

# **LESSON PLAN**

**DEPARTMENT OF  
COMMERCE & MANAGEMENT**

**B.COM(P)/B.COM(HONS)/  
B.COM(CA)/M.COM/BBA**

**SESSION  
2022-2023**

**(EVEN SEMESTER)**

**K.L MEHTA DAYANAND COLLEGE FOR WOMEN, FARIDABAD**  
**LESSON PLAN FOR THE SESSION 2022-23**

<b>Name of the Assistant Professor :Neeru Bhatia</b> <b>Class And Section: B.com (P) 2<sup>nd</sup> Sem (A+B)</b> <b>Subject: Business Management</b>	
Day 1	Staffing Concept: Introduction, Meaning, Definition and Features of Staffing
Day 2	Importance Of Staffing, Steps of Staffing Process
Day 3	Matching Job and People Concept
Day 4	Importance Of Job Analysis Methods & Brief Revision of The Chapter
Day 5	Recruitment: meaning, definition, process
Day 6	Internal And External Sources of Recruitment
Day 7	Merits And Demerits of Different Sources of Recruitment
Day 8	Oral test of chapters: staffing and recruitment
Day 9	Selection: Meaning, Definition and Selection Process of Employees
Day 10	Process Continue
Day 11	Doubts Session of Students
Day 12	Training: Meaning, Definition, Nature of Training
Day 13	Difference Between Training and Development, Difference Between Training and Education
Day 14	Importance Of Training to Enterprise
Day 15	Importance Of Training to Enterprise
Day 16	On The Job Training Methods
Day 17	On The Job Training Methods
Day 18	Principles Of Training and Brief Revision of Chapter
Day 19	Revise The Syllabus of Unit 1
Day 20	Group Discussion by Students on The Topic – On the Job Training Methods V/S Off the Job Training Methods
Day 21	Motivation: introduction, meaning, definition, nature
Day 22	Importance and process of motivation
Day 23	Traditional theories of motivation
Day 24	Maslow's and Hygiene theory of motivation
Day 25	Mc – Gregor's theory of motivation
Day 26	Ouchi's z theory of motivation
Day 27	Indian v/s Japanese management system
Day 28	Techniques of motivation – positive and negative techniques, financial techniques
Day 29	Non-financial motivational techniques
Day 30	Individual and group motivators, extrinsic & intrinsic motivators
Day 31	Problems and principles of motivation and Assignment

	Techniques of motivation
Day 32	Leadership: meaning, definition, nature
Day 33	Importance of leadership
Day 34	Functions of leadership
Day 35	Qualities of a leader
Day 36	Theories of leadership
Day 37	Theories of leadership
Day 38	Motivational and autocratic leadership styles
Day 39	Democratic and free rein leadership styles
Day 40	Difference between autocratic, democratic and free rein leadership styles and result based leadership styles
Day 41	Determinants of leadership styles
Day 42	Leadership as continuum
Day 43	management system of Likert
Day 44	test of Management system and revision of the chapter
Day 45	Test leadership
Day 46	Doubt clearing session of unit 2
Day 47	Communication: meaning, definition, features
Day 48	Process of communication, importance of communication
Day 49	Formal communication: meaning, features, merits, demerits and types
Day 50	Network of formal communication
Day 51	Informal communication: meaning, features, merits
Day 52	Limitation of informal communication, grapevine communication
Day 53	Difference between formal and informal communication, oral media of communication
Day 54	Barriers to communication
Day 55	Steps to overcome barriers of communication, essentials of effective communication
Day 56	Revision of chapter communication
Day 57	Presentation by students on media of communication
Day 58	Controlling: meaning, definition and nature
Day 59	Objectives and importance of controlling
Day 60	Process of controlling
Day 61	Difficulties and principles of controlling
Day 62	Scope of controlling and its relationship with other functions of management
Day 63	Control techniques: budgetary control techniques – meaning, features, requisites and advantages
Day 64	Disadvantages and process of budgetary control techniques
Day 65	Types of budgets: departmental budget, master budget, variable and fixed budget
Day 66	Breakeven points analysis, stastical data and special; report techniques
Day 67	Internal audit techniques, personal observation
Day 68	modern control techniques – zero based budgeting
Day 69	responsibility accounting techniques, management techniques, MIS
Day 70	Evaluation of programme network analysis
Day 71	Control techniques
Day 72	Revision of unit 3
Day 73	Management of change: meaning, resistance to change
Day 74	Nature and causes of change
Day 75	Types of changes, process of planned change and change agent
Day 76	causes of resistance to change and overcome them
Day 77	Emerging horizons of management in changing environment
Day 78	Doubts clearing session
Day 79	Controlling: meaning, definition and nature
Day 80	Objectives and importance of controlling
Day 81	Process of controlling (Doubts)
Day 82	Mock Test
Day 83	Revision

Day 84	Revision
Day 85	Revision
Day 86	Revision
Day 87	Revision
Day 88	Revision
Day 89	Revision
Day 90	

\*As per number of periods /week

**K.L MEHTA DAYANAND COLLEGE FOR WOMEN,FARIDABAD  
LESSON PLAN FOR THE SESSION 2022-23**

<b>Name of the professor: Neeru Bhatia</b>	
<b>Class And Section: BCom (Pass) 4th sem (A&amp;B)</b>	
<b>Subject: Corporate Accounting</b>	
Day 1	Internal reconstruction :Concept
Day 2	Types of Internal Reconstruction
Day 3	Accounting procedure of Internal Reconstruction
Day 4	Practical Questions
Day 5	Practical Questions
Day 6	Practical Questions
Day 7	Practical Questions
Day 8	Practical Questions
Day 9	Practical problems of students
Day 10	Practical problems of students
Day 11	Introduction of Amalgamation ,Absorption and Reconstruction
Day 12	Important terms of Amalgamation
Day 13	Purchase Consideration methods
Day 14	Test of Internal Reconstruction
Day 15	Accounting treatment in the books of transferor company
Day 16	Accounting treatment in the books of transferee company
Day 17	Practical Questions
Day 18	Practical Questions
Day 19	Practical Questions
Day 20	Practical Questions
Day 21	Practical Questions
Day 22	Problems of fraction shares
Day 23	Practical questions of fraction shares
Day 24	Practical questions
Day 25	Practical problems of students
Day 26	Practical problems of students
Day 27	Liquidation - Meaning and Methods
Day 28	Order of payment in liquidation
Day 29	Order of payment in liquidation
Day 30	Practical Questions of liquidator's final statement of accounts
Day 31	Practical Questions
Day 32	Liquidators Remuneration to Equity Shareholders
Day 33	Distribution of surplus- Practicals
Day 34	Calls in arrears- Practicals
Day 35	Removing of disparity among shareholders
Day 36	Calls on equity shares -Practicals
Day 37	Practical Questions
Day 38	Practical Questions
Day 39	Receiver for debenture holders -Practicals
Day 40	List of contributaries -Practicals

Day 41	Statement of Affairs - Practicals
Day 42	Deficiency or surplus account
Day 43	Practical problems
Day 44	Practical problems
Day 45	Financial Reporting -Meaning and Objectives
Day 46	Mutual Fund
Day 47	Mutual Fund
Day 48	Non -banking financial companies
Day 49	Non- banking financial companies
Day 50	Stock Brokers
Day 51	Merchant Bankers
Day 52	Test of liquidation
Day 53	Accounts of Banking companies - Introduction
Day 54	Performa of Profit and loss account
Day 55	Explanation of schedules of Profit and loss account
Day 56	Rebate on Bill discounted
Day 57	Practical questions of Profit and loss account
Day 58	Non- performing assets
Day 59	New revised format of Balance Sheet
Day 60	Explanation of schedule in Balance Sheet
Day 61	Practical Questions
Day 62	Practical Questions
Day 63	Practical Questions
Day 64	Practical Questions
Day 65	Practical problems of students
Day 66	Practical problems of students
Day 67	Assignment of banking company
Day 68	Accounts of Holding companies - Introduction
Day 69	Advantages and disadvantages of Holding Company
Day 70	Consolidated Balance Sheet
Day 71	Cost of control or Capital Reserve
Day 72	Practical Questions of Partly owned subsidiary
Day 73	Practical Questions of partly owned subsidiary
Day 74	Pre -acquisition and post- acquisition profits
Day 75	Topic of unrealised profits
Day 76	Elimination of mutual Owings
Day 77	Debentures in subsidiary company
Day 78	Preference Shares in subsidiary company
Day 79	Practical Questions
Day 80	Practical Questions
Day 81	Practical Questions
Day 82	Practical problems
Day 83	Test of Holding Company
Day 84	Revision
Day 85	Revision
Day 86	Revision
Day 87	Revision
Day 88	Revision
Day 89	Revision
Day 90	Revision

\*As per number of periods /week

**K.L MEHTA DAYANAND COLLEGE FOR WOMEN, FARIDABAD**  
**LESSON PLAN FOR THE SESSION 2022-23**

<b>Name of the professor: Ms. Alka Satya</b> <b>Class And Section: B.com (Hons) 2<sup>ND</sup> sem.</b> <b>Subject: Fundamental Of Business Economics</b>	
Day 1	Concept of cost
Day 2	money cost
Day 3	real cost
Day 4	business cost and money cost, social cost and opportunity cost
Day 5	meaning of short run and long run Cost in short run
Day 6	Short run $TC=STFC+STVC$
Day 7	Short run $AC=short\ run\ AFC + short\ run\ AVC$
Day 8	Concept of marginal cost
Day 9	Relationship between short run average cost, marginal cost
Day 10	Long run cost curve :long run total cost
Day 11	Make full chart of short run cost curve
Day 12	What is the relationship between SAC & MAC
Day 13	Long run average cost and marginal cost
Day 14	Relationship between cost curve and production curve
Day 15	Economies of scale-internal and external economics
Day 16	Relation to Economies to scale with LAC
Day 17	Learning curve
Day 18	Use of Learning curve
Day 19	Implication of Learning curve concept
Day 20	Characteristics of perfect competition
Day 21	Difference between pure and perfect competition
Day 22	Price determination under Perfect Competition
Day 23	importance of time element in the determination of price under perfect competition
Day 24	Difference between short period and long period ,price determination
Day 25	price determination in short period, long period and very short period
Day 26	How prices are determined under perfect competition? what is the role of time element in price determination
Day 27	Long run price and return to scale
Day 28	Difference between market price and normal price ,time element and price at a glance
Day 29	Meaning of firm's equilibrium, total revenue, total cost analysis
Day 30	Marginal revenue, marginal cost analysis short period
Day 31	MR, MC analysis long period
Day 32	Equilibrium of industry, short run Equilibrium of industry &law of cost
Day 33	Equilibrium of industry, long run Equilibrium of industry &law of cost
Day 34	Supply curve in short run under perfect competition
Day 35	Long run Supply curve under perfect competition
Day 36	Accounting profit v/s economic profit
Day 37	Producer surplus under perfect competition
Day 38	Revision of perfect competition
Day 39	Test on topic discuss short run and long run equilibrium of firm under perfect competition
Day 40	Characteristics of monopoly
Day 41	What are the causes of monopoly power
Day 42	Revision
Day 43	Revision
Day 44	Demand and revenue cost under monopoly
Day 45	What is price discrimination? when is possible and profitable?
Day 46	Monopoly equilibrium –TR,TC approach
Day 47	Monopoly equilibrium –MR, MC approach

Day 48	Monopoly equilibrium and law of cost
Day 49	Supply curve of a firm under monopoly
Day 50	Measure of monopoly power
Day 51	Distinction between monopoly and perfect competition
Day 52	price determination meaning types
Day 53	When is possible and profitable degrees?
Day 54	Dumping, effect of price discrimination
Day 55	Characteristics of monopolistic competition
Day 56	Demand and cost under monopolistic competition
Day 57	Product differentiation and demand curve and equilibrium
Day 58	Continue
Day 59	Equilibrium under monopolistic competition
Day 60	Short run Equilibrium under monopolistic competition
Day 61	What is the difference in selling cost and production cost?
Day 62	How selling cost affect equilibrium under monopolistic competition?
Day 63	Long run equilibrium under monopolistic competition
Day 64	Group equilibrium
Day 65	Excess capacity
Day 66	Non price competition
Day 67	Market equilibrium
Day 68	Stable unstable equilibrium
Day 69	Marshallian analysis of equilibrium
Day 70	Walrasian analysis of equilibrium
Day 71	Human capital formation, Human capital formation in economic development
Day 72	Technological problem and economic development
Day 73	Technological problem and economic development
Day 74	Relative significance of primary, secondary and tertiary sector in national income
Day 75	Relative significance of primary, secondary and tertiary sector in national income contd...
Day 76	Relative significance of primary, secondary and tertiary sector in national income contd....
Day 77	Concept of Capital Formation , Process and sources of capital formation –internal sources of saving
Day 78	Concept of Capital Formation , Process and sources of capital formation –internal sources of saving
Day 79	External sources of saving
Day 80	External sources of saving
Day 81	External sources of saving
Day 82	Role of capital formation in economic development , Problems of capital formation and vicious circle of poverty
Day 83	Role of capital formation in economic development , Problems of capital formation and vicious circle of poverty
Day 84	Role of capital formation in economic development , Problems of capital formation and vicious circle of poverty
Day 85	Revision Of Old Question Paper
Day 86	Revision Of Old Question Paper
Day 87	Revision Of Old Question Paper
Day 88	Revision Of Old Question Paper
Day 89	Revision Of Old Question Paper
Day 90	Revision Of Old Question Paper

\*As per number of periods /week

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<b>Name of the professor: Ms. Alka Satya</b> <b>Class And Section: B.Com Pass/ Voc (All Sections)</b> <b>Subject: Business Economics</b>	
Day 1	Introduction to perfect competition.
Day 2	Price determination under perfect competition.
Day 3	Price determination under perfect competition in very short period.
Day 4	Price determination under perfect competition in long period.
Day 5	Difference between Market price and Normal Price.
Day 6	Equilibrium conditions (TR-TC Approach)
Day 7	Equilibrium conditions (MR-MC Approach)
Day 8	Determination of short run equilibrium of the firm.
Day 9	Determination of long run equilibrium of the firm.
Day 10	Long run equilibrium of industry.
Day 11	Impact of price ceiling on consumers under perfect competition.
Day 12	Introduction to monopoly.
Day 13 Day 14	<u>Determination of price and equilibrium under monopoly.</u> Determination of price and equilibrium under monopoly.
Day 15 Day 16	<u>Price Discrimination or Discriminating monopoly.</u> Price and Output Determination or equilibrium under discriminating monopoly.
Day 17 Day 18	<u>Multi-plant monopoly</u> Practical applications.
Day 19 Day 20	<u>Test of perfect competition.</u> Meaning and characteristics of monopolistic competition
Day 21	Price and output determination under monopolistic competition
Day 22	Product Differentiation
Day 23	Selling cost
Day 24	Comparison with perfect competition
Day 25	Excess capacity under monopolistic competition
Day 26	Diagram Revision of monopolistic competition



Day 27	Introduction to Oligopoly
Day 28	Features of oligopoly
Day 29	Cournot Model
Day 30	Bertrand Model
Day 31	Edgeworth Model
Day 32	Sweezy kinked demand ( price rigidity)
Day 33	Duopoly Model
Day 34	Price leadership
Day 35	Rent
Day 36	Theories of rent ( Ricardian Theory )
Day 37	Modern theory of rent
Day 38	Quasi rent
Day 39	Introduction to wages
Day 40	Marginal Productivity theory of wage
Day 41	Determination of wage rate under perfect competition
Day 42	Determination of wage rate under monopoly
Day 43	Exploitation of labour
Day 44	Introduction to interest
Day 45	Assignment
Day 46	Difference between Gross interest and Net interest
Day 47	Classical theory of interest
Day 48	Neo classical theory of interest
Day 49	Liquidity preference theory of interest
Day 50	Modern theory of interest
Day 51	Determination of equilibrium rate of interest
Day 52	Introduction to Profit
Day 53	Dynamic theory of profit
Day 54	Innovation theory
Day 55	Risk theory of profit
Day 56	Uncertainty Bearing theory of profit
Day 57	Profit policy

Day 58	Break even point analysis
Day 59	Theory of factor pricing (Introduction)
Day 60	Productivity of the factor
Day 61	Cost of the factor
Day 62	Marginal Productivity Theory
Day 63	Modern Theory
Day 64	<u>Test of liquidity preference theory</u>
Day 65	<u>Revision of unit 1</u>
Day 66	<u>Revision of unit 1</u>
Day 67	<u>Revision of unit 1</u>
Day 68	<u>Revision of unit 1</u>
Day 69	Revision of unit 1
Day 70	<u>Revision of unit 1</u>
Day 71	Revision of unit 2
Day 72	<u>Revision of unit 2</u>
Day 73	Revision of unit 2
Day 74	Revision of unit 2
Day 75	Revision of unit 2
Day 76	Revision of unit 2
Day 77	Revision of unit 4
Day 78	Revision of unit 4
Day 79	Revision of unit 4
Day 80	Revision of unit 4
Day 81	Revision of unit 3
Day 82	Revision of unit 3
Day 83	Revision of unit 3
Day 84	Revision of unit 3
Day 85	Doubt Class
Day 86	Doubt Class
Day 87	Doubt Class
Day 88	Doubt Class
Day 89	Doubt Class
Day 90	Doubt Class

\*As per number of periods /week

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<b>Name of the professor: Dr. Rekha Goel</b> <b>Class And Section: B.Com Pass (Semester IV)</b> <b>Subject: Corporate Law II (Paper Code -4.04)</b>	
DAY 1	Shareholders and Members
DAY 2	Difference between Shareholders and members
DAY 3	Modes of acquiring membership
DAY 4	termination of membership
DAY 5	Who may be members ?
DAY 6	Test of Membership
DAY 7	Rights and Liabilities of members
DAY 8	Revision of chapter
DAY 9	Writing practice of long question in class
DAY 10	Assignment
DAY 11	Unit- IV Winding Up: - Meaning
DAY 12	Petition for winding up
DAY 13	Who can file for petition?
DAY 14	Voluntary winding up
DAY 15	Winding up by the Tribunal -1
DAY 16	Winding up by the Tribunal -2
DAY 17	Powers and Duties of company Liquidator -1
DAY 18	Powers and Duties of company Liquidator-2
DAY 19	Revision class
DAY 20	Writing practice of short questions in class
DAY 21	Assignment
DAY 22	consequences of winding up
DAY 23	Assignment on consequences
DAY 24	Class test based on assignments
DAY 25	Alteration of share capital-1
DAY 26	Alteration of share capital-2
DAY 27	Consolidation and reorganization of capital
DAY 28	Reduction of share capital-1
DAY 29	Reduction of share capital-2
DAY 30	Further issue of share capital -1
DAY 31	Further issue of share capital -2
DAY 32	Writing practice of short questions
DAY 33	Assignment
DAY 34	Writing practice of long answer questions
DAY 35	Rights of pre-emption of shares
DAY 36	Assignment
DAY 37	Class test based on assignments
DAY 38	Unit- III Meeting of Company
DAY 39	Essentials of valid meeting
DAY 40	meetings of Shareholders: - Annual general meeting
DAY 41	Writing practice of long questions
DAY 42	Extra-ordinary general meeting
DAY 43	meetings of board of directors
DAY 44	Proxy
DAY 45	Voting
DAY 46	Notice

DAY 47	Agenda
DAY 48	Short answer questions discussions
DAY 49	Assignments based on topic
DAY 50	Class test of chapter
DAY 51	Unit 3- Directors
DAY 52	Duties of Directors
DAY 53	Types of directors
DAY54	Qualifications of directors
DAY 55	Disqualification of directors
DAY 56	Restriction on directorship
DAY 57	Powers of Directors
DAY 58	Liabilities of directors
DAY 59	Assignment on directors
DAY 60	Class test
DAY 61	Class test feedback
DAY 62	Appointment of directors
DAY 63	removal of directors
DAY 64	Remuneration of directors
DAY 65	Vacation of office by directors
DAY 66	Managerial personnel
DAY 67	Managing director, manager and whole time director of company
DAY 68	Writing practice of long answer questions
DAY 69	Legal position of directors
DAY 70	Assignment
DAY 71	Class test
DAY 72	Feedback of class test
DAY 73	Unit 1- Depository System –meaning and importance -1
DAY 74	- Depository System –meaning and importance -2
DAY 75	Constituents of depository system
DAY 76	Paperless Trading-1
DAY 77	Paperless Trading-2
DAY 78	Benefits and Procedure of Paperless Trading-1
DAY 79	Benefits and Procedure of Paperless Trading-2
DAY 80	Need for educating investors-1
DAY 81	Need for educating investors-2
DAY 82	How to attempt final exams ?
DAY 83	Class assignment
DAY 84	Test of topic -depository system
DAY 85	Transfer and transmission of shares -2
DAY 86	Calls on shares, forfeiture of shares
DAY 87	Surrender and lien of shares
DAY 88	Doubts and discussions
DAY 89	Doubts and discussions
DAY 90	Doubts and discussions

\*As per number of periods /week

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<b>Name of the professor: Dr. Rekha Goel</b> <b>Class And Section: B.Com. III ( Pass ) (Semester VI)</b> <b>Subject: Goods and Service Tax &amp; Custom Tax (Paper Code -6.05)</b>	
DAY 1	Customs Act 1962: Unit – IV Customs duty
DAY 2	types, importance
DAY 3	Important definitions-1
DAY 4	Important definitions -2
DAY 5	Prohibition of import and export of goods
DAY 6	Objectives of custom duties
DAY 7	assignment
DAY 8	Revision test
DAY 9	Valuation under Custom act
DAY 10	Import and export procedure under custom act -1
DAY 11	Import and export procedure under custom act -2
DAY 12	documents required for import
DAY 13	documents required for export procedure
DAY 14	Export promotion schemes -1
DAY 15	Export promotion schemes -2
DAY 16	Preparation of assignment
DAY 17	Doubts session about custom act provision
DAY 18	Class revision test
DAY 19	Salient feature of GST-1
DAY 20	Salient feature of GST-2
DAY 21	Salient feature of GST-3
DAY 22	Salient feature of GST-4
DAY 23	Difference between direct and indirect taxes
DAY 24	Concepts of GST Act
DAY 25	Importance of GST Act
DAY 26	Constitutional Framework of Goods and Services tax-1
DAY 27	Constitutional Framework of Goods and Services tax-2
DAY 28	Important definitions under GST Act
DAY 29	Important definitions under GST Act-1
DAY 30	Important definitions under GST Act-2
DAY 31	Important definitions under GST Act-3
DAY 32	Supply under GST
DAY 33	Scope of supply
DAY 34	Schedule I for supply
DAY 35	Schedule II for supply
DAY 36	Schedule III of supply
DAY 37	Composite and mixed supply
DAY 38	Assignment
DAY 39	Class test
DAY 40	Composition levy scheme-1
DAY 41	Composition levy scheme-2
DAY 42	Reverse charge mechanism -1
DAY 43	Reverse charge mechanism-2
DAY 44	Tax on ECO
DAY 45	Assignment
DAY 46	Class test
DAY 47	Levy and collection of GST

DAY 48	Levy and collection of GST-2
DAY 49	Exempt supply-1
DAY 50	Exempt supply-2
DAY 51	Exempt supply -3
DAY 52	Assignments
DAY 53	Class test
DAY 54	Unit 3- Registration under GST -1
DAY 55	Registration under GST-2
DAY 56	Registration under GST-3
DAY 57	Registration under GST-4
DAY 58	Assignment of Registration under GST
DAY 59	Class test
DAY 60	Invoices under GST-1
DAY 61	Invoices under GST-2
DAY 62	Invoices under GST-3
DAY 63	Invoices under GST-4
DAY 64	Invoices under GST-5
DAY 65	Assignments
DAY 66	Class revision test
DAY 67	e-way bill
DAY 68	Payments under GST
DAY 69	GST Returns
DAY 70	Job-work under GST
DAY 71	Assessment under GST
DAY 72	Audit under GST
DAY 73	Record keeping under GST
DAY 74	Assignment
DAY 75	Class revision test
DAY 76	Input Tax Credit -1
DAY 77	Input Tax Credit and ECO -2
DAY 78	Place of supply under GST
DAY 79	REVISION- Unit 1
DAY 80	REVISION-Unit 2
DAY 81	REVISION- Unit 3
DAY 82	REVISION-Unit 4
DAY 83	Doubts discussion
DAY 84	Doubt discussion
DAY 85	Doubt discussion
DAY 86	Writing practice of short questions
DAY 87	Writing practice of short questions
DAY 88	Writing practice of long questions
DAY 89	Writing practice of long questions
DAY 90	Writing practice of long questions

\*As per number of periods /week

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<b>Name of the professor: Ms Amita Dureja</b> <b>Class And Section: B.Com(Pass) III (A &amp; B)</b> <b>Subject: Financial Management</b>	
Day 1	Financial management- Introduction and meaning
Day 2	Traditional approach of finance function , Modern approach of finance function
Day 3	Objectives or goals of financial management ,Organisation of financial management
Day 4	Functions of financial managers ,Functions of treasurer
Day 5	Functions of controller, Functions of financial management
Day 6	Importance of financial management
Day 7	Relationship with other areas of management
Day 8	Objectives of financial planning
Day 9	Financial management and financial accounting
Day 10	Types of financial planning
Day 11	Procedure of financial planning
Day 12	Principles of a sound financial planning
Day 13	Factors affecting financial planning
Day 14	Significance of financial planning
Day 15	Limitation of financial planning
Day 16	Assessing funds requirements
Day 17	Working capital management- introduction, meaning and definition
Day 18	Types of working capital
Day 19	Determinants of working capital
Day 20	Issues of working capital management
Day 21	Computation of working capital
Day 22	Practical problems
Day 23	Management of cash- Introduction and Meaning
Day 24	Objectives of cash management
Day 25	Determinants of cash needs
Day 26	Methods of cash management
Day 27	Utility of cash budget
Day 28	Methods of preparing cash budget
Day 29	Cash flow statement
Day 30	Cash flow ratios , Managing the cash flows
Day 31	Cash management model
Day 32	Miller-orr model
Day 33	test- cash management
Day 34	Marketable securities
Day 35	Meaning of receivables
Day 36	scope of receivables
Day 37	Continued....
Day 38	Significance of cost of capital
Day 39	Determinants of cost of capital
Day 40	Computation- cost of irredeemable debt
Day 41	Cost of redeemable debt with practical problems
Day 42	Cost of preference share capital with practical problems
Day 43	Cost of equity share capital with practical problems
Day 44	Cost of equity share capital with practical problems
Day 45	Cost of equity share capital with practical problems

Day 46	Capitalisation – introduction, meaning
Day 47	Cost theory
Day 48	Earning theory
Day 49	Over capitalization , Under capitalization
Day 50	Test-over capitalisation
Day 51	Types of leverage – operating leverage
Day 52	Financial leverage ,Composite leverage
Day 53	Practical problems
Day 54	Practical problems
Day 55	EPS-EBIT Analysis – introduction and meaning
Day 56	Indifference point and financial break-even analysis
Day 57	Practical problems
Day 58	Practical problems
Day 59	Capital structure- introduction and meaning
Day 60	Optimum capital structure
Day 61	Factors affecting capital structure
Day 62	Theories of capital structure- NI Approach
Day 63	NOI Approach
Day 64	Traditional approach with practical problems
Day 65	Modigliani and Miller approach with practical problems
Day 66	Continued
Day 67	Dividend policy- meaning andObjectives of dividend policy
Day 68	Types of dividend policy
Day 69	Walter’s model and Gordon’s model
Day 70	Assignment –Dividend policy
Day 71	Theory of irrelevance of dividend
Day 72	Continued
Day 73	Continued
Day 74	Discussion over theory questions of Unit 1
Day 75	Discussion over theory questions of Unit 2
Day 76	Discussion over theory questions of Unit 3
Day 77	Discussion over theory questions of Unit 4
Day 78	REVISION OF UNIT 1
Day 79	REVISION OF UNIT 1
Day 80	REVISION OF UNIT 1
Day 81	REVISION OF UNIT 2
Day 82	REVISION OF UNIT 2
Day 83	REVISION OF UNIT 2
Day 84	REVISION OF UNIT 3
Day 85	REVISION OF UNIT 3
Day 86	REVISION OF UNIT 3
Day 87	REVISION OF UNIT 4
Day 88	REVISION OF UNIT 4
Day 89	REVISION OF UNIT 4
Day 90	REVISION OF UNIT 4

\*As per number of periods /week



**K.L MEHTA DAYANAND COLLEGE FOR WOMEN,FARIDABAD**

**LESSON PLAN FOR THE SESSION 2022-23**

<b>Name of the professor: Ms Amita Dureja</b> <b>Class And Section: B.Com(Pass) III A &amp; B</b> <b>Subject: Auditing</b>	
Day 1	Meaning and Introduction of Auditing
Day 2	Origin and Development of Auditing
Day 3	Necessity of Auditing & Book Keeping, Accountancy,
Day 4	Auditing and Investigation
Day 5	Difference Between Accountancy and Auditing by Courts Judgment
Day 6	Accountancy is a Necessity while Auditing is a Luxury
Day 7	Scope of Auditing, Basic Concepts of Auditing
Day 8	Auditing Principles, Procedures and Techniques
Day 9	Qualities and Types of Auditors
Day 10	Objects of Auditing
Day 11	Continued
Day 12	Difference Between of Error and Fraud & Advantages of Audit and Limitations of Audit
Day 13	Types of Audit (Classification of Audit)
Day 14	Continuous and Periodical Audit
Day 15	Interim, Internal & External Audit; Internal & Statutory Audit
Day 16	Audit Process and Programme – Introduction & Preparation Before Audit
Day 17	Audit Programme and Essentials of a good Audit Programme
Day 18	Advantages and Disadvantages of Audit Programme and Remedies in Audit Programme
Day 19	Test of Auditing
Day 20	Audit Notebook & Audit Working Papers
Day 21	Method or Procedure of Audit Work
Day 22	Methods of Checking
Day 23	Internal Control- Meaning, Definition, Objects & Basic Principles

Day 24	Forms of Internal Control
Day 25	Internal Check- Meaning, Definition, Features & Objects
Day 26	Features of an Efficient Internal Check System
Day 27	Advantages & Disadvantages of Internal Check
Day 28	Difference Between Internal Check and Internal Audit and Difference Between Internal Control and Internal Check
Day 29	Purchase and Internal Check and Purchase Return and Internal Check
Day 30	Purchase and Internal Check and Purchase Return and Internal Check
Day 31	Credit Note and Internal Check and Sales Return and Internal Check
Day 32	Stores and Internal Check
Day 33	Cash Book or cash transactions and Internal Check, Cash Sale and Internal and Check
Day 34	Cash Receipts and Internal Check and Cash Payments and Internal Check
Day 35	Internal Audit
Day 36	Routine Checking and Vouching – Introduction
Day 37	Examination of Vouchers
Day 38	Vouching of cash book
Day 39	Continued.
Day 40	Vouching of Petty Cash book, Purchase book and Purchase Return book
Day 41	Vouching of Sales book, sales return book, bill receivable book, bills payable book
Day 42	Vouching of Journal Proper and creditors ledger and Teeming and Lading system
Day 43	Meaning, Definition & objects of Verification
Day 44	Importance and Advantages of Verification and Difference Between Vouching and Verification
Day 45	Difference Between Verification and Valuation and Duties of an Auditor
Day 46	Duty of an Auditor in relation to Verification of Assets
Day 47	Continued.
Day 48	Continued.
Day 49	Continued.
Day 50	Duty of an Auditor in relation to Verification of Liabilities
Day 51	Continued.
Day 52	Valuation of Assets – Meaning, Definition, Objectives and Importance of Valuation Different Type of Price
Day 53	Assignment of Auditing
Day 54	Method of Valuation of Different Types of Assets
Day 55	Continued.
Day 56	Valuation and Auditor
Day 57	Appointment of Auditor in Various Concerns

Day 58	Continued.
Day 59	An Auditor is a Watchdog, but not a Blood Hound
Day 60	Liability of an Auditor
Day 61	Protection against breach of duty, Joint Auditors, Branch Auditor and Branch Audit & Can the Auditor be Helpful in checking Black Money?
Day 62	Depreciation- Meaning , Definition, Causes and necessity
Day 63	Difference Between Depreciation, Obsolescence and Fluctuation, Ascertainment of amount of depreciation
Day 64	Different Methods of Providing Depreciation, Companies Act and Depreciation, Arguments for and Against Depreciation
Day 65	Provisions-Meaning , definition, Objects and Provision and Auditor
Day 66	Reserves- Meaning, Features and difference in Provision and Reserves and Types of Reserves & Secret Reserve
Day 67	Test of Auditing
Day 68	Profit and Ascertainment of Real Profits & Effects of wrong calculation of profit and points to be noted while determining Profit
Day 69	Divisible Profits- Legal Provisions , Determination & Divisible Profit and Auditor
Day 70	Dividend- Determination, Statutory Provision, Procedure of Declaration and Payment of Dividend, Penalty and Punishment, Dividends and the Auditor and Unclaimed Dividend
Day 71	Investor Education and Protection Fund and Interim Dividend, Payment of Dividend Out of Capital and its Statutory Provision
Day 72	Audit Report- Meaning Definition Importance, Subject Matter in Audit Report
Day 73	Types of Audit Report And specimen, Audit Certificates and Difference Between Audit Report and Audit Certificates
Day 74	Investigation- Meaning and Definition, Difference Between Auditing and Investigation
Day 75	Inquiry and Investigation, Necessity of Investigation, Essential Precautions while conducting an Investigation
Day 76	Objective of Investigation
Day 77	Continued.
Day 78	Test of Auditing
Day 79	Specimen of Audit Report
Day 80	Qualified and clean report
Day 81	Investigation on behalf of Investor
Day 82	Investigation on behalf of the owner of the business
Day 83	Investigation on behalf of Tax Authorities
Day 84	Revision
Day 85	Revision
Day 86	Revision
Day 87	Revision
Day 88	Revision
Day 89	Revision
Day 90	Revision

\*As per number of periods /week

**K.L MEHTA DAYANAND COLLEGE FOR WOMEN,FARIDABAD**  
**LESSON PLAN FOR THE SESSION 2022-23**

<b>Name of the professor: Dr. Sudesh kumari</b>	
<b>Class And Section: BCom (Pass) 4th Sem (C)</b>	
<b>Subject: Corporate Accounting</b>	
Day 1	Internal reconstruction :Concept
Day 2	Types of Internal Reconstruction
Day 3	Accounting procedure of Internal Reconstruction
Day 4	Practical Questions
Day 5	Practical Questions
Day 6	Practical Questions
Day 7	Practical Questions
Day 8	Practical Questions
Day 9	Practical problems of students
Day 10	Practical problems of students
Day 11	Introduction of Amalgamation ,Absorption and Reconstruction
Day 12	Important terms of Amalgamation
Day 13	Purchase Consideration methods
Day 14	Test of Internal Reconstruction
Day 15	Accounting treatment in the books of transferor company
Day 16	Accounting treatment in the books of transferee company
Day 17	Practical Questions
Day 18	Practical Questions
Day 19	Practical Questions
Day 20	Practical Questions
Day 21	Practical Questions
Day 22	Problems of fraction shares
Day 23	Practical questions of fraction shares
Day 24	Practical questions
Day 25	Practical problems of students
Day 26	Practical problems of students
Day 27	Liquidation - Meaning and Methods
Day 28	Order of payment in liquidation
Day 29	Order of payment in liquidation
Day 30	Practical Questions of liquidator's final statement of accounts
Day 31	Practical Questions
Day 32	Liquidators Remuneration to Equity Shareholders
Day 33	Distribution of surplus- Practicals
Day 34	Calls in arrears- Practicals
Day 35	Removing of disparity among shareholders
Day 36	Calls on equity shares -Practicals
Day 37	Practical Questions
Day 38	Practical Questions
Day 39	Receiver for debenture holders -Practicals
Day 40	List of contributaries -Practicals
Day 41	Statement of Affairs - Practicals
Day 42	Deficiency or surplus account
Day 43	Practical problems
Day 44	Practical problems
Day 45	Financial Reporting -Meaning and Objectives
Day 46	Mutual Fund
Day 47	Mutual Fund
Day 48	Non -banking financial companies
Day 49	Non- banking financial companies
Day 50	Stock Brokers

Day 51	Merchant Bankers
Day 52	Test of liquidation
Day 53	Accounts of Banking companies - Introduction
Day 54	Performa of Profit and loss account
Day 55	Explanation of schedules of Profit and loss account
Day 56	Rebate on Bill discounted
Day 57	Practical questions of Profit and loss account
Day 58	Non- performing assets
Day 59	New revised format of Balance Sheet
Day 60	Explanation of schedule in Balance Sheet
Day 61	Practical Questions
Day 62	Practical Questions
Day 63	Practical Questions
Day 64	Practical Questions
Day 65	Practical problems of students
Day 66	Practical problems of students
Day 67	Assignment of banking company
Day 68	Accounts of Holding companies - Introduction
Day 69	Advantages and disadvantages of Holding Company
Day 70	Consolidated Balance Sheet
Day 71	Cost of control or Capital Reserve
Day 72	Practical Questions of Partly owned subsidiary
Day 73	Practical Questions of partly owned subsidiary
Day 74	Pre -acquisition and post- acquisition profits
Day 75	Topic of unrealised profits
Day 76	Elimination of mutual Owings
Day 77	Debentures in subsidiary company
Day 78	Preference Shares in subsidiary company
Day 79	Practical Questions
Day 80	Practical Questions
Day 81	Practical Questions
Day 82	Practical problems
Day 83	Test of Holding Company
Day 84	Revision
Day 85	Revision
Day 86	Revision
Day 87	Revision
Day 88	Revision
Day 89	Revision
Day 90	Revision

\*As per number of periods /week

**K.L MEHTA DAYANAND COLLEGE FOR WOMEN,FARIDABAD**  
**LESSON PLAN FOR THE SESSION 2022-23**

<b>Name of the professor: : Dr. Sudesh kumari</b>	
<b>Class And Section: B,com (Pass)Sec (A)</b>	
<b>Subject: Business Statistics</b>	
Day 1	Index no.-1 Introduction
Day 2	Index no.-1 Introduction, definition, uses, limitations, Types , problems
Day 3	Unweighted Index Number
Day 4	Weighted Index Number
Day 5	Tests of adequacy of index number
Day 6	Index number –II Introduction , chain base index number
Day 7	Fixed base index number
Day 8	Base conversion
Day 9	Base shifting, splicing, & deflating of index number
Day 10	Consumer price index or cost of living index number
Day 11	Continue..
Day 12	Doubts
Day 13	Doubts
Day 14	Test(index number) weighted index number Assignment : test of adequacy of index number
Day 15	Time series analysis Introduction, meaning, definition, utility
Day 16	Components, Analysis, Methods(Free hand curve
Day 17	Semi Average method
Day 18	Moving Average method
Day 19	Continue.
Day 20	Least square method (Direct Short Cut Method)
Day 21	Continue...
Day 22	Continue..
Day 23	Continue..
Day 24	Continue..
Day 25	Time Series Analysis II Introduction (measurement of seasonal variation)
Day 26	Method of simple average
Day 27	Method of moving average
Day 28	Ratio to Moving Average Method
Day 29	Ratio to trend method
Day 30	Link Relative Method
Day 31	Deasesonalisation of Data
Day 32	Doubts
Day 33	Assignment: measurement of seasonal variation Test: methods of time series
Day 34	Probability Introduction, Basic concepts
Day 35	Definition, importance
Day 36	Probability scale
Day 37	Combination theory & uses
Day 38	Additional theorem
Day 39	Continue..
Day 40	Multiplication theorem
Day 41	Practical Problems
Day 42	Multiplication theorem with dependent events
Day 43	Multiplication theorem with dependent events
Day 44	Combined problems of addition and multiplication
Day 45	Combined problems of addition and multiplication
Day 46	Combined problems of addition and multiplication
Day 47	Doubts

Day 48	Doubts
Day 49	Test 2
Day 50	Mathematical expectation
Day 51	Mathematical expectation
Day 52	Bayes theorem
Day 53	Continue..
Day 54	Practical Problems
Day 55	Practical Problems
Day 56	Doubts
Day 57	Test: bayes theorem
Day 58	Assignment : theorams
Day 59	Probability Distribution—Binomial & poisson distribution
Day 60	Probability Distribution—Binomial & poisson distribution
Day 61	Continue..
Day 62	Observed frequency distribution
Day 63	Uses of theoretical frequency distribution
Day 64	Types of theoretical distribution
Day 65	Binomial
Day 66	Practical problems
Day 67	Practical problems
Day 68	Poisson distribution
Day 69	Practical problems
Day 70	Practical problems
Day 71	Doubt classs
Day 72	Test- binomial Assignments: poisson
Day 73	Probability distribution- normal distribution Introduction , definition
Day 74	Assumptions, properties
Day 75	Importance, Relation among binomial poisson & normal
Day 76	Difference between normal, binomial & poisson
Day 77	Measure area under normal curve
Day 78	Application of normal distribution Finding areas when mean & standard deviation of normal variate given
Day 79	Continue..
Day 80	Finding mean & standard deviation when area under normal curve is given
Day 81	Finding minimum & maximum score among the highest & lowest group
Day 82	Continue..
Day 83	Fitting of normal curve Ordinate method
Day 84	Continue
Day 85	Practical problems
Day 86	Area method
Day 87	Practical Problems
Day 88	Doubts
Day 89	Doubts
Day 90	Doubts

\*As per number of periods /week

**K.L MEHTA DAYANAND COLLEGE FOR WOMEN, FARIDABAD**  
**LESSON PLAN FOR THE SESSION 2022-23**

<b>Name of the professor: Dr. Sudesh Kumari</b>	
<b>Class: B.Com Pass IV Sem, Sec-A+B</b>	
<b>Subject: Business Regulatory Framework</b>	
Day 1	Indian partnership act ,1932
Day 2	Touchstone of Partnership , Kinds of Partnership
Day 3	Mutual Relation of Partners
Day 4	Relation of Partners to 3 <sup>rd</sup> Parties, Transfer of Interest by a Partner
Day 5	Minor as a Partner , Admission of a Partner, Outgoing Partner
Day 6	Ambiguous Instrument , Inchoate Stamped Instruments
Day 7	Ambiguous Instrument , Inchoate Stamped Instruments
Day 8	Dissolution of Partnership and Firm
Day 9	Registration of Partnership Firm
Day 10	Partnership Deed
Day 11	Complete Overview of the chapter
Day 12	Test- Indian Partnership Act
Day 13	Assignment – Touchstone of Partnership
Day 14	Negotiable Instruments Act , 1881
Day 15	Kinds of Negotiable Instruments
Day 16	Promissory Notes, Bill of Exchanges
Day 17	Cheque
Day 18	Comparison between Cheque , Bill of Exchange and Promissory Notes
Day 19	Inland and Foreign Instruments
Day 20	Ambiguous Instrument , Inchoate Stamped Instruments
Day 21	Parties to Negotiable Instruments
Day 22	Holder of Negotiable Instruments, Special Privileges of a holder in due course
Day 23	Holder of Negotiable Instruments, Special Privileges of a holder in due course
Day 24	Payment in Due Course , Capacity of Parties
Day 25	Assignment – Details of Cheque
Day 26	Negotiation of Instruments obtained by unlawful means or for unlawful consideration
Day 27	Acceptance – types , effect of a qualified acceptance
Day 28	Payment for honour
Day 29	Presentment or presentation
Day 30	Test – Kinds of Negotiable Instruments
Day 31	Liabilities of Parties to a Negotiable Instruments
Day 32	Negotiation, Modes and Duration
Day 33	Endorsement , Essentials , Kinds of it
Day 34	REVISION
Day 35	When presentment for payment is not necessary
Day 36	Discharge of Parties from Liabilities
Day 37	Dishonour
Day 38	Noting and protest
Day 39	REVISE
Day 40	DOUBTS
Day 41	Compensation , Hundi
Day 42	Instrument without consideration
Day 43	Complete overview of the chapter
Day 44	Sale of Goods act- 1930
Day 45	Asking questions from Negotiable instrument chapter
Day 46	Rules regarding presentment for payment
Day 47	Test – Negotiable instrument act
Day 48	Contract of sale – Agreement to sell , Contracts of Sale V/s Other contracts
Day 49	Subject matter of sale contract , types of Goods



Day 50	Destruction of goods, price , ascertainment of price
Day 51	Conditions and warranties
Day 52	When does a condition becomes a warranty
Day 53	Performance of a contract of sale-Payment and Delivery
Day 54	Rules Governing the Delivery of goods
Day 55	Acceptance of Delivery
Day 56	Duties of the buyer
Day 57	Lien vs Right of Stoppage in Transit
Day 58	Implied conditions and warranties
Day 59	Doctrine of Caveat Emptor or buyer beware
Day 60	Transfer of property or ownership
Day 61	Transfer of title of goods, exceptions
Day 62	Assignment – Touchstone of condition and warranty
Day 63	Risks follows ownership -discuss
Day 64	The Central Information Commission
Day 65	The State Information Commission
Day 66	Removal of State Chief Information Commission
Day 67	Powers and Functions of the Information commissioner
Day 68	Obligations of Public Authorities
Day 69	Right Against the Buyer
Day 70	Unpaid Seller – Rights of it
Day 71	Test- Transfer of Property or Ownership
Day 72	Right Against the Buyer
Day 73	Suits for Breach of Contract
Day 74	Procedure to be followed by Commission Appeal
Day 75	Penalty, Exemption from Disclosure of Information
Day 76	Severability
Day 77	Sale by Auction
Day 78	Right to Information Act -2005
Day 79	Objectives -features of RTI Act-2005
Day 80	Important Definitions in RTI Act
Day 81	Procedure for Obtaining Information Under RTI Act -2005
Day 82	Revision
Day 83	Revision
Day 84	Revision
Day 85	Revision
Day 86	Revision
Day 87	Revision
Day 88	Revision
Day 89	Revision
Day 90	Revision

\*As per number of periods /week

**K.L MEHTA DAYANAND COLLEGE FOR WOMEN,FARIDABAD**  
**LESSON PLAN FOR THE SESSION 2022-23**

<b>Name of the Assistant Professor: Dr. Rajesh Kumari</b> <b>Class : B.com Hons. IInd Sem</b> <b>Subject: Business Statistics</b>	
Day 1	Introduction to Syallbus
Day 2	Probability Distribution: Introduction of observed frequency Distribution,theoretical or probability distribution, its uses
Day 3	Types of probability Distribution: Binomial distribution- its definition, conditions to apply binomial distribution and its properties
Day 4	Applications of binomial distribution with examples and to find n, p and q from Mean and standard deviation with examples
Day 5	Applications of binomial distribution with examples and to find n, p and q from Mean and standard deviation with examples
Day 6	Fitting of Binomial Distribution with examples
Day 7	Practical problems & doubts
Day 8	Poisson Distribution: its definition , properties and importance
Day 9	Application of poisson distribution with examples
Day 10	Solved example When the value of m is given
Day 11	Test of Binomial and Poisson distribution
Day 12	Fitting of Poisson Distribution with examples  Practical problems and doubts
Day 13	Normal distribution: introduction, definition, graph of normal distribution, its assumptions and properties
Day 14	Importance of normal distribution, Relation among binomial, poisson and normal distributions
Day 15	How to measure Area under the normal curve with examples
Day 16	Applications of Normal Distribution with examples
Day 17	Practical problems
Day 18	Practical problems
Day 19	Practical problems
Day 20	Practical problems
Day 21	Finding mean and standard deviation when the area under normal curve is given with examples
Day 22	Practical problems
Day 23	Finding minimum and maximum score amongst the highest and lowest group with examples
Day 24	Practical problems
Day 25	Doubts
Day 26	Correlation Analysis: Introduction, definition , utility and types of correlation
Day 27	Correlation and causation , degree of correlation , Methods of studying correlation
Day 28	Explanation of scatter diagram with practical problems
Day 29	Calculation of Karl Pearson's Coefficient of Correlation: Actual mean Method with examples
Day 30	Practical doubts and discuss about Assumed Mean Method with examples
Day 31	Practical doubts and discuss about step Deviation Method with examples
Day 32	Practical Doubts and explanation of method based on the use of actual data with examples, explanation of variance –covariance method
Day 33	Discuss about coefficient of correlation in grouped Data with examples and Practical Doubts

Day 34	Assumptions of Karl Pearson's Coefficient of Correlation and its properties, Interpreting the coefficient of correlation
Day 35	Probable Error with examples, Spearman's rank Correlation Method with examples
Day 36	Test of Normal Distribution
Day 37	Practical doubts of above topic
Day 38	Concurrent Deviation Method and coefficient of determination with examples
Day 39	Practical Doubts
Day 40	Regression Analyses: Meaning , Definition and Utility of Regression, Diff between correlation and regression
Day 41	Types of regression Analysis, Simple Linear regression, Methods of obtaining Regression Lines: Least Square Method with Examples
Day 42	Regression Coefficients , Properties of regression Coefficients,
Day 43	Practical Doubts
Day 44	Calculation of Regression Equations with practical problems
Day 45	Regression equations using regression coefficients and actual Mean Method with examples
Day 46	Practical Doubts and Graphing Regression Lines
Day 47	Regression equations using Short cut Method with examples
Day 48	Practical Doubts
Day 49	Practical Doubts
Day 50	Practical doubts and obtain Regression equations from coefficient , standard deviation and arithmetic mean with examples
Day 51	Practical doubts and obtain regression equations in case of grouped data with examples
Day 52	Practical Doubts
Day 53	Practical doubts and obtain the mean values and correlation coefficient from the regression equations with examples
Day 54	Practical Doubts and explanation of Standard error of estimate with examples
Day 55	Doubts
Day 56	Statistical Decision theory : Meaning, elements of a decision problem, Decisionmaking environments, decision criteria
Day 57	Decision making under uncertainty with examples
Day 58	Practical doubts and Decision making under risks with probability
Day 59	Practical doubts
Day 60	Test – Theory of Correlation and Regression
Day 61	Explanation of Decision tress, specimen of decision tree
Day 62	Statistical Quality Control: Meaning, definition benefits of statistical qualitycontrol, Causes of variation in quality characteristics
Day 63	Methods of Statistical quality control: Process control and product control,Control charts, purpose of control charts
Day 64	Methods of Statistical quality control: Process control and product control,Control charts, purpose of control charts
Day 65	Methods of Statistical quality control: Process control and product control,Control charts, purpose of control charts
Day 66	Types of control charts, Control charts for variables with examples
Day 67	Practical problems
Day 68	Control charts for attributes with examples
Day 69	Practical problems
Day 70	Practical problems
Day 71	Acceptance Sampling, risk types of sampling inspection plans, meaning and utility of OC CURVE
Day 72	Time Series: Meaning, Definition, Utility and Components of time series
Day 73	Analysis of time series, Methods of measuring trend, Free hand Curve Method, its merits and demerits

Day 74	Explanation of Semi Average Method with examples
Day 75	Explanation of Moving average Method with examples
Day 76	Explanation of period of moving average and measurement of short term fluctuations with examples
Day 77	Explanation of Least Square Method with examples
Day 78	Short cut method of least square method with practical problems
Day 79	Doubts
Day 80	Explanation of fitting of second degree Parabolic Trend or Quadratic Trend with examples
Day 81	Explanation of fitting of exponential trend with examples
Day 82	Explanation of method of simple averages
Day 83	Explanation of method of moving average
Day 84	Explanation of ratio to moving average
Day 85	Explanation of ratio to trend method and link relatives method
Day 86	Revision of normal , poisson and binomial distribution
Day 87	Revision of normal , poisson and binomial distribution
Day 88	Revision of correlation analysis
Day 89	Revision of Regression analysis
Day 90	Revision of normal , poisson and binomial distribution

\*As per number of periods /week

**K.L MEHTA DAYANAND COLLEGE FOR WOMEN,FARIDABAD  
LESSON PLAN FOR THE SESSION 2022-23**

<b>Name of the Assistant Professor: Dr. Rajesh Kumari</b>	
<b>Class And Section: B.Com Hons IVth sem</b>	
<b>Subject: Company Law - II</b>	
Day 1	Introduction of the syllabus
Day 2	Meaning, Nature and Types of Shares
Day 3	Stock: Meaning, Characteristics
Day 4	Conversion of shares into stock
Day 5	Difference between shares and stock, Voting Rights of shareholders, Variation of Shareholders Rights
Day 6	Allotment of shares: Meaning, Provisions regarding Allotment
Day 7	Irregular allotment and its effects, Procedure of allotment
Day 8	Allotment Letter, Return of Allotment
Day 9	Renunciation of Allotment, Allotment for consideration other than cash, Underwriting Commission, Brokerage, underwriting and Placing
Day 10	Issue of shares, Difference between bonus and right shares
Day 11	Restrictions on purchase of their own shares by the company, Buying back of shares
Day 12	Share Certificate: Meaning and Content
Day 13	Legal Effects
Day 14	Test – Chapter -1 Meaning of Shares
Day 15	Provisions relating to share certificate
Day 16	Share Warrants: Meaning and Contents
Day 17	Share Warrant: Conditions and effects of issuing share warrant
Day 18	Topics related to share warrant, difference between share certificate and share warrant
Day 19	Assignment
Day 20	Transfer of Shares: Meaning and Restrictions

Day 21	Procedure for Transfer of Shares
Day 22	Transmission of Shares: Statutory provisions, procedures, nomination of shares
Day 23	Certification of transfer, Blank Transfer
Day 24	Forged transfer, Void and Demat transfer
Day 25	Relationship between transferor and transferee until registration
Day 26	Revision of this chapter
Day 27	Calls on shares, Forfeiture
Day 28	Effects of forfeited shares, re-issue
Day 29	annulment of forfeiture, Expropriation and surrender of shares
Day 30	Difference between forfeiture and surrender, lien on shares
Day 31	Depository System: Meaning, features and constituents of depository system
Day 32	Need and benefits of depository system
Day 33	Test- Transfer and Transmission of Shares
Day 34	Paperless trading, Difference between physical shares and Demat Shares, Depository
Day 35	NSDL
Day 36	SHCIL, Need for educating investors
Day 37	Share Capital: Meaning, Nature and Forms of Capital
Day 38	Alteration of share capital and procedure
Day 39	Reduction of share capital, Further issue of share capital
Day 40	Conversion of debentures on loan into shares
Day 41	Members and Shareholders of a company: Meaning, elements and difference
Day 42	Who may be a member?
Day 43	Methods of acquiring membership of a company
Day 44	Termination of membership, Register of members
Day 45	Register of members
Day 46	Rights of members
Day 47	Liabilities of members
Day 48	Doubt Class
Day 49	Company Meeting: Essentials of valid meeting
Day 50	Types of Meetings: Meeting of shareholders
Day 51	Statutory provisions relating to AGM
Day 52	Extra ordinary general meeting
Day 53	Class meeting, Board of Directors' meetings
Day 54	Meetings of Directors committees, Creditors meetngs, debentureholders meetings
Day 55	Resolution
Day 56	Validity of meeting
Day 57	Voting and Poll, Proxy
Day 58	Directors, Classification of Directors
Day 59	Board of director's, Qualification and Disqualification of Directors
Day 60	Test - Share Capital of the Company
Day 61	DIN, Appointment of Directors
Day 62	Voting on director's appointment, Removal of directors
Day 63	Removal of directors
Day 64	Loan to directors, Legal Position of directors
Day 65	Powers of directors
Day 66	Duties of directors
Day 67	Liabilities of directors
Day 68	Remuneration of directors
Day 69	Managing Director
Day 70	Topics related to managing directors, Manager
Day 71	Meaning and Modes of winding Up
Day 72	Commencement of winding up by NCLT
Day 73	Official liquidator, powers/rights of liquidator
Day 74	Liabilities of liquidators
Day 75	Rights and Powers of NCLT after winding up order
Day 76	Voluntary winding up: meaning, circumstances and consequences
Day 77	Members voluntary winding up, provisions
Day 78	Creditor's Voluntary Winding Up and its provisions

Day 79	Difference between creditor's and members winding up, voluntary winding up
Day 80	General provisions relating to voluntary winding up
Day 81	Contributory , Nature of Contributories liability
Day 82	Consequences of winding up
Day 83	Revision
Day 84	Revision
Day 85	Revision
Day 86	Revision
Day 87	Revision
Day 88	Revision
Day 89	Revision
Day 90	Revision

\*As per number of periods /week

**K.L MEHTA DAYANAND COLLEGE FOR WOMEN, FARIDABAD**  
**LESSON PLAN FOR THE SESSION 2022-23**

<b>Name of the professor: Dr. Rajesh Kumari</b> <b>Class And Section: M.com (P) 2<sup>nd</sup> Sem.</b> <b>Subject: Management Accounting</b>	
Day 1	Meaning of Management Accounting and financial accounting , limitations of financial accounting
Day 2	Meaning of Management Accounting and financial accounting , limitations of financial accounting
Day 3	Nature and characteristics of management accounting, objectives and purpose of management accounting
Day 4	Scope of management accounting , difference between financial accounting and management accounting and cost accounting
Day 5	Scope of management accounting , difference between financial accounting and management accounting and cost accounting
Day 6	Functions of Management Accounting, Tools and technique of management Accounting
Day 7	Functions of Management Accounting, Tools and technique of management Accounting
Day 8	Principles and conventions of management accounting, Utility of Management Accounting, Essentials for success of Management accounting
Day 9	Principles and conventions of management accounting, Utility of Management Accounting, Essentials for success of Management accounting
Day 10	Role and responsibilities of Management Accountant , Functions and Duties of Controller
Day 11	Meaning of Budgetary control, Explanation of Budget, budgeting and budgetary control, Elements of Budget
Day 12	Meaning of Budgetary control, Explanation of Budget, budgeting and budgetary control, Elements of Budget
Day 13	Objectives of budgeting and budgetary control, Steps for adoption of budgetary control
Day 14	Advantages and essentials of successful budgetary control system, and limitations of Budgetary control, Difference between forecast and a budget
Day 15	Installation of a Budgetary control system , Classification of budgets
Day 16	sales and production Budget with examples
Day 17	Cost of production budget and material budget with examples
Day 18	Direct Labour and Manufacturing overhead budget with examples
Day 19	Explanation of Administration overhead, selling and distribution and capital expenditure and plant utilization budget

Day 20	Cash Budget and their methods , Operating budget , Research and Development budget and Master budget
Day 21	Budgets Reports, Revision of budgets and performance budgeting
Day 22	Fixed and Flexible budget with examples and practical problems
Day 23	Zero Base Budgeting, Its features and process
Day 24	Practical problems of Zero Base Budgeting
Day 25	Difference between traditional and Zero base budgeting, advantages and limitations of Zero base budgeting
Day 26	Doubts and practical problems of Budgetary control
Day 27	Lease Financing: Introduction ,definitions , features and types of lease
Day 28	Difference between lease, hire purchase and sale, Difference between finance lease and operating lease, Leverage lease
Day 29	Advantages and disadvantages of Leasing, Determination of Lease Rentals
Day 30	Practical problems
Day 31	Practical problems
Day 32	Contemporary Issues in Management Accounting: meaning of value chain Analysis, Types of value chain activities
Day 33	Test : First Chapter
Day 34	Advantages and method of value chain analyses, Linkage among different value chain activities
Day 35	Steps in value chain Analyses, Limitations of value chain analyses
Day 36	Activity based costing : meaning, importance, uses and benefits and limitations , significant terms of activity based costing
Day 37	Importance of cost drivers, characteristics of ABC, elements involved in ABC, steps involved in ABC
Day 38	Importance of cost drivers, characteristics of ABC, elements involved in ABC, steps involved in ABC
Day 39	Activity based costing versus Traditional costing ,optimal costing system, requirements of ABC system, reasons for adoption of ABC system
Day 40	Activity based costing versus Traditional costing ,optimal costing system, requirements of ABC system, reasons for adoption of ABC system
Day 41	Total Quality Management : Meaning, steps, methods and basic principles, Tools
Day 42	Total Quality Management : Meaning, steps, methods and basic principles, Tools
Day 43	Advantages and limitations of TQM, Target costing: concept, stages advantages, Comparison between traditional cost management approach and target cost, Steps for installation of Target costing approach
Day 44	Advantages and limitations of TQM, Target costing: concept, stages advantages, Comparison between traditional cost management approach and target cost, Steps for installation of Target costing approach
Day 45	Tools and Techniques of Target costing, Life Cycle Costing : concept , factor, benefits and drawbacks, Principles , process, steps and operational procedure of life cycle costing
Day 46	Tools and Techniques of Target costing, Life Cycle Costing : concept , factor, benefits and drawbacks, Principles , process, steps and operational procedure of life cycle costing
Day 47	Responsibility Accounting : concept, principles, pre-requisites and steps
Day 48	Test:- Budgetary Control
Day 49	Responsibility centres and types , Diff. between responsibility centre and cost centres, MBO, Controllability
Day 50	Significance , advantages and problems of responsibility accounting
Day 51	Significance , advantages and problems of responsibility accounting
Day 52	Division performance evaluation
Day 53	Transfer pricing:- objectives and methods
Day 54	Transfer pricing:- objectives and methods
Day 55	Choice of a suitable transfer pricing method
Day 56	Assignment
Day 57	Reporting to Management : evaluation of MIS , meaning , elements and characteristics
Day 58	Reporting to Management : evaluation of MIS , meaning , elements and

	characteristics
Day 59	Steps for the implementation of MIS, Reporting to Management
Day 60	Steps for effective reporting, Methods of reporting, requisites of an ideal report
Day 61	Types of report, Reporting needs at different levels , Installation of reporting system in an organization, uses of reports
Day 62	Types of report, Reporting needs at different levels , Installation of reporting system in an organization, uses of reports
Day 63	Decision Making: Concept, steps , cost concepts associated with decision making
Day 64	Essential features of differential cost, out of pocket cost , shut down and sunk cost, imputed or hypothetical cost, attributable cost
Day 65	Essential features of differential cost, out of pocket cost , shut down and sunk cost, imputed or hypothetical cost, attributable cost
Day 66	Evaluation Process : Quantitative factor, specific management decisions
Day 67	Make or buy decision and problems
Day 68	Make or buy decision and problems
Day 69	Make or buy decision and problems
Day 70	Expand or Buy and Lease or buy with examples
Day 71	Expand or Buy and Lease or buy with examples
Day 72	Selling or further decision,
Day 73	Expand or not to expand or contract and change versus status quo with examples
Day 74	Expand or not to expand or contract and change versus status quo with examples
Day 75	Retain or Replace and exploring new markets with examples, Optimum sales or product mix with examples
Day 76	Retain or Replace and exploring new markets with examples, Optimum sales or product mix with examples
Day 77	Retain or Replace and exploring new markets with examples, Optimum sales or product mix with examples
Day 78	Adding or dropping a product with examples, Temporary suspension or continue, Permanent closing down or continue, machine or hand labour
Day 79	Adding or dropping a product with examples, Temporary suspension or continue, Permanent closing down or continue, machine or hand labour
Day 80	Price mix decision, Practical problems and doubts
Day 81	Price mix decision, Practical problems and doubts
Day 82	Decision making in current global scenario, commandments in decision making
Day 83	Decision making in current global scenario, commandments in decision making
Day 84	Revision
Day 85	Revision
Day 86	Revision
Day 87	Revision
Day 88	Revision
Day 89	Revision
Day 90	Revision

\*As per number of periods /week



**K.L MEHTA DAYANAND COLLEGE FOR WOMEN, FARIDABAD**  
**LESSON PLAN FOR THE SESSION 2022-23**

<b>Name of the professor: Dr. Rajesh Kumari</b> <b>Class And Section: M.com (P) 4<sup>th</sup> Sem.</b> <b>Subject: HRM</b>	
Day 1	Concept of human resource management
Day 2	Features, scope of HRM
Day 3	Features, scope of HRM
Day 4	Features, scope of HRM
Day 5	Nature of HRM
Day 6	Importance of HRM
Day 7	Functions of HRM
Day 8	Managerial functions
Day 9	Operative functions
Day 10	Qualification of HR manager
Day 11	Qualification of HR manager
Day 12	Evolution of HRM
Day 13	Growth of HRM
Day 14	Techniques of HRM
Day 15	Techniques of HRM
Day 16	Revision of unit 1
Day 17	Revision of unit 1
Day 18	Introduction of unit 2
Day 19	Concept of workers participation in management
Day 20	Concept of workers participation in management
Day 21	Forms of W.P.M
Day 22	Forms of W.P.M
Day 23	Objectives and needs
Day 24	Objectives and needs
Day 25	Prerequisites of effective participation
Day 26	Prerequisites of effective participation
Day 27	Evaluation of the scheme
Day 28	Evaluation of the scheme
Day 29	Concept of joint council
Day 30	Test :- Methods of Recruitment
Day 31	Assignment
Day 32	Functions of joint Council
Day 33	Causes of failure
Day 34	Concept of trade union
Day 35	Needs of trade union
Day 36	Functions and objectives
Day 37	Origin of trade union
Day 38	Growth of trade union
Day 39	Development of trade union
Day 40	Difficulties of trade union
Day 41	Concept of collective bargaining
Day 42	Nature and scope
Day 43	Functions of collective bargaining
Day 44	Functions of collective bargaining
Day 45	Test:- Worker Participation in Management
Day 46	Collective Bargaining Success in India
Day 47	Concept of employee morale
Day 48	Concept of employee morale
Day 49	Significance and nature
Day 50	Significance and nature
Day 51	Determinants of morale

Day 52	Measurement of morale
Day 53	Measurement of morale
Day 54	Revision of Morale
Day 55	Concept of productivity
Day 56	Significance and nature
Day 57	Significance and nature
Day 58	Importance of productivity
Day 59	Importance of productivity
Day 60	Measurement of productivity
Day 61	Measurement of productivity
Day 62	Factors influencing productivity
Day 63	Factors influencing productivity
Day 64	Measures to improve productivity
Day 65	Measures to improve productivity
Day 66	Relation between morale and productivity
Day 67	Relation between morale and productivity
Day 68	Revision of Productivity
Day 69	Revision
Day 70	Revision
Day 71	Revision
Day 72	Revision
Day 73	Revision
Day 74	Revision
Day 75	Revision
Day 76	Revision
Day 77	Revision
Day 78	Revision
Day 79	Revision
Day 80	Revision
Day 81	Revision
Day 82	Revision
Day 83	Revision
Day 84	Revision
Day 85	Revision
Day 86	Revision
Day 87	Revision
Day 88	Revision
Day 89	Revision
Day 90	Revision

\*As per number of periods /week

**K.L MEHTA DAYANAND COLLEGE FOR WOMEN,FARIDABAD**  
**LESSON PLAN FOR THE SESSION 2022-23**

<b>Name of the Assistant Professor: Ms. Leena</b>	
<b>Class And Section: BBA IV SEM</b>	
<b>Subject: DATABASE MANAGEMENT SYSTEM</b>	
Day 1	Introduction Of Terms Data ,Information
Day 2	Characteristics, Capabilities & Applications of DBMS
Day 3	Characterstic Capabilities& Applications of DBMS
Day 4	Terms used in access
Day 5	Components of database environment
Day 6	Record ,File
Day 7	Data dictionary
Day 8	Database administrator &its role
Day 9	Revision of the Topic
Day 10	Functions and responsibilities
Day 11	Database users
Day 12	Functions and responsibilities
Day 13	Database users
Day 14	Advantages and disadvantages of DBMS
Day 15	Database basics
Day 16	Doubt clearing session
Day 17	Database basics
Day 18	Test
Day 19	File-Oriented system versus database system
Day 20	Introduction to Ms.-Access
Day 21	Understanding the views
Day 22	Database systemarchitecture–Introduction
Day 23	Three level database Architecture
Day 24	Three level database Architecture
Day 25	Setting A primary key
Day 26	Entering data in table
Day 27	File-Oriented system versus database system
Day 28	Functions and responsibilities Of DBA Database users
Day 29	Schemas, Subschemas and instances
Day 30	Database keys
Day 31	Starting with query
Day 32	Database architecture
Day 33	Data independence and types
Day 34	Mapping
Day 35	Data Independence
Day 36	Data models.
Day 37	Data models
Day 38	Types of database Systems
Day 39	E-R model
Day 40	Database security– Threats and Security issues,;
Day 41	Data models.
Day 42	Data models
Day 43	Data models
Day 44	Creating forms
Day 45	Firewalls Introduction
Day 46	Various Types Of Firewalls
Day 47	Various Types Of Firewalls
Day 48	Creating Reports
Day 49	Creating Reports
Day 50	Various security techniques
Day 51	Database recovery ,Various security techniques

Day 52	Techniques of data Base Security
Day 53	Techniques of data Base Security
Day 54	Distributed database.
Day 55	Distributed database.
Day 56	Data warehousing and data mining
Day 57	Data warehousing and data mining
Day 58	Revision/Test/Assignment
Day 59	DOUBT CLEARING SESSION
Day 60	PRACTICAL
Day 61	Emerging database technologies
Day 62	InternetWeb browser
Day 63	Web browser
Day 64	Webpages
Day 65	E-Mail
Day 66	Digital libraries
Day 67	Multimedia database
Day 68	Long question answer
Day 69	Mobile database
Day 70	Spatial database
Day 71	Spatial database
Day 72	Practical
Day 73	File
Day 74	Preparation
Day 75	Old Question Paper Discussion
Day 76	Old Question Paper Discussion
Day 77	PRACTICAL FILE CHECKING
Day 78	PRACTICAL FILE CHECKING
Day 79	REVISION
Day 80	REVISION
Day 81	REVISION
Day 82	PRACTICAL FILE CHECKING
Day 83	PRACTICAL FILE CHECKING
Day 84	REVISION
Day 85	REVISION
Day 86	REVISION
Day 87	REVISION
Day 88	REVISION
Day 89	REVISION
Day 90	REVISION

\*As per number of periods /week

**K.L MEHTA DAYANAND COLLEGE FOR WOMEN,FARIDABAD**  
**LESSON PLAN FOR THE SESSION 2022-23**

<b>Name of the Assistant Professor: Ms. Leena</b>	
<b>Class And Section: BBA IV SEM</b>	
<b>Subject: E-COMMERCE</b>	
Day 1	Introduction
Day 2	Meaning, Nature, Concepts
Day 3	Advantages and reasons for transacting online
Day 4	PRACTIACL
Day 5	Categories of e-Commerce
Day 6	Assessing requirement for an online business
Day 7	Categories of e-Commerce
Day 8	Planning online business
Day 9	Nature and dynamics of the internet
Day 10	Designing the system
Day 11	Developing And deploying the system
Day 12	One to one enterprise
Day 13	Technology for Online business–Internet
Day 14	Technology for Online business–Internet
Day 15	It infrastructure
Day 16	Tools for promoting Website
Day 17	Tools for promoting Website
Day 18	Doubt clearing session
Day 19	Class test
Day 20	Middleware contents
Day 21	Text And integrating e-Business applications
Day 22	Text And integrating e-Business applications
Day 23	Mechanism of making payment through internet
Day 24	Online payment Mechanism
Day 25	Online payment Mechanism
Day 26	Electronic payment systems
Day 27	Payment Gateways
Day 28	Plastic money :Debit card
Day 29	Smartcard
Day 30	PRACTICAL
Day 31	PRACTICAL
Day 32	E-Cash
Day 33	E-Wallet
Day 34	Laws relating to online transactions
Day 35	Security issues
Day 36	Applications in e-Commerce
Day 37	REVISION/ASSIGNMENT
Day 38	E-Commerce applications in manufacturing
Day 39	E-Commerce applications in manufacturing
Day 40	E-Commerce applications in wholesale
Day 41	E-Commerce applications in wholesale
Day 42	E-Commerce applications in wholesale
Day 43	PRACTICAL
Day 44	E-Commerce applications in retail
Day 45	E-Commerce applications in service sector
Day 46	E- Commerce applications in service sector
Day 47	CLASS TEST
Day 48	Virtual existence– Concepts
Day 49	Working of virtual existence
Day 50	Types Of Virtual organizations
Day 51	Advantages And pitfalls of virtual organizations

Day 52	Advantages And pitfalls of virtual organizations
Day 53	Practical
Day 54	Workface
Day 55	Work zone and workspace and staff less organization
Day 56	Designing One-Commerce model for a middle level Organization
Day 57	Designing One-Commerce model for a middle level Organization
Day 58	Designing One-Commerce model for a middle level Organization
Day 59	The Conceptual design
Day 60	The Conceptual design
Day 61	Giving description of it Transaction handling
Day 62	Test
Day 63	Infrastructure and resources required and system flowchart
Day 64	Infrastructure and resources required and system flowchart
Day 65	Doubt clearing session
Day 66	Network security
Day 67	Network security
Day 68	Data encryption secret keys,
Day 69	Data encryption secret keys,
Day 70	Short Question Answer
Day 71	Applications of e-Commerce practical approach
Day 72	Practical
Day 73	File
Day 74	Preparation
Day 75	Old Question Paper Discussion
Day 76	PRACTICAL FILE CHECKING
Day 77	PRACTICAL FILE CHECKING
Day 78	Revision
Day 79	Revision
Day 80	Revision
Day 81	Revision
Day 82	Revision
Day 83	Revision
Day 84	Revision
Day 85	Revision
Day 86	Revision
Day 87	Revision
Day 88	Revision
Day 89	Revision
Day 90	Revision

\*As per number of periods /week

**K.L MEHTA DAYANAND COLLEGE FOR WOMEN,FARIDABAD**  
**LESSON PLAN FOR THE SESSION 2022-23**

<b>Name of the Assistant Professor: Ms. Leena</b>	
<b>Class And Section: BBA II SEM</b>	
<b>Subject: COMPUTER APPLICATION IN MANAGEMENT</b>	
Day 1	Introduction to computers, Simple definitions of computer
Day 2	Basic anatomy of computer
Day 3	Operating system
Day 4	Memory
Day 5	Input/ Output Devices
Day 6	Types of computers,
Day 7	Classification of computers
Day 8	Analog ,Digital and hybrid computer
Day 9	Major And Functional components of digital computer
Day 10	Hardware ,Software and system software
Day 11	Networking–Advantage,
Day 12	Network devices
Day 13	Network connections
Day 14	Practical
Day 15	Practical
Day 16	Virus
Day 17	Virus
Day 18	Firewalls
Day 19	Introduction to information technologies
Day 20	Www
Day 21	REVISION/TEST/ASSIGNMENT
Day 22	Search engine ,Various Types Of Search Engine
Day 23	Webhosting, IP addressing web browser
Day 24	Webhosting, IP addressing web browser
Day 25	Web publishing
Day 26	Doubt Clearing Session
Day 27	Internet applications in business
Day 28	REVISION/TEST/ASSIGNMENT
Day 29	Chatting
Day 30	E-Mailing;
Day 31	Electronic mail networking
Day 32	Computer applications
Day 33	Advantages and limitations
Day 34	Applications of computer in banks, Railway
Day 35	Applications of computer home
Day 36	Applications of computer in defence
Day 37	Applications of computer In graphics
Day 38	Use in offices, Education,.
Day 39	PRACTICAL
Day 40	PRACTICAL
Day 41	Use of computer in institutions, Healthcare
Day 42	Use Of computer in institutions, Healthcare
Day 43	Data, Information
Day 44	Need of information
Day 45	REVISION/TEST/ASSIGNMENT
Day 46	Types of information
Day 47	Difference between data & Information
Day 48	Knowledge ,Information system
Day 49	Practical knowledge of networking Devices
Day 50	Components of information systems
Day 51	Components of information systems

Day 52	Capabilities of information system types of information system MIS,
Day 53	MIS
Day 54	OAS
Day 55	DSS
Day 56	TPS
Day 57	PRACTICAL
Day 58	Multimedia
Day 59	Hardware and software for multimedia
Day 60	Multimedia authoring tools
Day 61	Components of multimedia
Day 62	Components of multimedia
Day 63	Multimedia applications in business
Day 64	Marketing and advertising;
Day 65	Multimedia applications In publishing industry
Day 66	Multimedia applications In Knowledge transfer
Day 67	Multimedia applications In ,Learning foreign language
Day 68	Web applications of multimedia
Day 69	Introduction to communication channels
Day 70	Various communication channels
Day 71	PRACTICAL FILE PREPRATION
Day 72	PRACTICAL FILE PREPRATION
Day 73	PRACTICAL FILE PREPRATION
Day 74	PRACTICAL FILE CHECKING
Day 75	PRACTICAL FILE CHECKING
Day 76	PRACTICAL FILE CHECKING
Day 77	OLD QUESTION PAPER DISCUSSION
Day 78	OLD QUESTION PAPER DISCUSSION
Day 79	Revision
Day 80	Revision
Day 81	Revision
Day 82	Revision
Day 83	Revision
Day 84	Revision
Day 85	Revision
Day 86	Revision
Day 87	Revision
Day 88	Revision
Day 89	Revision
Day 90	Revision

\*As per number of periods /week



**K.L MEHTA DAYANAND COLLEGE FOR WOMEN,FARIDABAD**  
**LESSON PLAN FOR THE SESSION 2022-23**

<b>Name of the professor:Ms. Rekha Gulati</b>	
<b>Class And Section:B.com (H) 6<sup>th</sup> Sem.</b>	
<b>Subject:HRM</b>	
Day 1	Meaning of Human Resource Management
Day 2	Importance of HRM
Day 3	Objectives of HRM
Day 4	Scope of HRM
Day 5	Functions of HRM
Day 6	Qualities of HR manager
Day 7	Human resource planning meaning and nature
Day 8	Objectives of human resource planning
Day 9	Process of human resource planning
Day 10	Qualitative aspects of HRP
Day 11	Recent trends in human resource planning
Day 12	Total quality management
Day 13	Total quality management
Day 14	Total quality management
Day 15	Total quality management
Day 16	Business process reengineering
Day 17	Business processor reengineering
Day 18	Business process reengineering
Day 19	Test of Human Resource Management
Day 20	Assignment of business process reengineering
Day 21	Meaning of recruitment
Day 22	Process of recruitment
Day 23	Sources of recruitment
Day 24	Methods of recruitment
Day 25	Meaning of selection
Day 26	Selection process
Day 27	Various test in selection process
Day 28	Doubt class
Day 29	Doubt class
Day 30	Meaning of training
Day 31	Importance of training
Day 32	Training methods
Day 33	Training methods
Day 34	Principles of training
Day 35	Evaluation of training programme
Day 36	Management development meaning
Day 37	Process of management development
Day 38	Methods of Management development
Day 39	Methods of Management development
Day 40	Evaluation of Management development programmes
Day 41	Test of selection and recruitment
Day 42	Meaning of wage
Day 43	Objectives of wage
Day 44	Theories of wages
Day 45	Theories of wages
Day 46	Methods of wage payment
Day 47	Methods of wage payment
Day 48	Methods of waige payment
Day 49	Factors affecting level of wages

Day 50	Wage incentives methods
Day 51	Wage incentive methods
Day 52	Need and importance of incentive plans
Day 53	Profit sharing
Day 54	Co-partnership
Day 55	Essentials of Ideal incentive system
Day 56	Test of methods of wage payment
Day 57	Concept of HRD
Day 58	Significance of HRD
Day 59	Scope of HRD
Day 60	Techniques of HRD
Day 61	Difference between HRD and HRM
Day 62	Difference between personnel management and HRM
Day 63	Functions of HRD manager
Day 64	Functions of line managers
Day 65	Doubt class
Day 66	Doubt class
Day 67	Meaning of Industrial Relations
Day 68	Requirement of good Industrial Relations
Day 69	Meaning of industrial unrest
Day 70	Forms of Industrial and unrest
Day 71	Causes of Industrial and unrest
Day 72	Impact of Industrial unrest on economy
Day 73	Machinery for settlement of industrial dispute
Day 74	Doubt class
Day 75	Revision of unit 1
Day 76	Revision of unit 1
Day 77	Revision of unit 2
Day 78	Revision of unit 2
Day 79	Revision of unit unit 2
Day 80	Revision of unit 3
Day 81	Revision of unit 3
Day 82	Division of unit 4
Day 83	Division of unit 4
Day 84	Doubt class
Day 85	Doubt class
Day 86	Presentation of industrial disputes
Day 87	Presentation of industrial disputes
Day 88	Presentation of industrial disputes
Day 89	Presentation of industrial dispute
Day 90	Doubt of full syllabus

\*As per number of periods /week

**K.L MEHTA DAYANAND COLLEGE FOR WOMEN,FARIDABAD**  
**LESSON PLAN FOR THE SESSION 2022-23**

<b>Name of the professor:Ms. Rekha Gulati</b>	
<b>Class And Section:B.com (H) 6th sem.</b>	
<b>Subject:-Income Tax</b>	
Day 1	Meaning of rebate
Day 2	Meaning of relief
Day 3	Relief under section 89
Day 4	Marginal relief
Day 5	Computation of total income of individual
Day 6	Computation of total income of individual
Day 7	Computation of total income of individual
Day 8	Computation of total income of individual
Day 9	Computation of tax liability of individual
Day 10	Computation of tax liability of individual
Day 11	Computation of tax liability of individual
Day 12	Computation of tax liability of individual
Day 13	Concept of alternate minimum tax
Day 14	Concept of alternate minimum tax
Day 15	Concept of alternate minimum tax
Day 16	Concept of alternate minimum tax
Day 17	Filing of income tax return
Day 18	Filing of income tax return
Day 19	Filing of income tax return
Day 20	Methods of filing of income tax return
Day 21	Methods of filing of income tax return
Day 22	Test of computation of tax liability of individual
Day 23	Assignment on rebate and relief of tax
Day 24	Assessment of Hindu undivided family
Day 25	Assessment of Hindu undivided family
Day 26	Assessment of Hindu undivided family
Day 27	Assessment of Hindu undivided family
Day 28	Assessment of Hindu undivided family
Day 29	Assessment of Hindu undivided family
Day 30	Assessment of Hindu undivided family
Day 31	Assessment of firms
Day 32	Assessment of firms
Day 33	Assessment of firms
Day 34	Assessment of firms
Day 35	Assessment of firms
Day 36	Assessment of firms
Day 37	Assessment of firms
Day 38	Assessment of AOP and BOI
Day 39	Assessment of AOP and BOI
Day 40	Assessment of AOP and BOI
Day 41	Assessment of AOP and BOI
Day 42	Doubt class
Day 43	Doubt class
Day 44	Doubt class
Day 45	Doubt class
Day 46	Test of assessment of firms
Day 47	Income Tax authorities and their powers
Day 48	Income Tax authorities and their powers
Day 49	Income Tax authorities and their powers
Day 50	Income Tax authorities and their powers

Day 51	Income Tax authorities and their powers
Day 52	Types of income tax returns
Day 53	Types of assessment
Day 54	Types of assessment
Day 55	Types of assessment
Day 56	Types of assessment
Day 57	Topic of PAN
Day 58	Rectification of mistakes
Day 59	Notice of demand
Day 60	Advance payment of tax
Day 61	Advance payment of tax
Day 62	Advance payment of tax
Day 63	Advance payment of tax
Day 64	Text deducted at source
Day 65	Text deducted at source
Day 66	Tax deducted at source
Day 67	Text deducted at source
Day 68	Tax collected at source
Day 69	Tax collected at source
Day 70	Tax collected at suits
Day 71	Doubt class
Day 72	Doubt class
Day 73	Test of assessment procedure
Day 74	Recovery of income tax
Day 75	Recovery of income tax
Day 76	Refund of tax
Day 77	Refund of tax
Day 78	Appeals and revision
Day 79	Appeals and revision
Day 80	Appeals and revision
Day 81	Appeals and revision
Day 82	Penalties provision
Day 83	Penalties provision
Day 84	Offences and prosecution
Day 85	Offences and prosecution
Day 86	Revision of syllabus
Day 87	Revision of syllabus
Day 88	Revision of syllabus
Day 89	Revision of syllabus
Day 90	Revision of syllabus

\*As per number of periods /week

**K.L MEHTA DAYANAND COLLEGE FOR WOMEN,FARIDABAD**  
**LESSON PLAN FOR THE SESSION 2022-23**

<b>Name of the professor: Rekha Gulati</b> <b>Class And Section:M.com (P) 2<sup>nd</sup> sem.</b> <b>Subject: Financial Management</b>	
Day 1	Meaning of financial management
Day 2	Characteristics of financial management
Day 3	Objectives of financial management
Day 4	Scope of financial management
Day 5	Trade of between risk and return in financial management
Day 6	Role of financial manager
Day 7	Financial goals profit maximization
Day 8	Wealth maximization
Day 9	Finance and related disciplines
Day 10	Limitations of financial management
Day 11	Financial planning and its types
Day 12	Process of financial planning
Day 13	Methods of financial planning
Day 14	Benefits of financial planning
Day 15	Limitations of financial planning
Day 16	Capitalisation and theories of capitalisation
Day 17	Under capitalisation and its causes
Day 18	Effects of over capitalisation
Day 19	Remedies to overcome over capitalisation
Day 20	Under capitalisation and its causes
Day 21	Effects of Under capitalisation
Day 22	Remedies of Under capitalisation
Day 23	Test of financial management chapter
Day 24	Time value of money
Day 25	Compounding principle
Day 26	Discounting principle
Day 27	Cost of capital
Day 28	Specific cost of capital
Day 29	Weighted average cost of capital
Day 30	Practicals of cost of capital
Day 31	Practicals of cost of capital
Day 32	Financial leverage
Day 33	Operating Lee Bridge
Day 34	Combined Lee veg
Day 35	Capital structure and factors affecting it
Day 36	Net income approach
Day 37	Net operating income approach
Day 38	Traditional approach
Day 39	MM theory
Day 40	Dividend and its types
Day 41	Factors affecting the Dividend policy
Day 42	Gordon model of dividend
Day 43	Walter's model of dividend
Day 44	MM model of dividend
Day 45	Test of capital structure chapter
Day 46	Capital budgeting and its nature
Day 47	Process and types of capital budgeting
Day 48	Methods of capital budgeting proposals
Day 49	Methods of capital budgeting proposals
Day 50	Methods of capital budgeting proposals
Day 51	Practicals of capital budgeting

Day 52	Practicals of capital budgeting
Day 53	Assignment of capital budgeting
Day 54	Capital rationing and its types
Day 55	Capital budgeting under risk and uncertainty
Day 56	Capital budgeting under risk and certainty
Day 57	Capital budgeting under risk and uncertainty
Day 58	Capital budgeting under risk and certainty
Day 59	Precautions in capital budgeting analysis
Day 60	Meaning of mergers and acquisition
Day 61	Styles of merger
Day 62	Motives and reasons behind mergers
Day 63	Cell of and spin of
Day 64	Financial reconstruction
Day 65	Share split
Day 66	Consolidation
Day 67	Cancellation of paid up capital
Day 68	Corporate failure and its causes
Day 69	Liquidation and its types
Day 70	Test of capital budgeting
Day 71	Official liquidator and its powers
Day 72	Duties of official liquidator
Day 73	Topic of contributory
Day 74	Doubt class
Day 75	Doubt class
Day 76	Doubt class
Day 77	Doubt class
Day 78	Revision of unit 1
Day 79	Revision of unit 1
Day 80	Revision of unit 1
Day 81	Revision of unit 2
Day 82	Revision of unit 2
Day 83	Revision of unit 2
Day 84	Revision of unit 3
Day 85	Revision of unit 3
Day 86	Revision of unit 4
Day 87	Revision of unit 4
Day 88	Revision of unit 4
Day 89	Revision of unit 4
Day 90	Revision of full syllabus

\*As per number of periods /week

**K.L MEHTA DAYANAND COLLEGE FOR WOMEN,FARIDABAD**  
**LESSON PLAN FOR THE SESSION 2022-23**

<b>Name of the professor:Rekha Gulati</b>	
<b>Class And Section:M.com (F) 4th sem.</b>	
<b>Subject:Corporate tax planning &amp; management</b>	
Day 1	Meaning of corporate tax
Day 2	Tax evasion
Day 3	Text avoidance
Day 4	Tax planning
Day 5	Text management
Day 6	Precautions in tax planning
Day 7	Limitations of tax planning
Day 8	Tax planning for new business
Day 9	Different forms of Business and its features
Day 10	Explaining for sole proprietor
Day 11	Tax planning for form
Day 12	Tax planning for HUF
Day 13	Tax plaining for cooperative society
Day 14	Tax planning for companies
Day 15	Tax planning for AOP and BOI
Day 16	Tax planning for different forms of organisation
Day 17	Tax planning with reference to location
Day 18	Tax planning with reference to nature
Day 19	Topic of alternate minimum tax
Day 20	Topic of minimum alternate tax
Day 21	Doubt class
Day 22	Doubt class
Day 23	Test of tax planning for new business
Day 24	Tax provisions relating to free trade zones
Day 25	Tax provisions for infrastructure sector
Day 26	Tax provisions for backward areas
Day 27	Assignment of deductions
Day 28	Meaning of amalgamation
Day 29	Need of amalgamation
Day 30	Tax incentives for amalgamating company
Day 31	Tax incentives for amalgamated company
Day 32	Text incentives for amalgamated company
Day 33	Tax incentives for shareholders
Day 34	Tax plaining relating to capital structure decisions
Day 35	Dividend policy
Day 36	Intercompany dividends
Day 37	Bonus shares
Day 38	Bonus debentures
Day 39	Tax plaining in respect of own or lease
Day 40	Tax plaining in respect of own or lease
Day 41	Tax Planning in respect of own or lease
Day 42	Tax plaining for managerial remuneration
Day 43	Tax planning for managerial remuneration
Day 44	Tax planning for managerial remuneration
Day 45	Doubt class
Day 46	Doubt class
Day 47	Doubt class
Day 48	Test of amalgamation chapter
Day 49	Presentation on minimum alternate tax
Day 50	Presentation on minimum alternate tax
Day 51	Presentation on minimum alternate tax

Day 52	Presentation on minimum alternate tax
Day 53	Tax planning for sale of asset used in scientific research
Day 54	Tax planning for sale of asset used in scientific research
Day 55	Make or buy decision
Day 56	Make or buy decision
Day 57	Repair of an asset
Day 58	Replace of an asset
Day 59	Renewal of an asset
Day 60	Renovation of an asset
Day 61	Shutdown or continue decision
Day 62	Shutdown or continue decision
Day 63	Shut down or continue decision
Day 64	Shut down or continue decision
Day 65	Doubt class
Day 66	Doubt class
Day 67	Doubt class
Day 68	Assignment on topic on our lease
Day 69	Tax planning of selling in domestic market
Day 70	Explaining of selling IND domestic market
Day 71	Tax planning of selling in foreign market
Day 72	Tax planning of selling in foreign market
Day 73	Explaining in respect of tax and centres to exporters
Day 74	Tax planning in respect of Texas and test to exporters
Day 75	plaining in respect of tax and centres to exporters
Day 76	Doubt class
Day 77	Doubt class
Day 78	Test of shut down your continue decision
Day 79	Revision of unit 1
Day 80	Revision of unit 1
Day 81	Revision of unit 1
Day 82	Division of unit 1
Day 83	Revision of unit 2
Day 84	Revision of unit 2
Day 85	Revision of unit 3
Day 86	Revision of unit 3
Day 87	Full revision
Day 88	Doubt class
Day 89	Doubt class
Day 90	Doubt class

\*As per number of periods /week



**K.L MEHTA DAYANAND COLLEGE FOR WOMEN,FARIDABAD**  
**LESSON PLAN FOR THE SESSION 2022-23**

<b>Name of the professor: Ms. Komal Malhotra</b> <b>Class And Section: B.com (Pass) Sec (A+C) 6th sem.</b> <b>Subject:- Taxation Law-II</b>	
Day 1	Meaning of Rebate
Day 2	Meaning of Relief
Day 3	Relief under section 89
Day 4	Marginal relief
Day 5	Computation of total income of individual
Day 6	Computation of total income of individual
Day 7	Computation of total income of individual
Day 8	Computation of total income of individual
Day 9	Computation of tax liability of individual
Day 10	Computation of tax liability of individual
Day 11	Computation of tax liability of individual
Day 12	Computation of tax liability of individual
Day 13	Concept of alternate minimum tax
Day 14	Concept of alternate minimum tax
Day 15	Concept of alternate minimum tax
Day 16	Concept of alternate minimum tax
Day 17	Filing of income tax return
Day 18	Filing of income tax return
Day 19	Filing of income tax return
Day 20	Methods of filing of income tax return
Day 21	Methods of filing of income tax return
Day 22	Test of computation of tax liability of individual
Day 23	Assignment
Day 24	Assessment of Hindu undivided family
Day 25	Assessment of Hindu undivided family
Day 26	Assessment of Hindu undivided family
Day 27	Assessment of Hindu undivided family
Day 28	Assessment of Hindu undivided family
Day 29	Assessment of Hindu undivided family
Day 30	Assessment of Hindu undivided family
Day 31	Assessment of firms
Day 32	Assessment of firms
Day 33	Assessment of firms
Day 34	Assessment of firms
Day 35	Assessment of firms
Day 36	Assessment of firms
Day 37	Assessment of firms
Day 38	Assessment of AOP and BOI
Day 39	Assessment of AOP and BOI
Day 40	Assessment of AOP and BOI
Day 41	Assessment of AOP and BOI
Day 42	Doubt class
Day 43	Doubt class
Day 44	Doubt class
Day 45	Doubt class
Day 46	Test of assessment of firms
Day 47	Income Tax authorities and their powers
Day 48	Income Tax authorities and their powers

Day 49	Income Tax authorities and their powers
Day 50	Income Tax authorities and their powers
Day 51	Income Tax authorities and their powers
Day 52	Types of income tax returns
Day 53	Types of assessment
Day 54	Types of assessment
Day 55	Types of assessment
Day 56	Types of assessment
Day 57	Topic of PAN
Day 58	Rectification of mistakes
Day 59	Notice of demand
Day 60	Advance payment of tax
Day 61	Advance payment of tax
Day 62	Advance payment of tax
Day 63	Advance payment of tax
Day 64	Text deducted at source
Day 65	Text deducted at source
Day 66	Tax deducted at source
Day 67	Text deducted at source
Day 68	Tax collected at source
Day 69	Tax collected at source
Day 70	Tax collected at suits
Day 71	Doubt class
Day 72	Doubt class
Day 73	Test of assessment procedure
Day 74	Recovery of income tax
Day 75	Recovery of income tax
Day 76	Refund of tax
Day 77	Refund of tax
Day 78	Appeals and revision
Day 79	Appeals and revision
Day 80	Appeals and revision
Day 81	Appeals and revision
Day 82	Penalties provision
Day 83	Penalties provision
Day 84	Offences and prosecution
Day 85	Offences and prosecution
Day 86	Revision of syllabus
Day 87	Revision of syllabus
Day 88	Revision of syllabus
Day 89	Revision of syllabus
Day 90	Revision of syllabus

\*As per number of periods /week

**K.L MEHTA DAYANAND COLLEGE FOR WOMEN,FARIDABAD**  
**LESSON PLAN FOR THE SESSION 2022-23**

<b>Name of the professor: Ms. Komal Malhotra</b> <b>Class And Section: M.Com (P) Sem II</b> <b>Subject: Organisational Behaviour</b>	
Day 1	Organisational Behaviour: concept, definition and features
Day 2	Assumptions of OB
Day 3	Organisational behaviour and other fields of study
Day 4	Foundation of organisational behaviour and approaches to the study of organisational behaviour
Day 5	Ob models
Day 6	Challenges And opportunities for organisational behaviour and its significance
Day 7	Ethics and ethical behaviour
Day 8	Ethics and ethical behaviour
Day 9	Learning, nature of learning and process of learning
Day 10	Theories of learning
Day 11	Theories of learning
Day 12	Determinants and principles of learning
Day 13	Learning through reinforcement
Day 14	Schedules of reinforcement
Day 15	OB Mod and application of learning theory
Day 16	Learning organisation
Day 17	Attitude, its nature and components
Day 18	Sources of attitude and types of work related attitude
Day 19	Functions of attitude
Day 20	Measurement of attitude
Day 21	Theories of attitude formation or change
Day 22	Theories of attitude formation or change
Day 23	Theories of attitude formation or change
Day 24	Theories of attitude formation or change
Day 25	Changing attitude and its concepts
Day 26	Test
Day 27	Meaning and nature of personality
Day 28	Determinants of personality
Day 29	Theories of personality
Day 30	Theories of personality
Day 31	Theories of personality
Day 32	Theories of personality
Day 33	Attributes of personality
Day 34	Attributes of personality
Day 35	Attributes of personality
Day 36	Measurement of personality
Day 37	Perception: it's meaning nature and importance
Day 38	Perception process: perceptual selectivity
Day 39	Perceptual organisation and perceptual interpretation
Day 40	Factors influencing the perceptual set
Day 41	Perceptual errors and distortion
Day 42	Perceptual errors and distortion
Day 43	Emotional intelligence
Day 44	Group dynamics: meaning and its features
Day 45	Types of groups
Day 46	Theories of group formation
Day 47	Practical reasons for group formation
Day 48	Factor affecting group performance

Day 49	Factor affecting group performance
Day 50	Inter group behaviour
Day 51	Group cohesiveness
Day 52	Group cohesiveness
Day 53	Group development
Day 54	Group development
Day 55	Assignment
Day 56	Team development: characteristics and importance of teams
Day 57	Types of teams
Day 58	Team composition factors
Day 59	Potential team problems
Day 60	Techniques used in building team performance
Day 61	Techniques used in building team performance
Day 62	Team effectiveness
Day 63	Organisational change: nature and types of change
Day 64	Forces for change
Day 65	Levels of change
Day 66	Theories planned change
Day 67	Change process and its models
Day 68	Change agents and change options
Day 69	Resistance to change
Day 70	Resistance to change
Day 71	Test
Day 72	Organisational conflict: features and transitions in conflict thought
Day 73	Functional and dysfunctional conflict
Day 74	Levels of conflict
Day 75	Levels of conflict
Day 76	Causes of conflict and stages in conflict
Day 77	Resolution of conflict
Day 78	Organisational development: nature and need for organisational development
Day 79	Benefits of od and assumptions of OD
Day 80	Steps in the OD process
Day 81	Models of organisational development
Day 82	OD interventions
Day 83	OD interventions
Day 84	OD interventions
Day 85	Effectiveness of Organisational development
Day 86	Revision
Day 87	Revision
Day 88	Revision
Day 89	Revision
Day 90	Revision

\*As per number of periods /week

**K.L MEHTA DAYANAND COLLEGE FOR WOMEN,FARIDABAD**  
**LESSON PLAN FOR THE SESSION 2022-23**

<b>Name of the professor: Ms. Komal Malhotra</b> <b>Class And Section: B.Com CA 6th Sem Sec E</b> <b>Subject: Financial Management</b>	
Day 1	Financial management- Introduction and meaning
Day 2	Traditional approach of finance function , Modern approach of finance function
Day 3	Objectives or goals of financial management ,Organisation of financial management
Day 4	Functions of financial managers ,Functions of treasurer
Day 5	Functions of controller, Functions of financial management
Day 6	Importance of financial management
Day 7	Relationship with other areas of management
Day 8	Objectives of financial planning
Day 9	Financial management and financial accounting
Day 10	Types of financial planning
Day 11	Procedure of financial planning
Day 12	Principles of a sound financial planning
Day 13	Factors affecting financial planning
Day 14	Significance of financial planning
Day 15	Limitation of financial planning
Day 16	Assessing funds requirements
Day 17	Working capital management- introduction, meaning and definition
Day 18	Types of working capital
Day 19	Determinants of working capital
Day 20	Issues of working capital management
Day 21	Computation of working capital
Day 22	Practical problems
Day 23	Management of cash- Introduction and Meaning
Day 24	Objectives of cash management
Day 25	Determinants of cash needs
Day 26	Methods of cash management
Day 27	Utility of cash budget
Day 28	Methods of preparing cash budget
Day 29	Cash flow statement
Day 30	Cash flow ratios , Managing the cash flows
Day 31	Cash management model
Day 32	Miller-orr model
Day 33	test- cash management
Day 34	Marketable securities
Day 35	Meaning of receivables
Day 36	scope of receivables
Day 37	Continued....
Day 38	Significance of cost of capital
Day 39	Determinants of cost of capital
Day 40	Computation- cost of irredeemable debt
Day 41	Cost of redeemable debt with practical problems
Day 42	Cost of preference share capital with practical problems
Day 43	Cost of equity share capital with practical problems
Day 44	Cost of equity share capital with practical problems
Day 45	Cost of equity share capital with practical problems
Day 46	Capitalisation – introduction, meaning
Day 47	Cost theory
Day 48	Earning theory
Day 49	Over capitalization , Under capitalization
Day 50	Test-over capitalisation

Day 51	Types of leverage – operating leverage
Day 52	Financial leverage ,Composite leverage
Day 53	Practical problems
Day 54	Practical problems
Day 55	EPS-EBIT Analysis – introduction and meaning
Day 56	Indifference point and financial break-even analysis
Day 57	Practical problems
Day 58	Practical problems
Day 59	Capital structure- introduction and meaning
Day 60	Optimum capital structure
Day 61	Factors affecting capital structure
Day 62	Theories of capital structure- NI Approach
Day 63	NOI Approach
Day 64	Traditional approach with practical problems
Day 65	Modigliani and Miller approach with practical problems
Day 66	Continued
Day 67	Dividend policy- meaning andObjectives of dividend policy
Day 68	Types of dividend policy
Day 69	Walter’s model and Gordon’s model
Day 70	Assignment –Dividend policy
Day 71	Theory of irrelevance of dividend
Day 72	Continued
Day 73	Continued
Day 74	Discussion over theory questions of Unit 1
Day 75	Discussion over theory questions of Unit 2
Day 76	Discussion over theory questions of Unit 3
Day 77	Discussion over theory questions of Unit 4
Day 78	REVISION OF UNIT 1
Day 79	REVISION OF UNIT 1
Day 80	REVISION OF UNIT 1
Day 81	REVISION OF UNIT 2
Day 82	REVISION OF UNIT 2
Day 83	REVISION OF UNIT 2
Day 84	REVISION OF UNIT 3
Day 85	REVISION OF UNIT 3
Day 86	REVISION OF UNIT 3
Day 87	REVISION OF UNIT 4
Day 88	REVISION OF UNIT 4
Day 89	REVISION OF UNIT 4
Day 90	REVISION OF UNIT 4

\*As per number of periods /week

**K.L MEHTA DAYANAND COLLEGE FOR WOMEN,FARIDABAD**  
**LESSON PLAN FOR THE SESSION 2022-23**

<b>Name of the professor: Seema behl</b>	
<b>Class And Section: BCom (v) 4th sem (D&amp;E)</b>	
<b>Subject: Corporate Accounting</b>	
Day 1	Internal reconstruction :Concept
Day 2	Types of Internal Reconstruction
Day 3	Accounting procedure of Internal Reconstruction
Day 4	Practical Questions
Day 5	Practical Questions
Day 6	Practical Questions
Day 7	Practical Questions
Day 8	Practical Questions
Day 9	Practical problems of students
Day 10	Practical problems of students
Day 11	Introduction of Amalgamation ,Absorption and Reconstruction
Day 12	Important terms of Amalgamation
Day 13	Purchase Consideration methods
Day 14	Test of Internal Reconstruction
Day 15	Accounting treatment in the books of transferor company
Day 16	Accounting treatment in the books of transferee company
Day 17	Practical Questions
Day 18	Practical Questions
Day 19	Practical Questions
Day 20	Practical Questions
Day 21	Practical Questions
Day 22	Problems of fraction shares
Day 23	Practical questions of fraction shares
Day 24	Practical questions
Day 25	Practical problems of students
Day 26	Practical problems of students
Day 27	Liquidation - Meaning and Methods
Day 28	Order of payment in liquidation
Day 29	Order of payment in liquidation
Day 30	Practical Questions of liquidator's final statement of accounts
Day 31	Practical Questions
Day 32	Liquidators Remuneration to Equity Shareholders
Day 33	Distribution of surplus- Practicals
Day 34	Calls in arrears- Practicals
Day 35	Removing of disparity among shareholders
Day 36	Calls on equity shares -Practicals
Day 37	Practical Questions
Day 38	Practical Questions
Day 39	Receiver for debenture holders -Practicals
Day 40	List of contributaries -Practicals
Day 41	Statement of Affairs - Practicals
Day 42	Deficiency or surplus account
Day 43	Practical problems
Day 44	Practical problems
Day 45	Financial Reporting -Meaning and Objectives
Day 46	Mutual Fund
Day 47	Mutual Fund
Day 48	Non -banking financial companies
Day 49	Non- banking financial companies
Day 50	Stock Brokers

Day 51	Merchant Bankers
Day 52	Test of liquidation
Day 53	Accounts of Banking companies - Introduction
Day 54	Performa of Profit and loss account
Day 55	Explanation of schedules of Profit and loss account
Day 56	Rebate on Bill discounted
Day 57	Practical questions of Profit and loss account
Day 58	Non- performing assets
Day 59	New revised format of Balance Sheet
Day 60	Explanation of schedule in Balance Sheet
Day 61	Practical Questions
Day 62	Practical Questions
Day 63	Practical Questions
Day 64	Practical Questions
Day 65	Practical problems of students
Day 66	Practical problems of students
Day 67	Assignment of banking company
Day 68	Accounts of Holding companies - Introduction
Day 69	Advantages and disadvantages of Holding Company
Day 70	Consolidated Balance Sheet
Day 71	Cost of control or Capital Reserve
Day 72	Practical Questions of Partly owned subsidiary
Day 73	Practical Questions of partly owned subsidiary
Day 74	Pre -acquisition and post- acquisition profits
Day 75	Topic of unrealised profits
Day 76	Elimination of mutual Owings
Day 77	Debentures in subsidiary company
Day 78	Preference Shares in subsidiary company
Day 79	Practical Questions
Day 80	Practical Questions
Day 81	Practical Questions
Day 82	Practical problems
Day 83	Test of Holding Company
Day 84	Revision
Day 85	Revision
Day 86	Revision
Day 87	Revision
Day 88	Revision
Day 89	Revision
Day 90	Revision

\*As per number of periods /week



**K.L MEHTA DAYANAND COLLEGE FOR WOMEN,FARIDABAD**  
**LESSON PLAN FOR THE SESSION 2022-23**

<b>Name of the professor: Ms. Seema Behl</b> <b>Class : B.com. (Pass) 6<sup>th</sup>Sem. Section B&amp;C</b> <b>Subject: International Marketing</b>	
Day 1	Introduction
Day 2	Nature & benefits of International Marketing
Day 3	Challenges in International Marketing
Day 4	International Marketing Mix
Day 5	Major decisions in International Marketing
Day 6	Approaches & scope of International Marketing
Day 7	International Marketing Environment
Day 8	Components of International Marketing Environment
Day 9	Components of International Marketing Environment
Day 10	International Economic Environment
Day 11	Importance of study of IME
Day 12	Test of international marketing environment
Day 13	Foreign Market Selection
Day 14	Foreign Market Selection –Strategies
Day 15	Foreign Market Selection –Strategies
Day 16	Entry Mode Decision
Day 17	Country Evaluation & Selection
Day 18	Country Evaluation & Selection
Day 19	Product Planning –Concept
Day 20	Classification of product planning
Day 21	Product Development
Day 22	Stages in product development
Day 23	Stages in product development
Day 24	International product strategies
Day 25	International product strategies
Day 26	Test Marketing
Day 27	Test Marketing
Day 28	Product Life Cycle
Day 29	Product Life Cycle
Day 30	Product Life Cycle
Day 31	Marketing Research
Day 32	Marketing Research –scope
Day 33	Marketing Research –utility
Day 34	Test –product planning
Day 35	Branding and Packaging
Day 36	Branding and Packaging
Day 37	Branding and Packaging
Day 38	Marking & Trademark
Day 39	International pricing –concept
Day 40	Factors influencing price determination
Day 41	Procedure of price determination
Day 42	Pricing policies
Day 43	Dumping & transfer pricing
Day 44	Assignment –international pricing
Day 45	International price quotation
Day 46	International payment terms
Day 47	International payment terms
Day 48	Physical distribution-concept
Day 49	Components of physical distribution

Day 50	Components of physical distribution
Day 51	International logistic management
Day 52	Distribution Channel-concept & Factors affecting distribution channel
Day 53	Distribution channel in international marketing
Day 54	Channel structure in international marketing
Day 55	Managing Channel Conflicts
Day 56	Managing Channel Conflicts
Day 57	Selection of foreign sales agent
Day 58	Test- distribution channels
Day 59	Factors affecting selection of foreign selling agent
Day 60	Content of foreign selling agency contract & Specimen
Day 61	Export procedure & Export documentation
Day 62	Export procedure & Export documentation
Day 63	Method of international product promotion
Day 64	Method of international product promotion
Day 65	Method of international product promotion
Day 66	Method of international product promotion
Day 67	International advertising
Day 68	International advertising
Day 69	Media strategy
Day 70	Media strategy
Day 71	Media strategy
Day 72	Test- product promotion
Day 73	Web marketing
Day 74	Web marketing
Day 75	Organizing Trade Fairs
Day 76	Organizing Trade Fairs
Day 77	Trade Exhibitions
Day 78	Trade Exhibitions
Day 79	Challenges in international Advertising
Day 80	Challenges in international Advertising
Day 81	Media Strategy
Day 82	Media Strategy
Day 83	Revision
Day 84	Revision
Day 85	Revision
Day 86	Revision
Day 87	Revision
Day 88	Revision
Day 89	Revision
Day 90	Revision

\*As per number of periods /week

**K.L MEHTA DAYANAND COLLEGE FOR WOMEN,FARIDABAD**  
**LESSON PLAN FOR THE SESSION 2022-23**

<b>Name of the professor: Ms. Madhu Saitya</b> <b>Class And Section: B.com (CA) Sec (D&amp;E) 6th sem.</b> <b>Subject:- Taxation Law-II</b>	
Day 1	Meaning of Rebate
Day 2	Meaning of Relief
Day 3	Relief under section 89
Day 4	Marginal relief
Day 5	Computation of total income of individual
Day 6	Computation of total income of individual
Day 7	Computation of total income of individual
Day 8	Computation of total income of individual
Day 9	Computation of tax liability of individual
Day 10	Computation of tax liability of individual
Day 11	Computation of tax liability of individual
Day 12	Computation of tax liability of individual
Day 13	Concept of alternate minimum tax
Day 14	Concept of alternate minimum tax
Day 15	Concept of alternate minimum tax
Day 16	Concept of alternate minimum tax
Day 17	Filing of income tax return
Day 18	Filing of income tax return
Day 19	Filing of income tax return
Day 20	Methods of filing of income tax return
Day 21	Methods of filing of income tax return
Day 22	Test of computation of tax liability of individual
Day 23	Assignment
Day 24	Assessment of Hindu undivided family
Day 25	Assessment of Hindu undivided family
Day 26	Assessment of Hindu undivided family
Day 27	Assessment of Hindu undivided family
Day 28	Assessment of Hindu undivided family
Day 29	Assessment of Hindu undivided family
Day 30	Assessment of Hindu undivided family
Day 31	Assessment of firms
Day 32	Assessment of firms
Day 33	Assessment of firms
Day 34	Assessment of firms
Day 35	Assessment of firms
Day 36	Assessment of firms
Day 37	Assessment of firms
Day 38	Assessment of AOP and BOI
Day 39	Assessment of AOP and BOI
Day 40	Assessment of AOP and BOI
Day 41	Assessment of AOP and BOI
Day 42	Doubt class
Day 43	Doubt class
Day 44	Doubt class
Day 45	Doubt class
Day 46	Test of assessment of firms
Day 47	Income Tax authorities and their powers
Day 48	Income Tax authorities and their powers
Day 49	Income Tax authorities and their powers
Day 50	Income Tax authorities and their powers
Day 51	Income Tax authorities and their powers

Day 52	Types of income tax returns
Day 53	Types of assessment
Day 54	Types of assessment
Day 55	Types of assessment
Day 56	Types of assessment
Day 57	Topic of PAN
Day 58	Rectification of mistakes
Day 59	Notice of demand
Day 60	Advance payment of tax
Day 61	Advance payment of tax
Day 62	Advance payment of tax
Day 63	Advance payment of tax
Day 64	Text deducted at source
Day 65	Text deducted at source
Day 66	Tax deducted at source
Day 67	Text deducted at source
Day 68	Tax collected at source
Day 69	Tax collected at source
Day 70	Tax collected at suits
Day 71	Doubt class
Day 72	Doubt class
Day 73	Test of assessment procedure
Day 74	Recovery of income tax
Day 75	Recovery of income tax
Day 76	Refund of tax
Day 77	Refund of tax
Day 78	Appeals and revision
Day 79	Appeals and revision
Day 80	Appeals and revision
Day 81	Appeals and revision
Day 82	Penalties provision
Day 83	Penalties provision
Day 84	Offences and prosecution
Day 85	Offences and prosecution
Day 86	Revision of syllabus
Day 87	Revision of syllabus
Day 88	Revision of syllabus
Day 89	Revision of syllabus
Day 90	Revision of syllabus

\*As per number of periods /week

**K.L MEHTA DAYANAND COLLEGE FOR WOMEN,FARIDABAD**  
**LESSON PLAN FOR THE SESSION 2022-23**

<b>Name of the professor: Madhu Saitya</b> <b>Class And Section:B. com(p) 2nd year C</b> <b>Subject: Secretarial Practice</b>	
Day 1	Introduction of syllabus
Day 2	intro. of company secretary
Day 3	Qualification of company secretary
Day 4	Qualities and appointment of secretary
Day 5	procedure and removal of secretary
Day 6	Position of company secretary
Day 7	importance of company secretary
Day 8	Functions and duties and company secretary
Day 9	Role of company secretary
Day 10	Promotion of company and role of secretary
Day 11	Memorandum and role of secretary
Day 12	continue
Day 13	continue
Day 14	issue of shares and duties of secretary
Day 15	Allotment of shares and duties of secretary
Day 16	Share certificate and duties of secretary
Day 17	continue
Day 18	share warrent and stock
Day 19	calls on shares and legal provisions
Day 20	continue
Day 21	for features and reissue of shares
Day 22	continue
Day 23	Test of chapter 4th and 5th
Day 24	transfer of shares and secretaries duties
Day 25	certificate of transfer and secretary's duties
Day 26	forged transfer and blank transfer of shares
Day 27	transmission of shares legal provisions and procedure
Day 28	continue
Day 29	Assignment : chapter 6
Day 30	company meetings
Day 31	kinds of company meetings
Day 32	duties of a secretary regarding company meeting
Day 33	continue
Day 34	Revision
Day 35	requisites of a valid meeting
Day 36	continue
Day 37	continue
Day 38	revision
Day 39	revision
Day 40	test of chapter 8
Day 41	annual general meeting and secretaries duties
Day 42	continue
Day 43	extraordinary general meeting and secretaries duties
Day 44	continue
Day 45	continue
Day 46	Assignment : chapter 9
Day 47	board of directors : meetings
Day 48	continue
Day 49	duties of company secretary
Day 50	meetings of directors committee

Day 51	continue
Day 52	continue
Day 53	presentation
Day 54	presentation
Day 55	presentation
Day 56	presentation
Day 57	presentation
Day 58	presentation
Day 59	presentation
Day 60	motion and elements of motion
Day 61	continue
Day 62	classification of motion
Day 63	resolution and kinds of resolution
Day 64	continue
Day 65	duties of secretary in relation to resolution
Day 66	specimen of resolution
Day 67	test of chapter 11
Day 68	voting and method of voting
Day 69	continue
Day 70	continue
Day 71	procedure for taking a poll
Day 72	advantages of polling
Day 73	proxy
Day 74	provisions and secretarial duties regarding proxy
Day 75	continue
Day 76	continue
Day 77	Assignment : chapter 12
Day 78	doubt class
Day 79	doubt class
Day 80	revision
Day 81	revision
Day 82	revision
Day 83	revision
Day 84	revision
Day 85	revision
Day 86	revision
Day 87	revision
Day 88	revision
Day 89	revision
Day 90	revision

\*As per number of periods /week

**K.L MEHTA DAYANAND COLLEGE FOR WOMEN,FARIDABAD**  
**LESSON PLAN FOR THE SESSION 2022-23**

<b>Name of the professor: Madhu Saitya</b> <b>Class And Section: B.Com(Pass) 111 C</b> <b>Subject: Financial Management</b>	
Day 1	Financial management- Introduction and meaning
Day 2	Traditional approach of finance function , Modern approach of finance function
Day 3	Objectives or goals of financial management , Organisation of financial management
Day 4	Functions of financial managers , Functions of treasurer
Day 5	Functions of controller, Functions of financial management
Day 6	Importance of financial management
Day 7	Relationship with other areas of management
Day 8	Objectives of financial planning
Day 9	Financial management and financial accounting
Day 10	Types of financial planning
Day 11	Procedure of financial planning
Day 12	Principles of a sound financial planning
Day 13	Factors affecting financial planning
Day 14	Significance of financial planning
Day 15	Limitation of financial planning
Day 16	Assessing funds requirements
Day 17	Working capital management- introduction, meaning and definition
Day 18	Types of working capital
Day 19	Determinants of working capital
Day 20	Issues of working capital management
Day 21	Computation of working capital
Day 22	Practical problems
Day 23	Management of cash- Introduction and Meaning
Day 24	Objectives of cash management
Day 25	Determinants of cash needs
Day 26	Methods of cash management
Day 27	Utility of cash budget
Day 28	Methods of preparing cash budget
Day 29	Cash flow statement
Day 30	Cash flow ratios , Managing the cash flows
Day 31	Cash management model
Day 32	Miller-orr model
Day 33	test- cash management
Day 34	Marketable securities
Day 35	Meaning of receivables
Day 36	scope of receivables
Day 37	Continued....
Day 38	Significance of cost of capital
Day 39	Determinants of cost of capital
Day 40	Computation- cost of irredeemable debt
Day 41	Cost of redeemable debt with practical problems
Day 42	Cost of preference share capital with practical problems
Day 43	Cost of equity share capital with practical problems
Day 44	Cost of equity share capital with practical problems
Day 45	Cost of equity share capital with practical problems
Day 46	Capitalisation – introduction, meaning
Day 47	Cost theory
Day 48	Earning theory
Day 49	Over capitalization , Under capitalization

Day 50	Test-over capitalisation
Day 51	Types of leverage – operating leverage
Day 52	Financial leverage ,Composite leverage
Day 53	Practical problems
Day 54	Practical problems
Day 55	EPS-EBIT Analysis – introduction and meaning
Day 56	Indifference point and financial break-even analysis
Day 57	Practical problems
Day 58	Practical problems
Day 59	Capital structure- introduction and meaning
Day 60	Optimum capital structure
Day 61	Factors affecting capital structure
Day 62	Theories of capital structure- NI Approach
Day 63	NOI Approach
Day 64	Traditional approach with practical problems
Day 65	Modigliani and Miller approach with practical problems
Day 66	Continued
Day 67	Dividend policy- meaning and Objectives of dividend policy
Day 68	Types of dividend policy
Day 69	Walter's model and Gordon's model
Day 70	Assignment –Dividend policy
Day 71	Theory of irrelevance of dividend
Day 72	Continued
Day 73	Continued
Day 74	Discussion over theory questions of Unit 1
Day 75	Discussion over theory questions of Unit 2
Day 76	Discussion over theory questions of Unit 3
Day 77	Discussion over theory questions of Unit 4
Day 78	Revision Of Unit 1
Day 79	Revision Of Unit 1
Day 80	Revision Of Unit 1
Day 81	Revision Of Unit 2
Day 82	Revision Of Unit 2
Day 83	Revision Of Unit 2
Day 84	Revision Of Unit 3
Day 85	Revision Of Unit 3
Day 86	Revision Of Unit 3
Day 87	Revision Of Unit 4
Day 88	Revision Of Unit 4
Day 89	Revision Of Unit 4
Day 90	Revision Of Unit 4

\*As per number of periods /week



**K.L MEHTA DAYANAND COLLEGE FOR WOMEN,FARIDABAD**  
**LESSON PLAN FOR THE SESSION 2022-23**

<b>Name of the professor: Rekha</b> <b>Class And Section: M.Com.IV Sem.</b> <b>Subject: International Marketing</b>	
Day 1	Introduction to Syllabus
Day 2	International Marketing – Introduction , Meaning
Day 3	Nature of international marketing
Day 4	Significance of international marketing
Day 5	Continued...
Day 6	Complexities in international marketing
Day 7	Transition from domestic to transnational marketing
Day 8	International market orientation
Day 9	EPRG framework
Day 10	Continued...
Day 11	International market entry strategies
Day 12	International marketing environment – introduction , meaning
Day 13	Internal environment
Day 14	Continued...
Day 15	External environment-geographical
Day 16	Demographic environment
Day 17	Socio-cultural environment.
Day 18	Economic environment, Political and legal environment
Day 19	Impact of environment on international marketing decisions.
Day 20	Foreign Market Selection
Day 21	Global market segmentation
Day 22	Selection of foreign markets
Day 23	Continued...
Day 24	International positioning
Day 25	Test: International marketing environment
Day 26	International Marketing Planning
Day 27	Issues in international marketing planning
Day 28	Organising and controlling International marketing operations
Day 29	International marketing information system
Day 30	Emerging Issues and developments in international marketing
Day 31	Ethical and social issues
Day 32	International marketing of services
Day 33	Information technology and international marketing
Day 34	Impact of globalization
Day 35	Test-Global market segmentation ,Selection of foreign markets
Day 36	Product Decisions: Product planning for global markets
Day 37	Standardization vs. product adaptation;
Day 38	New product development
Day 39	Continued...
Day 40	Management of international brands
Day 41	Continued...
Day 42	Packaging and labeling
Day 43	Provision of sales related services
Day 44	Pricing Decisions
Day 45	Test: payment methods in international marketing
Day 46	Environmental influences on pricing decisions
Day 47	Continued...
Day 48	International pricing policies and strategies
Day 49	Continued...

Day 50	Promotion Decisions.
Day 51	Complexities and issues
Day 52	Continued...
Day 53	International advertising
Day 54	Continued...
Day 55	Continued...
Day 56	Test- Management of international brands, Packaging and labeling
Day 57	personal selling
Day 58	sales promotion
Day 59	public relations
Day 60	public relations
Day 61	Distribution Channels and Logistics
Day 62	Continued...
Day 63	Continued...
Day 64	Continued...
Day 65	Channel; selection decisions
Day 66	Continued...
Day 67	Continued...
Day 68	Selection of foreign distributors\agents
Day 69	Continued...
Day 70	Continued...
Day 71	managing relations with distributors
Day 72	Continued...
Day 73	Continued...
Day 74	Continued...
Day 75	International logistics decisions
Day 76	Continued...
Day 77	Continued...
Day 78	Revision
Day 79	Revision
Day 80	Revision
Day 81	Revision
Day 82	Revision
Day 83	Revision
Day 84	Revision
Day 85	Revision
Day 86	Revision
Day 87	Revision
Day 88	Revision
Day 89	Revision
Day 90	Revision

\*As per number of periods /week

**K.L MEHTA DAYANAND COLLEGE FOR WOMEN,FARIDABAD**  
**LESSON PLAN FOR THE SESSION 2022-23**

<b>Name of the professor: Rekha</b> <b>Class And Section: B.Com CA 6th Sem Sec D</b> <b>Subject: Financial Management</b>	
Day 1	Financial management- Introduction and meaning
Day 2	Traditional approach of finance function , Modern approach of finance function
Day 3	Objectives or goals of financial management ,Organisation of financial management
Day 4	Functions of financial managers ,Functions of treasurer
Day 5	Functions of controller, Functions of financial management
Day 6	Importance of financial management
Day 7	Relationship with other areas of management
Day 8	Objectives of financial planning
Day 9	Financial management and financial accounting
Day 10	Types of financial planning
Day 11	Procedure of financial planning
Day 12	Principles of a sound financial planning
Day 13	Factors affecting financial planning
Day 14	Significance of financial planning
Day 15	Limitation of financial planning
Day 16	Assessing funds requirements
Day 17	Working capital management- introduction, meaning and definition
Day 18	Types of working capital
Day 19	Determinants of working capital
Day 20	Issues of working capital management
Day 21	Computation of working capital
Day 22	Practical problems
Day 23	Management of cash- Introduction and Meaning
Day 24	Objectives of cash management
Day 25	Determinants of cash needs
Day 26	Methods of cash management
Day 27	Utility of cash budget
Day 28	Methods of preparing cash budget
Day 29	Cash flow statement
Day 30	Cash flow ratios , Managing the cash flows
Day 31	Cash management model
Day 32	Miller-orr model
Day 33	test- cash management
Day 34	Marketable securities
Day 35	Meaning of receivables
Day 36	scope of receivables
Day 37	Continued....
Day 38	Significance of cost of capital
Day 39	Determinants of cost of capital
Day 40	Computation- cost of irredeemable debt
Day 41	Cost of redeemable debt with practical problems
Day 42	Cost of preference share capital with practical problems
Day 43	Cost of equity share capital with practical problems
Day 44	Cost of equity share capital with practical problems
Day 45	Cost of equity share capital with practical problems
Day 46	Capitalisation – introduction, meaning
Day 47	Cost theory
Day 48	Earning theory
Day 49	Over capitalization , Under capitalization
Day 50	Test-over capitalisation

Day 51	Types of leverage – operating leverage
Day 52	Financial leverage ,Composite leverage
Day 53	Practical problems
Day 54	Practical problems
Day 55	EPS-EBIT Analysis – introduction and meaning
Day 56	Indifference point and financial break-even analysis
Day 57	Practical problems
Day 58	Practical problems
Day 59	Capital structure- introduction and meaning
Day 60	Optimum capital structure
Day 61	Factors affecting capital structure
Day 62	Theories of capital structure- NI Approach
Day 63	NOI Approach
Day 64	Traditional approach with practical problems
Day 65	Modigliani and Miller approach with practical problems
Day 66	Continued
Day 67	Dividend policy- meaning and Objectives of dividend policy
Day 68	Types of dividend policy
Day 69	Walter's model and Gordon's model
Day 70	Assignment –Dividend policy
Day 71	Theory of irrelevance of dividend
Day 72	Continued
Day 73	Continued
Day 74	Discussion over theory questions of Unit 1
Day 75	Discussion over theory questions of Unit 2
Day 76	Discussion over theory questions of Unit 3
Day 77	Discussion over theory questions of Unit 4
Day 78	Revision Of Unit 1
Day 79	Revision Of Unit 1
Day 80	Revision Of Unit 1
Day 81	Revision Of Unit 2
Day 82	Revision Of Unit 2
Day 83	Revision Of Unit 2
Day 84	Revision Of Unit 3
Day 85	Revision Of Unit 3
Day 86	Revision Of Unit 3
Day 87	Revision Of Unit 4
Day 88	Revision Of Unit 4
Day 89	Revision Of Unit 4
Day 90	Revision Of Unit 4

\*As per number of periods /week

**K.L MEHTA DAYANAND COLLEGE FOR WOMEN,FARIDABAD**  
**LESSON PLAN FOR THE SESSION 2022-23**

<b>Name of the professor: Rekha</b> <b>ClassAndSection: B.com CA VI Sem Sec E</b> <b>Subject: Cost Accounting II</b>	
Day 1	Introduction to Syllabus
Day 2	Meaning and principles of process costing
Day 3	Preparation of process cost A/C
Day 4	Normal and abnormal loss
Day 5	Practice of questions
Day 6	Opening and closing stock
Day 7	Joint product
Day 8	Accounting methods of By-Products
Day 9	Practice of questions
Day 10	Process costing in oil industry
Day 11	Inter-Process profits
Day 12	Merits and demerits
Day 13	Preparation of A/Cs
Day 14	Class test
Day 15	Introduction to contract costing
Day 16	Preparation of contract A/C
Day 17	Practice of questions
Day 18	Incomplete contracts
Day 19	work in progress A/C
Day 20	Contracts near completion
Day 21	Practice of questions
Day 22	Escalation clause
Day 23	Cost plus contract
Day 24	Introduction of job costing
Day 25	Preparation of A/Cs
Day 26	To continue
Day 27	Batch costing
Day 28	Economic batch quantity
Day 29	Preparation of A/Cs
Day 30	Budgeting and budgetary control
Day 31	Advantages and limitations of budgetary control
Day 32	Installation of budgetary control system
Day 33	Doubts
Day 34	Sales budget
Day 35	Preparing sales budget
Day 36	Material budget
Day 37	Overhead budget
Day 38	Cash budget
Day 39	Preparing cash budget
Day 40	Fixed and flexible budget
Day 41	Preparing flexible budget
Day 42	Zero base budget
Day 43	Merits and demerits of zero base budget
Day 44	Performance budget
Day 45	Merits and steps in performance budget
Day 46	Meaning of responsibility A/Cing
Day 47	Merits and demerits of responsibility A/Cing
Day 48	Budgetary control
Day 49	Standard costing

Day 50	Limitations of standard costing
Day 51	Determination of standard costing
Day 52	Cost variance
Day 53	Material variance
Day 54	Calculation of material variance
Day 55	Calculation of material variance
Day 56	Material variance
Day 57	Calculation of labour variance
Day 58	Marginal costing
Day 59	Material variance
Day 60	Material variance
Day 61	Doubts
Day 62	Class test
Day 63	Labour variance
Day 64	Calculation of labour variance
Day 65	Calculation of labour variance
Day 66	Calculation of labour variance
Day 67	Calculation of labour variance
Day 68	Doubts
Day 69	Doubts
Day 70	Marginal costing
Day 71	Marginal costing
Day 72	Marginal costing
Day 73	Absorption costing
Day 74	Absorption costing
Day 75	Doubts
Day 76	Cost-Volume-Profit analysis
Day 77	Break-Even point analysis
Day 78	Key factor
Day 79	Break-Even chart
Day 80	Concept of decision making
Day 81	Variance
Day 82	Exploring a new market, make or buy decision
Day 83	Practical problems in sales-mix, shut down decision
Day 84	Revision
Day 85	Revision
Day 86	Revision
Day 87	Revision
Day 88	Revision
Day 89	Revision
Day 90	Revision

\*As per number of periods /week

**K.L MEHTA DAYANAND COLLEGE FOR WOMEN, FARIDABAD**  
**LESSON PLAN FOR THE SESSION 2022-23**

<b>Name of the professor: Rekha</b>	
<b>Class And Section: B.com. C.A. VI Sem Sec. E</b>	
<b>Subject: Auditing</b>	
Day 1	Meaning and Introduction of Auditing
Day 2	Origin and Development of Auditing
Day 3	Necessity of Auditing & Book Keeping, Accountancy,
Day 4	Auditing and Investigation
Day 5	Difference Between Accountancy and Auditing by Courts Judgment
Day 6	Accountancy is a Necessity while Auditing is a Luxury
Day 7	Scope of Auditing, Basic Concepts of Auditing
Day 8	Auditing Principles, Procedures and Techniques
Day 9	Qualities and Types of Auditors
Day 10	Objects of Auditing
Day 11	Continued
Day 12	Difference Between of Error and Fraud & Advantages of Audit and Limitations of Audit
Day 13	Types of Audit (Classification of Audit)
Day 14	Continuous and Periodical Audit
Day 15	Interim, Internal & External Audit; Internal & Statutory Audit
Day 16	Audit Process and Programme – Introduction & Preparation Before Audit
Day 17	Audit Programme and Essentials of a good Audit Programme
Day 18	Advantages and Disadvantages of Audit Programme and Remedies in Audit Programme
Day 19	Test of Auditing
Day 20	Audit Notebook & Audit Working Papers
Day 21	Method or Procedure of Audit Work
Day 22	Methods of Checking
Day 23	Internal Control- Meaning, Definition, Objects & Basic Principles
Day 24	Forms of Internal Control
Day 25	Internal Check- Meaning, Definition, Features & Objects
Day 26	Features of an Efficient Internal Check System
Day 27	Advantages & Disadvantages of Internal Check
Day 28	Difference Between Internal Check and Internal Audit and Difference Between Internal Control and Internal Check
Day 29	Purchase and Internal Check and Purchase Return and Internal Check
Day 30	Purchase and Internal Check and Purchase Return and Internal Check
Day 31	Credit Late and Internal Check and Sales Return and Internal Check
Day 32	Stores and Internal Check
Day 33	Cash Book or cash transactions and Internal Check, Cash Sale and Internal and Check
Day 34	Cash Receipts and Internal Check and Cash Payments and Internal Check
Day 35	Internal Audit
Day 36	Routine Checking and Vouching – Introduction
Day 37	Examination of Vouchers
Day 38	Vouching of cash book
Day 39	Continued.
Day 40	Vouching of Petty Cash book, Purchase book and Purchase Return book
Day 41	Vouching of Sales book, sales return book, bill receivable book, bills payable book
Day 42	Vouching of Journal Proper and creditors ledger and Teeming and Lading system
Day 43	Meaning, Definition & objects of Verification
Day 44	Importance and Advantages of Verification and Difference
Day 45	Difference Between Verification and Valuation and Duties of an Auditor
Day 46	Duty of an Auditor in relation to Verification of Assets
Day 47	Continued.
Day 48	Continued.

Day 49	Continued.
Day 50	Duty of an Auditor in relation to Verification of Liabilities
Day 51	Continued.
Day 52	Valuation of Assets – Meaning, Definition, Objectives and Importance of Valuation Different Type of Price
Day 53	Assignment of Auditing
Day 54	Method of Valuation of Different Types of Assets
Day 55	Continued.
Day 56	Valuation and Auditor
Day 57	Appointment of Auditor in Various Concerns
Day 58	Continued.
Day 59	An Auditor is a Watchdog, but not a Blood Hound
Day 60	Liability of an Auditor
Day 61	Protection against breach of duty, Joint Auditors, Branch Auditor and Branch Audit & Can the Auditor be Helpful in checking Black Money?
Day 62	Depreciation- Meaning , Definition, Causes and necessity
Day 63	Difference Between Depreciation, Obsolescence and Fluctuation, Ascertainment of amount of depreciation
Day 64	Different Methods of Providing Depreciation, Companies Act and Depreciation, Arguments for and Against Depreciation
Day 65	Provisions-Meaning , definition, Objects and Provision and Auditor
Day 66	Reserves- Meaning, Features and difference in Provision and Reserves and Types of Reserves & Secret Reserve
Day 67	Test of Auditing
Day 68	Profit and Ascertainment of Real Profits & Effects of wrong calculation of profit and points to be noted while determining Profit
Day 69	Divisible Profits- Legal Provisions , Determination & Divisible Profit and Auditor
Day 70	Dividend- Determination, Statutory Provision, Procedure of Declaration and Payment of Dividend, Penalty and Punishment, Dividends and the Auditor and Unclaimed Dividend
Day 71	Investor Education and Protection Fund and Interim Dividend, Payment of Dividend Out of Capital and its Statutory Provision
Day 72	Audit Report- Meaning Definition Importance, Subject Matter in Audit Report
Day 73	Types of Audit Report And specimen, Audit Certificates and Difference Between Audit Report and Audit Certificates
Day 74	Investigation- Meaning and Definition, Difference Between Auditing and Investigation
Day 75	Inquiry and Investigation, Necessity of Investigation, Essential Precautions while conducting an Investigation
Day 76	Objective of Investigation
Day 77	Continued.
Day 78	Test of Auditing
Day 79	Specimen of Audit Report
Day 80	Qualified and clean report
Day 81	Investigation on behalf of Investor
Day 82	Investigation on behalf of the owner of the business
Day 83	Investigation on behalf of Tax Authorities
Day 84	Revision
Day 85	Revision
Day 86	Revision
Day 87	Revision
Day 88	Revision
Day 89	Revision
Day 90	Revision

\*As per number of periods /week



**K.L MEHTA DAYANAND COLLEGE FOR WOMEN,FARIDABAD**  
**LESSON PLAN FOR THE SESSION 2022-23**

<b>Name of the professor: Ms. Monika Bhatia</b> <b>Class And Section: B.Com (H) 2<sup>nd</sup> Sem</b> <b>Subject: Business Management</b>	
Day 1	Introduction of business management
Day 2	Development of Management thoughts classical approach
Day 3	Scientific management approach
Day 4	Evaluation of scientific management approach
Day 5	Administrative Management approach
Day 6	Bureaucratic management approach
Day 7	New classical approach
Day 8	Behaviour science approach and modern approach
Day 9	System approach
Day 10	Contingency or situational approach
Day 11	Other approaches
Day 12	Revision
Day 13	Assignment
Day 14	Contemporary approaches to management
Day 15	Business processing reem engineering
Day 16	Porter 5 forces analysis
Day 17	Porter's generic strategies
Day 18	Differentiation strategy
Day 19	Focus strategy and value chain analysis
Day 20	Learning organisation
Day 21	Revision
Day 22	Test
Day 23	Management concept and process
Day 24	Nature of management process
Day 25	functions of Management
Day 26	Process of management
Day 27	Importance of Management
Day 28	Revision
Day 29	Planning and corporate strategy and definition
Day 30	Features and nature of planning importance of planning
Day 31	Advantages and disadvantages of planning function
Day 32	Planning process or steps involved in planning
Day 33	Corporate strategy characteristics of Corporate strategy
Day 34	Formulation of Corporate strategy

Day 35	Growth strategy, why to pursue growth strategy
Day 36	Revision and test
Day 37	Environment analysis and diagnosis
Day 38	Business environment concept
Day 39	Components of business environment
Day 40	Dimensions of business environment
Day 41	Economic reforms different policies implemented
Day 42	Analysis and diagnosis of business environment
Day 43	Revision
Day 44	Decision making concept and process
Day 45	Decision making process mechanism of decision making
Day 46	Bounded rationality in decision making
Day 47	Administrative man model decision making techniques and importance of decision making
Day 48	Principles of decision making
Day 49	Isn't for decision making decision making in practice
Day 50	Management information system
Day 51	Organising nature and principles
Day 52	Nature and concept of organising
Day 53	Organising process
Day 54	Formal and informal organisation
Day 55	Requisite on an ideal and sound organising
Day 56	Revision
Day 57	Organisation formats and departmentation
Day 58	Methods of departmentation
Day 59	Matrix department
Day 60	Networking or virtual organisation
Day 61	Staffing concept and scope
Day 62	Characteristics and importance of staffing
Day 63	Steps involved in staffing
Day 64	Matching job and people
Day 65	Determining the requirement of men power
Day 66	Management in action or directing
Day 67	Features and importance of directing
Day 68	Principles of directing
Day 69	Elements of directing
Day 70	Motivation nature and theories
Day 71	Modern theories of motivation
Day 72	Maslow's need hierarchy theory comma Herbs motivation hygiene theory
Day 73	MC gregors xy theory,ouchi's Z theory
Day 74	Techniques of motivation
Day 75	Communication process Network and barriers
Day 76	Types or channels of communication
Day 77	Communication process and importance of communication in management
Day 78	Barriers to effective communication steps to our come barriers of communication
Day 79	Controlling concept and process
Day 80	Advantages of controlling controlling process

Day 81	Principles or essentials of an effective controlling system
Day 82	Relationship between controlling and planning
Day 83	Behaviour behaviour aspects of Management control
Day 84	Control techniques traditional and modern
Day 85	Budgetary control break even point analysis
Day 86	Zero base budgeting program evaluation and review techniques
Day 87	Control aur critical path method
Day 88	Ratio analysis value added
Day 89	Market value added
Day 90	Revision and discussion of important question

\*As per number of periods /week

**K.L MEHTA DAYANAND COLLEGE FOR WOMEN,FARIDABAD  
LESSON PLAN FOR THE SESSION 2022-23**

<b>Name of the professor: Ms. Monika Bhatia</b> <b>Class And Section: B.Com (H) 2<sup>nd</sup> Sem</b> <b>Subject: Financial Accounting</b>	
Day 1	Meaning of Royalty, types, difference between rent and royalty, Analytical table of royalty, journal entries of royalty
Day 2	Recoupment of short working, preparation of minimum rent a/c with practical problems
Day 3	Half yearly payment of royalty, leasing of two mines
Day 4	Recoupment of each year short working, stoppage and reduction of work due to strike with practical problems
Day 5	Proportionate reduction in the short workings, strike, lockout and subsidy from the government with practical problem
Day 6	Proportionate reduction in the short workings, strike, lockout and subsidy from the government with practical problem
Day 7	Non- availability of the whole amount of the surplus for recoupment, Explanation of journal entries
Day 8	Non- availability of the whole amount of the surplus for recoupment, Explanation of journal entries
Day 9	Sub-Lease with practical problem
Day 10	Practical problem of royalty when two rates of minimum rent is given
Day 11	Practical problem of royalty when two rates of minimum rent is given
Day 12	Practical problems of royalty in connection with oil-wells and brick making
Day 13	Practical problems of royalty in connection with oil-wells and brick making
Day 14	Accounting records of copyright royalties
Day 15	Practical problems of royalty
Day 16	Doubts of royalty

Day 17	Meaning of Department account, Difference between departmental accounts and branch account
Day 18	Trading and P & L account, General profit and loss account, Departmental Allocation of expenses with its examples and practical problems
Day 19	Inter departmental transactions with its examples and practical problems
Day 20	Finding out missing closing stock with its examples and practical problems
Day 21	Calculation of departmental purchases with its examples and practical problems
Day 22	Calculation of departmental purchases with its examples and practical problems
Day 23	Practical problems
Day 24	Test of Royalty
Day 25	Dissolution of Partnership firm: Meaning, modes and accounting procedure of dissolution firm
Day 26	Difference between dissolution of firm and dissolution of partnership; Difference between revaluation account and realization account
Day 27	Practical problems
Day 28	Insolvency of partner, Rule of Garner vs Murray with its examples and practical problems
Day 29	Numerical problems of insolvency when capital are fixed and One partner remains solvent
Day 30	All partners become insolvent with its examples and practical problem
Day 31	Gradual realization of asset and piecemeal distribution with its method and numerical problems
Day 32	Practical problems and doubts
Day 33	Amalgamation of partnership firms: Meaning, Accounting records in the books of old firm with examples and practical problems
Day 34	Accounting records in the books of new firm with examples and practical problems
Day 35	Sale of partnership firm to a company and accounting records in the books of partnership firm with examples and practical problems
Day 36	Calculation of purchase consideration with examples
Day 37	Doubts of Amalgamation of partnership firms
Day 38	Meaning, Terms and characteristics of Hire Purchase System, Difference between HPP and Credit Sales
Day 39	Methods of HPP, Explain first method of HPP and necessary accounts with example 1
Day 40	Payment by Half yearly installments with its solved example
Day 41	Calculation of cash price by annuity rate method and by rate of interest method with examples
Day 42	Practical problems of inverse progressive method and product method under rate of interest method
Day 43	Practical problems
Day 44	After sales service and repossession of goods due to nonpayment of installments
Day 45	Solved examples of repossession of goods only a part of total goods
Day 46	Practical problems
Day 47	Transfer of asset to third party, Sale of asset by Hire purchaser
Day 48	Practical problems and revision of method 1
Day 49	Second method: Asset accrual method

Day 50	Goods of small value, Preparation of Hire purchase trading account with examples
Day 51	Stock and Debtor System in Hire Purchase
Day 52	Practical problems
Day 53	Practical problems
Day 54	Meaning of Instalment payment system and difference between HPP and IPS
Day 55	Accounting entries of Installment payment system
Day 56	Revision of Hire purchase system & installment payment system
Day 57	Meaning of Joint venture accounts, its objective and features Difference between Joint venture and consignment; Difference between Joint venture and partnership
Day 58	Accounting treatment of maintaining joint venture records, Joint bank method with its solved examples
Day 59	Test of Dissolution of partnership firm
Day 60	Accounting for Tally
Day 61	Theory
Day 62	Continue
Day 63	Lease accounting
Day 64	Lease accounting
Day 65	Revision
Day 66	Doubts
Day 67	Test
Day 68	Branch Accounts; Meaning, types and its methods; Debtors method
Day 69	Debtor method with solved examples
Day 70	Final account method with solved examples
Day 71	Stock and debtor system with solved examples
Day 72	Difference between wholesale and retail profit in branch
Day 73	Independent branches
Day 74	Incorporation entries in the books of head office by different methods
Day 75	Solved examples
Day 76	Practical problems
Day 77	Practical problems
Day 78	Accounting records in case of cash in transit and goods in transit
Day 79	Special transaction between head office and branch, Inter branch transaction
Day 80	Foreign branch
Day 81	Conversion of foreign branch Trial balance
Day 82	Doubts
Day 83	Practical problems
Day 84	Practical problems
Day 85	Doubts
Day 86	Doubts
Day 87	Revision
Day 88	Revision
Day 89	Revision
Day 90	Revision

\*As per number of periods /week

**K.L MEHTA DAYANAND COLLEGE FOR WOMEN,FARIDABAD**  
**LESSON PLAN FOR THE SESSION 2022-23**

<b>Name of the professor: MONIKA BHATIA</b> <b>Class And Section: B.Com (H) V SEM</b> <b>Subject: Basics of retailing</b>	
Day 1	Introduction, meaning and definition of retailing
Day 2	Characteristics of retailing
Day 3	Scope of retailing
Day 4	Importance of retailing
Day 5	Continue
Day 6	Introduction -Growth of retailing
Day 7	Difference between organized and unorganised retail sector
Day 8	Indian Retail Revolution -Growth and present size
Day 9	Continue
Day 10	Some top retailers in India
Day 11	Indian Retail Sector -some important facts
Day 12	Continue
Day 13	Reasons of growth of retail sector in India
Day 14	Present structure of retail in India
Day 15	Challenges for retail sector in present state
Day 16	Continue
Day 17	Future of retailing in India
Day 18	Career options in retailing -introduction
Day 19	Essential qualifications and skills required for a career in retailing
Day 20	Different career options in retailing
Day 21	Career as small retailer -entrepreneurship
Day 22	Institutes offering retail courses
Day 23	Technology induction in retailing -Introduction
Day 24	Need for IT induction in retailing ,IT induction in retailing
Day 25	Tools and techniques of IT
Day 26	Advantages and limitations of IT induction in retailing
Day 27	Assignment -Retailing meaning, nature and IT induction
Day 28	Retailing -types
Day 29	Different types Of retailing
Day 30	Continue
Day 31	Retailing stores – introduction
Day 32	Stores classified by owners
Day 33	Stores classified by merchandising categories
Day 34	Retail formats -Tradition and modern
Day 35	Store based formats
Day 36	Non store based formats
Day 37	Cash and carry business - introduction and nature
Day 38	Advantages and scope of cash and carry business

Day 39	Retailing model-franchisor franchisee
Day 40	Features of the Model
Day 41	Classification and Types of Franchising
Day 42	Franchising model in India
Day 43	Retailing model-directly owned
Day 44	Features of the model
Day 45	Advantages and disadvantages
Day 46	Retailing concepts - wheel of retailing
Day 47	Stages of the wheel of retailing
Day 48	Retailing life cycle
Day 49	Wheel of retailing vs. Retailing life cycle
Day 50	Conflicts with other retailers, sources and features
Day 51	Types of conflicts
Day 52	Cooperation with other retailers
Day 53	Management of retailing - introduction
Day 54	Various dimensions of management of retailing operations
Day 55	Retail management – introduction and features
Day 56	Functions of retailing management
Day 57	Strategic retail management process
Day 58	Decision areas of retail strategy
Day 59	Implementing the retail strategy
Day 60	Test:wheel of retailing and retailing life cycle
Day 61	The total performance model
Day 62	Retail planning – introduction
Day 63	Key elements of a good retail planning
Day 64	Types of retail planning
Day 65	Importance of retail planning
Day 66	Objectives of retail planning
Day 67	Strategic retail plan
Day 68	Retail action plan
Day 69	Retail action plans -various types
Day 70	Developing retail strategy - introduction
Day 71	Types of retailing strategy
Day 72	Developing retailing strategy-steps
Day 73	Importance and objectives of retailing strategy
Day 74	Retail pricing strategy ,objectives in pricing
Day 75	Factors affecting retail pricing strategy
Day 76	Developing a retail pricing strategy
Day 77	Methods of pricing strategies
Day 78	Retail location strategies
Day 79	Importance of retail location strategies
Day 80	Retail location strategies and decisions
Day 81	Continue
Day 82	Location assessment techniques
Day 83	Continue
Day 84	Revision

Day 85	Revision
Day 86	Test :developing retailing strategies
Day 87	Revision
Day 88	Revision
Day 89	Test : Wheel of retailing
Day 90	Revision

\*As per number of periods /week

**K.L MEHTA DAYANAND COLLEGE FOR WOMEN,FARIDABAD**  
**LESSON PLAN FOR THE SESSION 2022-23**

<b>Name of the professor: Suman Lata Yadav</b>	
<b>Class And Section:B. com(p) 2nd year A,B</b>	
<b>Subject: Secretarial Practice</b>	
Day 1	Introduction of syllabus
Day 2	intro. of company secretary
Day 3	Qualification of company secretary
Day 4	Qualities and appointment of secretary
Day 5	procedure and removal of secretary
Day 6	Position of company secretary
Day 7	importance of company secretary
Day 8	Functions and duties and company secretary
Day 9	Role of company secretary
Day 10	Promotion of company and role of secretary
Day 11	Memorandum and role of secretary
Day 12	continue
Day 13	continue
Day 14	issue of shares and duties of secretary
Day 15	Allotment of shares and duties of secretary
Day 16	Share certificate and duties of secretary
Day 17	continue
Day 18	share warrent and stock
Day 19	calls on shares and legal provisions
Day 20	continue
Day 21	for features and reissue of shares
Day 22	continue
Day 23	Test of chapter 4th and 5th
Day 24	transfer of shares and secretaries duties
Day 25	certificate of transfer and secretary's duties
Day 26	forged transfer and blank transfer of shares
Day 27	transmission of shares legal provisions and procedure
Day 28	continue
Day 29	Assignment : chapter 6
Day 30	company meetings
Day 31	kinds of company meetings
Day 32	duties of a secretary regarding company meeting
Day 33	continue
Day 34	Revision
Day 35	requisites of a valid meeting



Day 36	continue
Day 37	continue
Day 38	revision
Day 39	revision
Day 40	test of chapter 8
Day 41	annual general meeting and secretaries duties
Day 42	continue
Day 43	extraordinary general meeting and secretaries duties
Day 44	continue
Day 45	continue
Day 46	Assignment : chapter 9
Day 47	board of directors : meetings
Day 48	continue
Day 49	duties of company secretary
Day 50	meetings of directors committee
Day 51	continue
Day 52	continue
Day 53	presentation
Day 54	presentation
Day 55	presentation
Day 56	presentation
Day 57	presentation
Day 58	presentation
Day 59	presentation
Day 60	motion and elements of motion
Day 61	continue
Day 62	classification of motion
Day 63	resolution and kinds of resolution
Day 64	continue
Day 65	duties of secretary in relation to resolution
Day 66	specimen of resolution
Day 67	test of chapter 11
Day 68	voting aur method of voting
Day 69	continue
Day 70	continue
Day 71	procedure for taking a poll
Day 72	advantages of polling
Day 73	proxy
Day 74	provisions and secretarial duties regarding proxy
Day 75	continue
Day 76	continue
Day 77	Assignment : chapter 12
Day 78	doubt class
Day 79	doubt class
Day 80	revision
Day 81	revision
Day 82	revision
Day 83	revision
Day 84	revision
Day 85	revision
Day 86	revision
Day 87	revision
Day 88	revision
Day 89	revision
Day 90	revision

\*As per number of periods /week

**K.L MEHTA DAYANAND COLLEGE FOR WOMEN,FARIDABAD**  
**LESSON PLAN FOR THE SESSION 2022-23**

<b>Name of the professor: Suman Lata Yadav</b> <b>Class And Section: B.com(P) , Sem 6(A&amp;C)</b> <b>Subject: Cost Accounting</b>	
Day 1	Introduction to Syllabus
Day 2	Meaning and principles of process costing
Day 3	Preparation of process cost A/C
Day 4	Normal and abnormal loss
Day 5	Practice of questions
Day 6	Opening and closing stock
Day 7	Joint product
Day 8	Accounting methods of By-Products
Day 9	Practice of questions
Day 10	Process costing in oil industry
Day 11	Inter-Process profits
Day 12	Merits and demerits
Day 13	Preparation of A/Cs
Day 14	Class test
Day 15	Introduction to contract costing
Day 16	Preparation of contract A/C
Day 17	Practice of questions
Day 18	Incomplete contracts
Day 19	work in progress A/C
Day 20	Contracts near completion
Day 21	Practice of questions
Day 22	Escalation clause
Day 23	Cost plus contract
Day 24	Introduction of job costing
Day 25	Preparation of A/Cs
Day 26	To continue
Day 27	Batch costing
Day 28	Economic batch quantity
Day 29	Preparation of A/Cs
Day 30	Budgeting and budgetary control
Day 31	Advantages and limitations of budgetary control
Day 32	Installation of budgetary control system
Day 33	Doubts
Day 34	Sales budget
Day 35	Preparing sales budget
Day 36	Material budget
Day 37	Overhead budget
Day 38	Cash budget
Day 39	Preparing cash budget
Day 40	Fixed and flexible budget
Day 41	Preparing flexible budget
Day 42	Zero base budget
Day 43	Merits and demerits of zero base budget
Day 44	Performance budget
Day 45	Merits and steps in performance budget

Day 46	Meaning of responsibility A/Cing
Day 47	Merits and demerits of responsibility A/Cing
Day 48	Budgetary control
Day 49	Standard costing
Day 50	Limitations of standard costing
Day 51	Determination of standard costing
Day 52	Cost variance
Day 53	Material variance
Day 54	Calculation of material variance
Day 55	Calculation of material variance
Day 56	Material variance
Day 57	Calculation of labour variance
Day 58	Marginal costing
Day 59	Material variance
Day 60	Material variance
Day 61	Doubts
Day 62	Class test
Day 63	Labour variance
Day 64	Calculation of labour variance
Day 65	Calculation of labour variance
Day 66	Calculation of labour variance
Day 67	Calculation of labour variance
Day 68	Doubts
Day 69	Doubts
Day 70	Marginal costing
Day 71	Marginal costing
Day 72	Marginal costing
Day 73	Absorption costing
Day 74	Absorption costing
Day 75	Doubts
Day 76	Cost-Volume-Profit analysis
Day 77	Break-Even point analysis
Day 78	Key factor
Day 79	Break-Even chart
Day 80	Concept of decision making
Day 81	Variance
Day 82	Exploring a new market, make or buy decision
Day 83	Practical problems in sales-mix, shut down decision
Day 84	Revision
Day 85	Revision
Day 86	Revision
Day 87	Revision
Day 88	Revision
Day 89	Revision
Day 90	Revision

\*As per number of periods /week

**K.L MEHTA DAYANAND COLLEGE FOR WOMEN,FARIDABAD**  
**LESSON PLAN FOR THE SESSION 2022-23**

<b>Name of the professor: Rina Parshad</b> <b>Class And Section: B.com (hons) 4<sup>th</sup> sem</b> <b>Subject: Business Ethics</b>	
Day 1	Introduction to society, politics
Day 2	Politics and business
Day 3	Ethics and business
Day 4	Conceptualization of politics
Day 5	Politics key area of study
Day 6	Liberty
Day 7	Equality
Day 8	Justice rights
Day 9	Recognition and obligation
Day 10	Rights of citizen
Day 11	Idea of good society
Day 12	Business straight industry and commerce in good society
Day 13	Business ethics definition
Day 14	Nature scope objective of business ethics
Day 15	Argument for business ethics argument against business ethics
Day 16	Revision
Day 17	Revision
Day 18	Assignment
Day 19	Assignment
Day 20	Test of chapter 3
Day 21	Introduction and definition of corporate social responsibility
Day 22	Different approaches towards CSR
Day 23	CSR strategy and board of director
Day 24	Corporate responsibility towards different stakeholder
Day 25	Domain of politics
Day 26	Domain of ethics
Day 27	Applied and professional ethics
Day 28	Relations between politics and ethics
Day 29	Democracy
Day 30	Dimensions of democracy
Day 31	Kinds of democracy
Day 32	Principles of democracy
Day 33	Conditions for the successful working of democracy
Day 34	Contemporary liberal democracy
Day 35	Welfare state definition and functions
Day 36	Economic functions of modern welfare state
Day 37	Contemporary view of function of state
Day 38	Globalization
Day 39	Argument for and against globalisation
Day 40	Globalisation and state sovereignty
Day 41	Moral reasoning
Day 42	Approaches to moral reasoning
Day 43	Deontological
Day 44	Ethical egoism
Day 45	Virtual ethics
Day 46	Ethics of justice
Day 47	Integrated utility rights justice and caring
Day 48	Content of code of ethics
Day 49	Writing a code of ethics for business

Day 50	Ethical code of leadership
Day 51	Code of ethics for accountability and responsibility
Day 52	Code of ethics for discrimination
Day 53	Ethical policy for sexual harassment
Day 54	Code of ethics for diversity in organisation
Day 55	Code of ethics for environment
Day 56	Revision
Day 57	Revision
Day 58	Test of CSR
Day 59	Assignment
Day 60	Assignment
Day 61	Argument under planning CSR
Day 62	Relevance of CSR
Day 63	Implementing CSR key steps
Day 64	Social environment of business
Day 65	Introduction to business strategy
Day 66	Influence of strategic planning
Day 67	Strategic planning and CSR
Day 68	CSR priorities in strategic planning
Day 69	Corporate philanthropy
Day 70	Advantage and disadvantage of corporate philanthropy
Day 71	Types of philanthropic motivation
Day 72	Corporate philanthropy in India
Day 73	Roots of corruption in India
Day 74	Major issues of corrupt and unethical practices in India
Day 75	Ethical lessons for fighting corruption
Day 76	Ethical issues regarding corporate scandals
Day 77	Corporate scandal in India
Day 78	Revision
Day 79	Revision
Day 80	Ethical issues in business
Day 81	Whistle blowing
Day 82	Ethical issues related to IP rights
Day 83	For ethical issues of information age
Day 84	Ethical responsibility of
Day 85	Issues related to discrimination
Day 86	Ethical issues in advertising and inside the trading
Day 87	Continue
Day 88	Revision
Day 89	Revision
Day 90	Revision

\*As per number of periods /week

**K.L MEHTA DAYANAND COLLEGE FOR WOMEN,FARIDABAD**  
**LESSON PLAN FOR THE SESSION 2022-23**

<b>Name of the professor: Rina Parshad</b>	
<b>Class And Section: B.com 6th sem</b>	
<b>Subject: International business environment</b>	
Day 1	Introduction of international business and environment
Day 2	Meaning nature significance of international business environment
Day 3	Dimension and types of international business
Day 4	Continue
Day 5	Continue
Day 6	Geographical strategies for international business
Day 7	Economic strategies for international business
Day 8	Political strategy for economics business
Day 9	Continue
Day 10	Demographic strategy for international business
Day 11	Social cultural environment for international business
Day 12	Regulatory framework strategy for international business
Day 13	Revision
Day 14	Revision
Day 15	Assignment
Day 16	Assignment
Day 17	Test of first unit
Day 18	International economic corporation and agreement
Day 19	Regional economic integration
Day 20	Continue
Day 21	Continue
Day 22	Trade blocks
Day 23	Integration
Day 24	Custom union
Day 25	European union
Day 26	Continue
Day 27	Indo- Eu trade
Day 28	Euro currency
Day 29	South south corporation
Day 30	Continue
Day 31	SAARC
Day 32	SAPTA
Day 33	Indo Lanka free trade agreement
Day 34	NAFTA
Day 35	International commodity agreement
Day 36	Continue
Day 37	Continue
Day 38	Generalized and global system of trade preference
Day 39	Continue
Day 40	Continue
Day 41	International trade theories
Day 42	Comparative cost theory
Day 43	HO theory
Day 44	Intra industry trade theory
Day 45	Product life cycle theory
Day 46	Opportunity cost theory
Day 47	Investment theory
Day 48	Continue
Day 49	Continue

Day 50	Revision
Day 51	Revision
Day 52	Presentation
Day 53	Presentation
Day 54	Presentation
Day 55	IMF
Day 56	Continue
Day 57	World Bank
Day 58	Continue
Day 59	ADB
Day 60	UNCTAD
Day 61	Continue
Day 62	Multi fibre agreement
Day 63	International trade and payment
Day 64	Protectionism
Day 65	Barriers tariff and non tariff
Day 66	Continue
Day 67	State trading
Day 68	Foreign trade policy
Day 69	Continue
Day 70	Continue
Day 71	Continue
Day 72	Global sourcing
Day 73	Global sourcing
Day 74	BOP BOT
Day 75	Continue
Day 76	Test of international economic institution
Day 77	Foreign exchange market
Day 78	Type of exchange rate
Day 79	Fixed exchange rate flexible exchange rate
Day 80	Participation in foreign exchange market
Day 81	Continuous
Day 82	Continue
Day 83	Type of foreign exchange market
Day 84	ER quotes
Day 85	Determination of foreign exchange rates
Day 86	Future options swap arbitrage
Day 87	Convertibility of rupee
Day 88	Exchange rate adjustment in India
Day 89	Revision
Day 90	Revision

\*As per number of periods /week

**K.L MEHTA DAYANAND COLLEGE FOR WOMEN,FARIDABAD**  
**LESSON PLAN FOR THE SESSION 2022-23**

<b>Name of the professor: Rina Parshad</b> <b>Class And Section: M.com 4<sup>th</sup> sem</b> <b>Subject: International Business Environment</b>	
Day 1	Introduction of international business and environment
Day 2	Meaning nature significance of international business environment
Day 3	Dimension and types of international business
Day 4	Continue
Day 5	Continue
Day 6	Geographical strategies for international business
Day 7	Economic strategies for international business
Day 8	Political strategy for economics business
Day 9	Continue
Day 10	Demographic strategy for international business
Day 11	Social cultural environment for international business
Day 12	Regulatory framework strategy for international business
Day 13	Revision
Day 14	Revision
Day 15	Assignment
Day 16	Assignment
Day 17	Test of first unit
Day 18	International economic corporation and agreement
Day 19	Regional economic integration
Day 20	Continue
Day 21	Continue
Day 22	Trade blocks
Day 23	Integration
Day 24	Custom union
Day 25	European union
Day 26	Continue
Day 27	Indo- Eu trade
Day 28	Euro currency
Day 29	South south corporation
Day 30	Continue
Day 31	SAARC
Day 32	SAPTA
Day 33	Indo Lanka free trade agreement
Day 34	NAFTA
Day 35	International commodity agreement
Day 36	Continue
Day 37	Continue
Day 38	Generalized and global system of trade preference
Day 39	Continue
Day 40	Continue
Day 41	International trade theories
Day 42	Comparative cost theory
Day 43	HO theory
Day 44	Intra industry trade theory
Day 45	Product life cycle theory
Day 46	Opportunity cost theory
Day 47	Investment theory
Day 48	Continue
Day 49	Continue



Day 50	Revision
Day 51	Revision
Day 52	Presentation
Day 53	Presentation
Day 54	Presentation
Day 55	IMF
Day 56	Continue
Day 57	World Bank
Day 58	Continue
Day 59	ADB
Day 60	UNCTAD
Day 61	Continue
Day 62	Multi fibre agreement
Day 63	International trade and payment
Day 64	Protectionism
Day 65	Barriers tariff and non tariff
Day 66	Continue
Day 67	State trading
Day 68	Foreign trade policy
Day 69	Continue
Day 70	Continue
Day 71	Continue
Day 72	Global sourcing
Day 73	Global sourcing
Day 74	BOP BOT
Day 75	Continue
Day 76	Test of international economic institution
Day 77	Foreign exchange market
Day 78	Type of exchange rate
Day 79	Fixed exchange rate flexible exchange rate
Day 80	Participation in foreign exchange market
Day 81	Continuous
Day 82	Continue
Day 83	Type of foreign exchange market
Day 84	ER quotes
Day 85	Determination of foreign exchange rates
Day 86	Future options swap arbitrage
Day 87	Convertibility of rupee
Day 88	Exchange rate adjustment in India
Day 89	Revision
Day 90	Revision

\*As per number of periods /week

**K.L MEHTA DAYANAND COLLEGE FOR WOMEN,FARIDABAD**  
**LESSON PLAN FOR THE SESSION 2022-23**

<b>Name of the professor: Rina Parshad</b> <b>Class And Section: M.com 2<sup>nd</sup> sem</b> <b>Subject: Investment management</b>	
Day 1	Meaning of investment difference between investment speculation and gambling
Day 2	Approach and scope of investment management
Day 3	Investment process
Day 4	Investment avenues
Day 5	Continue
Day 6	Continue
Day 7	Text and investment
Day 8	Form of return and taxation
Day 9	Capital gain
Day 10	Transportation cost
Day 11	Meaning of risk different type of risk
Day 12	Meaning of return different types of return
Day 13	Tools for measuring risk
Day 14	Tools for measuring returns
Day 15	Time value of money
Day 16	Compound value
Day 17	Discount value
Day 18	Meaning nature role and structure of capital market
Day 19	Creditorship security
Day 20	New financial instruments
Day 21	Suggestion for improvement of capital market
Day 22	Revision of unit 1
Day 23	Doubt class
Day 24	Test of chapter 1
Day 25	Methods of issuing new security
Day 26	Method of raising sources from international market
Day 27	Characteristic functions role of secondary market
Day 28	Listing of security on stock exchange
Day 29	Spot and future transaction speculation transaction
Day 30	Methods of trading and stock exchange
Day 31	Organisation and management of stock market
Day 32	Broker sub broker market maker jobs
Day 33	Depositories
Day 34	Stock market index
Day 35	NSE
Day 36	BSE
Day 37	OTCEI
Day 38	Role of SEBI
Day 39	Capital market intermediate
Day 40	Mention banker
Day 41	Share transfer agent
Day 42	Broker to an issue underwriters
Day 43	SEBI guidelines about food of conduct
Day 44	Depositories
Day 45	Revision of unit 2
Day 46	Doubt class

Day 47	Doubt class
Day 48	Chest of chapter 8
Day 49	Equity reference and Bond valuation
Day 50	Continue
Day 51	Continue
Day 52	Practical
Day 53	Practical
Day 54	Practical
Day 55	Derivative meaning characteristic
Day 56	Option contract
Day 57	Put Option call option
Day 58	Investment strategies for option trader
Day 59	Option price in the blacks cos model
Day 60	Practical
Day 61	Practical
Day 62	Future contract
Day 63	Continue
Day 64	Forward contract
Day 65	Continue
Day 66	Revision of option contract
Day 67	Revision of derivatives
Day 68	Economic analysis
Day 69	Industry analysis
Day 70	Company analysis
Day 71	Difference between fundamental and technical analysis
Day 72	Continue
Day 73	Sources of financial information
Day 74	Technical analysis
Day 75	Dow theory
Day 76	Elliott wave theory
Day 77	Odd lot trading
Day 78	Tools of technical analysis
Day 79	Short sale, confidence index, relatives strength
Day 80	Volume of trade
Day 81	Confidence index
Day 82	Moving average analysis
Day 83	Oscillator
Day 84	Relative strength index
Day 85	Efficient market theory
Day 86	Random walk theory
Day 87	Weak form of emh
Day 88	Semi strong and strong form of emh
Day 89	Revision
Day 90	Revision

\*As per number of periods /week

**K.L MEHTA DAYANAND COLLEGE FOR WOMEN, FARIDABAD**  
**LESSON PLAN FOR THE SESSION 2022-23**

<b>Name of the professor: Dr. Neetu Sharma</b> <b>Class And Section: B.Com (Hons.) 6<sup>th</sup> sem</b> <b>Subject: Accounting for Managers</b>	
Day 1	Management Accounting: meaning and introduction,
Day 2	scope and objectives
Day 3	Functions, Techniques, importance
Day 4	Relationship of management accounting with other accounting
Day 5	functions of accountant and controller
Day 6	organisation of management accounting
Day 7	financial statement: meaning, objectives
Day 8	financial statement: Types
Day 9	form, content and general instruction for preparation of balance sheet
Day 10	form, content and general instruction for preparation of income statement,
Day 11	importance and limitations of financial statement
Day 12	Test: Management Accounting
Day 13	Meaning, introduction financial analysis
Day 14	types and procedure of financial analysis
Day 15	techniques of financial analysis
Day 16	practical questions
Day 17	practical questions
Day 18	Ratio Analysis: introduction, interpretation, importance and limitations
Day 19	guidelines and classification of ratios , liquidity ratios
Day 20	practical questions of liquidity ratios
Day 21	solvency ratios and questions
Day 22	solvency ratios and questions
Day 23	activity ratios and their questions
Day 24	profitability ratios and practical questions
Day 25	practical questions of ratio analysis
Day 26	practical questions of ratio analysis
Day 27	Absorbtion and marginal costing: meaning, difference, importance and limitations
Day 28	practical questions of absorbtion costing
Day 29	CVP analysis, contribution and P/V ratio
Day 30	B.E.P analysis
Day 31	B.E.P chart, MOS and practical questions
Day 32	Decision involving alternative choices

Day 33	Practical questions of marginal costing
Day 34	Practical questions of marginal costing
Day 35	Practical questions of marginal costing
Day 36	Capital budgeting: introduction, need, process, types of decision
Day 37	Accounting rate of return and pay back method
Day 38	NPV method and their practical questions
Day 39	PI and IRR method
Day 40	Test: Marginal Costing
Day 41	Practical questions of capital budgeting
Day 42	Practical questions of capital budgeting
Day 43	capital rationing
Day 44	Cash flow statement: introduction, classification, treatment of items
Day 45	format of cash flow statement, comparison of cfs and ffs and cash budget
Day 46	Direct method of cash flow statement
Day 47	indirect method of cash flow statement
Day 48	practical questions of cash flow statement
Day 49	practical questions of cash flow statement
Day 50	practical questions of cash flow statement
Day 51	Standard costing: introduction, target and estimated cost, importance and limitations
Day 52	system of standard costing, analysis of variance
Day 53	direct material variances
Day 54	practical questions of direct material variances
Day 55	practical questions of direct material variances
Day 56	Labour variances
Day 57	practical questions of Labour variances
Day 58	practical questions of Labour variances
Day 59	overhead cost variance
Day 60	practical questions of overhead cost variance
Day 61	practical questions of overhead cost variance
Day 62	Practical questions of standard costing
Day 63	Test: Capital Budgeting
Day 64	Accounting for price level changes: introduction, current purchasing power techniques
Day 65	practical of cpp techniques
Day 66	Replacement cost accounting techniques
Day 67	practical of Replacement cost accounting techniques
Day 68	current cost accounting techniques
Day 69	current cost accounting techniques
Day 70	problems of price level changes
Day 71	problems of price level changes
Day 72	problems of price level changes

Day 73	problems of price level changes
Day 74	problems of price level changes
Day 75	problems of price level changes
Day 76	presentation of theory of cash flow statement and fund flow statement
Day 77	presentation of theory of cash flow statement and fund flow statement
Day 78	Revision
Day 79	Revision
Day 80	Revision
Day 81	Revision
Day 82	Revision
Day 83	Revision
Day 84	Revision
Day 85	Revision
Day 86	Revision
Day 87	Revision
Day 88	Revision
Day 89	Revision
Day 90	Revision

\*As per number of periods /week

**K.L MEHTA DAYANAND COLLEGE FOR WOMEN,FARIDABAD**  
**LESSON PLAN FOR THE SESSION 2022-23**

<b>Name of the professor: Dr. Neetu Sharma</b>	
<b>Class And Section: B.com (H) IV semester</b>	
<b>Subject: Corporate A/c</b>	
Day 1	Internal reconstruction of companies: meaning and introduction, objectives
Day 2	alteration in share capital, Condition and procedure of Internal reconstruction
Day 3	Practical problems of Internal reconstruction
Day 4	Practical problems of Internal reconstruction
Day 5	Practical problems of Internal reconstruction
Day 6	Practical problems of Internal reconstruction
Day 7	Liquidation of companies; meaning and introduction
Day 8	Methods of Liquidation
Day 9	Preparation of liquidator's final statement of account
Day 10	Liquidator remuneration
Day 11	Practical problems of Liquidation
Day 12	Practical problems of Liquidation
Day 13	Distribution of surplus
Day 14	Practical problems of Liquidation
Day 15	Calls on equity shares
Day 16	Practical problems of Liquidation
Day 17	Practical problems of Liquidation
Day 18	Receiver for debenture holders
Day 19	List of contributories
Day 20	Practical problems of Liquidation
Day 21	Practical problems of Liquidation
Day 22	Test: internal reconstruction
Day 23	Practical problems of Liquidation

Day 24	Practical problems of Liquidation
Day 25	Underwriting of shares and debentures; meaning and introduction
Day 26	commission Underwriting, procedure of underwriting
Day 27	Journal entries of Underwriting
Day 28	Practical problems of Underwriting
Day 29	Practical problems of Underwriting
Day 30	Firm Underwriting
Day 31	Practical problems of Underwriting
Day 32	partial Underwriting
Day 33	Practical problems of Underwriting
Day 34	Practical problems of Underwriting
Day 35	Practical problems of Underwriting
Day 36	Sub Underwriting
Day 37	Practical problems of Underwriting
Day 38	Practical problems of Underwriting
Day 39	Practical problems of Underwriting
Day 40	Test: Liquidation
Day 41	Accounts of Banking Companies; meaning and introduction
Day 42	Slip system
Day 43	Final accounts of banking companies
Day 44	Format of profit and loss A/C
Day 45	Explanation of profit and loss A/C
Day 46	Rebate on bill discounted
Day 47	Practicals of Rebate on bill discounted
Day 48	Practicals of Rebate on bill discounted
Day 49	Practicals of profit and loss A/C
Day 50	Practicals of profit and loss A/C
Day 51	Non performing assets
Day 52	Format of balance sheet
Day 53	Practicals of banking companies
Day 54	Practicals of banking companies
Day 55	Practicals of banking companies
Day 56	Double Account System
Day 57	Double Account System
Day 58	Accounts of Electricity Companies
Day 59	Accounts of Electricity Companies cont..
Day 60	calculation of Capital base
Day 61	Practicals of Accounts of Electricity Companies
Day 62	Practicals of Accounts of Electricity Companies
Day 63	Practicals of Accounts of Electricity Companies
Day 64	Practicals of Accounts of Electricity Companies
Day 65	Practicals of Accounts of Electricity Companies
Day 66	Practicals of Accounts of Electricity Companies
Day 67	Assignment on double entry system and electricity companies
Day 68	Amalgamation meaning and introduction
Day 69	Types of Amalgamation
Day 70	Purchase consideration
Day 71	Test: banking companies
Day 72	Journal entries in case of merger
Day 73	Journal entries in case of purchase
Day 74	Practicals of Amalgamation
Day 75	Practicals of Amalgamation
Day 76	Practicals of Amalgamation
Day 77	Practicals of Amalgamation
Day 78	Practicals of Amalgamation
Day 79	Problems of fraction shares
Day 80	Practicals of Amalgamation
Day 81	REVISION

Day 82	REVISION
Day 83	REVISION
Day 84	REVISION
Day 85	REVISION
Day 86	REVISION
Day 87	REVISION
Day 88	REVISION
Day 89	REVISION
Day 90	REVISION

\*As per number of periods /week

## K.L MEHTA DAYANAND COLLEGE FOR WOMEN,FARIDABAD LESSON PLAN FOR THE SESSION 2022-23

<b>Name of the professor: Dr. Neetu Sharma</b> <b>Class And Section: B.Com (H) 4<sup>th</sup> Semester</b> <b>Subject: Statistical Analysis with MS Excel</b>	
Day 1	Data collection: meaning and introduction, experiments
Day 2	Types and principles of experiments
Day 3	Experimental designs and survey
Day 4	Meaning and types of data, methods of primary data collection
Day 5	methods of primary data collection cont...
Day 6	Secondary data collection methods and their precautions in use, selection of data collection method
Day 7	Presentation on data collection methods
Day 8	Presentation on data collection methods
Day 9	Data processing: data editing
Day 10	Practical in computer lab (Data coding and data entry)
Day 11	Classification and tabulation, transforming of data
Day 12	Outliers and their recognition
Day 13	Practical in computer lab
Day 14	Steam and leaf, scatter plot
Day 15	Descriptive statistic: measure of central tendency
Day 16	measure of central tendency cont....
Day 17	measure of central tendency cont....
Day 18	Measure of dispersion
Day 19	measure of central tendency cont...
Day 20	skewness
Day 21	Skewness cont...
Day 22	kurtosis
Day 23	Practical on computer lab
Day 24	Practical on computer lab
Day 25	Practical on computer lab
Day 26	Sampling: introduction
Day 27	Probability sampling methods
Day 28	Probability sampling methods cont....
Day 29	Non Probability sampling methods
Day 30	Advantage and disadvantage of sampling, census survey
Day 31	Sampling and non sampling errors
Day 32	Test of descriptive statistics
Day 33	Essential of good sample, statistical inferences,
Day 34	Sampling distribution, degree of freedom, central limit theorem
Day 35	Hypotheses testing: introduction, procedure
Day 36	Errors of hypotheses, test of hypotheses of large sample
Day 37	Practical in computer lab (test of hypotheses of large sample)



Day 38	Practical in computer lab (test of hypotheses of large sample)
Day 39	Practical in computer lab (test of hypotheses of large sample)
Day 40	Practical in computer lab (test of hypotheses of large sample)
Day 41	Hypotheses of small sample theory
Day 42	Practical in computer lab (test of hypotheses of small sample)
Day 43	Practical in computer lab (test of hypotheses of small sample)
Day 44	Practical in computer lab (test of hypotheses of small sample)
Day 45	Practical in computer lab (test of hypotheses of small sample)
Day 46	Practical in computer lab (test of hypotheses of small sample)
Day 47	Practical in computer lab (test of hypotheses of small sample)
Day 48	Test of hypotheses of large sample
Day 49	Chi square test and its application
Day 50	Applications of chi square test
Day 51	Practical in computer lab(Applications of chi square test)
Day 52	Practical in computer lab(Applications of chi square test)
Day 53	Practical in computer lab(Applications of chi square test)
Day 54	Practical in computer lab(Applications of chi square test)
Day 55	Practical in computer lab(Applications of chi square test)
Day 56	Practical in computer lab(Applications of chi square test)
Day 57	Analysis of variance : meaning and techniques
Day 58	One way ANOVA
Day 59	Practical in computer lab (One way ANOVA)
Day 60	Practical in computer lab (One way ANOVA)
Day 61	Practical in computer lab (One way ANOVA)
Day 62	Two way ANOVA
Day 63	Practical in computer lab (two way ANOVA)
Day 64	Practical in computer lab (two way ANOVA)
Day 65	Practical in computer lab (two way ANOVA)
Day 66	Practical in computer lab (two way ANOVA)
Day 67	Test of chi square
Day 68	SPSS: introduction, data and variable view
Day 69	Basic guidelines and coding
Day 70	Practical in computer lab (SPSS)
Day 71	Practical in computer lab (Graphs of spss)
Day 72	Pivot table in spss, weight cases, missing values
Day 73	Practical in computer lab (SPSS)
Day 74	Practical in computer lab (SPSS)
Day 75	Practical in computer lab (SPSS)
Day 76	Practical in computer lab (SPSS)
Day 77	Preparing data file in lab
Day 78	Preparing data file in lab
Day 79	Preparing data file in lab
Day 80	Preparing data file in lab
Day 81	Preparing data file in lab
Day 82	Preparing data file in lab
Day 83	Preparing data file in lab
Day 84	Preparing data file in lab
Day 85	Preparing data file in lab
Day 86	REVISION
Day 87	REVISION
Day 88	REVISION
Day 89	REVISION
Day 90	REVISION

\*As per number of periods /week

**K.L MEHTA DAYANAND COLLEGE FOR WOMEN,FARIDABAD**  
**LESSON PLAN FOR THE SESSION 2022-23**

<b>Name of the professor: Dr. Neetu Sharma</b> <b>Class And Section: M.Com 4<sup>th</sup> Sem</b> <b>Subject: Business Research Methods</b>	
Day 1	Introduction to Business Research: meaning, Scope
Day 2	Need and Types of business research
Day 3	Types of business research continue..
Day 4	Types of business research continue..
Day 5	Theoretical framework of business research
Day 6	Theoretical framework of business research continue..
Day 7	Features of a Good Research Study, research application in business decisions
Day 8	Features of a Good Research Study, research application in business decisions
Day 9	Defining the research problem: Meaning, Characteristics
Day 10	Selecting the research problem
Day 11	Process of problem identification & formulation
Day 12	Research Proposal: Meaning, Purpose and benefits
Day 13	Types of research proposal
Day 14	Types of research proposal
Day 15	Developing a research proposal
Day 16	Developing a research proposal
Day 17	Test : Introduction of Business Research
Day 18	Evaluating & Acceptance of Research Proposal
Day 19	Hypothesis – meaning, Importance, Sources
Day 20	Holiday
Day 21	Features of good hypothesis, Role of hypothesis in research
Day 22	Formulation of hypothesis
Day 23	Assignment: Formulation of Research problem
Day 24	Assignment: Formulation of Research problem
Day 25	Research Design: Meaning, Need
Day 26	Features of a Good Research Design, process of formulation of research design
Day 27	Process of formulation of research design
Day 28	Process of formulation of research design
Day 29	Classification of research design: Exploratory Research Design
Day 30	Classification of research design : Exploratory Research (Continue)
Day 31	Classification of research design: Descriptive and diagnostic Research Design
Day 32	Casual Research, Evaluation of research design
Day 33	Two tired design, Experimental design: meaning of experiment and conducting the experiment
Day 34	Basic Issues in research design
Day 35	Basic Issues in research design: Validity in experiment (Internal Validity and its factors affecting)
Day 36	External Validity and its factors affecting
Day 37	Classification of experimental design
Day 38	Methods to control extraneous variables
Day 39	Environment of conducting experiments
Day 40	Test: Research design
Day 41	Data Collection Methods: Meaning and classification of data
Day 42	Research application of primary and secondary data, sources of data
Day 43	Usage of data, Online data sources
Day 44	Methods of data collection: Observation Method – Meaning, types, advantages and disadvantages
Day 45	Participative & non-participative observation
Day 46	Content Analysis, Focus group methods
Day 47	Personal Interview Method

Day 48	Personal Interview Method (continue), Projective techniques
Day 49	Projective techniques
Day 50	Questionnaire Method
Day 51	Questionnaire Method (Continue)
Day 52	Some other methods of data collection
Day 53	Questionnaire design
Day 54	Questionnaire design (Continue)
Day 55	Sampling Plan: Meaning, universe, sample vs. census
Day 56	Sample design, Steps in sample design – sampling unit & sample frame
Day 57	Sampling Techniques: Probability techniques
Day 58	Sampling Techniques: Non-Probability techniques
Day 59	Test: Data collection Methods
Day 60	Sample size determination
Day 61	Sample size determination (Calculation)
Day 62	Sampling and Non-sampling errors
Day 63	Research Report writing: Meaning, Purpose, Steps in organizing research report
Day 64	Types of reports, Significance of report writing
Day 65	Report Structure/format of research report
Day 66	Principles of writing
Day 67	Presentation of Results: Descriptive and Graphic representation
Day 68	Graphic Representation
Day 69	Diagram, Pictures and Maps
Day 70	Tabular Presentation
Day 71	Criteria for a good presentation of research results
Day 72	Difficulties in presentation ,Other topics of presentation
Day 73	Test : Presentation of Results
Day 74	Practical examples practices
Day 75	Practical examples practices
Day 76	Practical examples practices
Day 77	Practical examples practices
Day 78	Practical examples practices
Day 79	Practical examples practices
Day 80	Practical examples practices
Day 81	REVISION
Day 82	REVISION
Day 83	REVISION
Day 84	REVISION
Day 85	REVISION
Day 86	REVISION
Day 87	REVISION
Day 88	REVISION
Day 89	REVISION
Day 90	REVISION

\*As per number of periods /week

**K.L MEHTA DAYANAND COLLEGE FOR WOMEN,FARIDABAD**  
**LESSON PLAN FOR THE SESSION 2022-23**

<b>Name of the professor: Soni Verma</b>	
<b>ClassAndSection: B.com Final Year Sec B</b>	
<b>Subject: Cost Accounting</b>	
Day 1	Introduction to Syllabus
Day 2	Meaning and principles of process costing
Day 3	Preparation of process cost A/C
Day 4	Normal and abnormal loss
Day 5	Practice of questions
Day 6	Opening and closing stock
Day 7	Joint product
Day 8	Accounting methods of By-Products
Day 9	Practice of questions
Day 10	Process costing in oil industry
Day 11	Inter-Process profits
Day 12	Merits and demerits
Day 13	Preparation of A/Cs
Day 14	Class test
Day 15	Introduction to contract costing
Day 16	Preparation of contract A/C
Day 17	Practice of questions
Day 18	Incomplete contracts
Day 19	work in progress A/C
Day 20	Contracts near completion
Day 21	Practice of questions
Day 22	Escalation clause
Day 23	Cost plus contract
Day 24	Introduction of job costing
Day 25	Preparation of A/Cs
Day 26	To continue
Day 27	Batch costing
Day 28	Economic batch quantity
Day 29	Preparation of A/Cs
Day 30	Budgeting and budgetary control
Day 31	Advantages and limitations of budgetary control
Day 32	Installation of budgetary control system
Day 33	Doubts
Day 34	Sales budget
Day 35	Preparing sales budget
Day 36	Material budget
Day 37	Overhead budget
Day 38	Cash budget
Day 39	Preparing cash budget
Day 40	Fixed and flexible budget
Day 41	Preparing flexible budget
Day 42	Zero base budget
Day 43	Merits and demerits of zero base budget
Day 44	Performance budget
Day 45	Merits and steps in performance budget
Day 46	Meaning of responsibility A/Cing
Day 47	Merits and demerits of responsibility A/Cing

Day 48	Budgetary control
Day 49	Standard costing
Day 50	Limitations of standard costing
Day 51	Determination of standard costing
Day 52	Cost variance
Day 53	Material variance
Day 54	Calculation of material variance
Day 55	Calculation of material variance
Day 56	Material variance
Day 57	Calculation of labour variance
Day 58	Marginal costing
Day 59	Material variance
Day 60	Material variance
Day 61	Doubts
Day 62	Class test
Day 63	Labour variance
Day 64	Calculation of labour variance
Day 65	Calculation of labour variance
Day 66	Calculation of labour variance
Day 67	Calculation of labour variance
Day 68	Doubts
Day 69	Doubts
Day 70	Marginal costing
Day 71	Marginal costing
Day 72	Marginal costing
Day 73	Absorption costing
Day 74	Absorption costing
Day 75	Doubts
Day 76	Cost-Volume-Profit analysis
Day 77	Break-Even point analysis
Day 78	Key factor
Day 79	Break-Even chart
Day 80	Concept of decision making
Day 81	Variance
Day 82	Exploring a new market, make or buy decision
Day 83	Practical problems in sales-mix, shut down decision
Day 84	Revision
Day 85	Revision
Day 86	Revision
Day 87	Revision
Day 88	Revision
Day 89	Revision
Day 90	Revision

\*As per number of periods /week

**K.L MEHTA DAYANAND COLLEGE FOR WOMEN,FARIDABAD**  
**LESSON PLAN FOR THE SESSION 2022-23**

<b>Name of the professor:Soni Verma</b>	
<b>ClassAndSection:B.Com CA II D&amp;E</b>	
<b>Subject:Business Regulatory Framework</b>	
Day 1	Indian partnership act ,1932
Day 2	Touchstone of Partnership , Kinds of Partnership
Day 3	Mutual Relation of Partners
Day 4	Relation of Partners to 3 <sup>rd</sup> Parties, Transfer of Interest by a Partner
Day 5	Minor as a Partner , Admission of a Partner, Outgoing Partner
Day 6	Ambiguous Instrument , Inchoate Stamped Instruments
Day 7	Ambiguous Instrument , Inchoate Stamped Instruments
Day 8	Dissolution of Partnership and Firm
Day 9	Registration of Partnership Firm
Day 10	Partnership Deed
Day 11	Complete Overview of the chapter
Day 12	Test- Indian Partnership Act
Day 13	Assignment – Touchstone of Partnership
Day 14	Negotiable Instruments Act , 1881
Day 15	Kinds of Negotiable Instruments
Day 16	Promissory Notes, Bill of Exchanges
Day 17	Cheque
Day 18	Comparison between Cheque , Bill of Exchange and Promissory Notes
Day 19	Inland and Foreign Instruments
Day 20	Ambiguous Instrument , Inchoate Stamped Instruments
Day 21	Parties to Negotiable Instruments
Day 22	Holder of Negotiable Instruments, Special Privileges of a holder in due course
Day 23	Holder of Negotiable Instruments, Special Privileges of a holder in due course
Day 24	Payment in Due Course , Capacity of Parties
Day 25	Assignment – Details of Cheque
Day 26	Negotiation of Instruments obtained by unlawful means or for unlawful consideration
Day 27	Acceptance – types , effect of a qualified acceptance
Day 28	Payment for honour
Day 29	Presentment or presentation
Day 30	Test – Kinds of Negotiable Instruments
Day 31	Liabilities of Parties to a Negotiable Instruments
Day 32	Negotiation, Modes and Duration
Day 33	Endorsement , Essentials , Kinds of it
Day 34	REVISION
Day 35	When presentment for payment is not necessary
Day 36	Discharge of Parties from Liabilities
Day 37	Dishonour
Day 38	Noting and protest
Day 39	REVISE
Day 40	DOUBTS
Day 41	Compensation , Hundi
Day 42	Instrument without consideration
Day 43	Complete overview of the chapter
Day 44	Sale of Goods act- 1930
Day 45	Asking questions from Negotiable instrument chapter
Day 46	Rules regarding presentment for payment
Day 47	Test – Negotiable instrument act

Day 48	Contract of sale – Agreement to sell , Contracts of Sale V/s Other contracts
Day 49	Subject matter of sale contract , types of Goods
Day 50	Destruction of goods, price , ascertainment of price
Day 51	Conditions and warranties
Day 52	When does a condition becomes a warranty
Day 53	Performance of a contract of sale-Payment and Delivery
Day 54	Rules Governing the Delivery of goods
Day 55	Acceptance of Delivery
Day 56	Duties of the buyer
Day 57	Lien vs Right of Stoppage in Transit
Day 58	Implied conditions and warranties
Day 59	Doctrine of Caveat Emptor or buyer beware
Day 60	Transfer of property or ownership
Day 61	Transfer of title of goods, exceptions
Day 62	Assignment – Touchstone of condition and warranty
Day 63	Risks follows ownership -discuss
Day 64	The Central Information Commission
Day 65	The State Information Commission
Day 66	Removal of State Chief Information Commission
Day 67	Powers and Functions of the Information commissioner
Day 68	Obligations of Public Authorities
Day 69	Right Against the Buyer
Day 70	Unpaid Seller – Rights of it
Day 71	Test- Transfer of Property or Ownership
Day 72	Right Against the Buyer
Day 73	Suits for Breach of Contract
Day 74	Procedure to be followed by Commission Appeal
Day 75	Penalty, Exemption from Disclosure of Information
Day 76	Severability
Day 77	Sale by Auction
Day 78	Right to Information Act -2005
Day 79	Objectives -features of RTI Act-2005
Day 80	Important Definitions in RTI Act
Day 81	Procedure for Obtaining Information Under RTI Act -2005
Day 82	Revision
Day 83	Revision
Day 84	Revision
Day 85	Revision
Day 86	Revision
Day 87	Revision
Day 88	Revision
Day 89	Revision
Day 90	Revision

\*As per number of periods /week

**K.L MEHTA DAYANAND COLLEGE FOR WOMEN,FARIDABAD**  
**LESSON PLAN FOR THE SESSION 2022-23**

<b>Name of the professor: Soni Verma</b> <b>ClassAndSection: B.com CA Sec. D FinalYear</b> <b>Subject: Cost Accounting</b>	
Day 1	Introduction to Syllabus
Day 2	Meaning and principles of process costing
Day 3	Preparation of process cost A/C
Day 4	Normal and abnormal loss
Day 5	Practice of questions
Day 6	Opening and closing stock
Day 7	Joint product
Day 8	Accounting methods of By-Products
Day 9	Practice of questions
Day 10	Process costing in oil industry
Day 11	Inter-Process profits
Day 12	Merits and demerits
Day 13	Preparation of A/Cs
Day 14	Class test
Day 15	Introduction to contract costing
Day 16	Preparation of contract A/C
Day 17	Practice of questions
Day 18	Incomplete contracts
Day 19	work in progress A/C
Day 20	Contracts near completion
Day 21	Practice of questions
Day 22	Escalation clause
Day 23	Cost plus contract
Day 24	Introduction of job costing
Day 25	Preparation of A/Cs
Day 26	To continue
Day 27	Batch costing
Day 28	Economic batch quantity
Day 29	Preparation of A/Cs
Day 30	Budgeting and budgetary control
Day 31	Advantages and limitations of budgetary control
Day 32	Installation of budgetary control system
Day 33	Doubts
Day 34	Sales budget
Day 35	Preparing sales budget
Day 36	Material budget
Day 37	Overhead budget
Day 38	Cash budget
Day 39	Preparing cash budget
Day 40	Fixed and flexible budget
Day 41	Preparing flexible budget
Day 42	Zero base budget
Day 43	Merits and demerits of zero base budget
Day 44	Performance budget
Day 45	Merits and steps in performance budget
Day 46	Meaning of responsibility A/Cing



Day 47	Merits and demerits of responsibility A/Cing
Day 48	Budgetary control
Day 49	Standard costing
Day 50	Limitations of standard costing
Day 51	Determination of standard costing
Day 52	Cost variance
Day 53	Material variance
Day 54	Calculation of material variance
Day 55	Calculation of material variance
Day 56	Material variance
Day 57	Calculation of labour variance
Day 58	Marginal costing
Day 59	Material variance
Day 60	Material variance
Day 61	Doubts
Day 62	Class test
Day 63	Labour variance
Day 64	Calculation of labour variance
Day 65	Calculation of labour variance
Day 66	Calculation of labour variance
Day 67	Calculation of labour variance
Day 68	Doubts
Day 69	Doubts
Day 70	Marginal costing
Day 71	Marginal costing
Day 72	Marginal costing
Day 73	Absorption costing
Day 74	Absorption costing
Day 75	Doubts
Day 76	Cost-Volume-Profit analysis
Day 77	Break-Even point analysis
Day 78	Key factor
Day 79	Break-Even chart
Day 80	Concept of decision making
Day 81	Variance
Day 82	Exploring a new market, make or buy decision
Day 83	Practical problems in sales-mix, shut down decision
Day 84	Revision
Day 85	Revision
Day 86	Revision
Day 87	Revision
Day 88	Revision
Day 89	Revision
Day 90	Revision

\*As per number of periods /week

**K.L MEHTA DAYANAND COLLEGE FOR WOMEN, FARIDABAD**  
**LESSON PLAN FOR THE SESSION 2022-23**

<b>Name of the professor: Ms. Rachna Poswal</b> <b>Class And Section: B.Com Pass 2<sup>nd</sup> Sem, Sec – A&amp;B</b> <b>Subject: Financial Accounting</b>	
Day 1	Meaning of Royalty, types, difference between rent and royalty, Analytical table of royalty, journal entries of royalty
Day 2	Recoupment of short working, preparation of minimum rent a/c with practical problems
Day 3	Half yearly payment of royalty, leasing of two mines
Day 4	Recoupment of each year short working, stoppage and reduction of work due to strike with practical problems
Day 5	Proportionate reduction in the short workings, strike, lockout and subsidy from the government with practical problem
Day 6	Proportionate reduction in the short workings, strike, lockout and subsidy from the government with practical problem
Day 7	Non- availability of the whole amount of the surplus for recoupment, Explanation of journal entries
Day 8	Non- availability of the whole amount of the surplus for recoupment, Explanation of journal entries
Day 9	Sub-Lease with practical problem
Day 10	Practical problem of royalty when two rates of minimum rent is given
Day 11	Practical problem of royalty when two rates of minimum rent is given
Day 12	Practical problems of royalty in connection with oil-wells and brick making
Day 13	Practical problems of royalty in connection with oil-wells and brick making
Day 14	Accounting records of copyright royalties
Day 15	Practical problems of royalty
Day 16	Doubts of royalty
Day 17	Meaning of Department account, Difference between departmental accounts and branch account
Day 18	Trading and P & L account, General profit and loss account, Departmental Allocation of expenses with its examples and practical problems
Day 19	Inter departmental transactions with its examples and practical problems
Day 20	Finding out missing closing stock with its examples and practical problems
Day 21	Calculation of departmental purchases with its examples and practical problems
Day 22	Calculation of departmental purchases with its examples and practical problems
Day 23	Practical problems
Day 24	Test of Royalty
Day 25	Dissolution of Partnership firm: Meaning, modes and accounting procedure of dissolution firm
Day 26	Difference between dissolution of firm and dissolution of partnership; Difference between revaluation account and realization account
Day 27	Practical problems
Day 28	Insolvency of partner, Rule of Garner vs Murray with its examples and practical problems
Day 29	Numerical problems of insolvency when capital are fixed and One partner remains solvent
Day 30	All partners become insolvent with its examples and practical problem
Day 31	Gradual realization of asset and piecemeal distribution with its method and numerical problems
Day 32	Practical problems and doubts
Day 33	Amalgamation of partnership firms: Meaning, Accounting records in the books of old firm with examples and practical problems
Day 34	Accounting records in the books of new firm with examples and practical problems

Day 35	Sale of partnership firm to a company and accounting records in the books of partnership firm with examples and practical problems
Day 36	Calculation of purchase consideration with examples
Day 37	Doubts of Amalgamation of partnership firms
Day 38	Meaning, Terms and characteristics of Hire Purchase System, Difference between HPP and Credit Sales
Day 39	Methods of HPP, Explain first method of HPP and necessary accounts with example1
Day 40	Payment by Half yearly installments with its solved example
Day 41	Calculation of cash price by annuity rate method and by rate of interest method with examples
Day 42	Practical problems of inverse progressive method and product method under rate of interest method
Day 43	Practical problems
Day 44	After sales service and repossession of goods due to non-payment of installments
Day 45	Solved examples of repossession of goods only a part of total goods
Day 46	Practical problems
Day 47	Transfer of asset to third party, Sale of asset by Hire purchaser
Day 48	Practical problems and revision of method 1
Day 49	Second method: Asset accrual method
Day 50	Goods of small value, Preparation of Hire purchase trading account with examples
Day 51	Stock and Debtor System in Hire Purchase
Day 52	Practical problems
Day 53	Practical problems
Day 54	Meaning of Instalment payment system and difference between HPP and IPS
Day 55	Accounting entries of Installment payment system
Day 56	Revision of Hire purchase system & installment payment system
Day 57	Meaning of Joint venture accounts, its objective and features Difference between Joint venture and consignment; Difference between Joint venture and partnership
Day 58	Accounting treatment of maintaining joint venture records, Joint bank method with its solved examples
Day 59	Test of Dissolution of partnership firm
Day 60	Calculation normal and abnormal loss with practical problems
Day 61	Underwriting of shares of a company with its solved examples
Day 62	Joint venture accounting treatment of Second method
Day 63	When one Co venture keep complete record of all transactions
Day 64	Joint venture accounting treatment of third method with its solved examples
Day 65	Solved examples of Memorandum joint venture and underwriting of shares
Day 66	Practical problems
Day 67	Practical problems
Day 68	Branch Accounts; Meaning, types and its methods; Debtors method
Day 69	Debtor method with solved examples
Day 70	Final account method with solved examples
Day 71	Stock and debtor system with solved examples
Day 72	Difference between wholesale and retail profit in branch
Day 73	Independent branches
Day 74	Incorporation entries in the books of head office by different methods
Day 75	Solved examples
Day 76	Practical problems
Day 77	Practical problems
Day 78	Accounting records in case of cash in transit and goods in transit
Day 79	Special transaction between head office and branch, Inter branch transaction
Day 80	Foreign branch
Day 81	Conversion of foreign branch Trial balance
Day 82	Doubts
Day 83	Practical problems
Day 84	Practical problems
Day 85	Doubts
Day 86	Doubts

Day 87	Revision
Day 88	Revision
Day 89	Revision
Day 90	Revision

\*As per number of periods /week

**K.L MEHTA DAYANAND COLLEGE FOR WOMEN,FARIDABAD**  
**LESSON PLAN FOR THE SESSION 2022-23**

<b>Name of the Teacher: Ms. Rachna Poswal</b> <b>Class: B.Com. II ( Voc. ) (Semester IV) sec - D</b> <b>Name of Subject: Corporate Law II (Paper Code -4.04)</b>	
DAY 1	Shareholders and Members
DAY 2	Difference between Shareholders and members
DAY 3	Modes of acquiring membership
DAY 4	termination of membership
DAY 5	Who may be members ?
DAY 6	Test of Membership
DAY 7	Rights and Liabilities of members
DAY 8	Revision of chapter
DAY 9	Writing practice of long question in class
DAY 10	Assignment
DAY 11	Unit- IV Winding Up: - Meaning
DAY 12	Petition for winding up
DAY 13	Who can file for petition?
DAY 14	Voluntary winding up
DAY 15	Winding up by the Tribunal -1
DAY 16	Winding up by the Tribunal -2
DAY 17	Powers and Duties of company Liquidator -1
DAY 18	Powers and Duties of company Liquidator-2
DAY 19	Revision class
DAY 20	Writing practice of short questions in class
DAY 21	Assignment
DAY 22	consequences of winding up
DAY 23	Assignment on consequences
DAY 24	Class test based on assignments
DAY 25	Alteration of share capital-1
DAY 26	Alteration of share capital-2
DAY 27	Consolidation and reorganization of capital
DAY 28	Reduction of share capital-1
DAY 29	Reduction of share capital-2
DAY 30	Further issue of share capital -1
DAY 31	Further issue of share capital -2
DAY 32	Writing practice of short questions
DAY 33	Assignment
DAY 34	Writing practice of long answer questions
DAY 35	Rights of pre-emption of shares
DAY 36	Assignment
DAY 37	Class test based on assignments

DAY 38	Unit- III Meeting of Company
DAY 39	Essentials of valid meeting
DAY 40	meetings of Shareholders: - Annual general meeting
DAY 41	Writing practice of long questions
DAY 42	Extra-ordinary general meeting
DAY 43	meetings of board of directors
DAY 44	Proxy
DAY 45	Voting
DAY 46	Notice
DAY 47	Agenda
DAY 48	Short answer questions discussions
DAY 49	Assignments based on topic
DAY 50	Class test of chapter
DAY 51	Unit 3- Directors
DAY 52	Duties of Directors
DAY 53	Types of directors
DAY 54	Qualifications of directors
DAY 55	Disqualification of directors
DAY 56	Restriction on directorship
DAY 57	Powers of Directors
DAY 58	Liabilities of directors
DAY 59	Assignment on directors
DAY 60	Class test
DAY 61	Class test feedback
DAY 62	Appointment of directors
DAY 63	removal of directors
DAY 64	Remuneration of directors
DAY 65	Vacation of office by director
DAY 66	Managerial personnel
DAY 67	Managing director, manager and whole time director of company
DAY 68	Writing practice of long answer questions
DAY 69	Legal position of directors
DAY 70	Assignment
DAY 71	Class test
DAY 72	Feedback of class test
DAY 73	Unit 1- Depository System –meaning and importance -1
DAY 74	Depository System –meaning and importance -2
DAY 75	Constituents of depository system
DAY 76	Paperless Trading-1
DAY 77	Paperless Trading-2
DAY 78	Benefits and Procedure of Paperless Trading-1
DAY 79	Benefits and Procedure of Paperless Trading-2
DAY 80	Need for educating investors-1
DAY 81	Need for educating investors-2
DAY 82	How to attempt final exams ?
DAY 83	Class assignment
DAY 84	Test of topic -depository system
DAY 85	Transfer and transmission of shares -2
DAY 86	Calls on shares, forfeiture of shares
DAY 87	Surrender and lien of shares
DAY 88	Doubts and discussions
DAY 89	Doubts and discussions
DAY 90	Doubts and discussions

\*As per number of periods /week

**K.L MEHTA DAYANAND COLLEGE FOR WOMEN,FARIDABAD**  
**LESSON PLAN FOR THE SESSION 2022-23**

<b>Name of the professor: Ms. Rachna Poswal</b> <b>Class And Section: B.Com(Pass) 4<sup>th</sup> sem. Sec-B,C</b> <b>Subject: Marketing Management</b>	
Day 1	Meaning, nature, scope and importance of marketing in different fields
Day 2	Objective and difference between selling and marketing , Meaning of marketing concept and definition of marketing concept.
Day 3	Different pillars of marketing concepts , Factors and limitations of marketing concepts
Day 4	Meaning of marketing segmentation , Objective and methods of marketing segmentation
Day 5	Difference between marketing segmentation and market segment.
Day 6	Concept of market segmentation and market segmentations strategies.
Day 7	Advantages and importance of marketing segmentations
Day 8	Detailed examples of segmentations
Day 9	Test of marketing concepts
Day 10	Meaning of consumer behavior.
Day 11	Types of consumers
Day 12	Significances and determinants of consumer behavior
Day 13	Sociological determinants of consumer behavior
Day 14	Psychological determinant of consumer behavior
Day 15	Personal determinants of consumer behavior
Day 16	Problems of consumer behavior
Day 17	Behavior of Indian consumers
Day 18	Assignment:-Consumer Behaviour
Day 19	Meaning and features of New product development.
Day 20	Generation and screening of ideas.
Day 21	Test Marketing and Guiding principles of test marketing.
Day 22	Limitations and advantages of Test marketing.
Day 23	Failures of new Products
Day 24	Meaning and features of products life cycles
Day 25	Stages of products life cycles
Day 26	Differentiates of life cycles
Day 27	Length of product life cycles
Day 28	Strategies during the product life cycle.
Day 29	Stages of products life cycles
Day 30	Meaning,Advantages and Disadvantages of Branding
Day 31	Types of Branding
Day 32	Brand polices
Day 33	Brand strategies
Day 34	Factor affecting
Day 35	Brand testing
Day 36	Meaning,Importance and objectives of pricing

Day 37	Pricing policies
Day 38	Factor affecting pricing decisions
Day 39	Procedures and methods of pricing
Day 40	Procedures and methods of pricing
Day 41	Strategies of pricing
Day 42	Discount, Rebates, and Resale pricing
Day 43	Discount, Rebates, and Resale pricing
Day 44	Meaning, Features and objectives of advertisement
Day 45	Function and advantages of Advertising to the different users
Day 46	Function and advantages of Advertising to the different users
Day 47	Advertisement is wasteful and unnecessary
Day 48	Economy, social and ethical objections
Day 49	Economy, social and ethical objections
Day 50	Test of advertising
Day 51	Meaning and Types of advertising media.
Day 52	Press advertising and Out Door advertising.
Day 53	Mail advertising and promotional advertising
Day 54	Specialties advertisement
Day 55	Media selection decisions
Day 56	Assignment:-Product Life Cycle
Day 57	Meaning and Objectives of Advertising effectiveness
Day 58	Methods of advertising effectiveness
Day 59	Pre-testing Methods
Day 60	Post- testing Methods
Day 61	Difficulties in advertising effectiveness
Day 62	Introduction and Meaning of sales Promotions
Day 63	features of sales Promotions
Day 64	Objectives of sales promotions
Day 65	importance of sales promotions
Day 66	Types of sales Promotions
Day 67	Types of sales Promotions
Day 68	Advantages of Sales promotions
Day 69	limitations of Sales promotions
Day 70	Introduction and Meaning of Publicity
Day 71	Features of Publicity
Day 72	Features of Publicity
Day 73	Various Forms of publicity
Day 74	Various Forms of publicity
Day 75	Introduction and Meaning of public relations
Day 76	Public relation Department
Day 77	Functions of public relations
Day 78	Functions of public relations
Day 79	Test:-Branding and Advertising
Day 80	Revision OF UNIT-1
Day 81	Revision OF UNIT-1
Day 82	Revision OF UNIT -2
Day 83	Revision OF UNIT -2
Day 84	Doubt class
Day 85	Doubt class
Day 86	Revision OF UNIT -3
Day 87	Revision OF UNIT -3

Day 88	Revision OF UNIT -4
Day 89	Revision OF UNIT -4
Day 90	Doubt class

\*As per number of periods /week

**K.L MEHTA DAYANAND COLLEGE FOR WOMEN,FARIDABAD**  
**LESSON PLAN FOR THE SESSION 2022-23**

<b>Name of the professor: Ms. Monika Poswal</b> <b>Class And Section: B,com (p)Sec (B+C)</b> <b>Subject: Business Statistics</b>	
Day 1	Index no.-1 Introduction
Day 2	Index no.-1 Introduction, definition, uses, limitations, Types , problems
Day 3	Unweighted Index Number
Day 4	Weighted Index Number
Day 5	Tests of adequacy of index number
Day 6	Index number –II Introduction , chain base index number
Day 7	Fixed base index number
Day 8	Base conversion
Day 9	Base shifting, splicing, & deflating of index number
Day 10	Consumer price index or cost of living index number
Day 11	Continue..
Day 12	Doubts
Day 13	Doubts
Day 14	Test(index number) weighted index number Assignment : test of adequacy of index number
Day 15	Time series analysis Introduction, meaning, definition, utility
Day 16	Components, Analysis, Methods(Free hand curve
Day 17	Semi Average method
Day 18	Moving Average method
Day 19	Continue.
Day 20	Least square method (Direct Short Cut Method)
Day 21	Continue...
Day 22	Continue..
Day 23	Continue..
Day 24	Continue..
Day 25	Time Series Analysis II Introduction (measurement of seasonal variation)
Day 26	Method of simple average
Day 27	Method of moving average
Day 28	Ratio to Moving Average Method
Day 29	Ratio to trend method
Day 30	Link Relative Method
Day 31	Deasesonalisation of Data
Day 32	Doubts



Day 33	Assignment: measurement of seasonal variation Test: methods of time series
Day 34	Probability Introduction, Basic concepts
Day 35	Definition, importance
Day 36	Probability scale
Day 37	Combination theory & uses
Day 38	Additional theorem
Day 39	Continue..
Day 40	Multiplication theorem
Day 41	Practical Problems
Day 42	Multiplication theorem with dependent events
Day 43	Multiplication theorem with dependent events
Day 44	Combined problems of addition and multiplication
Day 45	Combined problems of addition and multiplication
Day 46	Combined problems of addition and multiplication
Day 47	Doubts
Day 48	Doubts
Day 49	Test 2
Day 50	Mathematical expectation
Day 51	Mathematical expectation
Day 52	Bayes theorem
Day 53	Continue..
Day 54	Practical Problems
Day 55	Practical Problems
Day 56	Doubts
Day 57	Test: bayes theorem
Day 58	Assignment : theorams
Day 59	Probability Distribution—Binomial & poisson distribution
Day 60	Probability Distribution—Binomial & poisson distribution
Day 61	Continue..
Day 62	Observed frequency distribution
Day 63	Uses of theoretical frequency distribution
Day 64	Types of theoretical distribution
Day 65	Binomial
Day 66	Practical problems
Day 67	Practical problems
Day 68	Poisson distribution
Day 69	Practical problems
Day 70	Practical problems
Day 71	Doubt classs
Day 72	Test- binomial Assignments: poisson
Day 73	Probability distribution- normal distribution Introduction , definition
Day 74	Assumptions, properties
Day 75	Importance, Relation among binomial poisson & normal
Day 76	Difference between normal, binomial & poisson
Day 77	Measure area under normal curve
Day 78	Application of normal distribution Finding areas when mean & standard deviation of normal variate given
Day 79	Continue..
Day 80	Finding mean & standard deviation when area under normal curve is given
Day 81	Finding minimum & maximum score among the highest & lowest group
Day 82	Continue..
Day 83	Fitting of normal curve Ordinate method

Day 84	Continue
Day 85	Practical problems
Day 86	Area method
Day 87	Practical Problems
Day 88	Doubts
Day 89	Doubts
Day 90	Doubts

\*As per number of periods /week

**K.L MEHTA DAYANAND COLLEGE FOR WOMEN,FARIDABAD**  
**LESSON PLAN FOR THE SESSION 2022-23**

<b>Name of the professor: Ms. Monika Poswal</b> <b>Class And Section: B.Com(Pass) 4<sup>th</sup> sem. Sec-A</b> <b>Subject: Marketing Management</b>	
Day 1	Meaning, nature, scope and importance of marketing in different fields
Day 2	Objective and difference between selling and marketing , Meaning of marketing concept and definition of marketing concept.
Day 3	Different pillars of marketing concepts , Factors and limitations of marketing concepts
Day 4	Meaning of marketing segmentation , Objective and methods of marketing segmentation
Day 5	Difference between marketing segmentation and market segment.
Day 6	Concept of market segmentation and market segmentations strategies.
Day 7	Advantages and importance of marketing segmentations
Day 8	Detailed examples of segmentations
Day 9	Test of marketing concepts
Day 10	Meaning of consumer behavior.
Day 11	Types of consumers
Day 12	Significances and determinants of consumer behavior
Day 13	Sociological determinants of consumer behavior
Day 14	Psychological determinant of consumer behavior
Day 15	Personal determinants of consumer behavior
Day 16	Problems of consumer behavior
Day 17	Behavior of Indian consumers
Day 18	Assignment:-Consumer Behaviour
Day 19	Meaning and features of New product development.
Day 20	Generation and screening of ideas.
Day 21	Test Marketing and Guiding principles of test marketing.
Day 22	Limitations and advantages of Test marketing.
Day 23	Failures of new Products
Day 24	Meaning and features of products life cycles
Day 25	Stages of products life cycles
Day 26	Differentiates of life cycles
Day 27	Length of product life cycles
Day 28	Strategies during the product life cycle.
Day 29	Stages of products life cycles
Day 30	Meaning,Advantages and Disadvantages of Branding
Day 31	Types of Branding

Day 32	Brand polices
Day 33	Brand strategies
Day 34	Factor affecting
Day 35	Brand testing
Day 36	Meaning,Importance and objectives of pricing
Day 37	Pricing polices
Day 38	Factor affecting pricing decisions
Day 39	Procedures and methods of pricing
Day 40	Procedures and methods of pricing
Day 41	Strategies of pricing
Day 42	Discount, Rebates, and Resale pricing
Day 43	Discount, Rebates, and Resale pricing
Day 44	Meaning, Features and objectives of advertisement
Day 45	Function and advantages of Advertising to the different users
Day 46	Function and advantages of Advertising to the different users
Day 47	Advertisement is wasteful and unnecessary
Day 48	Economy, social and ethical objections
Day 49	Economy, social and ethical objections
Day 50	Test of advertising
Day 51	Meaning and Types of advertising media.
Day 52	Press advertising and Out Door advertising.
Day 53	Mail advertising and promotional advertising
Day 54	Specialties advertisement
Day 55	Media selection decisions
Day 56	Assignment:-Product Life Cycle
Day 57	Meaning and Objectives of Advertising effectiveness
Day 58	Methods of advertising effectiveness
Day 59	Pre-testing Methods
Day 60	Post- testing Methods
Day 61	Difficulties in advertising effectiveness
Day 62	Introduction andMeaning of sales Promotions
Day 63	features of sales Promotions
Day 64	Objectives of sales promotions
Day 65	importance of sales promotions
Day 66	Types of sales Promotions
Day 67	Types of sales Promotions
Day 68	Advantages of Sales promotions
Day 69	limitations of Sales promotions
Day 70	Introduction andMeaning of Publicity
Day 71	Features of Publicity
Day 72	Features of Publicity
Day 73	Various Forms of publicity
Day 74	Various Forms of publicity
Day 75	Introduction and Meaning of public relations
Day 76	Public relation Department
Day 77	Functions of public relations

Day 78	Functions of public relations
Day 79	Test:-Branding and Advertising
Day 80	Revision OF UNIT-1
Day 81	Revision OF UNIT-1
Day 82	Revision OF UNIT -2
Day 83	Revision OF UNIT -2
Day 84	Doubt class
Day 85	Doubt class
Day 86	Revision OF UNIT -3
Day 87	Revision OF UNIT -3
Day 88	Revision OF UNIT -4
Day 89	Revision OF UNIT -4
Day 90	Doubt class

\*As per number of periods /week

**K.L MEHTA DAYANAND COLLEGE FOR WOMEN,FARIDABAD**  
**LESSON PLAN FOR THE SESSION 2022-23**

<b>Name of the Assistant Professor : Monika Poswal</b>	
<b>Class And Section: B.com (P) 2<sup>nd</sup> Sem &amp; C</b>	
<b>Subject: Business Management</b>	
Day 1	Staffing Concept: Introduction, Meaning, Definition and Features of Staffing
Day 2	Importance Of Staffing, Steps of Staffing Process
Day 3	Matching Job and People Concept
Day 4	Importance Of Job Analysis Methods & Brief Revision of The Chapter
Day 5	Recruitment: meaning, definition, process
Day 6	Internal And External Sources of Recruitment
Day 7	Merits And Demerits of Different Sources of Recruitment
Day 8	Oral test of chapters: staffing and recruitment
Day 9	Selection: Meaning, Definition and Selection Process of Employees
Day 10	Process Continue
Day 11	Doubts Session of Students
Day 12	Training: Meaning, Definition, Nature of Training
Day 13	Difference Between Training and Development, Difference Between Training and Education
Day 14	Importance Of Training to Enterprise
Day 15	Importance Of Training to Enterprise
Day 16	On The Job Training Methods
Day 17	On The Job Training Methods
Day 18	Principles Of Training and Brief Revision of Chapter
Day 19	Revise The Syllabus of Unit 1
Day 20	Group Discussion by Students on The Topic – On the Job Training Methods V/S Off the Job Training Methods
Day 21	Motivation: introduction, meaning, definition, nature
Day 22	Importance and process of motivation
Day 23	Traditional theories of motivation
Day 24	Maslow's and Hygiene theory of motivation
Day 25	Mc – Gregor's theory of motivation
Day 26	Ouchi's z theory of motivation

Day 27	Indian v/s Japanese management system
Day 28	Techniques of motivation – positive and negative techniques, financial techniques
Day 29	Non-financial motivational techniques
Day 30	Individual and group motivators, extrinsic & intrinsic motivators
Day 31	Problems and principles of motivation and Assignment Techniques of motivation
Day 32	Leadership: meaning, definition, nature
Day 33	Importance of leadership
Day 34	Functions of leadership
Day 35	Qualities of a leader
Day 36	Theories of leadership
Day 37	Theories of leadership
Day 38	Motivational and autocratic leadership styles
Day 39	Democratic and free rein leadership styles
Day 40	Difference between autocratic, democratic and free rein leadership styles and result based leadership styles
Day 41	Determinants of leadership styles
Day 42	Leadership as continuum
Day 43	management system of Likert
Day 44	test of Management system and revision of the chapter
Day 45	Test leadership
Day 46	Doubt clearing session of unit 2
Day 47	Communication: meaning, definition, features
Day 48	Process of communication, importance of communication
Day 49	Formal communication: meaning, features, merits, demerits and types
Day 50	Network of formal communication
Day 51	Informal communication: meaning, features, merits
Day 52	Limitation of informal communication, grapevine communication
Day 53	Difference between formal and informal communication, oral media of communication
Day 54	Barriers to communication
Day 55	Steps to overcome barriers of communication, essentials of effective communication
Day 56	Revision of chapter communication
Day 57	Presentation by students on media of communication
Day 58	Controlling: meaning, definition and nature
Day 59	Objectives and importance of controlling
Day 60	Process of controlling
Day 61	Difficulties and principles of controlling
Day 62	Scope of controlling and its relationship with other functions of management
Day 63	Control techniques: budgetary control techniques – meaning, features, requisites and advantages
Day 64	Disadvantages and process of budgetary control techniques
Day 65	Types of budgets: departmental budget, master budget, variable and fixed budget
Day 66	Breakeven points analysis, stastical data and special; report techniques
Day 67	Internal audit techniques, personal observation
Day 68	modern control techniques – zero based budgeting
Day 69	responsibility accounting techniques, management techniques, MIS
Day 70	Evaluation of programme network analysis
Day 71	Assignment Control techniques
Day 72	Revision of unit 3
Day 73	Management of change: meaning, resistance to change
Day 74	Nature and causes of change
Day 75	Types of changes, process of planned change and change agent
Day 76	causes of resistance to change and overcome them
Day 77	Emerging horizons of management in changing environment
Day 78	Doubts clearing session
Day 79	Controlling: meaning, definition and nature
Day 80	Objectives and importance of controlling

Day 81	Process of controlling (Doubts)
Day 82	Mock Test
Day 83	Revision
Day 84	Revision
Day 85	Revision
Day 86	Revision
Day 87	Revision
Day 88	Revision
Day 89	Revision
Day 90	Revision

\*As per number of periods /week

**K.L MEHTA DAYANAND COLLEGE FOR WOMEN,FARIDABAD**  
**LESSON PLAN FOR THE SESSION 2022-23**

<b>Name of the professor: Monika Poswal</b>	
<b>Class And Section: B.com Pass Ist year Sec. A</b>	
<b>Subject: Business Environment</b>	
Day 1	Concept of business
Day 2	Concept of business environment
Day 3	Types of business environment : internal and external environment
Day 4	Types of business environment :internal and external environment
Day 5	Relationship Between Business and environment
Day 6	Current Indian business environment
Day 7	Analysis of business environment :concept
Day 8	Process Of environment analysis & responsibilities for environmental analysis
Day 9	Significance of study of business environment
Day 10	SWOT : introduction, components
Day 11	Process & uses of swot
Day 12	ETOP
Day 13	Assignment
Day 14	Types of business environment
Day 15	SWOT analysis of Indian dairy industry
Day 16	SWOT analysis of food processing industry
Day 17	SWOT analysis of tele communication industry
Day 18	National income : meaning, pre independence estimates of national income
Day 19	Post independence estimates of national income, methods of measuring national income
Day 20	Importance of measuring national income ,difficulties for measuring national income
Day 21	Trends in national income
Day 22	Structure of national income
Day 23	Causes of low national income in India
Day 24	Capital formation : concept , importance
Day 25	Gross capital formation in India
Day 26	Suggestions To raise national income in India
Day 27	Savings, determinants of capital Formation
Day 28	Causes of low rate of capital formation in India
Day 29	Suggestions to increase the rate of capital formation in India
Day 30	Suggestions to increase the rate of capital formation in India
Day 31	Trends Of industrial development during 5 years
Day 32	Continue
Day 33	An appraisal Of industrial development during 5 year plan

Day 34	Suggestions to solve the problem of industrial development in India
Day 35	Balance of payment (bop), balance of trade(bot): introduction
Day 36	Structure of bop ,dis Equilibrium in bop
Day 37	Trends in bop, bop crises
Day 38	Causes of un favourable bop , suggestions to correct disequilibrium in bop
Day 39	dis equilibrium in Bop, causes of unfavourable bop , suggestions to correct disequilibrium in bop
Day 40	Unemployment: nature and types of unemployment in India
Day 41	Trends of unemployment in India , effects of the problem of unemployment
Day 42	Causes of unemployment steps taken by government to solve the problem of unemployment in India
Day 43	Suggestions to solve unemployment ,employment in 11th five year plan, employment in 12th five year plan
Day 44	Regional imbalances: concept, pattern of regional development
Day 45	Features, causes of regional imbalances
Day 46	Measures taken by govt. & suggestions for removing regional im balances, PURA
Day 47	Inflation concept, types:
Day 48	Trends in inflation, measurement& effects of inflation
Day 49	Causes of inflation, measures to control inflation
Day 50	Evaluation of price policy, suggestions to check inflation
Day 51	Test
Day 52	Inflation concept, types, causes of inflation, measures to control inflation
Day 53	Parallel economy: concept, causes responsible for growth of black money
Day 54	Estimates of black money in India,
Day 55	effects of black money
Day 56	Measures to check black money
Day 57	Industrial sickness: concept, symptoms of industrial sickness
Day 58	Effects of industrial sickness remedial measures adopted to prevent industrial sickness in India
Day 59	Suggestions to prevent industrial sickness in India,
Day 60	SICA,BIFR
Day 61	Securitsaition ,reconstruction of financial assets and enforcement of security interest act ,(2002)
Day 62	Monetary policy: objectives ,measures of monetary policy of India
Day 63	Monetary policy: objectives ,measures of monetary policy of India
Day 64	Features and critical evaluation of monetary policy in India
Day 65	Suggestions for improvement in monetary policy
Day 66	Suggestions for improvement in monetary policy
Day 67	New monetary policy of RBI
Day 68	New monetary policy of RBI
Day 69	monetary policy for the year 2015-16
Day 70	Fiscal policy: objectives, techniques of fiscal policy
Day 71	Evaluation of fiscal policy of India
Day 72	Causes of increase in fiscal deficit
Day 73	fiscal reforms in India
Day 74	Industrial policy: meaning
Day 75	Industrial policy: meaning
Day 76	Importance industrial policy of 1948
Day 77	Importance industrial policy of 1948
Day 78	Industrial policy: meaning, importance of industrial policy of 1956
Day 79	Industrial policy: meaning, importance of industrial policy of 1956
Day 80	Industrial policy of 1977,1980 & Industrial policy of 1991
Day 81	National manufacturing policy,2011 & Industrial licensing policy
Day 82	Privatisation : concept, measures & causes of privatization
Day 83	Objectives, obstacles of privatization
Day 84	Privatisation in India ,practical suggestions
Day 85	Test: New industrial policy(1991)
Day 86	Revision

Day 87	Revision
Day 88	Revision
Day 89	Revision
Day 90	Revision

\*As per number of periods /week

**K.L MEHTA DAYANAND COLLEGE FOR WOMEN,FARIDABAD**  
**LESSON PLAN FOR THE SESSION 2022-23**

<b>Name of the professor:Ms. Monika Singla</b>	
<b>Class And Section: B,com CA Sec (D+E)</b>	
<b>Subject: Business Statistics</b>	
Day 1	Index no.-1 Introduction
Day 2	Index no.-1 Introduction, definition, uses, limitations, Types , problems
Day 3	Unweighted Index Number
Day 4	Weighted Index Number
Day 5	Tests of adequacy of index number
Day 6	Index number –II Introduction , chain base index number
Day 7	Fixed base index number
Day 8	Base conversion
Day 9	Base shifting, splicing, & deflating of index number
Day 10	Consumer price index or cost of living index number
Day 11	Continue..
Day 12	Doubts
Day 13	Doubts
Day 14	Test(index number) weighted index number Assignment : test of adequacy of index number
Day 15	Time series analysis Introduction, meaning, definition, utility
Day 16	Components, Analysis, Methods(Free hand curve
Day 17	Semi Average method
Day 18	Moving Average method
Day 19	Continue.
Day 20	Least square method (Direct Short Cut Method)
Day 21	Continue...
Day 22	Continue..
Day 23	Continue..
Day 24	Continue..
Day 25	Time Series Analysis II Introduction (measurement of seasonal variation)
Day 26	Method of simple average
Day 27	Method of moving average
Day 28	Ratio to Moving Average Method
Day 29	Ratio to trend method
Day 30	Link Relative Method
Day 31	Deasesonalisation of Data
Day 32	Doubts
Day 33	Assignment: measurement of seasonal variation Test: methods of time series
Day 34	Probability Introduction, Basic concepts
Day 35	Definition, importance
Day 36	Probability scale
Day 37	Combination theory & uses



Day 38	Additional theorem
Day 39	Continue..
Day 40	Multiplication theorem
Day 41	Practical Problems
Day 42	Multiplication theorem with dependent events
Day 43	Multiplication theorem with dependent events
Day 44	Combined problems of addition and multiplication
Day 45	Combined problems of addition and multiplication
Day 46	Combined problems of addition and multiplication
Day 47	Doubts
Day 48	Doubts
Day 49	Test 2
Day 50	Mathematical expectation
Day 51	Mathematical expectation
Day 52	Bayes theorem
Day 53	Continue..
Day 54	Practical Problems
Day 55	Practical Problems
Day 56	Doubts
Day 57	Test: bayes theorem
Day 58	Assignment : theorems
Day 59	Probability Distribution—Binomial & poisson distribution
Day 60	Probability Distribution—Binomial & poisson distribution
Day 61	Continue..
Day 62	Observed frequency distribution
Day 63	Uses of theoretical frequency distribution
Day 64	Types of theoretical distribution
Day 65	Binomial
Day 66	Practical problems
Day 67	Practical problems
Day 68	Poisson distribution
Day 69	Practical problems
Day 70	Practical problems
Day 71	Doubt classes
Day 72	Test- binomial Assignments: poisson
Day 73	Probability distribution- normal distribution Introduction , definition
Day 74	Assumptions, properties
Day 75	Importance, Relation among binomial poisson & normal
Day 76	Difference between normal, binomial & poisson
Day 77	Measure area under normal curve
Day 78	Application of normal distribution Finding areas when mean & standard deviation of normal variate given
Day 79	Continue..
Day 80	Finding mean & standard deviation when area under normal curve is given
Day 81	Finding minimum & maximum score among the highest & lowest group
Day 82	Continue..
Day 83	Fitting of normal curve Ordinate method
Day 84	Continue
Day 85	Practical problems
Day 86	Area method
Day 87	Practical Problems
Day 88	Doubts
Day 89	Doubts
Day 90	Doubts

\*As per number of periods /week

**K.L MEHTA DAYANAND COLLEGE FOR WOMEN,FARIDABAD**  
**LESSON PLAN FOR THE SESSION 2022-23**

<b>Name of the Teacher: Ms. Monika Singla</b> <b>Class: B.Com. III ( Pass ) (Semester VI) Sec-C</b> <b>Name of Subject: Goods and Service Tax &amp; Custom Tax (Paper Code -6.05)</b>	
DAY 1	Customs Act 1962: Unit – IV Customs duty
DAY 2	types, importance
DAY 3	Important definitions-1
DAY 4	Important definitions -2
DAY 5	Prohibition of import and export of goods
DAY 6	Objectives of custom duties
DAY 7	assignment
DAY 8	Revision test
DAY 9	Valuation under Custom act
DAY 10	Import and export procedure under custom act -1
DAY 11	Import and export procedure under custom act -2
DAY 12	documents required for import
DAY 13	documents required for export procedure
DAY 14	Export promotion schemes -1
DAY 15	Export promotion schemes -2
DAY 16	Preparation of assignment
DAY 17	Doubts session about custom act provision
DAY 18	Class revision test
DAY 19	Salient feature of GST-1
DAY 20	Salient feature of GST-2
DAY 21	Salient feature of GST-3
DAY 22	Salient feature of GST-4
DAY 23	Difference between direct and indirect taxes
DAY 24	Concepts of GST Act
DAY 25	Importance of GST Act
DAY 26	Constitutional Framework of Goods and Services tax-1
DAY 27	Constitutional Framework of Goods and Services tax-2
DAY 28	Important definitions under GST Act
DAY 29	Important definitions under GST Act-1
DAY 30	Important definitions under GST Act-2
DAY 31	Important definitions under GST Act-3
DAY 32	Supply under GST
DAY 33	Scope of supply
DAY 34	Schedule I for supply
DAY 35	Schedule II for supply
DAY 36	Schedule III of supply
DAY 37	Composite and mixed supply
DAY 38	Assignment
DAY 39	Class test
DAY 40	Composition levy scheme-1
DAY 41	Composition levy scheme-2
DAY 42	Reverse charge mechanism -1
DAY 43	Reverse charge mechanism-2
DAY 44	Tax on ECO
DAY 45	Assignment
DAY 46	Class test
DAY 47	Levy and collection of GST

DAY 48	Levy and collection of GST-2
DAY 49	Exempt supply-1
DAY 50	Exempt supply-2
DAY 51	Exempt supply -3
DAY 52	Assignments
DAY 53	Class test
DAY 54	Unit 3- Registration under GST -1
DAY 55	Registration under GST-2
DAY 56	Registration under GST-3
DAY 57	Registration under GST-4
DAY 58	Assignment of Registration under GST
DAY 59	Class test
DAY 60	Invoices under GST-1
DAY 61	Invoices under GST-2
DAY 62	Invoices under GST-3
DAY 63	Invoices under GST-4
DAY 64	Invoices under GST-5
DAY 65	Assignments
DAY 66	Class revision test
DAY 67	e-way bill
DAY 68	Payments under GST
DAY 69	GST Returns
DAY 70	Job-work under GST
DAY 71	Assessment under GST
DAY 72	Audit under GST
DAY 73	Record keeping under GST
DAY 74	Assignment
DAY 75	Class revision test
DAY 76	Input Tax Credit -1
DAY 77	Input Tax Credit and ECO -2
DAY 78	Place of supply under GST
DAY 79	REVISION- Unit 1
DAY 80	REVISION-Unit 2
DAY 81	REVISION- Unit 3
DAY 82	REVISION-Unit 4
DAY 83	Doubts discussion
DAY 84	Doubt discussion
DAY 85	Doubt discussion
DAY 86	Writing practice of short questions
DAY 87	Writing practice of short questions
DAY 88	Writing practice of long questions
DAY 89	Writing practice of short questions
DAY 90	Writing practice of short questions

\*As per number of periods /week

**K.L MEHTA DAYANAND COLLEGE FOR WOMEN,FARIDABAD**  
**LESSON PLAN FOR THE SESSION 2022-23**

<b>Name of the professor: Ms. Monika Singla</b>	
<b>Class And Section: B.Com (P) 6<sup>th</sup> Sem. Sec. B</b>	
<b>Subject: Income Tax</b>	
Day 1	Rebate of Tax
Day 2	Rebate of Tax
Day 3	Relief of Tax
Day 4	Relief of Tax
Day 5	Computation of Total Income
Day 6	Computation of Total Income(Practical problems)
Day 7	Computation of Total Income(Practical problems)
Day 8	Computation of Total Income(Practical problems)
Day 9	Computation of Total Income(Practical problems)
Day 10	Computation of Total Income(Practical problems)
Day 11	Computation of Total Income(Practical problems)
Day 12	Computation of Total Income(Practical problems)
Day 13	Computation of Total Income(Practical problems)
Day 14	Computation of Tax liability of individuals
Day 15	Computation of Tax liability of individuals(Practical problems)
Day 16	Computation of Tax liability of individuals(Practical problems)
Day 17	Computation of Tax liability of individuals(Practical problems)
Day 18	Computation of Tax liability of individuals(Practical problems)
Day 19	Computation of Tax liability of individuals(Practical problems)
Day 20	Provision of AMT
Day 21	Provision of AMT
Day 22	Test on Topic-Computation of Tax Liability Of Individuals
Day 23	Assignment on topic:- computation of Total Income of Individuals
Day 24	Assessment of HUF
Day 25	Assessment of HUF(Practical problems)
Day 26	Assessment of HUF(Practical problems)
Day 27	Assessment of HUF(Practical problems)
Day 28	Assessment of HUF(Practical problems)
Day 29	Assessment of HUF(Practical problems)
Day 30	Assessment of HUF(Practical problems)
Day 31	Assessment of Firms
Day 32	Assessment of Firms(practical problems)
Day 33	Assessment of Firms(practical problems)
Day 34	Assessment of Firms(practical problems)
Day 35	Assessment of Firms(practical problems)
Day 36	Assessment of Firms(practical problems)
Day 37	Assessment of Firms(practical problems)
Day 38	Assessment of AOP
Day 39	Assessment of AOP(Practical Problems)
Day 40	Assessment of AOP(Practical Problems)
Day 41	Assessment of AOP(Practical Problems)
Day 42	Assessment of AOP(Practical Problems)
Day 43	Assessment of AOP(Practical Problems)
Day 44	Income Tax Authorities and their Powers
Day 45	Income Tax Authorities and their Powers
Day 46	Income Tax Authorities and their Powers
Day 47	Income Tax Authorities and their Powers
Day 48	Test On Topic-Income Tax Authorities and their Powers
Day 49	Income Tax Procedure meaning

Day 50	Types of Assessment
Day 51	Types of Assessment
Day 52	Types of Assessment
Day 53	Filing of ITR And Types if ITRS
Day 54	Meaning of PAN and its uses
Day 55	E-Filing of Income Tax Return and Its procedure
Day 56	Meaning of Tax deducted at source
Day 57	Provisions regarding Incomes on which TDS Is Deducted
Day 58	Provisions regarding Incomes on which TDS Is Deducted
Day 59	Meaning of Advance Payment Of Tax
Day 60	Provisions regarding Advance Payment of Tax
Day 61	Provisions regarding Advance Payment of Tax
Day 62	Provisions regarding Advance Payment of Tax
Day 63	Meaning of Recovery of Tax
Day 64	Modes of Recovery of Tax
Day 65	Meaning of Refund of Tax
Day 66	Provisions regarding Refund of Tax
Day 67	Meaning of Appeals
Day 68	Procedure for Appeals
Day 69	Meaning of Revision of Tax
Day 70	Provisions regarding Revision of Tax
Day 71	Meaning of Penalties
Day 72	Income Tax Act Provisions regarding Penalties
Day 73	Provisions related to offences and Prosecution
Day 74	Doubt Class
Day 75	Doubt Class
Day 76	Doubt Class
Day 77	Revision of Syllabus
Day 78	Revision of Syllabus
Day 79	Revision of Syllabus
Day 80	Revision of Syllabus
Day 81	Revision of Syllabus
Day 82	Revision of Syllabus
Day 83	Presentation by students
Day 84	Presentation by students
Day 85	Presentation by students
Day 86	Presentation by students
Day 87	Test of 1 <sup>st</sup> unit
Day 88	Test of second unit
Day 89	Test of 3 <sup>rd</sup> unit
Day 90	Test of 4 <sup>th</sup> unit

\*As per number of periods /week

**K.L MEHTA DAYANAND COLLEGE FOR WOMEN, FARIDABAD**  
**LESSON PLAN FOR THE SESSION 2022-23**

<b>Name of the professor: Ms. Mamta</b> <b>Class And Section: B.com (Hons.) 4<sup>nd</sup> sem (even Semester)</b> <b>Subject: Auditing</b>	
Day 1	Meaning of Auditing
Day 2	Book-Keeping, Accountancy, Auditing and Investigation
Day 3	Scope of auditing
Day 4	Basic Concepts of Auditing
Day 5	Qualities and Types of Auditing
Day 6	Object of Auditing
Day 7	Difference between Error and Fraud
Day 8	Advantages of Audit
Day 9	Limitations of Audit
Day 10	Classification of Audit
Day 11	Classification of Audit continue...
Day 12	Classification of Audit continue...
Day 13	Classification of Audit continue...
Day 14	Classification of Audit continue...
Day 15	Classification of Audit continue...
Day 16	Classification of Audit continue...
Day 17	Preparation before Audit
Day 18	Audit Programme
Day 19	Advantages of Audit Programme
Day 20	Audit notebook
Day 21	Audit working paper
Day 22	Method or Procedure of Audit Work
Day 23	Method or Procedure of Audit Work continue...
Day 24	Internal Control: Meaning, Definition, objects
Day 25	Forms of Internal Control
Day 26	Internal Check
Day 27	Internal Check continue...
Day 28	Internal Check continue...
Day 29	Internal Check continue...
Day 30	Internal Check continue...
Day 31	Internal Check continue...
Day 32	Internal Audit
Day 33	Routine Checking and Vouching: Meaning, definition and Objects
Day 34	Voucher
Day 35	Vouching of cash book
Day 36	Vouching of cash book continue...
Day 37	Vouching of cash book continue...
Day 38	Vouching of Purchase Book
Day 39	Vouching of Purchase Book continue...
Day 40	Teeming and Lading System
Day 41	Meaning of Verification, Definition, objects
Day 42	Importance of Verification
Day 43	General Rules of Verification
Day 44	Verification of Assets
Day 45	Verification of Assets continue...
Day 46	Verification of Assets continue...
Day 47	Verification of Assets continue...
Day 48	Verification of Assets continue...

Day 49	Verification of Liabilities
Day 50	Verification of Liabilities continue...
Day 51	CLASS TEST
Day 52	Meaning of valuation, Definition, objects
Day 53	Methods of Valuation of different types of Assets
Day 54	Methods of Valuation of different types of Assets continue
Day 55	Methods of Valuation of different types of Assets
Day 56	Methods of Valuation of different types of Assets
Day 57	Methods of Valuation of different types of Assets
Day 58	Appointment, power, Duties, and liabilities of an auditor: Introduction, Sole Proprietorship Concern
Day 59	Partnership, Company
Day 60	Provisions of Chartered Accountant act, 1949 Relating to the Appointment of Auditor
Day 61	Provisions of Chartered Accountant act, 1949 Relating to the Appointment of Auditor continue...
Day 62	Provisions of Chartered Accountant act, 1949 Relating to the Appointment of Auditor continue...
Day 63	Provisions of Chartered Accountant act, 1949 Relating to the Appointment of Auditor continue...
Day 64	Liabilities of an Auditor
Day 65	Protection Against Breach of Duty
Day 66	ASSIGNMENT
Day 67	Audit Committee
Day 68	Depreciation
Day 69	Depreciation continue...
Day 70	Depreciation continue...
Day 71	Provisions
Day 72	Reserves
Day 73	Reserves continue...
Day 74	Audit Report
Day 75	Investigation
Day 76	Investigation continue...
Day 77	Investigation continue...
Day 78	Cost Audit
Day 79	Cost Audit continue...
Day 80	Tax Audit
Day 81	Management Audit
Day 82	Management Audit continue...
Day 83	Auditing and Assurance Standard
Day 84	Auditing and Assurance Standard continue...
Day 85	CLASS TEST
Day 86	Revision
Day 87	Revision
Day 88	Revision
Day 89	Revision
Day 90	Revision

\*As per number of periods /week

**K.L MEHTA DAYANAND COLLEGE FOR WOMEN, FARIDABAD**  
**LESSON PLAN FOR THE SESSION 2022-23**

<b>Name of the professor: Ms. Mamta</b> <b>Class And Section: B.com (Hons.) 2<sup>nd</sup> sem (even Semester)</b> <b>Subject: Business Law</b>	
Day 1	Indian Partnership Act,1932 : Introduction, Definition, characteristics.
Day 2	Touchstone of partnership.
Day 3	Kinds of partnership
Day 4	Mutual relations of partners
Day 5	Relation of partners to third parties
Day 6	Implied authority and third parties
Day 7	Transfer of interest by a partner
Day 8	Admission of a partner
Day 9	Rights of outgoing partner.
Day 10	Registration of firm: Introduction
Day 11	Partnership deed
Day 12	Dissolution of Partnership and Firm: Introduction
Day 13	Liabilities towards third parties after dissolution
Day 14	Settlement of accounts after Dissolution
Day 15	CLASS TEST
Day 16	The Foreign Exchange Management Act(FEMA),1999: Introduction
Day 17	Important terminology
Day 18	Regulation and management of Foreign Exchange
Day 19	Regulation and management of Foreign Exchange Continue....
Day 20	Regulation and management of Foreign Exchange Continue....
Day 21	Regulation and management of Foreign Exchange Continue....
Day 22	Regulation and management of Foreign Exchange Continue....
Day 23	Contravention and Penalties
Day 24	Contravention and Penalties continues...
Day 25	Adjudication and Appeal
Day 26	Adjudication and Appeal continue...
Day 27	Adjudication and Appeal continue...
Day 28	Adjudication and Appeal continue...
Day 29	Adjudication and Appeal continue...
Day 30	Adjudication and Appeal continue...
Day 31	Adjudication and Appeal continue...
Day 32	Directorate of Enforcement
Day 33	Directorate of Enforcement continue...
Day 34	Miscellaneous
Day 35	Miscellaneous continue...
Day 36	ASSIGNMENT
Day 37	Industrial Dispute Act, 1947: objective of the act
Day 38	Fundamental Definitions
Day 39	Fundamental Definitions continue...
Day 40	Fundamental Definitions continue...
Day 41	Fundamental Definitions continue...
Day 42	Fundamental Definitions continue...
Day 43	Meaning of Industrial Dispute
Day 44	Modes of Settlement of Industrial Disputes
Day 45	Modes of Settlement of Industrial Disputes continue...
Day 46	Modes of Settlement of Industrial Disputes continue...
Day 47	Reference of Disputes
Day 48	Reference of Disputes continue...
Day 49	Reference of Disputes continue...



Day 50	Period of operation of Settlement and Awards
Day 51	Lockout: Definition, Difference between Strike and Lockout
Day 52	Layoff and Retrenchment
Day 53	Layoff and Retrenchment continue...
Day 54	Procedure for closing down an undertaking
Day 55	Miscellaneous Provisions
Day 56	CLASS TEST
Day 57	The Factories Act, 1948: Introduction
Day 58	Factory: meaning, characteristics
Day 59	Approval, Licensing, and registration of factories
Day 60	Approval, Licensing, and registration of factories continue...
Day 61	General Duties of the Occupier
Day 62	The Inspecting Staff or Inspector
Day 63	Certifying Surgeons
Day 64	Health
Day 65	Safety
Day 66	Safety Continue...
Day 67	Provisions relating to Hazardous Processes
Day 68	Provisions relating to Hazardous Processes continue...
Day 69	Provisions relating to Hazardous Processes continue...
Day 70	Welfare
Day 71	Welfare continue...
Day 72	Welfare continue...
Day 73	Welfare continue...
Day 74	Welfare continue...
Day 75	Employment Of Women
Day 76	Employment of Young Person
Day 77	Annual Leave with Wages
Day 78	Special Provisions
Day 79	Special Provisions continue...
Day 80	Special Provisions continue...
Day 81	Special Provisions continue...
Day 82	Supplemental
Day 83	CLASS TEST
Day 84	Revision
Day 85	Revision
Day 86	Revision
Day 87	Revision
Day 88	Revision
Day 89	Revision
Day 90	Revision

\*As per number of periods /week

**K.L MEHTA DAYANAND COLLEGE FOR WOMEN, FARIDABAD**  
**LESSON PLAN FOR THE SESSION 2022-23**

<b>Name of the professor: Ms. Mamta</b> <b>Class And Section: B.com (Computer application) 2<sup>nd</sup> sem Section: D &amp; E</b> <b>Subject: Business Management</b>	
Day 1	Staffing: Concept, Definition, Characteristics
Day 2	Importance and scope of staffing
Day 3	Matching Job and People
Day 4	Recruitment: Meaning and Process
Day 5	Source of Recruitment of employees
Day 6	Source of Recruitment of employees continue...
Day 7	Selection: Meaning, Definition, Steps involved in selection process
Day 8	Steps involved in selection continue...
Day 9	Training and Development: An introduction, meaning, characteristics
Day 10	Importance of Training
Day 11	Methods of Training
Day 12	Methods of Training continue...
Day 13	Principles of Training
Day 14	CLASS TEST
Day 15	Motivation: Meaning, Definition and characteristics of Motivation
Day 16	Importance and Process of Motivation
Day 17	Theories of Motivation
Day 18	Theories of Motivation continue...
Day 19	Theories of Motivation continue...
Day 20	Theories of Motivation continue...
Day 21	Theories of Motivation continue...
Day 22	Techniques of Motivation
Day 23	Techniques of Motivation continue...
Day 24	Techniques of Motivation continue...
Day 25	Problems and Principles of Motivation
Day 26	Leadership: Meaning, Definition, and Nature of Leadership
Day 27	Importance of Leadership
Day 28	Functions of Leadership
Day 29	Qualities of a Leader
Day 30	Theories of Leadership
Day 31	Theories of Leadership continue...
Day 32	Leadership Styles
Day 33	Leadership Styles continue...
Day 34	Leadership Styles continue...
Day 35	Leadership Styles continue...
Day 36	Leadership Styles continue...
Day 37	Leadership Styles continue...
Day 38	Leadership Styles continue...
Day 39	Leadership Styles continue...
Day 40	ASSIGNMENT
Day 41	Communication: Meaning, Definition and Characteristics of communication
Day 42	The Communication Process
Day 43	Importance of Communication in Management
Day 44	Communication Channels/Network/Types
Day 45	Communication Channels/Network/Types continue...
Day 46	Communication Channels/Network/Types continue...
Day 47	Media of Communication
Day 48	Media of Communication continue...

Day 49	Barriers of Effective Communication
Day 50	Barriers of Effective Communication continue...
Day 51	Steps to Overcome Barriers in Communication
Day 52	Essentials of Effective Communication
Day 53	Controlling: Meaning, Definition and characteristics
Day 54	Objectives of Controlling
Day 55	Advantages of Controlling
Day 56	Controlling Process
Day 57	Controlling Process continue...
Day 58	Controlling Process continue...
Day 59	Limitations of Controlling
Day 60	Principles of Controlling
Day 61	Scope of Controlling
Day 62	Relationship between Planning and Controlling
Day 63	Control Techniques: Traditional Control Techniques
Day 64	Traditional Control Techniques continue...
Day 65	Traditional Control Techniques continue...
Day 66	Traditional Control Techniques continue...
Day 67	Traditional Control Techniques continue...
Day 68	Traditional Control Techniques continue...
Day 69	Modern Control Techniques
Day 70	Modern Control Techniques continue...
Day 71	Modern Control Techniques continue...
Day 72	Modern Control Techniques continue...
Day 73	CLASS TEST
Day 74	Management of Change: Meaning, Definition and Nature of Change
Day 75	Causes of Change
Day 76	Types of Change
Day 77	Process of Planned Change
Day 78	Change Agent
Day 79	Causes of Resistance to Change
Day 80	Causes of Resistance to Change continue...
Day 81	Overcoming Resistance to Change
Day 82	Overcoming Resistance to Change continue...
Day 83	Overcoming Resistance to Change continue...
Day 84	Emerging Horizons of Management in Changing Environment
Day 85	Revision
Day 86	Revision
Day 87	Revision
Day 88	Revision
Day 89	Revision
Day 90	Revision

\*As per number of periods /week

**K.L MEHTA DAYANAND COLLEGE FOR WOMEN, FARIDABAD**  
**LESSON PLAN FOR THE SESSION 2022-23**

<b>Name Of The Assistant Professor: Dr. Sakshi Goyal</b> <b>Class And Section: BBA - 2nd Semester</b> <b>Subject&amp; Code: Principles of Management– BBAN201</b> <b>Mode Of Teaching: Online &amp; Offline</b>	
Day 1	Management Introduction, Nature & Process of Management
Day 2	Importance & Objectives of Management
Day 3	Continue
Day 4	Levels of Management, Management as Science or Art, Contemporary issues & Challenges
Day 5	Manager Introduction, Managerial Roles & skills
Day 6	Nature of Managerial Work and Functions of Manager
Day 7	Levels of Manager
Day 8	Quality Manager Characteristics
Day 9	Approaches to management
Day 10	Scientific Management
Day 11	Test – Management: Nature & Process & Levels of Mgmt.
Day 12	Administrative Management
Day 13	Human Relations and Behavioural Approach
Day 14	Modern Approach
Day 15	System Approach
Day 16	Contingency Approach
Day 17	Quantitative Approach
Day 18	Social System Approach and Decision Making Approach
Day 19	Planning, Concept and Nature of Planning
Day 20	Continue

Day 21	Purpose, Importance & Limitations of Planning
Day 22	Strategic Planning, Tactical Planning
Day 23	Operational Planning
Day 24	Goal Setting & Principles of Goal Setting
Day 25	Process of Goal Setting
Day 26	Advantages & Disadvantages of Goal Setting
Day 27	Management by Objectives, nature of MBO
Day 28	Planning Type (Test)
Day 29	Advantages and Disadvantages of MBO
Day 30	contd
Day 31	Decision making: Meaning & Definition
Day 32	Nature & Process of Decision making
Day 33	Behavioural Aspects of Decision making
Day 34	Importance & Difficulties of Decision making
Day 35	Group Decision making, meaning & definition
Day 36	Characteristics of Group Decision Making
Day 37	Forms, Significance & Limitations of Group Decision making
Day 38	Test: Decision Making, Nature & Process
Day 39	Meaning & Definition of Organising
Day 40	Nature, Importance & Process of Organising
Day 41	Process of Organising, Division of work
Day 42	Departmentalisation, Basis of Departmentalisation
Day 43	Merits and Demerits of Departmentalisation
Day 44	Need, Type, Difficulties in Delegation
Day 45	Organisation Structure
Day 46	Features and Importance of good organization Structure
Day 47	Elements of Organisation Structure
Day 48	Types of Organisational structure
Day 49	Test: Organisational Structure
Day 50	Features, objective & Importance of Organisational Design

Day 51	Leadership, Meaning and definition
Day 52	Difference between Leaders and Managers, Nature of leadership
Day 53	Test : Departmentalisation
Day 54	Nature, Significance of effective leadership ,
Day 55	Quality of effective leadership
Day 56	Approaches to leadership
Day 57	Test: Leadership, Difference between Leaders and Managers
Day 58	Management Control, Meaning & definition of Controlling
Day 59	Nature and Purpose of Controlling
Day 60	Process of Controlling
Day 61	Kinds of Control system, Prerequisite of effective control system
Day 62	SANT KABIR JAYANTI
Day 63	Test- Controlling
Day 64	Resistance to control, controlling techniques
Day 65	Budgetary Control
Day 66	Importance and Limitations of controlling
Day 67	Test - Budgetary control

Day 68	Assignment-. MBO
Day 69	Social Audit : Introduction, features and Approaches
Day 70	Types & Importance of Social Audits
Day 71	Continue
Day 72	Test: Social Audit, Importance & Limitations of Controlling
Day 73	Assignment- Planning and it's types
Day 74	Assignment: Budgetary Control
Day 75	Assignment: Resistance to control, controlling techniques
Day 76	Assignment: Kinds of Control system, Prerequisite of effective control system
Day 77	Assignment: Nature, Significance of effective leadership
Day 78	Test: Leadership
Day 79	Test: Management control
Day 80	Assignment: Organising, Need and its importance
Day 81	Assignment: Resistance to control, controlling techniques

Day 82	Revision
Day 83	Revision
Day 84	Revision
Day 85	Revision
Day 86	Revision
Day 87	Revision
Day 88	Revision
Day 89	Revision
Day 90	Revision

\*As per number of periods /week

**K.L MEHTA DAYANAND COLLEGE FOR WOMEN, FARIDABAD  
LESSON PLAN FOR THE SESSION 2022-23**

**Name Of The Assistant/Associate Professor: Dr. Sakshi Goyal**  
**Class And Section: BBA 6th Semester**  
**Subject& Code: Foundation of International Business– BBAN603**

Day 1	International Business: Features and Evaluation
Day 2	Barriers and Factors, Types of International Business
Day 3	Changing Scenario of International Business
Day 4	Stages of Internalization
Day 5	Approaches to International Business
Day 6	Test: Types of International Business
Day 7	Modes of Trading
Day 8	International Business Environment – Means and Factors
Day 9	Types of International Business Environment
Day 10	Continue
Day 11	Assignment: International Business Environment
Day 12	Test- International Business overview
Day 13	Test- Business Environment
Day 14	Global Trading System: An overview, Arguments for protection
Day 15	Methods of Protection
Day 16	Test:- Global Trading System
Day 17	Continue

Day 18	The World Trade Organisation – Objectives and Functions
Day 19	Difference between GATT & WTO
Day 20	Test- Global Trading System
Day 21	Assignment- WTO
Day 22	Global Financial System
Day 23	Official Sources
Day 24	Foreign Market Entry Modes, Licencing/ Fares, Exporting
Day 25	Joint Ventures, Strategical merger etc.
Day 26	Assembly Operations and Turnkey Projects
Day 27	Assignment: Foreign Market Entry Modes
Day 28	Country / Market Evaluation & Selection steps
Day 29	Test: WTO
Day 30	Factors of Country Selection and Evaluations
Day 31	Avoidance of Countries , Criterion for selection
Day 32	Test: Country / Market Evaluation & Selection
Day 33	Foreign Direct & Portfolio Investment Decisions: Meaning and Factors
Day 34	Reasons, Trends, Cost and Decision
Day 35	Framework of Components
Day 36	Continue
Day 37	Portfolio Investment: FIIS
Day 38	Test- Foreign Direct investment
Day 39	Control of International Business – Elements, Problems and Methods
Day 40	Continue
Day 41	Budgets, Reports, Performance Evaluation and Cost Accounting
Day 42	continue
Day 43	Role of Information
Day 44	Continue
Day 45	Basic Foreign Manufacturing & Sourcing Decisions, Location and Factors
Day 46	Centralization v/s Decentralization Localities
Day 47	Continue
Day 48	Modes of International Sourcing



Day 49	Inventory Management, Techniques
Day 50	Continue
Day 51	Assignment: Basic Foreign Manufacturing & Sourcing Decisions
Day 52	Test:- Modes of Inventory
Day 53	Product & Branding Decisions for foreign market, Levels, Decisions
Day 54	Continue
Day 55	Assignment:- Inventory Management
Day 56	Approaches to International pricing, Disadvantages, International Factors
Day 57	Pricing Methods, Objectives
Day 58	Continue
Day 59	Test: Foreign Entry Modes
Day 60	Assignment- Approaches of international pricing
Day 61	Determination, Strategies and Elements
Day 62	Continue
Day 63	Test:- Approaches of international pricing
Day 64	Foreign Channel & Logistical Decisions, Kinds, Approaches and Factors
Day 65	Continues
Day 66	Types and Modes
Day 67	Accounting Differences across countries
Day 68	Continue
Day 69	Assignment
Day 70	Cross Cultural Challenges in International Business
Day 71	continue
Day 72	International Staffing & Compensation Decisions (Global HRM)
Day 73	continue
Day 74	continue
Day 75	Risk in International Business & its management
Day 76	Continue
Day 77	Continue
Day 78	continue
Day 79	Assignment- International Staffing
Day 80	Test- Cross Cultural Challenges
Day 81	Revision
Day 82	Revision
Day 83	Revision
Day 84	Revision
Day 85	Revision
Day 86	Revision
Day 87	Revision
Day 88	Revision
Day 89	Revision
Day 90	Revision

\*As per number of periods /week

**K.L MEHTA DAYANAND COLLEGE FOR WOMEN, FARIDABAD**  
**LESSON PLAN FOR THE SESSION 2022-23**

**Name Of The Assistant/Associate Professor: Dr. Sakshi Goyal**  
**Class And Section: BBA- 4th Semester**  
**Subject& Code: Financial Management– BBAN401**

Day 1	Introduction and traditional approach of financial management
Day 2	Modern approach of financial management, Organization of finance function
Day 3	Definition and function of financial management
Day 4	Objectives of Financial management, Profit Maximization v/s wealth mgmt.
Day 5	Test: Nature and Scope of Financial Management
Day 6	Importance of financial management
Day 7	Financial management and financial accounting
Day 8	Meaning and types of Working Capital
Day 9	Need and factors affecting Working Capital
Day 10	Adequate working Capital
Day 11	Management of working Capital
Day 12	Analysis of Working Capital
Day 13	Operating cycle method of computing working capital
Day 14	Forecasting of current assets and current liabilities method
Day 15	Practice Of Questions
Day 16	Assignment

Day 17	Meaning and motives of holding cash
Day 18	Objectives of cash management and factors determining level of cash
Day 19	Contd.
Day 20	Assignment: Financial Management
Day 21	Cash Budget
Day 22	Adjusted profit and loss method
Day 23	Balance Sheet Method
Day 24	Cash Management Model and Miller-Orr Mode
Day 25	Managing the cash flows
Day 26	Assignment- Time value of Money
Day 27	Marketable Securities
Day 28	LORD PRASHURAM JAYANTI
Day 29	Management of Receivable

Day 30	Test- Capital Budgeting
Day 31	Aspects of receivable management
Day 32	Cost of Capital: meaning, factor, problems
Day 33	Cost of Debt
Day 34	Cost of Preference Share Capital
Day 35	Cost of equity Share Capital
Day 36	Cost of retained Earnings
Day 37	continue
Day 38	Weightage average cost of capital
Day 39	Capitalisation: Introduction
Day 40	Theories of capitalisation
Day 41	Over Capitalisation
Day 42	Under Capitalisation
Day 43	Assignment: Cost of Preference Share Capital, Equity Share Capital
Day 44	Comparison between Over capitalization and Under Capitalisation
Day 45	Watered Capital
Day 46	Introduction to Leverage
Day 47	Meaning of leverage, Operating Leverage
Day 48	Financial Leverage
Day 49	EBIT-EPS Analysis
Day 50	continue
Day 51	Indifference point
Day 52	Test- Financial Leverage
Day 53	Combined leverage
Day 54	Meaning and importance of Capital Structure
Day 55	Optimal Capital Structure
Day 56	Factors affecting Capital Structure Decision
Day 57	Net income approach of Capital Structure
Day 58	Assignment- Capital Rationing
Day 59	Net income approach of Capital Structure-Practical Portion
Day 60	Net Operating Income approach of Capital Structure
Day 61	Continue
Day 62	Continue
Day 63	Modigliani-Miller approach
Day 64	continue
Day 65	Practice and revision of Capital Structure
Day 66	Dividend Policy: Introduction, Types of Dividend

Day 67	continue
Day 68	Types of Dividend Policy, Stability of Dividend and factors affecting dividend policy decision
Day 69	Walter model of dividend
Day 70	continue
Day 71	Gordon Model of Dividend,/ Practical and Modigliani Miller Model of Dividend
Day 72	continue
Day 73	Test:- Divided policy
Day 74	Practical Questions of Dividend policy decision, Financial Planning
Day 75	continue
Day 76	Assignment- Capital Structure
Day 77	Revision
Day 78	Revision
Day 79	Revision
Day 80	Revision
Day 81	Revision
Day 82	Revision
Day 83	Revision
Day 84	Revision
Day 85	Revision
Day 86	Revision
Day 87	Revision
Day 88	Revision
Day 89	Revision
Day 90	Revision

\*As per number of periods /week

**K.L MEHTA DAYANAND COLLEGE FOR WOMEN, FARIDABAD  
LESSON PLAN FOR THE SESSION 2022-23**

**Name Of The Assistant/Associate Professor: Dr. Sakshi Goyal**  
**Class And Section: BBA-4<sup>th</sup> semester**  
**Subject& Code: Business Law – BBAN404**

Day 1	Nature & Kind of Contracts
Day 2	Essentials of a valid contract
Day 3	Difference between valid and void contract
Day 4	Nature & Kinds of Contract
Day 5	Test: Nature & Kinds of Contracts

Day 6	Offer & Acceptance
Day 7	Continue
Day 8	The Acceptance Rules
Day 9	Assignment: All Contracts are agreement but all agreements are not contract
Day 10	Consideration
Day 11	Continue
Day 12	Contractual capacity of Parties
Day 13	Continue
Day 14	Test- Contractual Capacity of Parties
Day 15	Free consent
Day 16	continue
Day 17	Void Agreement
Day 18	Quasi Contract
Day 19	Discharge of contract
Day 20	Continue
Day 21	Remedies for breach of Contract
Day 22	Continue
Day 23	Test- Breach of contract
Day 24	Indemnity & Guarantee
Day 25	Continue
Day 26	Test- Consequences of breach of contract
Day 27	Assignment - Indemnity & Guarantee
Day 28	Bailment, Duties
Day 29	Rights of Bailor and Bailee
Day 30	Pledge – Rights of Pledger and Pledgee
Day 31	Agency, Creation of Agencies and Duties
Day 32	Termination & Power of Attorney
Day 33	Test: Bailment, Pledge & Agency
Day 34	Contract of sale of goods
Day 35	Continue
Day 36	Conditions – Passing Property in Goods
Day 37	Performance of contract
Day 38	Warranties - Rules
Day 39	Remedies for breach of contract
Day 40	Assignment- contract of Bailment

Day 41	Transfer of Property
Day 42	Continue
Day 43	Unpaid Seller - Introduction
Day 44	Rights
Day 45	Continue
Day 46	Duties
Day 47	Remedies
Day 48	Continue
Day 49	Consequences
Day 50	Negotiable Instrument - Elements
Day 51	Types of Negotiable Instrument
Day 52	Continue
Day 53	Test: Contract of an agency
Day 54	Holders in Due courses
Day 55	Instruments
Day 56	continue
Day 57	Dishonour
Day 58	Continue
Day 59	Continue
Day 60	Consequences of Negotiable Instruments
Day 61	Continue
Day 62	Continue
Day 63	Discharge of Negotiable Instruments
Day 64	Information Technology Act, 2000
Day 65	Continue
Day 66	Digital Signature
Day 67	Test
Day 68	Continue
Day 69	Test- negotiable Instrument
Day 70	Assignment- Quasi Contract
Day 71	Duties of subscribers
Day 72	Penalties Adjudication
Day 73	Test: Information Technology Act, 2000
Day 74	Offences
Day 75	Assignment: Digital Signature Certificate
Day 76	Revision
Day 77	Revision
Day 78	Revision
Day 79	Revision
Day 80	Revision
Day 81	Revision
Day 82	Revision

Day 83	Revision
Day 84	Revision
Day 85	Revision
Day 86	Revision
Day 87	Revision
Day 88	Revision
Day 89	Revision
Day 90	Revision

\*As per number of periods /week

**K.L MEHTA DAYANAND COLLEGE FOR WOMEN,FARIDABAD**  
**LESSON PLAN FOR THE SESSION 2022-23**

<b>Name of the professor: Dr. Sakshi Goyal</b> <b>Class And Section: Mcom – 2<sup>nd</sup> Semester</b> <b>Subject: Principles of Management– 161MSO1</b>	
Day 1	Introduction :concept and nature of management
Day 2	Continue
Day 3	Continue
Day 4	Evolution of management thoughts
Day 5	Continue
Day 6	Traditional ,Behavioral Approach
Day 7	Continue
Day 8	Continue
Day 9	Assignment:- Concept of Management
Day 10	System and contingency approach
Day 11	Continue
Day 12	Continue
Day 13	Planning decision and organizing
Day 14	Continue
Day 15	Assignment:- Planning & Organizing
Day 16	Delegation
Day 17	Continue
Day 18	Decentralization
Day 19	Continue
Day 20	Basic for Departmentation
Day 21	Continue
Day 22	Continue
Day 23	Assignment: Delegation
Day 24	Revision
Day 25	Revision
Day 26	Leading ---human factor motivation
Day 27	Continue
Day 28	Test:- Basics for Departmentation
Day 29	Leadership styles and approaches
Day 30	Continue

Day 31	Effective leaders ,leadership development
Day 32	Assignment-Leadership Style
Day 33	Management control, concept and process
Day 34	Test: leadership styles
Day 35	Control techniques and effective system
Day 36	Continue
Day 37	Continue
Day 38	Evaluating corporate performance
Day 39	Continue
Day 40	Managing company ethics and social responsibility
Day 41	Continue
Day 42	Revision
Day 43	Revision
Day 44	Revision
Day 45	Revision

\*As per number of periods /week

**K.L MEHTA DAYANAND COLLEGE FOR WOMEN,FARIDABAD**  
**LESSON PLAN FOR THE SESSION 2022-23**

<b>Name of the professor: Babita Bhatt</b>	
<b>Class And Section:B.com CA 1st sec D&amp;E</b>	
<b>Subject: Business Mathematics</b>	
Day 1	Introduction of syllabus
Day 2	Matrices and determinants
Day 3	Definition of a matrix
Day 4	Types of matrices
Day 5	Algebra of matrices
Day 6	Calculation of values of determinants up to third order
Day 7	Adjoint of a matrix
Day 8	Elementary row and column operation
Day 9	Solution of a system of linear equations
Day 10	Cramer's rule
Day 11	Problem based
Day 12	Problem based
Day 13	Problem based
Day 14	Problem based
Day 15	Problem based
Day 16	Doubt class
Day 17	Doubt class
Day 18	Doubt class
Day 19	Assignment
Day 20	Test
Day 21	Introduction about Differentiation
Day 22	Differentiation on algebraic problems
Day 23	Application of differentiation
Day 24	Problem based
Day 25	Problem based
Day 26	Problem based
Day 27	Problem based
Day 28	Problem based



Day 29	Problem based
Day 30	Revision
Day 31	Revision
Day 32	Revision
Day 33	Revision
Day 34	Doubt class
Day 35	Doubt class
Day 36	Doubt class
Day 37	Doubt class
Day 38	Doubt class
Day 39	Doubt class
Day 40	Test
Day 41	Assignment
Day 42	Introduction of compound interest and annuities
Day 43	Certain different types of interest rate
Day 44	Problem based
Day 45	Problem based
Day 46	Concept of present value
Day 47	Amount of a sum
Day 48	Types of annuities
Day 49	Present value
Day 50	Amount of an annuities
Day 51	Problem based
Day 52	Problem based
Day 53	Problem based
Day 54	Problem based
Day 55	Problem based
Day 56	Problem based
Day 57	Problem based
Day 58	Problem based
Day 59	Problem based
Day 60	Problem based
Day 61	Doubt class
Day 62	Doubt class
Day 63	Doubt class
Day 64	Doubt class
Day 65	Doubt class
Day 66	Revision
Day 67	Revision
Day 68	Test
Day 69	Assignment
Day 70	Ratio and proportion
Day 71	Problem based
Day 72	Problem based
Day 73	Problem based
Day 74	Problem based
Day 75	Percentage
Day 76	Problem based
Day 77	Problem based
Day 78	Profit and loss
Day 79	Problem based
Day 80	Test
Day 81	Assignment
Day 82	Revision
Day 83	Revision
Day 84	Revision
Day 85	Revision
Day 86	Revision

Day 87	Revision
Day 88	Revision
Day 89	Revision
Day 90	Revision

\*As per number of periods /week

**K.L MEHTA DAYANAND COLLEGE FOR WOMEN,FARIDABAD  
LESSON PLAN FOR THE SESSION 2022-23**

<b>Name of the professor: Kunika Arora</b>	
<b>Class And Section: BBA II Semester</b>	
<b>Subject: Organization Behaviour</b>	
Day 1	Organizational behaviour- meaning and concepts
Day 2	Evolution of Organizational behaviour
Day 3	Contribution of other disciplines to Organizational behavior
Day 4	Need for studying Organizational behaviour
Day 5	Nature of Organizational behavior
Day 6	Scope of Organizational behavior
Day 7	Relevance of Organizational behaviour in today's business environment
Day 8	Organizational behaviour processes
Day 9	Emerging trends in Organizational behavior
Day 10	Changing profiles of workforce
Day 11	Test of Unit 1
Day 12	Individual behavior at work place
Day 13	Personality- meaning, components
Day 14	Personality traits
Day 15	Personality traits-continued
Day 16	Personality characteristics influencing organizational behaviour
Day 17	Personality characteristics influencing organizational behavior continued
Day 18	Determinants of personality
Day 19	Freud's psychoanalytic theory of personality
Day 20	Stages of personality development
Day 21	Neo-freudian theory of personality
Day 22	Neo-freudian theory of personality-continued
Day 23	Behavioural theories of personality
Day 24	The transactional Analysis of personality
Day 25	The personality-job fit theory
Day 26	Attitude-meaning, components and importance
Day 27	Functions of attitudes
Day 28	Theories of attitude change
Day 29	Work-related attitudes

Day 30	Values, importance of organizational values
Day 31	Perception-meaning, importance, applications
Day 32	Perceptual process; factors affecting perception
Day 33	Distortion/biases in or barriers to perception
Day 34	Learning-meaning, characteristics
Day 35	Classical conditioning theory; operant conditioning theory; cognitive learning theory
Day 36	operant conditioning theory
Day 37	cognitive learning theory
Day 38	Social learning theory; Action learning theory; learning curve theory
Day 39	Motivation- meaning, characteristics, types
Day 40	Theories of motivation-content theories
Day 41	Content theories of motivation-continued
Day 42	Process theories
Day 43	Process theories-continued
Day 44	Test of unit 2
Day 45	Group-meaning, features, types; team development
Day 46	Stages of group
Day 47	Group process
Day 48	Group structure
Day 49	Interpersonal communication-meaning, elements and types
Day 50	Interpersonal communication- factors, process, importance
Day 51	Healthy personalities
Day 52	Life positions
Day 53	Transactions
Day 54	Application of Transactional analysis
Day 55	Decision making- meaning, nature, characteristics, importance
Day 56	Types of business decisions
Day 57	Decision making process
Day 58	Decision-making techniques
Day 59	Conflict-meaning, types, levels and functions
Day 60	Sources of conflict
Day 61	Conflict management
Day 62	Negotitation management
Day 63	Negotitation management-continued
Day 64	Power in organization-meaning
Day 65	Power in organization-meaning, sources, characteristics
Day 66	Test of Unit 3
Day 67	Organizational Processes-meaning, nature and characteristics, importance
Day 68	The organizational process
Day 69	Principles of organizing
Day 70	Formal organization; Informal organization

Day 71	Organizational structure-meaning and types of organizational structure-line organization
Day 72	Line and staff organization
Day 73	Committee organization
Day 74	Matrix organization
Day 75	Contingency or factors affecting organizational structure
Day 76	Organizational culture-meaning; characteristics; roles and functions
Day 77	Types of culture; process of creation of organizational culture
Day 78	Organizational change-Meaning, nature, characteristics and types
Day 79	Causes of change; Change process; Resistance to change
Day 80	Overcoming resistance; Barriers to organizational change; drivers of organizational change
Day 81	Test of Unit 4
Day 82	Previous years question papers Discussed
Day 83	Previous years question papers Discussed
Day 84	Previous years question papers Discussed
Day 85	Revision of unit 1
Day 86	Revision of unit 1
Day 87	Revision of unit 2
Day 88	Revision of unit 2
Day 89	Revision of unit 3
Day 90	Revision of unit 4

\*As per number of periods /week

**K.L MEHTA DAYANAND COLLEGE FOR WOMEN,FARIDABAD  
LESSON PLAN FOR THE SESSION 2022-23**

<b>Name of the Professor: Kunika Arora</b>	
<b>Class And Section: BBA IV Semester</b>	
<b>Subject: HRM</b>	
Day 1	Nature and scope of human resource management
Day 2	HRM objectives
Day 3	Functions of HRM
Day 4	HRM objectives
Day 5	Hrm policies
Day 6	SHRM
Day 7	HRM in globally competitive environment
Day 8	HRM in globally competitive environment
Day 9	Human Resource outsourcing
Day 10	BPO
Day 11	BPO-continued
Day 12	KPO
Day 13	Assignment given

Day 14	KPO-continued
Day 15	KPO-continued
Day 16	Assignment discussed
Day 17	Test of Unit 1
Day 18	Unit revised
Day 19	Human resource planning
Day 20	Job analysis
Day 21	Features and objectives of Human Resource Planning
Day 22	Advantages and features of job evaluation
Day 23	Job design-introduction and objectives
Day 24	Methods of job design
Day 25	Job enlargement and job enrichment
Day 26	Recruitment-introduction and process
Day 27	Factors affecting recruitment
Day 28	Job Analysis-Introduction and objective
Day 29	Job Evaluation-Introduction and objective
Day 30	Process of job evaluation
Day 31	Sources of recruitment
Day 32	Methods of recruitment
Day 33	Constraints and challenges of recruitment
Day 34	Selection
Day 35	Difference between recruitment and selection
Day 36	Selection process essentials; significance of selection procedure
Day 37	Selection process
Day 38	Worker's participation-Introduction, features and objectives
Day 39	Importance and reasons for failure of worker's participation
Day 40	Measures for making participation successful
Day 41	Placement and induction
Day 42	Introduction to employee training
Day 43	Need of training
Day 44	Types of training
Day 45	Training methods
Day 46	Training methods-continued
Day 47	Training evaluation
Day 48	Training evaluation-continued
Day 49	Introduction to executive development
Day 50	Training vs development
Day 51	Features of executive development
Day 52	Importance of executive development
Day 53	Process of executive development
Day 54	Methods techniques of executive and development
Day 55	Cross-cultural training
Day 56	Cross-cultural training-continued
Day 57	Career planning- introduction and objectives
Day 58	Process of career planning
Day 59	Need and advantages of career planning
Day 60	Career development
Day 61	Introduction to performance appraisal
Day 62	Features of performance appraisal
Day 63	Objectives of performance appraisal
Day 64	process of performance appraisal
Day 65	Test of Unit 3
Day 66	Discussion
Day 67	Problems of performance appraisal
Day 68	Essentials of an effective system
Day 69	Compensation-introduction
Day 70	Compensation-objectives
Day 71	Principles of wages and salary compensation;

Day 72	Factors effecting compensation management
Day 73	Process of wages
Day 74	Salary administration
Day 75	Theories of wages and salary administration
Day 76	Employee benefits-introduction and objectives
Day 77	Benefit in India
Day 78	Health and safety environment introduction
Day 79	Theories of wages and salary administration
Day 80	Employee benefits-introduction and objectives
Day 81	Benefit in India
Day 82	Health and safety environment introduction
Day 83	Process of executive development
Day 84	Methods techniques of executive and development
Day 85	Cross-cultural training
Day 86	Cross-cultural training-continued
Day 87	Career planning- introduction and objectives
Day 88	Process of career planning
Day 89	Need and advantages of career planning
Day 90	Revision

\*As per number of periods /week

**K.L MEHTA DAYANAND COLLEGE FOR WOMEN,FARIDABAD**  
**LESSON PLAN FOR THE SESSION 2022-23**

<b>Name of the professor: Kunika Arora</b>	
<b>Class And Section: BBA VI Semester</b>	
<b>Subject: Consumer Protection</b>	
Day 1	Introduction
Day 2	Introduction, meaning of consumers
Day 3	Types of consumers
Day 4	Problems of consumers
Day 5	Consumer exploitation
Day 6	Consumer exploitation
Day 7	Reasons for consumer protection
Day 8	Need for consumer protection
Day 9	Challenges to the consumers
Day 10	Approaches to consumer protection
Day 11	Examples of exploitation of Indian consumers
Day 12	Meaning and definition of consumer buying motives
Day 13	Types of buying motives
Day 14	Factors influencing buying motives
Day 15	Doctrine of Caveat Emptor or buyer beware
Day 16	Salient features of the Doctrine
Day 17	Key points to the buyer and exceptions to the Doctrine of Caveat emptor
Day 18	Concept of Caveat Venditor
Day 19	Key points of Doctrine of caveat venditor
Day 20	Introduction to consumer rights
Day 21	Consumer Sovereignty
Day 22	Consumer Sovereignty
Day 23	Introduction to consumer rights
Day 24	Right to safety and right to information

Day 25	Right to choose and right to right to be heard
Day 26	Right to seek redressal and right to quality of life
Day 27	Right to education and right to basic needs
Day 28	Test of Unit 1
Day 29	Introduction to consumer protection and consumer protection laws
Day 30	The agricultural produce grading and marketing act
Day 31	LORD PRASHURAM JAYANTI
Day 32	The Drugs and Cosmetics Act
Day 33	The Indian Contract Act
Day 34	The Environment Act
Day 35	The Prevention of Food and Adultration Act
Day 36	The Sale of Good Act
Day 37	The MRTP Act and the The Competition Act
Day 38	The Standards of Weight and Measurement Act and The Indian Standards Institution Act
Day 39	The consumer protection Act and The SEBI Act and The RTI Act
Day 40	Introduction, objects and scope of consumer protection Act
Day 41	Consumer rights and the salient features of the Act
Day 42	Important definitions and amendments
Day 43	Consumer protection council and appraisal
Day 44	Quasi-judicial mechanism: district forum and jurisdiction of district forum
Day 45	State commission and jurisdiction of state commission
Day 46	Revision
Day 47	National commission and jurisdiction of national commission
Day 48	Procedure for grievance redressal
Day 49	Powers/rights of district forum
Day 50	Powers of redressal agencies
Day 51	Revision
Day 52	Administrative mechanism
Day 53	Complaint-meaning, time limit and procedure for filling complaints
Day 54	Test of Unit 2
Day 55	Introduction, objectives and meaning of MTP
Day 56	Regulations of MTPs
Day 57	Restrictive trade practices (RTP) and regulation of RTPs
Day 58	State commission and jurisdiction of state commission
Day 59	National commission and jurisdiction of national commission
Day 60	Procedure for grievance redressal
Day 61	Unfair Trade Practices (UTPs) and regulation of UTPs
Day 62	Role of MRTP Act in consumer protection and remedies available for consumers
Day 63	Basic provisions
Day 64	Consumer protection under the act
Day 65	Competition (Amendment) bill, 2007
Day 66	Reliefs granted by Quasi-judicial bodies
Day 67	Reliefs granted by Quasi-judicial bodies-continued
Day 68	Introduction, formation and registration of consumer organizations
Day 69	Form of application
Day 70	Advantage of getting a consumer association registered
Day 71	Role of Voluntary consumer organizations
Day 72	Functions of consumer organizations
Day 73	Problems of consumer organizations
Day 74	List of consumer organizations
Day 75	Introduction to Business self-regulation
Day 76	Steps taken by business self-regulation and proposed steps
Day 77	Recent developments in consumer protection; Skill development for business

	success
Day 78	Need, purpose, approaches to consumer knowledge; consumer information
Day 79	Sources of consumer information; consumer knowledge and information as a means of consumer protection
Day 80	Unethical practices of business; ethical functions of marketing; significance of marketing ethics
Day 81	Impact of unethical marketing; consumerism
Day 82	Environmentalism; ethical issues in marketing
Day 83	Need of consumer protection; Ethical considerations
Day 84	Administrative mechanism
Day 85	Complaint-meaning, time limit and procedure for filling complaints
Day 86	Test of Unit 2
Day 87	Introduction, objectives and meaning of MTP
Day 88	Regulations of MTPs
Day 89	Restrictive trade practices (RTP) and regulation of RTPs
Day 90	Revision

\*As per number of periods /week

**K.L MEHTA DAYANAND COLLEGE FOR WOMEN,FARIDABAD**  
**LESSON PLAN FOR THE SESSION 2022-23**

<b>Name of the professor:Ms. Kunika Arora</b>	
<b>Class: BBA II Semester</b>	
<b>Subject:Business Statistics</b>	
Day 1	Statistics-meaning, evolution, scope
Day 2	Applications and limitations of statistics
Day 3	Data classification
Day 4	Tabulation
Day 5	Presentation-meaning and objectives
Day 6	Types of classification
Day 7	Formation of frequency distribution
Day 8	frequency distribution
Day 9	Frequency distribution-explained through numerical
Day 10	Role of tabulation
Day 11	Revision
Day 12	Parts and types of frequency tables
Day 13	Construction of frequency tables
Day 14	Significance of construction tables
Day 15	Types of diagrams
Day 16	Construction of diagrams
Day 17	Construction of graphs
Day 18	Mode
Day 19	Numericals
Day 20	Geometric mean
Day 21	Numericals
Day 22	Different measures of central tendency-arithmetic mean
Day 23	Median
Day 24	Measures of central tendency



Day 25	Revision
Day 26	Characteristics, application and limitations of measures of central tendency
Day 27	Geometric mean
Day 28	Range
Day 29	Quartile deviation
Day 30	Mean deviation
Day 31	Numerical practice of above topics
Day 32	Standard deviation
Day 33	Numerical practice
Day 34	Co-efficient of variation
Day 35	Practice numerical of above topics
Day 36	Practice of numerical of unit 2
Day 37	Test of unit 2
Day 38	Revision
Day 39	Scatter diagram
Day 40	Numerical practice
Day 41	Graphic method
Day 42	Direct method
Day 43	Numerical practice
Day 44	Direct method
Day 45	Numerical practice
Day 46	Properties of correlation co-efficient
Day 47	Rank correlation
Day 48	Numerical practice
Day 49	Co-efficient of determination
Day 50	Numerical practice
Day 51	Lines of regression
Day 52	Numerical practice
Day 53	Co-efficient of regression
Day 54	Numerical practice
Day 55	Standard error of estimate
Day 56	Numerical practice
Day 57	Revision
Day 58	Secular and cyclical trend
Day 59	Seasonal and irregular trend
Day 60	Revision
Day 61	Methods of estimating secular trend and seasonal indices
Day 62	Use of time series in business forecasting
Day 63	Test of unit 3
Day 64	Index numbers-meaning and uses in business
Day 65	Construction of simple price
Day 66	Construction of weighed price
Day 67	Quantity of index numbers
Day 68	Value of index numbers
Day 69	Standard error of estimate
Day 70	Numerical practice
Day 71	Numerical practice
Day 72	Lines of regression
Day 73	Methods of estimating secular trend and seasonal indices
Day 74	Use of time series in business forecasting
Day 75	Numerical practice
Day 76	Test for an ideal index numbers
Day 77	Components of time series
Day 78	Secular and cyclical trend

Day 79	Seasonal and irregular trend
Day 80	Test of unit 4
Day 81	Previous year paper discussed
Day 82	Doubt class
Day 83	Revision
Day 84	Revision
Day 85	Revision
Day 86	Revision
Day 87	Revision
Day 88	Revision
Day 89	Revision
Day 90	Revision

\*As per number of periods /week

**K.L MEHTA DAYANAND COLLEGE FOR WOMEN,FARIDABAD  
LESSON PLAN FOR THE SESSION 2022-23**

<b>Name of the professor: Ms. Kunika Arora</b> <b>Class : M.Com. II Semester</b> <b>Subject: Communication and Soft Skills</b>	
Day 1	Concept, characteristics, process of communication, 7 C's of communication
Day 2	Verbal and non-verbal communication, listening skills, body language
Day 3	Art of meeting and greeting, making communication effective
Day 4	Difference between speech and presentation, handling of presentation audience questions
Day 5	Structuring and delivering presentation, situational presentations
Day 6	Holding meetings,
Day 7	Positive attitude, self management
Day 8	Test of unit 2
Day 9	Positive attitude
Day 10	Self-management
Day 11	Problem solving skills
Day 12	Anger management
Day 13	Time management Skills
Day 14	Time management Skills
Day 15	Coping skills
Day 16	Assertiveness
Day 17	Revision
Day 18	Test of Unit 3
Day 19	Business dress
Day 20	Grooming
Day 21	office courtesies
Day 22	Meeting and office courtesies
Day 23	Team building skills

Day 24	group discussion, interviews
Day 25	dining etiquettes,
Day 26	dining etiquettes,
Day 27	Meeting etiquettes,
Day 28	etiquettes for special occasion
Day 29	Test of Unit 4

\*As per number of periods /week

**K.L MEHTA DAYANAND COLLEGE FOR WOMEN, FARIDABAD  
LESSON PLAN FOR THE SESSION 2022-23**

<b>Name of the Assistant Professor: Ms. ShobhaChawla</b>	
<b>Class And Section: BBA 6<sup>th</sup> Sem</b>	
<b>Subject: System Analysis and Design</b>	
Day 1	Introduction to analysis and design
Day 2	Introduction to analysis and design
Day 3	System Concept
Day 4	Characteristics and Components of System
Day 5	SDLC
Day 6	SDLC
Day 7	Role of system analyst
Day 8	Role of system analyst
Day 9	Case tools for analyst
Day 10	Case tools for analyst
Day 11	E-R Model
Day 12	E-R Model
Day 13	feasibility study – economic, technical, operational
Day 14	feasibility study – economic, technical, operational
Day 15	Cost-Benefit Analysis
Day 16	Cost-Benefit Analysis
Day 17	Information Gathering Tools
Day 18	Interviews
Day 19	Questionnaire
Day 20	Tools for Structured Analysis
Day 21	DFD
Day 22	DFD
Day 23	Test
Day 24	System Design
Day 25	Coupling
Day 26	Cohesion
Day 27	Form Design
Day 28	Form Design
Day 29	Screen Design
Day 30	Screen Design
Day 31	Report Design
Day 32	Report Design
Day 33	Structure Chart
Day 34	Database Definition, Characteristics
Day 35	Advantages, Disadvantages
Day 36	Functions of DBMS

Day 37	Components of DBMS
Day 38	DBMS User
Day 39	Equipment Specification and Selection
Day 40	Equipment Specification and Selection
Day 41	Equipment Specification and Selection
Day 42	Personnel Estimates
Day 43	Personnel Estimates
Day 44	Data Dictionary
Day 45	Decision Table
Day 46	Decision Tree
Day 47	Logical Design to Physical Implementation
Day 48	Revision
Day 49	Revision
Day 50	System Testing
Day 51	System Testing
Day 52	Quality Assurance
Day 53	Quality Assurance
Day 54	Distributed Databases
Day 55	Distributed Databases
Day 56	Advantages and Disadvantages
Day 57	Functions of DDBMS
Day 58	Components of DDBMS
Day 59	Types of DDBMS
Day 60	Data Fragmentation
Day 61	Data Fragmentation
Day 62	Data Replication
Day 63	Data Replication
Day 64	Real Time System
Day 65	Real Time System
Day 66	Real Time System
Day 67	Event based real time analysis tools
Day 68	State Transition Diagrams
Day 69	State Transition Diagrams
Day 70	State Transition Diagrams
Day 71	Revision
Day 72	Revision
Day 73	Revision
Day 74	Revision
Day 75	Revision
Day 76	Revision
Day 77	Revision
Day 78	Revision
Day 79	Revision
Day 80	Revision
Day 81	Revision
Day 82	Revision
Day 83	Revision
Day 84	Revision
Day 85	Revision
Day 86	Revision
Day 87	Revision
Day 88	Revision
Day 89	Revision
Day 90	Revision

\*As per number of periods /week

**K.L MEHTA DAYANAND COLLEGE FOR WOMEN, FARIDABAD**  
**LESSON PLAN FOR THE SESSION 2022-23**

<b>Name of the Assistant Professor: Ms. ShobhaChawla</b>	
<b>Class And Section: B.com(CA) Sem- IV Sem Sec-E</b>	
<b>Subject: Structured Programming and Computer Graphics-II</b>	
Day 1	Introduction to 'C' language, Programming rules, Executing the program
Day 2	Data types
Day 3	Data types
Day 4	Constants
Day 5	Constants
Day 6	Variables, Keywords, Comments
Day 7	Practical
Day 8	Practical
Day 9	Operators
Day 10	Operators
Day 11	If else statement
Day 12	Nested if , If else ladder
Day 13	Test
Day 14	Practical
Day 15	Practical
Day 16	Switch case
Day 17	While loop
Day 18	While loop, Nested while
Day 19	For loop, Nested for
Day 20	Break statement, Continue statement
Day 21	Practical
Day 22	Practical
Day 23	Do while, GoTo Statement
Day 24	Structured programming- meaning & its components
Day 25	Advantages & Disadvantages of structured programming
Day 26	Scanf()
Day 27	Printf()
Day 28	Practical
Day 29	Practical
Day 30	Revisiting of Array (Revision)
Day 31	Pointer definition & declaration
Day 32	Operations on pointer
Day 33	Programs on pointer
Day 34	Array of pointers
Day 35	Practical
Day 36	Practical
Day 37	Functions definition & advantages
Day 38	Function prototype
Day 39	Function calling
Day 40	Programs on functions
Day 41	Passing parameters
Day 42	Practical
Day 43	Practical
Day 44	Call by value & Call by reference
Day 45	Scope rules of functions
Day 46	Recursion
Day 47	Programs on recursion
Day 48	Program development in C
Day 49	Practical

Day 50	Practical
Day 51	Compiler & Interpreter
Day 52	Formatted console functions
Day 53	Unformatted console functions
Day 54	Structures- definition & declaration
Day 55	Test
Day 56	Practical
Day 57	Practical
Day 58	Input & Output of Structure
Day 59	Accessing structure elements
Day 60	How structure elements are stored
Day 61	Structure within structures
Day 62	Revision
Day 63	Practical
Day 64	Practical
Day 65	Unions- definition & declaration
Day 66	Unions of structures
Day 67	Programs on structure & unions
Day 68	Sequential search
Day 69	Binary search
Day 70	Practical
Day 71	Practical
Day 72	Difference between while, do while or for loop
Day 73	Introduction to Computer Graphics & its definition
Day 74	Types of Computer graphics
Day 75	Applications of computer graphics CAD, presentation graphics
Day 76	Computer Art, Entertainment, Education & Training, Visualization, Image processing, GUI
Day 77	Practical
Day 78	Practical
Day 79	Terminologies of computer graphics, Display Devices CRT monitor
Day 80	LCD monitor, Plasma & LED
Day 81	Raster Scan Display method, Random Scan Display method
Day 82	Input devices for interactive graphics Keyboard, Mouse, Light pen, Data glove, Graphics tablet, Scanner, Microphone
Day 83	Programmers Model of Interactive graphics system
Day 84	Storage format for pictures
Day 85	Revision
Day 86	Revision
Day 87	Revision
Day 88	Revision
Day 89	Revision
Day 90	Revision

\*As per number of periods /week

**K.L MEHTA DAYANAND COLLEGE FOR WOMEN, FARIDABAD**  
**LESSON PLAN FOR THE SESSION 2022-23**

<b>Name of the professor: Ms. ShobhaChawla</b> <b>ClassAndSection: B.com(CA) Sem- II Sec-D</b> <b>Subject: Operating System and Business Data Processing-II</b>	
Day 1	Introduction of Syllabus
Day 2	DataProcessingSystem-Data,Information AndDataProcessing
Day 3	DataProcessingActivities
Day 4	DataProcessingActivities
Day 5	Practical
Day 6	Practical
Day 7	Characteristics&NeedsOfInformation
Day 8	DataProcessingCycle
Day 9	DataStorageHierarchy
Day 10	Practical
Day 11	Practical
Day 12	FileManagementSystem
Day 13	FileTypes
Day 14	File Access Methods
Day 15	File Access Methods
Day 16	Test
Day 17	FileUtilitiesFileSorting, Searching
Day 18	Merging,CopyingUtility
Day 19	Printing,MaintenanceUtility
Day 20	Practical
Day 21	Practical
Day 22	Assignment
Day 23	TraditionalFileProcessingActivity
Day 24	Database,Characteristics,
Day 25	OperationsOnDatabase
Day 26	ObjectivesOfDatabaseSystem
Day 27	Practical
Day 28	Practical
Day 29	Advantage&DisadvantageOfDatabaseSystem
Day 30	Components OfDatabaseSystem
Day 31	ClassTest
Day 32	Advantage&DisadvantageOfDatabaseSystem.
Day 33	DataDictionary
Day 34	Practical
Day 35	Practical
Day 36	DatabaseAdministrator
Day 37	ComponentsOfDBMS,
Day 38	DDLCompiler
Day 39	DMLCompiler
Day 40	Query Optimizer &DataManager
Day 41	Practical
Day 42	Practical
Day 43	Report Generator
Day 44	QueryLanguage
Day 45	ApplicationGenerators
Day 46	UserInterface
Day 47	Assignment
Day 48	Practical
Day 49	Practical
Day 50	FunctionsOfDBMS
Day 51	DataIndependence

Day 52	ArchitectureOfDBMS
Day 53	TerminologiesOfDatabase
Day 54	Assignment
Day 55	Practical
Day 56	Practical
Day 57	VariousKeysInDBMSPrimaryKey,ForeignKey
Day 58	CandidateKey, AlternateKey, SuperKey
Day 59	DatabaseModel
Day 60	HierarchicalModel
Day 61	NetworkModel
Day 62	Practical
Day 63	Practical
Day 64	Advantages&DisadvantagesOfNetworkModel
Day 65	Class Test
Day 66	RelationalModel, Advantages&DisadvantagesOfRelationalModel
Day 67	DifferenceBetweenHierarchical,NetworkAndRelationalModel
Day 68	DefiningStructureOfDatabase, Creating&UsingDatabase
Day 69	Practical
Day 70	Practical
Day 71	SpreadsheetAndItsBusinessApplications
Day 72	FeaturesOfSpreadsheet
Day 73	CreatingAWorkbook&SavingAWorksheet
Day 74	BuiltInFunctions-MathematicalFunctions
Day 75	CreatingWorksheet
Day 76	Practical
Day 77	Practical
Day 78	TypesOfGraph
Day 79	BasicOfDataArrangement&Access
Day 80	RevisionOf: WorksheetOverview: Rows, Columns, Cell, Menus,
Day 81	RevisionOf: OpeningWorksheetAndSavingWorksheet, Formatting
Day 82	IdentificationOfRelevant Data
Day 83	Practical
Day 84	Practical
Day 85	Practical
Day 86	RevisionOfOldQuestionPaper
Day 87	RevisionOfOldQuestionPaper
Day 88	RevisionOfOldQuestionPaper
Day 89	RevisionOfOldQuestionPaper
Day 90	RevisionOfOldQuestionPaper

\*As per number of periods /week



**K.L MEHTA DAYANAND COLLEGE FOR WOMEN, FARIDABAD**  
**LESSON PLAN FOR THE SESSION 2022-23**

<b>Name of the professor: Ms. Neeru Siwas</b> <b>Class And Section: B.com(CA) VI Sem,</b> <b>SecD&amp; E</b> <b>Subject: IT In Business</b>	
Day 1	<i>Practical: Introduction To Adobe Photoshop</i>
Day 2	Information Technology basis, Introduction
Day 3	Information Technology ,Definition , ,
Day 4	Advantages & Disadvantages
Day 5	Practical
Day 6	Practical
Day 7	Present Scenario ,Role Of Information Technology
Day 8	Issues And Challenges In Information Technology
Day 9	Advantages & Disadvantages
Day 10	Practical
Day 11	Practical
Day 12	Introduction To Telecommunication
Day 13	Computer Network , Communication Process, Communication Media
Day 14	Types Of Network LAN,WAN , MAN
Day 15	Network Topology , Various Types Of Topology
Day 16	Network Topology Cont...
Day 17	Test: Information Technology ,Definition ,Advantages & Disadvantages, Issues And Challenges In Information Technology
Day 18	Introduction To Communication System
Day 19	Introduction Of Internet , Requirement Of Internet and Uses
Day 20	Practical
Day 21	Practical
Day 22	Assignment
Day 23	WWW
Day 24	Introduction To Intranet , Advantages And Disadvantages
Day 25	Email
Day 26	What Is Email , Structure Various Feature Of Email?
Day 27	Practical
Day 28	Practical
Day 29	Introduction To Emerging Trend To IT
Day 30	Introduction To Ecommerce ,Types, Advantages And Disadvantages
Day 31	Explain WWW?,
Day 32	Mobile Communication ,Advantages And Disadvantages
Day 33	,Advantages And Disadvantages
Day 34	Practical
Day 35	Practical
Day 36	Electronic Data Interchange , Features , Advantages And Disadvantages
Day 37	Bluetooth , Global Positioning System , Smartcards
Day 38	Imminent Communication , Imminent Technology
Day 39	Unit II : Introduction of Various Types Of Databases
Day 40	
Day 41	Practical
Day 42	Practical
Day 43	Introduction of Various Types Of Databases Cont...
Day 44	Introduction of Various Types Of Databases Cont...
Day 45	Distributed Data Processing, Introduction ,advantages And Disadvantages
Day 46	Advantages And Disadvantages

Day 47	Test
Day 48	Practical
Day 49	Practical
Day 50	Introduction to Multimedia and Multimedia System
Day 51	Introduction to Multimedia and Multimedia System contd..
Day 52	Multimedia authoring tool
Day 53	Multimedia components
Day 54	Assignment
Day 55	Practical
Day 56	Practical
Day 57	Types Of Multimedia Authoring Tool, Advantages and Disadvantages
Day 58	Application Of Multimedia In Market And Education, Types Of Presentation
Day 59	Introduction To Virtual Reality
Day 60	Explain In Brief Bluetooth, , and Smartcards?
Day 61	Global Positioning System
Day 62	Practical
Day 63	Practical
Day 64	Introduction To New Technology :Introduction To Hyper Media
Day 65	Artificial Intelligence And Business Intelligence
Day 66	Knowledge Discovery in Data Base (KDD)
Day 67	Data Ware House and data mining Feature Advantages And Disadvantages
Day 68	Data Marts and OLAP Feature Advantages And Disadvantages
Day 69	Practical
Day 70	Practical
Day 71	Mobile Computing And Business On Internet: Mobile Computing, Mobile Newspaper
Day 72	Introduction Telecommunication ,Advantages And Disadvantages
Day 73	Business On Internet: Electronic catalog, Web Advertising
Day 74	Introduction Wireless Mobile Computing ,Advantages And Disadvantages
Day 75	Marketing And Financial Information System
Day 76	Practical
Day 77	Practical
Day 78	Introduction To Enterprise Resource Planning(ERP)
Day 79	Reason For Growth Of ERP ,Benefits Of ERP
Day 80	Introduction Supply Chain Management, Evolution ,Elements ,Benefits
Day 81	Evolution ,Elements ,Benefits
Day 82	Introduction Customer Relationship Management, Evolution ,Elements ,Benefits Retailers
Day 83	Geographical Information System(GIS)
Day 84	Computer In Business Industry : Account Information System ,Meaning Characteristics
Day 85	Management Information System: Meaning , Concept , Input& Output Of MIS
Day 86	Decision Support System
Day 87	Office Automation System
Day 88	Executive Information System
Day 89	Revision Of Old Question Paper
Day 90	Revision Of Old Question Paper

\*As per number of periods /week

**K.L MEHTA DAYANAND COLLEGE FOR WOMEN, FARIDABAD**  
**LESSON PLAN FOR THE SESSION 2022-23**

<b>Name of the professor: Ms. NEERU Siwas</b> <b>Class And Section: B.com(CA) IV Sem, Sec-E</b> <b>Subject: Data Base Management System-II</b>	
Day 1	Data, Information
Day 2	Data, Information
Day 3	Data Processing
Day 4	Database Terms
Day 5	Practical
Day 6	Practical
Day 7	Database Technologies: Introduction
Day 8	Internet Databases
Day 9	Internet Databases
Day 10	Practical
Day 11	Practical
Day 12	Web Technology
Day 13	Web Databases
Day 14	Digital Libraries
Day 15	Mobile Databases
Day 16	Test
Day 17	Data Independence Concepts
Day 18	Data Independence Concepts
Day 19	Physical Data Organization: Introduction
Day 20	Practical
Day 21	Practical
Day 22	Assignment
Day 23	Physical Storage Media
Day 24	RAID (Redundant Arrays of Independent Disk) Technology
Day 25	RAID (Redundant Arrays of Independent Disk) Technology
Day 26	Advantage and Disadvantage of RAID Technology
Day 27	Practical
Day 28	Practical
Day 29	E.R Model: - Basics of E.R Model
Day 30	Conversion of E.R. Model into Relations.
Day 31	Conversion of E.R. Model into Relations.
Day 32	Decision Support Systems (DSS): History of DSS
Day 33	Characteristics of DSS
Day 34	Practical
Day 35	Practical
Day 36	Benefits of DSS, Components of DSS
Day 37	Operational Data versus DSS Data
Day 38	Relationship: One-to-one, One-to-Many
Day 39	Many-to-Many
Day 40	Data Warehousing
Day 41	Practical
Day 42	Practical
Day 43	Data Warehousing, Main Components of Data Warehouses
Day 44	Benefits and Limitations of Data Warehouse
Day 45	Data Mining: Introduction, Data Mining Tools
Day 46	Data Mining: Introduction, Data Mining Tools
Day 47	Test
Day 48	Practical
Day 49	Practical
Day 50	Data Mining Application

Day 51	Advanced Database Models
Day 52	Types of Database Failures
Day 53	Database Security
Day 54	Assignment
Day 55	Practical
Day 56	Practical
Day 57	Types of Database Recovery
Day 58	Types of Database Security issue
Day 59	Authorization and Authentication
Day 60	Audit Trails
Day 61	Firewalls
Day 62	Practical
Day 63	Practical
Day 64	Data Encryption and Data Decryption(Data Cryptography)
Day 65	Data Encryption and Data Decryption(Data Cryptography)
Day 66	Database Operation in Microsoft Access: Creating Table
Day 67	Database Operation in Microsoft Access: Creating Table
Day 68	Creating forms
Day 69	Practical
Day 70	Practical
Day 71	Creating forms
Day 72	Creating a Simple Query
Day 73	Creating a Simple Query
Day 74	Modifying a Query
Day 75	Types of Query
Day 76	Practical
Day 77	Practical
Day 78	Subqueries
Day 79	Retrieval and deletion
Day 80	Microsoft Power Point: Introduction
Day 81	Tools
Day 82	Menus
Day 83	Slides
Day 84	Animation
Day 85	Practical
Day 86	Practical
Day 87	Practical
Day 88	Revision Of Old Question Paper
Day 89	Revision Of Old Question Paper
Day 90	Revision Of Old Question Paper

\*As per number of periods /week

**K.L MEHTA DAYANAND COLLEGE FOR WOMEN, FARIDABAD**  
**LESSON PLAN FOR THE SESSION 2022-23**

<b>Name of the professor: Ms. Samina</b>	
<b>Class And Section: B.com(CA) VI Sem, SecD&amp; E</b>	
<b>Subject: Computer Aided Drafting &amp; Advanced Topics in Computer- -II</b>	
Day 1	Computer Aided Design: Implementations of CAD
Day 2	Features of CAD, Future of CAD
Day 3	Artificial Inelegancy (AI) for intelligent and manufacturing
Day 4	Element of AI
Day 5	Practical
Day 6	Practical
Day 7	Knowledge based Expert System
Day 8	Knowledge based Expert System
Day 9	Machine Vision System
Day 10	Practical
Day 11	Practical
Day 12	Neural Networks
Day 13	Hardware & Software requirements of Auto CAD
Day 14	Hardware & Software requirements of Auto CAD
Day 15	Data Communication and networks
Day 16	Test
Day 17	Data Communication and networks
Day 18	Revision
Day 19	Data Encryption
Day 20	Practical
Day 21	Practical
Day 22	Assignment
Day 23	Industrial Report
Day 24	Definition and Robot history, Features of Robots
Day 25	Application of Robots in Industry
Day 26	Robot Programming Methods
Day 27	Practical
Day 28	Practical
Day 29	Robot Programming Language
Day 30	Multimedia: Definitions, Multimedia Components
Day 31	Compact disk
Day 32	Sounds, Image
Day 33	Sounds, Image
Day 34	Practical
Day 35	Practical
Day 36	Text
Day 37	Hypertext
Day 38	hypermedia
Day 39	Animation
Day 40	Videos
Day 41	Practical
Day 42	Practical
Day 43	Morphing
Day 44	Morphing
Day 45	Virtual Reality
Day 46	Virtual Reality Technology and Tools
Day 47	Test
Day 48	Practical
Day 49	Practical

Day 50	Virtual Reality Technology and Tools
Day 51	Computer-Integrated manufacturing Systems
Day 52	Computer-Integrated manufacturing Systems
Day 53	Computer Graphic: Applications of Computer Graphics
Day 54	Assignment
Day 55	Practical
Day 56	Practical
Day 57	Computer Graphic: Applications of Computer Graphics
Day 58	Display devices Basic Terms
Day 59	Display devices Basic Terms
Day 60	Raster-Scan Display
Day 61	Raster-Scan Display
Day 62	Practical
Day 63	Practical
Day 64	Random Scan
Day 65	Random Scan
Day 66	Revision
Day 67	Flat panel Display
Day 68	Flat panel Display
Day 69	Practical
Day 70	Practical
Day 71	Display, Direct View Storage Tube
Day 72	Display, Direct View Storage Tube
Day 73	Flat panel Display
Day 74	Flat panel Display
Day 75	Input Devices
Day 76	Practical
Day 77	Practical
Day 78	Input Devices
Day 79	hardcopy devices
Day 80	hardcopy devices
Day 81	Revision
Day 82	Practical
Day 83	Practical
Day 84	Practical
Day 85	Practical
Day 86	Revision Of Old Question Paper
Day 87	Revision Of Old Question Paper
Day 88	Revision Of Old Question Paper
Day 89	Revision Of Old Question Paper
Day 90	Revision Of Old Question Paper

\*As per number of periods /week

**K.L MEHTA DAYANAND COLLEGE FOR WOMEN, FARIDABAD**  
**LESSON PLAN FOR THE SESSION 2022-23**

<b>Name of the professor: Ms. Samina</b> <b>Class And Section: B.com(CA) IV Sem, Sec-D</b> <b>Subject: Data Base Management System-II</b>	
Day 1	Data, Information
Day 2	Data, Information
Day 3	Data Processing
Day 4	Database Terms
Day 5	Practical
Day 6	Practical
Day 7	Database Technologies: Introduction
Day 8	Internet Databases
Day 9	Internet Databases
Day 10	Practical
Day 11	Practical
Day 12	Web Technology
Day 13	Web Databases
Day 14	Digital Libraries
Day 15	Mobile Databases
Day 16	Test
Day 17	Data Independence Concepts
Day 18	Data Independence Concepts
Day 19	Physical Data Organization: Introduction
Day 20	Practical
Day 21	Practical
Day 22	Assignment
Day 23	Physical Storage Media
Day 24	RAID (Redundant Arrays of Independent Disk) Technology
Day 25	RAID (Redundant Arrays of Independent Disk) Technology
Day 26	Advantage and Disadvantage of RAID Technology
Day 27	Practical
Day 28	Practical
Day 29	E.R Model: - Basics of E.R Model
Day 30	Conversion of E.R. Model into Relations.
Day 31	Conversion of E.R. Model into Relations.
Day 32	Decision Support Systems (DSS): History of DSS
Day 33	Characteristics of DSS
Day 34	Practical
Day 35	Practical
Day 36	Benefits of DSS, Components of DSS
Day 37	Operational Data versus DSS Data
Day 38	Relationship: One-to-one, One-to-Many
Day 39	Many-to-Many
Day 40	Data Warehousing
Day 41	Practical
Day 42	Practical
Day 43	Data Warehousing, Main Components of Data Warehouses
Day 44	Benefits and Limitations of Data Warehouse
Day 45	Data Mining: Introduction, Data Mining Tools
Day 46	Data Mining: Introduction, Data Mining Tools

Day 47	Test
Day 48	Practical
Day 49	Practical
Day 50	Data Mining Application
Day 51	Advanced Database Models
Day 52	Types of Database Failures
Day 53	Database Security
Day 54	Assignment
Day 55	Practical
Day 56	Practical
Day 57	Types of Database Recovery
Day 58	Types of Database Security issue
Day 59	Authorization and Authentication
Day 60	Audit Trails
Day 61	Firewalls
Day 62	Practical
Day 63	Practical
Day 64	Data Encryption and Data Decryption(Data Cryptography)
Day 65	Data Encryption and Data Decryption(Data Cryptography)
Day 66	Database Operation in Microsoft Access: Creating Table
Day 67	Database Operation in Microsoft Access: Creating Table
Day 68	Creating forms
Day 69	Practical
Day 70	Practical
Day 71	Creating forms
Day 72	Creating a Simple Query
Day 73	Creating a Simple Query
Day 74	Modifying a Query
Day 75	Types of Query
Day 76	Practical
Day 77	Practical
Day 78	Subqueries
Day 79	Retrieval and deletion
Day 80	Microsoft Power Point: Introduction
Day 81	Tools
Day 82	Menus
Day 83	Slides
Day 84	Animation
Day 85	Practical
Day 86	Practical
Day 87	Practical
Day 88	Revision Of Old Question Paper
Day 89	Revision Of Old Question Paper
Day 90	Revision Of Old Question Paper

\*As per number of periods /week



**K.L MEHTA DAYANAND COLLEGE FOR WOMEN, FARIDABAD**

**LESSON PLAN FOR THE SESSION 2022-23**

<b>Name of the Professor : Ms. Samina</b>	
<b>Class And Section: B.Com(Pass) Sec-B</b>	
<b>Subject: Basics of Computer -II</b>	
Day 1	Introduction to Digital Computer, Model of Digital Computer
Day 2	Functioning of a Digital Computer, Advantages of Computers
Day 3	Types of Digital Computer: Mainframe, Mini, Micro Computer and Super Computer
Day 4	Practical Lab - My Computer, Recycle Bin
Day 5	Practical Lab - My Document , Internet Explorer
Day 6	Practical Lab - Handling Files and Folders
Day 7	Application of Computer: Computer in Commerce
Day 8	Computer in Marketing
Day 9	Computer in Education
Day 10	Practical Lab - Different parts of Windows
Day 11	Practical Lab - My Document , Internet Explorer
Day 12	Practical Lab - My Computer, Recycle Bin
Day 13	Computer in Management
Day 14	Introduction to Operating System, Functions of O.S
Day 15	Services of O.S
Day 16	Practical Lab - Different Views of Windows
Day 17	Practical Lab - Control Panel: Installation of Printer
Day 18	Practical Lab - MS - Excel User Interface
Day 19	O.S as a Resource Manager
Day 20	Concept of GUI and CUI
Day 21	Difference between Single user and Multi user O.S
Day 22	Practical Lab - Working with Cell and Cell Address
Day 23	Practical Lab - Moving and Cutting Cell
Day 24	Practical Lab- Adding ,Deleting and Coping Worksheet with in Workbook
Day 25	Types of O.S : Multi User O.S
Day 26	Translator, System Utilities
Day 27	Multiprogramming, Multitasking
Day 28	Practical Lab - Table Creating in Worksheet
Day 29	Practical Lab - Cell Formatting
Day 30	Practical Lab- Changing Row/Column Height/Width
Day 31	Types of Software : System Software
Day 32	Application Software
Day 33	Difference between system and Application Software
Day 34	Practical Lab - Sorting Data
Day 35	Practical Lab - Referencing
Day 36	Practical Lab- Types of Referencing
Day 37	Types of Computer Languages
Day 38	Generations of Programming Languages
Day 39	Language Translators
Day 40	Practical Lab- Creating Worksheet for Students Record using Formula
Day 41	Practical Lab- Working with Formula
Day 42	Practical Lab- Working with Comparison Operator
Day 43	Assignment
Day 44	Basics of windows
Day 45	Test

Day 46	Practical Lab- introduction of charts and graphs
Day 47	Practical Lab- Elements of Excel Charts
Day 48	Practical Lab- XY Chart
Day 49	Assignment
Day 50	Basic Components of Windows
Day 51	Types of Icons
Day 52	Practical Lab - Practical Lab Column Chart and Line Chart
Day 53	Practical Lab - Practical Lab Pie Chart and Bar Chart
Day 54	Practical Lab - Practical Lab Area Chart
Day 55	WordPad/Notepad
Day 56	Components of WordPad
Day 57	Test
Day 58	Practical Lab - How to change Chart Type
Day 59	Practical Lab - Edit Chart Axis
Day 60	Practical Lab - Macros
Day 61	Revision
Day 62	Control Panel
Day 63	Mouse
Day 64	Printers
Day 65	Practical Lab - Built in Functions – PV, FV
Day 66	Practical Lab - RATE,PMT
Day 67	Practical Lab – NPER, IF
Day 68	Introduction of Database
Day 69	Elements of Database Management
Day 70	One variable and two variable Data Table
Day 71	Practical Lab – Create Database , Sort Database
Day 72	Practical Lab – Filtering Database
Day 73	Practical Lab – Goal Seek
Day 74	Revision
Day 75	Revision
Day 76	Revision
Day 77	Practical Lab - Hyperlink
Day 78	Practical Lab – Pivot Chart and Pivot Table
Day 79	Practical Lab – NPER, IF
Day 80	Revision
Day 81	Revision
Day 82	Revision
Day 83	Practical Lab – Scenarios
Day 84	Practical Lab – Data Validation
Day 85	Practical Lab - Linking
Day 86	Discuss Old Question Papers
Day 87	Discuss Old Question Papers
Day 88	Discuss Old Question Papers
Day 89	Discuss Old Question Papers
Day 90	Discuss Old Question Papers

\*As per number of periods /week

**K.L MEHTA DAYANAND COLLEGE FOR WOMEN, FARIDABAD**  
**LESSON PLAN FOR THE SESSION 2022-23**

<b>Name of the Assistant Professor: Ms. Pooja gupta</b> <b>Class And Section: B.com(CA) Sem- IV Sem Sec-D</b> <b>Subject: Structured Programming and Computer Graphics-II</b>	
Day 1	Introduction to 'C' language, Programming rules, Executing the program
Day 2	Data types
Day 3	Data types
Day 4	Constants
Day 5	Constants
Day 6	Variables, Keywords, Comments
Day 7	Practical
Day 8	Practical
Day 9	Operators
Day 10	Operators
Day 11	If else statement
Day 12	Nested if , If else ladder
Day 13	Test
Day 14	Practical
Day 15	Practical
Day 16	Switch case
Day 17	While loop
Day 18	While loop, Nested while
Day 19	For loop, Nested for
Day 20	Break statement, Continue statement
Day 21	Practical
Day 22	Practical
Day 23	Do while, GoTo Statement
Day 24	Structured programming- meaning & its components
Day 25	Advantages & Disadvantages of structured programming
Day 26	Scanf()
Day 27	Printf()
Day 28	Practical
Day 29	Practical
Day 30	Revisiting of Array (Revision)
Day 31	Pointer definition & declaration
Day 32	Operations on pointer
Day 33	Programs on pointer
Day 34	Array of pointers
Day 35	Practical
Day 36	Practical
Day 37	Functions definition & advantages
Day 38	Function prototype
Day 39	Function calling
Day 40	Programs on functions
Day 41	Passing parameters
Day 42	Practical
Day 43	Practical
Day 44	Call by value & Call by reference
Day 45	Scope rules of functions
Day 46	Recursion
Day 47	Programs on recursion
Day 48	Program development in C
Day 49	Practical

Day 50	Practical
Day 51	Compiler & Interpreter
Day 52	Formatted console functions
Day 53	Unformatted console functions
Day 54	Structures- definition & declaration
Day 55	Test
Day 56	Practical
Day 57	Practical
Day 58	Input & Output of Structure
Day 59	Accessing structure elements
Day 60	How structure elements are stored
Day 61	Structure within structures
Day 62	Revision
Day 63	Practical
Day 64	Practical
Day 65	Unions- definition & declaration
Day 66	Unions of structures
Day 67	Programs on structure & unions
Day 68	Sequential search
Day 69	Binary search
Day 70	Practical
Day 71	Practical
Day 72	Difference between while, do while or for loop
Day 73	Introduction to Computer Graphics & its definition
Day 74	Types of Computer graphics
Day 75	Applications of computer graphics CAD, presentation graphics
Day 76	Computer Art, Entertainment, Education & Training, Visualization, Image processing, GUI
Day 77	Practical
Day 78	Practical
Day 79	Terminologies of computer graphics, Display Devices CRT monitor
Day 80	LCD monitor, Plasma & LED
Day 81	Raster Scan Display method, Random Scan Display method
Day 82	Input devices for interactive graphics Keyboard, Mouse, Light pen, Data glove, Graphics tablet, Scanner, Microphone
Day 83	Programmers Model of Interactive graphics system
Day 84	Storage format for pictures
Day 85	Revision
Day 86	Revision
Day 87	Revision
Day 88	Revision
Day 89	Revision
Day 90	Revision

\*As per number of periods /week

**K.L MEHTA DAYANAND COLLEGE FOR WOMEN,FARIDABAD**  
**LESSON PLAN FOR THE SESSION 2022-23**

<b>Name of the professor: Ms Pooja Gupta</b> <b>Class And Section: B.COM(VOC.) 1<sup>ST</sup> Yr Section “D” &amp; “E”</b> <b>Subject: Computer Fundamental -II</b>	
Day 1	Fundamentals To Computer-Introduction
Day 2	Model Of A Digital Computer, Functioning Of Digital Computer
Day 3	Introduction To Windows
Day 4	Features & Different Parts Of Window
Day 5	Functioning Of Digital Computers, Types Of Digital Computer
Day 6	Advantage Of Digital Computer
Day 7	Difference Between Digital And Analog Computer, Introduction To Number System
Day 8	Number System ( Decimal To Binary, Decimal, Hexadecimal)
Day 9	Number System ( Binary, Decimal, Hexadecimal To Binary)
Day 10	Number System ( Other Base To Other base)
Day 11	Spread Sheet Basics
Day 12	Introduction To Excel
Day 13	Practice Questions On Number System
Day 14	Binary Arithmetic
Day 15	Binary Arithmetic
Day 16	Overview Of Worksheet
Day 17	Practice Questions On Binary Arithmetic
Day 18	Introduction To Character Codes-ASCII
Day 19	Practice Questions On Binary Arithmetic
Day 20	Introduction To Rows, Columns
Day 21	Introduction To Cell, Menus
Day 22	ASCII And EBCDEC
Day 23	Doubts/Test Of Unit-1
Day 24	Introduction To Software ,Types Of Software And Their Role
Day 25	Introduction To Software ,Types Of Software And Their Role
Day 26	Introduction To Cell, Menus
Day 27	Creating Worksheet
Day 28	Relationship Between Hardware And Software
Day 29	Different Software Type -OS, Translator
Day 30	System Utilities-File Manager, Loader, Linker, Editor
Day 31	System Utilities-File Manager, Loader, Linker, Editor
Day 32	Moving Worksheet
Day 33	Opening Worksheet
Day 34	Concept Of Application Packages: Word Processing
Day 35	Word Processing
Day 36	Introduction To Spread Sheet
Day 37	Renaming Worksheet
Day 38	Saving Worksheet
Day 39	Spread Sheet Software
Day 40	Spread Sheet Software
Day 41	Data Base Software, Graphic Software
Day 42	Data Base Software, Graphic Software, Entertainment software
Day 43	Practical On Introduction
Day 44	Practical On Introduction
Day 45	Introduction To Windows: Evolution Of Windows
Day 46	Types Of Windows
Day 47	Formatting
Day 48	Formatting
Day 49	Windows As An Operating System

Day 50	Use Of GUI In Window Explorer, Control Panel
Day 51	Control Panel
Day 52	Paint Brush Tools
Day 53	Practical On Formatting
Day 54	Introduction To Printing
Day 55	Introduction To Data Communication
Day 56	Modes Of Data Transmission, Forms Of Data Transmission, Data
Day 57	Transmission Speed
Day 58	Communications Channels: Wireless-Cables, Fiber Optics,
Day 59	Microwave, Communication Satellites
Day 60	Communications Channels: Wireless-Cables, Fiber Optics, Microwave, Communication Satellites
Day 61	Introduction To Table
Day 62	Table Creation
Day 63	Doubts/Test Of Unit-3
Day 64	Introduction To Computer Networks, Need For Networking
Day 65	Types Of Computer Networks, Difference Between LAN And WAN
Day 66	Hardware Of WAN, Introduction To Internet
Day 67	Table Creation
Day 68	Practical On Table Creation
Day 69	Internet And Its Application: History Of Internet, Applications Of Internet
Day 70	ISDN Internet In India, Internet Basic Services
Day 71	Revision
Day 72	Revision
Day 73	Doubts/Test Of Unit-3
Day 74	Doubts/Test Of Unit-3
Day 75	Revision
Day 76	MS-Excel: Worksheet Overview
Day 77	Printing Graphics
Day 78	Practical
Day 79	Practical
Day 80	Communication Satellites
Day 81	Revision
Day 82	Revision
Day 83	Printing Graphics
Day 84	Worksheet Overview: Rows, Columns, Cell, Menus, Creating Worksheet
Day 85	Opening Worksheet And Saving Worksheet, Formatting
Day 86	Printing, Table Creating, Printing Graphs
Day 87	Revision
Day 88	Revision
Day 89	Revision
Day 90	Revision

\*As per number of periods /week

**K.L MEHTA DAYANAND COLLEGE FOR WOMEN, FARIDABAD**  
**LESSON PLAN FOR THE SESSION 2022-23**

<b>Name of the professor: Ms Pooja Gupta</b> <b>Class And Section: B.Com Hons II Sem</b> <b>Subject: Introduction To Computers</b>	
Day 1	Computer Basic Concepts : Definition & Introduction
Day 2	Characteristics Of Computer & Advantages Of Computer
Day 3	Human-Being Vs Computer, Difference Between Computer And Calculator, Applications Of Computer
Day 4	Generations Of Computer
Day 5	Types Of Computer: Analog, Digital And Hybrid Computers, Micro, Mini, Mainframe And Super Computers
Day 6	Input Devices
Day 7	Output Devices
Day 8	Introduction To Computer Memories: Primary Storage, Secondary Storage
Day 9	Practical -Introduction To MS Word: Features Of MS Word
Day 10	Practical -Components Of Word Document Window, Menu Bars
Day 11	Introduction To Computer Memories: Primary Storage, Secondary Storage
Day 12	Introduction To Software: Software Types, Systems Software, Application Software
Day 13	Types Of Operating System
Day 14	Introduction To Programming Language: Types Of Programming Language
Day 15	Practical- Creating Own Document
Day 16	Practical
Day 17	Language Translators
Day 18	Test
Day 19	Practical -Formatting Text And Document
Day 20	Computer Network: Introduction, Network Elements
Day 21	Advantages Of Networking
Day 22	Network Topologies
Day 23	Communication Channels
Day 24	Mail Merge
Day 25	Practical
Day 26	Practical
Day 27	Communication Channels
Day 28	Types Of Computer Networks
Day 29	Public And Private Network
Day 30	Communication Devices
Day 31	Communication Devices
Day 32	Communication Devices
Day 33	Creating Macro
Day 34	Working With Auto Shapes
Day 35	Practical
Day 36	Export And Import File, Finding And Replacing Text, Spell Check And Grammar Check
Day 37	Practical
Day 38	Working Within Tables- Adding, Deleting, Modifying Rows And Columns
Day 39	Practical
Day 40	Practical
Day 41	Internet: Introduction, History Of Internet

Day 42	Hardware And Software Requirement For Internet
Day 43	Internet Applications Or Services Of Internet
Day 44	Practical Printing Documents
Day 45	Test
Day 46	Types Of Internet Connection
Day 47	Internet Addressing
Day 48	MS Excel: Features Of MS Excel
Day 49	Components Of Worksheet, Menu Bars
Day 50	Practical
Day 51	Extranet And E-Mail
Day 52	Mobile Computing
Day 53	Working With Worksheets-Cells-Entering ,Editing, Moving, Copying, Cutting,Pasting
Day 54	Practical
Day 55	Inserting And Deleting Of Cells, Rows And Columns, Formatting A Worksheet,Formatting Textual Data
Day 56	Practical
Day 57	Practical
Day 58	Types Of Chart
Day 59	Creating And Editing Charts
Day 60	Practical
Day 61	Excel Functions
Day 62	Practical
Day 63	Goal Seek, Validation
Day 64	Sort, Filter, And Print The Worksheet
Day 65	Pivot Table And Pivot Chart
Day 66	Practical
Day 67	Introduction To Database Systems: Basic Concepts, Components Of Database
Day 68	Practical
Day 69	Microsoft Access: Create A Database
Day 70	Database Objects, Creating Tables, Data Types
Day 71	Sorting, Filtering
Day 72	Creating A Relationships, Format A Table
Day 73	Practical
Day 74	DBMS, Components Of DBMS
Day 75	Practical
Day 76	Revision
Day 77	Practical
Day 78	Data validation, goal seek
Day 79	Revision
Day 80	Revision
Day 81	Creating And Modifying A Form
Day 82	Designing Queries And Reports
Day 83	Operators In Access
Day 84	Operators In Access
Day 85	Practical
Day 86	Practical
Day 87	Database Models
Day 88	Revision
Day 89	Revision
Day 90	Practical

\*As per number of periods /week



**LESSON PLAN FOR THE SESSION 2022-23**

<b>Name of the professor:Dr. Vandana</b>	
<b>Class And Section:B.com pass 1st</b>	
<b>Subject: Business mathematics</b>	
Day 1	Introduction of syllabus
Day 2	Matrices and determinants
Day 3	Definition of a matrix
Day 4	Types of matrices
Day 5	Algebra of matrices
Day 6	Calculation of values of determinants up to third order
Day 7	Adjoint of a matrix
Day 8	Elementary row and column operation
Day 9	Solution of a system of linear equations
Day 10	Cramer's rule
Day 11	Problem based
Day 12	Problem based
Day 13	Problem based
Day 14	Problem based
Day 15	Problem based
Day 16	Doubt class
Day 17	Doubt class
Day 18	Doubt class
Day 19	Assignment
Day 20	Test
Day 21	Introduction about Differentiation
Day 22	Differentiation on algebraic problems
Day 23	Application of differentiation
Day 24	Problem based
Day 25	Problem based
Day 26	Problem based
Day 27	Problem based
Day 28	Problem based
Day 29	Problem based
Day 30	Revision
Day 31	Revision
Day 32	Revision
Day 33	Revision
Day 34	Doubt class
Day 35	Doubt class
Day 36	Doubt class
Day 37	Doubt class
Day 38	Doubt class
Day 39	Doubt class
Day 40	Test
Day 41	Assignment
Day 42	Introduction of compound interest and annuities
Day 43	Certain different types of interest rate
Day 44	Problem based
Day 45	Problem based
Day 46	Concept of present value
Day 47	Amount of a sum
Day 48	Types of annuities
Day 49	Present value
Day 50	Amount of an annuities

Day 51	Problem based
Day 52	Problem based
Day 53	Problem based
Day 54	Problem based
Day 55	Problem based
Day 56	Problem based
Day 57	Problem based
Day 58	Problem based
Day 59	Problem based
Day 60	Problem based
Day 61	Doubt class
Day 62	Doubt class
Day 63	Doubt class
Day 64	Doubt class
Day 65	Doubt class
Day 66	Revision
Day 67	Revision
Day 68	Test
Day 69	Assignment
Day 70	Ratio and proportion
Day 71	Problem based
Day 72	Problem based
Day 73	Problem based
Day 74	Problem based
Day 75	Percentage
Day 76	Problem based
Day 77	Problem based
Day 78	Profit and loss
Day 79	Problem based
Day 80	Test
Day 81	Assignment
Day 82	Revision
Day 83	Revision
Day 84	Revision
Day 85	Revision
Day 86	Revision
Day 87	Revision
Day 88	Revision
Day 89	Revision
Day 90	Revision

\*As per number of periods /week

**K.L MEHTA DAYANAND COLLEGE FOR WOMEN,FARIDABAD**  
**LESSON PLAN FOR THE SESSION 2022-23**

<b>Name of the professor:Leena Rani</b> <b>Class And Section: BBA 4<sup>th</sup> Sem</b> <b>Subject: Human Rights and Values</b>	
Day 1	Concept of human rights
Day 2	Feature, objective of human rights
Day 3	Classification of human Rights
Day 4	Indian perspectives of human rights
Day 5	International perspectives of human rights
Day 6	International perspectives of human rights
Day 7	Evolution of human rights
Day 8	Evolution of human rights
Day 9	Human rights movements in India
Day 10	Classification of human rights
sDay 11	Classification of human rights
Day 12	Constitutional provision to right to life
Day 13	Right to liberty
Day 14	Constitutional Provisions
Day 15	Right to dignity
Day 16	Right against exploitation
Day 17	Right to equality
Day 18	Cultural rights – explain
Day 19	Educational rights
Day 20	Economic rights
Day 21	Constitutional provisions
Day 22	Political rights
Day 23	Social rights
Day 24	Assistants on classification of human rights

Day 25	Assignment topic given and discussed
Day 26	Revision
Day 27	Test of unit 1
Day 28	Concept of Deprived groups
Day 29	Deprivation of human rights
Day 30	Core issues
Day 31	Poverty
Day 32	Poverty-continued
Day 33	Causes of poverty
Day 34	Over population
Day 35	Causes of over population
Day 36	Problems and measures to reduce over population
Day 37	Areas affected
Day 38	Illiteracy
Day 39	Problems of unsustainable development
Day 40	Unsustainable development continued
Day 41	Disadvantaged groups
Day 42	Disadvantaged groups-women
Day 43	Disadvantaged groups-children
Day 44	Disadvantaged groups-scheduled caste
Day 45	Disadvantaged groups-scheduled tribe
Day 46	Homeless and slum dwellers
Day 47	Physically handicapped
Day 48	Constitutional provisions
Day 49	Mentally handicapped
Day 50	Refugees
Day 51	Internally displaced persons
Day 52	Test of unit 2
Day 53	Redressel mechanism for human rights violation
Day 54	Violation of human rights by state

Day 55	Forms of violation
Day 56	Continued
Day 57	Violation of human rights by individuals
Day 58	Continued
Day 59	Violation of human rights by groups
Day 60	Nuclear weapons
Day 61	Terrorism
Day 62	Terrorism and human rights
Day 63	Continued
Day 64	Government systems for redressal
Day 65	Judiciary
Day 66	National human rights commission
Day 67	
Day 68	Media advocacy
Day 69	Types of media advocacy groups
Day 70	Assignment given and discussed
Day 71	Creation of human rights literacy
Day 72	Creation of human rights awareness
Day 73	Continued
Day 74	Human rights discussed
Day 75	Revision
Day 76	Value education
Day 77	Test of unit 3
Day 78	Concept of human values
Day 79	Aim of education
Day 80	Value education and character formation
Day 81	Components of value education
Day 82	Character formation towards personality development
Day 83	Value education towards national development
Day 84	Value education towards global development

Day 85	Continued
Day 86	National integration
Day 87	National integration and international understanding
Day 88	Continued
Day 89	Revision
Day 90	Revisions

\*As per number of periods /week

**K.L MEHTA DAYANAND COLLEGE FOR WOMEN,FARIDABAD  
LESSON PLAN FOR THE SESSION 2022-23**

<b>Name of the professor:LEENA RANI</b> <b>Class And Section: BBA 6<sup>th</sup> sem</b> <b>Subject: INCOME TAX</b>	
Day 1	Concept of Tax ,Some important definitions related to tax
Day 2	Basic concepts of Income tax: Meaning, Characteristics, Tax rates
Day 3	Residence of Assesses- Individual
Day 4	HUF, Firms, Company & Others
Day 5	Types of residence
Day 6	Importance of determining residential status
Day 7	Continued
Day 8	Incidence of tax
Day 9	Practical questions
Day 10	Continued
Day 11	Exempted incomes
Day 12	Exempted incomes
Day 13	Income from House Property: Introduction
Day 14	Incomes included in house property
Day 15	Annual Value: In case of let out House
Day 16	Deduction & Annual Value: In case of Building self-occupied

Day 17	Practical questions
Day 18	Practical questions
Day 19	Profits of Business or Profession: Meaning, Profits, Important Rules
Day 20	Deductions Expressly Allowed
Day 21	Deductions expressly disallowed
Day 22	Practical questions Deductions Expressly disallowed
Day 23	Test
Day 24	Capital Gains: Meaning and transfer of capital assets
Day 25	Computation of capital gain
Day 26	Cost of acquisition and Consideration
Day 27	Capital gain exempted from tax
Day 28	Continued
Day 29	Practical question
Day 30	Doubts
Day 31	Income from Other sources- An Introduction List of incomes included in income from other sources
Day 32	Interest on securities and dividend income
Day 33	Practical questions
Day 34	Deductions allowed, Amount not deductible, Computation of income from other sources
Day 35	Continued
Day 36	Deemed Income and clubbing of income
Day 37	Clubbing of income
Day 38	Practical questions
Day 39	Set off and carry forward of losses
Day 40	Practical questions
Day 41	Deductions from G.T.I: deductions related to Expenses
Day 42	Deductions 80 C80CCC,80CCD
Day 43	Deductions from G.T.I: deductions related to Expenses

Day 44	Deductions from G.T.I: deductions related to incomes
Day 45	Deductions from G.T.I: deductions incomes
Day 46	Computation of total Income of individuals: Format and computation
Day 47	Practical questions
Day 48	Computation of Tax Liability of Individuals: AMT, Formats
Day 49	Continued
Day 50	Concept of income from salary
Day 51	Salary and its different forms
Day 52	Allowances and its types
Day 53	Perquisites and its types
Day 54	Valuation of H R A and its calculation
Day 55	Valuation of rent free house and motor car
Day 56	Continued
Day 57	Practical questions
Day 58	Provident fund and its types
Day 59	Profit in lieu of salary
Day 60	Profit in lieu of salary
Day 61	Standard deductions in salary
Day 62	Practical questions
Day 63	Practical questions
Day 64	Doubts
Day 65	Income from salary(Retirement)
Day 66	Gratuity and its calculations
Day 67	Continued
Day 68	Practical questions
Day 69	Pension and its calculations
Day 70	Illustrations
Day 71	Continued
Day 72	Earned leave salary and its calculations
Day 73	Compensation on retrenchment
Day 74	Continued



Day 75	Compensation on voluntary retirement
Day 76	Practical questions
Day 77	Amounts from provident fund
Day 78	Continued
Day 79	Practical questions
Day 80	Concept of marginal relief
Day 81	Illustrations
Day 82	Doubts
Day 83	Assessment of total income
Day 84	Continued
Day 85	Revision
Day 86	Revision
Day 87	Test
Day 88	Doubts discussed in previous question papers
Day 89	Doubts discussed in previous question papers
Day 90	Doubts discussed in previous question papers

\*As per number of periods /week

**K.L MEHTA DAYANAND COLLEGE FOR WOMEN,FARIDABAD**  
**LESSON PLAN FOR THE SESSION 2022-23**

<b>Name of the professor:LEENA RANI</b> <b>ClassAndSection:BBA 2 nd sem</b> <b>Subject: Macro Economics</b>	
Day 1	Macro Economics-introduction, scope, importance, limitations
Day 2	Features, assumptions of macro economics
Day 3	Difference between micro and macro economics
Day 4	Circular flow of national income
Day 5	Circular flow of income in different sectors
Day 6	Importance of withdrawals and injection in the circular flow of income
Day 7	Continued
Day 8	National income accounts-evolution classification and features accounts
Day 9	Importance of national income accounts, diff. between national income and national income
Day 10	continued
Day 11	National income
Day 12	Concepts related to national income
Day 13	Concepts related to national income-continued
Day 14	Different terms of national income
Day 15	Measurement of national income
Day 16	Problem of double counting, how to avoid double counting
Day 17	Aggregate supply
Day 18	Continued
Day 19	Importance and criticism of concept of effective demand
Day 20	Importance and criticism of concept of effective demand
Day 21	Theories of trade cycles
Day 22	Methods to control trade cycles
Day 23	Test of unit 1
Day 24	Consumption function, different shapes of consumption curve
Day 25	Continued

Day 26	Technical attributes of the propensity to consume
Day 27	Marginal propensity to consume-characteristics
Day 28	Propensity to save and saving function
Day 29	Psychological law of consumption
Day 30	continued
Day 31	Cyclic and secular consumption function
Day 32	Consumption curve
Day 33	Reconciliation of short run and long run consumption function
Day 34	Keynesian model of income determination-assumption, explanation
Day 35	Determination of employment
Day 36	Keynesian model of employment and income
Day 37	Criticism and features of Keynesian theory
Day 38	Difference between Keynesian and classical theory of employment
Day 39	Continued
Day 40	Multiplier
Day 41	Relation between multiplier and MPC
Day 42	Working of the multiplier
Day 43	Dynamic concept of multiplier
Day 44	Dynamic multiplier and change in investment
Day 45	Multiplier and public investment
Day 46	Continued
Day 47	Is multiplier merely tautological?
Day 48	Test of unit 2
Day 49	Fiscal policy-meaning, objective
Day 50	Methods and tools of fiscal policy
Day 51	Fiscal policy and economic development
Day 52	Limitations of fiscal policy
Day 53	Limitations of fiscal policy
Day 54	Methods of fiscal policy
Day 55	Evaluation and effectiveness of fiscal policy
Day 56	Public debt-importance, classification

Day 57	Difference between public and private debt
Day 58	Effects of public debt
Day 59	Redemption of public debt
Day 60	Continued
Day 61	Characteristics of India's public debt
Day 62	Role of public debt in under developed countries
Day 63	Business taxes-meaning, features, objectives
Day 64	Types of business tax
Day 65	Classification of taxes
Day 66	Direct and indirect taxes
Day 67	Advantages and limitations
Day 68	Incidence of taxes
Day 69	Effects of taxation
Day 70	Factors influencing incidence taxation
Day 71	Continued
Day 72	Problems of incidence taxation
Day 73	Theory of incidence taxation
Day 74	Continued
Day 75	Test of unit 3
Day 76	Supply of money-components, factors influencing the supply of money
Day 77	Central bank –explain
Day 78	Credit creation explain
Day 79	Process of credit creation, limitation
Day 80	Instruments of money control-credit control
Day 81	Methods of credit control
Day 82	Methods of credit control
Day 83	Monetary policy –explain, needs and Control measure of monetary policy
Day 84	Continued
Day 85	Limitation of monetary policy

Day 86	Concept of inflation
Day 87	Types of inflation, theories of inflation
Day 88	Effects of inflation
Day 89	Revisions
Day 90	Revisions

\*As per number of periods /week

**K.L MEHTA DAYANAND COLLEGE FOR WOMEN,FARIDABAD  
LESSON PLAN FOR THE SESSION 2022-23**

<b>Name of the professor: Leena Rani</b> <b>ClassAndSection: BBA 4<sup>th</sup> sem</b> <b>Subject: BRM</b>	
Day 1	Business research- meaning, types managerial value of research
Day 2	managerial value of research
Day 3	Types of Research
Day 4	Theory and research-components
Day 5	Theory and research-constructs
Day 6	Nature and process doubts cleaning session
Day 7	Continued
Day 8	doubts clearing session
Day 9	Importance of problem definition
Day 10	Purpose and types of research proposal
Day 11	Purpose and types of research proposal
Day 12	Test –business research meaning, process, types, nature
Day 13	Test doubts clear
Day 14	Nature of business research proposals
Day 15	Ingredients of research proposal
Day 16	research design –meaning
Day 17	research design—methods
Day 18	research design-element, classification
Day 19	Categories of exploratory research and its basic issue
Day 20	Discussion on topic
Day 21	continued
Day 22	classification exploratory research
Day 23	Concept and their measurement
Day 24	doubts cleaning session
Day 25	Casual research
Day 26	Measurement scales explain
Day 27	Types of measurement scale
Day 28	Explain Measurement scales with examples
Day 29	Test ---research design
Day 30	Sample design
Day 31	Sample design its procedure
Day 32	Sample design its procedure

Day 33	Explain sample size
Day 34	Sampling techniques
Day 35	Determination of sample size
Day 36	Types of data collection
Day 37	Explain research methods of collecting primary data
Day 38	Explain primary data its way to collection
Day 39	Secondary data explain
Day 40	Difference between primary and secondary data
Day 41	Continued
Day 42	Discussion on secondary data
Day 43	Sources of secondary data
Day 44	Discussion on topic
Day 45	Assignment on types of data
Day 46	Explain research methods of collecting secondary data
Day 47	Explain questionnaire
Day 48	Sample
Day 49	How to prepare questionnaire explain
Day 50	Issue in construction of questionnaire
Day 51	Issue in construction of questionnaire
Day 52	Test on sample design
Day 53	Test doubts clear
Day 54	Sample design
Day 55	Explanation of Statistical technique
Day 56	Statistical technique of data analysis
Day 57	Explain descriptive analysis
Day 58	Types of Descriptive analysis
Day 59	Uni-variate explain
Day 60	Explain bivariate tests
Day 61	Types of bivariate tests
Day 62	Bivariate tests explain
Day 63	Statistical significance of bivariate tests
Day 64	doubts cleaning session
Day 65	Assignment on data analysis
Day 66	Discussion on topic
Day 67	given test discussion on these topic
Day 68	continued
Day 69	Test
Day 70	Test Discussion
Day 71	Explain research report
Day 72	Contents of research report
Day 73	Meaning and types of research report
Day 74	Types of research report
Day 75	Essentials of research reports
Day 76	Research report nature
Day 77	doubts cleaning session
Day 78	Examples
Day 79	research report example
Day 80	Types of research report
Day 81	Ingredients of research report
Day 82	Precautions in research reports
Day 83	Ingredients of research report
Day 84	T-Test
Day 85	Z-Test
Day 86	Practicals

Day 87	T-Test
Day 88	Z-Test
Day 89	Explain chi square test
Day 90	Explain – f test

\*As per number of periods /week

**K.L MEHTA DAYANAND COLLEGE FOR WOMEN, FARIDABAD**  
**LESSON PLAN FOR THE SESSION 2022-23**

<b>Name of the Professor : Ms. Leena bhatia</b> <b>Class And Section: B.Com(Pass) Sec-A,C</b> <b>Subject: Basics of Computer -II</b>	
Day 1	Introduction to Digital Computer, Model of Digital Computer
Day 2	Functioning of a Digital Computer, Advantages of Computers
Day 3	Types of Digital Computer: Mainframe, Mini, Micro Computer and Super Computer
Day 4	Practical Lab - My Computer, Recycle Bin
Day 5	Practical Lab - My Document , Internet Explorer
Day 6	Practical Lab - Handling Files and Folders
Day 7	Application of Computer: Computer in Commerce
Day 8	Computer in Marketing
Day 9	Computer in Education
Day 10	Practical Lab - Different parts of Windows
Day 11	Practical Lab - My Document , Internet Explorer
Day 12	Practical Lab - My Computer, Recycle Bin
Day 13	Computer in Management
Day 14	Introduction to Operating System, Functions of O.S
Day 15	Services of O.S
Day 16	Practical Lab - Different Views of Windows
Day 17	Practical Lab - Control Panel: Installation of Printer
Day 18	Practical Lab - MS - Excel User Interface
Day 19	O.S as a Resource Manager
Day 20	Concept of GUI and CUI
Day 21	Difference between Single user and Multi user O.S
Day 22	Practical Lab - Working with Cell and Cell Address
Day 23	Practical Lab - Moving and Cutting Cell
Day 24	Practical Lab- Adding ,Deleting and Coping Worksheet with in Workbook
Day 25	Types of O.S : Multi User O.S
Day 26	Translator, System Utilities
Day 27	Multiprogramming, Multitasking
Day 28	Practical Lab - Table Creating in Worksheet
Day 29	Practical Lab - Cell Formatting
Day 30	Practical Lab- Changing Row/Column Height/Width
Day 31	Types of Software : System Software
Day 32	Application Software
Day 33	Difference between system and Application Software
Day 34	Practical Lab - Sorting Data
Day 35	Practical Lab - Referencing
Day 36	Practical Lab- Types of Referencing
Day 37	Types of Computer Languages

Day 38	Generations of Programming Languages
Day 39	Language Translators
Day 40	Practical Lab- Creating Worksheet for Students Record using Formula
Day 41	Practical Lab- Working with Formula
Day 42	Practical Lab- Working with Comparison Operator
Day 43	Assignment
Day 44	Basics of windows
Day 45	Test
Day 46	Practical Lab- introduction of charts and graphs
Day 47	Practical Lab- Elements of Excel Charts
Day 48	Practical Lab- XY Chart
Day 49	Assignment
Day 50	Basic Components of Windows
Day 51	Types of Icons
Day 52	Practical Lab - Practical Lab Column Chart and Line Chart
Day 53	Practical Lab - Practical Lab Pie Chart and Bar Chart
Day 54	Practical Lab - Practical Lab Area Chart
Day 55	WordPad/Notepad
Day 56	Components of WordPad
Day 57	Test
Day 58	Practical Lab - How to change Chart Type
Day 59	Practical Lab - Edit Chart Axis
Day 60	Practical Lab - Macros
Day 61	Revision
Day 62	Control Panel
Day 63	Mouse
Day 64	Printers
Day 65	Practical Lab - Built in Functions – PV, FV
Day 66	Practical Lab - RATE,PMT
Day 67	Practical Lab – NPER, IF
Day 68	Introduction of Database
Day 69	Elements of Database Management
Day 70	One variable and two variable Data Table
Day 71	Practical Lab – Create Database , Sort Database
Day 72	Practical Lab – Filtering Database
Day 73	Practical Lab – Goal Seek
Day 74	Revision
Day 75	Revision
Day 76	Revision
Day 77	Practical Lab - Hyperlink
Day 78	Practical Lab – Pivot Chart and Pivot Table
Day 79	Practical Lab – NPER, IF
Day 80	Revision
Day 81	Revision
Day 82	Revision
Day 83	Practical Lab – Scenarios
Day 84	Practical Lab – Data Validation
Day 85	Practical Lab - Linking
Day 86	Discuss Old Question Papers
Day 87	Discuss Old Question Papers
Day 88	Discuss Old Question Papers
Day 89	Discuss Old Question Papers
Day 90	Discuss Old Question Papers

\*As per number of periods /week



**K.L MEHTA DAYANAND COLLEGE FOR WOMEN, FARIDABAD**  
**LESSON PLAN FOR THE SESSION 2022-23**

<b>Name of the professor: Ms. Leena Bhatia</b> <b>Class And Section: B.com(CA) Sem- II Sec-E</b> <b>Subject: Operating System and Business Data Processing -II</b>	
Day 1	Introduction of Syllabus
Day 2	Data Processing System- Data, Information And Data Processing
Day 3	Data Processing Activities
Day 4	Data Processing Activities
Day 5	Practical
Day 6	Practical
Day 7	Characteristics & Needs Of Information
Day 8	Data Processing Cycle
Day 9	Data Storage Hierarchy
Day 10	Practical
Day 11	Practical
Day 12	File Management System
Day 13	File Types
Day 14	File Access Methods
Day 15	File Access Methods
Day 16	Test
Day 17	File Utilities File Sorting, Searching
Day 18	Merging, Copying Utility
Day 19	Printing, Maintenance Utility
Day 20	Practical
Day 21	Practical
Day 22	Assignment
Day 23	Traditional File Processing Activity
Day 24	Database, Characteristics,
Day 25	Operations On Database
Day 26	Objectives Of Database System
Day 27	Practical
Day 28	Practical
Day 29	Advantage & Disadvantage Of Database System
Day 30	Components Of Database System
Day 31	Class Test
Day 32	Advantage & Disadvantage Of Database System.
Day 33	Data Dictionary
Day 34	Practical
Day 35	Practical
Day 36	Database Administrator
Day 37	Components Of DBMS,
Day 38	DDL Compiler
Day 39	DML Compiler
Day 40	Query Optimizer &Data Manager
Day 41	Practical
Day 42	Practical
Day 43	Report Generator
Day 44	Query Language
Day 45	Application Generators
Day 46	User Interface
Day 47	Assignment

Day 48	Practical
Day 49	Practical
Day 50	Functions Of DBMS
Day 51	Data Independence
Day 52	Architecture Of DBMS
Day 53	Terminologies Of Database
Day 54	Assignment
Day 55	Practical
Day 56	Practical
Day 57	Various Keys In DBMS Primary Key, Foreign Key
Day 58	Candidate Key, Alternate Key, Super Key
Day 59	Database Model
Day 60	Hierarchical Model
Day 61	Network Model
Day 62	Practical
Day 63	Practical
Day 64	Advantages & Disadvantages Of Network Model
Day 65	Class Test
Day 66	Relational Model, Advantages & Disadvantages Of Relational Model
Day 67	Difference Between Hierarchical, Network And Relational Model
Day 68	Defining Structure Of Database, Creating & Using Database
Day 69	Practical
Day 70	Practical
Day 71	Spreadsheet And Its Business Applications
Day 72	Features Of Spreadsheet
Day 73	Creating A Workbook & Saving A Worksheet
Day 74	Built In Functions- Mathematical Functions
Day 75	Creating Worksheet
Day 76	Practical
Day 77	Practical
Day 78	Types Of Graph
Day 79	Basic Of Data Arrangement & Access
Day 80	Revision Of : Worksheet Overview: Rows, Columns, Cell, Menus,
Day 81	Revision Of : Opening Worksheet And Saving Worksheet, Formatting
Day 82	Identification Of Relevant Data
Day 83	Practical
Day 84	Practical
Day 85	Practical
Day 86	Revision Of Old Question Paper
Day 87	Revision Of Old Question Paper
Day 88	Revision Of Old Question Paper
Day 89	Revision Of Old Question Paper
Day 90	Revision Of Old Question Paper

\*As per number of periods /week

**K.L MEHTA DAYANAND COLLEGE FOR WOMEN, FARIDABAD**  
**LESSON PLAN FOR THE SESSION 2022-23**

<b>Name of the professor Dr. Preeti Vijay</b> <b>Class And Section: B.com. (Pass) 6<sup>th</sup> Sem. Section D</b> <b>Subject: International Marketing</b>	
Day 1	Introduction
Day 2	Nature & benefits of International Marketing
Day 3	Challenges in International Marketing
Day 4	International Marketing Mix
Day 5	Major decisions in International Marketing
Day 6	Approaches & scope of International Marketing
Day 7	International Marketing Environment
Day 8	Components of International Marketing Environment
Day 9	Components of International Marketing Environment
Day 10	International Economic Environment
Day 11	Importance of study of IME
Day 12	Test of international marketing environment
Day 13	Foreign Market Selection
Day 14	Foreign Market Selection –Strategies
Day 15	Foreign Market Selection –Strategies
Day 16	Entry Mode Decision
Day 17	Country Evaluation & Selection
Day 18	Country Evaluation & Selection
Day 19	Product Planning –Concept
Day 20	Classification of product planning
Day 21	Product Development
Day 22	Stages in product development
Day 23	Stages in product development
Day 24	International product strategies
Day 25	International product strategies
Day 26	Test Marketing
Day 27	Test Marketing
Day 28	Product Life Cycle
Day 29	Product Life Cycle
Day 30	Product Life Cycle
Day 31	Marketing Research
Day 32	Marketing Research –scope
Day 33	Marketing Research –utility
Day 34	Test –product planning
Day 35	Branding and Packaging
Day 36	Branding and Packaging
Day 37	Branding and Packaging
Day 38	Marking & Trademark
Day 39	International pricing –concept
Day 40	Factors influencing price determination
Day 41	Procedure of price determination
Day 42	Pricing policies
Day 43	Dumping & transfer pricing
Day 44	Assignment –international pricing
Day 45	International price quotation
Day 46	International payment terms
Day 47	International payment terms
Day 48	Physical distribution-concept
Day 49	Components of physical distribution

Day 50	Components of physical distribution
Day 51	International logistic management
Day 52	Distribution Channel-concept & Factors affecting distribution channel
Day 53	Distribution channel in international marketing
Day 54	Channel structure in international marketing
Day 55	Managing Channel Conflicts
Day 56	Managing Channel Conflicts
Day 57	Selection of foreign sales agent
Day 58	Test- distribution channels
Day 59	Factors affecting selection of foreign selling agent
Day 60	Content of foreign selling agency contract & Specimen
Day 61	Export procedure & Export documentation
Day 62	Export procedure & Export documentation
Day 63	Method of international product promotion
Day 64	Method of international product promotion
Day 65	Method of international product promotion
Day 66	Method of international product promotion
Day 67	International advertising
Day 68	International advertising
Day 69	Media strategy
Day 70	Media strategy
Day 71	Media strategy
Day 72	Test- product promotion
Day 73	Web marketing
Day 74	Web marketing
Day 75	Organizing Trade Fairs
Day 76	Organizing Trade Fairs
Day 77	Trade Exhibitions
Day 78	Trade Exhibitions
Day 79	Challenges in international Advertising
Day 80	Challenges in international Advertising
Day 81	Media Strategy
Day 82	Media Strategy
Day 83	Revision
Day 84	Revision
Day 85	Revision
Day 86	Revision
Day 87	Revision
Day 88	Revision
Day 89	Revision
Day 90	Revision

\*As per number of periods /week

**K.L MEHTA DAYANAND COLLEGE FOR WOMEN, FARIDABAD**  
**LESSON PLAN FOR THE SESSION 2022-23**

<b>Name of the professor: Dr. Preeti Vijay</b> <b>Class And Section: B. Com (C.A) 2<sup>nd</sup> Sem, Sec – D &amp; E</b> <b>Subject: Financial Accounting</b>	
Day 1	Meaning of Royalty, types, difference between rent and royalty, Analytical table of royalty, journal entries of royalty
Day 2	Recoupment of short working, preparation of minimum rent a/c with practical problems
Day 3	Half yearly payment of royalty, leasing of two mines
Day 4	Recoupment of each year short working, stoppage and reduction of work due to strike with practical problems
Day 5	Proportionate reduction in the short workings, strike, lockout and subsidy from the government with practical problem
Day 6	Proportionate reduction in the short workings, strike, lockout and subsidy from the government with practical problem
Day 7	Non- availability of the whole amount of the surplus for recoupment, Explanation of journal entries
Day 8	Non- availability of the whole amount of the surplus for recoupment, Explanation of journal entries
Day 9	Sub-Lease with practical problem
Day 10	Practical problem of royalty when two rates of minimum rent is given
Day 11	Practical problem of royalty when two rates of minimum rent is given
Day 12	Practical problems of royalty in connection with oil-wells and brick making
Day 13	Practical problems of royalty in connection with oil-wells and brick making
Day 14	Accounting records of copyright royalties
Day 15	Practical problems of royalty
Day 16	Doubts of royalty
Day 17	Meaning of Department account, Difference between departmental accounts and branch account
Day 18	Trading and P & L account, General profit and loss account, Departmental Allocation of expenses with its examples and practical problems
Day 19	Inter departmental transactions with its examples and practical problems
Day 20	Finding out missing closing stock with its examples and practical problems
Day 21	Calculation of departmental purchases with its examples and practical problems
Day 22	Calculation of departmental purchases with its examples and practical problems
Day 23	Practical problems
Day 24	Test of Royalty
Day 25	Dissolution of Partnership firm: Meaning, modes and accounting procedure of dissolution firm
Day 26	Difference between dissolution of firm and dissolution of partnership; Difference between revaluation account and realization account
Day 27	Practical problems
Day 28	Insolvency of partner, Rule of Garner vs Murray with its examples and practical problems
Day 29	Numerical problems of insolvency when capital are fixed and One partner remains solvent
Day 30	All partners become insolvent with its examples and practical problem
Day 31	Gradual realization of asset and piecemeal distribution with its method and numerical problems
Day 32	Practical problems and doubts
Day 33	Amalgamation of partnership firms: Meaning, Accounting records in the books of old firm with examples and practical problems
Day 34	Accounting records in the books of new firm with examples and practical problems
Day 35	Sale of partnership firm to a company and accounting records in the books of

	partnership firm with examples and practical problems
Day 36	Calculation of purchase consideration with examples
Day 37	Doubts of Amalgamation of partnership firms
Day 38	Meaning, Terms and characteristics of Hire Purchase System, Difference between HPP and Credit Sales
Day 39	Methods of HPP, Explain first method of HPP and necessary accounts with example1
Day 40	Payment by Half yearly installments with its solved example
Day 41	Calculation of cash price by annuity rate method and by rate of interest method with examples
Day 42	Practical problems of inverse progressive method and product method under rate of interest method
Day 43	Practical problems
Day 44	After sales service and repossession of goods due to non-payment of installments
Day 45	Solved examples of repossession of goods only a part of total goods
Day 46	Practical problems
Day 47	Transfer of asset to third party, Sale of asset by Hire purchaser
Day 48	Practical problems and revision of method 1
Day 49	Second method: Asset accrual method
Day 50	Goods of small value, Preparation of Hire purchase trading account with examples
Day 51	Stock and Debtor System in Hire Purchase
Day 52	Practical problems
Day 53	Practical problems
Day 54	Meaning of Instalment payment system and difference between HPP and IPS
Day 55	Accounting entries of Installment payment system
Day 56	Revision of Hire purchase system & installment payment system
Day 57	Meaning of Joint venture accounts, its objective and features Difference between Joint venture and consignment; Difference between Joint venture and partnership
Day 58	Accounting treatment of maintaining joint venture records, Joint bank method with its solved examples
Day 59	Test of Dissolution of partnership firm
Day 60	Calculation normal and abnormal loss with practical problems
Day 61	Underwriting of shares of a company with its solved examples
Day 62	Joint venture accounting treatment of Second method
Day 63	When one Co venture keep complete record of all transactions
Day 64	Joint venture accounting treatment of third method with its solved examples
Day 65	Solved examples of Memorandum joint venture and underwriting of shares
Day 66	Practical problems
Day 67	Practical problems
Day 68	Branch Accounts; Meaning, types and its methods; Debtors method
Day 69	Debtor method with solved examples
Day 70	Final account method with solved examples
Day 71	Stock and debtor system with solved examples
Day 72	Difference between wholesale and retail profit in branch
Day 73	Independent branches
Day 74	Incorporation entries in the books of head office by different methods
Day 75	Solved examples
Day 76	Practical problems
Day 77	Practical problems
Day 78	Accounting records in case of cash in transit and goods in transit
Day 79	Special transaction between head office and branch, Inter branch transaction
Day 80	Foreign branch
Day 81	Conversion of foreign branch Trial balance
Day 82	Doubts
Day 83	Practical problems
Day 84	Practical problems
Day 85	Doubts
Day 86	Doubts

Day 87	Revision
Day 88	Revision
Day 89	Revision
Day 90	Revision

**\*As per number of periods /week**

**K.L MEHTA DAYANAND COLLEGE FOR WOMEN,FARIDABAD  
LESSON PLAN FOR THE SESSION 2022-23**

**Name of the professor: Dr. Preeti Vijay**  
**Class And Section: B.com. C.A. VI sem Sec. D**  
**Subject: Auditing**

Day 1	Meaning and Introduction of Auditing
Day 2	Origin and Development of Auditing
Day 3	Necessity of Auditing & Book Keeping, Accountancy,
Day 4	Auditing and Investigation
Day 5	Difference Between Accountancy and Auditing by Courts Judgment
Day 6	Accountancy is a Necessity while Auditing is a Luxury
Day 7	Scope of Auditing, Basic Concepts of Auditing
Day 8	Auditing Principles, Procedures and Techniques
Day 9	Qualities and Types of Auditors
Day 10	Objects of Auditing
Day 11	Continued
Day 12	Difference Between of Error and Fraud & Advantages of Audit and Limitations of Audit
Day 13	Types of Audit (Classification of Audit)
Day 14	Continuous and Periodical Audit
Day 15	Interim, Internal & External Audit; Internal & Statutory Audit
Day 16	Audit Process and Programme – Introduction & Preparation Before Audit
Day 17	Audit Programme and Essentials of a good Audit Programme
Day 18	Advantages and Disadvantages of Audit Programme and Remedies in Audit Programme
Day 19	Test of Auditing
Day 20	Audit Notebook & Audit Working Papers
Day 21	Method or Procedure of Audit Work
Day 22	Methods of Checking
Day 23	Internal Control- Meaning, Definition, Objects & Basic Principles
Day 24	Forms of Internal Control
Day 25	Internal Check- Meaning, Definition, Features & Objects
Day 26	Features of an Efficient Internal Check System
Day 27	Advantages & Disadvantages of Internal Check
Day 28	Difference Between Internal Check and Internal Audit and Difference Between Internal Control and Internal Check
Day 29	Purchase and Internal Check and Purchase Return and Internal Check
Day 30	Purchase and Internal Check and Purchase Return and Internal Check
Day 31	Credit Late and Internal Check and Sales Return and Internal Check
Day 32	Stores and Internal Check
Day 33	Cash Book or cash transactions and Internal Check, Cash Sale and Internal and Check
Day 34	Cash Receipts and Internal Check and Cash Payments and Internal Check

Day 35	Internal Audit
Day 36	Routine Checking and Vouching – Introduction
Day 37	Examination of Vouchers
Day 38	Vouching of cash book
Day 39	Continued.
Day 40	Vouching of Petty Cash book, Purchase book and Purchase Return book
Day 41	Vouching of Sales book, sales return book, bill receivable book, bills payable book
Day 42	Vouching of Journal Proper and creditors ledger and Teeming and Lading system
Day 43	Meaning, Definition & objects of Verification
Day 44	Importance and Advantages of Verification and Difference Between Vouching and Verification
Day 45	Difference Between Verification and Valuation and Duties of an Auditor
Day 46	Duty of an Auditor in relation to Verification of Assets
Day 47	Continued.
Day 48	Continued.
Day 49	Continued.
Day 50	Duty of an Auditor in relation to Verification of Liabilities
Day 51	Continued.
Day 52	Valuation of Assets – Meaning, Definition, Objectives and Importance of Valuation Different Type of Price
Day 53	Assignment of Auditing
Day 54	Method of Valuation of Different Types of Assets
Day 55	Continued.
Day 56	Valuation and Auditor
Day 57	Appointment of Auditor in Various Concerns
Day 58	Continued.
Day 59	An Auditor is a Watchdog, but not a Blood Hound
Day 60	Liability of an Auditor
Day 61	Protection against breach of duty, Joint Auditors, Branch Auditor and Branch Audit & Can the Auditor be Helpful in checking Black Money?
Day 62	Depreciation- Meaning , Definition, Causes and necessity
Day 63	Difference Between Depreciation, Obsolescence and Fluctuation, Ascertainment of amount of depreciation
Day 64	Different Methods of Providing Depreciation, Companies Act and Depreciation, Arguments for and Against Depreciation
Day 65	Provisions-Meaning , definition, Objects and Provision and Auditor
Day 66	Reserves- Meaning, Features and difference in Provision and Reserves and Types of Reserves & Secret Reserve
Day 67	Test of Auditing
Day 68	Profit and Ascertainment of Real Profits & Effects of wrong calculation of profit and points to be noted while determining Profit
Day 69	Divisible Profits- Legal Provisions , Determination & Divisible Profit and Auditor
Day 70	Dividend- Determination, Statutory Provision, Procedure of Declaration and Payment of Dividend, Penalty and Punishment, Dividends and the Auditor and Unclaimed Dividend
Day 71	Investor Education and Protection Fund and Interim Dividend, Payment of Dividend Out of Capital and its Statutory Provision
Day 72	Audit Report- Meaning Definition Importance, Subject Matter in Audit Report
Day 73	Types of Audit Report And specimen, Audit Certificates and Difference Between Audit Report and Audit Certificates
Day 74	Investigation- Meaning and Definition, Difference Between Auditing and Investigation
Day 75	Inquiry and Investigation, Necessity of Investigation, Essential Precautions while conducting an Investigation
Day 76	Objective of Investigation
Day 77	Continued.
Day 78	Test of Auditing
Day 79	Specimen of Audit Report
Day 80	Qualified and clean report



Day 81	Investigation on behalf of Investor
Day 82	Investigation on behalf of the owner of the business
Day 83	Investigation on behalf of Tax Authorities
Day 84	Revision
Day 85	Revision
Day 86	Revision
Day 87	Revision
Day 88	Revision
Day 89	Revision
Day 90	Revision

\*As per number of periods /week

**K.L MEHTA DAYANAND COLLEGE FOR WOMEN,FARIDABAD**  
**LESSON PLAN FOR THE SESSION 2022-23**

<b>Name of the professor: DR. preeti vijay</b>	
<b>Class And Section: Mcom final</b>	
<b>Subject: Cost accounting standard and reporting</b>	
Day 1	Introduction of the syllabus
Day 2	Institute of Cost Accountants of India (ICAI)
Day 3	CASB (Cost Accounting Standard Board)
Day 4	Generally accepted Cost Accounting Principles (GACAP)
Day 5	Cost Accounting Standards (Need, statutory Requirements, Objectives, Scope and Format)
Day 6	Recommendations of B.B. Goyal Committee
Day 7	Recommendations of B.B. Goyal Committee
Day 8	Important Definitions
Day 9	Important Definitions
Day 10	Cost Accounting Standard 1
Day 11	Cost Accounting Standard 1
Day 12	Test: Unit 1
Day 13	Cost Accounting Standard 3
Day 14	Cost Accounting Standard 3
Day 15	Cost Accounting Standard 6
Day 16	Cost Accounting Standard 6
Day 17	Cost Accounting Standard 7
Day 18	Cost Accounting Standard 7
Day 19	Cost Accounting Standard 10
Day 20	Cost Accounting Standard 10
Day 21	Cost Accounting Standard 11
Day 22	Cost Accounting Standard 11
Day 23	Cost Accounting Standard 12
Day 24	Cost Accounting Standard 12
Day 25	Cost Accounting Standard 13
Day 26	Cost Accounting Standard 13
Day 27	Cost Accounting Standard 15
Day 28	Cost Accounting Standard 15
Day 29	Cost Accounting Standard 16
Day 30	Cost Accounting Standard 16
Day 31	Cost Accounting Standard 18
Day 32	Cost Accounting Standard 18
Day 33	Cost Accounting Standard 19
Day 34	Cost Accounting Standard 19
Day 35	Cost Accounting Standard 02
Day 36	Cost Accounting Standard 02

Day 37	Cost Accounting Standard 4
Day 38	Cost Accounting Standard 4
Day 39	Cost Accounting Standard 5
Day 40	Cost Accounting Standard 5
Day 41	Cost Accounting Standard 8
Day 42	Cost Accounting Standard 8
Day 43	Cost Accounting Standard 9
Day 44	Cost Accounting Standard 14
Day 45	Cost Accounting Standard 14
Day 46	Cost Accounting Standard 17
Day 47	Cost Accounting Standard 17
Day 48	Cost Accounting Standard 20
Day 49	Cost Accounting Standard 20
Day 50	Test: Unit 2
Day 51	Cost Accounting Standard 21
Day 52	Cost Accounting Standard 21
Day 53	Cost Accounting Standard 22
Day 54	Cost Accounting Standard 22
Day 55	Cost Auditor (Meaning, Qualification and Disqualification)
Day 56	Cost Auditor (Appointment & Remuneration)
Day 57	Rights and Responsibility of Cost Auditor
Day 58	Functions and Liability of Cost Auditor
Day 59	Cost Audit (Meaning, Scope)
Day 60	Cost Audit (Need, Objectives)
Day 61	Cost Audit (Types)
Day 62	Cost Audit (Advantages, Disadvantages)
Day 63	Cost Auditing Standard 101
Day 64	Cost Auditing Standard 101
Day 65	Cost Auditing Standard 101 (Application guidance)
Day 66	Cost Auditing Standard 102
Day 67	Cost Auditing Standard 102 (Application guidance)
Day 68	Cost Auditing Standard 103
Day 69	Cost Auditing Standard 103
Day 70	Cost Auditing Standard 103 (Application guidance)
Day 71	Cost Auditing Standard 104
Day 72	Cost Auditing Standard 104
Day 73	Cost Auditing Standard 104 (Application guidance)
Day 74	CARR
Day 75	Companies (Cost Accounting Record) Rules, 2011
Day 76	Companies (Cost Accounting Record) Rules, 2011
Day 77	Companies (Cost Accounting Record) Rules, 2011 (Salient Features)
Day 78	Cost Accounting Records
Day 79	Cost Accounting Records
Day 80	Companies (Cost Records and Audit) Rules, 2014
Day 81	Companies (Cost Records and Audit) Rules, 2014
Day 82	Companies (Cost Records and Audit) Rules, 2014
Day 83	Revision
Day 84	Revision
Day 85	Revision
Day 86	Revision
Day 87	Revision
Day 88	Revision
Day 89	Revision
Day 90	Revision

\*As per number of periods /week

**K.L MEHTA DAYANAND COLLEGE FOR WOMEN,FARIDABAD**  
**LESSON PLAN FOR THE SESSION 2022-23**

<b>Name of the professor: Rachna</b>	
<b>Class And Section: B.com Pass Sec. C</b>	
<b>Subject: Auditing</b>	
Day 1	Meaning and Introduction of Auditing
Day 2	Origin and Development of Auditing
Day 3	Necessity of Auditing & Book Keeping, Accountancy,
Day 4	Auditing and Investigation
Day 5	Difference Between Accountancy and Auditing by Courts Judgment
Day 6	Accountancy is a Necessity while Auditing is a Luxury
Day 7	Scope of Auditing, Basic Concepts of Auditing
Day 8	Auditing Principles, Procedures and Techniques
Day 9	Qualities and Types of Auditors
Day 10	Objects of Auditing
Day 11	Continued
Day 12	Difference Between of Error and Fraud & Advantages of Audit and Limitations of Audit
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Day 33	Cash Book or cash transactions and Internal Check, Cash Sale and Internal and Check
Day 34	Cash Receipts and Internal Check and Cash Payments and Internal Check
Day 35	Internal Audit
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Day 37	Examination of Vouchers
Day 38	Vouching of cash book
Day 39	Continued.
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Day 41	Vouching of Sales book, sales return book, bill receivable book, bills payable book
Day 42	Vouching of Journal Proper and creditors ledger and Teeming and Lading system
Day 43	Meaning, Definition & objects of Verification
Day 44	Importance and Advantages of Verification and Difference Between Vouching and Verification
Day 45	Difference Between Verification and Valuation and Duties of an Auditor
Day 46	Duty of an Auditor in relation to Verification of Assets
Day 47	Continued.

Day 48	Continued.
Day 49	Continued.
Day 50	Duty of an Auditor in relation to Verification of Liabilities
Day 51	Continued.
Day 52	Valuation of Assets – Meaning, Definition, Objectives and Importance of Valuation Different Type of Price
Day 53	Assignment of Auditing
Day 54	Method of Valuation of Different Types of Assets
Day 55	Continued.
Day 56	Valuation and Auditor
Day 57	Appointment of Auditor in Various Concerns
Day 58	Continued.
Day 59	An Auditor is a Watchdog, but not a Blood Hound
Day 60	Liability of an Auditor
Day 61	Protection against breach of duty, Joint Auditors, Branch Auditor and Branch Audit & Can the Auditor be Helpful in checking Black Money?
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Day 66	Reserves- Meaning, Features and difference in Provision and Reserves and Types of Reserves & Secret Reserve
Day 67	Test of Auditing
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Day 69	Divisible Profits- Legal Provisions , Determination & Divisible Profit and Auditor
Day 70	Dividend- Determination, Statutory Provision, Procedure of Declaration and Payment of Dividend, Penalty and Punishment, Dividends and the Auditor and Unclaimed Dividend
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Day 75	Inquiry and Investigation, Necessity of Investigation, Essential Precautions while conducting an Investigation
Day 76	Objective of Investigation
Day 77	Continued.
Day 78	Test of Auditing
Day 79	Specimen of Audit Report
Day 80	Qualified and clean report
Day 81	Investigation on behalf of Investor
Day 82	Investigation on behalf of the owner of the business
Day 83	Investigation on behalf of Tax Authorities
Day 84	Revision
Day 85	Revision
Day 86	Revision
Day 87	Revision
Day 88	Revision
Day 89	Revision
Day 90	Revision

\*As per number of periods /week

**K.L MEHTA DAYANAND COLLEGE FOR WOMEN,FARIDABAD**  
**LESSON PLAN FOR THE SESSION 2022-23**

<b>Name of the Teacher: Ms. Rachna</b> <b>Class: B.Com. II ( Pass ) (Semester IV) - C</b> <b>Name of Subject: Corporate Law II (Paper Code -4.04)</b>	
DAY 1	Shareholders and Members
DAY 2	Difference between Shareholders and members
DAY 3	Modes of acquiring membership
DAY 4	termination of membership
DAY 5	Who may be members ?
DAY 6	Test of Membership
DAY 7	Rights and Liabilities of members
DAY 8	Revision of chapter
DAY 9	Writing practice of long question in class
DAY 10	Assignment
DAY 11	Unit- IV Winding Up: - Meaning
DAY 12	Petition for winding up
DAY 13	Who can file for petition?
DAY 14	Voluntary winding up
DAY 15	Winding up by the Tribunal -1
DAY 16	Winding up by the Tribunal -2
DAY 17	Powers and Duties of company Liquidator -1
DAY 18	Powers and Duties of company Liquidator-2
DAY 19	Revision class
DAY 20	Writing practice of short questions in class
DAY 21	Assignment
DAY 22	consequences of winding up
DAY 23	Assignment on consequences
DAY 24	Class test based on assignments
DAY 25	Alteration of share capital-1
DAY 26	Alteration of share capital-2
DAY 27	Consolidation and reorganization of capital
DAY 28	Reduction of share capital-1
DAY 29	Reduction of share capital-2
DAY 30	Further issue of share capital -1
DAY 31	Further issue of share capital -2
DAY 32	Writing practice of short questions
DAY 33	Assignment
DAY 34	Writing practice of long answer questions
DAY 35	Rights of pre-emption of shares
DAY 36	Assignment
DAY 37	Class test based on assignments
DAY 38	Unit- III Meeting of Company
DAY 39	Essentials of valid meeting
DAY 40	meetings of Shareholders: - Annual general meeting
DAY 41	Writing practice of long questions
DAY 42	Extra-ordinary general meeting
DAY 43	meetings of board of directors
DAY 44	Proxy
DAY 45	Voting

DAY 46	Notice
DAY 47	Agenda
DAY 48	Short answer questions discussions
DAY 49	Assignments based on topic
DAY 50	Class test of chapter
DAY 51	Unit 3- Directors
DAY 52	Duties of Directors
DAY 53	Types of directors
DAY 54	Qualifications of directors
DAY 55	Disqualification of directors
DAY 56	Restriction on directorship
DAY 57	Powers of Directors
DAY 58	Liabilities of directors
DAY 59	Assignment on directors
DAY 60	Class test
DAY 61	Class test feedback
DAY 62	Appointment of directors
DAY 63	removal of directors
DAY 64	Remuneration of directors
DAY 65	Vacation of office by directors
DAY 66	Managerial personnel
DAY 67	Managing director, manager and whole time director of company
DAY 68	Writing practice of long answer questions
DAY 69	Legal position of directors
DAY 70	Assignment
DAY 71	Class test
DAY 72	Feedback of class test
DAY 73	Unit 1- Depository System –meaning and importance -1
DAY 74	- Depository System –meaning and importance -2
DAY 75	Constituents of depository system
DAY 76	Paperless Trading-1
DAY 77	Paperless Trading-2
DAY 78	Benefits and Procedure of Paperless Trading-1
DAY 79	Benefits and Procedure of Paperless Trading-2
DAY 80	Need for educating investors-1
DAY 81	Need for educating investors-2
DAY 82	How to attempt final exams ?
DAY 83	Class assignment
DAY 84	Test of topic -depository system
DAY 85	Transfer and transmission of shares -2
DAY 86	Calls on shares, forfeiture of shares
DAY 87	Surrender and lien of shares
DAY 88	Doubts and discussions
DAY 89	Doubts and discussions
DAY 90	Doubts and discussions

\*As per number of periods /week

**K.L MEHTA DAYANAND COLLEGE FOR WOMEN,FARIDABAD**  
**LESSON PLAN FOR THE SESSION 2022-23**

<b>Name of the professor: Rachna</b> <b>Class And Section: B.com Pass Ist year Sec. B &amp; C</b> <b>Subject: Business Environment</b>	
Day 1	Concept of business
Day 2	Concept of business environment
Day 3	Types of business environment : internal and external environment
Day 4	Types of business environment :internal and external environment
Day 5	Relationship Between Business and environment
Day 6	Current Indian business environment
Day 7	Analysis of business environment :concept
Day 8	Process Of environment analysis & responsibilities for environmental analysis
Day 9	Significance of study of business environment
Day 10	SWOT : introduction, components
Day 11	Process & uses of swot
Day 12	ETOP
Day 13	Assignment
Day 14	Types of business environment
Day 15	SWOT analysis of Indian diary industry
Day 16	SWOT analysis of food processing industry
Day 17	SWOT analysis of tele communication industry
Day 18	National income : meaning, pre independence estimates of national income
Day 19	Post independence estimates of national income, methods of measuring national income
Day 20	Importance of measuring national income ,difficulties for measuring national income
Day 21	Trends in national income
Day 22	Structure of national income
Day 23	Causes of low national income in India
Day 24	Capital formation : concept , importance
Day 25	Gross capital formation in India
Day 26	Suggestions To raise national income in India
Day 27	Savings, determinants of capital Formation
Day 28	Causes of low rate of capital formation in India
Day 29	Suggestions to increase the rate of capital formation in India
Day 30	Suggestions to increase the rate of capital formation in India
Day 31	Trends Of industrial development during 5 years
Day 32	Continue
Day 33	An appraisal Of industrial development during 5 year plan
Day 34	Suggestions to solve the problem of industrial development in India
Day 35	Balance of payment (bop), balance of trade(bot): introduction
Day 36	Structure of bop ,dis Equilibrium in bop
Day 37	Trends in bop, bop crises
Day 38	Causes of un favourable bop , suggestions to correct disequilibrium in bop
Day 39	dis equilibrium in Bop, causes of unfavourable bop , suggestions to correct disequilibrium in bop
Day 40	Unemployment: nature and types of unemployment in India
Day 41	Trends of unemployment in India , effects of the problem of unemployment
Day 42	Causes of unemployment steps taken by government to solve the problem of unemployment in India
Day 43	Suggestions to solve unemployment ,employment in 11th five year plan, employment in 12th five year plan
Day 44	Regional imbalances: concept, pattern of regional development

Day 45	Features, causes of regional imbalances
Day 46	Measures taken by govt. & suggestions for removing regional imbalances, PURA
Day 47	Inflation concept, types:
Day 48	Trends in inflation, measurement & effects of inflation
Day 49	Causes of inflation, measures to control inflation
Day 50	Evaluation of price policy, suggestions to check inflation
Day 51	Test
Day 52	Inflation concept, types, causes of inflation, measures to control inflation
Day 53	Parallel economy: concept, causes responsible for growth of black money
Day 54	Estimates of black money in India,
Day 55	effects of black money
Day 56	Measures to check black money
Day 57	Industrial sickness: concept, symptoms of industrial sickness
Day 58	Effects of industrial sickness remedial measures adopted to prevent industrial sickness in India
Day 59	Suggestions to prevent industrial sickness in India,
Day 60	SICA, BIFR
Day 61	Securitisation, reconstruction of financial assets and enforcement of security interest act, (2002)
Day 62	Monetary policy: objectives, measures of monetary policy of India
Day 63	Monetary policy: objectives, measures of monetary policy of India
Day 64	Features and critical evaluation of monetary policy in India
Day 65	Suggestions for improvement in monetary policy
Day 66	Suggestions for improvement in monetary policy
Day 67	New monetary policy of RBI
Day 68	New monetary policy of RBI
Day 69	monetary policy for the year 2015-16
Day 70	Fiscal policy: objectives, techniques of fiscal policy
Day 71	Evaluation of fiscal policy of India
Day 72	Causes of increase in fiscal deficit
Day 73	fiscal reforms in India
Day 74	Industrial policy: meaning
Day 75	Industrial policy: meaning
Day 76	Importance industrial policy of 1948
Day 77	Importance industrial policy of 1948
Day 78	Industrial policy: meaning, importance of industrial policy of 1956
Day 79	Industrial policy: meaning, importance of industrial policy of 1956
Day 80	Industrial policy of 1977, 1980 & Industrial policy of 1991
Day 81	National manufacturing policy, 2011 & Industrial licensing policy
Day 82	Privatisation : concept, measures & causes of privatization
Day 83	Objectives, obstacles of privatization
Day 84	Privatisation in India, practical suggestions
Day 85	Test: New industrial policy (1991)
Day 86	Revision
Day 87	Revision
Day 88	Revision
Day 89	Revision
Day 90	Revision

\*As per number of periods



**K.L MEHTA DAYANAND COLLEGE FOR WOMEN,FARIDABAD**  
**LESSON PLAN FOR THE SESSION 2022-23**

<b>Name of the professor: Ms. Nalnee</b> <b>Class And Section: BBA 2<sup>nd</sup> Sem</b> <b>Subject: Company Accounts</b>	
Day 1	Accounting for share capital: Characteristics & types of companies
Day 2	Shares and types of shares
Day 3	Issue of shares
Day 4	Issue of shares at par & premium
Day 5	Calls in arrears and calls in advance
Day 6	Under subscription and over subscription of shares
Day 7	Over subscription of shares
Day 8	Forfeiture of shares issued at par and their re-issue
Day 9	Forfeiture of shares issued at premium and their re-issue
Day 10	Over Subscription and Forfeiture
Day 11	Numerical Questions
Day 12	Numerical Questions
Day 13	Alteration of Share Capital
Day 14	Buy-back of shares
Day 15	Issue of right shares
Day 16	Acquisition of business
Day 17	Numerical Questions
Day 18	Numerical Questions
Day 19	Test: Accounting for share capital
Day 20	Profit or loss prior to incorporation
Day 21	Numerical Questions
Day 22	Numerical Questions
Day 23	Issue of debentures
Day 24	Debentures: Meaning, nature and types
Day 25	Issue of debentures
Day 26	Issue of debenture
Day 27	Issue of debenture
Day 28	Redemption of debentures
Day 29	Methods of redemption
Day 30	Methods of redemption
Day 31	Methods of redemption
Day 32	Methods of redemption
Day 33	Test-Issue of Debentures
Day 34	Numerical Questions
Day 35	Numerical Questions
Day 36	Underwriting of Shares and Debentures
Day 37	Entries related to underwriting
Day 38	Partial underwriting and access applications
Day 39	Firm underwriting
Day 40	Sub underwriting
Day 41	Numerical Questions
Day 42	Assignment
Day 43	Final accounts of companies: Introduction
Day 44	Theory related topics of final accounts
Day 45	Formats of final account of companies
Day 46	Formats of final account of companies
Day 47	Numerical Questions
Day 48	Basic features of accounting standards 4,5,15,17,18 and 29
Day 49	Basic features of accounting standards 4,5,15,17,18 and 29
Day 50	Methods of liquidation
Day 51	Order of payments
Day 52	Numerical questions

Day 53	Numerical questions
Day 54	List of contributories
Day 55	List of statement of affairs
Day 56	Numerical Questions
Day 57	Numerical Questions
Day 58	Numerical Questions
Day 59	Valuation of Goodwill
Day 60	Test: Liquidation of Companies
Day 61	Methods of valuation of Goodwill
Day 62	Methods of valuation of Goodwill
Day 63	Methods of valuation of Goodwill
Day 64	Numerical Questions
Day 65	Numerical Questions
Day 66	Valuation of shares
Day 67	Methods of Valuation of shares
Day 68	Methods of Valuation of shares
Day 69	Test: Valuation of Goodwill
Day 70	Numerical Questions
Day 71	Numerical Questions
Day 72	Accounting of banking companies
Day 73	Preparation of financial statements of banking companies
Day 74	Preparation of financial statements of banking companies
Day 75	Numerical Questions
Day 76	Numerical Questions
Day 77	Numerical Questions
Day 78	Accounting for Insurance Companies
Day 79	Preparation of financial statements of Life Insurance Business
Day 80	Preparation of financial statements of Life Insurance Business
Day 81	Preparation of Financial statements of General Insurance Business
Day 82	Preparation of Financial statements of General Insurance Business
Day 83	Numerical Questions
Day 84	Numerical Questions
Day 85	Numerical Questions
Day 86	Doubt class
Day 87	Revision
Day 88	Revision
Day 89	Revision
Day 90	Revision

\*As per number of periods /week

## K.L MEHTA DAYANAND COLLEGE FOR WOMEN,FARIDABAD

### LESSON PLAN FOR THE SESSION 2022-23

<b>Name of the professor: Ms. Nalnee</b> <b>Class And Section: B.Com (Hons) 6<sup>th</sup> Sem</b> <b>Subject: Project planning and management</b>	
Day 1	Project planning: introduction, planning
Day 2	Strategy and capital allocation
Day 3	Generation and screening of project idea cont.
Day 4	Generation and screening of project idea cont.
Day 5	Generation and screening of project idea cont.
Day 6	Market and demand analysis cont.
Day 7	Market and demand analysis cont.
Day 8	Market and demand analysis cont.
Day 9	Technical analysis
Day 10	Technical analysis cont.
Day 11	Technical analysis cont.
Day 12	Technical analysis cont.
Day 13	Financial estimates and projections
Day 14	Financial estimates and projections cont.
Day 15	Financial estimates and projections cont.
Day 16	Test: generation and screening of project idea
Day 17	Time value money
Day 18	Time value money cont.
Day 19	Time value money cont.
Day 20	Time value money cont.
Day 21	Assignment: Technical analysis
Day 22	Investment criteria
Day 23	Project cash flow cont.
Day 24	Project cash flow cont.
Day 25	Project cash flow cont.
Day 26	Project cash flow cont.
Day 27	The cost of capital
Day 28	The cost of capital cont.
Day 29	The cost of capital cont.
Day 30	The cost of capital cont.
Day 31	Stand alone risk analysis
Day 32	Stand alone risk analysis cont.
Day 33	Stand alone risk analysis cont.
Day 34	Stand alone risk analysis cont.
Day 35	Test: cost of capital
Day 36	Market and firm risk
Day 37	Market and firm risk cont.
Day 38	Special decision situations
Day 39	Special decision situations
Day 40	Social cost benefit analysis
Day 41	Social cost benefit analysis cont.
Day 42	Assignment: market and firm risk
Day 43	Multiple projection and constraints
Day 44	Multiple projection and constraints cont.
Day 45	Multiple projection and constraints cont.
Day 46	Valuation of real option
Day 47	Valuation of real option cont.
Day 48	Valuation of real option cont.
Day 49	Judgmental

Day 50	Behavioral
Day 51	Strategic and organizational consideration
Day 52	Strategic and organizational consideration cont.
Day 53	Strategic and organizational consideration cont.
Day 54	Financing of projects
Day 55	Financing of projects cont.
Day 56	Financing of projects cont.
Day 57	Financing infrastructure projects
Day 58	Financing infrastructure projects cont.
Day 59	Financing infrastructure projects cont.
Day 60	Test: valuation of real option
Day 61	Venture capital
Day 62	Venture capital cont.
Day 63	Private equity
Day 64	Private equity cont.
Day 65	Presentation on venture capital
Day 66	Presentation on venture capital and private equity
Day 67	Network technique for project management
Day 68	Network technique for project management cont.
Day 69	Network technique for project management cont.
Day 70	Network technique for project management cont.
Day 71	Assignment: project management
Day 72	Project review and administrative aspect
Day 73	Project review and administrative aspect cont.
Day 74	Project review and administrative aspect cont.
Day 75	Project review and administrative aspect cont.
Day 76	Presentation on market and demand analysis
Day 77	Presentation on market and demand analysis
Day 78	Presentation on market and demand analysis
Day 79	TEST
Day 80	PRESENTATION
Day 81	PRESENTATION
Day 82	PRESENTATION
Day 83	PRESENTATION
Day 84	PRESENTATION
Day 85	DOUBTS
Day 86	DOUBTS
Day 87	DOUBTS
Day 88	REVISION
Day 89	REVISION
Day 90	REVISION

\*As per number of periods /week

**K.L MEHTA DAYANAND COLLEGE FOR WOMEN, FARIDABAD**  
**LESSON PLAN FOR THE SESSION 2022-23**

<b>Name of the professor: Ms. Nalnee</b> <b>Class And Section: B.Com Pass 2<sup>nd</sup> Sem, Sec - C</b> <b>Subject: Financial Accounting</b>	
Day 1	Meaning of Royalty, types, difference between rent and royalty, Analytical table of royalty, journal entries of royalty
Day 2	Recoupment of short working, preparation of minimum rent a/c with practical problems
Day 3	Half yearly payment of royalty, leasing of two mines
Day 4	Recoupment of each year short working, stoppage and reduction of work due to strike with practical problems
Day 5	Proportionate reduction in the short workings, strike, lockout and subsidy from the government with practical problem
Day 6	Proportionate reduction in the short workings, strike, lockout and subsidy from the government with practical problem
Day 7	Non- availability of the whole amount of the surplus for recoupment, Explanation of journal entries
Day 8	Non- availability of the whole amount of the surplus for recoupment, Explanation of journal entries
Day 9	Sub-Lease with practical problem
Day 10	Practical problem of royalty when two rates of minimum rent is given
Day 11	Practical problem of royalty when two rates of minimum rent is given
Day 12	Practical problems of royalty in connection with oil-wells and brick making
Day 13	Practical problems of royalty in connection with oil-wells and brick making
Day 14	Accounting records of copyright royalties
Day 15	Practical problems of royalty
Day 16	Doubts of royalty
Day 17	Meaning of Department account, Difference between departmental accounts and branch account
Day 18	Trading and P & L account, General profit and loss account, Departmental Allocation of expenses with its examples and practical problems
Day 19	Inter departmental transactions with its examples and practical problems
Day 20	Finding out missing closing stock with its examples and practical problems
Day 21	Calculation of departmental purchases with its examples and practical problems
Day 22	Calculation of departmental purchases with its examples and practical problems
Day 23	Practical problems
Day 24	Test of Royalty
Day 25	Dissolution of Partnership firm: Meaning, modes and accounting procedure of dissolution firm
Day 26	Difference between dissolution of firm and dissolution of partnership; Difference between revaluation account and realization account
Day 27	Practical problems
Day 28	Insolvency of partner, Rule of Garner vs Murray with its examples and practical problems
Day 29	Numerical problems of insolvency when capital are fixed and One partner remains solvent
Day 30	All partners become insolvent with its examples and practical problem
Day 31	Gradual realization of asset and piecemeal distribution with its method and numerical problems
Day 32	Practical problems and doubts
Day 33	Amalgamation of partnership firms: Meaning, Accounting records in the books of old firm with examples and practical problems
Day 34	Accounting records in the books of new firm with examples and practical problems
Day 35	Sale of partnership firm to a company and accounting records in the books of

	partnership firm with examples and practical problems
Day 36	Calculation of purchase consideration with examples
Day 37	Doubts of Amalgamation of partnership firms
Day 38	Meaning, Terms and characteristics of Hire Purchase System, Difference between HPP and Credit Sales
Day 39	Methods of HPP, Explain first method of HPP and necessary accounts with example1
Day 40	Payment by Half yearly installments with its solved example
Day 41	Calculation of cash price by annuity rate method and by rate of interest method with examples
Day 42	Practical problems of inverse progressive method and product method under rate of interest method
Day 43	Practical problems
Day 44	After sales service and repossession of goods due to non-payment of installments
Day 45	Solved examples of repossession of goods only a part of total goods
Day 46	Practical problems
Day 47	Transfer of asset to third party, Sale of asset by Hire purchaser
Day 48	Practical problems and revision of method 1
Day 49	Second method: Asset accrual method
Day 50	Goods of small value, Preparation of Hire purchase trading account with examples
Day 51	Stock and Debtor System in Hire Purchase
Day 52	Practical problems
Day 53	Practical problems
Day 54	Meaning of Instalment payment system and difference between HPP and IPS
Day 55	Accounting entries of Installment payment system
Day 56	Revision of Hire purchase system & installment payment system
Day 57	Meaning of Joint venture accounts, its objective and features Difference between Joint venture and consignment; Difference between Joint venture and partnership
Day 58	Accounting treatment of maintaining joint venture records, Joint bank method with its solved examples
Day 59	Test of Dissolution of partnership firm
Day 60	Calculation normal and abnormal loss with practical problems
Day 61	Underwriting of shares of a company with its solved examples
Day 62	Joint venture accounting treatment of Second method
Day 63	When one Co venture keep complete record of all transactions
Day 64	Joint venture accounting treatment of third method with its solved examples
Day 65	Solved examples of Memorandum joint venture and underwriting of shares
Day 66	Practical problems
Day 67	Practical problems
Day 68	Branch Accounts; Meaning, types and its methods; Debtors method
Day 69	Debtor method with solved examples
Day 70	Final account method with solved examples
Day 71	Stock and debtor system with solved examples
Day 72	Difference between wholesale and retail profit in branch
Day 73	Independent branches
Day 74	Incorporation entries in the books of head office by different methods
Day 75	Solved examples
Day 76	Practical problems
Day 77	Practical problems
Day 78	Accounting records in case of cash in transit and goods in transit
Day 79	Special transaction between head office and branch, Inter branch transaction
Day 80	Foreign branch
Day 81	Conversion of foreign branch Trial balance
Day 82	Doubts
Day 83	Practical problems
Day 84	Practical problems
Day 85	Doubts
Day 86	Doubts

Day 87	Revision
Day 88	Revision
Day 89	Revision
Day 90	Revision

\*As per number of periods /week

**K.L MEHTA DAYANAND COLLEGE FOR WOMEN,FARIDABAD**  
**LESSON PLAN FOR THE SESSION 2022-23**

<b>Name of the professor: Ms. Shikha Sharma</b> <b>Class And Section: B.COM PASS/ VOC (All sections)</b> <b>Subject: BUSINESS ECONOMICS</b>	
Day 1	Introduction to perfect competition.
Day 2	Price determination under perfect competition.
Day 3	Price determination under perfect competition in very short period.
Day 4	Price determination under perfect competition in long period.
Day 5	Difference between Market price and Normal Price.
Day 6	Equilibrium conditions (TR-TC Approach)
Day 7	Equilibrium conditions (MR-MC Approach)
Day 8	Determination of short run equilibrium of the firm.
Day 9	Determination of long run equilibrium of the firm.
Day 10	Long run equilibrium of industry.
Day 11	Impact of price ceiling on consumers under perfect competition.
Day 12	Introduction to monopoly.
Day 13	<u>Determination of price and equilibrium under monopoly.</u>
Day 14	Determination of price and equilibrium under monopoly.
Day 15	<u>Price Discrimination or Discriminating monopoly.</u>
Day 16	Price and Output Determination or equilibrium under discriminating monopoly.
Day 17	<u>Multi-plant monopoly</u>
Day 18	Practical applications.
Day 19	<u>Test of perfect competition.</u>
Day 20	Meaning and characteristics of monopolistic competition
Day 21	Price and output determination under monopolistic competition

Day 22	Product Differentiation
Day 23	Selling cost
Day 24	Comparison with perfect competition
Day 25	Excess capacity under monopolistic competition
Day 26	Diagram Revision of monopolistic competition
Day 27	Introduction to Oligopoly
Day 28	Features of oligopoly
Day 29	Cournot Model
Day 30	Bertrand Model
Day 31	Edgeworth Model
Day 32	Sweezy kinked demand ( price rigidity)
Day 33	Duopoly Model
Day 34	Price leadership
Day 35	Rent
Day 36	Theories of rent ( Ricardian Theory )
Day 37	Modern theory of rent
Day 38	Quasi rent
Day 39	Introduction to wages
Day 40	Marginal Productivity theory of wage
Day 41	Determination of wage rate under perfect competition
Day 42	Determination of wage rate under monopoly
Day 43	Exploitation of labour
Day 44	Introduction to interest
Day 45	Assignment
Day 46	Difference between Gross interest and Net interest
Day 47	Classical theory of interest
Day 48	Neo classical theory of interest
Day 49	Liquidity preference theory of interest
Day 50	Modern theory of interest
Day 51	Determination of equilibrium rate of interest
Day 52	Introduction to Profit



Day 53	Dynamic theory of profit
Day 54	Innovation theory
Day 55	Risk theory of profit
Day 56	Uncertainty Bearing theory of profit
Day 57	Profit policy
Day 58	Break even point analysis
Day 59	Theory of factor pricing (Introduction)
Day 60	Productivity of the factor
Day 61	Cost of the factor
Day 62	Marginal Productivity Theory
Day 63	Modern Theory
Day 64	<u>Test of liquidity preference theory</u>
Day 65	<u>Revision of unit 1</u>
Day 66	<u>Revision of unit 1</u>
Day 67	<u>Revision of unit 1</u>
Day 68	<u>Revision of unit 1</u>
Day 69	Revision of unit 1
Day 70 Day 71	<u>Revision of unit 1</u> Revision of unit 2
Day 72 Day 73	<u>Revision of unit 2</u> Revision of unit 2
Day 74	Revision of unit 2
Day 75	Revision of unit 2
Day 76	Revision of unit 2
Day 77	Revision of unit 4
Day 78	Revision of unit 4
Day 79	Revision of unit 4
Day 80	Revision of unit 4
Day 81	Revision of unit 3
Day 82	Revision of unit 3
Day 83	Revision of unit 3

Day 84	Revision of unit 3
Day 85	Doubt Class
Day 86	Doubt Class
Day 87	Doubt Class
Day 88	Doubt Class
Day 89	Doubt Class
Day 90	Doubt Class

\*As per number of periods /week

## K.L MEHTA DAYANAND COLLEGE FOR WOMEN,FARIDABAD

### LESSON PLAN FOR THE SESSION 2022-23

**Name of the professor: Ms. SHIKHA**

**Class And Section: B.COM(VOC) Sem II D/E**

**Subject:BUSINESS ECONOMICS**

Day 1	Introduction to perfect competition.
Day 2	Price determination under perfect competition.
Day 3	Price determination under perfect competition in very short period.
Day 4	Price determination under perfect competition in long period.
Day 5	Difference between Market price and Normal Price.
Day 6	Equilibrium conditions (TR-TC Approach)
Day 7	Equilibrium conditions (MR-MC Approach)
Day 8	Determination of short run equilibrium of the firm.
Day 9	Determination of long run equilibrium of the firm.
Day 10	Long run equilibrium of industry.
Day 11	Impact of price ceiling on consumers under perfect competition.
Day 12	Introduction to monopoly.
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Day 15	Price Discrimination or Discriminating monopoly.
Day 16	Price and Output Determination or equilibrium under discriminating monopoly.
Day 17	Multi-plant monopoly
Day 18	Practical applications.
Day 19	Test of perfect competition.
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Day 22	Product Differentiation

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Day 25	Excess capacity under monopolistic competition
Day 26	Diagram Revision of monopolistic competition
Day 27	Introduction to Oligopoly
Day 28	Features of oligopoly
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Day 30	Bertrand Model
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Day 34	Price leadership
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Day 44	Introduction to interest
Day 45	Assignment
Day 46	Difference between Gross interest and Net interest
Day 47	Classical theory of interest
Day 48	Neo classical theory of interest
Day 49	Liquidity preference theory of interest
Day 50	Modern theory of interest
Day 51	Determination of equilibrium rate of interest
Day 52	Introduction to Profit
Day 53	Dynamic theory of profit
Day 54	Innovation theory
Day 55	Risk theory of profit
Day 56	Uncertainty Bearing theory of profit
Day 57	Profit policy
Day 58	Break even point analysis
Day 59	Theory of factor pricing (Introduction)
Day 60	Productivity of the factor
Day 61	Cost of the factor
Day 62	Marginal Productivity Theory
Day 63	Modern Theory
Day 64	Test of liquidity preference theory
Day 65	Revision of unit 1
Day 66	Revision of unit 1
Day 67	Revision of unit 1

Day 68	Revision of unit 1
Day 69	Revision of unit 1
Day 70	Revision of unit 1
Day 71	Revision of unit 2
Day 72	Revision of unit 2
Day 73	Revision of unit 2
Day 74	Revision of unit 2
Day 75	Revision of unit 2
Day 76	Revision of unit 2
Day 77	Revision of unit 4
Day 78	Revision of unit 4
Day 79	Revision of unit 4
Day 80	Revision of unit 4
Day 81	Revision of unit 3
Day 82	Revision of unit 3
Day 83	Revision of unit 3
Day 84	Revision of unit 3
Day 85	Doubt Class
Day 86	Doubt Class
Day 87	Doubt Class
Day 88	Doubt Class
Day 89	Doubt Class
Day 90	Doubt Class

\*As per number of periods /week



