

LESSON PLAN
COMMERCE AND MANAGEMENT
(EVEN SEM)-2026

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K.L MEHTA DAYANAND COLLEGE FOR WOMEN, FARIDABAD
LESSON PLAN
SESSION 2025-26(EVEN SEMSTER)

Name of the Assistant Professor: Dr. Rekha Goyal	
Class And Section: B.Com 6th Sem (A&B)	
Subject: Goods and Service Tax	
Week 1	Tax Structure in India, Overview of GST
Week 2	Administration of GST, Taxable Event and Scope of Supply under GST
Week 3	Levy and Collection of Tax, Test of Chapter : Taxable Event and Scope of Supply under GST
Week 4	Small Taxable Persons: Exemptions and Composition schemes
Week 5	Time of Supply, The Integrated Goods and Services Tax Act- 2017
Week 6	Nature of Supplies: Interstate and Intrastate, Place of Supply.
Week 7	Value of Taxable Supply, Input Tax Credit. Assignment: Exemptions of Services under GST
Week 8	Registration, Tax Invoice, Credit and Debit Notes
Week 9	Returns, Assessment and Audit, Payment of Tax
Week 10	Basics of Customs Duty, Types of Customs Duties
Week 11	Levy and Assessment of Customs Duty, Procedure of Importation. Test: Types of Customs Duties
Week 12	MOCK TEST
Week 13	Procedure of Exportation
Week 14	Export Promotion Schemes
Week 15	REVISION

Name of the Assistant Professor: Dr. Rekha Goel

Class And Section: Bcom C.A. 4th sem(E)

Subject: Company Law

Week 1	Company: meaning, characteristics and nature
Week 2	Types of companies
Week 3	Private company
Week 4	Formation, promotion and Incorporation of company
Week 5	Memorandum of association
Week 6	Articles of association
Week 7	Prospectus
Week 8	Company meetings and Resolution
Week 9	Meeting's procedure or Requisites of a valid meeting
Week 10	Directors: appointment, removal, powers
Week 11	Duties and liabilities
Week 12	MOCK TEST
Week 13	Revision
Week 14	Revision
Week 15	REVISION

Name of the Assistant Professor: Ms. Amita Dureja

Class And Section: B.Com(Pass) 6th Sem (A , B)

Subject: Financial Management

Week 1	Nature And Scope of Financial Management
Week 2	Test of “Nature And Scope of Financial Management” Management of Working Capital
Week 3	Management of Cash and Marketable Securities
Week 4	Management of Receivables
Week 5	Cost of Capital
Week 6	Cost of Capital ,Assignment based on “ Cost of Capital”
Week 7	Capitalization
Week 8	Leverage
Week 9	EBIT-EPS Analysis
Week 10	Capital Structure
Week 11	Capital Structure, Test of “Capital Structure”
Week 12	MOCK TEST
Week 13	Dividend Policy
Week 14	Dividend Policy
Week 15	REVISION

Name of the Assistant Professor: Ms. Amita Dureja
Class and Section: B. Com 6th Sem Year (A , B)
Subject: Auditing

Week 1	Introduction of Auditing
Week 2	Objects, Importance and Limitations of Auditing
Week 3	Types of Audit
Week 4	Audit Process and program and Test – I
Week 5	Internal Control, Internal Check and Internal Audit
Week 6	Routine Checking and Vouching
Week 7	Verification of Assets and Liabilities
Week 8	Valuation of Assets and Assignment
Week 9	Appointment, Power, Duties and Liabilities of an Auditor
Week 10	Depreciation, provisions and Reserves
Week 11	Divisible Profits and Dividends
Week 12	MOCK TEST
Week 13	Audit Report and Test – II
Week 14	Investigation
Week 15	REVISION

Name of the Assistant Professor: Dr. Sudesh Kumari Class And Section: B.Com 4th sem Section (A,B) Subject: Corporate Accounting	
Week 1	Internal Re- Construction
Week 2	Internal Re- Construction, Test of Chapter- Internal Re- Construction
Week 3	Amalgamation of Companies
Week 4	External Reconstruction of Company in case of Merger and Purchase
Week 5	Liquidation of Company
Week 6	Liquidation of Company. Assignment Topic - Statement of Affairs of Company
Week 7	Accounts of Insurance Companies
Week 8	Practical Questions of insurance company
Week 9	Final Accounts of Banking Companies
Week 10	Final Accounts of Banking Companies, Test 2: Final Accounts of Banking Companies
Week 11	Double Accounting System
Week 12	MOCK TEST
Week 13	Accounts of Electricity Companies
Week 14	Accounts of Electricity Companies
Week 15	REVISION

Name of the Assistant Professor: Dr. Sudesh Kumari Class And Section: B.Com Aided Sec (B, C) Subject: Auditing	
Week 1	Auditing objects, importance and limitations of Auditing
Week 2	Types of audit, AAS
Week 3	Audit process and Audit programs , audit documentation
Week 4	Internal control, internal check, internal audit
Week 5	Routine checking and Vouching
Week 6	Verification and valuation of assets and liabilities
Week 7	Depreciation, Provisions and reserves
Week 8	Divisible profits and Dividends, audit of banks and insurance company
Week 9	Company Auditor
Week 10	Audit report
Week 11	Investigation
Week 12	MOCK TEST
Week 13	Cost audit , Tax audit
Week 14	Management audit, Audit sampling
Week 15	REVISION

Name of the Assistant Professor: Dr. Rajesh Kumari
Class And Section: B.com 2nd sem (D, F)
Subject: Business Sstatistical Application

Week 1	Binomial Distribution
Week 2	Poisson Distribution
Week 3	Normal Distribution
Week 4	Normal Distribution Class Test -1
Week 5	Correlation Analysis, Class Assignment
Week 6	Correlation Analysis
Week 7	Regression Analysis
Week 8	Regression Analysis Class Test -2
Week 9	Time series Analysis -1
Week 10	Time series Analysis -1
Week 11	Time series Analysis -2
Week 12	MOCK TEST
Week 13	Statistical Decision Theory
Week 14	Statistical Quality Control
Week 15	REVISION

Name of the Assistant Professor : Dr. Rajesh Kumari Class And Section: M.Com 4th Sem Subject: International Marketing	
Week 1	Introduction to Syllabus, International Marketing – Introduction , Meaning, Nature of international marketing
Week 2	Significance of international marketing, Complexities in international marketing, Transition from domestic to transnational marketing
Week 3	International market orientation, Class test, EPRG framework, International market entry strategies, International marketing environment – introduction , meaning, Internal environment
Week 4	External environment-geographical, Demographic environment, Economic environment, Political and legal environment
Week 5	Assignment-international marketing environment Impact of environment on international marketing decisions, Foreign Market Selection, Global market segmentation, Selection of foreign
Week 6	International positioning, International Marketing Planning, Issues in international marketing planning
Week 7	Organizing and Controlling International marketing operations, International marketing information system, Emerging Issues and developments in international marketing, Ethical and social issues
Week 8	International marketing of services, Information technology and international marketing, Impact of globalization
Week 9	Product Decisions: Product planning for global markets, Standardization vs. product adaptation, New product development
Week 10	Class test-Global market segmentation ,Selection of foreign markets Management of international brands, Packaging and labeling, Provision of sales related services
Week 11	Pricing Decisions, Environmental influences on pricing decisions, International pricing policies and strategies, Promotion Decisions,
Week 12	MOCK TEST
Week 13	International advertising, personal selling, sales promotion, public relations, Distribution Channels and Logistics, Selection of foreign distributors\agents
Week 14	International logistics decisions
Week 15	REVISION

Name of Assistant Professor: Dr. Rajesh Kumari Class: M.Com (Previous) 2nd Sem Name of Subject: Production Management	
Week 1	Introduction to Production Management: Meaning, Nature and scope of Production Management, Evolution of production function
Week 2	Production process, Relationship between production and other functions, Production System and productivity and measures to improve productivity
Week 3	Types of Production System, Production Planning :- its objectives, need and types of production planning
Week 4	Production planning techniques, factors influencing production planning, Elements of PPC Planning
Week 5	Routing, Loading, scheduling, Dispatching, progressing and inspection Test: nature and scope, objectives , measures to improve productivity
Week 6	Production control objectives, elements and fields of production control, control techniques, production control in different production system
Week 7	Break even analysis and Gantt chart Plant Location: nature, objectives and significance, Theories of location, factors influencing plant location
Week 8	Plant Layout: objectives of plant layout and different types of plant layouts, factors affecting plant layout, Methods of plant layouts
Week 9	Plant layout procedures and workstation design, material handling, significance, objectives of material handling, principles of economic material handling
Week 10	Types of Material handling equipment, Quality Control: Scope, Objectives and organization Test: Production Planning Control
Week 11	Quality Control Techniques, Plant maintenance : scope, objectives , types, maintenance programmer Techniques & Organization
Week 12	MOCK TEST
Week 13	Inventory Control: objectives, Inventory classification- ABC Analysis, VED Analysis, FMS Analysis.
Week 14	Standardization and Codification, value Engineering concept and objectives of value Engineering
Week 15	REVISION

Name of the Assistant Professor: Ms.Leena Class And Section: BBA II Sem Subject: Emerging Technologies & Applications	
Week 1	Cloud service models (IaaS, PaaS, SaaS) – Deployment models (public, private, hybrid)
Week 2	Cloud-based -enterprise solutions – Cost-benefit analysis and scalability
Week 3	Security and Governance – Data security and compliance in the cloud – Cloud governance frameworks
Week 4	Sensor technologies and connectivity - IoT Applications in Smart cities and infrastructure –
Week 5	Real-time analytics and decision-making – Concept of Industry 4.0
Week 6	Industrial IoT and manufacturing – IoT data processing and storage –
Week 7	Automation and smart manufacturing – Cyber-physical systems and digital twins – Robotics and advanced manufacturing technologies
Week 8	Impact on Business Models – Transformation of production and supply chains – Business process optimization
Week 9	Fundamentals of Block chain – Decentralization and distributed ledger – Cryptography and consensus mechanisms
Week 10	Smart contracts – Financial services and digital identity – Challenges and Opportunities
Week 11	Security and privacy issues – Regulatory and compliance considerations
Week 12	MOCK TEST
Week 13	Introduction to AR/VR – Key concepts and differences between AR and VR – Historical development and current state - AR/VR applications in marketing and customer experience –
Week 14	Training and development through immersive technologies — Challenges and Opportunities ,Technological limitations and advancements – Integration with Existing business processes.
Week 15	REVISION

Name of the Assistant Professor: Ms. Leena Class And Section: BBA VI Sem Subject: E- commerce	
Week 1	Introduction ,Meaning, Nature, Concepts, Advantages and reasons for transacting online Categories of e-Commerce, Assessing requirement for an online business
Week 2	Categories of e-Commerce, Planning online business, Nature and dynamics of the internet ,Designing the system, Developing And deploying the system, One to one enterprise
Week 3	Technology for Online business–Internet, IT infrastructure, Tools for promoting Website Class test
Week 4	Technology for Online business–Internet
Week 5	Middleware contents, Text And integrating e-Business applications ,Mechanism of making payment through internet
Week 6	Online payment Mechanism
Week 7	Middleware contents” Text And integrating e-Business applications
Week 8	E-Commerce applications in retail-Commerce applications in service sector
Week 9	Virtual existence– Concepts, Working of virtual existence
Week 10	Types Of Virtual organizations, Advantages And pitfalls of virtual organizations,
Week 11	Designing One-Commerce model for a middle level Organization
Week 12	MOCK TEST
Week 13	Network security Data encryption secret keys
Week 14	PRACTICAL FILE CHECKING
Week 15	REVISION

Name of the Assistant Professor: Ms. Leena	
Class And Section: BBA VI Sem	
Subject: System Analysis & Design	
Week 1	Introduction to analysis and design, System Concept, SDLC
Week 2	Role of system analyst, Case tools for analyst
Week 3	E-R Model, feasibility study – economic, technical, operations
Week 4	Cost-Benefit Analysis, Information Gathering Tools
Week 5	Tools for Structured Analysis, DFD
Week 6	System Design, Coupling, Cohesion
Week 7	Form Design, Report Design, Structure Chart
Week 8	Database Definition, Characteristics, Functions of DBMS, Components of DBMS
Week 9	Equipment Specification and Selection, Personnel Estimates, Data Dictionary
Week 10	Decision Table, Logical Design to Physical Implementation
Week 11	System Testing, Quality Assurance, Distributed Databases
Week 12	MOCK TEST
Week 13	Types of DDBMS, Real Time System
Week 14	State Transition Diagrams
Week 15	REVISION

Name of the Assistant Professor: Ms. Leena
Class And Section: B.Com SFS / Aided
Subject: DBMS

Week 1	Introduction to DBMS – Concept of database, Database Administrator (DBA)
Week 2	objectives, advantages, limitations, structure, and
Week 3	functions, entities,
Week 4	Test and Assignments attributes; schemas, sub-schema, data
Week 5	RDBMS and SQL – Introduction,
Week 6	Test and Assignments Object Oriented DBMS
Week 7	terminologies, database design goals,
Week 8	database modeling life cycle,;
Week 9	normalization forms; SQL; Pitfalls in RDBMS
Week 10	Data Modeling Architecture and Design – introduction to data models, classification of hierarchical, network and relational model;
Week 11	queries in DBMS;
Week 12	MOCK TEST
Week 13	Database security & recovery in database system;
Week 14	Database System Architecture – Centralized, Client-Server, Parallel And Distributed Systems, Remote Backup Systems
Week 15	REVISION

Name of Assistant professor: Rekha Gulati Class: M.com (F) 4th Sem. Name of Subject: Venture Capital & Private Equity Finance	
Week 1	Meaning Of Private Equity Investment & Venture capital Evolution of private equity and venture capital Types of Private Equity Investment, Benefits of PE
Week 2	Venture Capital, Advantages & Limitations Difference Between PE & Venture Capital
Week 3	Mechanism of Private Equity Investment
Week 4	Key Players In PE & their role in PE & VC General Partners, Limited Partners Portfolio Companies
Week 5	Process of Private Equity Investment from Sourcing to Exit
Week 6	Deal Sourcing:-Meaning , Process
Week 7	Test of Topic:-Key Players in PE Due Diligence in PE & Venture Capital Process of Due Diligence Challenges in Due Diligence Ways to overcome Challenges
Week 8	Valuation Techniques in Private Equity Investment
Week 9	Pre and Post Money Valuation
Week 10	Term Sheet:- Meaning, Importance, Types Negotiation Process Negotiation Strategies
Week 11	Growth Strategies in Private Equity
Week 12	MOCK TEST
Week 13	LBO Risk Assessment In Private Equity Different Exit Strategies
Week 14	Current Trends & Future Outlook of PE& VC
Week 15	REVISION

Name of Assistant Professor: Rekha Gulati Class: B.Com(H) 6th Sem Name of Subject: Income Tax	
Week 1	Rebate of Tax Relief of Tax Computation of Total Income of Individuals
Week 2	Computation of Tax liability of individuals Computation of Tax liability of individuals(Practical problems)
Week 3	Assessment of HUF
Week 4	Assessment of Firms Assessment of Firms(practical problems) Assessment of AOP/BOI Test on Topic:- Assessment of Firms
Week 5	Income Tax Authorities and their Powers Types of Assessment E-Filing of Income Tax Return and Its procedure Meaning of PAN and its uses
Week 6	Presentation on topic Income Tax Authorities and their power Assignment on Topic:-Types of Assessment Meaning of Tax deducted at source Provisions regarding Incomes on which TDS Is Deducted Provisions regarding Advance Payment of Tax Assignment on Topic:-TDS and Advance payment of Tax
Week 7	Meaning of Recovery of Tax Modes of Recovery of Tax Meaning of Refund of Tax Cases in which Refund arises Provisions regarding Refund of Tax Meaning of Appeals
Week 8	Procedure for Appeals Meaning of Revision of Tax
Week 9	Provisions regarding Revision of Tax
Week 10	Income Tax Act Provisions regarding Penalties
Week 11	Provisions related to offences and Prosecution
Week 12	MOCK TEST
Week 13	Revision of Syllabus
Week 14	DOUBT CLASSES
Week 15	REVISION

Name of Assistant Professor: Rekha Gulati
Class: M.com (P) 2nd Sem
Name of Subject: Corporate Tax Planning & Management

Week 1	Meaning of Corporate Tax & Tax Evasion Tax planning & Tax Management Need for Tax Planning
Week 2	Tax Planning for New Business Tax Planning with reference to location /Nature of business
Week 3	Tax Provisions for free Trade Zones
Week 4	Tax Provisions for Infrastructure sector Tax Provision related to Backward Areas Assignment:- Tax Planning and its need
Week 5	Tax Provisions for Amalgamation of Companies Doubt class
Week 6	Introduction of Tax Planning and Financial Management
Week 7	Tax Planning Decisions related to Capital Structure Tax Planning related to Dividend Policy Tax Planning related to Inter Corporate Dividend Tax Planning related to Bonus Shares /Debentures Assignment Topic:-Tax Planning related to Capital Structure and Dividend Policy
Week 8	Tax Planning in case of Own/Lease
Week 9	Tax Planning Regarding Managerial Remuneration
Week 10	Tax Planning in respect of Sale of Asset Used for Scientific Research Tax Planning in respect of Repair and Replace/Renovation of Asset Test:-Amalgamation of companies and tax incentives
Week 11	Tax Planning in respect of Make/Buy Decisions
Week 12	MOCK TEST
Week 13	Tax Planning in respect of Shut Down/Continue decision Tax Planning in respect of Shut Down/Continue decision Tax Planning in respect of selling in Domestic/foreign market
Week 14	Tax Planning in respect of Tax Incentives to Exporters
Week 15	REVISION

Name of the Assistant Professor : Rekha Barak Class And Section: M.Com 4th sem Subject: International Marketing	
Week 1	Introduction to Syllabus, International Marketing – Introduction , Meaning, Nature of international marketing
Week 2	Significance of international marketing, Complexities in international marketing, Transition from domestic to transnational marketing
Week 3	International market orientation Class test EPRG framework, International market entry strategies, International marketing environment – introduction , meaning, Internal environment
Week 4	External environment-geographical, Demographic environment, Economic environment, Political and legal environment
Week 5	Assignment -international marketing environment Impact of environment on international marketing decisions, Foreign Market Selection, Global market segmentation, Selection of foreign markets
Week 6	International positioning, International Marketing Planning, Issues in international marketing planning
Week 7	Organizing and Controlling International marketing operations, International marketing information system, Emerging Issues and developments in international marketing, Ethical and social issues
Week 8	International marketing of services, Information technology and international marketing, Impact of globalization
Week 9	Product Decisions: Product planning for global markets, Standardization vs. product adaptation, New product development
Week 10	Class test -Global market segmentation ,Selection of foreign markets Management of international brands, Packaging and labeling, Provision of sales related services
Week 11	Pricing Decisions, Environmental influences on pricing decisions, International pricing policies and strategies, Promotion Decisions,
Week 12	MOCK TEST
Week 13	International advertising, personal selling, sales promotion, public relations, Distribution Channels and Logistics, Selection of foreign distributors\agents
Week 14	International logistics decisions
Week 15	REVISION

Name of the Assistant Professor: Rekha Barak

Class And Section: M.Com. 3rd Sem

Subject: Advanced Cost Accounting

Week 1	Introduction of Inventory system: turnover of material: ABC analysis; VED analysis
Week 2	JIT, aims and objectives of JIT, Methodology in implementation of JIT, Impact of JIT on Production Price. JIT's effect on costing system.
Week 3	Material Requirement Planning (MRP-I), aims, methodology, methods of Operations, Requirement for Implementation of MRPI, MRPI and Inventory Management. Zero Inventory system.
Week 4	Manufacturing resource planning (MRP II), Evolution, essential elements. Enterprise resource planning (ERP)
Week 5	Lean Accounting
Week 6	Back flush Costing, Conditions for adopting Back flush Costing, different types of back flush Costing,
Week 7	Accounting for Variances, disposition of variances, difficulties in back flush costing, backflow costing in JIT system
Week 8	Process Costing; Work in Progress
Week 9	Inter process Profits, by Products and Joint Products
Week 10	Uniform costing, Concept, Scope of Uniform costing, Need for Uniform Costing,
Week 11	Inter firm comparison, Need for Inter Firm Comparison. Requirements of an Inter firm Comparison scheme, Types of Comparison.
Week 12	MOCK TEST Cost records, Integral system, and preparation of accounts under integral system.
Week 13	Non integral system, preparation of accounts under non-integral system.
Week 14	Benefits and limitations of integral and non-integral system
Week 15	REVISION

Name of the Assistant Professor : Rekha Barak Class And Section: B.Com.CA 6th sem sec E Subject: Cost Accounting II	
Week 1	Introduction to Syllabus, Meaning and principles of process costing Preparation of process cost A/C, Normal and abnormal loss, Practice of questions, Opening and closing stock
Week 2	Joint product, Accounting methods of By-Products, Practice of questions, Process costing in oil industry, Inter-Process profits Merits and demerits
Week 3	Preparation of A/Cs, Class test, Introduction to contract costing, Preparation of contract A/C, Practice of questions, Incomplete contracts, work in progress A/C
Week 4	Contracts near completion, Practice of questions, Escalation clause Cost plus contract, Introduction of job costing, Preparation of A/Cs
Week 5	Batch costing, Economic batch quantity, Preparation of A/Cs Budgeting and budgetary control, Advantages and limitations of budgetary control, Installation of budgetary control system Assignment
Week 6	Sales budget, Preparing sales budget, Material budget, Overhead budget, Cash budget
Week 7	Preparing cash budget, Fixed and flexible Preparing flexible budget Zero base budget, Merits and demerits of zero base budget Performance budgeting budget
Week 8	Merits and steps in performance budget, Meaning of responsibility A/C, Merits and demerits of responsibility A/C, Budgetary control Standard costing, Limitations of standard costing
Week 9	Determination of standard costing, Cost variance Material variance, Calculation of material variance Calculation of material variance
Week 10	Calculation of labor variance, Marginal costing, Material variance Material variance ,Doubts, Class test, Labor variance
Week 11	Calculation of labor variance, Calculation of labor variance Calculation of labor variance, Calculation of labor variance Doubts
Week 12	MOCK TEST
Week 13	Cost-Volume-Profit analysis, Break-Even point analysis, Key factor Break-Even chart, Concept of decision making, Variance Exploring a new market, make or buy decision, Practical problems in sales-mix, shut down decision
Week 14	Marginal costing, Marginal costing, Marginal costing, Absorption costing, Absorption costing, Doubts
Week 15	REVISION

Name of the Assistant Professor: Ms. Rekha Barak
Class AndSection:B.Com(C.A) 3rd yr D and E
Subject: Financial Management

Week 1	Nature And Scope of Financial Management
Week 2	Test of “Nature And Scope of Financial Management” Management of Working Capital
Week 3	Management of Cash and Marketable Securities
Week 4	Management of Receivables
Week 5	Cost of Capital
Week 6	Cost of Capital Continued Assignment based on “ Cost of Capital”
Week 7	Capitalization
Week 8	Leverage
Week 9	EBIT-EPS Analysis
Week 10	Capital Structure
Week 11	Capital Structure Test of “Capital Structure”
Week 12	MOCK TEST
Week 13	Dividend Policy
Week 14	Dividend Policy
Week 15	REVISION

Name of the Assistant Professor: Ms. Seema Behl Class And Section: B.Com (SFS) 4th sem Section D & E Subject: Corporate Accounting	
Week 1	Internal Re- Construction
Week 2	Internal Re- Construction, Test of Chapter- Internal Re- Construction
Week 3	Amalgamation of Companies
Week 4	External Reconstruction of Company in case of Merger and Purchase
Week 5	Liquidation of Company
Week 6	Liquidation of Company. Assignment Topic - Statement of Affairs of Company
Week 7	Accounts of Insurance Companies
Week 8	Practical Questions of insurance company
Week 9	Final Accounts of Banking Companies
Week 10	Final Accounts of Banking Companies, Test 2: Final Accounts of Banking Companies
Week 11	Double Accounting System
Week 12	MOCK TEST
Week 13	Accounts of Electricity Companies
Week 14	Accounts of Electricity Companies
Week 15	REVISION

Name of the Assistant Professor: Ms. Seema Behl Class And Section: B.Com (Pass) 6th sem B Subject: International Marketing	
Week 1	International Marketing- An Introduction
Week 2	International Marketing Environment, Test of Chapter: International Marketing- An Introduction
Week 3	Foreign Market Selection and Entry Modes, Product Planning for International Markets
Week 4	International Product Life Cycle, Marketing Research and Information
Week 5	Branding, Packing and Labeling
Week 6	International Pricing, Assignment : International Marketing Environment
Week 7	International Price Quotation and Payment Terms
Week 8	International Distribution: Management of Distribution Channels
Week 9	Channel Conflict, Export Procedure and Documentation
Week 10	Selection and Appointment of Foreign Sales Agents
Week 11	Methods of International Product Promotion : Direct Mail, Sales Literature, Trade Fairs and Exhibitions
Week 12	MOCK TEST
Week 13	International Advertising and Media Strategy
Week 14	Test: International Advertising and Media Strategy, Web Marketing
Week 15	REVISION

Name of Assistant Professor: Komal Malhotra Class: B.COM (Pass) 6th Semester (A,C) Name of Subject: Taxation Law - II	
Week 1	Rebate of Tax, Relief of Tax, Computation of Total Income of Individuals
Week 2	Computation of Tax liability of individuals, Computation of Tax liability of individuals (Practical problems)
Week 3	Assessment of HUF, Assessment of AOP/BOI
Week 4	Assessment of Firms, Assessment of Firms (practical problems), Test:- Rebate and relief of tax
Week 5	Income Tax Authorities and their Powers, Types of Assessment E-Filing of Income Tax Return and Its procedure, Meaning of PAN and its uses
Week 6	Assessment Procedures Presentation: Income Tax Authorities and their power, Assignment:- Computation of Total Income and Tax Liability,
Week 7	Meaning of Recovery of Tax ,Modes of Recovery of Tax Meaning of Refund of Tax Cases in which Refund arises Provisions regarding Refund of Tax
Week 8	Income Tax Act Provisions regarding Penalties, Test:- Assessment of HUF
Week 9	Offences and Provisions related to offences and Prosecution
Week 10	TDS and Provisions regarding Tax deducted at source
Week 11	Advance payment of Tax, Provisions regarding Advance Payment of Tax
Week 12	MOCK TEST
Week 13	Appeals and Revision
Week 14	DOUBT CLASSES
Week 15	REVISION

Name of the Assistant Professor: Ms. Komal Malhotra Class And Section: B.Com (Pass) 6th sem B Subject: International Marketing	
Week 1	International Marketing- An Introduction
Week 2	International Marketing Environment, Test of Chapter: International Marketing- An Introduction
Week 3	Foreign Market Selection and Entry Modes, Product Planning for International Markets
Week 4	International Product Life Cycle, Marketing Research and Information
Week 5	Branding, Packing and Labeling
Week 6	International Pricing, Assignment : International Marketing Environment
Week 7	International Price Quotation and Payment Terms
Week 8	International Distribution: Management of Distribution Channels
Week 9	Channel Conflict, Export Procedure and Documentation
Week 10	Selection and Appointment of Foreign Sales Agents
Week 11	Methods of International Product Promotion : Direct Mail, Sales Literature, Trade Fairs and Exhibitions
Week 12	MOCK TEST
Week 13	International Advertising and Media Strategy
Week 14	Test: International Advertising and Media Strategy, Web Marketing
Week 15	REVISION

Name of Assistant Professor: Komal Malhotra Class: M.Com (Previous) 2nd Sem Name of Subject: Marketing of Financial Services	
Week 1	Introduction to Financial Services: Meaning, Types, Role and Contribution of financial services
Week 2	Changing environment of financial services and understanding the financial services consumers
Week 3	Analyzing Marketing Environment and developing Marketing Strategies in Financial Sector
Week 4	Analyzing Marketing Environment and developing Marketing Strategies in Financial Sector
Week 5	Exploring the financial Services Marketplace: Products, Participants and future trends Test: Introduction to Financial Services
Week 6	Exploring the financial Services Marketplace: Products, Participants and future trends
Week 7	Mastering the Services Mix Assignment: Financial Services Products, Participants and future Trends
Week 8	Financial Services Mix
Week 9	Key Components of Financial services mix: Product, Price
Week 10	Key Components of Financial services mix: Distribution Channel and Promotion Test: Key Components of Financial Services Mix
Week 11	Customer Care and Service Quality in Financial services, Banking and Insurance Marketing
Week 12	MOCK TEST
Week 13	Exploring financial service sector: Building Societies, Investment Trusts and specialized Services
Week 14	Doubt Classes
Week 15	REVISION

Name of the Assistant Professor: Ms.Monika Bhatia Class And Section: B.Com Subject: Auditing	
Week 1	Concept, Objectives , Importance and Types of Auditing
Week 2	Internal Control, Internal Check & Internal Audit, Audit Programmed.
Week 3	Routine Checking, Vouching, Verification
Week 4	Valuation of Assets and liabilities
Week 5	Qualification of a company Auditor, Appointment of company Auditors
Week 6	Powers, Duties. And liabilities of Auditors, Audit of Depreciation and Reserves
Week 7	Divisible Profits and Dividends. Introduction and basics of audit report
Week 8	Objectives of audit report, Contents
Week 9	Types of audit report
Week 10	Investigation: meaning and concept
Week 11	features and significance of investigation
Week 12	MOCK TEST
Week 13	REVISION
Week 14	REVISION
Week 15	REVISION

Name of the Assistant Professor: Dr. Monika Bhatia
Class And Section: B.Com 2nd sem
Subject: Financial Accounting

Week 1	Partnership firm accounts
Week 2	Distribution of profits
Week 3	Admission of partnership
Week 4	Admission of partnership with assignments
Week 5	Retirement or Death of partnership
Week 6	Dissolution of partnership
Week 7	Branch Accounts
Week 8	Branch Accounts with revision
Week 9	Department Accounts
Week 10	Hire Purchase system and installment payment system
Week 11	Hire Purchase system and installment payment system With revision and test
Week 12	MOCK TEST
Week 13	Royalty and test
Week 14	Tally and assignments
Week 15	REVISION

Name of the Assistant Professor: Dr. Monika Bhatia
Class And Section: B.Com (H) 6th sem
Subject: Retailing

Week 1	Introduction : Nature, scope and importance of Retailing
Week 2	Growth , present size and Future of retailing
Week 3	Career options in Retailing with test
Week 4	Technology Induction in Retailing
Week 5	Types of Retailing
Week 6	Retailing Stores
Week 7	Retailing Formats: Traditional and Modern Formats
Week 8	Cash and Carry Business with test
Week 9	Retailing Model
Week 10	Retailing Concepts
Week 11	Management of Retailing Operations with assignments
Week 12	MOCK TEST
Week 13	Retailing Management
Week 14	Retail Planning and Developing retail strategies
Week 15	REVISION

Name of the Assistant Professor: Dr. Monika Bhatia

Class And Section: B.com SFS 4TH sem (F)

Subject: Company Law

Week 1	Company : Meaning, characteristics and Nature
Week 2	Types of companies
Week 3	Private company
Week 4	Formation, Promotion of a Company
Week 5	Incorporation of a company , test
Week 6	Memorandum of Association
Week 7	Articles of Association
Week 8	Prospectus
Week 9	Company Meetings and Resolution
Week 10	Meetings procedure or Requisites of a valid meeting
Week 11	Directors :Appointment, Removal, Powers
Week 12	MOCK TEST
Week 13	Duties and Liabilities, Assignment
Week 14	Test
Week 15	REVISION

Name of the Assistant Professor: Dr. Neetu Sharma Class And Section: M.Com 2nd sem Subject: Strategic Financial Management	
Week 1	Introduction to SFM
Week 2	Financial Metrics
Week 3	Advanced Cost Management Techniques and Financial Concepts
Week 4	Financial Proposal Appraisal
Week 5	Ratio Analysis. Test: Introduction to SFM
Week 6	Tradeoff between Liquidity and profitability, Capital Structure
Week 7	Important parameters related to stock market
Week 8	Cost of capital, Test: Ratio Analysis
Week 9	Discussion of each source of finance and capital structure
Week 10	WCM and Investment Appraisal
Week 11	Financial aspects of SCM, cost profit analysis
Week 12	MOCK TEST
Week 13	Corporate restructuring
Week 14	Valuation of business enterprise
Week 15	REVISION

Name of the Assistant Professor: Dr. Neetu Sharma Class And Section: B.Com(H) 6th sem Subject: Accounting for Managers	
Week 1	Introduction to management Accounting
Week 2	Financial Statements
Week 3	Analysis of Financial Statements
Week 4	Ratio Analysis. Test: Introduction to management Accounting
Week 5	Cash Flow Statement
Week 6	Valuation of Securities
Week 7	Accounting for price level change
Week 8	Marginal costing
Week 9	Capital Budgeting, Test: Marginal costing
Week 10	Capital Rationing
Week 11	Standard Costing
Week 12	MOCK TEST
Week 13	Standard Costing
Week 14	Revision
Week 15	REVISION

Name of the Assistant Professor: Dr. Rina Parshad
Class And Section: M.com 4th sem
Subject: Financial Derivatives

Week 1	Derivatives meaning, need and importance, evolution of derivatives
Week 2	Type of derivative, derivative market, cash vs. derivative market, participants in derivative market
Week 3	Derivative markets in India , derivative disasters , forward contract
Week 4	Future contract, difference b/w forward and future contract, mechanism of future contract
Week 5	Payoff position in future , pricing of future, value of future contract
Week 6	Effect of corporate action on future, index future, trading system of future at NSE speculation
Week 7	Trading system of future at NSE arbitrage and hedging through futures
Week 8	Option contract meaning , types and technology, working of option , payoff from basic option
Week 9	Index option and different option strategies to manage risk
Week 10	Option Greeks and their applications, option pricing models
Week 11	Binomial and black Scholes, Swap meaning, features, characteristics of swap market
Week 12	MOCK TEST
Week 13	Currency swap pricing , interest rate swap, valuation and pricing
Week 14	Equity swap and revers swap, use of derivatives by corporate in India
Week 15	REVISION

Name of the Assistant Professor: Dr. Rina Parshad
Class And Section: B.Com(H.) 6thsem.
Subject: Business Environment and International business

Week 1	Business environment: Meaning, Components, importance. Swot analysis: Introduction, meaning, concept Importance
Week 2	Agriculture in India: introduction, Problems, Remedial measures. Economic trend: introduction Income saving and investment: concept Current status, issues and challenges
Week 3	Industry: introduction, status, Industry planning and development. Trade and balance of payment
Week 4	Problem of growth: unemployment, inequality, poverty, regional imbalance, social injustice
Week 5	Inflation, parallel economy, industrial sickness. Class test
Week 6	Monetary policy, fiscal policy of India industrial policy
Week 7	Industrial policy And industrial licensing policy
Week 8	Privatization in India. International business Concept, domestic versus international business
Week 9	International business environment: components and determinants. Stages of internationalization of business. Class test
Week 10	Globalization. Exchange rate, Determinants of exchange rates theory of international trade
Week 11	WTO, IMF, World bank , Branding decisions, International promotions policy
Week 12	MOCK TEST
Week 13	International pricing, International logistics and distribution
Week 14	Balance of payment. Economic trends in investment industry
Week 15	REVISION

Name of the Assistant Professor: Dr. Rina Parshad Class And Section: M.com 2nd sem. Subject: International financial management	
Week 1	International Financial Management meaning and function International Financial Environment: Multinational Corporation, Steps in Internationalization
Week 2	International Economics crisis Developing Countries Debt Crisis, The East Asian Crisis (1997), Prime crisis, Financial Flows to Developing Countries
Week 3	Overview of International Trade Theories, Economic Integration, Tariff and non-Tariff Barriers to Trade. International Monetary System. Class test
Week 4	Foreign Exchange Market: Spot and forward Exchange Market, currency quotes, Quotation in Forward Market, Forward Premium or Discount, Arbitrage in Forward Market, Use of Forward Rates in deciding Prices of Exports.
Week 5	Parity conditions in International finance and currency forecasting, Currency futures, options and swaps: Currency Futures: Features of Currency Futures, Comparison Between Forward and Futures Contract.
Week 6	Currency Options: Important Terms relating to Options, Dealing in Currency Options, Put-Call Parity Relationship; Currency Swaps. Management of translation, transactions and economic Exposure.
Week 7	Foreign exchange regulations and taxation issues: Types of taxes; Tax heavens; International Tax Management Strategy; The Modes of Double Taxation Relief;
Week 8	Financing foreign trade: Types of Export Credit; Pre-shipment Export Credit; Post-shipment Export Credit; Types of Letters of Credit; Export Credit in Foreign Currencies.
Week 9	Refinance from Reserve Bank of India; Role of Export Import Bank of India; Role of Export Credit Guarantee Corporation.
Week 10	Cost of Capital for MNCs: Cost of Capital for MNCs. Domestic Firms; Cost of Capital across Countries; Determining cut-off rate for Foreign Projects Appraisal.
Week 11	Capital budgeting for multinationals: Fundamentals of Evaluating Foreign Projects; Issues in Foreign Investment Analysis, Working Capital Management in Domestic and Multinational Enterprises; Intra Corporate Transfer of Funds; Transfer Pricing
Week 12	MOCK TEST
Week 13	Management of Blocked Funds; Multinational Cash Management; Receivables Management; Inventory Management. Foreign direct investment: Global Trends in FDI; Factors Motivating FDI, FDI and some Subsequent Decisions, FDI and Host Government View; FDI and Taxation Issues.
Week 14	International portfolio investment: Benefits of International Investing; International Diversification; Barriers to International Diversification; Vehicles for Overcoming Capital Flow Barriers
Week 15	REVISION

Name of the Assistant Professor: Ms. Suman Lata Yadav Class And Section: Bcom C.A. 6th sem(E) Subject: Auditing	
Week 1	Concept, Objectives , Importance and Types of Auditing
Week 2	Internal Control, Internal Check & Internal Audit, Audit Programmed.
Week 3	Routine Checking, Vouching, Verification
Week 4	Valuation of Assets and liabilities
Week 5	Qualification of a company Auditor, Appointment of company Auditors
Week 6	Powers, Duties. And liabilities of Auditors, Audit of Depreciation and Reserves
Week 7	Divisible Profits and Dividends. Introduction and basics of audit report
Week 8	Objectives of audit report, Contents
Week 9	Types of audit report
Week 10	Investigation: meaning and concept
Week 11	features and significance of investigation
Week 12	MOCK TEST
Week 13	REVISION
Week 14	REVISION
Week 15	REVISION

Name of the Assistant Professor: Ms. Suman Lata Yadav Class And Section: B.Com Aided (Minor), 2nd Sem, Sec A Subject: Corporate Leadership	
Week 1	Concept of Leadership
Week 2	Trade and behavior approach
Week 3	Contingency approach
Week 4	Interactive approach for analyzing leadership
Week 5	Leader as an Individual, Power and influence
Week 6	Leadership and Values (Emotional leadership)
Week 7	Leadership behavior, Courage and moral leadership
Week 8	Motivation and empowerment
Week 9	Leadership as communication champion
Week 10	Leading team, Leadership diversity
Week 11	Creating vision and strategic direction
Week 12	MOCK TEST
Week 13	Shaping culture and values
Week 14	Designing and leading learning organization, Leadership and change
Week 15	REVISION

Name of the Assistant Professor: Ms.Suman Lata Yadav Class And Section: V.A.C Bcom Aided Sem 2(B) Subject: Digital and technological solutions	
Week 1	Introduction and evolution of digital system: role and significance of digital technology, information and communication of technology and tools.
Week 2	Computer and it's working software and it's types. Operating system: types and functions. Problem solving: algorithm and flowchart.
Week 3	Communication system : principle model and transmission media Computer network and internet: concepts ,application ,www
Week 4	Web browser, search engine, messaging, email, social networking. Computer based information system, significance and types of e commerce
Week 5	Digital marketing, basic concepts and challenges. Emerging technologies, there applications
Week 6	overview of AI , OR machine learning Deep learning, big data, data science and big data analytics, 10T and 110T
Week 7	data science and big data analytics, 10T and 110T
Week 8	Robotic and 3d printing, black chain technology, quantum computing.
Week 9	Cloud computing and it's services, digital India and e governance initiative.
Week 10	Infrastructure, services and empowerment
Week 11	NEFT, RTGS
Week 12	MOCK TEST
Week 13	Revision
Week 14	Revision
Week 15	REVISION

Name of the Assistant Professor: Ms. Suman Lata Yadav
Class And Section: Bcom C.A. 4th sem(E)
Subject: Company Law

Week 1	Company: meaning, characteristics and nature
Week 2	Types of companies
Week 3	Private company
Week 4	Formation, promotion and Incorporation of company
Week 5	Memorandum of association
Week 6	Articles of association
Week 7	Prospectus
Week 8	Company meetings and Resolution
Week 9	Meeting's procedure or Requisites of a valid meeting
Week 10	Directors: appointment, removal, powers
Week 11	Duties and liabilities
Week 12	MOCK TEST
Week 13	Revision
Week 14	Revision
Week 15	REVISION

Name of the Assistant Professor: Dr. Sakshi Goyal Class And Section: BBA(6 SEM) Subject: Foundation of International Business	
Week 1	International Business: An Overview
Week 2	Types of International Business , International Business Environment
Week 3	Global Trading System : An Overview, The World Trade Organization, Global Financial System
Week 4	Foreign Market Entry Modes
Week 5	Country/Market Evaluation and Selection
Week 6	Foreign Direct and Portfolio Investments Decisions, Control of International Business
Week 7	Basic Foreign Manufacturing and Sourcing Decisions, Product and Branding Decisions for Foreign Market
Week 8	Approaches to International Pricing
Week 9	Foreign Channel and Logistical Decisions
Week 10	Accounting difference across Countries ,
Week 11	Cross-Cultural Challenges in International Business
Week 12	MOCK TEST
Week 13	International Staffing and Compensation Decisions (Global HRM)Topic :- International Pricing Methods (ASSIGNMENT)
Week 14	Risk in International Business and its Management
Week 15	REVISION

Name of the Assistant Professor: Ms. Monika Singla
Class And Section: B.Com (SFS) – 2nd Year Sec - (E)
Subject: Project Management

Week 1	Project Management: An Introduction, Project Manager
Week 2	Parent Organization and Project Fit and Project Models
Week 3	Phases of Project Management, 7 – S Framework of Project Management and Assignment
Week 4	Project Initiation and Resources Allocation, Market and Demand Analysis
Week 5	Technical Analysis, Project Planning
Week 6	Financial Projections, Time value of money and Test - I
Week 7	Cost of Capital, Appraisal Criteria in Project Management
Week 8	Risk Analysis in capital, Environmental, Pollution and Environment Control
Week 9	Environmental Assessment and Environment Appraisal
Week 10	Social Cost Benefit Analysis (SCBA) in Project Management, Project Scheduling and Test - II
Week 11	Networking Technologies for Project Management, Projection Monitoring and Controlling
Week 12	MOCK TEST
Week 13	Data Collection, Data Reporting, Evaluation in Project Management
Week 14	Project Auditing, Project Termination
Week 15	REVISION

Name of the Assistant Professor: Ms. Monika Singla
Class And Section: B.Com (SFS) 4th sem Section D & E
Subject: Corporate Accounting

Week 1	Internal Re- Construction
Week 2	Internal Re- Construction, Test of Chapter- Internal Re- Construction
Week 3	Amalgamation of Companies
Week 4	External Reconstruction of Company in case of Merger and Purchase
Week 5	Liquidation of Company
Week 6	Liquidation of Company. Assignment Topic - Statement of Affairs of Company
Week 7	Accounts of Insurance Companies
Week 8	Practical Questions of insurance company
Week 9	Final Accounts of Banking Companies
Week 10	Final Accounts of Banking Companies, Test 2: Final Accounts of Banking Companies
Week 11	Double Accounting System
Week 12	MOCK TEST
Week 13	Accounts of Electricity Companies
Week 14	Accounts of Electricity Companies
Week 15	REVISION

Name of the Assistant Professor: Dr. Monika Singla
Class And Section: B.Com 6th Sem Sec C
Subject: Goods and Service Tax

Week 1	Tax Structure in India, Overview of GST
Week 2	Administration of GST, Taxable Event and Scope of Supply under GST
Week 3	Levy and Collection of Tax, Test of Chapter : Taxable Event and Scope of Supply under GST
Week 4	Small Taxable Persons: Exemptions and Composition Schemes
Week 5	Time of Supply, The Integrated Goods and Services Tax Act- 2017
Week 6	Nature of Supplies: Interstate and Intrastate, Place of Supply.
Week 7	Value of Taxable Supply, Input Tax Credit. Assignment: Exemptions of Services under GST
Week 8	Registration, Tax Invoice, Credit and Debit Notes
Week 9	Returns, Assessment and Audit, Payment of Tax
Week 10	Basics of Customs Duty, Types of Customs Duties
Week 11	Levy and Assessment of Customs Duty, Procedure of Importation. Test: Types of Customs Duties
Week 12	MOCK TEST
Week 13	Procedure of Exportation
Week 14	Export Promotion Schemes
Week 15	REVISION

Name of Assistant Professor: Monika Singla Class: B.COM (Pass) 6th Semester (Sec. B) Name of Subject: Taxation Law - II	
Week 1	Rebate of Tax, Relief of Tax, Computation of Total Income of Individuals
Week 2	Computation of Tax liability of individuals, Computation of Tax liability of individuals (Practical problems)
Week 3	Assessment of HUF, Assessment of AOP/BOI
Week 4	Assessment of Firms, Assessment of Firms (practical problems), Test:- Rebate and relief of tax
Week 5	Income Tax Authorities and their Powers, Types of Assessment E-Filing of Income Tax Return and Its procedure, Meaning of PAN and its uses
Week 6	Assessment Procedures Presentation: Income Tax Authorities and their power, Assignment:- Computation of Total Income and Tax Liability,
Week 7	Meaning of Recovery of Tax ,Modes of Recovery of Tax Meaning of Refund of Tax Cases in which Refund arises Provisions regarding Refund of Tax
Week 8	Income Tax Act Provisions regarding Penalties, Test:- Assessment of HUF
Week 9	Offences and Provisions related to offences and Prosecution
Week 10	TDS and Provisions regarding Tax deducted at source
Week 11	Advance payment of Tax, Provisions regarding Advance Payment of Tax
Week 12	MOCK TEST
Week 13	Appeals and Revision
Week 14	DOUBT CLASSES
Week 15	REVISION

Name of the Assistant Professor: Ms. Monika Poswal Class And Section: B.Com (SFS) – 2nd Year Sec - (E) Subject: Project Management	
Week 1	Project Management: An Introduction, Project Manager
Week 2	Parent Organization and Project Fit and Project Models
Week 3	Phases of Project Management, 7 – S Framework of Project Management and Assignment
Week 4	Project Initiation and Resources Allocation, Market and Demand Analysis
Week 5	Technical Analysis, Project Planning
Week 6	Financial Projections, Time value of money and Test - I
Week 7	Cost of Capital, Appraisal Criteria in Project Management
Week 8	Risk Analysis in capital, Environmental, Pollution and Environment Control
Week 9	Environmental Assessment and Environment Appraisal
Week 10	Social Cost Benefit Analysis (SCBA) in Project Management, Project Scheduling and Test - II
Week 11	Networking Technologies for Project Management, Projection Monitoring and Controlling
Week 12	MOCK TEST
Week 13	Data Collection, Data Reporting, Evaluation in Project Management
Week 14	Project Auditing, Project Termination
Week 15	REVISION

Name of the Assistant Professor: Dr. Monika Posawl
Class And Section: B.com 2nd sem, (A,C)
Subject: Business Sstatistical Application

Week 1	Binomial Distribution
Week 2	Poisson Distribution
Week 3	Normal Distribution
Week 4	Normal Distribution Class Test -1
Week 5	Correlation Analysis, Class Assignment
Week 6	Correlation Analysis
Week 7	Regression Analysis
Week 8	Regression Analysis Class Test -2
Week 9	Time series Analysis -1
Week 10	Time series Analysis -1
Week 11	Time series Analysis -2
Week 12	MOCK TEST
Week 13	Statistical Decision Theory
Week 14	StatisticalQuality Control
Week 15	REVISION

Name of the Assistant Professor: Ms. Rachna Poswal
Class And Section: B.Com (SFS) – 2nd Year Sec - (E)
Subject: Project Management

Week 1	Project Management: An Introduction, Project Manager
Week 2	Parent Organization and Project Fit and Project Models
Week 3	Phases of Project Management, 7 – S Framework of Project Management and Assignment
Week 4	Project Initiation and Resources Allocation, Market and Demand Analysis
Week 5	Technical Analysis, Project Planning
Week 6	Financial Projections, Time value of money and Test - I
Week 7	Cost of Capital, Appraisal Criteria in Project Management
Week 8	Risk Analysis in capital, Environmental, Pollution and Environment Control
Week 9	Environmental Assessment and Environment Appraisal
Week 10	Social Cost Benefit Analysis (SCBA) in Project Management, Project Scheduling and Test - II
Week 11	Networking Technologies for Project Management, Projection Monitoring and Controlling
Week 12	MOCK TEST
Week 13	Data Collection, Data Reporting, Evaluation in Project Management
Week 14	Project Auditing, Project Termination
Week 15	REVISION

Name of the Assistant Professor: Ms. Rachna Poswal
Class and Section: B. Com (Aided) 1st year (A & B)
Subject: Advance Financial Accounting

Week 1	Definition and features of Partnership Accounts, Partner's Capital and Current Accounts, Profit and loss Appropriation Account
Week 2	Treatment of Goodwill in Partnership Accounts, Change in profit sharing ratio, Admission of a partner
Week 3	Retirement of a partner, Death of a partner
Week 4	Dissolution of Partnership including Garner vs Murray , Test 1
Week 5	Branch Accounts (including foreign branch)
Week 6	Departmental Accounts, Assignment
Week 7	Hire purchase System
Week 8	Hire purchase system and Installment payment system
Week 9	Royalty Accounts
Week 10	Computerized accounting by using TALLY accounting software, Test 2
Week 11	Generating reports by using computerized accounting system – Cash Book: Single column and with bank column, Ledger Accounts
Week 12	MOCK TEST
Week 13	Generating reports by using computerized accounting system – Profit and loss account, Balance sheet
Week 14	Doubts clearing and revision
Week 15	REVISION

Name of the Assistant Professor : Ms. Soni Verma

Class And Section: B.Com.CA 6th sem sec E

Subject: Cost Accounting II

Week 1	Introduction to Syllabus, Meaning and principles of process costing Preparation of process cost A/C, Normal and abnormal loss, Practice of questions, Opening and closing stock
Week 2	Joint product, Accounting methods of By-Products, Practice of questions, Process costing in oil industry, Inter-Process profits Merits and demerits
Week 3	Preparation of A/Cs, Class test, Introduction to contract costing, Preparation of contract A/C, Practice of questions, Incomplete contracts, work in progress A/C
Week 4	Contracts near completion, Practice of questions, Escalation clause Cost plus contract, Introduction of job costing, Preparation of A/Cs
Week 5	Batch costing, Economic batch quantity, Preparation of A/Cs Budgeting and budgetary control, Advantages and limitations of budgetary control, Installation of budgetary control system Assignment
Week 6	Sales budget, Preparing sales budget, Material budget, Overhead budget, Cash budget
Week 7	Preparing cash budget, Fixed and flexible Preparing flexible budget Zero base budget, Merits and demerits of zero base budget Performance budgeting budget
Week 8	Merits and steps in performance budget, Meaning of responsibility A/C, Merits and demerits of responsibility A/C, Budgetary control Standard costing, Limitations of standard costing
Week 9	Determination of standard costing, Cost variance Material variance, Calculation of material variance Calculation of material variance
Week 10	Calculation of labor variance, Marginal costing, Material variance Material variance ,Doubts, Class test, Labor variance
Week 11	Calculation of labor variance, Calculation of labor variance Calculation of labor variance, Calculation of labor variance Doubts
Week 12	MOCK TEST
Week 13	Cost-Volume-Profit analysis, Break-Even point analysis, Key factor Break-Even chart, Concept of decision making, Variance Exploring a new market, make or buy decision, Practical problems in sales-mix, shut down decision
Week 14	Marginal costing, Marginal costing, Marginal costing, Absorption costing, Absorption costing, Doubts
Week 15	REVISION

Name of the Assistant Professor: Ms. Soni Verma
Class And Section: Bcom Aided and SFS (A , D)
Subject: Auditing

Week 1	Auditing objects, importance and limitations of Auditing
Week 2	Types of audit, AAS
Week 3	Audit process and Audit programs , audit documentation
Week 4	Internal control, internal check, internal audit
Week 5	Routine checking and Vouching
Week 6	Verification and valuation of assets and liabilities
Week 7	Depreciation, Provisions and reserves
Week 8	Divisible profits and Dividends, audit of banks and insurance company
Week 9	Company Auditor
Week 10	Audit report
Week 11	Investigation
Week 12	MOCK TEST
Week 13	Cost audit , Tax audit
Week 14	Management audit, Audit sampling
Week 15	REVISION

Name of the assistant professor: Ms. Priti Malik
class and section: Bcom 4th Sem (C)
Subject: Communication skills

week 1	Techniques of effective listening
Week 2	Listening and comprehension ,probing questions Barriers to listening
Week 3	Techniques of effective reading, gathering ideas and information from a given text and evaluating
Week 4	Interpreting the text, writing process ,strategies and different modes of writing ASSIGNMENT-1
Week 5	Basic computer skills , open educational resources Basic virtual platforms
Week 6	Machine learning , artificial intelligence , Internet of things
Week 7	Introduction to social media websites, advantages , ethics, effective way for using social media
Week 8	Introduction ti digital marketing , traditional vs digital marketing , tools of digital marketing
Week 9	Social media for digital marketing , digital marketing analytics MINI PROJECT
Week 10	Digital literacy skills , cyber security
Week 11	Types of attacks and attackers , the art of protecting secrets
Week 12	MOCK TEST
Week 13	Introduction of nonverbal communication, various modes of nonverbal communication ASSIGNMENT-2
Week 14	Open and closed body language , learning from experts , activity based learning
Week 15	REVISION

Name of the Assistant Professor: Dr. Priti Malik
Class And Section: B.com 2nd sem, (C&E)
Subject: Business Sstatistical Application

Week 1	Binomial Distribution
Week 2	Poisson Distribution
Week 3	Normal Distribution
Week 4	Normal Distribution Class Test -1
Week 5	Correlation Analysis, Class Assignment
Week 6	Correlation Analysis
Week 7	Regression Analysis
Week 8	Regression Analysis Class Test -2
Week 9	Time series Analysis -1
Week 10	Time series Analysis -1
Week 11	Time series Analysis -2
Week 12	MOCK TEST
Week 13	Statistical Decision Theory
Week 14	StatisticalQuality Control
Week 15	REVISION

Name of the Assistant Professor: Ms. Priti Malik
Class And Section: B.Com (SFS) – 2nd Year Sec - (E)
Subject: Project Management

Week 1	Project Management: An Introduction, Project Manager
Week 2	Parent Organization and Project Fit and Project Models
Week 3	Phases of Project Management, 7 – S Framework of Project Management and Assignment
Week 4	Project Initiation and Resources Allocation, Market and Demand Analysis
Week 5	Technical Analysis, Project Planning
Week 6	Financial Projections, Time value of money and Test - I
Week 7	Cost of Capital, Appraisal Criteria in Project Management
Week 8	Risk Analysis in capital, Environmental, Pollution and Environment Control
Week 9	Environmental Assessment and Environment Appraisal
Week 10	Social Cost Benefit Analysis (SCBA) in Project Management, Project Scheduling and Test - II
Week 11	Networking Technologies for Project Management, Projection Monitoring and Controlling
Week 12	MOCK TEST
Week 13	Data Collection, Data Reporting, Evaluation in Project Management
Week 14	Project Auditing, Project Termination
Week 15	REVISION

Name of the Assistant Professor: Ms. Neeru Siwas
Class And Section: BCA & B.Com SFS / Aided
Subject: DBMS

Week 1	Introduction to DBMS – Concept of database, Database Administrator (DBA)
Week 2	Objectives, advantages, limitations, structure, and
Week 3	Functions, entities,
Week 4	Test and Assignments attributes; schemas, sub-schema, data
Week 5	RDBMS and SQL – Introduction,
Week 6	Test and Assignments , Object Oriented DBMS
Week 7	Terminologies, database design goals
Week 8	Database modeling life cycle
Week 9	Normalization forms; SQL; Pitfalls in RDBMS
Week 10	Data Modeling Architecture and Design – introduction to data models, classification of hierarchical, network and relational model
Week 11	Queries in DBMS;
Week 12	MOCK TEST
Week 13	Database security & recovery in database system;
Week 14	Database System Architecture – Centralized, Client-Server, Parallel And Distributed Systems, Remote Backup Systems
Week 15	REVISION

Name of the Assistant Professor: Ms. Neeru Siwas Class And Section: B.com(SFS)IInd(D) Subject: Digital Fluency in Business	
Week 1	DATATRANSMISSION &COMPUTERNETWORK Concept of data, information and data processing, Levels or type of information, Uses of information, Business data Processing Cycle. Communication: Basic elements of a Communication System,
Week 2	Forms of Data Transmission, Data transmission speed, Modes of Data Transmission: Analog and Digital data transmissions, Data Transmission Media; Wire- wireless, Microwave, Fiber-optics, and Communication Satellites. (Assignment).
Week 3	Computer Network, Advantages of Networking, Types of Computer Networks- LAN, MAN and WAN, Public, and Private Network, Network Topologies.
Week 4	E-COMMERCE AND E-PAYMENT SYSTEMS Meaning, Features and Benefits of E-Commerce. E-Commerce VS Traditional Commerce, Need for E-Commerce, Elements and Applications of E-Commerce, Types of E-Commerce System: B2B, B2C, C2C, C2B, B2G and G2C.
Week 5	Meaning of E – Payment System. E - Payment System VS Traditional Payment System. Types of E- Payment Systems - Electronic Clearing Services.
Week 6	Credit and Debit Card Payments, Contactless Cards, Rupay Cards, UPI, RTGS, NEFT, IMPS, E-Money. Benefits and Limitations of E – Payment System.
Week 7	Threats and Security Schemes an electronic Payment systems.(Test)
Week 8	WORKINGWITH EXCELSPREADSHEET, Introduction to Spreadsheets- Features- Components of Worksheet, Menu Bars. Working with worksheets-cells-Entering,
Week 9	Editing, moving, copying, cutting, pasting, Inserting and deleting of cells, rows and columns, Basic text and cell formatting - Basic arithmetic Calculation - Special paste Freeze pane.
Week 10	Auto completion of series - Sort and filter - Creating and editing charts, Types of Chart Print the worksheet. (Test).
Week 11	Perform calculations by using the SUM function, MIN and MAX functions, COUNT function, AVERAGE function. Perform logical operations by using the IF function, SUMIF Function, AVERAGEIF function.
Week 12	MOCK TEST
Week 13	PRESENTATION FOR BUSINESS: Presentation with Power- Point: Features of Power-point, Creating presentation the easy way, Title Bar, Menu Bar, Toolbars - Creating a New presentation,
Week 14	Opening and Closing presentation - Save and Save As - Closing presentation, Print Preview - Printing of presentation and Saving a presentation, Cut, Copy and Paste, Font, Color, Style and Size selection, inserting picture, working with different views, graphics in Power Point, Sound Effects and Animations effects.
Week 15	REVISION

Name of the Assistant Professor: Ms. Neeru Siwas Class And Section: B.com(Voc) 6th (D,E) Subject: Information Technology in Business	
Week 1	Information Technology Basis: Introduction, Information, Information Technology (IT), Present Scenario, Role of Information Technology, introduction to Telecommunications, Computer Networks, Communication Systems.
Week 2	Internet and W.W.W. , E-Mail, Introduction to Intranets & Extranets, Emerging trends in IT: Introduction, Electronic Commerce (E-Commerce), (EDI) Electronic Data Interchange.
Week 3	Mobile Communication, Bluetooth, Global positioning system, Imminent communication, Smart Card, Imminent Technologies.(Test)
Week 4	Types of Modern Data base Mgt. System,; Distributed data processing:- Introduction, Advantages and disadvantages of Distributed Systems Introductions to Multimedia: introduction, Multimedia Systems,
Week 5	Multimedia Authoring Tools, Types of Presentations, Multimedia in Marketing and educations, Introduction to virtual Reality.
Week 6	New Technologies in Introduction Technology: Introduction to Hypermedia, Artificial Intelligence and Business Intelligence, Knowledge Discovery in Data base (KDD).(Assignment).
Week 7	Data ware houses and Data Marts, Data Mining and on line Analytical Processing (OLAP), Enterprise Resource Planning (ERP); Introduction, reason for growth of ERP in Market Benefits of ERP,
Week 8	Supply Chain Management (SCM): evaluation of CRM, Element of Supply Chain, Customer Relationship Management (CRM) & Retailers, Advantage of SCM, Geographic Information System (GIS).
Week 9	Computer in Business and Industry : Accounting Inf. System (AIS): Meaning, Characteristics, its Major Sub System, Management Information System
Week 10	Meaning. Concept, Input & Output of MIS, Decision support System, Office Automation Systems.(Test)
Week 11	Executive Inf. System, Marketing Inf. System and Financial Information System Mobile Computing and Business on the Internet: Mobile computing,
Week 12	MOCK TEST
Week 13	Web advertising, Secure transactions the Internet:- Electronic Catalogs , Web Advertising, Secure Transactions.
Week 14	Mobile Newspaper, Tele Communicating, Wireless Mobile Computing, Business on the Internet:- Electronic Catalogs
Week 15	REVISION

Name of the Assistant Professor: Dr. Kunika Arora
Class And Section: BBA II Semester
Subject: Marketing Management

Week 1	Introduction: Nature, Scope and Importance of Marketing, Evolution of Marketing; Core marketing concepts; Company orientation - Production concept, Product concept, selling concept, Marketing concept, Holistic marketing concept
Week 2	ASSIGNMENT Marketing Environment: Demographic, Economic, Political, Legal, Socio cultural, Technological environment (Indian context)
Week 3	Market and competition analysis, Market Analysis and Creating and Delivering Customer Value. types of marketing (B2C, B2G, B2B, C2C)
Week 4	Concept; Levels of Market Segmentation, Basis for Segmenting Consumer Markets; Consumer Behavior
Week 5	The Rise of Consumer Democracy, Stimulus Response Model of Consumer Behavior, Buyer's Cultural, Social, Personal, and Psychological Characteristics particularly in Indian context
Week 6	Consumer Buying Decision Process, Business Customer's Buying Decision Process, and Traditional vs. Experiential Marketing's View of Customer
Week 7	CLASS TEST Product decisions: Concept of Product Life Cycle (PLC), PLC marketing strategies, Product Classification, Product Line Decision, Product Mix Decision
Week 8	Branding Decisions, Packaging & Labeling. Portfolio approach – Boston Consulting Group (BCG) matrix. Introduction to Brand Management and Innovation and New Product Development.
Week 9	CLASS TEST Pricing Decisions: Determinants of Price, Pricing Methods (Non-mathematical treatment), and Adapting Price. Promotion Decisions: Factors determining promotion mix, Promotional Tools – Fundamentals of advertisement, Sales Promotion, Public Relations & Publicity and Personal Selling.
Week 10	Marketing Channel Decision: Channel functions, Channel Levels, Types of Intermediaries: Wholesalers and Retailers, Introduction to Retail Management.
Week 11	Marketing of Services: Unique Characteristics of Services, Marketing Strategies for Service Firms- 7Ps.
Week 12	MOCK TEST
Week 13	Contemporary issues in Marketing, E-commerce, Digital Marketing, Ethics and social responsibility in Marketing,
Week 14	Integrated Marketing, Online Payments, Rural Marketing, Social Marketing, Green Marketing
Week 15	REVISION

Name of the Assistant Professor: Dr. Kunika Arora
Class And Section: BBA IV Semester
Subject: Corporate Leadership

Week 1	Introduction: Concept of leadership
Week 2	ASSIGNMENT Trait and behavioral approaches,
Week 3	Contingency approach, interactive framework for analyzing leadership
Week 4	Focus on Leader: Leader as an individual
Week 5	Focus on Leader: Leader as an individual, power and influence
Week 6	Leadership and values, emotional leadership and leadership
Week 7	CLASS TEST Leadership behavior, courage and moral leadership
Week 8	Leader as relationship builder
Week 9	CLASS TEST Motivation and empowerment, leader as communication champion
Week 10	Leading Leader as social architect: Creating vision and strategic direction teams, leadership diversity
Week 11	Shaping culture and values, designing and leading learning organization
Week 12	MOCK TEST
Week 13	Designing and leading learning organization, leadership and change
Week 14	Revision
Week 15	REVISION

Name of the Assistant Professor: Dr. Kunika Arora
Class And Section: BBA II Semester
Subject: Business Economics

Week 1	The Economic Problem: Scarcity and Choice, Nature and Scope-Positive and Normative Economics. Scope of Study and Central Problems of Micro and Macroeconomics
Week 2	ASSIGNMENT Demand Schedule: Individual and Market Demand Curve, Determinants of Demand, Law of Demand, Movement And Shift among Demand Curve, Elasticity of Demand.
Week 3	Supply Schedule: individual and market supply, determinants of supply, law of supply, Elasticity of supply. Determination of demand and supply, effect of a shift in demand and supply..
Week 4	Theory of Production-Factors of Production, Production Function, Law of Variable Proportions, Returns to Scale, Producers' Equilibrium.
Week 5	Theory of Cost- Short Run and Long Run Average, Marginal and Total Cost Curves.
Week 6	Cardinal Utility Approach-Law of Diminishing Marginal Utility, Law of Equi- Marginal Utility, Indifference Curves,
Week 7	CLASS TEST Budget Lines and Consumer Equilibrium.
Week 8	Concept of Market and Main Forms of Market.
Week 9	CLASS TEST Price and Output Determination Under Perfect Competition, Monopoly
Week 10	Price and Output Determination Under Monopolistic Competition, and oligopoly.
Week 11	Circular Flow of Income. Concept of GDP, GNP, NDP, NNP (At Market Price and Factor Cost), Methods of Calculating National Income.
Week 12	MOCK TEST
Week 13	A Brief Introduction of Indian Economy - Pre-and Post-Independence.
Week 14	Current Challenges Facing by Indian Economy- Human Capital Formation, Poverty, Dynamic Business Environment, Trade with Various Nations, Sustainable Economic Development.
Week 15	REVISION

Name of the Assistant Professor: Ms.Leena Rani Class And Section: B.B.A 4 th semester Subject: Indian financial system	
Week 1	Introduction to financial system, structure and components of Financial system.
Week 2	Reforms and Money Market in India, primary market and it's Mechanism.
Week 3	Stock Exchange and trading Mechanism, Regulations and Development in Capital Market.
Week 4	Commercial Bank and their functions Regional rural banks and risks management in banks
Week 5	Merchant banking and non-banking financial companies
Week 6	Mutual funds-concept and operations
Week 7	Introduction of Insurance sector
Week 8	Role of IRDA and insurance as a financial intermediary
Week 9	Difference between commercial Banks and Non-banking financial institutions.
Week 10	Meaning, principles and types of revision
Week 11	Regional Rural Banks
Week 12	MOCK TEST
Week 13	Risk Management in Banks
Week 14	Revision
Week 15	REVISION

Name of the Assistant Professor: Ms.Leena Rani
Class And Section: B.B.A 6 th semester
Subject: Income Tax

Week 1	Introduction of Income tax and important definitions, Residence and Tax liability
Week 2	Exemptions from Tax, Clubbing of Incomes
Week 3	Income from House property, set off and carry forward of losses
Week 4	Income from Salaries.
Week 5	Profits and Gains of Business and profession.
Week 6	Capital Gains
Week 7	Income from other sources
Week 8	Income from Salaries (Retirement Benefits)
Week 9	Deductions from Gross Total Incomes
Week 10	Set off and carry forward of losses
Week 11	Clubbing of incomes
Week 12	MOCK TEST
Week 13	Deductions of Tax at source
Week 14	Assessment of Individuals
Week 15	REVISION

Name of the Assistant Professor: Ms.Leena Rani Class And Section: B.B.A (2nd Year) Subject: Communication Skills	
Week 1	Techniques of Effective Listening, Listening and Comprehension, Probing Questions, Barriers to Listening
Week 2	Pronunciation, Enunciation, Vocabulary, Fluency, Common Errors
Week 3	Techniques of Effective Reading, Gathering Ideas and Information from a Given Text, Evaluating these Ideas and Information, Interpreting the Text
Week 4	The Writing Process, Effective Writing Strategies, Different Modes of Writing
Week 5	Introduction to Microsoft (MS) Office Suite, Open Educational Resources, Basic Virtual Platforms, Trending Technologies
Week 6	Machine Learning, Artificial Intelligence (AI), Internet of Things (IoT)
Week 7	Introduction to Social Media Websites, Advantages of Social Media, Ethics and Etiquettes of Social Media, How to Use Google Search Better?, Effective Ways of Using Social Media
Week 8	Introduction to Digital Marketing, Traditional Marketing versus Digital Marketing, Digital Marketing Tools
Week 9	Social Media for Digital Marketing, Digital Marketing Analytics
Week 10	Digital Literacy Skills, Digital Etiquette, Digital Life Skills; Cyber Security: Understanding and introducing the environment of security
Week 11	Types of attacks and attackers, The art of protecting secrets
Week 12	MOCK TEST
Week 13	Meaning of nonverbal communication, Advantages of using nonverbal communication, Introduction to modes of nonverbal communication
Week 14	Open and Closed body language, Eye contact and Facial expression, Hand gestures, Do's and Don'ts in NVC, Learning from experts, Activities-based learning
Week 15	REVISION

Name of the Assistant Professor: Ms.Leena Rani
Class And Section: B.B.A
Subject: Media Literacy and Critical Thinking

Week 1	Core principles of media literacy and critical thinking; Definition and significance of media literacy, its historical evolution within the Indian context
Week 2	Understanding media as a powerful communication tool and its role in shaping societal perceptions and behaviors
Week 3	Forms of media texts, including print, broadcast, digital, and social media
Week 4	Textual analysis and the deconstruction of visual media using semiotics
Week 5	The impact of media representations on individual perceptions and societal attitudes, from relevant case studies in the Indian context
Week 6	Dynamics of media production, distribution, and consumption in India
Week 7	Influence of ownership and control structures on media content
Week 8	Techniques for critically evaluating media content and analyzing audience consumption patterns
Week 9	Ethical and regulatory considerations inherent in media practices and the evolving landscape of digital media literacy
Week 10	Ethical principles in media, the regulatory framework governing media content
Week 11	The role of self-regulatory bodies in upholding ethical standards
Week 12	MOCK TEST
Week 13	Digital media's impact on contemporary media literacy practices
Week 14	Strategies for navigating online information, and promoting digital citizenship
Week 15	REVISION

Name of the Assistant Professor : Dr. Preeti Vijay Class And Section: B.Com Hons. 6th Sem. Subject: Project Planning And Management	
Week 1	Project : An Overview
Week 2	Project Planning : Planning , Strategy and Resource Allocation
Week 3	Generation and Screening of project Ideas
Week 4	Market and Demand Analysis, Technical Analysis
Week 5	Class Test 1 : Chapter 2 Financial Estimates and Projections
Week 6	Project cash Flows, Assignment : Chapter 3
Week 7	Cost of Capital
Week 8	Risk Analysis, Social Cost Benefit Analysis Class Test 2 : Chapter 9
Week 9	Special Decision Situation: Mutually Exclusive Projects , Multiple Projects and constraints
Week 10	Valuation of Real Options , Judgmental , Behavioral , Strategic and Organizational Considerations
Week 11	Project Management
Week 12	MOCK TEST
Week 13	Network Techniques for Project Management
Week 14	Project Review and Administrative Aspects
Week 15	REVISION

Name of the Assistant Professor: Dr. Preeti Vijay
Class and Section: B. Com (Aided) 2nd sem (D,E)
Subject: Advance Financial Accounting

Week 1	Definition and features of Partnership Accounts, Partner's Capital and Current Accounts, Profit and loss Appropriation Account
Week 2	Treatment of Goodwill in Partnership Accounts, Change in profit sharing ratio, Admission of a partner
Week 3	Retirement of a partner, Death of a partner
Week 4	Dissolution of Partnership including Garner vs Murray , Test 1
Week 5	Branch Accounts (including foreign branch)
Week 6	Departmental Accounts, Assignment
Week 7	Hire purchase System
Week 8	Hire purchase system and Installment payment system
Week 9	Royalty Accounts
Week 10	Computerized accounting by using TALLY accounting software, Test 2
Week 11	Generating reports by using computerized accounting system – Cash Book: Single column and with bank column, Ledger Accounts
Week 12	MOCK TEST
Week 13	Generating reports by using computerized accounting system – Profit and loss account, Balance sheet
Week 14	Doubts clearing and revision
Week 15	REVISION

Name of the Assistant Professor: Dr. Preeti Vijay Class And Section: M.Com. 2nd sem Subject: Financial Risk Management	
Week 1	Financial Institutions and Intermediaries: classification, role and importance.
Week 2	Introduction to Risk: Interest risk, market risk, operating risk and technological risk. Role and impact in financial institution.
Week 3	Identification of Risk: Types of Risk Analysis, benefits and drawbacks of Risk Analysis.
Week 4	Types of Risk: Liquidity Risk, Operational Risk, Market Risk, Credit Risk and Other Risk. Test - 1
Week 5	Risk Management: Introduction, need, principles and Risk Management Process.
Week 6	Risk Management Organization and Risk Management Framework. Different approaches used in RMF. Benefits of RMF.
Week 7	Interest rate and market risk: Principles. Tools and techniques, core strategies. Types of market risks.
Week 8	Credit Risk Management. Foreign Exchange Risk : Factors influencing foreign exchange risk. Foreign Exchange risk management strategies. Test - 2
Week 9	Liquidity and Insolvency Risk : Approaches and Fundamental Principles. Management of liquidity risk. Factors effecting liquidity and insolvency risk.
Week 10	Operational Risk: meaning, objectives and challenges. Steps in ORM process.
Week 11	Technology risk: process of managing technology risk. Pillars of technology risk.
Week 12	MOCK TEST
Week 13	Risk Management Tools: different types of Derivatives. Organizational structure for Risk Management.
Week 14	RBI Norms and Risk Management. BIS and BASEL Norms.
Week 15	REVISION

Name of the Assistant Professor: Ms. Leena Bhatia Class And Section: B.com 1st year (MDC) Subject: Office Automation	
Week 1	Operating system-Definition & functions, basics of Windows. Basic components of windows, icons , types of icons , taskbar, activating windows, using desktop
Week 2	Title bar, running applications, exploring computer, managing files and folders
Week 3	Copying and moving files and folders. Control panel – display properties, adding and removing software and hardware
Week 4	Setting date and time, screensaver and appearance. Using windows accessories
Week 5	Introduction to word processing interface, Toolbars Creating & Editing Document, Formatting Document , Finding and Replacing text, Format Painter
Week 6	Header and Footer, Drop cap, Auto-correct text, Autocorrect, Spelling and Grammar tool, Document Dictionary
Week 7	Page Formatting, Bookmark, Previewing and printing document , Advance Features of MS-Word-Mail Merge
Week 8	Macros and Tables , Introduction to MS-Excel, Cell, cell address Creating and Editing worksheet, Formatting and Essentials Operations , Moving and copying Data in excel
Week 9	Header and Footer, Formulas and Functions, Chart, Cell Referencing, page setup, Macros.
Week 10	Advance Features of MS-Excel-Pivot table & Pivot Chart, Linking and Consolidation, Database Management using Excel-Sorting, Filtering, Validation
Week 11	What if analysis with Goal Seek, Presentations, Creating, Manipulating & Enhancing Slides
Week 12	MOCK TEST
Week 13	Organizational chart, Excel Chart, Word Art, Layering art objects, Animations and Sounds
Week 14	Inserting Animated Pictures or Accessing through Objects , Inserting Recorded Sound Effect or In-Built Sound Effect
Week 15	REVISION

Name of the Assistant Professor: Ms. Leena Bhatia Class And Section: B.Com(SFS) 2nd Sem Subject: - Internet and Web Design	
Week -1	Introduction to Internet and World Wide Web: Introduction to Internet, Evolution of World Wide Web
Week -2	Basic Features of Web ,Web Browsers, Web Server, Hypertext Transfer Protocol, Class Test-I
Week -3	Uniform Resource Locator ,Searching and Web Casting Techniques, Search Engines and Search Tools, Domain Name System
Week -4	Home Page, Web Page and Website Web Publishing: Hosting your site, Internet Service Provider, Assignment
Week -5	Phases of Planning and Designing your Web Site, Steps for Developing your Site Web Development: Introduction to HTML
Week -5	Hypertext and HTML, HTML Document Feature, HTML Command Tags Choosing the Content
Week -6	Headers, Text Styles, Text Structuring, Text colors and Background , Formatting text
Week -7	List: Ordered List and Unordered List, Table Creation and Layouts, Images, Class Test -II
Week -8	Inserting Graphics, Frame Creation and Layouts, Creating Links, Working with Forms and Menus
Week -9	Working with Radio Buttons and Check Boxes, Text Boxes, Page Layouts
Week -10	Cascading Style Sheets(CSS): Basic Concepts, Properties, Creating of Style Sheets
Week - 11	Common Tasks with CSS: Text, Fonts, Margins, Links, Tables, Colors, Marquee, Mouse Overs
Week -12	MOCK TEST
Week -13	Filters and Transitions, Adding Links, Adding Tables, Adding Forms, Adding Image and Sound
Week -14	Use of CSS in HTML Documents, Linking and Embedding of CSS in HTML
Week -15	REVISION

Name of the Assistant Professor: Ms. Leena Bhatia Class And Section: B.com(Voc) 4th sem (D) Subject: Computer Aided Drafting & Advanced Topics in Computer-II	
Week 1	Computer Aided Design: Implementations of CAD, Features of CAD, Future of CAD.
Week 2	Artificial Inelegancy (AI) for intelligent and manufacturing, Element of AI.
Week 3	Knowledge based Expert System, Machine Vision System, Neural Networks.
Week 4	Hardware & Software requirements of Auto CAD, Data Communication and Networks.(Assignment)
Week 5	Definition and Robot history, Features of Robots, Application of Robots in Industry Data Encryption, Industrial Report.
Week 6	Robot Programming Methods and Robot Programming Language.(Test)
Week 7	Multimedia: Definitions, Multimedia Components; Compact disk, Sounds.
Week 8	Image, Text, Hypertext, hypermedia, Animation, Morphing, Video.
Week 9	Virtual Reality, Virtual Reality Technology and Tools, Computer- Integrated manufacturing Systems.(Test)
Week 10	Computer Graphic, Applications of Computer Graphics.
Week 11	Display devices Basic Terms, Raster-Scan Display.
Week 12	MOCK TEST
Week 13	Random Scan, Display, Direct View Storage Tube, Flat panel Display.
Week 14	Input Devices, hardcopy devices.
Week 15	REVISION

Name of the Assistant Professor: Leena Bhatia Class And Section: B.Com SFS 4th Sem Subject: Java Programming	
Week 1	Overview of Java: Java Features, Setting Up the Java Development Environment, Writing, Compiling, and Running a Java Program, Java Virtual Machine (JVM) and Byte code, Java Development Kit (JDK) and Java Runtime Environment (JRE)
Week 2	Basic Language Elements: Java Syntax and Structure, Identifiers, Keywords, Literals, Comments, Operators Assignments, Data Types, Variables and its types, Constants, Expressions, Control Flow Statements: if-else, switch, loops (for, while, do-while).
Week 3	Array: Initializing, Single Dimensional Array, Operation on String, Mutable & Immutable String, Class Assignment
Week 4	Using Collection, Bases Loop for String, Creating Strings using String Buffer. Class Test
Week 5	Class Fundamentals: Object, Object Life cycle, Creating and Operating Objects, Constructor & initialization code block
Week 6	Access Control, Inner Class, Abstract Class, Argument Passing Mechanism, Method Overloading, Recursion, Use of Access Modifiers with Classes & Methods
Week 7	Introduction to Inheritance: Use and Benefits of Inheritance in OOPs, Types of Inheritance in Java, Inheriting Data members and Methods
Week 8	Role of Constructors in inheritance, Overriding Super Class Methods, Use of "super", Polymorphism in Java.
Week 9	Interface: Purpose of interface, defining an interface, implementing interfaces, Class Test
Week 10	Interface reference variables, Interface with variables, Extending interfaces
Week 11	Exception Handling: Types of Errors in Java, Try-Catch Blocks and Finally Clause, Throw and Throws Keywords, Creating Custom Exceptions
Week 12	MOCK TEST
Week 13	Packages: Package as Access Protection, Defining Package, CLASSPATH Setting for Packages
Week 14	Import and Naming Convention for Packages. GUI programming.
Week 15	REVISION

Name of the Assistant Professor: Ms. Pooja Gupta Class And Section: B.Com(SFS) 2nd Sem – E, F,BBA Subject: - Internet and Web Design	
Week -1	Introduction to Internet and World Wide Web: Introduction to Internet, Evolution of World Wide Web
Week -2	Basic Features of Web ,Web Browsers, Web Server, Hypertext Transfer Protocol, Class Test-I
Week -3	Uniform Resource Locator ,Searching and Web Casting Techniques, Search Engines and Search Tools, Domain Name System
Week -4	Home Page, Web Page and Website Web Publishing: Hosting your site, Internet Service Provider, Assignment
Week -5	Phases of Planning and Designing your Web Site, Steps for Developing your Site Web Development: Introduction to HTML
Week -5	Hypertext and HTML, HTML Document Feature, HTML Command Tags Choosing the Content
Week -6	Headers, Text Styles, Text Structuring, Text colors and Background , Formatting text
Week -7	List: Ordered List and Unordered List, Table Creation and Layouts, Images, Class Test -II
Week -8	Inserting Graphics, Frame Creation and Layouts, Creating Links, Working with Forms and Menus
Week -9	Working with Radio Buttons and Check Boxes, Text Boxes, Page Layouts
Week -10	Cascading Style Sheets(CSS): Basic Concepts, Properties, Creating of Style Sheets
Week - 11	Common Tasks with CSS: Text, Fonts, Margins, Links, Tables, Colors, Marquee, Mouse Overs
Week -12	MOCK TEST
Week -13	Filters and Transitions, Adding Links, Adding Tables, Adding Forms, Adding Image and Sound
Week -14	Use of CSS in HTML Documents, Linking and Embedding of CSS in HTML
Week -15	REVISION

Name of the Assistant Professor: Ms. Pooja Gupta Class And Section: B.com 1st year (MDC) Subject: Office Automation	
Week 1	Operating system-Definition & functions, basics of Windows. Basic components of windows, icons , types of icons , taskbar, activating windows, using desktop
Week 2	Title bar, running applications, exploring computer, managing files and folders
Week 3	Copying and moving files and folders. Control panel – display properties, adding and removing software and hardware
Week 4	Setting date and time, screensaver and appearance. Using windows accessories
Week 5	Introduction to word processing interface, Toolbars Creating & Editing Document, Formatting Document , Finding and Replacing text, Format Painter
Week 6	Header and Footer, Drop cap, Auto-correct text, Autocorrect, Spelling and Grammar tool, Document Dictionary
Week 7	Page Formatting, Bookmark, Previewing and printing document , Advance Features of MS-Word-Mail Merge
Week 8	Macros and Tables , Introduction to MS-Excel, Cell, cell address Creating and Editing worksheet, Formatting and Essentials Operations , Moving and copying Data in excel
Week 9	Header and Footer, Formulas and Functions, Chart, Cell Referencing, page setup, Macros.
Week 10	Advance Features of MS-Excel-Pivot table & Pivot Chart, Linking and Consolidation, Database Management using Excel-Sorting, Filtering, Validation
Week 11	What if analysis with Goal Seek, Presentations, Creating, Manipulating & Enhancing Slides
Week 12	MOCK TEST
Week 13	Organizational chart, Excel Chart, Word Art, Layering art objects, Animations and Sounds
Week 14	Inserting Animated Pictures or Accessing through Objects , Inserting Recorded Sound Effect or In-Built Sound Effect
Week 15	REVISION

Name of the Assistant Professor: Pooja Gupta Class And Section: B.Com SFS 4th Sem Subject: Java Programming	
Week 1	Overview of Java: Java Features, Setting Up the Java Development Environment, Writing, Compiling, and Running a Java Program, Java Virtual Machine (JVM) and Byte code, Java Development Kit (JDK) and Java Runtime Environment (JRE)
Week 2	Basic Language Elements: Java Syntax and Structure, Identifiers, Keywords, Literals, Comments, Operators Assignments, Data Types, Variables and its types, Constants, Expressions, Control Flow Statements: if-else, switch, loops (for, while, do-while).
Week 3	Array: Initializing, Single Dimensional Array, Operation on String, Mutable & Immutable String, Class Assignment
Week 4	Using Collection, Bases Loop for String, Creating Strings using String Buffer. Class Test
Week 5	Class Fundamentals: Object, Object Life cycle, Creating and Operating Objects, Constructor & initialization code block
Week 6	Access Control, Inner Class, Abstract Class, Argument Passing Mechanism, Method Overloading, Recursion, Use of Access Modifiers with Classes & Methods
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Week 8	Role of Constructors in inheritance, Overriding Super Class Methods, Use of "super", Polymorphism in Java.
Week 9	Interface: Purpose of interface, defining an interface, implementing interfaces, Class Test
Week 10	Interface reference variables, Interface with variables, Extending interfaces
Week 11	Exception Handling: Types of Errors in Java, Try-Catch Blocks and Finally Clause, Throw and Throws Keywords, Creating Custom Exceptions
Week 12	MOCK TEST
Week 13	Packages: Package as Access Protection, Defining Package, CLASSPATH Setting for Packages
Week 14	Import and Naming Convention for Packages. GUI programming.
Week 15	REVISION

Name of the Assistant Professor: Ms. Samina Class And Section: B.com 1st year (MDC) Subject: Office Automation	
Week 1	Operating system-Definition & functions, basics of Windows. Basic components of windows, icons , types of icons , taskbar, activating windows, using desktop
Week 2	Title bar, running applications, exploring computer, managing files and folders
Week 3	Copying and moving files and folders. Control panel – display properties, adding and removing software and hardware
Week 4	Setting date and time, screensaver and appearance. Using windows accessories
Week 5	Introduction to word processing interface, Toolbars Creating & Editing Document, Formatting Document , Finding and Replacing text, Format Painter
Week 6	Header and Footer, Drop cap, Auto-correct text, Autocorrect, Spelling and Grammar tool, Document Dictionary
Week 7	Page Formatting, Bookmark, Previewing and printing document , Advance Features of MS-Word-Mail Merge
Week 8	Macros and Tables , Introduction to MS-Excel, Cell, cell address Creating and Editing worksheet, Formatting and Essentials Operations , Moving and copying Data in excel
Week 9	Header and Footer, Formulas and Functions, Chart, Cell Referencing, page setup, Macros.
Week 10	Advance Features of MS-Excel-Pivot table & Pivot Chart, Linking and Consolidation, Database Management using Excel-Sorting, Filtering, Validation
Week 11	What if analysis with Goal Seek, Presentations, Creating, Manipulating & Enhancing Slides
Week 12	MOCK TEST
Week 13	Organizational chart, Excel Chart, Word Art, Layering art objects, Animations and Sounds
Week 14	Inserting Animated Pictures or Accessing through Objects , Inserting Recorded Sound Effect or In-Built Sound Effect
Week 15	REVISION

Name of the Assistant Professor: Ms. Samina	
Class And Section: B.com(Voc) Vith(D)	
Subject: Computer Aided Drafting & Advanced Topics in Computer-II	
Week 1	Computer Aided Design: Implementations of CAD, Features of CAD, Future of CAD.
Week 2	Artificial Inelegancy (AI) for intelligent and manufacturing, Element of AI.
Week 3	Knowledge based Expert System, Machine Vision System, Neural Networks.
Week 4	Hardware & Software requirements of Auto CAD, Data Communication and Networks.(Assignment)
Week 5	Definition and Robot history, Features of Robots, Application of Robots in Industry Data Encryption, Industrial Report.
Week 6	Robot Programming Methods and Robot Programming Language.(Test)
Week 7	Multimedia: Definitions, Multimedia Components; Compact disk, Sounds.
Week 8	Image, Text, Hypertext, hypermedia, Animation, Morphing, Video.
Week 9	Virtual Reality, Virtual Reality Technology and Tools, Computer-Integrated manufacturing Systems.(Test)
Week 10	Computer Graphic, Applications of Computer Graphics.
Week 11	Display devices Basic Terms, Raster-Scan Display.
Week 12	MOCK TEST
Week 13	Random Scan, Display, Direct View Storage Tube, Flat panel Display.
Week 14	Input Devices, hardcopy devices.
Week 15	REVISION

Name of the Assistant Professor: Ms. Samina
Class And Section: B.Com SFS / Aided
Subject: DBMS

Week 1	Introduction to DBMS – Concept of database, Database Administrator (DBA)
Week 2	Objectives, advantages, limitations, structure, and
Week 3	Functions, entities,
Week 4	Test and Assignments attributes; schemas, sub-schema, data
Week 5	RDBMS and SQL – Introduction,
Week 6	Test and Assignments Object Oriented DBMS
Week 7	Terminologies, database design goals,
Week 8	Database modeling life cycle,;
Week 9	Normalization forms; SQL; Pitfalls in RDBMS
Week 10	Data Modeling Architecture and Design – introduction to data models, classification of hierarchical, network and relational model;
Week 11	Queries in DBMS;
Week 12	MOCK TEST
Week 13	Database security & recovery in database system;
Week 14	Database System Architecture – Centralized, Client-Server, Parallel And Distributed Systems, Remote Backup Systems
Week 15	REVISION

Name of the Assistant Professor: Ms. Rachna
Class and Section: B. Com 3rd Year (C)
Subject: Auditing

Week 1	Introduction of Auditing
Week 2	Objects, Importance and Limitations of Auditing
Week 3	Types of Audit
Week 4	Audit Process and program and Test - I
Week 5	Internal Control, Internal Check and Internal Audit
Week 6	Routine Checking and Vouching
Week 7	Verification of Assets and Liabilities
Week 8	Valuation of Assets and Assignment
Week 9	Appointment, Power, Duties and Liabilities of an Auditor
Week 10	Depreciation, provisions and Reserves
Week 11	Divisible Profits and Dividends
Week 12	MOCK TEST
Week 13	Audit Report and Test – II
Week 14	Investigation
Week 15	REVISION

Name of the assistant professor: Ms. Rachna Class and section: Bcom 2nd year (C) Subject: Communication skills	
Week 1	Techniques of effective listening
Week 2	Listening and comprehension ,probing questions Barriers to listening
Week 3	Techniques of effective reading, gathering ideas and information from a given text and evaluating
Week 4	Interpreting the text, writing process ,strategies and different modes of writing ASSIGNMENT-1
Week 5	Basic computer skills , open educational resources Basic virtual platforms
Week 6	Machine learning , artificial intelligence , Internet of things
Week 7	Introduction to social media websites, advantages , ethics, effective way for using social media
Week 8	Introduction to digital marketing , traditional vs digital marketing , tools of digital marketing
Week 9	Social media for digital marketing , digital marketing analytics MINI PROJECT
Week 10	Digital literacy skills , cyber security
Week 11	Types of attacks and attackers , the art of protecting secrets
Week 12	MOCK TEST
Week 13	Introduction of nonverbal communication, various modes of nonverbal communication ASSIGNMENT-2
Week 14	Open and closed body language , learning from experts , activity based learning
Week 15	REVISION

Name of the Assistant Professor: Ms. Rachna Class And Section: B.Com (SFS) – 2nd Year Sec - (E) Subject: Project Management	
Week 1	Project Management: An Introduction, Project Manager
Week 2	Parent Organization and Project Fit and Project Models
Week 3	Phases of Project Management, 7 – S Framework of Project Management and Assignment
Week 4	Project Initiation and Resources Allocation, Market and Demand Analysis
Week 5	Technical Analysis, Project Planning
Week 6	Financial Projections, Time value of money and Test - I
Week 7	Cost of Capital, Appraisal Criteria in Project Management
Week 8	Risk Analysis in capital, Environmental, Pollution and Environment Control
Week 9	Environmental Assessment and Environment Appraisal
Week 10	Social Cost Benefit Analysis (SCBA) in Project Management, Project Scheduling and Test - II
Week 11	Networking Technologies for Project Management, Projection Monitoring and Controlling
Week 12	MOCK TEST
Week 13	Data Collection, Data Reporting, Evaluation in Project Management
Week 14	Project Auditing, Project Termination
Week 15	REVISION

Name of the Assistant Professor: Ms. Nalnee Class and section: Bcom 2nd year Sec-A(1-40), B (81-120) Subject: communication skills	
Week 1	Techniques of effective listening
Week 2	Listening and comprehension ,probing questions Barriers to listening
Week 3	Techniques of effective reading, gathering ideas and information from a given text and evaluating
Week 4	Interpreting the text, writing process ,strategies and different modes of writing ASSIGNMENT-1
Week 5	Basic computer skills , open educational resources Basic virtual platforms
Week 6	Machine learning , artificial intelligence , Internet of things
Week 7	Introduction to social media websites, advantages , ethics, effective way for using social media
Week 8	Introduction ti digital marketing , traditional vs digital marketing , tools of digital marketing
Week 9	Social media for digital marketing , digital marketing analytics MINI PROJECT
Week 10	Digital literacy skills , cyber security
Week 11	Types of attacks and attackers , the art of protecting secrets
Week 12	MOCK TEST
Week 13	Introduction of nonverbal communication, various modes of nonverbal communication ASSIGNMENT-2
Week 14	Open and closed body language , learning from experts , activity based learning
Week 15	REVISION

Name of the Assistant Professor: Ms. Nalnee
Class And Section: B.com 1st Year, Sec – B
Subject: Digital fluency in business

Week 1	Concept of data and information, data processing
Week 2	Data transmission, transmission media
Week 3	Computer network , Test I
Week 4	Network topologies
Week 5	Electronic commerce, Assignment
Week 6	E-payment system, different types of e-payment system
Week 7	Electronic money, Test II
Week 8	Elements of spreadsheet
Week 9	Manipulation of cells, charts in MS- Excel, Practical File
Week 10	Function in MS-Excel
Week 11	Presentation software: MS PowerPoint, types of presentation views
Week 12	MOCK TEST
Week 13	Using sound and animation in PowerPoint
Week 14	Working with objects in PowerPoint
Week 15	REVISION

Name of the Assistant Professor: Ms. Nalnee
Class and Section: B. Com (Aided) 1st year (C)
Subject: Advance Financial Accounting

Week 1	Definition and features of Partnership Accounts, Partner's Capital and Current Accounts, Profit and loss Appropriation Account
Week 2	Treatment of Goodwill in Partnership Accounts, Change in profit sharing ratio, Admission of a partner
Week 3	Retirement of a partner, Death of a partner
Week 4	Dissolution of Partnership including Garner vs Murray , Test 1
Week 5	Branch Accounts (including foreign branch)
Week 6	Departmental Accounts, Assignment
Week 7	Hire purchase System
Week 8	Hire purchase system and Installment payment system
Week 9	Royalty Accounts
Week 10	Computerized accounting by using TALLY accounting software, Test 2
Week 11	Generating reports by using computerized accounting system – Cash Book: Single column and with bank column, Ledger Accounts
Week 12	MOCK TEST
Week 13	Generating reports by using computerized accounting system – Profit and loss account, Balance sheet
Week 14	Doubts clearing and revision
Week 15	REVISION

Name of the Assistant Professor: Ms. Nalnee
Class And Section: B. Com (Aided) 1st year (C)
Subject: Corporate Leadership

Week 1	Concept of Leadership
Week 2	Trait and Behavioral approaches
Week 3	Contingencies approach
Week 4	Interactive framework for analyzing leadership, Leader as an Individual and Test-I
Week 5	Power and Influence, Leadership and Values
Week 6	Emotional Leadership, Leadership Behavior and Assignment
Week 7	Courage and Moral Leadership, Motivation and Empowerment
Week 8	Leader as communication Champion, Leading Teams
Week 9	Leadership Diversity , Creating Vision and Strategic Direction
Week 10	Shaping Culture and Values and Test – II
Week 11	Designing and Leading Learning Organizations
Week 12	MOCK TEST
Week 13	Leadership and Change
Week 14	Revision
Week 15	REVISION

Name of the Assistant Professor: Ms. Mamta Kumari
Class And Section: B. Com 1st Year , Section - B
Subject: Corporate Leadership

Week 1	Concept of Leadership
Week 2	Trait and Behavioral approaches
Week 3	Contingencies approach
Week 4	Interactive framework for analyzing leadership, Leader as an Individual and Test-I
Week 5	Power and Influence, Leadership and Values
Week 6	Emotional Leadership, Leadership Behavior and Assignment
Week 7	Courage and Moral Leadership, Motivation and Empowerment
Week 8	Leader as communication Champion, Leading Teams
Week 9	Leadership Diversity , Creating Vision and Strategic Direction
Week 10	Shaping Culture and Values and Test – II
Week 11	Designing and Leading Learning Organizations
Week 12	MOCK TEST
Week 13	Leadership and Change
Week 14	Revision
Week 15	REVISION

Name of the Assistant Professor: Ms. Mamta Kumari
Class And Section: B.com 1st Year, Sec – E
Subject: Digital fluency in business

Week 1	Concept of data and information, data processing
Week 2	Data transmission, transmission media
Week 3	Computer network , Test I
Week 4	Network topologies
Week 5	Electronic commerce, Assignment
Week 6	E-payment system, different types of e-payment system
Week 7	Electronic money, Test II
Week 8	Elements of spreadsheet
Week 9	Manipulation of cells, charts in MS- Excel, Practical File
Week 10	Function in MS-Excel
Week 11	Presentation software: MS PowerPoint, types of presentation views
Week 12	MOCK TEST
Week 13	Using sound and animation in PowerPoint
Week 14	Working with objects in PowerPoint
Week 15	REVISION

Name of the Assistant Professor Ms. Mamta Kumari Class And Section: B.Com. Pass sec A & C Subject: Cost Accounting	
Week 1	Introduction to Syllabus, Meaning and principles of process costing Preparation of process cost A/C, Normal and abnormal loss Practice of questions, Opening and closing stock
Week 2	Joint product, Accounting methods of By-Products Practice of questions, Process costing in oil industry Inter-Process profits, Merits and demerits
Week 3	Preparation of A/Cs, Class test, Introduction to contract costing Preparation of contract A/C, Practice of questions Incomplete contracts, work in progress A/C
Week 4	Contracts near completion, Practice of questions, Escalation clause Cost plus contract, Introduction of job costing, Preparation of A/Cs
Week 5	Batch costing, Economic batch quantity, Preparation of A/Cs Budgeting and budgetary control, Advantages and limitations of budgetary control Installation of budgetary control system, Assignment
Week 6	Sales budget, Preparing sales budget, Material budget, Overhead budget Cash budget
Week 7	Preparing cash budget, Fixed and flexible Preparing flexible budget Zero base budget, Merits and demerits of zero base budget Performance budgeting budget
Week 8	Merits and steps in performance budget, Meaning of responsibility A/C Merits and demerits of responsibility A/C, Budgetary control, Standard costing Limitations of standard costing
Week 9	Determination of standard costing, Cost variance, Material variance Calculation of material variance
Week 10	Calculation of labor variance, Marginal costing, Material variance, Doubts Class test, Labor variance
Week 11	Calculation of labor variance, Doubts
Week 12	MOCK TEST
Week 13	Cost-Volume-Profit analysis, Break-Even point analysis, Key factor Break-Even chart, Concept of decision making, Variance Exploring a new market, make or buy decision, Practical problems in sales-mix, shut down decision
Week 14	Marginal costing, Absorption costing, Doubts
Week 15	REVISION

Name of the assistant professor: Dr. Sonam Yadav

Class and section: B.com 2nd year(A)

Subject: communication skills

week 1	Techniques of effective listening
Week 2	Listening and comprehension ,probing questions Barriers to listening
Week 3	Techniques of effective reading, gathering ideas and information from a given text and evaluating
Week 4	Interpreting the text, writing process, strategies and different modes of writing ASSIGNMENT-1
Week 5	Basic computer skills , open educational resources Basic virtual platforms
Week 6	Machine learning , artificial intelligence, Internet of things
Week 7	Introduction to social media websites, advantages , ethics, effective way for using social media
Week 8	Introduction to digital marketing , traditional vs. digital marketing , tools of digital marketing
Week 9	Social media for digital marketing , digital marketing analytics MINI PROJECT
Week 10	Digital literacy skills , cyber security
Week 11	Types of attacks and attackers , the art of protecting secrets
Week 12	MOCK TEST
Week 13	Introduction of non-verbal communication, various modes of non-verbal communication ASSIGNMENT-2
Week 14	Open and closed body language , learning from experts , activity based learning
Week 15	REVISION

Name of the Assistant Professor: Dr. Sonam yadav
Class And Section: B.com IV sem (Aided & Sfs)
Subject: Economics for Public Finance

Week 1	Meaning, nature and importance of public finance
Week 2	Concept of public goods, pure public school, private goods, mixed goods, merit goods
Week 3	Market failure and government intervention, fiscal function
Week 4	Budgeting: meaning of budget and types
Week 5	Modern classification of budget, concept of various budgetary deficits and its implications
Week 6	Public expenditure in India, trends, and issues
Week 7	Theory of taxation: ability to pay and benefit principal of tax
Week 8	Taxable capacity, indices of taxation
Week 9	Classification of taxes: direct and indirect taxes
Week 10	Principle of taxation in developing economy
Week 11	Indian fiscal federalism: vertical and horizontal imbalances, competitive to cooperative federalism
Week 12	MOCK TEST
Week 13	Constitutional provisions of assignment of functions and sources of revenue, center-state financial relations in India
Week 14	Local bodies finance, role of finance commission of India
Week 15	REVISION

Name of the Assistant Professor: Dr. Sonam yadav

Class And Section: BBA II nd sem

Subject: Indian Constitution (Value added)

Week 1	Historical understanding of the constitution as an economic document, preamble, land reform cases in the 1950s
Week 2	Bit coin ban imposed by the RBI, important economic moments in the constitutional history of post-colonial India
Week 3	Constitutional design
Week 4	Fundamental rights 19g
Week 5	Fundamental duties
Week 6	Fiscal federalism
Week 7	Article 301-307
Week 8	Article 280 or finance commission of Indian
Week 9	Legal regulation and economic justice
Week 10	Constitutional battles that shaped the Indian economy
Week 11	Saurabh kirpal's judgments
Week 12	MOCK TEST
Week 13	Saurabh carpal's judgments
Week 14	Saurabh carpal's judgments
Week 15	REVISION

Name of the Assistant Professor: Dr. Sonam yadav

Class And Section: B.com(aided& sfs)

Subject: Indian economic policy (minor)

Week 1	Features of Indian economy
Week 2	Economic planning in India: features, objectives and assessment of Indian planning
Week 3	Demographic features of Indian economy
Week 4	1991 Economic reforms-Liberalization, Globalization, Privatization
Week 5	Poverty and unemployment in India
Week 6	Programmed for eradication of poverty and unemployment
Week 7	Post- Reform era
Week 8	Introduction to agriculture
Week 9	Features of agriculture, impact of green revolution
Week 10	Recent trends in agricultural development
Week 11	Causes of deceleration in agriculture
Week 12	MOCK TEST
Week 13	Future challenges in agriculture
Week 14	Causes of slow growth and steps taken by government
Week 15	REVISION

Name of the Assistant Professor: Ms. Monika
Class and section: Bcom 2nd year(B and C)
Subject: communication skills

Week 1	Techniques of effective listening
Week 2	Listening and comprehension ,probing questions Barriers to listening
Week 3	Techniques of effective reading, gathering ideas and information from a given text and evaluating
Week 4	Interpreting the text, writing process ,strategies and different modes of writing ASSIGNMENT-1
Week 5	Basic computer skills , open educational resources Basic virtual platforms
Week 6	Machine learning , artificial intelligence ,Internet of things
Week 7	Introduction to social media websites, advantages , ethics, effective way for using social media
Week 8	Introduction ti digital marketing , traditional vs digital marketing , tools of digital marketing
Week 9	Social media for digital marketing , digital marketing analytics MINI PROJECT
Week 10	Digital literacy skills , cyber security
Week 11	Types of attacks and attackers , the art of protecting secrets
Week 12	MOCK TEST
Week 13	Introduction of nonverbal communication, various modes of nonverbal communication ASSIGNMENT-2
Week 14	Open and closed body language , learning from experts , activity based learning
Week 15	REVISION

Name of the assistant professor: Ms Monika Class and section: BBA 2nd year Subject: Economics of Public Finance	
Week 1	Meaning , nature , importance of public finance
Week 2	Concept of public goods, merit goods ,club goods mixed goods
Week 3	Market failure and government intervention ,fiscal functions
Week 4	Meaning of budget and its various types , modern classification of budget TEST -1
Week 5	Concept of various budgetary deficits and its implications
Week 6	Public expenditure in India and its trends and issues
Week 7	Theory of taxation- ability to pay and benefit principal of tax ASSIGNMENT
Week 8	Taxable capacity and incidence case of taxes
Week 9	Classification of taxes – direct and indirect taxes ,
Week 10	Principals of taxation in developing economy
Week 11	Indian fiscal federalism- vertical and horizontal imbalances TEST-2
Week 12	MOCK TEST
Week 13	Constitutional provisions of assignment of functions and sources of revenue
Week 14	Role of finance commission of India
Week 15	REVISION

Name of the Assistant Professor: MS. Monika Class And Section: BA 2nd sem Subject: Marketing Management	
Week 1	Introducing to marketing, nature , scope, core concepts
Week 2	Tasks of marketing management, corporate orientation towards market place
Week 3	Marketing environment and ethical issues in marketing TEST-1
Week 4	Understanding consumer and business markets
Week 5	Customer value , satisfaction , and loyalty
Week 6	Market segmentation and targeting and positioning approaches, ASSIGNMENT
Week 7	Tools of product differentiation
Week 8	Product life cycle , product mix and product line decisions TEST-2
Week 9	New product development process, branding, packaging & labeling decisions
Week 10	Determinants of price, pricing methods and strategies QUIZ
Week 11	Promotion mix- advertisement and sales promotion, public relations, personal selling
Week 12	MOCK TEST
Week 13	Channels of distribution , their functions, channel design decisions ESSAY
Week 14	Channel management , wholesaling and retailing
Week 15	REVISION

Name of the Assistant Professor: Ms. Monika Class And Section: B.Com SFS[SEC.F] Subject: Digital Fluency In Buss.	
Week 1	Data transmission
Week 2	Forms of data transmission
Week 3	Data transmission modes TEST-1
Week 4	Data transmission media ASSIGNMENT -1
Week 5	Types of computer network
Week 6	Introduction of e –commerce TEST-2
Week 7	E-commerce vs. traditional commerce
Week 8	E- payment system
Week 9	Various types of e-payment systems PRESENTATION
Week 10	Working with excel spreadsheet ASSIGNMENT-2
Week 11	Performing calculations using excel
Week 12	MOCK TEST
Week 13	Presentation for business PRACTICAL FILE
Week 14	Creating presentation using various tools
Week 15	REVISION

Name of the Assistant Professor: Mrs. Gunjan Aneja
Class And Section: B.Com (1) Aided, Section A, 2nd Sem
Subject: Digital Fluency in Business

Week 1	Concept of data and information
Week 2	Data processing
Week 3	Data transmission, Data transmission media
Week 4	Computer network, Network topology
Week 5	Electronic commerce
Week 6	Repayment system
Week 7	Different types of Repayment system
Week 8	Electronics money
Week 9	Element of spreadsheet
Week 10	Manipulation of cells
Week 11	Charts in MS Excel, Functions in MS Excel
Week 12	MOCK TEST
Week 13	Presentation software, MS PowerPoint, Types of presentation views
Week 14	Using sound and animations in PowerPoint, Working with objects in PowerPoint
Week 15	REVISION

Name of the Assistant Professor: Mrs. Gunjan Aneja
Class And Section: B.Com (1) SFS & Aided , 2nd Sem
Subject: Digital Fluency in Business

Week 1	Concept of data and information
Week 2	Data processing
Week 3	Data transmission, Data transmission media
Week 4	Computer network, Network topology
Week 5	Electronic commerce
Week 6	E payment system
Week 7	Different types of E payment system
Week 8	Electronics money
Week 9	Element of spreadsheet
Week 10	Manipulation of cells
Week 11	Charts in MS Excel, Functions in MS Excel
Week 12	MOCK TEST
Week 13	Presentation software, MS PowerPoint, Types of presentation views
Week 14	Using sound and animations in PowerPoint, Working with objects in PowerPoint
Week 15	REVISION

Name of the Assistant Professor: Mrs. Gunjan Aneja
Class And Section: B.Com (1) SFS (Minor), 2nd Sem
Subject: Corporate Leadership

Week 1	Concept of Leadership
Week 2	Trade and behavior approach
Week 3	Contingency approach
Week 4	Interactive approach for analyzing leadership
Week 5	Leader as an Individual, Power and influence
Week 6	Leadership and Values (Emotional leadership)
Week 7	Leadership behavior, Courage and moral leadership
Week 8	Motivation and empowerment
Week 9	Leadership as communication champion
Week 10	Leading team, Leadership diversity
Week 11	Creating vision and strategic direction
Week 12	MOCK TEST
Week 13	Shaping culture and values
Week 14	Designing and leading learning organization, Leadership and change
Week 15	REVISION

Name of the Assistant Professor: Mrs. Gunjan Aneja
Class And Section: B.Com CA (Final), Section D
Subject: Cost Accounting

Week 1	Contract Costing
Week 2	Job and Batch costing
Week 3	Process costing
Week 4	Process Costing: Inter-process profits
Week 5	Budgeting and budgetary control
Week 6	Zero based budgeting
Week 7	Responsibility accounting
Week 8	Standard costing
Week 9	Variance analysis (Material and Labor variance)
Week 10	Absorption costing and Marginal costing: Concept and Computation
Week 11	Marginal costing: As a tool for decision making
Week 12	MOCK TEST
Week 13	Cost volume profit analysis: Break-even point
Week 14	Performance budgeting
Week 15	REVISION