

Name of College: Govt. PG College for Women, Rohtak**Academic Session: 2025-26 Semester: Even****Teacher's Name: Dr. Sushila****Subject: International Marketing****Class: M.Com 4th Sem**

Week of Month	Topics/Chapters to be covered	Assignment/ Tests
Week 1	International Marketing: Meaning, Nature and Concept	
Week 2	Transition from domestic to transnational marketing	
Week 3	International market Orientation: EPRG Framework	
Week 4	International Marketing Environment	
Week 5	International Market Entry Strategies	
Week 6	Foreign Market Selection	
Week 7	International Marketing planning, organizing and control	
Week 8	Emerging Issues and development in international marketing	
Week 9	Holi Break	
Week 10	Test, Assignments and Revision	Assignment /Class Test
Week 11	Product Decisions	
Week 12	Packaging and Labeling	
Week 13	Pricing Decisions	
Week 14	Promotion Decisions	
Week 15	Distribution Channels and Logistics	
Week 16	International Logistics Decisions	
Week 17	Test, Assignments and Revision	Assignment /Class Test
Week 18	Revision and Doubt Clearance	

Name of College: Govt. College for Women, Rohtak

Academic Session: 2025-26 Semester: Even

Teacher's Name: Dr. Pushp Deep Dagar

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	Holi Vacations	
Week 10	Pricing, Distribution channels	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
Week 18	Revision	

Name of College: Govt. College for Women, Rohtak

Academic Session: 2025-26 Semester: Even

Teacher's Name: Dr. Pushp Deep Dagar

Subject: Digital Fluency in Business

Class: B.Com. 2ndSem

Week of Month	Topics/Chapters to be covered	Assignment/ Tests
Week 1	Concept of data, information and data processing, Levels or type of information, Uses of information, Business data Processing Cycle.	
Week 2	Communication: Basic elements of a Communication System, Forms of Data Transmission, Data transmission speed,	
Week 3	Modes of Data Transmission: Analog and Digital data transmissions, 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.	
Week 5	Meaning, Features and Benefits of E-Commerce. E-Commerce VS Traditional Commerce, Need for E-Commerce, Elements and Applications of E-Commerce.	Class Test
Week 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.	
Week 7	Types of E- Payment Systems - Electronic Clearing Services, Credit and Debit Card Payments, Contactless Cards, Rupay Cards, UPI, RTGS, NEFT, IMPS, E-Money.	
Week 8	Benefits and Limitations of E – Payment System, threats and Security Schemes of an electronic Payment Systems.	
Week 9	Holi Vacations	
Week 10	Introduction to Spreadsheets- Features-Components of Worksheet, Menu Bars.	
Week 11	Working with worksheets-cells-Entering, editing, moving, copying, cutting, pasting, Inserting and deleting of cells, rows and columns,	Class Test
Week 12	Basic text and cell formatting - Basic arithmetic calculation - Special paste - Freeze pane - Auto completion of series - Sort and filter - Creating and editing charts,	
Week 13	Types of Chart, Print the worksheet. 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.	Assignments
Week 14	Presentation with Power- Point: Features of Power-point, Creating presentation the easy way, Title Bar, Menu Bar,	Class Test

Week 15	Toolbars - Creating a New presentation, Opening and Closing presentation - Save and Save As - Closing presentation	
Week 16	Print Preview - Printing of presentation and Saving a presentation, Cut, Copy and Paste, Font, Color, Style and Size selection, inserting picture, working with different views	
Week 17	Graphics in Power Point, Sound effects and Animations effects.	
Week 18	Revision	

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

Academic Session: 2025-26 Semester: Even

Teacher's Name: Dr. Parmod Kumar

Subject: Advance Cost Accounting

Class: M.Com 4th Sem

Week of Month	Topics/Chapters to be covered	Assignment/ Tests
Week 1	Inventory system: Turnover of material, ABC analysis and VED analysis	
Week 2	JIT: Aims and Objectives of JIT, Methodology in implementation of JIT and Impact of JIT on Production Price	
Week 3	JIT's effect on costing system, Material Requirement Planning (MRP-I): Aims, Methodology, Methods of Operations	
Week 4	Requirement for Implementation of MRP-I, MRP-I and Inventory Management; Zero Inventory system	
Week 5	Manufacturing resource planning (MRP-II): Evolution, Essential Elements. Enterprise resource planning (ERP)	
Week 6	Lean Accounting. Back flush Costing, Conditions for adopting Back flush Costing, Different types of back flush Costing	
Week 7	Accounting for Variances, disposition of variances, difficulties in backflus costing, backflus costing in JIT system	
Week 8	Process Costing, Treatment of Work in Progress	
Week 9	Holi Break	
Week 10	Test, Assignments and Revision	Assignment /Class Test

Week 11	Process Costing : Inter process Profits, By Products and Joint Products	
Week 12	Uniform costing, Concept, Scope of Uniform costing, Need for Uniform Costing, Inter firm comparison	
Week 13	Need for Inter Firm Comparison. Requirements of an Inter firm Comparison scheme, Types of Comparison	
Week 14	Cost records, Integral system, preparation of accounts under integral system	
Week 15	Non-integral system, preparation of accounts under non-integral system	
Week 16	Benefits and limitations of integral and non-integral systems	
Week 17	Test, Assignments and Revision	Assignment /Class Test
Week 18	Revision and Doubt Clearance	

Name of College: Govt. PG College for Women, Rohtak**Academic Session: 2025-26 Semester: Even****Teacher's Name : Dr. Parmod Kumar****Subject: Project Management****Class: B.Com. 4th Sem. Sec: A&C**

Week of Month	Topics/Chapters to be covered	Assignment/ Tests
Week 1	Project management, Project manager and his responsibilities, PM as a profession, selection of a project manager	
Week 2	Fitting projects into the parent Organization project management team, project model, Phases of Project management Project environment, The 7S of Project management.	
Week 3	Project Analysis and Selection: Project Initiation and resource allocation, Market analysis and Demand analysis, Technical Analysis.	
Week 4	Project Planning: Time planning, Contents of Project plan, planning process, Work breakdown structure, process mapping	
Week 5	Project Budgeting: Financial Projections, time value of money.	
Week 6	Cost of capital, Appraisal criteria, Risk analysis in capital investment decisions.	
Week 7	Risk analysis in capital investment decisions.	
Week 8	Environmental Appraisal of Projects: Meaning of Environment and pollution, Industrial 52 pollution, pollution control standards	
Week 9	Holi Break	
Week 10	Test, Assignments and Revision	Assignment/Test
Week 11	Environmental regulations in India, Environmental impact assessment	
Week 12	Social Cost benefit Analysis: The rationale for Social cost benefit analysis, UNIDO approaches for Social Cost benefit analysis	
Week 13	Methods followed by Financial Institutions in Social Cost Benefit Analysis; Project Scheduling: PERT and CPM networks.	
Week 14	Monitoring and Controlling: Plan monitor control cycle, data collection and reporting, Project Control	

Week 15	Evaluation and termination: Evaluation	
Week 16	Project auditing, Project termination.	
Week 17	Test, Assignments and Revision	Assignment/Test
Week 18	Revision and Doubt Clearance	

Lesson Plan		
Name of College: Govt. P.G. College for Women, Rohtak		
Academic Session:2025-26 Semester: Even		
Name of the Lecturer: Dr. Renu and Ms. Payal		
Subject: International Marketing		
Class: B.Com 6th Semester A &B		
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	Holi Vacations	
Week 10	Pricing methods	
Week 11	International price quotations and payment terms	Class Test
Week 12	International Distribution: Channel structure and selection decisions	
Week 13	Managing channel conflicts, Web marketing; Organising	Presentations

	trade fairs and exhibitions	
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	Discussion and Revision	
Week18	Revision	

Lesson Plan		
Name of College: Govt. P.G. College for Women, Rohtak		
Academic Session:2025-26 Semester: Even		
Name of the Lecturer: Dr. Renu		
Subject: Organisational Change and Development		
Class: M. Com 4th Semester		
Week of the Month	Topics to be Covered	Assignments, Presentation and Test etc.
Week 1	Organisational Change: Concept, Nature, Types and Models of Organisational Change	
Week 2	Kurt Lewin three step model, force field analysis, theories of planned change	
Week 3	Change Programs, effectiveness of change programs	
Week 4	Change Process: job redesign, social- technical systems, resistance to change, individual and Organisational factors.	Presentations
Week 5	Organisational Development: concept, importance, Characteristics	
Week 6	Role of top management	
Week 7	Role of Organisational development practitioners	Class Test
Week 8	Basic values and phases of Organisational Development	
Week 9	Holi Vacations	
Week 10	OD Interventions: overview of OD interventions, action research, team building approach	Class Test
Week 11	Comprehensive interventions, Human Process interventions,	

	T- Group, Third Party Interventions	
Week 12	Coaching and Mentoring, Role focused interventions, structural and technological interventions	Presentations
Week 13	Strategy interventions, sensitive training, consultation	
Week 14	Quality of Work Life, Quality Circles, Grid OD, Restructuring, reengineering, employee involvement	Class Test
Week 15	Trends, Issues and challenges in OD, Elements responsible for success and failure of OD	
Week 16	Organisational Development in context of Global context	
Week 17	Case studies of few successful OD efforts	
Week 18	Discussion and Revision	

Name of College: Govt. College for Women, Rohtak

Academic Session: 2025-26 Semester: Even

Teacher's Name: Dr. Renu

Subject: Statistical Financial Application

Class: B.Com. 2ndSem. 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	Regression analysis – Meaning, equations, lines.	
Week 7	Standard error of estimate, Difference between correlation and regression	
Week 8	Time Series - components, models	
Week 9	Holi Vacations	
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	Discussion and Revision	
Week 18	Revision	

Name of College: Govt. College for Women, Rohtak

Academic Session: 2025-26 Semester: Even

Teacher's Name: Dr. Savita

Subject: International Financial Management

Class: M.Com 2ndSem

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	Holi Vacations	
Week 10	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 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	Discussion and Revision	Discussions
Week 18	Revision	

Name of College: Govt. College for Women, Rohtak

Academic Session: 2025-26 Semester: Even

Teacher's Name: Dr. Savita

Subject: Digital fluency in Business

Class: B.Com. 2ndSem

Week of Month	Topics/Chapters to be covered	Assignment/ Tests
Week 1	Concept of data, information and data processing, Levels or type of information, Uses of information, Business data Processing Cycle.	
Week 2	Communication: Basic elements of a Communication System, Forms of Data Transmission, Data transmission	

	speed,	
Week 3	Modes of Data Transmission: Analog and Digital data transmissions, 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.	
Week 5	Meaning, Features and Benefits of E-Commerce. E-Commerce VS Traditional Commerce, Need for E-Commerce, Elements and Applications of E-Commerce.	Class Test
Week 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.	
Week 7	Types of E- Payment Systems - Electronic Clearing Services, Credit and Debit Card Payments, Contactless Cards, Rupay Cards, UPI, RTGS, NEFT, IMPS, E-Money.	
Week 8	Benefits and Limitations of E – Payment System, threats and Security Schemes of an electronic Payment Systems.	
Week 9	Holi Vacations	
Week 10	Introduction to Spreadsheets- Features-Components of Worksheet, Menu Bars.	
Week 11	Working with worksheets-cells-Entering, editing, moving, copying, cutting, pasting, Inserting and deleting of cells, rows and columns,	Class Test
Week 12	Basic text and cell formatting - Basic arithmetic calculation - Special paste - Freeze pane - Auto completion of series - Sort and filter - Creating and editing charts,	
Week 13	Types of Chart, Print the worksheet. 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.	Assignments
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,	
Week 16	Print Preview - Printing of presentation and Saving a presentation, Cut, Copy and Paste, Font, Color, Style and Size selection, inserting picture, working with different views	Class Test
Week 17	Graphics in Power Point, Sound effects and Animations effects.	
Week 18	Revision	

Name of College: Govt. College for Women, Rohtak

Academic Session: 2025-26 Semester: Even

Teacher's Name: Dr. Pooja Rani

Subject: Financial Risk Management

Class: M.Com. 2ndSem

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	Holi vacations	
Week 10	Management of risk- Risk Management tools, Interest	
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	Class Test
Week 17	Bank of International Settlement, Basel-I, II & III.	
Week 18	Revision	

Name of College: Govt. College for Women, Rohtak

Academic Session: 2025-26 Semester: Even

Teacher's Name: Dr. Pooja Rani

Subject: Digital fluency in Business

Class: B.Com. 2ndSem

Week of Month	Topics/Chapters to be covered	Assignment/ Tests
Week 1	Concept of data, information and data processing, Levels or type of information, Uses of information, Business data Processing Cycle.	
Week 2	Communication: Basic elements of a Communication System, Forms of Data Transmission, Data transmission speed,	
Week 3	Modes of Data Transmission: Analog and Digital data transmissions, 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.	
Week 5	Meaning, Features and Benefits of E-Commerce. E-Commerce VS Traditional Commerce, Need for E-Commerce, Elements and Applications of E-Commerce.	Class Test
Week 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.	
Week 7	Types of E- Payment Systems - Electronic Clearing Services, Credit and Debit Card Payments, Contactless Cards, Rupay Cards, UPI, RTGS, NEFT, IMPS, E-Money.	
Week 8	Benefits and Limitations of E – Payment System, threats and Security Schemes of an electronic Payment Systems.	
Week 9	Holi Vacations	
Week 10	Introduction to Spreadsheets- Features-Components of Worksheet, Menu Bars.	
Week 11	Working with worksheets-cells-Entering, editing, moving, copying, cutting, pasting, Inserting and deleting of cells, rows and columns,	Class Test
Week 12	Basic text and cell formatting - Basic arithmetic calculation - Special paste - Freeze pane - Auto completion of series - Sort and filter - Creating and editing charts,	
Week 13	Types of Charts, Print the worksheet. 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.	Assignments

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,	
Week 16	Print Preview - Printing of presentation and Saving a presentation, Cut, Copy and Paste, Font, Color, Style and Size selection, inserting picture, working with different views	Class Test
Week 17	Graphics in Power Point, Sound effects and Animations effects.	
Week 18	Revision	

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

Academic Session: 2025-26, Semester: Even

Subject: **Human Resource Management**

Class: **B.Com. (Hons.) 6th sem.**

Name of Teacher: **Dr. Sonia, Associate Professor, Department of Commerce (GPGCW, Rohtak)**

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. Qualification 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	Holi Vacation	
Week 10	Methods of Training: - On the job Training	
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	

Subject: **Business Statistical Application**

Paper code: **24COMI402DS02**

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

Teacher Name: **Dr. Sonia, Associate Professor, Department of Commerce (GPGCW, Rohtak)**

Week of Month	Topics covered	Test/Assignment/Presentation
Week 1	Probability Distribution: Binomial Distribution, meaning, Significance, Practical Question of Binomial Distribution	
Week 2	Poisson distribution: Meaning, Properties of Poisson Distribution, Practical Question of Poisson distribution	

Week 3	Normal distribution: Meaning, Properties, Practical Questions of Normal distribution and Significance.	
Week 4	Practice of exercises of Probability distribution	Test
Week 5	Correlation Analysis – meaning, significance, types and methods, Practical questions related to different methods	
Week 6	Practical questions related to different methods continue ...probable error, coefficient of determination	
Week 7	Regression analysis – Meaning, regression equations, and Practical questions related to regression equations	
Week 8	Regression lines, Standard error of estimate. Difference between correlation and regression	Assignment-1
Week 9	Holi vacations	
Week 10	Time series - components, models, trend analysis including second degree parabola practical questions	
Week 11	Practical questions continue related to trend analysis, exponential formula measurement of seasonal cyclical and irregular variations, shifting the trend origin	Test
Week 12	Statistical Decision Theory: Ingredients, expected opportunity loss, numerical problems..	

Week 13	Optimal decisions with maximin, minimax and Bayes' principle (with prior, pre-posterior and posterior analysis), numerical problems.	Assignment-II
Week 14	Statistical Quality Control, Practical questions related to statistical quality control	
Week 15	Numerical Problem sessions	Test
Week 16	Revision	
Week 17	Revision	

Subject: Venture Capital and Private Equity Finance

Code: 25COM204DS05

Class: M. Com. 4th Sem.

Teacher Name: Dr. Sonia, Associate Professor, Department of Commerce (GPGCW, Rohtak)

Week of Month	Topics covered	Test/Assignment/Presentation
Week 1	Introduction to Private Equity investment: Meaning of Private equity, Historical evolution, Terminology of VC and PE.	
Week 2	Type of Private Equity Investors, Venture Capital; Difference between PE and VC, Benefits of PE.	
Week 3	Mechanism of Private Equity Investment.	
Week 4	Key Players of PE Investment: Limited Partners, General	Test

	Partners, Portfolio Companies.	
Week 5	PE Investment Process: Deal Sourcing and due diligence; Valuation techniques (DCF, Comparable, Pre/Post money valuation)	
Week 6	Term Sheet and negotiation strategies;	
Week 7	Financing structures and control mechanisms	
Week 8	Growth strategies in PE and VC investments;	Assignment-1
Week 9	Holi vacations	
Week 10	Leveraged Buyouts and operational improvements;	
Week 11	Risk assessment in PE and VC exit mechanisms (IPOs, M&A, secondary sales)	Test
Week 12	Current market trends and future outlook of PE in India	
Week 13	Presentations on given topics	Assignment-II
Week 14	Presentations on given topics	
Week 15	Presentations on given topics	Test

Week 16	Presentations on given topics	
Week 17	Presentations on given topics	

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

Academic Session: **2025-2026**

Semester: **EVEN**

Subject: **Project Management**

Name of Lecturer: **Sachin Sapra**

Class: **B.Com. (P) 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	Introduction to Project Management, Project Manager and his responsibilities, Selection of Project Manager,	
Week 2	Project Model, Phases of Project Management, Project Environment, The 7S of Project Management	
Week 3	Project Analysis and Selection	
Week 4	Continue	
Week 5	Project Planning	
Week 6	Continue	
Week 7	Project Budgeting	
Week 8	Continue	
Week 9	Holi Vacations	
Week 10	Environment Appraisal of Projects, Meaning and types of Pollution, Pollution control standards	
Week 11	Environmental regulations in India, Environmental impact assessment	
Week 12	Social Cost Benefit Analysis, UNIDO Approaches	
Week 13	Methods, PERT and CPM networks	
Week 14	Monitoring and Controlling of Projects	
Week 15	Continue	
Week 16	Evaluation and Termination of Projects	

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

Academic Session: **2025-2026**

Semester: **EVEN**

Subject: **Company Law**

Name of Lecturer: **Sachin Sapra**

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

Sec.: **A & C**

Week of Month	Topics/Chapters to be covered	Topics of Assignment/ Tests given/ to be given to the students
Week 1	Meaning and Characteristics, Features of Companies	
Week 2	Types of Companies	
Week 3	Advantages and Disadvantages of Companies and Lifting of Corporate Veil	
Week 4	Formation of Companies, Functions of Promoter, Promoter's Remuneration	
Week 5	Legal status of Promoter, Rights of Promoter, Duties of Promoters, Liabilities of Promoters	
Week 6	Pre-incorporation contracts, Incorporation and Commencement of Business	
Week 7	Prospectus:- Definition, Public offer,	
Week 8	Misleading Prospectus and its consequences	
Week 9	Holi Vacations	
Week 10	Memorandum of Association	
Week 11	Continue	
Week 12	Articles of Association	
Week 13	Meeting of Company: - Essentials of valid meeting; meetings of Shareholders: - Statutory meeting.	
Week 14	Annual general; meeting; Extra-ordinary general meeting; meetings of board of directors; Proxy; Voting, Notice, Agenda and Minutes of meetings	
Week 15	Directors: - Duties, Powers, Liabilities,	
Week 16	Appointment and removal of directors	

Government PG College for Women, Rohtak

Lesson Plan: 2025-26

Teacher's Name: Dr. Mamta Ranga

Subject: Goods and Service Tax (GST) & Customs Law

Class: B.Com. 6th Semester Pass Course (Sec. – A & B)

Week of Month	Topics/Chapters to be covered	Assignment/ Tests to be given to the students
Week 1	Introduction, Overview of GST	
Week 2	Salient feature of GST, Benefit of GST, Concept of GST, Important Definition	
Week 3	Constitutional Framework of Goods and Service Tax, Supply under GST	Group Discussion
Week 4	Meaning and Scope of Supply including Composite and Mixed Supply	
Week 5	Levy and Collection including Reverse Charge Mechanism	Group Discussion
Week 6	Tax on Electronic Commerce Operator (ECO); Exemption from GST; Composition Levy	
Week 7	Place of Supply:- Within State/Union Territory, Interstate, Import and Export	Written Test
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	
Week 9	Holi Vacations	Viva-Voce
Week 10	Apportionment of Credit and Blocked Credit, ITC in case of Banking Company and Financial Institutions	

Week 11	ITC availability in Special Circumstances, Reversal of ITC on Switching to Composition Levy or Exit from tax-paying Status	
Week 12	Transfer of ITC on account of change in Constitution of Registered Person, Input Service Distributors	Written Test
Week 13	Registration; Issue of invoices:- Tax Invoice, Revised Tax Invoice, Credit Note, Debit Note, Bill of Supply, Receipt Voucher	
Week 14	Refund Voucher, Payment Voucher, Invoices in special cases.	Assignments
Week 15	E-way Bill; Payment of Taxes;	Written Test
Week 16	Custom Duty : Important Definitions, Types, Importance, Document required for Import	
Week 17	Document required for Import and Export Procedure: Export Promotion Scheme	
Week 18	Revision	Viva-Voce

Name of College: Govt. P.G. College for Women, Rohtak		
Academic Session: 2025 - 2026		Semester: EVEN
Teacher Name: Dr. Mamta Ranga		
Subject: Corporate Tax planning and Management		
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

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	
Week 7	Tax Planning relating to capital structure decisions	
Week 8	Dividend policy, Inter corporate Dividends, Bonus share & debentures	
Week 9	Holi Vacations	Assignment
Week 10	Tax planning in respect of own or lease.	
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	Written Test
Week 13	Tax planning regarding Managerial Remuneration.	
Week 14	Renewal or renovation of an asset, Shut down/continue	
Week 15	Presentation and Discussion	Assignment
Week 16	Tax planning in respect of selling in domestic or foreign market	
Week 17	Tax planning in respect of Tax Incentives to Exporter	Viva-Voce
Week 18	Revision	

Government PG College for Women, Rohtak

Lesson Plan for the session 2025-26

Teacher's Name: Nirmala Soni

Subject: Business Statistical Application

Class: B.Com 2nd Sem SEC D

Week(s)	Topics/Chapters to be covered	Assignments, Presentation and Test etc
Week 01	Binomial Distribution	
Week 02	Poisson Distribution	
Week 03	Poisson Distribution	
Week 04	Normal Distribution	Test / Assignment
Week 05	Normal Distribution	Presentations
Week 06	Correlation Analysis	Presentations
Week 07	Correlation Analysis	
Week 08	Regression Analysis	
Week 09	HOLI VACATIONS	
Week 10	Regression Analysis	
Week 11	Time series Analysis 1	Presentations
Week 12	Time series Analysis 1	
Week 13	Time series Analysis 2	Test / Assignment
Week 14	Time series Analysis 2	
Week 15	Statistical Decision theory	Presentations
Week 16	Statistical Decision theory	Group Discussion
Week 17	Statistical Quality Control	
Week 18	Viva-Voce	

Government PG College for Women, Rohtak

Lesson Plan for the session 2025-26

Teacher's Name Nirmala Soni

Subject: Production Management Class: M.Com 2nd Semester

Week(s)	Topics/Chapters to be covered	Assignments, Presentation and Test
Week 01	Introduction to Production MGT.	
Week 02	Types of Production Management and system	
Week 03	Production Responsibility & system	
Week 04	Production MGT. & Control	Test / Assignment
Week 05	Production Planning & Control techniques	Presentations
Week 06	Production Planning & Control techniques	Presentations
Week 07	Plant Location & Structure	
Week 08	Plant Location & Structure	
Week 09	HOLI VACATIONS	
Week 10	Material Handling	
Week 11	Quality Control and Production	Presentations
Week 12	Quality Control and Production	
Week 13	Plant Layout	Test / Assignment
Week 14	Material Control Techniques	
Week 15	Material Control Techniques	Presentations
Week 16	Plant Maintenance	Group Discussion
Week 17	Revision	
Week 18	Viva-Voce	

Govt. P.G. College for Women, Rohtak
Teacher's Name: Dr. Sushila and Ms. Nirmala Soni
Subject Auditing Class B.com 6th sem Sec A & B

Week(s)	Topics/Chapters to be covered	Assignments, Presentation and Test etc
Week 01	Introduction Meaning, Objectives, basic principles	
Week 02	Techniques of Auditing, classification of audit	
Week 03	Audit Planning: Internal control	
Week 04	Internal check & Internal audit.	Test / Assignment
Week 05	Audit Procedure: Routine checking, Vouching	Presentations
Week 06	Verification, Valuation of Assets	Presentations
Week 07	Valuation of Assets including intangible & Liabilities including contingent liability.	
Week 08	Audit of Companies: Qualification, Appointment, powers, duties and liabilities of company	
Week 09	HOLI VACATIONS	
Week 10	Audit of depreciation and reserves.	
Week 11	Audit of Provisions	Presentations
Week 12	Audit Report: Qualifications, objectives, contents and types.	
Week 13	Audit Report: Qualifications, objectives, contents and types.	Test / Assignment
Week 14	Audit of Divisible profits and Dividend	
Week 15	Investigation: Nature and Objectives	Presentations
Week 16	Investigation: Nature and Objectives.	Group Discussion
Week 17	Revision	
Week 18	Viva-Voce	

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

Academic Session: 2025-26 Semester: Even

Subject: Income Tax law And Administration (6.03) Name of Teacher: Ms. Harsh

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

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) and others.	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	Holi Vacations	
Week 10	Continuation of the practice of its numerical and Computation of income of AOP, BOI & and its tax liability	
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	
Week 18	Revision of the whole syllabus	Viva of Penalties, Offences & Prosecution

Name of College: Govt. PG College for Women, Rohtak		
Academic Session: 2025-26 Semester: Even		
Subject: Company Laws (25COMI404DS02)		Name of Teacher: Ms. Harsh
Class: B.Com. 4th Sem.		
Week of Month	Topics/Chapters to be covered	Topics of Assignment/ Tests given/ to be given to the students

Week 1	Company- Meaning and Characteristics; Features of Company	
Week 2	Advantages and disadvantages of incorporations, Lifting of corporate veil;	
Week 3	Types of companies,	
Week 4	Private into public, Privileges to private company	
Week 5	Formation of Company: - Promotion of company; Functions of promoter; importance of promoter;	
Week 6	Promoter's remuneration; legal status of Promoter; Rights of promoters; Duties of promoters; Liabilities of promoters;	Test of Ist Unit
Week 7	Pre- incorporation contracts, Incorporation and commencement of Business	
Week 8	Prospectus: - definition; Public offer, contents; misleading prospectus and its consequences.	
Week 9	Holi Vacations	
Week 10	Continue... .. Prospectus	Test of 2nd Unit

Week 11	Memorandum of Association: - Meaning; importance; clauses of memorandum of association	
Week 12	Alteration in Memorandum of Association, Doctrine of Ultra Virus	
Week 13	Articles of Association: - Meaning; contents; alteration of articles of association	Assignment given
Week 14	Meeting of company- Essentials of valid meeting; meetings of Shareholder, annual general meeting; Extra-ordinary general meeting;	Test of 3rd Unit
Week 15	meetings of board of directors; proxy; voting, notice, Agenda and Minutes of meetings.	
Week 16	Directors, powers, liabilities,	
Week 17	appointment and removal of directors.	Test of 4th Unit
Week 18	Revision of the whole syllabus	Viva -Voce

Name of College: Govt. PG College for Women, Rohtak		
Academic Session: 2025-26 Semester: Even		
Subject: Taxation law- II (6.01) Name of Teacher: Ms. Harsh		
Class: B.Com. 6th Sem. Vocational		
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 Filing & Filing of Return (ITR-I) & Filing & Filing of Return (ITR-II) and others.	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	Holi Vacations	
Week 10	Continuation of the practice of its numerical and Computation of income of AOP, BOI & and its tax liability	
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	

Week 18	Revision of the whole syllabus	Viva of Penalties, Offences & Prosecution
---------	--------------------------------	---

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

Academic Session: 2025-26, Semester: Even

Subject: Financial Management

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

Name of Teacher: Ms. Manju, Assistant Professor, Department of Commerce (GPGCW, Rohtak)

Week of Month	Topics/Chapters to be covered	Topics of Assignment/ Tests
Week 1	Introduction: Meaning, scope, function and objectives	
Week 2	Financial Planning: Meaning, nature and scope	
Week 3	Short term and long term planning	
Week 4	Concept of working capital: Approaches to estimation of working capital	
Week 5	Working Capital Management: Determination, significance and estimation	Assignment
Week 6	Working Capital Management: Cash Management	
Week 7	Working Capital Management: Receivables Management	
Week 8	Working Capital Management: Receivables Management: Inventory Management	
Week 9	Holi Vacation	
Week 10	Cost of Capital: Significance and Determinants	

Week 11	Leverage Analysis	
Week 12	EBIT-EPS Analysis	
Week 13	Capital Structure and its theories	
Week 14	Capital structure planning and factors determining the capital structure	Assignment
Week 15	Dividend Decisions: Meaning and types	
Week 16	Dividend Decisions: Determinants and its theories	Test
Week 17	Revision	
Week 18	Revision	

Subject: **Business Statistical Application**

Paper code: **24COMI402DS02**

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

Teacher Name: **Ms. Manju, Assistant Professor, Department of Commerce (GPGCW, Rohtak)**

Week of Month	Topics covered	Test/Assignment/Presentation
Week 1	Probability Distribution: Binomial Distribution, meaning, Significance, Practical Question of Binomial Distribution	
Week 2	Poisson distribution: Meaning, Properties of Poisson Distribution, Practical Question of Poisson distribution	
Week 3	Normal distribution: Meaning, Properties, Practical Questions of Normal distribution and Significance.	

Week 4	Practice of exercises of Probability distribution	Test
Week 5	Correlation Analysis – meaning, significance, types and methods, Practical questions related to different methods	
Week 6	Practical questions related to different methods continue ...probable error, coefficient of determination	
Week 7	Regression analysis – Meaning, regression equations, and Practical questions related to regression equations	
Week 8	Regression lines, Standard error of estimate. Difference between correlation and regression	Assignment-1
Week 9	Holi vacations	
Week 10	Time series - components, models, trend analysis including second degree parabola practical questions	
Week 11	Practical questions continue related to trend analysis, exponential formula measurement of seasonal cyclical and irregular variations, shifting the trend origin	Test
Week 12	Statistical Decision Theory: Ingredients, expected opportunity loss, numerical problems..	
Week 13	Optimal decisions with maximin, minimax and Bayes' principle (with prior, pre-posterior and posterior analysis) ,numerical problems..	Assignment-II
Week 14	Statistical Quality Control, Practical questions related to statistical quality control	

Week 15	Numerical Problem sessions	Test
Week 16	Revision	
Week 17	Revision	

Subject: Financial Derivative

Class: M. Com. 4th Sem.

Teacher Name: Ms. Manju, Assistant Professor, Department of Commerce (GPGCW, Rohtak)

Week of Month	Topics covered	Test/Assignment/Presentation
Week 1	Derivatives: Meaning, need and importance	
Week 2	Evolution of derivatives, types of derivatives, derivatives market	
Week 3	Participants in derivatives market, Derivative Disaster	
Week 4	Forward and Future: Difference between forward and future	Test
Week 5	Mechanism of future contract, pricing and value of future contract	
Week 6	Effect of corporate action on future, index future	
Week 7	Trading system of future at NSE speculation, arbitrage and hedging through futures	

Week 8	Option: Meaning, types and terminology	Assignment-1
Week 9	Holi vacations	
Week 10	Working of option, payoff from basic option, index option	
Week 11	Different option strategies to manage risk, Option Greeks and their applications	
Week 12	Option Pricing Models: Binomial and Black Schole	
Week 13	Swap: Meaning and features, characteristics of swap market	Assignment-II
Week 14	Currency swap- structure and pricing, interest rate swap-valuation and pricing	
Week 15	Equity swap and reverse swap, use of derivatives by corporate in India	
Week 16	Presentations on given topics	
Week 17	Presentations on given topics	

Government PG College for Women, Rohtak

Lesson Plan for the session 2025-26

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	Holi Vacations	
Week 10	Ratio analysis for financial performance, inter period and intercompany comparison for performance appraisal.	
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 WC	Presentations
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	Revision	Test Unit-4
Week 18	Viva-Voce	

Government PG College for Women, Rohtak

Lesson Plan for the session 2025-26

Teacher's Name: Dr. Dalip Kaur and Dr. Sushila

Subject: Auditing

Class: B.Com 4th Semester

Week(s)	Topics/Chapters to be covered	Assignments, Presentation and Test etc
Week 01	Introduction Meaning, Objectives, basic principles	
Week 02	Techniques of Auditing, classification of audit	
Week 03	Audit Planning: Internal control	
Week 04	Internal check & Internal audit.	Test / Assignment
Week 05	Audit Procedure: Routine checking, Vouching	Presentations
Week 06	Verification, Valuation of Assets	Presentations
Week 07	Valuation of Assets including intangible & Liabilities including contingent liability.	
Week 08	Audit of Companies: Qualification, Appointment, powers, duties and liabilities of company	
Week 09	HOLI VACATIONS	
Week 10	Auditors Audit committees, Audit of depreciation and reserves.	
Week 11	Special points in audit of private sector companies, banking companies and, insurance companies.	Presentations
Week 12	Audit Report: Qualifications, objectives, contents and types.	
Week 13	Investigation: Nature and Objectives.	Test / Assignment
Week 14	Tax audit, Management audit and Cost audit	
Week 15	Relevant Auditing and Assurance	Presentations
Week 16	Relevant Auditing and Assurance	Group Discussion
Week 17	Revision	
Week 18	Viva-Voce	

Government PG College for Women, Rohtak

Lesson Plan for the session 2025-26

Teacher's Name: Dr. Dalip Kaur

Subject: Auditing

Class: B.Com 6th Semester (Voc)

Week(s)	Topics/Chapters to be covered	Assignments, Presentation and Test etc
Week 01	Introduction Meaning, Objectives, basic principles	
Week 02	Techniques of Auditing, classification of audit	
Week 03	Audit Planning: Internal control	
Week 04	Internal check & Internal audit.	Test / Assignment
Week 05	Audit Procedure: Routine checking, Vouching	Presentations
Week 06	Verification, Valuation of Assets	Presentations
Week 07	Valuation of Assets including intangible & Liabilities including contingent liability.	
Week 08	Audit of Companies: Qualification, Appointment, powers, duties and liabilities of company	
Week 09	HOLI VACATIONS	
Week 10	Audit of Companies: Qualification, Appointment, powers, duties and liabilities of company	
Week 11	Audit of depreciation and reserves.	Presentations
Week 12	Divisible Profits and Dividends	
Week 13	Audit Report: Qualifications, objectives, contents and types	Test / Assignment
Week 14	Audit Report: Qualifications, objectives, contents and types	
Week 15	Investigation: Nature and Objectives	Presentations
Week 16	Investigation: Nature and Objectives	Group Discussion
Week 17	Revision	
Week 18	Viva-Voce	

Name of College: Govt. PG College for Women, Rohtak		
Academic Session: 2025-26 Semester: Even		
Subject: Taxation Law-II Name of Lecturer: Ms. Jyoti Rani		
Class: B.Com. 6th Sem. Pass course Sec. (A & B)		
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 Filing & Filing of Return (ITR-I) & Filing & Filing of Return (ITR-II) and others.	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	Holi Vacations	
Week 10	Continuation of the practice of its numerical and Computation of income of AOP, BOI & and its tax liability	

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	
Week 18	Revision of the whole syllabus	Viva of Penalties, Offences & Prosecution

Name of College: Govt. PG College for Women, Rohtak		
Academic Session: 2025-26 Semester: Even		
Subject: Financial Management Name of Lecturer: 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,	
Week 9	Holi Vacations	
Week 10	Meaning of Leverage Types of Leverage: Operating, Financial and Combined	
Week 11	Numericals of Leverage	
Week 12	EBIT-EPS Analysis and its Numericals	Written Test of Leverage

Week 13	Meaning and Nature of Capital Structure, Theories of Capital Structure	
Week 14	Continuation of theories of capital structure and its Numericals.	
Week 15	Meaning of Dividend Policy, Type of Dividend Policy, Forms of Dividend, Determinants of Dividend Policy	Assignment of Theories of Capital Structure
Week 16	Models of Dividend policy and their numericals.	
Week 17	Continuation of Numericals of Dividend Policy.	
Week 18	Revision of Syllabus	Assignment of Dividend Policy

Name of College: Govt. PG College for Women, Rohtak		
Academic Session: 2025-2026 Semester: Even		
Subject: Business Documentation (MDC) Name of Lecturer: Dr. Preeti Malik		
Class: B.Sc. Phy. Sci. 2 nd Sem. (Multidisciplinary) (4-6 Days)		
Week of Month	Topics/Chapters to be covered	Topics of Assignment/ Tests given/ to be given to the students
Week 1	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	Stamp duty, Employee offer letter, Salary Slip	
Week 7	Certificate of registration or incorporation, License agreement, Lease agreement.	
Week 8	Commercial building safety certificate, Sales deed, No objection certificate.	Project Report
Week 9	Holi Vacations	
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	Problem discussion and Revision	
Week 18	Revision of Syllabus	

Name of College: Govt. PG College for Women, Rohtak		
Academic Session: 2025-26 Semester: Even		
Subject: Cost Accounting-II Name of Lecturer: Dr. Preeti Malik		
Class: B.Com.6 th Sem. (Pass) Sec.A, Voc. 6 th Sem.		
Week of Month	Topics/Chapters to be covered	Topics of Assignment/ Testsgiven/to be given 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	Holi Vacations	
Week 10	Job and batch costing	
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	Problems Discussion	
Week 18	Revision of Syllabus	

Name of College: Govt. PG College for Women, Rohtak		
Academic Session: 2025-2026 Semester: Even		
Subject: Sales Force Management-II Name of Lecturer: Dr. Preeti Malik		
Class: B.Com. (Voc.) 6 th Sem		
Week of Month	Topics/Chapters to be covered	Topics of Assignment/ Tests given/ to be given to the students
Week 1	Sales Planning and Control	
Week 2	Sales Planning and Control continued	
Week 3	Sales Planning and Control continued	
Week 4	Sales Budget	
Week 5	Sales Budget continued	
Week 6	Sales Budget continued	
Week 7	Sales Budget continued	
Week 8	Revision of Unit-I & II	Assignment

Week 9	Holi Vacations	
Week 10	Sales Territory	
Week 11	Sales Territory continued	
Week 12	Sales Territory continued	
Week 13	Sales Quota	Presentation
Week 14	Sales Quota continued	
Week 15	Sales Quota continued	
Week 16	Sales Quota continued	
Week 17	Problem discussion and Revision	
Week 18	Revision of Syllabus	

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

Academic Session:2025-26 Semester :Even

Subject: Advance Financial Accounting Name of Lecturer: Dr. Anju

Class: B.Com. 2nd Sem Section B

Week of Month	Topics/Chapters to be covered	Topics of Assignment/ Tests given/to be given to the students
Week 01	Partnership Accounts	
Week 02	Partnership Accounts	
Week 03	Admission of a Partner	
Week 04	Admission of a Partner	Test / Assignment
Week 05	Retirement/ Death of a Partner	
Week 06	Retirement/ Death of a Partner	
Week 07	Departmental Account	
Week 08	Dissolution of a Partnership Firm	
Week 09	Holi	
Week 10	Branch Account	
Week 11	Hire Purchase and Installment	
Week 12	Hire Purchase and Installment	
Week 13	Royalty Account	Test / Assignment
Week 14	Royalty Account	
Week 15	Tally	
Week 16	Tally	
Week 17	Tally	
Week 18	Revision	

Name of College: Govt.PG College for Women, Rohtak
Academic Session:2025-26 Semester : Even
Subject: Digital Fluency in Business Name of Lecturer: Dr. Anju
Class: B.Com 2 nd Semester Section D

Week of Month	Topics/Chapters to be covered	Topics of Assignment/ Tests given/to be given to the students
Week 01	Fundamentals of Computer	
Week 02	Types of computer	
Week 03	Input Output devices	
Week 04	Computer memories	Assignment/ Practical File
Week 05	Software	
Week 06	Operating system	
Week 07	Revision	
Week 08	Internet	
Week 09	Holi	Assignment/ Practical File
Week 10	Web Browsers	
Week 11	Introduction to Ms Word	
Week 12	Introduction to Ms Word	
Week 13	Introduction to Ms Word	
Week 14	Introduction to Ms Word	Assignment/ Practical File
Week 15	Email and Multimedia	
Week 16	Email and Multimedia	
Week 17	Email and Multimedia	Assignment/ Practical File
Week 18	Revision	

Name of College: Govt. PG College for Women, Rohtak
Academic Session: 2025-26 Semester: Even
Subject: Cost Accounting Name of Lecturers: Ms. Bhumika Gupta

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

Week of Month	Topics/Chapters to be covered	Topics of Assignment/ Tests given/to be given 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	Holi Vacations	
Week 10	Job and batch costing	
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	Revision of whole syllabus	
Week 18	Assignment collected and Viva of whole syllabus	

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

Academic Session: 2025-2026 Semester: Even

Subject: Business Documentation (MDC) Name of Lecturers: Bhumika Gupta & Payal

Class: B.Sc. Phy. Hons 2nd Sem. (Multidisciplinary) (4-6 Days) and B.A. 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: 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	Stamp duty, Employee offer letter, Salary Slip	
Week 7	Certificate of registration or incorporation, License agreement, Lease agreement.	
Week 8	Commercial building safety certificate, Sales deed, No objection certificate.	Project Report
Week 9	Holi Vacations	
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	Problem discussion and Revision	
Week 18	Revision of Syllabus	

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

Academic Session:2025-26 Semester :Even

Subject: Name of Lecturers: Bhumika Gupta

Class: BBA 4th Sem Minor

Week of Month	Topics/Chapters to be covered	Topics of Assignment/ Tests given/to be given to the students
Week 01	Financial engineering meaning, needs and tools used	
Week 02	Growth and skills used in financial engineering	
Week 03	Emerging instruments in Financial engineering	
Week 04	Continued	
Week 05	Continued	
Week 06	Corporate Risk Management	
Week 07	Continued	Test / Assignment /Project Work
Week 08	Continued	
Week 09	Holidays of Holi Festival	
Week 10	Financial engineering in India - Financial derivative , Future market and value drivers of financial instruments	
Week 11	Time value of money, Required rate of return	
Week 12	Portfolio consideration	
Week 13	Financial engineering: Process and strategies	
Week 14	Asset and liability management	
Week 15	Securitization, Asset backed securities, Mortgage backed securities	
Week 16	Corporate restructuring , Leverage buyouts and management buyouts	
Week 17	Value at risk	Test / Assignment /Project Work
Week 18	Revision	

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

Academic Session:2025-26 Semester :Even

Subject: Advance Financial Accounting Name of Lecturers: Deepak Kumar Chachda

Class: B.Com. 2nd Sem Section A

Week of Month	Topics/Chapters to be covered	Topics of Assignment/ Tests given/to be given to the students
Week 01	Partnership Accounts	
Week 02	Partnership Accounts	
Week 03	Admission of a Partner	
Week 04	Admission of a Partner	Test / Assignment
Week 05	Retirement/ Death of a Partner	
Week 06	Retirement/ Death of a Partner	
Week 07	Departmental Account	
Week 08	Dissolution of a Partnership Firm	
Week 09	Holidays of Holi Festival	
Week 10	Branch Account	
Week 11	Hire Purchase and Installment	
Week 12	Hire Purchase and Installment	
Week 13	Royalty Account	Test / Assignment
Week 14	Royalty Account	
Week 15	Tally	
Week 16	Tally	
Week 17	Tally	
Week 18	Revision	

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

Academic Session:2025-26 Semester :Even

Subject: Project Planning & Management Name of Lecturers: Deepak Kumar Chachda

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 01	Introduction to Management	
Week 02	Introduction to Management	
Week 03	Introduction to Management	
Week 04	Planning	Test / Assignment
Week 05	Planning	
Week 06	Planning	
Week 07	Organizing	
Week 08	Organizing	
Week 09	Holidays of Holi Festival	
Week 10	Leading & Controlling	
Week 11	Leading & Controlling	
Week 12	Leading & Controlling	
Week 13	Project Management	Test / Assignment
Week 14	Project Management	
Week 15	Project Management	
Week 16	Project Management	
Week 17	Revision	
Week 18	Revision	

Name of College: Govt.PG College for Women, Rohtak
Academic Session:2025-26 Semester :Even
Subject: Corporate Accounting Name of Lecturers: Deepak Kumar Chachda
Class: B.Com. 4 th Sem Section C

Week of Month	Topics/Chapters to be covered	Topics of Assignment/ Tests given/to be given to the students
Week 01	Amalgamation of Companies	
Week 02	Amalgamation of Companies	
Week 03	Internal Reconstruction	
Week 04	Internal Reconstruction	Test / Assignment
Week 05	Liquidation of Companies	
Week 06	Liquidation of Companies	
Week 07	Liquidation of Companies	
Week 08	Accounts of Banking Companies	
Week 09	Holidays of Holi Festival	
Week 10	Accounts of Banking Comapnies	
Week 11	Accounts of Insurance Companies	
Week 12	Accounts of Insurance Companies	
Week 13	Double Accounting System	Test / Assignment
Week 14	Double Accounting System	
Week 15	Accounts of Electricity Companies	
Week 16	Accounts of Electricity Companies	
Week 17	Accounts of Electricity Companies	
Week 18	Revision	

Name of College: Govt.PG College for Women, Rohtak
Academic Session:2025-26 Semester :Even
Subject: Indian Constitutions Name of Lecturers: Deepak Kumar Chachda
Class: BBA. 2 nd Sem

Week of Month	Topics/Chapters to be covered	Topics of Assignment/ Tests given/to be given to the students
Week 01	An Economic History of the Constitution of India	

Week 02	An Economic History of the Constitution of India	
Week 03	An Economic History of the Constitution of India	
Week 04	An Economic History of the Constitution of India	Test / Assignment
Week 05	Fundamental Rights and Business in India	
Week 06	Fundamental Rights and Business in India	
Week 07	Fundamental Rights and Business in India	
Week 08	Fiscal Federalism	
Week 09	Holidays of Holi Festival	
Week 10	Fiscal Federalism	
Week 11	Fiscal Federalism	
Week 12	Fiscal Federalism	
Week 13	Constitutional Battles that Shaped the Economy	Test / Assignment
Week 14	Constitutional Battles that Shaped the Economy	
Week 15	Constitutional Battles that Shaped the Economy	
Week 16	Constitutional Battles that Shaped the Economy	
Week 17	Revision	
Week 18	Revision	

Lesson Plan

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

Academic Session: 2025-26 Semester: Even Semester

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

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.	Class test
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.	
16	Overhead variance.	Final Class Test
17	Revision, Clearance of Doubts	

Name of College: Govt. PG College for Women, Rohtak		
Academic Session: 2025-26 Semester: Even		
Subject: Corporate Accounting-II		
Name of Lecturers: Dr. Ruchi & Ms. Payal		
Class: B.Com.(IV) 4th 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	Liquidation of company	

Week 2	Liquidation of company	
Week 3	Final Accounts of Banking Companies	Assignment/Viva-voce/ Test
Week 4	Accounts of General Insurance Companies	
Week 5	Accounts of General Insurance Companies	
Week 6	Accounts of Electricity Companies	
Week 7	Accounts of Electricity Companies	Assignment/Viva-voce/ Test
Week 8	Reporting Standards for Public Sector Undertakings	
Week 9	Reporting Standards for Public Sector Undertakings	Assignment/Viva-voce/ Test
Week 10	Absorption of companies	
Week 11	Absorption of companies	

Week 12	Internal reconstruction	
Week 13	Internal reconstruction	
Week 14	Amalgamation of Companies	
Week 15	Amalgamation of Companies	
Week 16	Amalgamation of Companies	
Week 17	Revision	Assignment/Viva-voce/ Test

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

Academic Session:2025-26 Semester :Even

Subject: Retail Management & Sales Procedure Name of Lecturers: Dr. Mukta Soni

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 01	Introduction: Meaning, nature, scope	
Week 02	Importance, growth and present size.	
Week 03	Career option in retailing; Technology induction in retailing;	
Week 04	Future of retailing in India	Test / Assignment
Week 05	Types of Retailing: Stores classified by owners	
Week 06	Stores classified by merchandising categories; Wheel of retailing; Traditional retail formats vs. modern retail formats in India; Store and non-store based formats	
Week 07	Cash and carry business - Meaning, nature and scope; Retailing models	
Week 08	Franchiser franchisee, directly owned; Wheel of retailing and retailing life cycle;	

Week 09	Holidays of Holi Festival	
Week 10	Management of Retailing Operations	
Week 11	the total performance model; Functions of retail management;	
Week 12	Strategic retail management process.	
Week 13	Retail planning	Test / Assignment
Week 14	Developing retailing strategies, objectives,	
Week 15	action plans, pricing strategies and location strategies	
Week 16	Co-operation and conflict with other retailers.	
Week 17	Revision	
Week 18	Revision	

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

Academic Session:2025-26 Semester :Even

Subject: Auditing Name of Lecturers: Dr. Mukta Soni

Class: B.Com 4th Sem Section B

Week of Month	Topics/Chapters to be covered	Topics of Assignment/ Tests given/to be given to the students
Week 01	Introduction Meaning, Objectives, basic principles	
Week 02	Techniques of Auditing, classification of audit	
Week 03	Audit Planning: Internal control	
Week 04	Internal check & Internal audit.	Test / Assignment
Week 05	Audit Procedure: Routine checking, Vouching	
Week 06	Verification, Valuation of Assets	
Week 07	Valuation of Assets including intangible & Liabilities including contingent liability.	
Week 08	Audit of Companies: Qualification, Appointment, powers, duties and liabilities of company	
Week 09	Holidays of Holi Festival	
Week 10	Auditors Audit committees, Audit of depreciation and reserves.	
Week 11	Special points in audit of private sector companies, banking companies and, insurance companies.	
Week 12	Audit Report: Qualifications, objectives, contents and types.	
Week 13	Investigation: Nature and Objectives.	Test / Assignment
Week 14	Tax audit, Management audit and Cost audit	
Week 15	Relevant Auditing and Assurance	
Week 16	Relevant Auditing and Assurance	

Week 17	Revision	
Week 18	Revision	

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

Academic Session:2025-26 Semester :Even

Subject: Communication Skills Name of Lecturers: Dr. Mukta Soni

Class: B.Com

Week of Month	Topics/Chapters to be covered	Topics of Assignment/ Tests given/to be given to the students
Week 01	Listening : Techniques of Effective Listening	
Week 02	Listening and Comprehension, Probing Questions, Barriers to Listening	
Week 03	Pronunciation, Enunciation, Vocabulary	
Week 04	Fluency, Common Errors	Test / Assignment
Week 05	Techniques of Effective Reading, Gathering Ideas and Information from a Given Text	
Week 06	Evaluating these Ideas and Information, Interpreting the Text	
Week 07	The Writing Process, Effective Writing Strategies, Different Modes of Writing	
Week 08	Introduction to Microsoft (MS) Office Suite	
Week 09	Holidays of Holi Festival	
Week 10	Open Educational Resources, Basic Virtual Platforms, Trending Technologies, Machine Learning, Artificial Intelligence (AI), Internet of Things (IoT),	
Week 11	Introduction to Social Media Websites, Advantages of Social Media, Ethics and Etiquettes of Social Media, How to Use Google Search Better	
Week 12	Effective Ways of Using Social Media	
Week 13	Digital Marketing:	Test / Assignment
Week 14	Digital Ethics and Cyber Security	
Week 15	Meaning of nonverbal communication, Advantages of using nonverbal communication, Introduction to modes of nonverbal communication,	
Week 16	Open and Closed body language, Eye contact and Facial expression, Hand gestures, Do's and Don'ts in NVC,	
Week 17	Learning from experts, Activities-based learning	
Week 18	Revision	

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

Academic Session:2025-26 Semester :Even

Subject: Financial Management Name of Lecturers: Dr. Mukta Soni

Class: B.Com 6th Sem Section A

Week of Month	Topics/Chapters to be covered	Topics of Assignment/ Tests given/to be given to the students
Week 01	Nature of Financial Management Scope of Finance, Finance functions	
Week 02	Financial Manager's role, Financial goal; Profit maximization Vs Wealth maximization,	
Week 03	Objective of financial Management, Finance and related disciplines.	
Week 04	Meaning, nature and planning of Working Capital. Permanent and variable Working Capital. Balanced working position, determinates of working Capital	Test / Assignment
Week 05	Issues of working Capital Management. Management of cash and Marketable Securities and Receivables Management.	
Week 06	Capital market efficiency, Capital Markets in India	
Week 07	Primary and secondary capital markets in India,	
Week 08	Role in Capital markets, mutual funds and Capital Markets. Long-term Finance	
Week 09	Holidays of Holi Festival	
Week 10	Shares, debentures and Terms loans (including right issue of shares), Zero-interest-debentures.	
Week 11	Relevance of capital structure; Net income and traditional views.	
Week 12	Irrelevance of capital structure; NO 1 Approach	
Week 13	Issues in dividend policy, Walter's and Golden's model of dividend relevance objections of dividend policy	Test / Assignment
Week 14	Considerations in dividend policy, stability of dividends, forms of dividend.	
Week 15	Secure Premium notes (SPN) with warrants.	
Week 16	MM Hypothesis without taxes, capital structure planning and policy	

Week 17	Revision	
Week 18	Revision	

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

Academic Session:2025-26 Semester :Even

Subject: Advance Financial Accounting Name of Lecturer: Dr. Arti

Class: B.Com. 2nd Sem Section C

Week of Month	Topics/Chapters to be covered	Topics of Assignment/ Tests given/to be given to the students
Week 01	Partnership Accounts	
Week 02	Partnership Accounts	
Week 03	Admission of a Partner	
Week 04	Admission of a Partner	Test / Assignment
Week 05	Retirement/ Death of a Partner	
Week 06	Retirement/ Death of a Partner	
Week 07	Departmental Account	
Week 08	Dissolution of a Partnership Firm	
Week 09	Holidays of Holi Festival	
Week 10	Branch Account	
Week 11	Hire Purchase and Installment	
Week 12	Hire Purchase and Installment	
Week 13	Royalty Account	Test / Assignment
Week 14	Royalty Account	
Week 15	Tally	
Week 16	Tally	
Week 17	Tally	
Week 18	Revision	

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

Academic Session:2025-26 Semester :Even

Subject: Marketing information system and sales management Name of Lecturer: Dr. Arti

Class: B.Com Vocational 6th Sem

Week of Month	Topics/Chapters to be covered	Topics of Assignment/ Tests given/to be given to the students
Week 01	Market Information System	
Week 02	Models of Market Information System,	
Week 03	Internal Report System	

Week 04	Designing Market Information System	
Week 05	Testing Market Information System	
Week 06	Monitoring Market Information System	
Week 07	revision	Test / Assignment
Week 08	International Marketing	
Week 09	Holidays of Holi Festival	
Week 10	International Environment Foreign market	
Week 11	Product Planning and Pricing	
Week 12	International product life cycle research and informations	
Week 13	International Distribution:	
Week 14	International Distribution:	
Week 15	Product Promotion	
Week 16	Product Promotion	
Week 17	Product Promotion	Test / Assignment
Week 18	Revision	

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

Academic Session:2025-26 Semester :Even

Subject: Name of Lecturers: Dr. Arti

Class: BCA 4th Sem Minor/vocational

Week of Month	Topics/Chapters to be covered	Topics of Assignment/ Tests given/to be given to the students
Week 01	Financial engineering	
Week 02	Financial engineering	
Week 03	Financial engineering	
Week 04	Financial engineering	
Week 05	Emerging instruments	
Week 06	Emerging instruments	
Week 07	Financial engineering in india	Test / Assignment /Project Work
Week 08	Financial engineering in india	
Week 09	Holidays of Holi Festival	
Week 10	Financial engineering in india	
Week 11	Financial engineering in india	
Week 12	Financial engineering: Process and strategies	
Week 13	Financial engineering: Process and strategies	
Week 14	Financial engineering: Process and strategies	
Week 15	Financial engineering: Process and strategies	

Week 16	Financial engineering: Process and strategies	
Week 17	Revision	Test / Assignment /Project Work
Week 18	Revision	

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

Academic Session:2025-26 Semester :Even

Subject: Advance Financial Accounting Name of Lecturer: Preeti Panchal

Class: B.Com. 2nd Sem Section D

Week of Month	Topics/Chapters to be covered	Topics of Assignment/ Tests given/to be given to the students
Week 01	Partnership Accounts	
Week 02	Partnership Accounts	
Week 03	Admission of a Partner	
Week 04	Admission of a Partner	Test / Assignment
Week 05	Retirement/ Death of a Partner	
Week 06	Retirement/ Death of a Partner	
Week 07	Departmental Account	
Week 08	Dissolution of a Partnership Firm	
Week 09	Holidays of Holi Festival	
Week 10	Branch Account	
Week 11	Hire Purchase and Installment	
Week 12	Hire Purchase and Installment	
Week 13	Royalty Account	Test / Assignment
Week 14	Royalty Account	
Week 15	Tally	
Week 16	Tally	
Week 17	Tally	
Week 18	Revision	

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

Academic Session:2025-26 Semester :Even

Subject: Business Environment & International Business Name of Lecturer: Preeti Panchal

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 01	Business Environment: concept; components and importance; SWOT Analysis.	
Week 02	Agriculture in India- Problems, Importance, contribution in national economy, remedial measures	
Week 03	Economic Trends (overview): income; savings and investment; industry	
Week 04	Trade and balance of payments.	
Week 05	Problems of Growth: Unemployment, Poverty; regional imbalances, social injustice	
Week 06	inflation, parallel economy and industrial sickness. Role of Govt. in Indian Economy	
Week 07	Monetary and Fiscal Policy; Industrial Policy;	Test / Assignment
Week 08	Industrial Licensing; Privatization and Devaluation	
Week 09	Holidays of Holi Festival	
Week 10	International Business; Major risks and challenges of International Business; International Business Environment- Components and determinants	
Week 11	stages of internationalization of business; international business approaches, concept of globalization	
Week 12	Modes of entering into international business; nature of multinational enterprise and international direct investment	
Week 13	foreign exchange; determination of exchange rate; Balance of payments.	
Week 14	Theories of International Trade- Absolute advantage theory; comparative advantage theory; factor proportions theory; Product life cycle theory	

	of trade	
Week 15	government influence on trade; rationale for government intervention, instruments of trade control; role of WTO, IMF and World Bank in international trade.	
Week 16	Assessing International markets; designing products for foreign markets; branding decisions	
Week 17	international promotions policy; international pricing; international logistics and distribution.	Test / Assignment
Week 18	Revision	

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

Academic Session:2025-26 Semester :Even

Subject: Indian Constitutions Name of Lecturer: Preeti Panchal

Class: BCA (VAC) 2nd Sem

Week of Month	Topics/Chapters to be covered	Topics of Assignment/ Tests given/to be given to the students
Week 01	The History of the Making of the Indian Constitution	
Week 02	Preamble and the Basic Structure, and its interpretation	
Week 03	Fundamental Rights and Duties and their interpretation	
Week 04	State Policy Principles	
Week 05	Structure of the Indian Union	
Week 06	President – Role and Power	
Week 07	Prime Minister and Council of Ministers	Test / Assignment /Project Work
Week 08	Lok Sabha and Rajya Sabha	
Week 09	Holidays of Holi Festival	
Week 10	Governor – Role and Power	
Week 11	Chief Minister and Council of	

	Ministers	
Week 12	State Secretariat	
Week 13	District Administration	
Week 14	Municipal Corporation	
Week 15	Zila Panchayat	
Week 16	Election Commission	
Week 17	a. Role and Functioning, b. Chief Election Commissioner and c. State Election Commission	Test / Assignment /Project Work
Week 18	Revision	

Name of College: Govt. PG College for Women, Rohtak		
Academic Session: 2025-26 Semester: Even		
Subject: Basics of International Business Name of Lecturers: Ms. Sunisha Sehgal		
Class: BBA 4th Sem. 25IMSI404DS01		
Week of Month	Topics/Chapters to be covered	Topics of Assignment/ Tests given/ to be given to the students
Week 1	Introduction of International business	
Week 2	Risk and challenges of IB	
Week 3	International business environment -Components and determinants	
Week 4	Stages of International Business	

Week 5	Foreign exchange market and determinants of exchange rate	
Week 6	Globalization, BOP	Test of Basics of IB
Week 7	Modes of entry into IB	
Week 8	Nature of multinational enterprise and international direct investment, FDI	Assignment of FDI
Week 9	Holi Vacations	
Week 10	Theories of international trade	
Week 11	Theories continue	
Week 12	Governmental influence on trade	
Week 13	Rationale for government intervention, WTO	Oral Test of theories of international trade
Week 14	IMF, World bank in international trade	Written Test of IMF, WTO
Week 15	Designing product for international market, Branding decision	
Week 16	Promotion policy	Assignment of IMF
Week 17	International pricing, logistics and distribution	
Week 18	Revision of the whole syllabus	Viva of whole syllabus

Name of College: Govt. PG College for Women, Rohtak		
Academic Session: 2025-26 Semester: Even		
Subject: Indian Business Environment Name of Lecturers: Ms. Sunisha Sehgal		
Class: BBA 4th Sem. 25IMSI404DS03		
Week of Month	Topics/Chapters to be covered	Topics of Assignment/ Tests given/ to be given to the students
Week 1	Introduction of Business Environment	
Week 2	Internal and external environment	
Week 3	Country and political Risk	
Week 4	International impact on Business environment, nature of Indian economy	
Week 5	Economics reforms -LPG	Written test of LPG
Week 6	Monetary and fiscal policy	
Week 7	Competition Act	
Week 8	Consumer protection and corporate Governance	Assignment on monetary and fiscal policy
Week 9	Holi Vacations	
Week 10	Industrial policy 1991, Public sector reforms	
Week 11	Public and Private Partnership	
Week 12	SMEs, Industrial Sickness	Written Test of Industrial Sickness
Week 13	SEBI and Investor Protection	
Week 14	BOP,FDI	

Week 15	FEMA Act	Assignment of BOP
Week 16	WTO, IMF	
Week 17	World Bank	TEST of FEMA Act
Week 18	Revision of Syllabus	Viva of whole syllabus

Name of College: Govt. PG College for Women, Rohtak		
Academic Session: 2025-26 Semester: Even		
Subject: Marketing Management Name of Lecturer: Ms. Sunisha Sehgal		
Class: BBA 2nd Sem. 25IMSI402DS02		
Week of Month	Topics/Chapters to be covered	Topics of Assignment/ Tests given/ to be given to the students
Week 1	Introduction of Marketing	
Week 2	Company Orientation	
Week 3	Marketing Environment	
Week 4	Types of Marketing	
Week 5	Market Segmentation	
Week 6	Consumer Behavior	
Week 7	Consumer Buying Decision Process	Test of Marketing Environment
Week 8	Experimental Marketing View of Customer	Assignment on Market Segmentation
Week 9	Holi Vacations	
Week 10	Product Decisions	
Week 11	Product Lifecycle	
Week 12	Portfolio Approach	Written Test of Industrial Sickness
Week 13	New Product Development	
Week 14	Pricing Decision, Promotion Mix	

Week 15	Marketing Channel Decision	Assignment of PLC
Week 16	Marketing of Services, Contemporary issues in Marketing, E-Commerce, Digital Marketing	
Week 17	Integrated Marketing, Rural Marketing, Social, Green Marketing	TEST of Pricing Decision
Week 18	Revision of Syllabus	Viva of whole syllabus

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

Academic Session:2025-26 Semester :Even

Subject: Foundation of International Business (Sharing) Name of Lecturers: Dr Mukesh & Dr Kavita

Class: BBA 6th Sem.

Week of Month	Topics/Chapters to be covered	Topics of Assignment/ Tests given/to be given to the students
Week 01	Introduction, Characteristics, Types, advantages, disadvantages Process of International Business, strategies, factor for the Growth of IB	
Week 02	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 03	Motives& Harmful Effects of Internationalisation of Business, factor affecting gains from International trade, concept, arguments for favouring & against free trade & protection	
Week 04	Features, Objectives, Structure, Advantages & Disadvantages of WTO, role, challenges, global financial system	Test / Assignment
Week 05	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 06	Steps in Country Evaluation & Selection, factors used in country evaluation & selection, evaluation matrix	
Week 07	Introduction, classification, need of foreign capital, factor affecting, advantages, disadvantages of FDI, New foreign investment policy	
Week 08	Need for Harmonising Accounting Differences Across Nations, Causes for differences	
Week 09	Holidays of Holi Festival	
Week 10	Internal & External Control Mechanism in IB, difficulties in control over IB , Objectives of Global Manufacturing Strategies, Factor affecting location global manufacturing & logistic decision	
Week 11	Nature, Need & Difficulties in International Marketing, International product strategies	
Week 12	Factors in International Pricing, Distribution Network	
Week 13	Concentrated vs Dispersed location, Make or Buy Decision, Supply chain management	Test / Assignment

Week 14	Lessard Lorange Model	
Week 15	International Staffing	
Week 16	Compensation Decisions	
Week 17	Cross Cultural Challenges in IB	
Week 18	Revision	

Name of College: Govt.PG College for Women, Rohtak
Academic Session:2025-26 Semester :Even
Subject: Indian Financial System Name of Lecturers: Dr Kavita
Class: BBA 4th Sem.

Week of Month	Topics/Chapters to be covered	Topics of Assignment/ Tests given/to be given to the students
Week 01	Financial System- Introduction	
Week 02	Meaning, components and functions	
Week 03	Reforms in the Indian Financial System; money market and its segments	
Week 04	Primary market	Test / Assignment
Week 05	Stock exchange and its function	
Week 06	Trading in stock exchange	
Week 07	NSE, BSE, depositories and custodian, new financial instruments	
Week 08	Role and functions of SEBI	
Week 09	Holidays of Holi Festival	
Week 10	Commercial bank	
Week 11	RRBs, risk management in banks	
Week 12	Merchant banking and its services, NBFCs	
Week 13	Mutual funds	Test / Assignment
Week 14	Insurance- meaning, type and principles	
Week 15	Role as a financial intermediary	
Week 16	IRDA	
Week 17	Role and functions.	
Week 18	Revision	

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

Academic Session:2025-26 Semester :Even

Subject BUSINESS COMMUNICATION-II Name of Lecturers: Dr 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 01	Written Communication	
Week 02	Intra Organizational Communication	
Week 03	Departmental Organizational Communication	
Week 04	Workplace Communication	Test / Assignment
Week 05	Need and Types, Basics of Writing Office Circulars	
Week 06	Oral Communication	
Week 07	Professionalism Communication	
Week 08	Team Work Communication	
Week 09	Holidays of Holi Festival	
Week 10	Negotiation Skills Communication	
Week 11	Cross-Cultural Communication	
Week 12	Contemporary Communication	
Week 13	Job Searching in Digital Age	Test / Assignment
Week 14	Creating Resume (CV, cover letter)	
Week 15	Strong Digital communication skills	
Week 16	Online and offline professional etiquettes	
Week 17	Introduction to personal and organizational websites communication through podcasts.	
Week 18	Revision	

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

Academic Session:2025-26 Semester :Even

Subject BUSINESS ECONOMICS Name of Lecturers: Dr 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 01	Fundamentals elements of Microeconomics	
Week 02	Basic elements of Microeconomics	
Week 03	Demand Schedule Individual and Market Demand Curve, Determinants of Demand, Law of Demand, Movement and Shift	

	among Demand Curve, Elasticity of Demand.	
Week 04	Supply Schedule: individual and market supply, determinants of supply, law of supply, Elasticity of supply. Determination of demand and supply, effect of a shift in demand and supply.	Test / Assignment
Week 05	Theory of Production-Factors of Production, Production Function, Law of Variable Proportions, Returns to Scale, Producers' Equilibrium.	
Week 06	Theory of Cost- Short Run and Long Run Average, Marginal and Total Cost Curves.	
Week 07	Cardinal Utility Approach-Law of Diminishing Marginal Utility, Law of Equi- Marginal Utility	
Week 08	Indifference Curves, Budget Lines and Consumer Equilibrium.	
Week 09	Holidays of Holi Festival	
Week 10	Concept of Market and Main Forms of Market.	
Week 11	Price and Output Determination Under Perfect Competition, Monopoly	
Week 12	Monopolistic Competition, and oligopoly.	
Week 13	Circular Flow of Income. Concept of GDP, GNP, NDP, NNP (At Market Price and Factor Cost)	Test / Assignment
Week 14	Methods of Calculating National Income	
Week 15	Current Challenges Facing by Indian Economy- Human Capital Formation, Poverty, Dynamic	
Week 16	Business Environment, Trade with Various Nations	
Week 17	Sustainable Economic Development.	
Week 18	Revision	

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

Academic Session:2025-26 Semester :Even

Subject: Consumer Protection Name of Lecturers: 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 01	Consumer protection Act: objectives, scope, features, importance, Consumer rights, approaches of Consumer protection, amendments in consumer protection act	
Week 02	Consumer Exploitation & reason, Consumer Protection & Challenges to the Consumers	
Week 03	Meaning & Types of Buying Motives, Doctrine of Caveat Emptor	
Week 04	Concept of Caveat Venditor & Consumer Sovereignty	Test / Assignment
Week 05	Measures for Consumer Protection In India, The MRTP	

	Act, The Sale of Goods Act, The Competition Act	
Week 06	Quasi Judicial Mechanism, District forum, Jurisdiction for State Commission, National Commission	
Week 07	Procedure for Grievance Redressal, Reliefs granted by Quasi judicial bodies, Procedure for Filing Complaints	
Week 08	Essential commodities Act, Prevention of food adulteration Act, Standards of weight and measurement Act	
Week 09	Holidays of Holi Festival	
Week 10	Consumer protection councils: district, state, national level,	
Week 11	Consumer protection Act appraisal and exercise, benefits and shortcomings	
Week 12	Measures for consumer protection in India: administrative mechanism, Basic provisions of the Consumer Protection Act. (CPA) 1986	
Week 13	Organizational set up for consumer protection under Consumer protection Act	Test / Assignment
Week 14	Power and rights of district forum, state commission and national commission Approaches of Consumer Information & Knowledge	
Week 15	Jurisdiction of district forum, state commission and national commission	
Week 16	Power of redressal agencies	
Week 17	Relief granted by quasi judicial bodies Need, Purpose	
Week 18	Revision	

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

Academic Session: 2025-26 Semester : Even

Subject: E-commerce Name of Lecturers: 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 01	Introduction – E-commerce meaning, nature, concepts. Reasons for transacting online (drivers of e-commerce) Advantages for transacting online.	
Week 02	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 03	Planning online business: how it work. Myths about e-	

	commerce.Way to overcome online business problems.Planning online business: dynamics of the internet.	
Week 04	Pure online vs. brick and click business. Assessing technological requirement for an online business.	Test / Assignment
Week 05	Designing, developing and deploying the system. One to one enterprise	
Week 06	Technology for online business – internet, IT infrastructure; middleware contents	
Week 07	Text and integrating e-business applications; mechanism of making payment through internet: online payment mechanism, electronic payment systems	
Week 08	Payment gateways, visitors to website, tools for promoting website	
Week 09	Holidays of Holi Festival	
Week 10	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 11	Applicaitions in e-commerce – e-commerce applications in manufacturing, wholesale	
Week 12	Virtual existence advantages and pitfalls of virtual organizations, workface, work zone and workspace and staff less organization	
Week 13	Designing on E-commerce model for a middle level organization: the conceptual design, giving description of its transaction handling	Test / Assignment
Week 14	Infrastructure and resources required and system flow chart; security in e-commerce,Digital signatures; cocept,objectives, benefits.	
Week 15	Data encryption, features types	
Week 16	Concept of network security: objective, nature, Scope.	
Week 17	various secret keys for dataencryption,	
Week 18	Revision	

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

Academic Session:2025-26 Semester :Even

Subject: Human Behaviour & Organisation Name of Lecturers: 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 01	Concept, features and scope of organizational behavior, Conceptual framework to organizational behavior	

Week 02	Contributing disciplines to organizational behavior, Role of organizational behavior, Determinants to organizational behavior	
Week 03	Historical Development of Organizational Behavior: Classical Era- Scientific Management, Administrative Management, Bureaucracy, The behavioural Era	
Week 04	Human Relation Era, Foundations of organizational behavior and Processes	Test / Assignment
Week 05	Models to organizational behavior, Emerging trends and changing profiles of workforce	
Week 06	Role of organizational behavior, Challenges of organizational behavior	
Week 07	Individual behavior, causes of human behavior, Determinants of individual behavior, Personality concept and its determinants	
Week 08	Approaches to Personality traits influencing organizational behavior, Values concept, types and sources	
Week 09	Holidays of Holi Festival	
Week 10	Value and organizational behavior, Attitudes concept, nature, components, Function and sources of attitudes Theories and types of attitude continue	
Week 11	Perception concept and perceptual process Factors influencing perception Application of perception in organizational behavior	
Week 12	Learning concept, nature, factors affecting learning, Theories of learning	
Week 13	Motivation, Emotional intelligence, its importance and application, Foundations of group behavior Team Processes	Test / Assignment
Week 14	Interpersonal Communication, Group Dynamic Team and Team Work, Conflict and negotiation in Workplace, Power and Politics in Organisation	
Week 15	Organizational Processes, Organisational Culture, Organizational development Elements and Process in Designing Organisational Structure Need of Organisational Structure	
Week 16	Organisational Change Types of change Forces for Change : External Forces Resistance to Change Stress management Sources, Effects,	
Week 17	Strategy to Overcome stress types of stress	
Week 18	Revision	

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

Academic Session:2025-26 Semester :Even

Subject: Foundation of International Business (Sharing) Name of Lecturers: Dr Mukesh & Dr Kavita

Class: BBA 6th Sem.

Week of Month	Topics/Chapters to be covered	Topics of Assignment/ Tests given/to be given to the students
Week 01	Introduction, Characteristics, Types, advantages, disadvantages Process of International Business, strategies, factor for the Growth of IB	
Week 02	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 03	Motives& Harmful Effects of Internationalisation of Business, factor affecting gains from International trade, concept, arguments for favouring & against free trade & protection	
Week 04	Features, Objectives, Structure, Advantages & Disadvantages of WTO, role, challenges, global financial system	Test / Assignment
Week 05	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 06	Steps in Country Evaluation & Selection, factors used in country evaluation & selection, evaluation matrix	
Week 07	Introduction, classification, need of foreign capital, factor affecting, advantages, disadvantages of FDI, New foreign investment policy	
Week 08	Need for Harmonising Accounting Differences Across Nations, Causes for differences	
Week 09	Holidays of Holi Festival	
Week 10	Internal & External Control Mechanism in IB, difficulties in control over IB , Objectives of Global Manufacturing Strategies, Factor affecting location global manufacturing & logistic decision	
Week 11	Nature, Need & Difficulties in International Marketing, International product strategies	
Week 12	Factors in International Pricing, Distribution Network	
Week 13	Concentrated vs Dispersed location, Make or Buy Decision, Supply chain management	Test / Assignment
Week 14	Lessard Lorange Model	

Week 15	International Staffing	
Week 16	Compensation Decisions	
Week 17	Cross Cultural Challenges in IB	
Week 18	Revision	

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

Academic Session:2025-26 Semester :Even

Subject: E-commerce Practical Lab Name of Lecturers: 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 01	Basic Introduction about e-commerce, Various hardware and software required to ecommerce	
Week 02	Categories of E-commerce, Planning online business Digital Economy- threats to digital economy.	
Week 03	Planning online business: how it works. Way to overcome online business problems. Planning online business: dynamics of the internet.	
Week 04	Assessing technological requirement for an online business.	Test / Assignment
Week 05	Designing, developing and deploying the system. One to one enterprise	
Week 06	Technology for online business – internet, IT infrastructure; middleware contents	
Week 07	Text and integrating e-business applications; mechanism of making payment through internet: online payment mechanism, electronic payment systems	
Week 08	Applications in retail and service sector. Virtual existence – concepts, working of virtual org	
Week 09	Holidays of Holi Festival	
Week 10	How to select product or service to buy online how to add to cart product or service How to place an order online.	
Week 11	Payment gateways, visitors to website, tools for promoting website;	
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	
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,	Test / Assignment

	hospital, online trading etc.	
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	
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;	
Week 17	Data encryption, various secret keys for data encryption, Concept of network security: How to protect ecommerce transactions: password, antivirus etc.	
Week 18	Revision	

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
	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

	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
	Sunday
Week 4	Continue
	Non taxable allowances
	Continue
	Calculation of various Perquisites
	Sunday
Week 5	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 and Retrenchment Fund and its practical treatment
	Sunday
Week 7	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
	Computation of sub let house
	Introduction to Profit and Gains of Business and Profession
	Taxable income under the business head
	Sunday
Week 9	Continue
	Practical Questions
	Continue
	Continue
	Sunday
Week 10	Non taxable income or Partially taxable income under business head
	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
	Sunday

Week 12	Various Long term capital gains
	Practical Questions regarding Long term capital gains
	Problems
	Test of Capital Gains
	Sunday
Week 13	Income from other Sources- An Introduction
	Concepts regarding income from various sources
	Problems
	Concepts regarding Set off and Carry forward of Losses
	Sunday
Week 14	Practical Questions
	Introduction to Clubbing of Income
	Practical Questions
	Continue
	Sunday
Week 15	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
	Sunday
Week 16	Tax deduction at source
	Concept behind Tax Deducted at Source
	Test of unit 1 and 2
	Test of unit 3 and 4

	Sunday
Week 17	Revision
	Revision
	Revision
	Revision
	Sunday

Lesson Plan	
Name of Assistant/Associate Professor : Dr. Sakshi Bansal	
Class and Section : B.B.A 4th Semester (Major)	
Subject : CORPORATE LEADERSHIP Code: 25IMSI404DS04	
Week	Topics
Week 1	Concept of leadership
	Trait and behavioural approaches
	Contingency approach
	Continue
	Sunday
Week 2	Interactive framework for analyzing leadership
	Focus on Leader: Leader as an individual,
	Power and influence
	Continue
	Sunday
Week 3	Leadership and values
	Emotional leadership and leadership
	Leadership behaviour

	Continue
	Sunday
Week 4	Continue
	Courage and moral leadership
	Continue
	Problems of Unit 1 and 2
	Sunday
Week 5	Test of Unit 1
	Test of Unit 2
	Leader as relationship builder: motivation and empowerment
	Continue
	Sunday
Week 6	Leader as communication champion
	Continue
	Advantages of a team
	leading teams
	Sunday
Week 7	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
	Sunday
Week 9	Creating vision and strategic direction
	Continue
	Continue
	Continue
	Sunday
Week 10	Shaping culture and values
	Continue
	Continue
	Continue
	Sunday
Week 11	Designing and leading learning organization
	Continue
	Continue
	Continue
	Sunday
Week 12	Leadership and change
	Continue
	Continue
	Continue
	Sunday
Week 13	Revision of Unit 4

	Continue
	Continue
	Continue
	Sunday
Week 14	Test of unit 4
	Revision of the whole syllabus
	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
	Sunday
Week 16	Revision of the whole syllabus
	Continue
	Continue
	Test of whole Syllabus
	Sunday
Week 17	Revision of the whole syllabus
	Continue
	Continue
	Continue

	Sunday
--	---------------

Lesson Plan	
Name of Assistant/Associate Professor : Dr. Sakshi Bansal	
Class and Section : B.B.A. 2nd Semester	
Subject : Emerging Technologies and Application Code: 25IMSX02SE01 (Theory and Practical)	
Week	Topics
Week 1	Cloud service models (IaaS, PaaS, SaaS)
	Continue
	Deployment models (public, private, hybrid)
	Continue
	Cloud-based -enterprise solutions
	Continue
	Sunday
Week 2	Security and Governance – Data security and compliance in the cloud
	Continue
	Continue
	Continue
	Cost-benefit analysis and scalability
	Continue
	Sunday

Week 3	Cloud governance frameworks
	Continue
	Continue
	Continue
	Test of unit 1
	Continue
	Sunday
Week 4	Sensor technologies and connectivity - IoT Applications in Smart cities and infrastructure
	Continue
	Continue
	Industrial IoT and manufacturing – IoT data processing and storage
	Continue
	Continue
	Sunday
Week 5	Real-time analytics and decision-making – Concept of Industry 4.0 – Automation and smart manufacturing
	Continue
	Continue
	Cyber-physical systems and digital twins – Robotics and advanced manufacturing technologies
	Continue
	Continue
	Sunday
Week 6	Impact on Business Models – Transformation of production and supply chains

	Continue
	Continue
	Continue
	Business process optimization
	Continue
	Sunday
Week 7	Continue
	Continue
	Test of Unit 2
	Continue
	Revision of topics of Unit 1 and 2
	Revision of topics of Unit 1 and 2
	Sunday
Week 8	Fundamentals of Blockchain – Decentralization and distributed ledger
	Continue
	Continue
	Continue
	Cryptography and consensus mechanisms
	Continue
	Sunday
Week 9	Continue
	Smart contracts – Financial services and digital identity
	Continue
	Continue

	Continue
	Challenges and Opportunities
	Sunday
Week 10	Continue
	Continue
	Continue
	Continue
	Security and privacy issues – Regulatory and compliance considerations
	Continue
	Sunday
Week 11	Continue
	Continue
	Revision of Unit 3
	Continue
	Test of Unit 3
	Continue
	Sunday
Week 12	Introduction to AR/VR – Key concepts and differences between AR and VR
	Continue
	Continue
	Continue
	Historical development and current state - AR/VR applications in marketing and customer experience
	Continue

	Sunday
Week 13	Continue
	Continue
	Continue
	Training and development through immersive technologies – Challenges and Opportunities
	Continue
	Continue
	Sunday
Week 14	Technological limitations and advancements
	Continue
	Continue
	Continue
	Continue
	Integration with existing business processes
	Sunday
Week 15	Continue
	Continue
	Revision of unit 4
	Test of unit 4
	Continue
	Written Test of 10 marks from unit 1 and 2
	Sunday
Week 16	Revision

	Written test of 10 marks from unit 3-4
	Lab work report checking and viva
	Continue
	Continue
	Continue
	Sunday
Week 17	Presentations start
	Continue
	Continue
	Continue
	Continue
	Continue
	Sunday

Lesson Plan	
Name of Assistant/Associate Professor : Dr. Sakshi Bansal	
Class and Section : B.B.A. 2nd Semester	
Subject : Media Literacy and Critical Thinking Code: 25IMSX02MD01	
Week	Topics
Week 1	Core principles of media literacy and critical thinking
	Continue
	Understanding media as a powerful communication tool
	its role in shaping societal perceptions and behaviors.

	Sunday
Week 2	Continue
	Continue
	Definition and significance of media literacy, its historical evolution within the Indian context
	Continue
	Sunday
Week 3	Continue
	Revision
	Test of unit 1
	Case study discussion
	Sunday
Week 4	Forms of media texts
	Continue
	Including print, broadcast, digital, and social media
	Continue
	Sunday
Week 5	Textual analysis and the deconstruction of visual media using semiotics
	Continue
	Continue
	Related Case study
	Sunday
Week 6	The impact of media representations on individual perceptions and societal attitudes, from relevant case studies in the Indian context.
	Continue

	Continue
	Continue
	Sunday
Week 7	Revision of unit 2
	Test of Unit 2
	Revision of topics of Unit 1 and 2
	Quiz on the topics of Unit 1 and 2
	Sunday
Week 8	Dynamics of media production, distribution, and consumption in India
	Continue
	Influence of ownership and control structures on media content
	Continue
	Sunday
Week 9	Continue
	Techniques for critically evaluating media content and analysing audience consumption patterns
	Continue
	Case study
	Sunday
Week 10	Continue
	Revision of unit 3
	Test of Unit 3
	Quiz on topics of unit 3
	Sunday

Week 11	Revision of Unit 3
	Continue
	Test of Unit 3
	Continue
	Sunday
Week 12	Ethical and regulatory considerations inherent in media practices and the evolving landscape of digital media literacy
	Continue
	Ethical principles in media, the regulatory framework governing media content, and the role of self regulatory bodies in upholding ethical standards
	Continue
	Sunday
Week 13	Continue
	Digital media's impact on contemporary media literacy practices
	Continue
	Continue
	Sunday
Week 14	Continue
	Strategies for navigating online information
	Continue
	Promoting digital citizenship
	Sunday
Week 15	Revision of unit 4
	Test of unit 4
	Continue

	Written Test of 15 marks from unit 1 and 2
	Sunday
Week 16	Written test of 15 marks from unit 3-4
	Quiz of unit 4
	Presentations and viva
	Continue
	Sunday
Week 17	Continue
	Essay writing/seminar
	Continue
	Continue
	Sunday