukesh

Class: BBA 3rd Sem. (Sharing)

Week of Month	Topics/Chapters to be covered	Topics of Assignment/ Tests
Week 1	Introduction to Marketing: Marketing Management	
Week 2	Scope and importance, need & different Concepts	
Week 3	Selling concept, traditional marketing and modern marketing	
Week 4	Marketing process; Distribution Channels- Meaning, Benefits, Levels and Roles,	
Week 5	Distribution Channels- Meaning, Benefits, Levels and Roles,	Assignment on free consent of parties
Week 6	Various types of Distribution Channels	

Week 7	Wholesaler and retailer, Intermediaries	
Week 8	Warehousing and physical distribution introduction to supply chain management	
Week 9	Conceptual introduction to customer relationship marketing	
Week 10	Promotion mix - personal selling	
Week 11	Advertising	
Week 12	Sales promotion	
Week 13	Publicity ,importance and role of publicity	
Week 14	Marketing and consumer behaviour factors affecting buying behaviour	Assignment on Bailment
Week 15	Diwali Vacations (23 October - 3 November)	
Week 16	Product planning, process and factors affecting product planning	Test of Pledge
Week 17	Product development stages and launching ,test marketing	
Week 18	Revision of Syllabus	Test of Consumer Protection Act

Name of College: Govt. PG College for Women, Rohtak

Academic Session: 2024-25 Semester: ODD

Subject Business Organization (24IMSI401DS01)

Name of Extension Lecturer: Dr. Mukesh

Class: BBA 1st Sem.

Week of Month	Topics/Chapters to be covered	Topics of Assignment/ Tests given/ to be given to the students
Week 1	Business – concept, nature and spectrum of business activities, business system, business environment interface	
Week 2	Business system, and process , Business environment types and interface between business and environment	
Week 3	Business system, types and process and business environment interface	
Week 4	Business objectives , Importance, Human activities; economic and non economic activities	
Week 5	Entrepreneurial opportunities in the contemporary business environment	
Week 6	Process of setting up a business enterprise	
Week 7	choice of a suitable form of business organization	Assignment on various types of loans
Week 8	Functional aspects of the business – (a) operations – Business size	
Week 9	Location decisions, factors affecting location	
Week 10	Plant layout, Productivity, Quality control Charts	Test on Post Office Saving Schemes.

Week 11	Production and Mass customization	
Week 12	Finance – money and banking, financial management and securities markets	Assignment on Life and health insurance policies
Week 13	Risk management and insurance	
Week 14	Functional aspects of the business (c) Marketing – marketing and consumer behavior	
Week 15	Diwali Vacations (23 October - 3 November)	
Week 16	Product planning and development, pricing decisions	
Week 17	Channel and promotional decisions; network marketing, franchising, e- commerce and m-commerce	Test on terms used in Stock Market
Week 18	Franchising, e- commerce and m-commerce and revision of syllabus	

**Name of College:** Govt. P.G. College for Women, Rohtak

**Academic Session:** 2024-25

**Semester:** ODD Semester

**Subject:** Computer Fundamentals and Office Automation Tools (**Practical Group B(4days) & C (2days) )**

**Paper Code:** 24IMSI401SE01

**Name of Extension Lecturer:** Dr. Mukesh & Sunisha

**Class:** BBA 1st Sem.

Week of Month	Topics/Chapters to be covered	Topics of Assignment/ Tests given/ to be given to the students
Week 1	How to work with MS Word with Practice	
Week 2	Fundamentals of MS Word with Practice	
Week 3	Document Commands, and shortcut keys with Practice	
Week 4	Mail Merge with Practice	
Week 5	Auto-text, Autocorrect, Spelling and Grammar Tool, Page Formatting with Practice	
Week 6	How to work with MS Excel with Practice	
Week 7	Fundamentals of MS Excel with Practice	

Week 8	How to manipulate various functions and commands with Practice	
Week 9	Electronic SpreadSheet using MS-Excel - Introduction to MS-Excel, Creating and Editing Worksheet with Practice	
Week 10	Advance Features of MS-Excel with Practice	
Week 11	Formatting and Essential Operations, Formulas and Functions, Charts with Practice	

Week 12	Practice of previous work	
Week 13	Presentation using MS-PowerPoint: Presentations, Creating Manipulating and Enhancing Slides with Practice	
Week 14	Designing & templates with Practice	
Week 15	Diwali Vacations (23 October - 3 November)	
Week 16	Web designing using PPT with Practice,	

Week 17	Creating and manipulating records with Practice	
Week 18	Practice of all the previous work	

### Lesson Plan

Name of College: Govt. PG College for Women, Rohtak

Academic Session: 2024-25 Semester: ODD

Subject: Minor Business Organisation & Management Name of Extension Lecturer: Dr. Mukta Soni

Class: BCA 1<sup>ST</sup> SEM .

Week of Month	Topics/Chapters to be covered	Topics of Assignment / Tests given/ to be given to the students
Week 1	Business an Introduction	
Week 2	Forms of Business Organisation	
Week 3	Partnership Organisation	
Week 4	Company Organisation	Assignment on Partnership Organisation
Week 5	One Person Company and Cooperative Society	
Week 6	LLP and MNC	



Week 7	Choice of form of business organisation and Business Combination	
Week 8	Management an introduction and Evolution of Management thoughts	
Week 9	Planning and types of plan	Test of Cooperative Society
Week 10	Decision Making and organising	
Week 11	Organisational Structure and Delegation of Authority	
Week 12	Decentralisation and Staffing	
Week 13	Recruitment and Selection	Test of Organisational Structure and Delegation of Authority
Week 14	Training and Control Technique	
Week 15	Diwali Vacations (27 October - 3 November)	
Week 16	Leadership	
Week 17	Motivation and Controlling	Assignment on Training and Control Technique

Week 18	Revision of Syllabus	

Name of College: Govt. PG College for Women, Rohtak

Academic Session: 2024-25 Semester: ODD

Subject: Corporate Law- Name of Extension Lecturer- Dr Mukta Soni

Class: B.Com. 3rd Sem Vocational

Week of Month	Topics/Chapters to be covered	Topics of Assignment/ Tests
Week 1	Company- Meaning and Characteristics; Features of company	
Week 2	Types of companies, advantages and disadvantages of incorporation;	
Week 3	Lifting of corporate veil	
Week 4	;, Formation of Company: - Promotion of company; Functions of promoter;	
Week 5	importance of promoter; Promoter's remuneration; legal status of Promoter; Rights of promoters	Assignment on Formation of Company: - Promotion of company; Functions of

		promoter;
Week 6	Duties of promoters Liabilities of promoters;	
Week 7	Prospectus: - definition; Public offer, contents; misleading prospectus and its consequences	
Week 8	Memorandum of Association: - Meaning; importance; clauses of memorandum of association and their	
Week 9	Alteration; doctrine of ultra- virus.Articles of Association: - Meaning; contents	
Week 10	; alteration of articles of association; .	
Week 11	Pre- incorporation contracts,	
Week 12	Incorporation and commencement of Business.	
Week 13	constructive notice and doctrine of indoor management	
Week 14	Borrowing Powers;	Assignment on Pre-incorporation contracts,
Week 15	Diwali Vacations (23 October - 3 November)	
Week 16	Borrowing Powers, Debentures and Charges.	Test of Memorandum of Association
Week 17	Debentures and Charges.	

Week 18	Revision of Syllabus	Test of Borrowing Powers;
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Academic Session: 2024-25 Semester: ODD

Subject: Financial Literacy Name of Extension Lecturer: Dr Mukta Soni

Class: B.Sc Maths Hons & Home Science

Multidisciplinary Course (Classes on Thursday, Friday & Saturday)

Week of Month	Topics/Chapters to be covered	Topics of Assignment/ Tests given/ to be given to the students
Week 1	Meaning, importance and scope of financial literacy; Prerequisites of financial literacy – level of education, numerical and communication ability.	
Week 2	Various financial institutions – banks, insurance companies, post offices, mobile app-based services.	
Week 3	Need of availing of financial services from banks, insurance companies and postal services	
Week 4	Meaning, importance and need for financial planning; Personal budget, family budget, business budget and national budget; Procedure for financial planning and preparing a budget; Budget surplus and budget deficit.	
Week 5	Types of banks; Banking products and services – Various services offered by banks; Types of bank deposit accounts – savings bank account, term deposit, current account, recurring deposit	
Week 6	pan card, address proof, KYC norm; Various types of loans – education loan, consumer durable loan, vehicle loan, housing loan, short term, medium term, long term, microfinance, bank overdraft, cash credit	
Week 7	mortgage, reverse mortgage, hypothecation, pledge, Agricultural and related interest rates offered by various nationalized banks	Assignment on various types of loans

Week 8	Cashless banking, e-banking, check counterfeits currency; CIBIL, ATM, net banking, RTGS, NEFT, IMPS, electronic clearances services (ECS), debit and credit card, app-based payment system, bank draft and pay order; banking complaints and ombudsman.	
Week 9	Post office savings schemes: savings bank, recurring deposit, term deposit, monthly Income scheme, kisan vikas patra, NSC, PPF, senior citizens saving scheme, Sukanya samriddhi yojana; India post payments bank. Money transfer: money order, e-money order. Indian postal order.	
Week 10	Life insurance policies: life insurance, term life insurance, endowment policies, Pension policies	Test on Post Office Saving Schemes.
Week 11	ULIP, health insurance plans, comparison of policies offered by various life insurance companies, comparison of policies offered by various health insurance companies.	
Week 12	Property insurance policies. Post office life insurance schemes: post office life insurance and rural postal life insurance.	Assignment on Life and health insurance policies
Week 13	Terms used in stock markets: SENSEX, NIFTY, primary markets, secondary markets	
Week 14	Initial public offering (IPO), follow-on public offering (FPO), offer for sale (OFS), block deal, equity shares, preference shares, debentures, bonus shares, dividend	
Week 15	Diwali Vacations (27 October - 3 November)	
Week 16	DEMAT account, trading account, delivery instruction slips (DI Slips), blue chips, defensive stocks, face value, market value, market capitalisation	
Week 17	Pre-opening session, trading session, opening price, closing price, business days, bull, bear, bull market, bear market, risk, stop loss, derivatives, call option	Test on terms used in Stock Market

Week 18	Revision of Syllabus	

Name of College: Govt. PG College for Women, Rohtak

Academic Session: 2024-25 Semester: ODD

Subject: Cost Accounting – I Name of Extension Lecturer- Dr Mukta Soni

Class: B.Com. 5th Sem. Sec C

Week of Month	Topics/Chapters to be covered	Topics of Assignment/ Tests
Week 1	Cost Accounting : Meaning, Features, Scope, Techniques, Methods	
Week 2	Objectives, Importance and Limitations. Costing; cost accountancy; cost centres and profit centres,	
Week 3	Difference and similarities of cost accounting system with financial accounting system. Cost: main elements and types	
Week 4	Material Control: Meaning and objectives of material control, material purchase procedure, fixation of inventory levels- reorder level, Minimum level,	
Week 5	fixation of inventory levels- reorder level, Minimum level,	Assignment on Cost Accounting
Week 6	Maximum level, Danger level. EOQ analysis. Methods of Valuing	

	Material Issues. Wastage of material – main types.	
Week 7	Labour Cost Control : Importance, methods of time keeping and Time Booking;	
Week 8	Overheads : Meaning and Types. Collection, Classification;	
Week 9	Allocation, Apportionment and Absorption of Overheads – Main methods.	
Week 10	Unit and output costing : meaning and objectives	
Week 11	cost sheet – meaning, Performa, types preparation of cost sheet;	
Week 12	determination of tender .	
Week 13	price production account – types. Reconciliation of cost and financial accounts : Meaning. Objectives and procedure	
Week 14	Meaning. Objectives and procedure	Assignment Labour Cost Control
Week 15	Diwali Vacations (23 October - 3 November)	
Week 16	Treatment and control of Labour Turnover, Idle Time, Overtime,	Test of Unit and output costing
Week 17	Time Wage System, Piece Wage System. Incentive Wage plans – Individual plans and group plans.	
Week 18	Revision of Syllabus	Test of Time Wage System, Piece Wage System. Incentive Wage plans – Individual

		plans and group plans.

<b>Government PG College for Women, Rohtak</b>		
<b>Lesson plan for odd sem.of 2024-25</b>		
<b>Teacher's Name: Harsh</b>		
<b>Corporate Tax</b>		
<b>M.com Ist Sem</b>		
<b>Sr. No.</b>	<b>Time Period</b>	<b>Topics to be Covered/Tests and Assignments</b>
1	Week1	Basics about corporate tax
2	Week2	Meaning of company; Types of companies
3	Week3	Residential status and incidence of tax on comp.
4	Week4	Comput.of Income of comp. under diff. heads
5	Week5	Computation of Income ..Continue
6	Week6	Computation of Income ...Continue
7	Week 7	Comput. of Income of comp. under diff. heads
8	Week 8	Power Point Presentation And test
9	Week 9	General provisions applicable to companies for computation of GTI
10	Week 10	Deductions from GTI as applicable to companies
11	Week11	computation of tax for various types of comp.
12	Week 12	Provisions of MAT; Assessment of Insur. Comp.
13	Week13	Diwali Break
14	Week 14	Assessment of cooperative societies Advance Ruling



15	Week 15	Assignments, Assessment of discontinued busin.
16	Week 16	Assessment of Charitable / Educational Institutions/ Religious Trust and Political Parties
17	Week 17	Assessment of Non-Residents, Viva-Voce & Revision

### Lesson Plan

Name of College: Govt. PG College for Women, Rohtak

Academic Session: 2024-25 Semester: ODD

Subject: Income Tax (5.05)

Name : Harsh

Class: B.Com. hons. 5th Sem.

Week of Month	Topics/Chapters to be covered	Topics of Assignment/ Tests given/ to be given to the students
Week 1	Introduction to Income Tax and Important Definitions: Income, Gross Total Income, Previous & Assessment Year, etc.	
Week 2	Definition of Agriculture Income & its numerical and Introduction to Exempted Incomes	
Week 3	Leftover Part of Exempted Income and Introduction to Residential Status and its conditions to determine status	
Week 4	Theory of Incidence of Tax Liability and practice of its numerical and Problem-solving session	Test of Residential status and Tax Liability

Week 5	Introduction to Income from Salaries, Definition of Salary, Allowances; Types of Allowances, Perquisites and its types	
Week 6	Valuation of Perquisites: Rent Free Accommodation, Car, Holiday Enjoyment etc.	
Week 7	Practice of Numerical of Salary Chapter	
Week 8	Practice of Numerical of Salary Chapter & Problem-solving session	
Week 9	Theory of Retirement Benefits chapter and its numerical & Problem-Solving Session	Oral Test of Retirement benefits
Week 10	Theory of Income from House Property: Annual Value, It's Numerical and their practice, Solution of Problems	Test of House Property
Week 11	Introduction to Business & Profession, Deductions to be allowed from section 30 to 37, Practice of Business & Profession Numerical and Problem-Solving Session	
Week 12	Depreciation and Theory of Capital Gain: Cost of Acquisition, Exemptions related to Capital gain from section 54 to 54 H	
Week 13	Practice of Numerical of Capital Gain Head and its problem-solving session and Theory of Income from Other Sources	Test of Business & Profession
Week 14	Theory of clubbing of income & aggregation of incomes, set off and carry forward of losses and its numerical	Oral Test of Exemptions related to Capital Gain Head
Week 15	Diwali Break	
Week 16	Theory & Numerical of Deductions to be made in computing Total Income related to Payments	

Week 17	Theory & Numerical of Deductions to be made in computing Total Income related to Receipts	
Week 18	Revision of syllabus	Viva of Deductions

### Lesson Plan

Name of College: Govt. PG College for Women, Rohtak

Academic Session: 2024-25 Semester: ODD

Subject: Money And Banking Name of Lecturer: Ms. Harsh

Class: B.Com.Hons. 5th Sem Code: BCH-5.03

Week of Month	Topics/Chapters to be covered	Topics of Assignment/ Tests given/ to be given to the students
Week 1	Definition of money, functions and importance of money,	
Week 2	Role of money in various economic systems, Evils of Money	
Week 3	classification of money, circular flow of money.	
Week 4	The Quantity Theory of Money-fisher	
Week 5	Cambridge and Keynesian theory of money.	
Week 6	Inflation: Types of inflation, Theories of inflation,	oral test
Week 7	effects and consequences of inflation, control of inflation.	
Week 8	Continue	
Week 9	Functions of commercial Banks & Central Banks, process of credit creation and its limitations.	Written Test
Week 10	Continue	
Week 11	Credit, its definition, types, merits and demerits, credit and economic development	

Week 12	Continue	
Week 13	Reserve Bank of India: its functions- Traditional and Developmental functions	Assignment
Week 14	Problems and Discussion	
Week 15	Diwali Break	
Week 16	Presentation	
Week 17	Presentations	Viva-Voce
Week 18	Revision	

### Lesson Plan

Name of College: Govt. P.G. College for Women, Rohtak

Academic Session: 2024-25 Semester: Odd Semester

Subject: Corporate Accounting-I Name of Extension Lecturer: Dr Ruchi

Class: B.Com. 3rd Sem. (H)

Week	Topics/Chapters to be covered	Topics of Assignment/ Tests given/ to be given to the students
1	Valuation of Goodwill: Meaning, objectives, determinates	
2	Valuation of Goodwill: main methods	
3	Practice of Numericals and Problem Solving Session	
4	Valuation of Shares: Meaning, objectives, determinates	
5	Practice of Numericals and Problem Solving Session	Test

6	Profit or loss before and after incorporation	
7	Practice of Numericals and Problem Solving Session	
8	Final accounts of companies	
9	Practice of Numericals and Problem Solving Session	Test
10	Debenture: Meaning, Types.	
11	Issue of Debentures.	
12	Practice of Numericals and Problem Solving Session	Test
13	Redemption of Debentures.	
14	Share Capital: Meaning, types, Sweat shares	
15	Accounting Treatment of issue, forfeiture and reissue of Share, Buy-back of equity shares	
16	Redemption of preference share; Issue of Bonus Share	
17	Holding Companies Accounts	Viva of Whole Syllabus

### Lesson Plan

Name of College: Govt. P.G. College for Women, Rohtak

Academic Session: 2024-25 Semester: Odd Semester

Subject: Cost Accounting Name of Extension Lecturer: Dr Ruchi

Class: B.Com. 3rd Sem. (H)

Week	Topics/Chapters to be covered	Topics of Assignment/ Tests given/ to be given to the students
1	Cost Accounting: Meaning, Features, Scope, Techniques, Methods, Objectives, Importance, Limitations, Costing, Cost Accountancy, Cost Centres, Profit Centres, Difference and similarities of cost accounting system with financial accounting system.	
2	Cost and its elements and types	Test of Unit-1
3	Labour cost control : Meaning & Importance, Labour turnover & its treatment	
4	Idle Time and overtime	

5	Systems of Wage Payment & its numerical	
6	Continue	
7	Practice of Numericals and Problem Solving Session	Test of Labour Cost Control
8	Material Control including EOQ Analysis,Material Purchase Procedure,Inventory levels	
9	Methods of valuation of material issued	
10	Overhead : Meaning, Types, Collection,Classification	
11	Allocation, Apportionment & Absorption of Overheads	
12	Numericals of Overhead	
13	Reconciliation of cost and financial accounts:Meaning,Objectives and procedure	
14	Unit Costing	Test of Overhead
15	Operating Costing	
16	Contract Costing	
17	Process Costing	Viva of Whole Syllabus

### Lesson Plan

Name of College: Govt. P.G. College for Women, Rohtak

Academic Session: 2024-25 Semester: Odd Semester

Subject: Cost Accounting - I Name of Extension Lecturer: Dr Ruchi

Class: B.Com. 5th Sem. Sec.A & B

Week	Topics/Chapters to be covered	Topics of Assignment/ Tests given/ to be given to the students
1	Cost Accounting:Meaning, Features, Scope, Techniques, Methods, Objectives, Importance, Limitations, Costing,Cost Accountancy,Cost Centres,Profit Centres,Difference and similarities of cost accounting system with financial accounting system.	
2	Cost and its elements and types	Test of Unit-1
3	Labour cost control : Meaning & Importance,Labour turnover & its treatment	
4	Idle Time and overtime	
5	Systems of Wage Payment & its numerical	Test of Labour Cost Control



6	Overhead : Meaning, Types, Collection,Classification	
7	Allocation, Apportionment & Absorption of Overheads	
8	Numericals of Overhead	Test of Overhead
9	Activity Based Costing	
10	Unit Costing Theory	
11	Numericals of Unit Costing & Tender Price	
12	Material Control including EOQ Analysis,	
13	Material Purchase Procedure	
14	Inventory levels	
15	Methods of valuation of material issued	
16	Practice of Numericals and Problem Solving Session	
17	Reconciliation of cost and financial accounts:Meaning,Objectives and procedure	Viva of Whole Syllabus



## Lesson Plan

Name of College: **Govt. PG College for Women, Rohtak**

Academic Session: **2024-2025**

Semester: **ODD**

Subject: **Fundamental of Insurance**

Name of Assistant Prof.: **Sachin Sapra**

Class: **B.Com. (P) 3rd Sem.** Code: 3.06(i)

Sec.: **-A,B**

Week of Month	Topics/Chapters to be covered	Topics of Assignment/ Tests given/ to be given to the students
Week 1	Insurance- History and Development; Meaning; Importance; Nature; Main principles	
Week 2	Continue	
Week 3	Continue	
Week 4	Life Insurance: - Main Elements, Importance	
Week 5	Important life Insurance Policies	
Week 6	Annuities, Premium determination under life Insurance	
Week 7	General Insurance, Marine Insurance- Main Elements	

Week 8	Marine Losses, Types of Marine Insurance policies.	
Week 9	Agriculture Insurance: History, Meaning, Main problems	
Week 10	Agriculture Insurance: Policies	
Week 11	Fire Insurance- Elements, Premium Determination	
Week 12	Fire Insurance: Policies	
Week 13	Provisions of Motor Insurance	
Week 14	Aircraft Insurance	
Week 15	Diwali vacations	
Week 16	Insurance Intermediaries	
Week 17	Revision	
Week 18	Revision	

## Lesson Plan

Name of College: **Govt. PG College for Women, Rohtak**

Academic Session: **2024-2025**

Semester: **ODD**

Subject: **Corporate Law**

Name of Assistant Prof: **Sachin Sapra**

Class: **B.Com. (P) 3rd Sem.** Code: 3.04

Sec.: **-A,B**

Week of Month	Topics/Chapters to be covered	Topics of Assignment/ Tests given/ to be given to
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		the students
Week 1	Meaning and Characteristics, Features of Companies	
Week 2	Types of Companies	
Week 3	Advantages and Disadvantages of Companies and Lifting of Corporate Veil	
Week 4	Formation of Companies, Functions of Promoter, Promoter's Remuneration	
Week 5	Legal status of Promoter, Rights of Promoter, Duties of Promoters, Liabilities of Promoters	
Week 6	Pre-incorporation contracts, Incorporation and Commencement of Business	
Week 7	Prospectus:- Definition, Public offer,	
Week 8	Misleading Prospectus and its consequences	
Week 9	Memorandum of Association	
Week 10	Continue	
Week 11	Articles of Associations	
Week 12	Continue	
Week 13	Borrowing powers of Companies	
Week 14	Continue	
Week 15	Diwali Vacations	

Week 16	Debentures and Charges	
Week 17	Continue	
Week 18	Revision	

<b>LESSON PLAN OF COMMERCE DEPT.</b>		
<b>Name of College: Government P. G. College For Women, Rohtak</b> <b>Academic Session :2024-2025 Semester : ODD</b> <b>Name of Assistant Professor: Dr. Mamta Ranga</b> <b>Subject: Business Statistics -I</b> <b>Class: B.Com (Pass) 3rd SEMESTER (Sec B)</b>		
<b>Week</b>	<b>Topics/ Chapters to be covered</b>	<b>Topics of Assignment/ Tests given/ to be given to the students</b>
Week 1	Introduction – Syllabus, Introduction to Statistics- Origin, Development, Definition, Scope, Uses and Limitations, Types of Measurement Scales- Normal, Ordinal, Interval and Ratio level Measurement	
Week 2	Collection, and Classification of Data	
Week 3	Tabulation of Primary and Secondary data, Diagrammatic Presentation of Data Bar, Squares	
Week 4	Rectangular and Circular Diagrams; Histogram, frequency polygon, Ogives, Stem and Leaf Displays Box Plots	

Week 5	Concept and Measures of Central Tendency	Written Test
Week 6	Concept and Measures of Central Tendency Continued....	
Week 7	Concept and Measures of Central Tendency Continued... Quartiles, Deciles, and Percentiles	
Week 8	Dispersion: Concept and Its Absolute as well as Relative Measures.	
Week 9	Dispersion: Concept and Its Absolute as well as Relative Measures Continued...	Written Test
Week 10	Measures of Skewness, Moments and Measures of Kurtosis - Moments about any point and about mean and the relationship between them.	
Week 11	Sheppard's Corrections for Moments. Concept of symmetrical distribution and skewness, measures and Co- efficient of skewness, Concept of Kurtosis and its measures.	
Week 12	Analysis of Bivariate data: Correlation-concept, scatter diagram, Karl Pearson's co-efficient of Correlation and its properties Spearman's rank Correlation, Concurrent deviation method	Written Test
Week 13	Analysis of Bivariate data: Its properties Spearman's rank Correlation, Concurrent deviation method Continued....	
Week 14	Regression - Meaning, and Definition, Difference between Correlation and Regression, Principle of least squares and fitting of a line of best fit to the given data, Regression lines	
Week 15	Diwali Vacations	
Week 16	Properties of Regression Co-efficient and Regression lines, standard error of estimate, Co-efficient of determination.	Written Test
Week 17	Problems	
Week 18	Revision and test thereafter.	Viva-Voce

## LESSON PLAN OF COMMERCE DEPT.

**Name of College: Government P. G. College For Women, Rohtak**

**Academic Session :2024-2025 Semester : ODD**

**Name of Assistant Professor: Dr. Mamta Ranga**

**Subject: Business Regulatory Framework**

**Class: B.Com (Pass) 3rd SEMESTER (Sec A)**

Week	Topics/Chapters to be covered	Topics of Assignment/ Tests
Week 1	Indian Contract Act: - Valid contract and its elements;	
Week 2	Void and void able agreements; Void and illegal agreements; Offer and acceptance;	
Week 3	Contractual capacity of parties	
Week 4	Free consent of parties	
Week 5	Lawful consideration and object	
Week 6	Agreements expressly declared as void	
Week 7	Contingent Contracts: - Quasi contracts	
Week 8	Discharge of contracts: - methods of discharge of contracts	Test of 1st Unit
Week 9	Consequences of Breach of contracts	
Week 10	Contract of Indemnity and guarantee:Elements of contract of Indemnity	
Week 11	Rights of Indemnity Holder and indemnifier Guarantee	
Week 12	Features of contract of guarantee; Rights and Liabilities of surely, Discharge of surety; Difference between contract of indemnity and Guarantee	



Week 13	Contract of Bailment and Pledge: - Meaning; types of bailment, Termination of bailment, Duties and rights of bailor and bailee	
Week 14	Essentials of pledge, who may pledge, Rights and Duties of Pawnor and Pawnee	Test of 2nd Unit
Week 15	Diwali Vacations	
Week 16	Consumer protection Act 1986: - Salient features of consumer Protection Act; Rights of consumers;	
Week 17	Consumer Protection councils, Consumer disputes redressal machinery	Test of 4th Unit
Week 18	Revision of syllabus	Viva-Voce

<p align="center"><b>LESSON PLAN OF COMMERCE DEPT.</b></p>		
<p align="center"><b>Name of College: Government P. G. College For Women, Rohtak</b></p> <p align="center"><b>Academic Session :2024-2025 Semester : ODD</b></p> <p align="center"><b>Name of Assistant Professor: Dr. Mamta Ranga</b></p> <p align="center"><b>Subject: Human Resource Management</b></p> <p align="center"><b>Class: B.Com (Pass) 3rd SEMESTER (Sec A)</b></p>		
<b>Week</b>	<b>Topics/Chapters to be covered</b>	<b>Topics of Assignment/ Tests</b>
Week 1	Introduction to HRM- Definition, Importance, objectives and scope of Human Resource Management (HRM)	
Week 2	Function of Human Resource Management: - Managerial and	

	Operative Functions and Qualification and Qualities of Human Resource manager	
Week 3	Evolution and Growth of Human Recourse Management (HRM) India	
Week 4	Wages: - Meaning and Objective	Test of 1st Unit
Week 5	Theories of wages and Methods of wage Programme: - Time wages and Piece wages methods	
Week 6	Concept of wages: - Fair, Minimum and Living wage, Factors determining wage Structure of an organization,	
Week 7	Essentials of satisfactory wage policy. Wage Incentives: - Concept, Need and Importance of Incentives.	Test of 2nd Unit
Week 8	Special Incentives Prefect sharing and Labour Co. Partnership and Essentials of Ideal Incentives system.	
Week 9	Industrial Relations: - Concept, Importance and Objectives of industrial relations, Contents of industrial relations.	Test of 3rd Unit
Week 10	Participants of Industrial relation and Recruitment of good Industrial relation Programme. Industrial Unrest: - Meaning, Forms	
Week 11	Causes of industrial disputes, Impact of Industrial unrest on the Economy	
Week 12	Recruitment: - Meaning, Steps in recruitment policy and Sources and modes of recruitment, Factors affecting recruitment	
Week 13	Selection: - Meaning, Essentials of Selection Procedure and Stages in Selection Procedure	Test of 4th Unit
Week 14	Training: - Concept, Need, importance of Training and Principles of Training, Methods of Training: - On the job Training	
Week 15	Diwali Vacations	
Week 16	Off the job Training	

Week 17	Evaluation of training Programme in India.	
Week 18	Revision of syllabus	Viva-Voce

LESSON PLAN OF COMMERCE DEPT.		
<p align="center"><b>Name of College: Government P. G. College For Women, Rohtak</b></p> <p align="center"><b>Academic Session :2024-2025 Semester : ODD</b></p> <p align="center"><b>Name of Assistant Professor: Dr. Mamta Ranga</b></p> <p align="center"><b>Subject: Advance Cost Accounting</b></p> <p align="center"><b>Class: M.Com. 3<sup>rd</sup> Sem</b></p>		
Week	Topics/ Chapters to be covered	Topics of Assignment/ Tests given/ to be given to the students
Week 1	Inventory system: turnover of material: ABC analysis; VED analysis; JIT, aims and objectives of JIT, Methodology in implementation of JIT	
Week 2	Impact of JIT on Production Price. JIT's effect on costing system. Material Requirement Planning (MRP-I),	
Week 3	aims, methodology, methods of Operations, Requirement for Implementation of MRPI,	
Week 4	MRPI and Inventory Management. Zero Inventory system, Manufacturing resource planning (MRP II), Evolution	
Week 5	Essential elements. Enterprise resource planning (ERP)	Written Test
Week 6	Lean Accounting, Back flush Costing	
Week 7	Conditions for adopting Back flush Costing, different types of back flush Costing	

Week 8	Accounting for Variances, disposition of variances	
Week 9	Difficulties in back flush costing, back flush costing in JIT system.	Written Test
Week 10	Process Costing; Work in Progress,	
Week 11	Inter process Profits, by Products and Joint Products.	
Week 12	Uniform costing, Concept, Scope of Uniform costing, Need for Uniform Costing, Inter firm comparison	Written Test
Week 13	Need for Inter Firm Comparison. Requirements of an Inter firm Comparison scheme, Types of Comparison	
Week 14	Cost records, Integral system, preparation of accounts under integral system	
Week 15	Diwali Vacations	
Week 16	Non-integral system, preparation of accounts under non-integral system	
Week 17	Benefits and limitations of integral and non-integral systems.	
Week 18	Revision	Viva-Voce

Name of College: Govt. PG College for Women, Rohtak

Academic Session: 2024-25 Semester: ODD

Subject: Taxation Law-I Name of Extension Lecturer: Jyoti Rani

Class: B.Com. 5th Sem. Sec. A & C

Week of Month	Topics/Chapters to be covered	Topics of Assignment / Tests given/ to be given to the students
Week 1	Introduction to Income Tax and Important Definitions: Income, Gross Total Income, Previous & Assessment Year, etc.	
Week 2	Definition of Agriculture Income & its numerical and Introduction to Exempted Incomes	
Week 3	Leftover Part of Exempted Incomes and Introduction to Residential Status and its conditions to determine status	
Week 4	Theory of Incidence of Tax Liability and practice of its numerical and Problem-solving session	Test of Residential status and Tax Liability
Week 5	Introduction to Income from Salaries, Definition of Salary, Allowances; Types of Allowances, Perquisites and its types	
Week 6	Valuation of Perquisites: Rent Free Accommodation, Car, Holiday Enjoyment etc.	
Week 7	Practice of Numerical of Salary Chapter	
Week 8	Theory of Retirement Benefits chapter and its numerical & Problem-Solving Session	Assignment of Retirement benefits
Week 9	Theory of Income from House Property: Annual Value, It's Numerical and their practice, Solution of Problems	Test of House Property
Week 10	Introduction to Business & Profession, Deductions to be allowed from section 30 to 37	

Week 11	Practice of Business & Profession Numerical and Problem-Solving Session	
Week 12	Depreciation and Theory of Capital Gain: Cost of Acquisition, Exemptions related to Capital gain from section 54 to 54 H	Test of Business & Profession
Week 13	Practice of Numerical of Capital Gain Head and its problem-solving session and Theory of Income from Other Sources	Assignment of Exemptions related to Capital Gain Head
Week 14	Theory of clubbing of income & aggregation of incomes, set off and carry forward of losses and its numerical	
Week 15	Diwali Vacations (27 October - 3 November)	
Week 16	Theory & Numerical of Deductions to be made in computing Total Income related to Payments	
Week 17	Theory & Numerical of Deductions to be made in computing Total Income related to Receipts	
Week 18	Revision of Syllabus	Viva of Deductions

Name of College: Govt. PG College for Women, Rohtak

Academic Session: 2024-25 Semester: ODD

Subject: Business Regulatory Framework-I Name of Extension Lecturer- Jyoti Rani

Class: B.Com. 3rd Sem. Vocational

Week of Month	Topics/Chapters to be covered	Topics of Assignment/ Tests
Week 1	Indian Contract Act: - Valid contract and its elements;	
Week 2	Void and void able agreements; Void and illegal agreements; Offer and acceptance,	
Week 3	Contractual capacity of parties	
Week 4	Free consent of parties	
Week 5	Lawful consideration and object	Assignment on free consent of parties
Week 6	Agreements expressly declared as void	
Week 7	Contingent Contracts: - Quasi contracts, Discharge of contracts: - methods of discharge of contracts	
Week 8	Consequences of Breach of contracts	
Week 9	Contract of Indemnity and guarantee: Elements of contract of Indemnity	
Week 10	Rights of Indemnity Holder and indemnifier Guarantee	
Week 11	Features of contract of guarantee; Rights and Liabilities of surely	
Week 12	Discharge of surety; Difference between contract of indemnity and Guarantee	
Week 13	Contract of Bailment and Pledge: - Meaning; types of bailment, Termination of bailment, Duties and rights of bailor and bailee	

Week 14	Essentials of pledge, who may pledge, Rights and Duties of Pawnor and Pawnee	Assignment on Bailment
Week 15	Diwali Vacations (27 October - 3 November)	
Week 16	Consumer protection Act 1986: - Salient features of consumer Protection Act; Rights of consumers;	Test of Pledge
Week 17	Consumer Protection councils, Consumer disputes redressal machinery	
Week 18	Revision of Syllabus	Test of Consumer Protection Act

Name of College: Govt. PG College for Women, Rohtak

Academic Session: 2024-25 Semester: ODD

Subject: Financial Literacy Name of Extension Lecturer: Jyoti Rani

Class: B. A. Ist Sem. Multidisciplinary Course Commerce (Classes on Monday, Tuesday and Wednesday)



Week of Month	Topics/Chapters to be covered	Topics of Assignment/ Tests given/ to be given to the students
Week 1	Meaning, importance and scope of financial literacy; Prerequisites of financial literacy – level of education, numerical and communication ability.	
Week 2	Various financial institutions – banks, insurance companies, post offices, mobile app-based services.	
Week 3	Need of availing of financial services from banks, insurance companies and postal services	
Week 4	Meaning, importance and need for financial planning; Personal budget, family budget, business budget and national budget; Procedure for financial planning and preparing a budget; Budget surplus and budget deficit.	
Week 5	Types of banks; Banking products and services – Various services offered by banks; Types of bank deposit accounts–savings bank account, term deposit, current account, recurring deposit	
Week 6	pan card, address proof, KYC norm; Various types of loans–education loan, consumer durable loan, vehicle loan, housing loan, short term, medium term, long term, microfinance, bank overdraft, cash credit	
Week 7	mortgage, reverse mortgage, hypothecation, pledge, Agricultural and related interest rates offered by various nationalized banks	Assignment on various types of loans
Week 8	Cashless banking, e-banking, check counterfeit currency; CIBIL, ATM, net banking, RTGS, NEFT, IMPS, electronic clearance services (ECS), debit and credit card, app-based payment system, bank draft and pay order; banking complaints and ombudsman.	
Week 9	Post office savings schemes: savings bank, recurring deposit, term deposit, monthly Income scheme, kisan Vikas Patra, NSC, PPF, senior citizen savings scheme, Sukanya Samriddhi yojana; India post payments bank. Money transfer: money order, e-money order. Indian postal order.	

Week 10	Life insurance policies: life insurance, term life insurance, endowment policies, Pension policies	Test on Post Office Saving Schemes.
Week 11	ULIP, health insurance plans, comparison of policies offered by various life insurance companies, comparison of policies offered by various health insurance companies.	
Week 12	Property insurance policies. Post office life insurance schemes: postal life insurance and rural postal life insurance.	Assignment on Life and health insurance policies
Week 13	Terms used in stock markets: SENSEX, NIFTY, primary markets, secondary markets	
Week 14	Initial public offering (IPO), follow-on public offering (FPO), offer for sale (OFS), block deal, equity shares, preference shares, debentures, bonus shares, dividend	
Week 15	Diwali Vacations (27 October - 3 November)	
Week 16	DEMAT account, trading account, delivery instruction slips (DI Slips), blue chips, defensive stocks, face value, market value, market capitalisation	
Week 17	Pre-opening session, trading session, opening price, closing price, business days, bull, bear, bull market, bear market, risk, stop loss, derivatives, call option	Test on terms used in Stock Market
Week 18	Revision of Syllabus	

Name of College: Govt. P.G. College for Women, Rohtak  
 Academic Session: 2024-25 Semester: ODD  
 Subject: Capital Market Name of Guest Lecturer: Kavita  
 Class: BBA 3rd Sem.

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Week of Month	Topics/Chapters to be covered	Topics of Assignment/ Tests given/ to be given to the students
Week 1	Introduction to the Capital Market-Meaning,Nature ,Characteristics of Capital Market & its Features and Structure of developed Capital Market	
Week 2	Growth of Capital Market in India, Reforms in Capital Market & Regulatory Framework of Capital Market	
Week 3	Capital Market Instruments-Equity Shares,Preference Shares,Debentures and Bonds its Securities	
Week 4	Introduction to Capital Market New Financial Instruments - GDR,ADR,.	
Week 5	New Financial Instruments -GDR,ADR,. Zero Coupon Bond,Deep Discount Bond etc	Test of Capital Market & its instruments
Week 6	Introduction to Primary Capital Market and Explain its Methods of Issuing New Securities -Public Issue through Prospectus,Right Issue,Bonus Issue,Book Building etc.	
Week 7	Primary Market (continue) & its Intermediaries-Share Transfer Agent,Brokers etc.	
Week 8	Introduction to Secondary Market Scenario in India-Meaning,Characterstics,Role of Secondary Market Listing of Securities,Spot & Future Transaction,Badla Transaction etc.Methods of Trading in Stock Exchange,Settlement of Transaction	
Week 9	Stock Market Organisation-Stock Broking,Custodial Services & Stock Exchanges in India-Objectives of NSE,BSE,OTCEI	

Week 10	Revision & Presentations	Test of Primary & Secondary Market
Week 11	Introduction to Capital Market Depository System Players in Depository System, Dematerialisation D\B Physical & Demat Shares and Presentations	
Week 12	Introduction to Debt Market-Meaning, Characteristics & Importance, Primary and Secondary Segment	
Week 13	Problems & Presentations	Test of Depository System and Debt Market
Week 14	Introduction to Development Banks & its Functions of Development Bank, Development Banking In India	
Week 15	Diwali Break	
Week 16	Introduction to Capital Market Financial Institution- Classification & Roles of Financial Institutions, Products	
Week 17	Introduction to Mutual Fund-Meaning, Features, Types	
Week 18	Revision of Syllabus	Viva of Whole Syllabus of Capital Market

Name of College: Govt.P.G. College for Women, Rohtak

Academic Session: 2024-25 Semester: ODD

Subject: Production & Material Management

Name of Guest Lecturer: Kavita

Class: BBA 5th Sem.

Week of Month	Topics/Chapters to be covered	Topics of Assignment/ Tests given/ to be given to the students
Week 1	Introduction to Production Management, Define its objectives, Scope ,Functions & Recent Trends in Production Management	
Week 2	Define Production Management Decisions & Types of Production System	
Week 3	Introduction to Selection of Plant Location ,Production Planning and Control	
Week 4	Introduction to Production System, Inspection & Quality Control	Test of Production Management Unit-1
Week 5	Inspection &Quality Control	
Week 6	Leftover part of Quality Control & its Techniques	
Week 7	Introduction to Plant Layout & Material Handling System	
Week 8	Revision, Presentations	Test of Unit-2
Week 9	Introduction to Materials Management,Organisation for Material Manegement & their Conventional & Modern Approaches	

Week 10	Define Material Management Information System	Test of House Property
Week 11	Value Analysis & Engineering, Revision, Presentations	
Week 12	Inventory Control and its Techniques,	Test of Material Management & Value Analysis
Week 13	Define Layout & Location of Stores, Coordination and Classification	
Week 14	Inventory Control of Spare parts, warehousing Management	
Week 15	Diwali Break	
Week 16	Traffic & Transportation, Disposal of scrap, Surplus Material	Test of Inventory Control & Warehouse Management
Week 17	Product Standardisation, Simplification & Variety Reduction	
Week 18	Revision of Syllabus	

Name of College: Govt.P.G. College for Women, Rohtak

Academic Session: 2024-25 Semester: ODD

Subject: Presentation skills and Personality Development

Name of Guest Lecturer: Kavita

Class: BBA 5th Sem.

Week of Month	Topics/Chapters to be covered	Topics of Assignment/ Tests given/ to be given to the students
Week 1	Introduction to Presentation & its Types	
Week 2	Define Planning a Presentation & Presentation Structure	
Week 3	Presentation Notes & Session Plan	
Week 4	Presentations	Test of Presentations skills, Types & structuring
Week 6	Motivation and Attention	
Week 7	Define Outcomes of Presentations	
Week 8	Revision, Presentations	Test of Methods and Outcomes of Presentation
Week 9	Introduction to concept of Personality, Personality Pattern and Syndrome	
Week 10	Symbols of Self ,Moulding the Personality Pattern	
Week 11	Introduction to Personality Determinants	
Week 12	Aspirations and Achievements	Test of Introduction to Personality

Week 13	Introduction to Personality Development -Healthy Personalities,Developing	
Week 14	Managing Personal Stress ,Solving Problems Analytically and Creatively	
Week 15	Diwali Break	
Week 16	Introduction to Grooming the Personality ,Time Management	
Week 17	Managing Personal Stress	Test of personality Development
Week 18	Revision	

Name of College: Govt. P.G. College for Women, Rohtak		
Academic Session: 2024-2025 Semester: ODD		
Subject: Disaster Management (BBAN 306)		
Name of Extension Lecturer: Kavita		
<b>Class: BBA 3<sup>rd</sup> Sem.</b>		
Week of Month	Topics/Chapters to be covered	Topics of Assignment/ Tests given/ to be given to the students
Week 1	Structure of the Atmosphere, Pressure, Temperature and Precipitation.	
Week 2	Cloud Classification and Formation, Calories Force and El Nino Phenomenon	



Week 3	Cloud Classification and Formation, Calorific Force and El Nino Phenomenon	
Week 4	Western Disturbance, Energy model and Budget of the earth.	Assignment
Week 5	Energy model and Budget of the earth	
Week 6	Primary differentiation and formation of Core, Mantle, Crust, Atmosphere and Hydrosphere.	
Week 7	Magma Generation and Formation of Igneous Rock, Weathering and Erosion.	
Week 8	Transportation and Deposition of earth's material by running water, River Meandering and Formation of Ox-bow Lake.	
Week 9	Depletion of natural capital, Development as causes of disaster and Rapid Population Growth, Epidemics.	Test
Week 10	Environmental Pollution, Industrial Accidents, Chemical Releases, Multipurpose Project	
Week 11	Resettlement Issues and Humanitarian Assistance in Emergencies, Floods-nature, frequency, hazards, Hydrographs, Urbanization and flooding . .	
Week 12	Drainage and Basins, dams barrages, Rivers diversions, influence on micro-climate, impact on flora and fauna. .	
Week 13	Landslides analysis, stability and safety factors, Coastal hazards, erosion, cyclone, sea level changes and its impact on coastal areas and coastal zone management and Climate change.	Test

Week 14	Emissions and global warming, impact on sea level in south Asian region environmental disruptions and their implications.	
Week 15	Diwali Break	
Week 16	Earth quakes- nature of destruction, seismic waves and designing, travel-time and location of epicenter, Earth quake resistant building and dams,Tsunamis-causes.	
Week 17	Volcanoes- nature, features, causes and types ,	Assignment
Week 18	Revision	

**Government PG College for Women, Rohtak**

**Lesson Plan for the session 2024-25**

**Teacher's Name: Dalip Kaur**

**Subject: Stock Market Operations**

**Class: M.Com 1st Semester**

<b>Week</b>	<b>Topics to be Covered</b>	<b>Assignments, Presentation and Test etc.</b>
1	Indian Security Market: Primary Market	
2	Secondary Market	

3	Listing of securities : Requirements, Procedure, listing conditions	Presentations
4	Delisting, NSE	Presentations
5	BSE	Inter Class Discussion
6	Foreign stock Exchanges: NYSE	Presentations
7	NASDAQ	Test Unit-1
8	OTCEI	General Discussion on Budgets and deficit
9	Risk Management in BSE & NSE	Presentations
10	Considerations in developing Index	Problem Discussion session
11	Methods of calculating Index	Test Unit-2
12	Various Indices of BSE & NSE	
13	DIWALI VACATIONS	
14	Stock market indices in foreign countries	Test Unit-3
15	Problem Discussion	Presentations
16	Revision	

**Government PG College for Women, Rohtak**

**Lesson Plan for the session-2024-25**

**Teacher's Name: Ms. Dalip Kaur**

**Subject: Financial Management**

**Class: B.Com (H) 5th sem**

<b>Week</b>	<b>Topics to be Covered</b>	<b>Assignments, Presentation and Test etc.</b>
1	Introduction to syllabus, meaning, concept of financial Management, objectives	

2	Functions of financial manager, financial management v/s financial accounting, other related areas	
3	Cost of capital	Oral Test
4	Cost of Capital Practical Sessions	Numerical Practice
5	Capitalisation, financial planning	
6	Leverage analysis	Presentation
7	Leverage analysis Practical session	Numerical Practice
8	EBIT-EPS Analysis	Test Unit-1
9	Capital Structure	Presentation
10	Capital structure practical session.	Numerical Practice
11	Dividend Decisions	Oral Test
12	Dividend Decisions Practical session	Numerical Practice
13	Working capital Management	Test Unit-2
14	Working capital Management continued	Presentation
15	DIWALI VACATIONS	
16	Management of marketable securities, cash & receivables	Test Unit-3
17	Receivables Management	Presentation
18	Revision	Presentation

**Lesson Plan for the session-2024-25**  
**Teacher's Name: Ms. Dalip Kaur**  
**Subject: Company Law**  
**Class: B.Com (H) 3rd sem**

<b>Week</b>	<b>Topics to be Covered</b>	<b>Assignments, Presentation and Test etc.</b>
1	Company: meaning and characteristics, its features	
2	Types of Companies	
3	Advantages and disadvantages of incorporation, lifting the corporate veil	Oral Test
4	Formation of Company: Promotion of Company	
5	Functions and importance of promoter	
6	Rights, duties and liabilities of promoter	Presentation
7	Memorandum of association	Numerical Practice
8	Memorandum of Association	Test Unit-1
9	Article of Association	Presentation
10	Article of Association	Presentations
11	Article of Association	Oral Test
12	Article of Association	Test Unit-2
13	Prospectus	
14	Prospectus	Presentation
15	DIWALI VACATIONS	
16	Borrowing power	Test Unit-3

17	Revision	Presentation
18	Problem Discussion	Presentation