

Name of College: Govt. P.G. College for Women, Rohtak		
Academic Session: 2024 - 2025Semester: EVEN		
Teacher Name: Dr Pushpdeep Dagar		
Subject: Corporate Tax		
Class: M.Com. 2nd sem		
Week of Month	Topics/Chapters to be covered	Assignment/ Tests to be given to the students
Week 1	Meaning of Corporate tax, Tax evasion, Tax avoidance, Tax planning,	
Week 2	Tax mgt.,Need for tax planning, Precautions ,Limitation	
Week 3	Tax planning with reference to location, nature	Written test of unit 1
Week 4	Different forms of organization of new business.. Tax Planning	
Week 5	Tax provisions relating to free trade zones, infrastructure sector, backward areas,	
Week 6	Tax issues relating to amalgamations	assignment from 2nd Unit
Week 7	Tax Planning relating to capital structure decisions	
Week 8	Tax planning in respect of own or lease.	
Week 9	Dividend policy, Inter corporate Dividends, Bonus share & debentures	
Week 10	Holi Vacations	Written Test of unit 3
Week 11	Tax planning in respect of sale of assets used for scientific research, Make or buy decisions, Repair replace	
Week 12	Repair replace, Renewal or renovation of an asset, Shut down/continue	
Week 13	Tax planning in respect of Tax Incentives to Exporter	Assignment from 3rd Unit
Week 14	Tax planning regarding Managerial Remuneration. Revision	
Week 15	Renewal or renovation of an asset, Shut down/continue	
Week 16	Tax planning in respect of selling in domestic or foreign market	
Week 17	Presentation and Discussion	Viva

Name of College: Govt. P.G. College for Women, Rohtak		
Academic Session: 2024 - 2025Semester: EVEN		
Teacher Name: Dr Pushpdeep Dagar		
Subject: Business Research Methods		
Class: M.Com. 4th sem		
Week of Month	Topics/Chapters to be covered	Assignment/ Tests to be given to the students

Week 1	Introduction to Business Research: Defining Research; Types of Research-Basic and Applied Research; Process of Research; Features of a Good Research Study;	
Week 2	Research Applications in Business Decisions, Formulation of the Research Problem and Development of the Research Hypotheses: Problem Identification	
Week 3	Definition; Process of Problem Identification; developing a research proposal;	Written test of unit 1
Week 4	Formulation of the Research Hypotheses, Test and Revision	
Week 5	Research Design: The Nature of Research Designs; Process of Formulation of Research Design,	
Week 6	Classification of Research Designs: Exploratory, Two-tiered, Experimental and Descriptive Research Design for Hypothesis Testing	assignment from 2nd Unit
Week 7	Experimental Research Studies: Concept and Classification of Experimental Designs; Validity in Experimentation	
Week 8	Factors affecting Internal Validity of Experiment; Factors affecting External Validity of Experiment; Methods to Control Extraneous Variables and Environments of Conducting Experiments.	
Week 9	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 10	Holi Vacations	Written Test of unit 3
Week 11	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	
Week 12	Sample Frame and Sampling Unit; Sampling Design; Sampling Techniques; Sample size Determination; Sampling and Non- Sampling Errors, Test and Revision.	
Week 13	Report Writing: Meaning, Functions and Types of Research Report, Steps of Planning Report Writing	Assignment from 3rd Unit
Week 14	Research Report Structure, Principles of Writing, Guidelines for Effective Documentation, Writing and	

	Typing the Report.	
Week 15	Research Briefings: Oral Presentation. Presentation of Results: Descriptive Presentation, Graphic Presentation	
Week 16	Diagrams, Pictures and Maps, Tabular Presentation, Difficulties in Presentation, Test and Revision	
Week 17	Presentation and Discussion	Viva

Name of College: Govt. College for Women, Rohtak

Academic Session: 2024-25 Semester: Even

Teacher's Name: Dr. Parmod Kumar

Subject: Statistical Financial Application

Class: B.Com. 2nd Sem. Sec: A

Week of Month	Topics/Chapters to be covered	Assignment/ Tests
Week 1	Probability Distribution: Binomial Distribution	
Week 2	Probability Distribution: Poisson Distribution	
Week 3	Probability Distribution: Normal Distribution	
Week 4	Correlation Analysis – meaning, significance, types and methods	
Week 5	Probable Error, Coefficient of determination	Class Test
Week 6	Holi Vacations	
Week 7	Regression analysis – Meaning, equations, lines.	
Week 8	Standard error of estimate, Difference between correlation and regression	
Week 9	Time Series - components, models	
Week 10	Trend analysis including second degree parabola and exponential formula	
Week 11	Measurement of seasonal cyclical and irregular variations, shifting the trend origin.	Class Test
Week 12	Measurement of seasonal cyclical, shifting the trend origin.	
Week 13	Statistical Decision Theory: Ingredients, expected opportunity loss	Assignments
Week 14	Optimal decisions with maximin, minimax	
Week 15	Bayes' principle (with prior, pre-posterior and posterior analysis)	
Week 16	Statistical Quality Control	Class Test
Week 17	Revision	

Name of College: Govt. College for Women, Rohtak
Academic Session: 2024-25 Semester: Even
Teacher's Name: Dr. Parmod Kumar and Dr. Savita (Sharing)
Subject: International Financial Management
Class: M.Com 2nd Sem

Week of Month	Topics/Chapters to be covered	Assignment/ Tests
Week 1	International Financial Management meaning and function	
Week 2	International Financial Environment: Multinational Corporation, Steps in Internationalization, International Financial Management meaning and function	
Week 3	International Economics crisis Developing Countries Debt Crisis, The East Asian Crisis (1997), Prime crisis, Financial Flows to Developing Countries	
Week 4	Overview of International Trade Theories, Economic Integration, Tariff and non Tariff Barriers to Trade. International Monetary System.	
Week 5	Foreign Exchange Market: Spot and forward Exchange Market, currency quotes, Quotation in Forward Market, Forward Premium or Discount, Arbitrage in Forward Market, Use of Forward Rates in deciding Prices of Exports.	Class Test
Week 6	Parity conditions in international finance and currency forecasting, Currency futures, options and swaps: Currency Futures: Features of Currency Futures, Comparison Between Forward and Futures Contract;	
Week 7	Currency Options: Important Terms relating to Options, Dealing in Currency Options, Put-Call Parity Relationship; Currency Swaps. Management of translation, transactions and economic Exposure.	
Week 8	Foreign exchange regulations and taxation issues: Types of taxes; Tax heavens; International Tax Management Strategy; The Modes of Double Taxation Relief;	
Week 9	Financing foreign trade: Types of Export Credit; Pre-shipment Export Credit; Post-shipment Export Credit; Types of Letters of Credit; Export Credit in Foreign Currencies;	Class Test
Week 10	Holi Vacations	
Week 11	Refinance from Reserve Bank of India; Role of Export Import Bank of India; Role of Export Credit Guarantee Corporation.	
Week 12	Cost of Capital for MNCs: Cost of Capital for MNCs vis-a-vis Domestic Firms; Cost of Capital across Countries; Determining cut-off rate for Foreign Projects Appraisal.	
Week 13	Capital budgeting for multinationals: Fundamentals of Evaluating Foreign Projects; Issues in Foreign Investment	Assignment

	Analysis, Working Capital Management in Domestic and Multinational Enterprises;	
Week 14	Intra Corporate Transfer of Funds; Transfer Pricing; Management of Blocked Funds; Multinational Cash Management; Receivables Management; Inventory Management.	
Week 15	Foreign direct investment: Global Trends in FDI; Factors Motivating FDI, FDI and some Subsequent Decisions, FDI and Host Government View; FDI and Taxation Issues	
Week 16	International portfolio investment: Benefits of International Investing; International Diversification; Barriers to International Diversification; Vehicles for Overcoming Capital Flow Barriers	
Week 17	Revision	Discussions

Name of College: Govt. College for Women, Rohtak

Academic Session: 2024-25 Semester: Even

Teacher's Name: Dr. Parmod Kumar

Subject: Marketing of Financial Services

Class: M.Com 2nd Sem

Week of Month	Topics/Chapters to be covered	Assignment/ Tests
Week 1	Role and contribution of the financial services	
Week 2	Changing environment of financial services	
Week 3	Understanding the financial services consumers.	
Week 4	Analysing marketing environment and developing marketing strategies	
Week 5	Financial services marketplace: structures	Class Test
Week 6	Financial services marketplace: products and participants.	
Week 7	Financial services mix-Product strategy	
Week 8	Advertising and promotion	
Week 9	Pricing , Distribution channels	
Week 10	Holi Vacations	Class Test
Week 11	Customer care and service quality.	
Week 12	Banking and insurance marketing,	

Week 13	Building society marketing,	Assignment
Week 14	Marketing of unit and investment trusts.	
Week 15	Marketing of various fee- based services and fund- based services	
Week 16	Revision	
Week 17	Discussion and revision of Assignment	Discussions

Name of College: Govt. P.G. College for Women, Rohtak		
Academic Session: 2024 - 2025 Semester: EVEN		
Teacher Name: Preeti Bansal		
Subject: Corporate Tax planning and Management		
Class: M.Com. 4th sem		
Week of Month	Topics/Chapters to be covered	Assignment/ Tests to be given to the students
Week 1	Meaning of Corporate tax, Tax evasion, Tax avoidance, Tax planning,	
Week 2	Tax mgt., Need for tax planning, Precautions, Limitation	
Week 3	Tax planning with reference to location, nature	Written test of unit 1
Week 4	Different forms of organization of new business.. Tax Planning	
Week 5	Tax provisions relating to free trade zones, infrastructure sector, backward areas,	
Week 6	Tax issues relating to amalgamations	assignment from 2nd Unit
Week 7	Tax Planning relating to capital structure decisions	
Week 8	Tax planning in respect of own or lease.	
Week 9	Dividend policy, Inter corporate Dividends, Bonus share & debentures	
Week 10	Holi Vacations	Written Test of unit 3
Week 11	Tax planning in respect of sale of assets used for scientific research, Make or buy decisions, Repair replace	
Week 12	Repair replace, Renewal or renovation of an asset, Shut down/continue	
Week 13	Tax planning in respect of Tax Incentives to Exporter	Assignment from 3rd Unit
Week 14	Tax planning regarding Managerial Remuneration. Revision	
Week 15	Renewal or renovation of an asset, Shut down/continue	
Week 16	Tax planning in respect of selling in domestic or foreign market	

Week 17	Presentation and Discussion	Viva
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Subject: Auditing

Class & Session: B.Com. (P) 6th Sem. (A & C) 2024-25 (Even)

Teacher: Preeti Bansal

Week of Month	Topics/Chapters to be covered	Topics of Assignment/ Tests given/ to be given to the students
Week 1	Introduction to the subject, meaning and objectives of auditing	
Week 2	Importance, limitations and Types of audit	
Week 3	Types of Audit, Audit Process and Program	
Week 4	Internal Control and Internal Check	
Week 5	Internal Control and Internal Check, Internal Audit	Class Test
Week 6	Routine Checking	
Week 7	Verification of Assets and Liabilities	
Week 8	Valuation of Assets	
Week 9	Appointment of Auditor Power Duties and Liabilities of Auditor	Class Test
Week 10	Holi Vacations	
Week 11	Vouching	
Week 12	Depreciation	Class Test
Week 13	Provisions and Reserves	
Week 14	Investigation	
Week 15	Audit Report	
Week 16	Duties and Liabilities of Auditor	
Week 17	Revision and Presentations	

Name of College: Govt. College for Women, Rohtak

Academic Session: 2024-25 Semester: Even

Teacher's Name: Dr. Savita

Subject: Statistical Financial Application

Class: B.Com. 2nd Sem. Sec: B

Week of Month	Topics/Chapters to be covered	Assignment/ Tests
Week 1	Probability Distribution: Binomial Distribution	
Week 2	Probability Distribution: Poisson Distribution	
Week 3	Probability Distribution: Normal Distribution	
Week 4	Correlation Analysis – meaning, significance, types and methods	
Week 5	Probable Error, Coefficient of determination	Class Test
Week 6	Holi Vacations	
Week 7	Regression analysis – Meaning, equations, lines.	
Week 8	Standard error of estimate, Difference between correlation and regression	

Week 9	Time Series - components, models	
Week 10	Trend analysis including second degree parabola and exponential formula	
Week 11	Measurement of seasonal cyclical and irregular variations, shifting the trend origin.	Class Test
Week 12	Measurement of seasonal cyclical, shifting the trend origin.	
Week 13	Statistical Decision Theory: Ingredients, expected opportunity loss	Assignments
Week 14	Optimal decisions with maximin, minimax	
Week 15	Bayes' principle (with prior, pre-posterior and posterior analysis)	
Week 16	Statistical Quality Control	Class Test
Week 17	Revision	

Name of College: Govt. College for Women, Rohtak

Academic Session: 2024-25 Semester: Even

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

Subject: International Financial Management

Class: M.Com 2nd Sem

Week of Month	Topics/Chapters to be covered	Assignment/ Tests
Week 1	International Financial Management meaning and function	
Week 2	International Financial Environment: Multinational Corporation, Steps in Internationalization, International Financial Management meaning and function	
Week 3	International Economics crisis Developing Countries Debt Crisis, The East Asian Crisis (1997), Prime crisis, Financial Flows to Developing Countries	
Week 4	Overview of International Trade Theories, Economic Integration, Tariff and non Tariff Barriers to Trade. International Monetary System.	
Week 5	Foreign Exchange Market: Spot and forward Exchange Market, currency quotes, Quotation in Forward Market, Forward Premium or Discount, Arbitrage in Forward Market, Use of Forward Rates in deciding Prices of Exports.	Class Test
Week 6	Parity conditions in international finance and currency forecasting, Currency futures, options and swaps: Currency Futures: Features of Currency Futures, Comparison Between Forward and Futures Contract;	

Week 7	Currency Options: Important Terms relating to Options, Dealing in Currency Options, Put-Call Parity Relationship; Currency Swaps. Management of translation, transactions and economic Exposure.	
Week 8	Foreign exchange regulations and taxation issues: Types of taxes; Tax heavens; International Tax Management Strategy; The Modes of Double Taxation Relief;	
Week 9	Financing foreign trade: Types of Export Credit; Pre-shipment Export Credit; Post-shipment Export Credit; Types of Letters of Credit; Export Credit in Foreign Currencies;	Class Test
Week 10	Holi Vacations	
Week 11	Refinance from Reserve Bank of India; Role of Export Import Bank of India; Role of Export Credit Guarantee Corporation.	
Week 12	Cost of Capital for MNCs: Cost of Capital for MNCs vis-a-vis Domestic Firms; Cost of Capital across Countries; Determining cut-off rate for Foreign Projects Appraisal.	
Week 13	Capital budgeting for multinationals: Fundamentals of Evaluating Foreign Projects; Issues in Foreign Investment Analysis, Working Capital Management in Domestic and Multinational Enterprises;	Assignment
Week 14	Intra Corporate Transfer of Funds; Transfer Pricing; Management of Blocked Funds; Multinational Cash Management; Receivables Management; Inventory Management.	
Week 15	Foreign direct investment: Global Trends in FDI; Factors Motivating FDI, FDI and some Subsequent Decisions, FDI and Host Government View; FDI and Taxation Issues	
Week 16	International portfolio investment: Benefits of International Investing; International Diversification; Barriers to International Diversification; Vehicles for Overcoming Capital Flow Barriers	
Week 17	Revision	Discussions

Name of College: Govt. College for Women, Rohtak

Academic Session: 2024-25 Semester: Even

Teacher's Name: Dr. Savita

Subject: Cost Accounting Standards and Financial Reporting

Class: M.Com 4th Sem

Week of Month	Topics/Chapters to be covered	Assignment / Tests
Week 1	Institute of Cost Accounts of India: Introduction, Meaning, Concept and history	
Week 2	Cost Accounting Standard Board: Introduction and origin, objectives and functions.	
Week 3	Generally Accepted Cost Accounting Principles: introduction, objectives, scope, nature of content and format	
Week 4	Conceptual framework of GACAP and its applicability, Cost Accounting Standards (CAS): need and statutory recognition of CAS. Overall recommendations of B. B. Goyal expert committee.	
Week 5	Outlines of CAS: Classification of cost (CAS-1), Overheads (CAS- 3), Material cost (CAS-6), Employee cost (CAS-7),	Class Test
Week 6	Direct expenses (CAS -10), Administrative Overheads (CAS-11), Repairs and Maintenance Cost (CAS-12), Cost of Service Cost Center (CAS - 13)	
Week 7	Selling and Distribution Overheads (CAS-15) Depreciation and Amortization (CAS - 16), Research and Development Costs (CAS-18), Joint Costs (CAS-19)	
Week 8	Capacity Determination (CAS-2), Cost of Production for Captive Consumption (CAS- 4), Determination of Average Cost of Transportation (CAS-5), cost of utilities (CAS-8)	
Week 9	Packing Material Cost (CAS-9), Pollution Control Cost (CAS-14): Introduction, objectives, assignment of cost, presentation and disclosure of CAS-14	
Week 10	Holi Vacations	
Week 11	Interest and Financing Charges (CAS-17): Introduction, objectives, scope, definition and explanation of terms used, principles of measurement, assignment of cost, presentation and disclosure of CAS-17, Royalty and Technical Know – How (CAS-20)	Class Test
Week 12	Quality control (CAS-21), Manufacturing cost (CAS-22), Latest amendments and development in CAS	
Week 13	Cost auditor (Appointment, Eligibility, Remuneration, Rights and Responsibilities, Functions, Appointing Authorities)	Assignments
Week 14	Cost Audit: meaning, concept, objectives, nature, scope, advantages of Cost Audit, Genesis of Cost Audit in India, types of Cost Audit, relevance of Cost Audit, usefulness of Cost Audit, Difference between Cost Audit and Cost Investigation.	
Week 15	Cost Auditing Standard -101):Planning on Audit of Cost Statements,(CAS - 102): Cost Audit Documentation, (CAS 103): Overall Objectives of Independent Cost Auditor	
Week 16	(CAS -104): Knowledge of Business, its process and the Business Environment, Cost Accounting Records Rules, General features of Cost	Class Test

	Accounting Records	
Week 17	Companies (Cost Records and Audit) Rules 2014	

Lesson Plan		
Name of College: Govt. P.G. College for Women, Rohtak		
Academic Session:2024-25 Semester: Even		
Name of the Lecturer: Dr. Renu and Dr. Savita		
Subject: Human Resources Management		
Class: M.Com 4th Semester		
Week of the Month	Topics to be Covered	Assignments, Presentation and Test etc.
Week 1	Human Resource Management- An Introduction, Nature, Features, Scope, Objectives and importance of Human Resource Management	
Week 2	Functions of Human Resource Management- Managerial and Operative, Functions; Qualification and Qualities of Human Resource Manager in an Organisation	
Week 3	Evolution and growth of Human Resource Management in India, Recent Techniques in Human Resource	Presentations
Week 4	Workers Participation in management (W.P.M): Concept, Need, Objectives and Forms of W.P.M	
Week 5	Prerequisites of effective participation , Evaluation of the scheme of W.P.M	
Week 6	Essential features, Functions and progress of Joint Management Councils in India	Presentations
Week 7	Causes of failure of Joint Management Councils,Trade Unions: Concept, Need, Functions and Objectives of Trade Unions	Class Test
Week 8	Origin, Growth and development of Trade Unions in India, Channel structure and selection decisions	
Week 9	Difficulties and Principal drawbacks of Trade Unions movement in India.	Class test
Week 10	Holi Vacations	
Week 11	Collective Bargaining: Concept, nature, Scope and functions of Collective Bargaining in India,	

Week 12	Essentials for the success of collective Bargaining in India. foreign sales agents, Basic export procedure and documentation	
Week 13	Employee Morale: Concept, Nature and significance of morale	Presentations
Week 14	Determinants of morale and measurement of morale.	
Week 15	Productivity: Concept and significance of productivity, Measurement of Productivity, Factors influencing Industrial productivity	
Week 16	Measures to Improve productivity and relationship between Morale and Starategy	
Week 17	Revision	

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

Academic Session: 2024-25 Semester: Even

Subject: Cost Accounting Name of Lecturers: Ms. Bhumika Gupta

Class: B.Com.6thSem.(Pass) Sec.C

Weekof Month	Topics/Chapters to be covered	Topics of Assignment/ Testsgiven/tobegiven to the students
Week1	Process costing : Normal Wastage, Abnormal Wastage	
Week2	Process costing : Abnormal Effectiveness, Joint Product	
Week3	Process Costing (Continued)	
Week4	Problems of process costing	Test of process costing
Week5	Contract Costing	
Week6	Contract Costing (Continued)	Test of contract costing
Week7	Budgetary control	
Week8	Budgetary control (Continued)	

Week9	Job and batch costing	
Week 10	Holi Vacations	
Week 11	Revision of Process costing and Contract costing	
Week 12	Marginal Costing	
Week 13	Marginal Costing (Continued)	Test of marginal costing
Week 14	Profit planning	
Week 15	Standard Costing	
Week 16	Standard Costing (Continued)	Test of standard costing
Week 17	Assignment collected and Viva of whole syllabus	

Name of College: Govt. PG College for Women, Rohtak		
Academic Session: 2024-25 Semester: Even		
Subject: Corporate Accounting Name of Lecturers: Ms. Bhumika Gupta		
Class B.com(H) 4 th		
Week of Month	Topics/Chapters to be covered	Topics of Assignment/ Tests given to the students
Week1	Amalgamation	
Week2	Amalgamation (Continued)	
Week3	Amalgamation (Continued)	

Week4	Internal Reconstruction	Test of Amalgamation
Week5	Accounts of Banking Companies	
Week6	Accounts of Banking Companies (Continued)	
Week7	Accounts of Banking Companies (Continued)	
Week8	Underwriting of shares and debentures	
Week9	Underwriting of shares and debentures (Continued)	Test of banking companies
Week 10	Holi Vacations	
Week 11	Liquidation of companies	
Week 12	Liquidation of companies (Continued)	Test of Liquidation of companies
Week 13	Double account system	
Week 14	Revision of Unit 1 and 2	
Week 15	Accounts of electricity companies	
Week 16	Accounts of electricity companies (Continued)	Test of unit 3
Week 17	Viva of whole syllabus	

Name of College: Govt. PG College for Women, Rohtak
Academic Session: 2024-25 Semester: Even
Subject: Business Statistics Name of Lecturers: Ms. Bhumika Gupta
Class: B.Com.4 th Sem.(Pass) vocational

Week of Month	Topics/Chapters to be covered	Topics of Assignment/ Testsgiven/tobegiven to the students
Week1	Probability	
Week2	Probability (Continued)	
Week3	Bayes Theorm	
Week4	Index Number- I	Test of probability
Week5	Index Number- II	
Week6	Revision of Index Number	Test of Index Numbere
Week7	Time series- I	
Week8	Time series- II	
Week9	Time series (Continued)	
Week 10	Holi Vacations	
Week 11	Binomial Distribution	
Week 12	Poisson Distribution	
Week 13	Normal distribution	
Week 14	Probability Distribution (Continued)	
Week 15	Revision of Probability Distribution	

Week 16	Problem solving session	
Week 17	Assignment collected and Viva of whole syllabus	
Name of College: Govt. PG College for Women, Rohtak		
Academic Session: 2024-25 Semester: Even		
Subject: DFB Name of Lecturers: Ms. Bhumika Gupta		
Class: B.com 2 nd Sem.		
Week of Month	Topics/Chapters to be covered	Topics of Assignment/ Tests given to the students
Week1	Concept of data, information and data processing, Levels or type of information, Uses of information, Business data Processing Cycle	
Week2	Communication: Basic elements of a Communication System, Forms of Data Transmission, Data transmission speed.	
Week3	Modes of Data Transmission: Analog and Digital data transmissions, Data Transmission Media; Wireless, Microwave, Fiber-optics, Communication Satellites.	
Week4	Computer Network, Advantages of Networking, Types of Computer Networks- LAN, MAN and WAN, Public and Private Network, Network Topologies.	
Week5	Meaning, Features and Benefits of E-Commerce. E-Commerce VS Traditional Commerce, Need for E-Commerce,	
Week6	Holi Vacations	
Week7	Elements and Applications of E-Commerce, Types of E-Commerce System: B2B, B2C, C2C, C2B, B2G and G2C. Meaning of E – Payment System. E - Payment System VS Traditional Payment System.	Test of Unit 1
Week8	Types of E- Payment Systems - Electronic Clearing Services, Credit and Debit Card Payments, Contactless Cards, Rupay Cards, UPI, RTGS, NEFT, IMPS, E-Money.	
Week9	Benefits and Limitations of E – Payment System, threats and Security Schemes of an electronic Payment Systems.	
Week 10	Introduction to Spreadsheets- Features-Components of Worksheet, Menu Bars. Working with worksheets-cells- Entering, editing, moving, copying, cutting, pasting, Inserting	

	and deleting of cells, rows and columns.	
Week 11	Basic text and cell formatting - Basic arithmetic calculation - Special paste - Freeze pane - Auto completion of series - Sort and filter - Creating and editing charts, Types of Chart, Print the worksheet.	Assignment on Spreadsheet.
Week 12	Perform calculations by using the SUM function, MIN and MAX functions, COUNT function, AVERAGE function. Perform logical operations by using the IF function, SUMIF function, AVERAGEIF function.	
Week 13	Presentation with Power- Point: Features of Power-point, Creating presentation the easy way, Title Bar, Menu Bar.	
Week 14	Toolbars - Creating a New presentation, Opening and Closing presentation - Save and Save As - Closing presentation.	
Week 15	Print Preview - Printing of presentation and Saving a presentation, Cut, Copy and Paste, Font, Color, Style and Size selection, inserting picture.	Presentation of PPT.
Week 16	Working with different views, graphics in Power Point, Sound effects and Animations effects.	Test of unit 3
Week 17	Revision of whole syllabus	

Lesson Plan		
Name of College: Govt. PG College for Women, Rohtak		
Academic Session: 2024-25 Semester: EVEN		
Subject: Subject: Corporate Accounting– II		
Name of Lecturer: Dr Anju		
Class: B.Com. 4th Sem. Sec. A and B		
Week of Month	Topics/Chapters to be covered	Tests given to the students
Week 1	Internal Reconstruction	Problem solution session
Week 2	Test: Internal Reconstruction	Problem solution session

Week 3	External Reconstruction in the nature of merger and purchase	Problem solution session
Week 4	External Reconstruction in the nature of merger and purchase	Problem solution session
Week 5	Test: External Reconstruction in the nature of merger and purchase	Problem solution session
Week 6	Liquidation of a company	Problem solution session
Week 7	Test: Liquidation of a company	Problem solution session
Week 8	Final Accounts of Banking company	Problem solution session
Week 9	Test: Final Accounts of Banking company	Problem solution session
Week 10	Holi Vacations	Assignment
Week 11	Accounts of Holding Companies	Problem solution session
Week 12	Accounts of Holding Companies	Problem solution session
Week 13	Accounts of Holding Companies	Problem solution session

Week 14	Test : Accounts of Holding Companies	Problem solution session
Week 15	Final Accounts of Banking company	Problem solution session
Week 16	Test: Final Accounts of Banking company	Problem solution session
Week 17	Problem solution session and Test covering all 4 unit	

Name of College: Govt. PG College for Women, Rohtak		
Academic Session: 2024-25 Semester: Even		
Subject: Advance Financial Accounting -Name of Lecturers: Dr. Anju		
Class: B.Com.(P) 2 nd Sem Sec A		
Week of Month	Topics/Chapters to be covered	Topics of Assignment/ Tests given/ to be given to the students
Week 1	Definition and Features of Partnership Accounts, Partners' Capital and Current Accounts, Profit and Loss Appropriation Account, Treatment of Goodwill in Partnership Accounts, Change in Profit Sharing Ratio	Problem solution session
Week 2	Admission of a Partner	Problem solution session
Week 3	Retirement of a Partner	Problem solution session
Week 4	Death of a Partner	Problem solution session
Week 5	Revision From Admission, Retirement, Death of a Partner	Assignment/Viva-voce/ Test of unit-I
Week 6	Holi Holidays	

Week 7	Dissolution of Partnership including Garner vs Murray excluding Gradual Realization	Problem session	solution
Week 8	Branch Accounts (including Foreign Branch) and Departmental Accounts.	Problem session	solution
Week 9	Branch Accounts (including Foreign Branch) and Departmental Accounts.	Assignment/Viva-voce/ Test of unit-II	
Week 10	Hire- Purchase and Instalments Excluding Hire Purchase Trading Account,	Problem session	solution
Week 11	Hire- Purchase and Instalments Excluding Hire Purchase Trading Account,	Problem session	solution
Week 12	Royalty Accounts	Problem session	solution
Week 13	Royalty Accounts	Assignment/Viva-voce/ Test of unit-III	
Week 14	Computerized accounting by using TALLY accounting software, Generating Reports by using computerized accounting system	Problem session	solution
Week 15	Cash Book; Single column and with Bank Column; Ledger Accounts, Trial Balance, Profit & Loss Account, Balance Sheet	Problem session	solution
Week 16	Cash Book; Single column and with Bank Column; Ledger Accounts, Trial Balance, Profit & Loss Account, Balance Sheet	Problem session	solution
Week 17	Cash Book; Single column and with Bank Column; Ledger Accounts, Trial Balance, Profit & Loss Account, Balance Sheet	Assignment/Viva-voce/ Test of unit-IV	

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

Academic Session: 2024-25 Semester: Even

Subject: Digital Fluency in Business -Name of Lecturers: Dr. Anju		
Class: B.Com.(P) 2 nd Sem Sec B (1-3 i.e. Monday Tuesday Wednesday)		
Week of Month	Topics/Chapters to be covered	Topics of Assignment/ Tests given/ to be given to the students
Week 1	Concept of data, information and data processing, Levels or type of information, Uses of information, Business data Processing Cycle. Communication: Basic elements of a Communication System	
Week 2	Forms of Data Transmission, Data transmission speed, Modes of Data Transmission: Analog and Digital data transmissions	
Week 3	Data Transmission Media; Wire- wireless, Microwave, Fiber-optics, Communication Satellites.	
Week 4	Computer Network, Advantages of Networking, Types of Computer Networks- LAN, MAN and WAN, Public and Private Network, Network Topologies.	Assignment/Viva-voce/ Test of unit-I
Week 5	Revision of Unit 1	
Week 6	Holi Holidays	
Week 7	Meaning, Features and Benefits of E-Commerce. E-Commerce VS Traditional Commerce, Need for E-Commerce, Elements and Applications of E-Commerce, Types of E-Commerce System: B2B, B2C, C2C, C2B, B2G and G2C.	
Week 8	Meaning of E – Payment System. E - Payment System VS Traditional Payment System. Types of E- Payment Systems - Electronic Clearing Services, Credit and Debit Card Payments, Contactless Cards, Rupay Cards, UPI, RTGS, NEFT, IMPS, E-Money. Benefits and Limitations of E – Payment System, threats and Security Schemes of an electronic Payment Systems.	Assignment/Viva-voce/ Test of unit-II
Week 9	Introduction to Spreadsheets- Features-Components of Worksheet, Menu Bars. Working with worksheets-cells- Entering, editing, moving, copying, cutting, pasting, Inserting and deleting of cells, rows and columns	

Week 10	Basic text and cell formatting - Basic arithmetic calculation Special paste - Freeze pane - Auto completion of series - Sort and filter - Creating and editing charts, Types of Chart, Print the worksheet.	
Week 11	Basic text and cell formatting - Basic arithmetic calculation Special paste - Freeze pane - Auto completion of series - Sort and filter - Creating and editing charts, Types of Chart, Print the worksheet.	
Week 12	Perform calculations by using the SUM function, MIN and MAX functions, COUNT function, AVERAGE function. Perform logical operations by using the IF function, SUMIF function, AVERAGEIF function.	
Week 13	Perform calculations by using the SUM function, MIN and MAX functions, COUNT function, AVERAGE function. Perform logical operations by using the IF function, SUMIF function, AVERAGEIF function.	Assignment/Viva-voce/ Test of unit-III
Week 14	Presentation with Power- Point: Features of Power-point, Creating presentation the easy way, Title Bar, Menu Bar,	
Week 15	Toolbars - Creating a New presentation, Opening and Closing presentation - Save and Save As - Closing presentation, Print Preview - Printing of presentation and Saving a presentation, Cut, Copy and Paste,	
Week 16	Toolbars - Creating a New presentation, Opening and Closing presentation - Save and Save As - Closing presentation, Print Preview - Printing of presentation and Saving a presentation, Cut, Copy and Paste,	
Week 17	Font, Color, Style and Size selection, inserting picture, working with different views, graphics in Power Point, Sound effects and Animations effects.	Assignment/Viva-voce/ Test of unit-IV

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

AcademicSession:2024-25 Semester :Even

Subject: Taxation Law-II Name of Lecturers: Deepak Kumar Chachda

Class: B.Com. 6thSem.Pass course Sec. B

Week of Month	Topics/Chapterstobecovered	Topics of Assignment/ Tests given/tobegiven to the students
Week1	IntroductiontoRebate&ReliefofTax&itsnumerical	
Week2	ComputationofTotal Income&itsnumerical	
Week3	LeftoverPartofnumericalofComputationofTotal Income & problem-solving session.	
Week4	ComputationofTaxLiabilityofIndividualsandits numerical	
Week5	Practiceofnumericalof ComputationofTaxLiability	
Week6	ProblemSolvingSession&IntroductiontoFilling& FilingofReturn(ITR-I)&Filling&FilingofReturn (ITR-II)	TestofComputationof Tax Liability
Week7	IntroductionofHUF(SchoolsofHUF)&Assessmentof HUF	
Week8	MeaningofPartnershipFirm&ComputationofIncome of Partnership Firm and its numerical.	
Week9	Continuation of the practice of its numerical and ComputationofincomeofAOP,BOI&anditstax liability	
Week 10	Holi Vacations	
Week 11	IncomeTaxAuthoritiesandTheirPowers,AssessmentProc edure & Filling of Income Tax Return	
Week 12	IntroductiontoPermanentAccountNumber,Typesof Assessment	
Week 13	MeaningofDeductionofTaxatSourceandItsRules	OralTestofIncomeTax Authorities and Their Powers

Week 14	Computation of Advance Payment of Tax and its numerical	Written Test of Type of Assessment
Week 15	Recovery and Refund of Tax, Appeals & Revision	
Week 16	Penalties, Offences & Prosecution	
Week 17	Revision of the whole syllabus	Viva of Penalties, Offences & Prosecution

Name of College: Govt. PG College for Women, Rohtak		
Academic Session: 2024-25 Semester: Even		
Subject: Business Documentation (24COM402MD01)		
Name of Extension Lecturer Deepak Kumar Chachda		
Class: B.SC Physical Science 2 Sem (Sec A+B)		
Week of Month	Topics/Chapters to be covered	Topics of Assignment/ Tests given/ to be given to the students
Week 1	Basic Documentation An Overview	
Week 2	Types of Business Documentation	
Week 3	Drafting of Business Document	Test
Week 4	Board Documents	Assignment
Week 5	Other Important Documents	
Week 6	Holi Holidays	
Week 7	Financial Documents	Test

Week 8	Banking Documents	
Week 9	Mutual Funds	
Week 10	Stock Market Documents	
Week 11	Types of Prospectus, Legal Requirements of Prospectus	Assignment
Week 12	Bill of Exchange	
Week 13	Various parties of Bill of Exchange	
Week 14	Promissory Notes	Test
Week 15	Parties to a Promissory Notes	
Week 16	Types of Bank Accounts	Test
Week 17	Revision of Syllabus	

LESSON PLAN		
Name of College: Govt. P.G. College for Women, Rohtak		
Academic Session: 2024-25 Semester: Even		
Name of Lecturer: Deepak Kumar Chachda		
Subject: Business Regulatory Framework– II		
Class: B.Com 4th Sem. Voc		
Week of Month	Topics/Chapters to be covered	Topics of Assignment/ Tests given/ to be given to the students
Week 1	Indian Partnership Act	
Week 2	Indian Partnership Act Continue	
Week 3	Indian Partnership Act Continue	Oral Test

Week 4	Negotiable Instruments Act	Revision of Unit-I
Week 5	Negotiable Instruments Act Continue	
Week 6	Negotiable Instruments Act Continue	
Week 7	Negotiable Instruments Act Continue	
Week 8	Sales of Goods Act	Assignment of Unit-I & II
Week 9	Sales of Goods Act Continue	Written Test of Unit- II
Week 10	Holi Vacations	
Week 11	Sales of Goods Act Revision	
Week 12	Sales of Goods Act Revision	
Week 13	RTI Act : Features, Rights and Importance	Assignment of Unit- III
Week 14	RTI Act Continue	
Week 15	RTI Act Continue	
Week 16	Revision of the whole syllabus	Viva Voce
Week 17	Revision of the whole syllabus	Viva Voce

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

Academic Session: 2024-25 Semester: Even

Subject: BUSINESS REGULATORY FRAMEWORK- II

Name of Lecturers: Dr. Preeti Malik

Class: B.Com.4th Sem. Pass Course Sec.(A)

Week of Month	Topics/Chapters to be covered	Topics of Assignment/ Tests given/to be given to the students
Week1	Indian Partnership Act	
Week2	Indian Partnership Act Continue	
Week3	Indian Partnership Act Continue	Oral Test
Week4	Negotiable Instruments Act	Revision of Unit-I

Week5	Negotiable Instruments Act Continue	
Week6	Negotiable Instruments Act Continue	
Week7	Negotiable Instruments Act Continue	
Week8	Sales of Goods Act	Assignment of Unit-I & II
Week9	Sales of Goods Act Continue	
Week 10	Holi Vacations	
Week 11	Sales of Goods Act Continue	Written Test of Unit- II
Week 12	Sales of Goods Act Revision	
Week 13	RTI Act : Features, Rights and Importance	Assignment of Unit- III
Week 14	RTI Act Continue	Written Test of Unit- III
Week 15	RTI Act Continue	Written Test of Unit- IV
Week 16	Revision of the whole syllabus	Viva Voce
Week 17	Revision of the whole syllabus	Viva Voce

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

Academic Session: 2024-25 Semester: Even

Subject: Financial Institutions and Markets

Name of Lecturers: Dr. Preeti Malik

Class: B.Com.4th Sem. (Hons)

Week of Month	Topics/Chapterstobecovered	Topics of Assignment/ Testsgiven/tobegiven to the students
Week1	An Overview of Indian Financial Institutions	
Week2	EXIM bank of India, NABARD	
Week3	Credit, RBI	Oral Test
Week4	Money Market	Assignment of Unit-I
Week5	Money Market continue	
Week6	Primary Market	Written Test of Unit- I
Week7	Secondary Market	
Week8	Merchant Banking	Assignment of Unit- II
Week9	Revision of Unit- III	Written Test of Unit- II
Week 10	Holi Vacations	
Week 11	Venture Capital	Written Test of Unit- III
Week 12	Venture Capital Continue	
Week 13	Lease Financing and Hire Purchase	Assignment of Unit- III
Week 14	Lease Financing and Hire Purchase	
Week 15	Revision of Unit-IV	
Week 16	Revision of the whole syllabus	Viva Voce

Week 17	Revision of the whole syllabus	Viva Voce

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

Academic Session: 2024-25 Semester: Even

Subject: Business Statistics- II

Name of Lecturers: Dr. Preeti Malik

Class: B.Com.4th Sem. Pass Course (A & B)

Week of Month	Topics/Chapterstobecovered	Topics of Assignment/ Testsgiven/tobegiven to the students
Week1	Index Numbers	
Week2	Index Numbers continue	
Week3	Index Numbers continue	
Week4	Index Numbers continue	Assignment of Unit-I
Week5	Analysis of Time Series	Written Test of Unit- I
Week6	Analysis of Time Series continue	
Week7	Analysis of Time Series continue	
Week8	Revision of Unit- I & II	Written Test of Unit- II
Week9	Theory of Probability	
Week 10	Holi Vacations	Assignment of Unit- II
Week 11	Theory of Probability continue	
Week 12	Theory of Probability continue	
Week 13	Probability Distribution	Written Test of Unit- III

Week 14	Probability Distribution continue	
Week 15	Probability Distribution continue	
Week 16	Probability Distribution continue	Written Test of Unit- IV
Week 17	Revision of the whole syllabus	Viva Voce

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

Academic Session: 2024-25 Semester: Even

Subject: Advance Financial Accounting -Name of Lecturers: Ms. PAYAL

Class: B.Com.(P) 2nd Sem Sec D

Week of Month	Topics/Chapters to be covered	Topics of Assignment/ Tests given/ to be given to the students
Week 1	Definition and Features of Partnership Accounts, Partners' Capital and Current Accounts, Profit and Loss Appropriation Account, Treatment of Goodwill in Partnership Accounts, Change in Profit Sharing Ratio	
Week 2	Admission of a Partner,	
Week 3	Retirement of a Partner,	
Week 4	Death of a Partner.	Assignment/Viva-voce/ Test of unit-I
Week 5	Dissolution of Partnership including Garner vs Murray excluding Gradual Realization	
Week 6	Holi Holidays	
Week 7	Dissolution of Partnership including Garner vs Murray excluding Gradual Realization	

Week 8	Branch Accounts (including Foreign Branch) and Departmental Accounts.	
Week 9	Branch Accounts (including Foreign Branch) and Departmental Accounts.	Assignment/Viva-voce/ Test of unit-II
Week 10	Hire- Purchase and Instalments Excluding Hire Purchase Trading Account,	
Week 11	Hire- Purchase and Instalments Excluding Hire Purchase Trading Account,	
Week 12	Royalty Accounts	
Week 13	Royalty Accounts	Assignment/Viva-voce/ Test of unit-III
Week 14	Computerized accounting by using TALLY accounting software, Generating Reports by using computerized accounting system	
Week 15	Cash Book; Single column and with Bank Column; Ledger Accounts, Trial Balance, Profit & Loss Account, Balance Sheet	
Week 16	Cash Book; Single column and with Bank Column; Ledger Accounts, Trial Balance, Profit & Loss Account, Balance Sheet	
Week 17	Cash Book; Single column and with Bank Column; Ledger Accounts, Trial Balance, Profit & Loss Account, Balance Sheet	Assignment/Viva-voce/ Test of unit-IV

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

Academic Session: 2024-25 Semester: Even

Subject:PUBLIC RELATION

Name of Lecturers: Ms. PAYAL

Class: B.Com.(Voc) 4th Sem

Week of Month	Topics/Chapters to be covered	Topics of Assignment/ Tests given/ to be given to the students
Week 1	Meaning ,nature,need of public relation	
Week 2	Importance ,functions,areas of public relation	
Week 3	Process of public relation and its evaluation	
Week 4	Public relation media	Assignment/Viva-voce/ Test of unit-I
Week 5	Public relation media through different channels	
Week 6	Public relation through exhibition and fairs	
Week 7	Marketing and public relation	
Week 8	Integrated marketing communication	Assignment/Viva-voce/ Test of unit-II
Week 9	Customer and dealer relation	
Week 10	Holi Holidays	
Week 11	Vendor and employee relation	
Week 12	Negotiating skills and public relation	
Week 13	Public relation in india	Assignment/Viva-voce/ Test of unit-III

Week 14	Historical perspective of public relation	
Week 15	Public relation in context of land and people	
Week 16	Socio economic spectrum in public relation	
Week 17	Revision	Assignment/Viva-voce/ Test of unit-IV

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

Academic Session: 2024-25 Semester: Even

Subject: Corporate accounting

Name of Lecturers: Ms. PAYAL

Class: B.Com.(Voc) 4th Sem

Week of Month	Topics/Chapters to be covered	Topics of Assignment/ Tests given/ to be given to the students
Week 1	Internal reconstruction	
Week 2	Internal reconstruction	
Week 3	Amalgamation	
Week 4	Amalgamation	Assignment/Viva-voce/ Test of unit-I
Week 5	Amalgamation	
Week 6	Liquidation of company	
Week 7	Liquidation of company	
Week 8	Liquidation of company	Assignment/Viva-voce/ Test of unit-II
Week 9	Financial reporting	

Week 10	Holi Holidays	
Week 11	Financial reporting	
Week 12	Final accounts of banking companies	
Week 13	Final accounts of banking companies	Assignment/Viva-voce/ Test of unit-III
Week 14	Accounts of holding companies	
Week 15	Accounts of holding companies	
Week 16	Accounts of holding companies	
Week 17	Revision	Assignment/Viva-voce/ Test of unit-IV

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

Academic Session: 2024-25 Semester: Even

Subject: Project planning -Name of Lecturers: Ms. PAYAL

Class: B.Com.(hons) 6th sem

Week	Topics	Topics of Assignment/ Tests given/ to be given to the students
1	Project Planning: Planning, strategy and Capital Allocation	
	Generation and Screening of Project Ideas	
2	Market analysis	
3	Demand analysis	
4	Technical Analysis, financial Estimates	

5	Projections, Time Value Money,	
6	Investment Criteria	Test
7	Project Cash Flows, The Cost of Capital, Stand Alone Risk analysis,	
8	Risk analysis- Market and Firm Risk, Special Decision Situations,	
9	Social Cost Benefit analysis, Multiple Projects and Constraints	Test
10	Holi vacations	
11	Strategic and Organisational considerations.	
12	Financing: Financing of Projects, financing Infrastructure Projects,	
13	Venture capital and Private Equity	Test
14	Implementation: Project Management,	
15	Network Techniques for Project Management	
16	Project Review and Administrative Aspects	Viva of Whole Syllabus

Name of College: Govt. PG College for Women, Rohtak		
Academic Session: 2024-25 Semester: Even		
Subject: Financial Management Name of Lecturers: Dr Mukta Soni		
Class: B.Com. 6th Sem. Pass course Sec. C		
Week of Month	Topics/Chapters to be covered	Topics of Assignment/ Tests given/to be given to the students
Week 1	Introduction of Financial Management, Meaning, Nature and Scope of Financial Management, Importance and Functions of Financial Management.	
Week 2	Objectives of Financial Management, Finance and related disciplines, Financial Planning	
Week 3	Meaning, Nature of Working Capital. Types of Working Capital, Determinates of working Capital. Issues of working Capital Management.	
Week 4	Techniques of Working Capital Forecasting, Numericals of Working Capital Management	
Week 5	Management of Cash and Marketable Securities	Written test of Working Capital Management

Week6	Numericals of Management of cash and Marketable Securities.	
Week7	Meaning of Receivable Management and its Numericals	
Week8	Meaning of Capitalisation, Over Capitalisation and Under Capitalisation, Meaning of Leverage	.
Week9	Types of Leverage: Operating, Financial and Combined and its Numericals	
Week 10	Holi Vacations	
Week 11	EBIT-EPS Analysis and its Numericals	Written Test of Leverage
Week 12	Meaning and Nature of Capital Structure, Theories of Capital Structure	
Week 13	Continuation of theories of capital structure and its Numericals.	
Week 14	Meaning of Dividend Policy, Type of Dividend Policy, Forms of Dividend, Determinants of Dividend Policy	Assignment of Theories of Capital Structure
Week 15	Models of Dividend policy and their numericals.	
Week 16	Continuation of Numericals of Dividend Policy.	
Week 17	Revision of Syllabus	Assignment of Dividend Policy

Name of College: Govt. PG College for Women, Rohtak		
Academic Session: 2024-25 Semester: Even		
Subject: Business Documentation (MDC) Name of Lecturers: Dr Mukta Soni		
Class: B.A. Math Hons and B.SC Home Science . (Multidisciplinary) (4-6 Days)		
Week of Month	Topics/Chapter to be covered	Topics of Assignment/ Tests given/to be given to the students

Week1	Business Documentation: A Technical Communication Skill, Meaning of Business documents, SOPs, KPI,	
Week2	Advantages of business documentation, Principles of Business Documentation.	
Week3	Types of Business Documents, Steps in creating (drafting) business documents, Precautions in drafting business documents.	
Week4	Board documents: Auditor's report, Directors' report, Committee report. Other major business documents: Partnership deed, Trust deed.	
Week5	Memorandum of Association, Article of Association.	Assignment on Business Documentation.
Week6	Holi Vacations	
Week7	Certificate of registration or incorporation, License agreement, Lease agreement.	
Week8	Commercial building safety certificate, Sales deed, No objection certificate.	
Week9	Stamp duty, Employee offer letter, Salary Slip.	
Week 10	Banking Documents: Cheque, Demand Draft, Withdrawal slip.	
Week 11	Pass book, Bank statement, Credit card statement, Pay-in-slip.	
Week 12	Mutual Funds and Stock market documents: Key information memorandum.	
Week 13	Scheme information document, Statement of additional information.	

Week 14	Investment Management Agreement, Prospectus.	Written Test of Banking Documents.
Week 15	Current Account, Fixed Deposit Account, Term Account	
Week 16	Preparing Bill of Exchange and Promissory Note	
Week 17	Revision of Syllabus	

Name of College: Govt. PG College for Women, Rohtak		
Academic Session: 2024-25 Semester: Even		
Subject: Fundamentals of Accounting (24COM402MI01)		
Name of Lecturers: Dr Mukta Soni		
Class: BCA 2 nd Sem (1-4 Days)		
Week of Month	Topics/Chapters to be covered	Topics of Assignment/ Tests given/to be given to the students
Week 1	Accounting: Meaning, Objectives	
Week 2	Scope, Limitations and Users of Accounting Information.	
Week 3	Basic Accounting Terms; Accounting Principles	
Week 4	Double Entry System	
Week 5	Double Entry System.	Assignment
Week 6	Holi Vacations	
Week 7	Recording of Transactions in Journal; Ledger	
Week 8	Recording of Transactions in Journal; Ledger	

Week9	Sub-Division of Journal: Cash Book, Single Column Cash Book	
Week 10	Cash Book with Bank Column, Petty Cash Book	
Week 11	Purchase Book, Sales Book, Purchase Return Book, Sales Return Book, Journal Proper	
Week 12	Trial Balance	
Week 13	Financial Statements:Trading Account	
Week 14	Profit and LossAccount	Written Test
Week 15	BalanceSheet of sole proprietary business	
Week 16	BalanceSheet of sole proprietary business (With Adjustment)	
Week 17	Revision of Syllabus	

NameofCollege: Govt.PGCollegeforWomen,Rohtak		
AcademicSession:2024-2 5Semester:Even		
Subject: Cost Accounting –II Code: 6.02)		
NameofLecturers:Dr Mukta Soni		
Class:B.Com 6 th Sem Sec B		
Weekof Month	Topics/Chapterstobecovered	Topics of Assignment/ Testsgiven/tobegiven to the students
Week1	Process Costing : Meaning; Uses	
Week2	Preparation of process account, Treatment of Normal Wastage, Abnormal Wastage, Abnormal Effectiveness;	
Week3	Treatment of opening and closing stock (Excluding Work in Progress): Joint - Product and By -	

	Product: Main methods of apportionment of Joint cost. Inter process profits.	
Week4	Contract Costing – meaning, main features, preparation of contract account	
Week5	Escalation clause; contract near completion; cost plus contract. Job and batch costing.	Assignment
Week6	Budgetary control – meaning of budget and budgetary control, budgetary control as a management tool,	
Week7	limitations of budgetary control, forecasts and budgets, installation of budgetary control system, classification of budgets, fixed and flexible budgeting	
Week8	performance budgeting, zero based budgeting and responsibility accounting.	
Week9	Standard Costing : meaning, limitations, standard costs and budgeted costs,	
Week 10	Holi Vacations	
Week 11	determination of standard cost, cost variances, direct material and direct labour only.	
Week 12	Marginal Costing and Profit planning: Marginal costing, Absorption costing,	
Week 13	Marginal cost, Cost volume Profit analysis, BEP Analysis, Key factor, BE chart, angle of incidence	
Week 14	concept of decision- making and steps involved, determination of sales mix, make or buy Decisions.	Written Test
Week 15	determination of sales mix, make or buy Decisions.	

Week 16	Key factor, BE chart, angle of incidence	
Week 17	Revision of Syllabus	

Name of College: Govt. College for Women, Rohtak

Academic Session: 2024 - 2025 Semester: EVEN

Subject: Business Statistical application Name of Extension Lecturer: Dr.Arti

Class: B.Com. 2nd Sem ,Sec C&D

Week of Month	Topics/Chapters to be covered	Topics of Assignment/ Tests given/ to be given to the students
Week 1	Probability Distribution	
Week 2	continue	
Week 3	Continue	
Week 4	Continue	
Week 5	Correlation	
Week 6	Continue	
Week 7	Holi Vacation	
Week 8	Regression	TEST
Week 9	Continue	
Week 10	Continue	
Week 11	Time series	
Week 12	Continue	
Week 13	Continue	
Week 14	Continue	
Week 15	Statistical decision theory	
Week 16	Continue	
Week 17	Continue	
Week 18	revision	

Name of College: Govt. College for Women, Rohtak

Academic Session: 2024 - 2025 Semester: EVEN

Subject: Business Documentation Name of Extension Lecturer: Dr.Arti

Class: B.Sc(PHY HONS). 2nd Sem

Week of Month	Topics/Chapters to be covered	Topics of Assignment/ Tests given/ to be given to the students
Week 1	Business documentation	

Week 2	continue	
Week 3	Continue	
Week 4	Continue	
Week 5	Unit 2 types &etc	
Week 6	Continue	
Week 7	Holi Vacation	
Week 8	Banking documents	TEST
Week 9	Continue	
Week 10	Continue	
Week 11	Time series	
Week 12	Continue	
Week 13	Continue	
Week 14	Continue	
Week 15	Filing of account	
Week 16	Continue	
Week 17	Continue	
Week 18	revision	

Name of College: Govt. College for Women, Rohtak

Academic Session: 2024 - 2025 Semester: EVEN

Subject: Fundamentals of accounting Name of Extension Lecturer: Dr.Arti

Class: BBA. 2nd Sem ,

Week of Month	Topics/Chapters to be covered	Topics of Assignment/ Tests given/ to be given to the students
Week 1	Accounting	
Week 2	continue	
Week 3	Continue	
Week 4	Continue	
Week 5	Double entry system,	
Week 6	Continue	
Week 7	Holi Vacation	
Week 8	journal,ledger	TEST
Week 9	Continue	
Week 10	Continue	
Week 11	Cash book	
Week 12	Continue	
Week 13	Continue	
Week 14	Continue	
Week 15	Trial balance,trading,P&L account	
Week 16	Continue	

Week 17	Continue	
Week 18	revision	

Name of College: Govt. College for Women, Rohtak

Academic Session: 2024 - 2025 Semester: EVEN

Subject: Business Regulatory Framework Name of Extension Lecturer: Dr.Arti

Class: B.Com. 4th Sem ,Sec B

Week of Month	Topics/Chapters to be covered	Topics of Assignment/ Tests given/ to be given to the students
Week 1	Indian Partnership Act	
Week 2	continue	
Week 3	Continue	
Week 4	Continue	
Week 5	Negotiable instrument act	
Week 6	Continue	
Week 7	Continue	
Week 8	Continue	TEST
Week 9	Continue	
Week 10	Holi Vacation	
Week 11	Sales of good act	
Week 12	Continue	
Week 13	Continue	
Week 14	Continue	
Week 15	Right to information act	
Week 16	Continue	
Week 17	Continue	
Week 18	revision	

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

Academic Session: 2024-25 Semester: Even

Subject: Advance Financial Accounting -Name of Lecturers: Ms. Preeti Panchal

Class: B.Com.(P) 2nd 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	Definition and Features of Partnership Accounts, Partners' Capital and Current Accounts, Profit and Loss Appropriation Account, Treatment of Goodwill in Partnership Accounts, Change in Profit Sharing Ratio	
Week 2	Admission of a Partner,	
Week 3	Retirement of a Partner,	
Week 4	Death of a Partner.	Assignment/Viva-voce/ Test of unit-I
Week 5	Dissolution of Partnership including Garner vs Murray excluding Gradual Realization	
Week 6	Holi Holidays	
Week 7	Dissolution of Partnership including Garner vs Murray excluding Gradual Realization	
Week 8	Branch Accounts (including Foreign Branch) and Departmental Accounts.	
Week 9	Branch Accounts (including Foreign Branch) and Departmental Accounts.	Assignment/Viva-voce/ Test of unit-II
Week 10	Hire- Purchase and Instalments Excluding Hire Purchase Trading Account,	
Week 11	Hire- Purchase and Instalments Excluding Hire Purchase Trading Account,	
Week 12	Royalty Accounts	
Week 13	Royalty Accounts	Assignment/Viva-voce/ Test of unit-III

Week 14	Computerized accounting by using TALLY accounting software, Generating Reports by using computerized accounting system	
Week 15	Cash Book; Single column and with Bank Column; Ledger Accounts, Trial Balance, Profit & Loss Account, Balance Sheet	
Week 16	Cash Book; Single column and with Bank Column; Ledger Accounts, Trial Balance, Profit & Loss Account, Balance Sheet	
Week 17	Cash Book; Single column and with Bank Column; Ledger Accounts, Trial Balance, Profit & Loss Account, Balance Sheet	Assignment/Viva-voce/ Test of unit-IV

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

Academic Session: 2024-25 Semester: Even

Subject: Fundamentals of Accounting -Name of Lecturers: Ms. Preeti Panchal

Class: B.A (English) Hons. 2nd Sem

Week of Month	Topics/Chapters to be covered	Topics of Assignment/ Tests given/ to be given to the students
Week 1	Accounting: Meaning, Objectives, Scope, Limitations and Users of Accounting Information	
Week 2	Basic Accounting Terms;	
Week 3	Basic Accounting Terms;	
Week 4	Accounting Principles.	Assignment/Viva-voce/ Test of unit-I
Week 5	Double Entry System	
Week 6	Holi Holidays	
Week 7	Double Entry System	
Week 8	Recording of Transactions in Journal;	

Week 9	Ledger	Assignment/Viva-voce/ Test of unit-II
Week 10	(i)Sub-Division of Journal: Cash Book, Single Column Cash Book and Cash Book with Bank Column,	
Week 11	(i)Sub-Division of Journal: Cash Book, Single Column Cash Book and Cash Book with Bank Column,	
Week 12	Cash Book (ii) Purchase Book, Sales Book,	
Week 13	Purchase Return Book, Sales Return Book, Journal Proper	Assignment/Viva-voce/ Test of unit- III
Week 14	Trial Balance; (ii) Financial Statements:Trading Account,	
Week 15	Profit and LossAccountandBalanceSheet of sole proprietarybusiness (With Adjustment)	
Week 16	Profit and LossAccountandBalanceSheet of sole proprietarybusiness (With Adjustment)	
Week 17	Profit and LossAccountandBalanceSheet of sole proprietarybusiness (With Adjustment)	Assignment/Viva-voce/ Test of unit-IV

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

Academic Session: 2024-25 Semester: Even

Subject: Media Management

Name of Lecturers: Ms. Preeti Panchal(1-3 day) & Ms. Dalip(4-6 days)

Class: B.Com.(Voc) 4th Sem

Week of Month	Topics/Chapters to be covered	Topics of Assignment/ Tests given/ to be given to the students
Week 1	Media: Meaning, Nature, Scope. Different types of media and their nature and characteristics	

Week 2	Media Research-Meaning, Characteristics, Role of Media Research, Conduct of Media Research, Media Decisions – Deciding on the Reach,	
Week 3	Frequency and Impact of Media, Choosing among Major Media Types,	
Week 4	Selecting Specific Media Vehicles, Deciding on Media Timing	Assignment/Viva-voce/ Test of unit-I
Week 5	Media Planning and Strategy: Meaning and Importance, Media Planning Indicators, The Media Class; Development of Media Plan-Market Analysis,	
Week 6	Establishing Media Objectives, Developing and Implementing Media Strategies, Media Mix	
Week 7	Target Market Coverage, Media Reach and Frequency, Media Vehicles, Determining Relative Cost of Media;	
Week 8	Problems in Media Planning; Media Buying – Meaning and Steps; Media Scheduling – Meaning and Methods of Media Scheduling	Assignment/Viva-voce/ Test of unit-II
Week 9	Media Evaluation: Evaluation of Broadcast Media - Advantages, Disadvantages, Buying TV Time, Buying Network Time, Syndication, Time Period and Programme Selection, Cable Television; Radio- Advantages and Disadvantages.	
Week 10	Holi Holidays	
Week 11	Evaluation of Print Media - Classification of News Papers, Different types of News Paper Advertising, Advantages and Limitations of Newspaper Advertising	

Week 12	Purchasing Newspaper Space, Magazines- Consumer Magazines and Business Publications, Advantages and Limitations,	
Week 13	Buying Magazine Space. Suitability of Each Medium in Advertising Programmes - How Audience is Measured, and Media Time and Space is Purchased	Assignment/Viva-voce/ Test of unit-III
Week 14	Support Media: Outdoor Media – Meaning, Types, Advantages and Limitations,	
Week 15	Transit Advertising - Meaning, Types, Advantages and Limitations,	
Week 16	Cinema and Videos - Meaning, Types, Advantages and Limitations, Internet – Features of Net Advertising	
Week 17	Types of Internet Advertising, Audience Measurement, Buying Internet Time and Space. Selecting an Appropriate Media.	Assignment/Viva-voce/ Test of unit-IV

Name of College: Govt. PG College for Women, Rohtak		
Academic Session: 2024-25 Semester: Even		
Subject: Taxation Law-II Name of Lecturers: Ms. Jyoti Rani		
Class: B.Com. 6th Sem. Pass course 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 Rebate & Relief of Tax & its numerical	
Week 2	Computation of Total Income & its numerical	
Week 3	Leftover Part of numerical of Computation of Total Income & problem-solving session.	

Week 4	Computation of Tax Liability of Individuals and its numerical	
Week 5	Practice of numerical of Computation of Tax Liability	
Week 6	Problem Solving Session & Introduction to Filling & Filing of Return (ITR-I) & Filling & Filing of Return (ITR-II)	Test of Computation of Tax Liability
Week 7	Introduction of HUF (Schools of HUF) & Assessment of HUF	
Week 8	Meaning of Partnership Firm & Computation of Income of Partnership Firm and its numerical.	
Week 9	Continuation of the practice of its numerical and Computation of income of AOP, BOI & and its tax liability	
Week 10	Holi Vacations	
Week 11	Income Tax Authorities and Their Powers, Assessment Procedure & Filling of Income Tax Return	
Week 12	Introduction to Permanent Account Number, Types of Assessment	
Week 13	Meaning of Deduction of Tax at Source and Its Rules	Oral Test of Income Tax Authorities and Their Powers
Week 14	Computation of Advance Payment of Tax and its numerical	Written Test of Type of Assessment
Week 15	Recovery and Refund of Tax, Appeals & Revision	
Week 16	Penalties, Offences & Prosecution	
Week 17	Revision of the whole syllabus	Viva of Penalties, Offences & Prosecution

Name of College: Govt. PG College for Women, Rohtak		
Academic Session: 2024-25 Semester: Even		
Subject: Financial Management Name of Lecturers: Ms. Jyoti Rani		
Class: B.Com. 6th Sem. Pass course Sec. B		
Week of Month	Topics/Chapters to be covered	Topics of Assignment/ Tests given/ to be given to the students
Week 1	Introduction of Financial Management, Meaning, Nature and Scope of Financial Management, Importance and Functions of Financial Management.	
Week 2	Objectives of Financial Management, Finance and related disciplines, Financial Planning	
Week 3	Meaning, Nature of Working Capital. Types of Working Capital, Determinates of working Capital. Issues of working Capital Management.	
Week 4	Techniques of Working Capital Forecasting, Numericals of Working Capital Management	
Week 5	Management of Cash and Marketable Securities	Written test of Working Capital Management
Week 6	Numericals of Management of cash and Marketable Securities.	
Week 7	Meaning of Receivable Management and its Numericals	
Week 8	Meaning of Capitalisation, Over Capitalisation and Under Capitalisation, Meaning of Leverage	.
Week 9	Types of Leverage: Operating, Financial and Combined and its Numericals	
Week 10	Holi Vacations	

Week 11	EBIT-EPS Analysis and its Numericals	Written Test of Leverage
Week 12	Meaning and Nature of Capital Structure, Theories of Capital Structure	
Week 13	Continuation of theories of capital structure and its Numericals.	
Week 14	Meaning of Dividend Policy, Type of Dividend Policy, Forms of Dividend, Determinants of Dividend Policy	Assignment of Theories of Capital Structure
Week 15	Models of Dividend policy and their numericals.	
Week 16	Continuation of Numericals of Dividend Policy.	
Week 17	Revision of Syllabus	Assignment of Dividend Policy

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

Academic Session: 2024-25 Semester: Even

Subject: Business Documentation (MDC) Name of Lecturers: Ms. Jyoti Rani

Class: B.A. 2nd Sem. (Multidisciplinary) (1-3 Days)

Week of Month	Topics/Chapters to be covered	Topics of Assignment/ Tests given/ to be given to the students
Week 1 (First 3 Days)	Business Documentation: A Technical Communication Skill, Meaning of Business documents, SOPs, KPI,	
Week 2	Advantages of business documentation, Principles of Business Documentation.	
Week 3	Types of Business Documents, Steps in creating (drafting) business documents, Precautions in drafting business documents.	
Week 4	Board documents: Auditor's report, Directors' report, Committee report. Other major business documents: Partnership deed, Trust deed.	
Week 5	Memorandum of Association, Article of Association.	Assignment on Business Documentation.

Week 6	Holi Vacations	
Week 7	Certificate of registration or incorporation, License agreement, Lease agreement.	
Week 8	Commercial building safety certificate, Sales deed, No objection certificate.	
Week 9	Stamp duty, Employee offer letter, Salary Slip.	
Week 10	Banking Documents: Cheque, Demand Draft, Withdrawal slip.	
Week 11	Pass book, Bank statement, Credit card statement, Pay-in-slip.	
Week 12	Mutual Funds and Stock market documents: Key information memorandum.	
Week 13	Scheme information document, Statement of additional information.	
Week 14	Investment Management Agreement, Prospectus.	Written Test of Banking Documents.
Week 15	Current Account, Fixed Deposit Account, Term Account	
Week 16	Preparing Bill of Exchange and Promissory Note	
Week 17	Revision of Syllabus	

Government PG College for Women, Rohtak

Lesson Plan for the session 2024-25

Teacher's Name: Dr. Dalip Kaur

Subject: Strategic Financial Management

Class: M.Com 2nd Semester

Week(s)	Topics/Chapters to be covered	Assignments, Presentation and Test etc
Week 1	Introduction to strategic Financial Management (SFM), Concept and related terms, strategy and strategist	
Week 2	Strategic investigation of growth or Profit leakages. Conceptual Framework of SFM	
Week 3	SBU's, Responsibility accounting, value chain analysis	
Week 4	Value chain analysis, Cost benefit analysis, life cycle costing, Activity based and objective based costly accounting	Oral Test Unit-1
Week 5	Economic value addition, Owner value added, Inflation accounting, cost of capital for an enterprise.	Case Discussion
Week 6	Cost of capital for an enterprise.	Presentations
Week 7	Financial performance appraisal: various parameters of measuring profitability, investment turnover and solvency. Trade-off between liquidity and profitability.	Presentations
Week 8	Capital Structure: Main Parameters of capital structure, turnover ratio, incremental turnover ratios, important parameters used in stock market	
Week 9	Ratio analysis for financial performance, inter period and intercompany comparison for performance appraisal	
Week 10	Holi Vacations	
Week 11	Strategic use of weighted average cost of capital, Detailed discussion on each source of finance, strategy of financing incremental investment.	Test Unit-2
Week 12	Projection of working capital (WC) requirement: financing of WC, managing Important component of	Presentations

	WC	
Week 13	Designing credit policy by using discounting cash flow techniques, innovative ideas for maximizing its effect of credit policy and minimizing the block up of funds in receivables, innovative use of supply chain and distribution chain for managing WC.	Presentations
Week 14	Investment appraisal techniques, Benchmarking of investment appraisal, uses of DCF methods in decision making, strategic wage planning and capital.	
Week 15	Financial aspects of supply chain management and distribution chain management, innovative approach to internal cost-profit-analysis.	Test Unit-3
Week 16	Financial aspects of corporate restructure, valuation of business enterprises, ethical aspects of SFM.	
Week 17	Viva- Voce and Revision	

Government PG College for Women, Rohtak

Lesson Plan for the session 2024-25

Teacher's Name: Dr. Dalip Kaur

Subject: Production Management

Class: M.Com 2nd Semester

Week(s)	Topics/Chapters to be covered	Assignments, Presentation and Test etc
Week 1	Production Management: Meaning, Nature and Scope of Production Management; Evolution of production function; Production Process	
Week 2	Organization of production function; Relationship between production and other functions, Production system and productivity, measures to improve productivity, types of production system.	

Week 3	Production Planning: Objectives, Need and Types of Production planning	Presentations
Week 4	Production planning techniques, Factors influencing Production Planning, Elements (functions) of PPC- Planning, Routing, Loading, scheduling, Dispatching, progressing, and inspection.	
Week 5	Production Control: Objectives, elements and fields of production control	Test Unit-1
Week 6	Control techniques, Production Control in different Production Systems	
Week 7	Break-even analysis and Gantt chart.	
Week 8	Plant Location: Nature, objectives and significance, Theories of location	Presentations
Week 9	factors influencing plant location. Plant Layout: Objectives of plant layout and different types of plant layouts; factors affecting plant layout, Methods of plant layout, Plant layout procedures and workstation design.	Presentations
Week 10	Holi Vacations	
Week 11	Material Handling: Significance, objectives of material handling, principles of economic material handling, Types of material handling equipment.	
Week 12	Quality Control: Scope, objectives and organization	Test Unit-2
Week 13	Quality Control Techniques. Plant Maintenance: Scope, objectives, types; Maintenance programme Techniques & Organization.	
Week 14	Inventory Control: Objectives of Inventory control, Inventory classification- ABC Analysis, VED Analysis, FMS Analysis. Standardization and Codification.	Presentations
Week 15	Value Engineering: Concept and objectives of value engineering.	Test Unit -3 & 4
Week 16	Revision	

Week 17	Viva-Voce	
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Name of College: Govt. PG College for Women, Rohtak		
Academic Session: 2024-25 Semester: Even		
Subject: Income tax law and administration(BCH-6.03) Name of Lecturers: Ms. Harsh		
Class: B.Com. hons. 6th Sem.		
Week of Month	Topics/Chapters to be covered	Topics of Assignment/ Tests given/ to be given to the students
Week 1	Introduction to Rebate & Relief of Tax & its numerical	
Week 2	Computation of Total Income & its numerical	
Week 3	Leftover Part of numerical of Computation of Total Income & problem-solving session.	
Week 4	Computation of Tax Liability of Individuals and its numerical	
Week 5	Practice of numerical of Computation of Tax Liability	
Week 6	Problem Solving Session & Introduction to Filling & Filing of Return (ITR-I) & Filling & Filing of Return (ITR-II)	Test of Computation of Tax Liability
Week 7	Introduction of HUF (Schools of HUF) & Assessment of HUF	
Week 8	Meaning of Partnership Firm & Computation of Income of Partnership Firm and its numerical.	

Week 9	Continuation of the practice of its numerical and Computation of income of AOP, BOI & and its tax liability	
Week 10	Holi Vacations	
Week 11	Income Tax Authorities and Their Powers, Assessment Procedure & Filling of Income Tax Return	
Week 12	Introduction to Permanent Account Number, Types of Assessment	
Week 13	Meaning of Deduction of Tax at Source and Its Rules	Oral Test of Income Tax Authorities and Their Powers
Week 14	Computation of Advance Payment of Tax and its numerical	Written Test of Type of Assessment
Week 15	Recovery and Refund of Tax, Appeals & Revision	
Week 16	Penalties, Offences & Prosecution	
Week 17	Revision of the whole syllabus	Viva of Penalties, Offences & Prosecution

Name of College: Govt. PG College for Women, Rohtak		
Academic Session: 2024-25 Semester: Even		
Subject: Business Ethics (BCH-4.02) Name of Lecturers: Ms. Harsh		
Class: B.Com. hons. 4th Sem.		
Week of Month	Topics/Chapters to be covered	Topics of Assignment/ Tests given/ to be given to the students
Week 1	Thinking conceptually about Politics	
Week 2	Liberty	
Week 3	Equality, Justice	

Week 4	Rights and Recognition	
Week 5	The idea of a good society. Concept of Business Ethics.	
Week 6	Domain of Politics and ethics: Democracy and Welfare State,	Test of Unit-1
Week 7	Market and Globalization.	
Week 8	Approaches to Moral Reasoning: Consequentialism, Deontologism, Teleological reasoning.	
Week 9	Continue- Above Approaches	Assignment of Unit-2
Week 10	Holi Vacations	
Week 11	Politics and Ethics in Business: Corporate Code of Ethics. a) Environment b) Accountability c) Responsibility d) Leadership e) Diversity Corporate	
Week 12	Social Responsibility. Arguments For and Against;	
Week 13	Strategic Planning and corporate social Responsibility;	
Week 14	Corporate Philanthropy. Corruption, corporate scandals, whistle blowing,	Written Test of Unit-3
Week 15	insider trading, discrimination: Gender Sensitization: Meaning, Definition, Gender Roles, Gender Equality,	
Week 16	Gender Differentiation, Crucial Role of Gender Sensitization in Gender Mainstreaming, , Sex Ratio as per Census of India 2011, Role of Government in Gender Sensitization	
Week 17	Revision of the whole syllabus	Viva of whole syllabus

Name of College: Govt. PG College for Women, Rohtak		
Academic Session: 2024-25 Semester: Even		
Subject: Company law-II (BCH-4.03) Name of Lecturers: Ms. Harsh		
Class: B.Com. hons. 4th Sem.		
Week of Month	Topics/Chapters to be covered	Topics of Assignment/ Tests given/ to be given to the students
Week 1	Shares: - Types of shares;	
Week 2	Allotment of Shares	
Week 3	Transfer and Transmission of shares;	
Week 4	Paperless Trading – Benefits and Procedure; Need for educating investors	
Week 5	Depository System –meaning and importance;	
Week 6	Share capital: - Meaning and forms of capital; Alteration of share capital; Reduction of share capital; Further issue of share capital;	Test of Unit -1
Week 7	Rights of pre-emption of shares. Shareholders and Members: - Difference between Shareholders and members;	
Week 8	Modes of acquiring membership; termination of membership; who may be members? Rights and Liabilities of members.	
Week 9	Meeting of Company: - Essentials of valid meeting; meetings of Shareholders: - Annual general meeting; Extra- ordinary general meeting	Test of Unit-2
Week 10	Holi Vacations	
Week 11	Meetings of board of directors; Proxy; Voting, Notice, Agenda and Minutes of Meeting	

Week 12	Directors: - Duties, Powers, Liabilities,	
Week 13	Appointment and removal of directors.	
Week 14	Winding Up: - Meaning; Winding up by the Tribunal-Petition for winding up; Voluntary winding up;	Test of Unit-3
Week 15	Powers and Duties of company Liquidator, consequences of winding up..	
Week 16	Continue winding up	Test of Unit-4
Week 17	Revision of the whole syllabus	Viva of all syllabus

Name of College: Govt. PG College for Women, Rohtak		
Academic Session: 2024-25 Semester: Even		
Subject: Corporate Law II (4.04) Name of Lecturers: Ms. Harsh		
Class: B.Com. Vocational 4th Sem.		
Week of Month	Topics/Chapters to be covered	Topics of Assignment/ Tests given/ to be given to the students
Week 1	Shares: -Types of shares;	
Week 2	Allotment of Shares	
Week 3	Transfer and Transmission of shares;	
Week 4	Paperless Trading – Benefits and Procedure; Need for educating investors	
Week 5	Depository System –meaning and importance;	

Week 6	Share capital: - Meaning and forms of capital; Alteration of share capital; Reduction of share capital; Further issue of share capital;	Test of Unit -1
Week 7	Rights of pre-emption of shares. Shareholders and Members: - Difference between Shareholders and members;	
Week 8	Modes of acquiring membership; termination of membership; who may be members? Rights and Liabilities of members.	
Week 9	Meeting of Company: - Essentials of valid meeting; meetings of Shareholders: - Annual general meeting; Extra- ordinary general meeting	Test of Unit-2
Week 10	Holi Vacations	
Week 11	Meetings of board of directors; Proxy; Voting, Notice, Agenda and Minutes of Meeting	
Week 12	Directors: - Duties, Powers, Liabilities,	
Week 13	Appointment and removal of directors.	
Week 14	Winding Up: - Meaning; Winding up by the Tribunal-Petition for winding up; Voluntary winding up;	Test of Unit-3
Week 15	Powers and Duties of company Liquidator, consequences of winding up..	
Week 16	Continue winding up	Test of Unit-4
Week 17	Revision of the whole syllabus	Viva of all syllabus

Government PG College for Women, Rohtak

Lesson Plan: 2024-25

Teacher's Name: Dr. Mamta Ranga

Subject: Production Management

Class: M.Com. 4th Sem

Sr. No.	Time Period	Topics to be Covered	Assignments, Presentation and Test etc.
1	Week 1	Concept of Production Management, Background of Production Management, Different Aspects of Production Management, Production Management - Five P's	
2	Week 2	Production Management - Objectives, Scope, Functions and Organisation, Problems	
3	Week 3	Benefits of Production Management, Relationship with Other Areas, Present & Future Scenario of Production Management	
4	Week 4	Types of Production System - Intermittent Production, Flow Production, Process Planning	
5	Week 5	Process Analysis - Stages, Process Analysis - Techniques, Process of Plant Location	Class Test
6	Week 6	Theories of Plant Location, Influencing Factors, Facilities Location Planning, Important Techniques For Location Decisions	Presentations
7	Week 7	Importance of Plant Location, Quantitative Models of Location, Consequences of Improper Location	Presentations
8	Week 8	Recent Developments, Plant Layout -Meaning, Objectives, Principles, Plant Layout - Cost & Importance	
9	Week 9	Advantage and Factor Influencing, Procedure For New Plant, Types of Plant Layouts	Class Test
10	Week 10	Holi Vacations	
11	Week 11	Techniques of Plant Layout, Production Planning - Concept, Need and Types	Presentations
12	Week 12	Production Planning - Concept, Need and Types, Techniques	Presentations
13	Week 13	Factors Influencing Production Planning, Production Control - Meaning, Objectives and Elements	Class Test
14	Week 14	Control Techniques, Production Control in Different Production Systems, Benefits and Limitations	Discussion on topics of assignment
15	Week 15	Quality Control - Meaning and Scope, Principles of Quality Control, Quality Control - Objectives and Organisation	Presentations
16	Week 16	Quality Control - Tools and Techniques, Maintenance Programme Techniques and Organisation	
17	Week 17	Revision	Viva-Voce

Government PG College for Women, Rohtak

Lesson Plan: 2024-25

Teacher's Name: Dr. Mamta Ranga			
Subject: Goods and Service Tax (GST) & Customs Law			
Class: B.Com. 6th Semester Pass Course (Sec. – A, B & C)			
Sr. No.	Time Period	Topics to be Covered	Assignments, Presentation and Test etc.
1	Week 1	Introduction, Overview of GST	
2	Week 2	Salient feature of GST, Benefit of GST, Concept of GST, Important Definition	
3	Week 3	Constitutional Framework of Goods and Service Tax, Supply under GST	Group Discussion
4	Week 4	Meaning and Scope of Supply including Composite and Mixed Supply	
5	Week 5	Levy and Collection including Reverse Charge Mechanism	Group Discussion
6	Week 6	Tax on Electronic Commerce Operator (ECO); Exemption from GST; Composition Levy	
7	Week 7	Place of Supply:- Within State/Union Territory, Interstate, Import and Export	Written Test
8	Week 8	Time of Supply of Goods and Services; Value of Supply including Valuation Rules; Input Tax Credit: -Eligibility and Conditions for taking Input Tax Credit	
9	Week 9	Apportionment of Credit and Blocked Credit, ITC in case of Banking Company and Financial Institutions	Viva-Voce
10	Week 10	Holi Vacations	
11	Week 11	ITC availability in Special Circumstances, Reversal of ITC on Switching to Composition Levy or Exit from tax-paying Status	
12	Week 12	Transfer of ITC on account of change in Constitution of Registered Person, Input Service Distributors	Written Test
13	Week 13	Registration; Issue of invoices:- Tax Invoice, Revised Tax Invoice, Credit Note, Debit Note, Bill of Supply, Receipt Voucher	
14	Week 14	Refund Voucher, Payment Voucher, Invoices in special cases. ; E-way Bill; Payment of Taxes;	Assignments
15	Week 15	Custom Duty : Important Definitions, Types, Importance, Document required for Import	Written Test
16	Week 16	Document required for Import and Export Procedure: Export Promotion Scheme	
17	Week 17	Revision	Viva-Voce

Lesson Plan

Name of Assistant/Associate Professor : Dr Ruchi (Lecturer on Extension Basis) Academic

Session: 2024-25 Semester: Even Semester

Class and Section : B.Com (P) -6th Semester Section A Subject :

Cost Accounting-II

Week	Topics	Topics of Assignment/ Tests given/ to be given to the students
1	Meaning of Budget & Budgetary Control	
	Zero Base Budgeting	
	Performance Budgeting	
	Responsibility Accounting	Test
2	Concept of Marginal Costing	
	Calculation of Marginal Cost	
	Marginal Costing as a tool for Decision Making	
3	Concept of Cost Volume Profit Analysis	
	Break Even Analysis	
4	Margin of Safety and Practice	Test
5	Standard Costing	
	Material Variance Analysis	
6	Labour Variance Analysis	
7	Concept of process costing	
	Preparation of process cost accounts	
	Treatment of normal wastage	
	Treatment of Abnormal Wastage	
8	Treatment of Abnormal Effectiveness	
	Process having opening and closing stock	
9	Concept of Joint Product & By Product	
	Method of Apportionment of Joint cost	Test
10	Contract Costing: Concept, Specimen of Contract Account	
11	Determination of P/L on Contract	
12	Concept of Incomplete Contracts	
13	Escalation Clause & Practice	
	Cost Plus Contract	
14	Job Costing & Practice	
15	Batch Costing & Practice	
16	Revision, Clearance of Doubts	Viva of Whole Syllabus

Lesson Plan

Name of Assistant/Associate Professor : Dr Ruchi (Lecturer on Extension Basis)

Academic Session: 2024-25 Semester: Even Semester

Class and Section : B.Com (H) -6th Semester

Subject : Accounting for Managers

Week	Topics to be Covered	Assignments, Presentation and Test etc.
1	Capital Budgeting: Meaning, nature, need and importance	
2	Capital Budgeting appraisal methods and Capital Rationing	
3	Marginal Costing: meaning, advantages, marginal costing and absorption costing, Cost-Profit-Volume Analysis: Break Even Point, Margin of Safety and P/V Ratio,	
4	Concept of key factor. Break-Even Chart and its types.	
5	Financial Statements: -Forms of financial statements, uses, nature, importance, Limitations	
6	Approaches and tools of analysis.	
7	Management Accounting: - evolution, meaning, objectives, nature, scope,	
8	Functions, techniques and limitations.	Class test
9	Ratio analysis: meaning, objectives, limitations; and types of ratios.	Assignment/Presentation- I
10	Cash Flow Statement: meaning, objectives, limitations and accounting procedure.	Class test
11	Valuation of assets	Assignment/Presentation- II
12	Accounting for Price level Changes.	
13	Standard Costing: Meaning, advantages, limitation, applications, setting of standards, variance analysis, Including material variance	
14	Labour variance	
15	Overhead variance.	Final Class Test
16	Revision, Clearance of Doubts	

Lesson Plan

Name of Assistant/Associate Professor : Dr Pushpdeep Dagar & Dr Ruchi (Lecturer on Extension Basis)

Academic Session: 2024-25 Semester: Even Semester

Class and Section : B.Com (P) -1st Semester Section A & C

Subject : Digital Fluency in Business

Week	Topics	Topics of Assignment/ Tests given/ to be given to the students
1	Concept of data, information and data processing, Levels or type of information, Uses of information	
2	Business data Processing Cycle. Communication: Basic elements of a Communication System, Forms of Data Transmission	
3	Data transmission speed, Modes of Data Transmission: Analog and Digital data transmissions, Data Transmission Media; Wire-wireless, Microwave, Fiber-optics Communication Satellites	
4	Computer Network, Advantages of Networking, Types of Computer Networks- LAN, MAN and WAN, Public and Private Network, Network Topologies	Test
5	Meaning, Features and Benefits of E-Commerce. E-Commerce VS Traditional Commerce, Need for E-Commerce, Elements and Applications of E-Commerce,	
6	Types of E-Commerce System: B2B, B2C,C2C,C2B,B2G and G2C. Meaning of E – Payment System. E - Payment System VS Traditional Payment System.	
7	Types of E- Payment Systems - Electronic Clearing Services, Credit and Debit Card Payments, Contactless Cards, Rupay Cards, UPI, RTGS,NEFT, IMPS, E-Money.	
8	Benefits and Limitations of E – Payment System, threats and Security Schemes of an electronic Payment Systems.	Test
9	Introduction to Spreadsheets- Features-Components of Worksheet, Menu Bars. Working with worksheets-cells-	

	Entering, editing, moving, copying, cutting, pasting, Inserting and deleting of cells, rows and columns	
10	Basic text and cell formatting - Basic arithmetic calculation - Special paste - Freeze pane - Auto completion of series - Sort and filter - Creating and editing charts	
11	Types of Chart, Print the worksheet. Perform calculations by using the SUM function,	
12	MIN and MAX functions, COUNT function, AVERAGE function. Perform logical operations by using the IF function, SUMIF function, AVERAGEIF function.	Test
13	Presentation with Power- Point: Features of Power-point, Creating presentation the easy way, Title Bar, Menu Bar	
14	Toolbars - Creating a New presentation, Opening and Closing presentation - Save and Save As - Closing presentation	
15	Print Preview - Printing of presentation and Saving a presentation, Cut, Copy and Paste, Font, Color, Style and Size selection	
16	inserting picture, working with different views, graphics in Power Point, Sound effects and Animations effects.	Viva of Whole Syllabus

Academic Session: 2024 - 2025 Semester: EVEN

Subject: Business Environment & International Business

Name of Assistant Professor: Dr. Sonia

Class: B.Com. 6thSem(H)

Week of Month	Topics/Chapters to be covered	Topics of Assignment/ Tests given/ to be given to the students
Week 1	Business Environment	
Week 2	Agriculture in India	
Week 3	balance of payments	

Week 4	Problems of Growth	
Week 5	Role of Govt. in Indian Economy	Presentations
Week 6	Industrial Policy	
Week 7	International Business	Assignment
Week 8	International Business Environment	TEST/ Group Discussion
Week 9	foreign exchange	
Week 10	VACATION	
Week 11	REVISION, PROBLEM	
Week 12	Theories of International Trade	
Week 13	Balance of Payment	Test
Week 14	role of WTO,IMF and World Bank in international trade	
Week 15	Assessing International markets;	
Week 16	international logistics and distribution	Presentations
Week 17	REVISION, PROBLEM	

Name of Assistant Professor: Dr. Sonia

Subject: International Marketing

Class: M.Com 4th Semester

Week of the Month	Topics to be Covered	Assignments, Presentation and Test etc.
1	Introduction to International Marketing: Nature and significance; Complexities in international marketing	
2	Transition from domestic to transnational marketing, International market orientation – EPRG framework,	
3	International market entry strategies, External environment -geographical	
4	International Marketing Environment: Internal environment, political and legal environment, demographic, economic, socio-cultural	Presentations

5	Foreign Market Selection: Global market segmentation, Impact of environment on international marketing decisions	Presentations
6	International Marketing Planning, Organising and Control, Selection of foreign markets; international positioning	Class Test
7	Issues in international marketing planning; International marketing information system, Information technology and international marketing;	Presentations

8	Organising and controlling International marketing operations, Emerging Issues and developments in international marketing, Ethical and social issues	
9	International marketing of services, Impact of globalisation,	Presentations/ Assignment
10	Holi Vacation	
11	New product development; Management of international brands	Presentations
12	Packaging and labeling; Provision of sales related services	Presentations
13	Product Decisions: Product planning for global markets; Standardization vs. product adaptation	
14	Pricing Decisions: Environmental influences on pricing decisions, international pricing policies and strategies	Class test
15	Promotion Decisions: Complexities and issues	Discussion on topics of assignment
16	International advertising, personal selling, Sales Promotion and public relations	
17	Revision	

Name of the Assistant Professor: Dr. Sonia		
Subject: Marketing Management		
Class: B.Com(Pass) Sec.(B) 4th Semester		
Week of the Month	Topics to be Covered	Assignments, Presentation and Test etc.

Week 1	Introduction of Market, Marketing and Marketing Management, Different Marketing Approach , Marketing Functions	
Week 2	Importance of Marketing, Role of Marketing in the Economic Development, Difference between Marketing and Selling	

Week 3	Major problems of Marketing in India, Objectives of Marketing, Marketing Concepts: Traditional and Modern, Difference between Old and New Concept	
Week 4	Market Segmentation: concept, importance, objectives, Methods of Market Segmentation, Market Segmentation Strategies, Product Differentiation and Market Segmentation	
Week 5	Consumer Behaviour: meaning, nature, significance, Difficulties in understanding Consumer Behaviour	Class Test
Week 6	Scope of Consumer Behaviour, Product Planning: meaning, features, objectives and elements, Product Development: meaning, nature, elements, Scope of Product Planning and Development	Presentations
Week 7	Development of New Product: meaning, Stages of New Product Development, Failure of New Product	Presentations
Week 8	New product development process	
Week 9	Product Life Cycle: meaning, features, Stages of Product Life Cycle, Different Shapes of Product Life Cycle Marketing Strategies during the Product Life Cycle	Class test/Assignment
Week 10	Holi Vacation	
Week 11	Product Pricing: meaning, importance, Pricing objectives, Pricing Policies, Factors affecting Pricing Policies	Discussion on topics of assignment

		nt
Week 12	Procedure of Price Determination, Pricing Methods, Discount Policies, Non- price Competition	Presentations
Week 13	Branding: meaning, importance, limitations, Difference between Brand and Trademark, Brand Policies and Strategies, Brand Testing	

Week 14	Advertising: meaning, objectives, Functions of Advertising, Advantages and Disadvantages of Advertising, Principles of an effective Advertising	Presentations
Week 15	Advertising Media: Press Advertising, Outdoor Advertising, Mail Advertising, Entertainment Advertising and Promotional Advertising, Factors affecting the selection of Advertising Media	
Week 16	Evaluation of Advertising Effectiveness: objectives, Methods of Evaluating Advertising Effectiveness, Difficulties in Evaluating Advertising Effectiveness	Presentation
Week 17	Sales Promotion: meaning, objectives, Tools of Sales promotion, Functions of Sales Promotion, Publicity and Public Relations	

Teacher's Name: Dr. Sonia

Subject Name: Retail Management & Sales Procedure

B.com (Hons.) 6th Sem.

Paper Code: BCH 6.06

Week of the Month	Topics to be Covered	Assignment/ Presentation/ GD/ Tests
1	Introduction: Meaning, nature, scope, importance, growth and present size. Career option in retailing;	
2	Technology induction in retailing; Future of retailing in India.	
3	Types of Retailing: Stores classified by owners; Stores classified by merchandising categories; Wheel of retailing;	
4	Traditional retail formats vs. modern retail formats in India; Store and non-store based formats;	
5	Cash and carry business - Meaning, nature and scope; Retailing models – Franchiser franchisee, directly owned;	
6	Wheel of retailing and retailing life cycle; Co-operation and conflict with other retailers	Assignment
7	Management of Retailing Operations: Retailing management and "the total performance model;	Test-1
8	Functions of retail management; Strategic retail management process.	
9	Retail planning actiimportance and process; Developing retailing strategies,	
10	Holi Vacation	
11	objectives, on plans, pricing strategies and location strategies.	Test-2
12	Presentation	
13	Presentation	
14	Presentation	
15	Presentation	
16	Presentation	
17	Presentation	

Lesson Plan

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

Academic Session: **2024-2025**

Semester: **EVEN**

Subject: **Secretarial Practices**

Name of Lecturer: **Sachin Sapra**

Class: **B.Com. (P) 4th Sem.** Code: 4.06

Sec.: -**A,B**

Week of Month	Topics/Chapters to be covered	Topics of Assignment/ Tests given/ to be given to the students
Week 1	Meaning, definitions, functions, duties, responsibilities of Company Secretary	
Week 2	Powers, Appointment, Procedure Qualifications and Disqualifications	
Week 3	Position and Removal of Company Secretary.	
Week 4	Duties of Company Secretary regarding formation of Memorandum of Associations and Articles of Associations and their alterations	
Week 5	Duties of Company secretary regarding issue of share certificate, share warrant and share stock	
Week 6	Duties of Company secretary regarding Calls in arrear, forfeiture and re-issue of shares, transfer and transmission of shares.	
Week 7	Duties of Company Secretary regarding meetings, requisites of a valid meeting,	
Week 8	Continue	
Week 9	Holi Vacations	
Week 10	Secretarial duties regarding meetings of shareholders, meetings of Board of Directors	
Week 11	Continue	
Week 12	Company Secretary and Motion and Resolution	
Week 13	Continue	
Week 14	Company Secretary and Voting and Proxy.	
Week 15	Revision	
Week 16	Revision	

Lesson Plan

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

Academic Session: **2024-2025**

Semester: **EVEN**

Subject: **Corporate Law**

Name of Lecturer: **Sachin Sapra**

Class: **B.Com. (P) 4th Sem.** Code: 4.04

Sec.: -**A,B**

Week of Month	Topics/Chapters to be covered	Topics of Assignment/ Tests given/ to be given
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		to the students
Week 1	Depository System- Meaning and importance, Paperless Trading.	
Week 2	Shares: - share and stock; Allotment of Shares Share certificate and share warrant;	
Week 3	Transfer and Transmission of shares; Calls and Forfeiture of shares. Surrender of shares.	
Week 4	Share capital: - Meaning and forms of capital; Alteration of share capital; Reduction of share capital; Further issue of share capital; Rights of pre-emption of shares.	
Week 5	Continue	
Week 6	Shareholders and Members: - Difference between Shareholders and members; Modes of acquiring membership;	
Week 7	Termination of membership; who may be members? Rights and Liabilities of members.	
Week 8	Meeting of Company: - Essentials of valid meeting; meetings of Shareholders: - Statutory meeting.	
Week 9	Holi Vacations	
Week 10	Annual general; meeting; Extra-ordinary general meeting; meetings of board of directors; Proxy; Voting, Notice, Agenda and Minutes of meetings	
Week 11	Continue	
Week 12	Directors: - Duties, Powers, Liabilities,	
Week 13	Appointment and removal of directors	
Week 14	Winding Up: - Meaning; Compulsory winding up; Voluntary winding up; Winding up	
Week 15	Continue	
Week 16	Revision	

Lesson Plan

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

Academic Session: 2024-25 Semester: EVEN

Subject: Auditing Name: NIRMALA SONI

Class: B.Com. 6th Sem. Sec. B

Week of Month	Topics/Chapters to be covered	Topics of Assignment/ Tests given to the students
Week 1	Meaning, objectives, importance of Auditing	
Week 2	types of Auditing	

Week 3	Audit Process:	
Week 4	internal control, internal check & internal audit, audit programmer	Test
Week 5	Routine checking, vouching,	
Week 6	verification & valuation of assets & liabilities.	
Week 7	Qualification, Appointment of company Auditors,	
Week 8	powers, duties and liabilities pf auditor	Assignment
Week 9	Audit of depreciation and reserves	Test
Week 10	HOLI VACATIONS	
Week 11	Divisible profits & dividends	
Week 12	Audit Report : Meaning, objectives,	Test
Week 13	Meaning, Nature and types. Investigation :	Assignment
Week 14	contents objectives oof investigation	
Week 15	Routine checking, vouching,	
Week 16	Audit Report : Meaning, objectives,	

Week 17	Auditors appointment	
	Revision of Syllabus	Viva

Name of College: Govt. PG College for Women, Rohtak
 Academic Session: 2024-25 Semester: Even
 Subject: Human Resource Management Name: NIRMALA SONI
 Class: B.Com(Hons.) 6th sem.

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	Holi Vacation	

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	off the job Training, Principles of training, Evaluation of training Programme	
Week 16	Industrial Relations	Test
Week 17	Industrial Unrest	
	Revision of Syllabus	Test

Name of College: Govt. PG College for Women, Rohtak
 Academic Session: 2024-25 Semester: Even
 Subject: Marketing Management Name NIRMALA SONI
 Class: B.Com 4th sem sec A

Week of Month	Topics/Chapters to be covered	Topics of Assignment/ Tests 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	Holi Vacations	
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	Personal Relations	
Week 16	Personal selling.	Test
Week 17	Distribution Channel	
	Revision of Syllabus	Test

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

Academic Session: 2024-25 Semester: EVEN

Subject: Auditing Name: NIRMALA SONI

Class: B.Com.(HONS) 4th Sem.

Week of Month	Topics/Chapters to be covered	
Week 1	Meaning, objectives, importance of Auditing	

Week 2	types of Auditing	
Week 3	Audit Process:	
Week 4	internal control, internal check & internal audit, audit programmer	
Week 5	Routine checking, vouching,	
Week 6	verification & valuation of assets & liabilities.	
Week 7	Qualification, Appointment of company Auditors,	
Week 8	powers, duties and liabilities pf auditor	
Week 9	Audit of depreciation and reserves	
Week 10	HOLI VACATIONS	
Week 11	Divisible profits & dividends	
Week 12	Audit Report : Meaning, objectives,	
Week 13	Meaning, Nature and types. Investigation :	
Week 14	contents objectives oof investigation	
Week 15	Routine checking, vouching,	

Week 16	Audit Report : Meaning, objectives,	
Week 17	Auditors appointment	
	Revision of Syllabus	

Name of College: Govt.P.G. College for Women, Rohtak		
Academic Session: 2024-25 Semester: Even		
Subject: Business Communication .(Theory and Lab) - Name of Guest Lecturer: Kavita		
Class: BBA 2nd Sem		
Week of Month	Topics/Chapters to be covered	Topics of Assignment / Tests given/ to be given to the students
Week 1	Introduction to Business Communication & its types,Process & Forms of Communication -verbal and non-verbal	
Week 2	Introduction to Role of Communication Skills in Business and its Need and forms of Communication in Business 7 C's of Effective Communication	
Week 3	Introduction to Network of Communication-formal,informal and grape wine commnication& its Significance.- Barriers to communication--define miscommunication and explain how to improve communication	
Week 4	Ethical Context of Communication Revision of Effective Communication and Miscommunication	Test of Business Communication Network and Barriers
Week 5	Reading and Listening Skills Define Ineffective Listening & Principles,Barriers of effective listening and note making	

Week 6	HOLI HOLIDAYS	
Week 7	Introduction to Effective Reading Skills -Define Process& Efficient Reading Strategy ,Methods(SQ3R) of Reading skills .Basics Steps of Speaking skills in Communication persuasive speaking	
Week 8	Revision of Effective Communication Skills	Test of Communication skills
Week 9	Define Public Speaking,Vioce Modulation & use of Body Language in Communication-	
Week 10	Basic Principles and use of Voice in Speaking	
Week 11	Revision & Presentations	Test of Public Speaking
Week 12	Introduction to Fundamentals of Written Communication in Business &Business Letters	
Week 13	Introduction to Sales Letters and Claim Letters	
Week 14	Introduction to Employment Letters and their types Revision,Presentation	
Week 15	Introduction to Memos, Circulars and Notice ,Business Reports-Types, Characterstics & objectives of Report long and short report and its structure	
Week 16	Business Reports (continue), Define Brochures & their types, Notices, Define Agenda and Minutes of Meeting proposals abstract	Viva of Syllabus of Communication
Week 17	Revision of Syllabus	

Name of College: Govt. PG College for Women, Rohtak		
Academic Session: 2024-25 Semester: Even		
Subject: E-commerce Theory (BBAN-605)		
Name of Extension Lecturer: Dr. Mukesh and Dr Kavita Batra		
Class: BBA 6th Sem. (1-4 Days) and (5-6) Days		
Week of Month	Topics/Chapters to be covered	Topics of Assignment/ Tests given/ to be given to the students
Week 1	Introduction – E-commerce meaning, nature, concepts. Reasons for transacting online (drivers of e-commerce) Advantages for transacting online.	
Week 2	Categories of E-commerce, Planning online business: nature, objectives and benefits. Knowledge Society- origin, features, vision and indicators of knowledge society, Digital Economy- features, components and threats to digital economy.	
Week 3	Planning online business: how it work. Myths about e-commerce. Way to overcome online business problems. Planning online business: dynamics of the internet.	Test
Week 4	Pure online vs. brick and click business. Assessing technological requirement for an online business.	Assignment
Week 5	Designing, developing and deploying the system. One to one enterprise	
Week 6	Technology for online business – internet, IT infrastructure; middleware contents	Test
Week 7	Text and integrating e-business applications; mechanism of making payment through internet: online payment mechanism, electronic payment systems	
Week 8	Applications in retail and service sector. Virtual existence – concepts, working of virtual org.	
Week 9	Features, Benefits and Limitations of computer. Basic computers anatomy.	

Week 10	HOLI HOLIDAYS	
Week 11	Payment gateways, visitors to website, tools for promoting website;	Assignment
Week 12	Plastic money concept, benefits, pitfall and its types: debit card, credit card Difference between credit and debit card. Various laws relating to online transactions	
Week 13	Applications in e-commerce – e-commerce applications in manufacturing, wholesale	
Week 14	Virtual existence advantages and pitfalls of virtual organizations, work force, work zone and workspace and staff less organization	Test
Week 15	Designing on E-commerce model for a middle level organization: the conceptual design, giving description of its transaction handling	
Week 16	Infrastructure and resources required and system flow chart; security in e-commerce, Digital signatures; concept, objectives, benefits.	
Week 17	Data encryption, features types and various secret keys for data encryption, Concept of network security: objective, nature, Scope.	Test

Name of College: Govt. PG College for Women, Rohtak		
Academic Session: 2024-25 Semester: Even		
Subject: E-commerce Practical (BBAN-605)		
Name of Extension Lecturer: Dr Kavita Batra and Ms.Sunisha		
Group A and B		
Class: BBA 6th Sem.		
Week of Month	Topics/Chapters to be covered	Topics of Assignment/ Tests given/ to be given to the students
Week 1	Basic Introduction about e-commerce, Various hardware and software required to e-commerce Practice group A and B	
Week 2	Categories of E-commerce, Planning online business Digital Economy- threats to digital economy. Practice	

	group A and B	
Week 3	Planning online business: how it work. Way to overcome online business problems. Planning online business: dynamics of the internet. Practice group A and B	Test
Week 4	Assessing technological requirement for an online business. Practice group A and B	Assignment
Week 5	Designing, developing and deploying the system. One to one enterprise Practice group A and B	
Week 6	Technology for online business – internet, IT infrastructure; middleware contents Practice group A and B	Test
Week 7	Text and integrating e-business applications; mechanism of making payment through internet: online payment mechanism, electronic payment systems Practice group A and B	
Week 8	Applicaitions in retail and service sector.Virtual existence – concepts, working of virtual org. Practice group A and B	
Week 9	How to select product or service to buy online how to add to cart product or service How to place an order online. Practice group A and B	
Week 10	HOLI HOLIDAYS	
Week 11	Payment gateways, visitors to website, tools for promoting website; Practice group A and B	Assignment
Week 12	Various option for online payment How to use debit card, credit card mobile Payment Various laws relating to online transactions E check e cash e-wallet e-token Practice group A and B	
Week 13	How eCommerce is used in various sectors Use of e-commerce in manufacturing sectors Use of e-commerce in retailing sectors to buy or sell product or service Ecommerce in service: education sector, banking sector, hospital, online trading etc. Practice group A and B	

Week 14	Basic introduction about virtual organisation Various virtual organisation. And communication mode for virtual team. Such as email, teleconference etc.virtual organizations, workface, work zone and workspace and staff less organization Practice group A and B	Test
Week 15	Designing on E-commerce model for a middle level organization: the conceptual design, giving description of its transaction handling Practice group A and B	
Week 16	Infrastructure and resources required and system flow chart; security in e-commerce ,Digital signatures; Practice group A and B	
Week 17	Data encryption, various secret keys for dataencryption, Concept of network security: How to protect ecommerce transactions: password, antivirus etc. Practice group A and B	Test

Name of College: Govt. PG College for Women, Rohtak		
Academic Session: 2024-25 Semester: Even		
Subject: Business Laws Name of Guest Lecturer: : Dr Kavita Batra		
Class: BBA 4TH Sem.		
Week of Month	Topics/Chapters to be covered	Topics of Assignment/ Tests given/ to be given to the students
Week 1	Indian contract act, Law of contract	
Week 2	Capacity to contract,consent and free consent	
Week 3	Consideration,void aggrements	
Week 4	Quasi contract and discharge of contract	
Week 5	Remedies for breech of contract	
Week 6	Contract of guarantee,	Assignment
Week 7	, Contract of indemnity	
Week 8	Bailment contact	

Week 9	Rights and duties of pledger and pledgee	
Week 10	Holi Holiday	
Week 11	Contract of agency	
Week 12	Performance of contract, right of unpaid sailor	Assignment
Week 13	Negotiable instrument act	
Week 14	Information technology act, RTI Act-2005	
Week 15	Continue RTI Act-2005	Viva-Voce
Week 16	Revision of the whole syllabus	
Week 17	Revision of the whole syllabus	

Lesson Plan

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

Academic Session: 2024-2025 Semester: EVEN

Subject: Foundation of International Business Name of Extension Lecturer: Sunisha Sehgal

Class: BBA 6th SEM.

Week of Month	Topics/Chapters to be covered	Topics of Assignment/ Tests given/ to be given to the students
Week 1	Introduction, Characteristics, Types, advantages, disadvantages Process of International Business, strategies, factor for the Growth of IB	
Week 2	Introduction, Structure, need for study Of International Business Environment, types of business risk & risk in	

	IB,Risk management process,methods of handling risk in IB	
Week 3	Motives& Harmful Effects of Internationalisation of Business,factor affecting gains from International trade,concept,arguments for favouring&against free trade & protection	Test of Introduction of IBE
Week 4	Features,Objectives,Structure,Advantages&Disadvantages of WTO,role,challenges,global financial system	
Week 5	Factor affecting selection of entry mode,Strategies of Globalisation,Essentials For entry into Foreign Market,modes of IB,Strategies of Globalisation,essentials for entry into foreign market	
Week 6	Steps in Country Evaluation& Selection,factors used in country evaluation& selection,evaluation matrix	
Week 7	Introduction,clasification,need of foreign capital,factor affecting,advantages,disadvantages of FDI,New foreign investment policy	Assignment on WTO
Week 8	Need for Harmonising Accounting Differences Across Nations, Causes for differences	
Week 9	Internal&External Control Mechanism in IB,difficulties in control over IB , Objectives of Global Manufacturing Strategies, Factor affecting location global manufacturing& logistic decision	
Week 10	Holi Vacations	
Week 11	Nature,Need& Difficulties in International Marketing,International product strategies	Written Test of FDI
Week 12	Factors in International Pricing,Distribution Network	
Week 13	Concentrated vs Dispersed location,Make or Buy Decision, Supply chain management	Assignment on International Marketing
Week 14	Lessard Lorange Model,Cross Cultural Challenges in IB	
Week 15	International Staffing& Compensation Decisions & Revision	
Week 16	Revision of Whole syllabus	
Week 17	Test of whole syllabus	

Lesson Plan

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

Academic Session: 2024-2025 Semester: EVEN

Subject: Financial Management Name of Extension Lecturer: Sunisha Sehgal

Class: BBA 4th SEM.

Week of Month	Topics/Chapters to be covered	Topics of Assignment/ Tests given/ to be given to the students
Week 1	Nature & Scope, Objectives, functions Of Financial Management, Evolution of Business Finance, Organisation of Finance Function	
Week 2	Introduction of Time value of Money, methods, practical problems on time value of money	
Week 3	Introduction of Cost of capital, Significance & Factor Affecting, problems in determination of cost of capital, computation of cost of capital	Test of Introduction of Financial Management
Week 4	Problem Solving Session & practical questions of cost of debt, equity share capital, retained earning, miscellaneous illustrations	
Week 5	Introduction, Features, Importance & kinds, techniques of Capital Budgeting	
Week 6	Practical questions of ARR, NPV, IRR	
Week 7	Practice of methods of Capital Budgeting, problem solving session	Assignment on Cost of Capital
Week 8	EPS-EBIT Analysis, Practical questions on Indifference point level	
Week 9	Introduction, types, significance, limitation of Leverages, Practical question on operating leverage	Written Test of Capital Budgeting
Week 10	Holi Vacations	
Week 11	Practical Questions of Capital Structure	Written Test of Leverage

Week 12	Dividend policy-Theories,factor affecting	
Week 13	Capital Structure	
Week 14	Nature,Factors Affecting,techniques & Management Of Working Capital	Assignment on Capital Structure
Week 15	Objectives Of Cash Management& Factor Determining Cash Needs	
Week 16	Objectives & Techniques of Inventory Management,Receivables	
Week 17	Revision & Problem-solving session	

Lesson Plan		
Name of College: Govt. PG College for Women, Rohtak		
Academic Session: 2024-2025 Semester: EVEN		
Subject: HRM Name of Extension Lecturer: Sunisha Sehgal		
Class: BBA 4th SEM.		
Week of Month	Topics/Chapters to be covered	Topics of Assignment/ Tests given/ to be given to the students
Week 1	Nature,Scope,need,prerequisites of HRM,Qualities of HR Manager,Difference between of HRM & Personnel Management	
Week 2	Roles,Functions,Evolution of HRM,Horizons of HRM in India	
Week 3	HR Policies & Procedures,features,essentials,of personnel policy,factor affecting,process of formulation of personnel policy,HRM IN Globally Competitive Environment,HR challenges& emergence	Test of Introduction of HRM
Week 4	Introduction,process,challenges of strategic HRM,HR Scorecard Approach,HR Outsourcing BPO KPO	
Week 5	Introduction,Need,Objectives,Process,advantages,disadvantages Of HR Planning,factor affecting for effective HR Planning	

Week 6	Introduction, Objectives, Uses, Process, techniques, problems of Job Analysis, job description & specification	
Week 7	Advantages, Disadvantages, Objectives & Methods of Job Design, Introduction of Recruitment, factor affecting, policy of recruitment, sources of recruitment	Assignment on Recruitment
Week 8	Performance Appraisal, Developing an Effective Performance Appraisal	
Week 9	Introduction, Benefits, Criteria, process of Selection, Placement, Induction, Rightsizing, Need, problems, Techniques, Challenges, Suggestions In Rightsizing	Written Test of Job analysis & design
Week 10	Holi Vacations	Oral Test of Induction & Placement
Week 11	Carrer planning & Development - Nature, Objectives, Advantages, Process of Career Planning & Development, Employee Retention, Succession Planning	Written Test of Recruitment & Selection
Week 12	Advantages, Disadvantages & Suggestions of Succession Planning, Performance Appraisal	
Week 13	Training and Development	
Week 14	Compensation Management I, Essentials, Characteristics of Good Reward System	Assignment on Carrer Planning
Week 15	Compensation Management II- Nature, Need, Objectives of Frienge Benefits	
Week 16	Accident Safety Consciousness, Obj & Statutory Provisions regarding Health	
Week 17	Types, Scope, Process & Principles of Competency Based HRM, Balance Scorecard Approach	Viva of Compensation Management

Lesson Plan

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

Academic Session: 2024-25 Semester: EVEN

Subject: Marketing Management(24IMSX02MD01)

Name of Extension Lecturer: Sunisha Sehgal

Class: BA 2nd Sem. MDC(Thrusday, Friday, Saturday)

Week of Month	Topics/Chapters to be covered	Topics of Assignment/ Tests given/ to be given to the students
Week 1	UNIT-1 Introduction to Marketing: Marketing Management meaning & different Concepts	
Week 2	Introduction to Marketing	
Week 3	Marketing Mix:Elements,Functions,objectives of Marketing mix, Marketing Environment:Meaning & types of Marketing Environment,Scanning of Marketing Environment through SWOT	
Week 4	UNIT-2Consumer Behaviour-Meaning and Importance of study for Marketers Determinants,Types of Buying Behavior,Buying decision process,different buying motives.	Test of Unit-2
Week 5	Market Segmentation : Meaning, Need, Process,Criteria for successful segmentation	
Week 6	Holi Vacations	
Week 7	Marketing Information System: Meaning, Components of MIS, Role of MIS, How to develop strong MIS.Marketing Research: Meaning, Characterstics,Importance,Process of Market Research.	Assignment of Market Segmentation

Week 8	UNIT-3 Product & Product Planning:Product –Meaning, levels of Product & service,Product Mix, Product Line, width & depth, Branding: Meaning, Functions of Brand & Branding Decisions	
Week 9	Packaging : Meaning, classifications, functions, difference betweenpacking & packaging Innovative packaging, packaging decisions.Labelling: Types of Labels,Functions of Labelling	
Week 10	Market Segmentation	Oral Test of Unit-2
Week 11	New Product Development : Process, Test marketing: procedure of test marketing, Advantages & disadvantages of test marketing,Reason of failure of new product	Assignment on PLC
Week 12	New Product Development : Advantages & disadvantages of testmarketing, Reason of failure of new product.	Oral Test of Unit-3
Week 13	Unit-4 Distribution Channels- Meaning, Benefits, Levels and Roles,types,PLC	
Week 14	Physical Distribution of Goods:Concept,Modes of Transport. Inventory Control:Objectives,advantages,Techniques of Inventory Control.Warehousing: Need,types,Functions	
Week 15	Concept of Supply Chain Management.Promotion- Meaning, characterstics, Need for promotional activities, Objectives, Process of Promotion Mix Decision, Factors in Developing PromotionMix Strategies	
Week 16	Continue Promotion	
Week 17	Advertising,Sales Promotion: Meaning, Benefits & Tools used,Public Relations Meaning, Benefits & Tools used ,Personal Selling: Meaning, Benefits &Tools used	Oral Test of Unit-4

Name of College: Govt. PG College for Women, Rohtak		
Academic Session: 2024-25 Semester: Even		
Subject: E-commerce Theory (BBAN-605)		
Name of Extension Lecturer: Dr. Mukesh and Dr Kavita Batra		
Class: BBA 6th Sem. (1-4 Days) and (5-6) Days		
Week of Month	Topics/Chapters to be covered	Topics of Assignment/ Tests given/ to be given to the students
Week 1	Introduction – E-commerce meaning, nature, concepts.	

	Reasons for transacting online (drivers of e-commerce) Advantages for transacting online.	
Week 2	Categories of E-commerce, Planning online business: nature, objectives and benefits. Knowledge Society- origin, features, vision and indicators of knowledge society, Digital Economy- features, components and threats to digital economy.	
Week 3	Planning online business: how it work. Myths about e-commerce. Way to overcome online business problems. Planning online business: dynamics of the internet.	Test
Week 4	Pure online vs. brick and click business. Assessing technological requirement for an online business.	Assignment
Week 5	Designing, developing and deploying the system. One to one enterprise	
Week 6	Technology for online business – internet, IT infrastructure; middleware contents	Test
Week 7	Text and integrating e-business applications; mechanism of making payment through internet: online payment mechanism, electronic payment systems	
Week 8	Applications in retail and service sector. Virtual existence – concepts, working of virtual org.	
Week 9	Features, Benefits and Limitations of computer. Basic computers anatomy.	
Week 10	HOLI HOLIDAYS	
Week 11	Payment gateways, visitors to website, tools for promoting website;	Assignment
Week 12	Plastic money concept, benefits, pitfall and its types: debit card, credit card Difference between credit and debit card. Various laws relating to online transactions	
Week 13	Applications in e-commerce – e-commerce applications in manufacturing, wholesale	

Week 14	Virtual existence advantages and pitfalls of virtual organizations, workface, work zone and workspace and staff less organization	Test
Week 15	Designing on E-commerce model for a middle level organization: the conceptual design, giving description of its transaction handlin	
Week 16	Infrastructure and resources required and system flow chart; security in e-commerce,Digital signatures; cocept,objectives, benefits.	
Week 17	Data encryption, features types and various secret keys for dataencryption,Concept of network security: objective, nature, Scope.	Test

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

Academic Session: 2024-25 Semester: Even

Subject: Consumer Protection Name of Extension Lecturer: Dr. Mukesh

Class: BBA 6th Sem)

Week of Month	Topics/Chapters to be covered	Topics of Assignment/ Tests given/ to be given to the students
Week 1	Consumer protection Act: objectives, scope, features, importance, Consumer rights, approaches of Consumer protection, amendments in consumer protection act	
Week 2	Consumer Exploitation & reason, Consumer Potection & Challenes to the Consumers	
Week 3	Meaning & Types of Buying Motives, Doctrine of Caveat Emptor	Test
Week 4	Concept of Caveat Venditor & Consumer Sovereignty	Assignment
Week 5	Measures for Consumer Protection In India,The MRTTP Act,The Sale of Goods Act,The Competition Act	
Week 6	Quasi Judicial Mechanism,District forum, Jurisdiction for State Commission,National Commission	Test
Week 7	Procedure for Grievance Redressal, Reliefs granted by Quasi judicial bodies,Procedure for Filling Complaints	
Week 8	Consumer protection Act appraisal and exercise, benefits and shortcomings	

Week 9	Features, Benefits and Limitations of computer. Basic computers anatomy.	
Week 10	HOLI HOLIDAYS	
Week 11	Measures for consumer protection in India. The agriculture produce Act, The Environment Act, Drugs and cosmetics Act	Assignment
Week 12	Essential commodities Act, Prevention of food adulteration Act, Standards of weight and measurement Act	
Week 13	Consumer protection councils: district, state, national level,	
Week 14	Measures for consumer protection in India: administrative mechanism, Basic provisions of the Consumer Protection Act.(CPA)1986	Test
Week 15	Organizational set up for consumer protection under Consumer protection Act	
Week 16	Jurisdiction of district forum, state commission and national commission Power of redressal agencies and relief granted by quasi judicial bodies Need, Purpose,	Test
Week 17	Power and rights of district forum, state commission and national commission Approaches of Consumer Information & Knowledge	

Name of College: Govt. PG College for Women, Rohtak		
Academic Session: 2024-25 Semester: Even		
Subject: Business Research Methods (BBAN-404) Name of Extension Lecturer: Dr. Mukesh		
Class: BBA 4th Sem.		
Week of Month	Topics/Chapters to be covered	Topics of Assignment/ Tests given/ to be given to the students

Week 1	Business Research – Meaning, Features, Objectives of research, Scope, Importance of research.	
Week 2	Types of Business Research. Managerial value of Business Research. Theories of research : Inductive Theory	
Week 3	Deductive Theory. Research problem. Research – components, research constructs. Proposition and Hypothesis.	Test
Week 4	Features, Significance, Objective to construct Hypothesis, Formulations of Hypothesis, Types of Hypothesis, Testing of Hypothesis.	Assignment
Week 5	Purpose and Benefits of Research Proposal, Types of Research proposal, Ingredients of research proposal	
Week 6	Research Design – Meaning, classification and elements of research design,	Test
Week 7	Methods and categories of exploratory research, Scope, Importance, Contents of Research Design Factor Influencing Research Design	
Week 8	Determinant of Sample Size Sampling Error Non-Sampling Error Way to Reduce Sampling Error	
Week 9	Features, Benefits and Limitations of computer. Basic computers anatomy. .	
Week 10	HOLI HOLIDAYS	
Week 11	Descriptive Research Design Causal Research Design Evaluation Of Research design	Assignment
Week 12	Basic issues in Experimental design Classification of experimental design, Internal Validity External Validity Measurement of Scales-concept, Nature, Importance Types of scales, Scale construction techniques	
Week 13	Sampling Concept, Features , Benefits of Sampling Types of sampling: Probability and Non- Probability Sampling	

Week 14	Research methods of collecting primary data and secondary data Benefits and sources of collecting data	Test
Week 15	Issues in construction of questionnaire, Process Forms Guidelines in construction of questionnaire, Statistical Techniques of data Analysis	
Week 16	Data Analysis Purpose and Steps in Data Analysis ,Nature and types of descriptive analysis, Casual Analysis, Correlative Analysis, Univariate and Bivariate Test of Statistical Significance	Test
Week 17	Research report: Concept, Features, Benefits Types of Report Physical Layout of Report , Evaluation of research report Ingredients of research report	

Name of College: Govt. PG College for Women, Rohtak		
Academic Session: 2024-25 Semester: Even		
Subject: Essentials of Economics (23IMS502DS02)		
Name of Extension Lecturer: Dr. Mukesh		
Class: BBA 2nd Sem.		
Week of Month	Topics/Chapters to be covered	Topics of Assignment/ Tests given/ to be given to the students
Week 1	Nature of Economics, positive and normative economics	
Week 2	Diverse fields of economics, economic theory, economic models	
Week 3	Economic policy and economic systems (command economies, laissezfaire, mixed systems	Test
Week 4	Scarcity and choice, fundamental problems of economy, demand, supply and markets	Assignment
Week 5	National Income Nature and Its Estimation Method	
Week 6	Holi Holidays	
Week 7	Economic growth and development, productivity and capital	Test

	formation,	
Week 8	Saving and Investment, working of a multiplier, government spending and outcomes	
Week 9	The Economics of Central Banking (RBI)	
Week 10	Creation of credit, determination of exchange rate	
Week 11	International trade and economic integration, trade openness and growth	Assignment
Week 12	Macroeconomic Challenges (with special reference to India):	
Week 13	Inflation, income inequality	
Week 14	Challenges (with special reference to India): inflation, , poverty,unemployment, corruption,	Test
Week 15	Challenges (with special reference to India): corruption, human development	
Week 16	How Does Climate Change Affect Indian Economics	Test
Week 17	Revision of Syllabus	

Lesson Plan	
Name of Assistant/Associate Professor : Dr. Sakshi Bansal	
Class and Section : B.B.A. Final Year 6th Semester. Session 2024-25	
Subject : Income Tax Code: (BBAN 601)	
Week	Topics
Week 1	Introduction to taxation laws
	Terms regarding income tax

	Agriculture Income
	Practical Questions
	Problems
	Residential Status of the assessee
	Sunday
Week 2	Ordinary and Not Ordinary Resident status of the assessee
	Non-Residential Status of the assessee
	Practical Questions
	Practical Questions
	Problems
	Exempted Income from tax
	Sunday
Week 3	Remaining Exempted Income from tax
	Remaining Exempted Income from tax
	Basic concepts regarding Salary Head - An Introduction
	Introduction to Allowances
	Treatment of different taxable Allowances while calculating total income
	Continue
	Sunday
Week 4	Continue
	Continue
	Continue
	Non taxable allowances
	Continue
	Calculation of various Perquisites
	Sunday
Week 5	Continue
	Continue

	Continue
	Problems
	Test of complete Unit 1
	Test of Salary Head Part 1
	Sunday
Week 6	Introduction to Provident fund income its practical treatment
	Introduction to Earned Leave income and its practical treatment
	Introduction to Death cum Gratuity income and its practical treatment
	Introduction to Voluntary Retirement income and its practical treatment
	Introduction to Retrenchment Fund and its practical treatment
	Continue
	Sunday
Week 7	Problems
	Continue
	Test of Salary Head Part 2
	Introduction to Income from House Property
	Valuation of Standard Rent
	Practice
	Sunday
Week 8	Computation of Loan during Construction of House
	Practice
	Computation of sub let house
	Practice
	Introduction to Profit and Gains of Business and Profession
	Taxable income under the business head
	Sunday
Week 9	Continue
	Practical Questions

	Continue
	Continue
	Continue
	Continue
	Continue
Week 10	Non taxable income or Partially taxable income under business head
	Continue
	Practical Questions
	Taxable income under the Profession head
	Non Taxable income under the Profession head
	Problems
	Sunday
Week 11	Test of Business and Profession head
	Introduction to Capital Gain
	Basic concepts regarding Capital Gain Head
	Various Short term capital gains
	Practical Questions regarding Short term capital gains
	Continue
	Sunday
Week 12	Various Long term capital gains
	Practical Questions regarding Long term capital gains
	Continue
	Continue
	Problems
	Test of Capital Gains
	Sunday
Week 13	Income from other Sources- An Introduction
	Concepts regarding income from various sources

	Continue
	Practical Questions
	Problems
	Concepts regarding Set off and Carry forward of Losses
	Sunday
Week 14	Practical Questions
	Problems
	Continue
	Introduction to Clubbing of Income
	Practical Questions
	Continue
	Sunday
Week 15	Practical Questions
	Introduction to the Deductions
	Treatment of deduction 80C, 80CCC, 80 D, 80DD, 80 E
	Treatment of deduction 80G, 80I, 80 IA, 80IB, 80 U
	Assessment of Individuals
	Practical Questions
	Sunday
Week 16	Tax deduction at source
	Practical Questions
	Concept behind Tax Deducted at Source
	Problems
	Test of unit 1 and 2
	Test of unit 3 and 4
	Sunday

Lesson Plan	
Name of Assistant/Associate Professor : Dr. Sakshi Bansal	
Class and Section : B.B.A. 2nd Year 4th Semester	
Subject : Human Rights and Values Code: BBAN 406	
Week	Topics
Week 1	Introduction to Human Rights - Basic Concept, Features,
	Discussion about the International Perspective of Human Rights
	Discussion about the Indian Perspective of Human Rights
	Evolution of Human Rights - History of Human Rights Movements in the World
	History of Human Rights Movements in India
	Continue
	Sunday
Week 2	Types of Human Rights
	Various classifications of Human Rights
	Constitutional Provisions related to Right to Life
	Constitutional Provisions related to Right to Liberty and Dignity
	Constitutional Provisions related to Right to Equality
	Revision of various Human Rights and their Constitutional Provisions
	Sunday
Week 3	Test of types, Evolution Constitutional Provisions to right to life, Liberty, Dignity & Equality
	Constitutional Provisions related to Right Against Exploitation
	Constitutional Provisions related to Cultural and Educational Rights
	Constitutional Provisions related to Economic, Political and Social Rights
	Continue
	Revision of various Constitutional Provisions of Human Rights
	Sunday
Week 4	Continue
	Test of Constitutional Provisions to Right Against Exploitation,

	Cultural/Educational Rights
	Continue
	Deprivation of Human Rights : Meaning
	Continue
	Core Issues: Poverty, Over Population
	Sunday
Week 5	Illiteracy, Unsustainable Development
	Continue
	Continue
	Disadvantaged Groups : Women
	Continue
	Disadvantaged Groups : Children
	Sunday
Week 6	Disadvantaged Groups : Scheduled Caste and Scheduled Tribes
	Continue
	Disadvantaged Groups : Physically And Mentally Handicapped
	Continue
	Disadvantaged Groups : Homeless and Slum Dwellers
	Continue
	Sunday
Week 7	Continue
	Continue
	Disadvantaged Groups : Refugees and Internally Displaced Persons
	Continue
	Revision of 1st 4 topics of Unit 2
	Test of 1st 4 topics of Unit 2
	Sunday
Week 8	Revision of left over topics of Unit 2
	Test of leftover topics of Unit 2

	Violation of Human Rights: Meaning
	Forms of Violation of Human Rights
	Continue
	Test of Violation of Human Rights
	Sunday
Week 9	Nuclear Weapons and Terrorism- Introduction
	Impacts of terrorism on Human Rights
	Continue
	Continue
	Continue
	Continue
	Continue
Week 10	Test of Nuclear Weapons and Terrorism
	Introduction to Government System for Redressal
	Judiciary - Introduction
	National Human Rights Commission - Composition, Appointment, Term, Functions, Powers
	Dealing with complaints and Other statutory Commissions
	Continue
	Sunday
Week 11	Continue
	Revision of Government System for Redressal
	Test of Government System for Redressal
	Concept of Media Advocacy, Role and Function of Media in India
	Continue
	Creation of Human rights Literacy and Awareness : Introduction
	Sunday
Week 12	Role of NHRC in educating Human Rights
	Continue

	Revision of Media Advocacy and Creation of Human rights Literacy and Awareness
	Problems of the students
	Continue
	Test of Media Advocacy and Creation of Human rights Literacy and Awareness
	Sunday
Week 13	Concept of Human Values: Definition, Types
	Composition of Human Values
	Test of Human Values
	Continue
	Value Education : Meaning and Definition
	Evolution of Value Education and its Aims
	Sunday
Week 14	Components of Value Education
	Test of Value Education
	Evolution of Value Oriented Education - Meaning
	Stages of Indian Culture
	Objectives of Vedic Education
	Continue
	Sunday
Week 15	Test of Evolution of Value Oriented Education
	Meaning of Character, its Formation, Personality and Character
	Traits required for Development of Character
	Scientific Method of Character Development
	Test of Character and its Development
	Meaning of National Integration, its Features and Obstacles
	Sunday
Week 16	Need for Value Education for National Integration
	Measures for Promoting National Integration

	International Understanding : Meaning and Need
	Nationalism Vs. Internationalism
	Role of Education in Developing International Understanding
	Revision of Whole Syllabus
	Sunday

Lesson Plan	
Name of Assistant/Associate Professor : Dr. Sakshi Bansal	
Class and Section : B.B.A. 2nd Semester	
Subject : Managerial Skills Code: 24IMSI402DS01	
Week	Topics
Week 1	Introduction to managerial skills
	Continue
	Meaning and concept of managerial skills
	Continue
	Need and its importance
	Continue
	Sunday
Week 2	Techniques of skill development for effective management,
	Continue
	Application of management skills.
	Continue
	Coordination and Interpersonal roles.
	Continue
	Sunday
Week 3	Problem-solving: Problem-solving, creativity, innovation,
	Continue
	Steps of analytical problem solving
	Continue

	Limitations of analytical problem solving
	Continue
	Sunday
Week 4	Continue
	Impediments of creativity
	Continue
	Multiple approaches to creativity
	Continue
	Continue
	Sunday
Week 5	Empowering and delegating: Meaning of empowerment, dimensions of empowerment
	Continue
	Continue
	How to develop empowerment
	Continue
	Inhibitors of empowerment, delegating works.
	Sunday
Week 6	Teams and Groups: Team Building, developing teams and teamwork
	Continue
	advantages of a team
	Continue
	leading a team, team membership
	Continue
	Sunday
Week 7	Continue
	Continue
	Group Dynamics, Group Behaviour, Cohesion
	Continue

	Revision of topics of Unit 1 and 2
	Revision of topics of Unit 1 and 2
	Sunday
Week 8	Test of topics of Unit 1
	Test of topics of Unit 2
	Importance of Brainstorming
	Continue
	Sensitivity Training
	Continue
	Sunday
Week 9	Continue
	Nominal Group techniques
	Continue
	Continue
	Continue
	Leadership and competence development.
	Sunday
Week 10	Continue
	Continue
	Revision of topics of Unit 3
	Revision of topics of Unit 3
	Revision of topics of Unit 3
	Revision of topics of Unit 3
	Sunday
Week 11	Continue
	Test of Unit 3
	Role of motivation skills in developing managers
	Continue
	Continue

	Continue
	Sunday
Week 12	Communication: Process of communication
	Continue
	Continue
	Continue
	Continue
	Continue
	Sunday
Week 13	Continue
	Continue
	Continue
	Need and Importance of communication skills
	Continue
	Continue
	Sunday
Week 14	Types of communication, conduct of meetings
	Continue
	Continue
	Continue
	Continue
	Interviews
	Sunday
Week 15	Continue
	Continue
	Reporting of projects
	Continue
	Continue
	Reporting of case analysis

	Sunday
Week 16	Continue
	Continue
	Building self- confidence
	Continue
	Test of Unit 4
	Revision of Whole Syllabus
	Sunday

Lesson Plan	
Name of Assistant/Associate Professor : Dr. Sakshi Bansal	
Class and Section : B.Com. 2nd Semester (Minor)	
Subject : CORPORATE LEADERSHIP Code: 24IMS402MI01	
Week	Topics
Week 1	Concept of leadership
	Continue
	Trait and behavioural approaches
	Continue
	Contingency approach
	Continue
	Sunday
Week 2	Interactive framework for analyzing leadership
	Continue
	Focus on Leader: Leader as an individual,
	Continue
	Power and influence
	Continue
	Sunday
Week 3	Leadership and values
	Continue

	Emotional leadership and leadership
	Continue
	Leadership behaviour
	Continue
	Sunday
Week 4	Continue
	Courage and moral leadership
	Continue
	Problems of Unit 1 and 2
	Continue
	Continue
	Sunday
Week 5	Test of Unit 1
	Test of Unit 2
	Leader as relationship builder: motivation and empowerment
	Continue
	Continue
	Continue
	Sunday
Week 6	Leader as communication champion
	Continue
	Advantages of a team
	Continue
	Continue
	leading teams
	Sunday
Week 7	Continue
	Continue
	Leadership diversity

	Continue
	Revision of topics of Unit 3
	Continue
	Sunday
Week 8	Test of topics of Unit 3
	Test of topics of Unit 2
	Leader as social architect: meaning and concept
	Continue
	Continue
	Continue
	Sunday
Week 9	Creating vision and strategic direction
	Continue
	Continue
	Continue
	Continue
	Continue
	Sunday
Week 10	Shaping culture and values
	Continue
	Continue
	Continue
	Continue
	Continue
	Sunday
Week 11	Designing and leading learning organization
	Continue
	Continue
	Continue

	Continue
	Continue
	Sunday
Week 12	Leadership and change
	Continue
	Continue
	Continue
	Continue
	Continue
	Sunday
Week 13	Revision of Unit 4
	Continue
	Continue
	Continue
	Continue
	Continue
	Sunday
Week 14	Test of unit 4
	Revision of the whole syllabus
	Continue
	Continue
	Presentations of all the students start as per roll nos. on the topic assigned during the class
	Continue
	Sunday
Week 15	Continue
	Continue
	Continue
	Continue

	Continue
	Continue
	Sunday
Week 16	Revision of the whole syllabus
	Continue
	Continue
	Continue
	Continue
	Test of whole Syllabus
	Sunday

Name of College: Govt. College for Women, Rohtak

Academic Session: 2024-25 Semester: Even

Teacher's Name: Dr. Pooja Rani

Subject: Financial Risk Management

Class: M.Com. 2nd Sem

Week of Month	Topics/Chapters to be covered	Assignment/ Tests
Week 1	Functions of financial Institutions, Types of Financial Intermediaries	
Week 2	Financial Services provided by financial intermediaries, Risk and sources of various risk	
Week 3	Identification of Risks (Interest Risk, Market risk, Credit Risk, Foreign Exchange Risk)	
Week 4	Liquidity Risk, Insolvency Risk, Operational Risk, Sovereign Risk, Technology Risk, Off-Balance Sheet Risk	
Week 5	Need of risk management, Risk Management framework and Risk Management Organisation.	Class Test
Week 6	Management of various risks- Interest Risk, Market risk, Credit Risk	
Week 7	Foreign Exchange Risk, Liquidity Risk, Insolvency Risk	
Week 8	Operational and Technological Risk, Sovereign Risk, Technology Risk, Off-Balance Sheet Risk.	
Week 9	Management of risk- Risk Management tools, Interest	
Week 10	Holi vacations	
Week 11	Forwards, futures, Options and Swap.	Class Test

Week 12	Risk, Market risk, Credit Risk, Operational Risk Management.	
Week 13	Risk management and regulatory issues in Risk Management: Foreign Exchange and Sovereign Risk Management,	Assignments
Week 14	Technology Risk, Off-Balance Sheet Risk, Liquidity Risk Management, Management of Capital Adequacy,	
Week 15	Enterprise-wide Risk, Management Risk Reporting, RBI risk management norms to banks,	
Week 16	Organisational Structure for market risk management and credit risk management, Bank of International Settlement, Basel-I, II & III.	Class Test
Week 17	Revision	

Lesson Plan		
Name of College: Govt. P.G. College for Women, Rohtak		
Academic Session:2024-25 Semester: Even		
Name of the Lecturer: Dr Renu and Ms Pooja Rani		
Subject: Statistical analysis with MS Excel (Sharing)		
Class: B.Com(Hons) 4th Semester		
Week of the Month	Topics to be Covered	Assignments, Presentation and Test etc.
Week 1	Data collection- Meaning, Experiments and Surveys, Collection of Primary data,	
Week 2	Questionnaires, schedules, collection of secondary data, selection of appropriate methods of data collection.	
Week 3	Data preparation process, missing values and outliers	Presentations
Week 4	Descriptive statistics and steps involved in calculation of descriptive statistics in MS Excel.	
Week 5	Mean, Median, mode, range, Standard deviation, skewness, kurtosis	
Week 6	Sampling and statistical inference – parameter and statistic, sampling and non-sampling errors,	Presentations
Week 7	Sampling distribution of mean and proportion, degree of freedom, standard error, central limit theorem.	Class Test
Week 8	Testing of Hypothesis with the help of MS Excel; hypothesis testing – meaning, types, type 1 and type 2 errors,	
Week 9	Level of significance, two tailed and one tailed tests	Class test
Week 10	Holi Vacations	
Week 11	Procedure for hypothesis testing for mean, proportion and variance,	

Week 12	Limitations of the test of hypothesis.	
Week 13	Chi-square test and analysis of variance with the help of MS Excel;	Presentations
Week 14	An introduction to SPSS- coding,	
Week 15	An introduction to SPSS - graphs, pivot tables,	
Week 16	An introduction to SPSS - assign weight, missing values	
Week 17	Revision	
Lesson Plan		
Name of College: Govt. P.G. College for Women, Rohtak		
Academic Session:2024-25 Semester: Even		
Name of the Lecturer: Dr Renu, Dr. Pooja Rani and Ms Preeti Bansal		
Subject: International Marketing		
Class: B.Com 4th Semester		
Week of the Month	Topics to be Covered	Assignments, Presentation and Test etc.
Week 1	International Marketing: Nature and Concept	
Week 2	Domestic Vs International Marketing	
Week 3	Opportunities and Challenges for marketing in International Environment	Presentations
Week 4	Foreign market selection and entry modes	
Week 5	Product Planning and Pricing	
Week 6	International product life cycle research and informations	Presentations
Week 7	Product designing and packaging	Class Test
Week 8	Pricing process	
Week 9	Pricing methods	Class test
Week 10	Holi Vacations	
Week 11	International price quotations and payment terms	
Week 12	International Distribution: Channel structure and selection decisions	
Week 13	Managing channel conflicts, Web marketing; Organising trade fairs and exhibitions	Presentations
Week 14	Selection and appointment of foreign sales agents, Basic export procedure and documentation	
Week 15	Product Promotion: challenges in International advertising and media strategy	
Week 16	Methods of International product Promotion	
Week 17	Revision	