

K.L MEHTA DAYANAND COLLEGE FOR WOMEN, FARIDABAD LESSON PLAN FOR THE SESSION 2024-25(ODD SEMESTER)

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| Name of the Assistant Professor: Dr. Rekha Goyal Class And Section: B.com (pass) 5th sem A & B Subject: International Business Environment Teaching Term: 22nd July 2024 to 22nd Nov 2024(Excluding Diwali Break) | |
| Week 1 | International Business an Introduction, Trends in International trade and Finance |
| Week 2 | ASSIGNMENT and International Business Environment, Modes of International Business |
| Week 3 | Risk in International Business environment |
| Week 4 | CLASS TEST , Motives of International Business, Organization Structure of International Business |
| Week 5 | World trade Organization and World Trading System |
| Week 6 | ASSIGNMENT and Exchange Rate and Global Financial System |
| Week 7 | Barriers to International Business, |
| Week 8 | CLASS TEST , International Business Information |
| Week 9 | Foreign Market Entry Strategies, Country Evaluation and Selection |
| Week 10 | Foreign Investment and Impact of FDI, |
| Week 11 | Types and motives of foreign collaborations, control mechanism for international business, international marketing |
| Week 12 | MOCK TEST and Global manufacturing, outsourcing and global supply chain management, counter trade practices and mechanism of international trade |
| Week 13 | International accounting, cross cultural challenges in international business, class |
| Week 14 | International human resource management, social responsibility and ethical issues in international business |
| Week 15 | Revision |

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| Name of the Assistant Professor: Ms.Rekha Goel Class And Section: B.Com Pass IIInd Yr Subject: Corporate Law Teaching Term: 22nd July 2024 to 22nd Nov 2024(Excluding Diwali Break) | |
| Week 1 | Company: Meaning and Characteristics, Features of Company, Advantages and Disadvantages of Company |
| Week 2 | ASSIGNMENT and Company: Lifting of Corporate Veil, Types of companies |
| Week 3 | Private Company |
| Week 4 | CLASS TEST , Formation of Company; Function of Promoters, Importance, Promoter's Remuneration, Legal Status of Promoter, Rights, Duties and Liabilities of Promoter |
| Week 5 | Formation of Company: Pre-Incorporation Contracts, Incorporation, Commencement of Business Doubts Clarification session |
| Week 6 | ASSIGNMENT and Prospectus: Meaning, Definition, Form and Contents of Prospectus, Legal Requirements regarding issue of Prospectus of Chapter: Formation of Company |
| Week 7 | Prospectus: Scanning of Prospectus, Misstatements and omission in prospectus, Deemed, Shelf, Red Herring Prospectus and Book Building Revision: Unit 2 |
| Week 8 | CLASS TEST , Memorandum of Association: Meaning, Importance, Clauses of MOA |
| Week 9 | Memorandum of Association: Alteration of Clauses of MOA, Doctrine of Ultra Vires Doubts clarification session |
| Week 10 | Presentation |
| Week 11 | Article of Association: Meaning, Contents, Alteration of AOA and Limitations |
| Week 12 | MOCK TEST and Article of Association: Legal effect of MOA and AOA, Doctrine of Constructive Notice, Doctrine of Indoor Management and It's exception, Relationship Between MOA and AOA Revision: Unit 3 |
| Week 13 | Article of Association, Chapter: Borrowing Powers of company, Ultra Vires Borrowing, Methods of Borrowing |
| Week 14 | Debentures, Classes of Debentures, Trust Deed, Mortgage, Charges Revision: Unit 4 |
| Week 15 | Revision: Short Question answer of Unit 1, Unit 2, Unit 3 and Unit 4 Tricks for attempting final examination |

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| Name of the Assistant Professor: Mr. Amita Dureja Class And Sec: B.com 3rd Year Sec – A & B Subject: Financial Market Operations Teaching Term: 22nd July 2024 to 22nd Nov 2024(Excluding Diwali Break) | |
| Week 1 | Overview of Indian Financial System |
| Week 2 | ASSIGNMENT and Indian Money Market |
| Week 3 | Primary Market |
| Week 4 | CLASS TEST , Secondary Market |
| Week 5 | Secondary Market Continue and of Money Market |
| Week 6 | ASSIGNMENT and OTCEI and NSE |
| Week 7 | The Securities and Exchange Board of India (SEBI) |
| Week 8 | CLASS TEST , Investor's Protection |
| Week 9 | Functionaries on Stock Exchange |
| Week 10 | Functionaries of Stock Exchange and The Securities and Exchange Board of India (SEBI) |
| Week 11 | Merchant Banking |
| Week 12 | MOCK TEST and Credit Rating |
| Week 13 | Development Banks |
| Week 14 | Mutual Fund |
| Week 15 | Revision |

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| Name of the Assistant Professor: Mr. Amita Dureja Class & Section: : B.com III (Pass) 5th Sem. A&B Subject: Accounting For Management(AFM) Teaching Term: 22nd July 2024 to 22nd Nov 2024(Excluding Diwali Break) | |
| Week 1 | Management Accounting- Nature and Scope Functions, roles, mgt. accountant, controller, treasurer etc. Principles, Mgt. Accounting vs. Cost Accounting |
| Week2 | ASSIGNMENT and Mgt. Accounting vs. Financial Accounting Advantages , tools and techniques of mgt. accounting |
| Week 3 | Financial Statements: Intro., types, nature, importance and limitations |
| Week 4 | CLASS TEST , Methods of Financial Analysis: Meaning, interpretation, process Types and approaches, methods of analysis |
| Week 5 | Ratio Analysis: Objectives, advantages, limitations, Classification of Ratio |
| Week 6 | ASSIGNMENT and Liquidity Ratio, Solvency Ratio, Turnover Ratio, Profitability Ratio , Calculation of missing figure in ratio Analysis |
| Week 7 | Cash Flow Statement: Objectives, purpose, limitations, Procedure Direct and Indirect Method |
| Week 8 | CLASS TEST , Preparation of Cash Flow Statement |
| Week 9 | Financial Planning: Meaning, Objectives and Features of planning Features and Principles of Sound Financial Plan |
| Week 10 | Capital Budgeting: Meaning, Nature, Features and types of decisions |
| Week 11 | Pay Back period, NPV, IRR, ARR, PI method |
| Week 12 | MOCK TEST and Capital Rationing : Meaning , Nature and Techniques of capital budgeting |
| Week 13 | Revision of Unit 1 and 2 |
| Week 14 | Revision of Unit 3 and 4 |
| Week15 | Revision of past year's Question Papers |

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| Name of the Assistant Professor: Dr. Sudesh kumari Class And Section: B.com pass A sec. Subject: Corporate Accounting Teaching Term: 22nd July 2024 to 22nd Nov 2024(Excluding Diwali Break) | |
| Week 1 | Issue of Share |
| Week 2 | ASSIGNMENT and Forfeiture of shares, Pro rata allotment of shares |
| Week 3 | Practical Questions, Buy back of shares, Right issue of shares |
| Week 4 | CLASS TEST , Redemption of Preferences Shares Forfeiture of Shares |
| Week 5 | Issue of Debentures |
| Week 6 | ASSIGNMENT and Valuation of Goodwill |
| Week 7 | Valuation of Shares |
| Week 8 | CLASS TEST , Profit and loss prior to incorporation and subsequent to incorporation |
| Week 9 | Final Accounts of Companies |
| Week 10 | Schedule Iii for preparing Balance sheet and Statement of Profit and Loss A/C |
| Week 11 | Practical questions, Doubts, |
| Week 12 | MOCK TEST and Redemption of Debentures |
| Week 13 | Methods of Redemption of Debentures |
| Week 14 | Practical questions and doubts |
| Week 15 | Revision |

Name of the Assistant Professor: Dr. Sudesh kumari
Class And Section: B.com Pass A &C
Subject: Business Regulatory Framework
Teaching Term: 22nd July 2024 to 22nd Nov 2024(Excluding Diwali Break)

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| Week 1 | Introduction to Mercantile Law |
| Week 2 | ASSIGNMENT and Valid contract and its elements |
| Week 3 | Proposal, Acceptance and Revocation |
| Week 4 | CLASS TEST , Contractual Capacity of Parties |
| Week 5 | Free consent of Parties |
| Week 6 | ASSIGNMENT and Lawful Consideration and object |
| Week 7 | Agreements Expressly declared Void |
| Week 8 | CLASS TEST , Legal Formalities-written and registered |
| Week 9 | Contingent Contracts |
| Week 10 | Performance of Contracts |
| Week 11 | Discharge of contract Implied, Quasi or constructive contracts |
| Week 12 | MOCK TEST and Consequences of Breach of contract, Contracts of Indemnity and Guarantee |
| Week 13 | Contracts of Bailment and Pledge |
| Week 14 | Consumer protection Act |
| Week 15 | Revision |

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| Name of the Assistant Professor: Dr. Sudesh kumari Class And Section: B.com(pass) IIInd year, Section (B) Subject: Business Statistics Teaching Term: 22nd July 2024 to 22nd Nov 2024(Excluding Diwali Break) | |
| Week 1 | Introduction to Statistics |
| Week 2 | ASSIGNMENT and Collection of Data |
| Week 3 | Classification of Data: Frequency Distribution |
| Week 4 | CLASS TEST , Presentation Of Data, |
| Week 5 | Measures of Central Tendency – I (Mean- Practical questions) |
| Week 6 | ASSIGNMENT and Measures of Central Tendency- I (Median – Practical questions) |
| Week 7 | Measures of Central Tendency- I (Mode – Practical questions) |
| Week 8 | CLASS TEST , Measures of Central Tendency- II (Geometric Mean – Practical questions), |
| Week 9 | Measures of Central Tendency-II (Harmonic Mean – Practical questions) |
| Week 10 | Measures of Dispersion (Practical questions) |
| Week 11 | Measures of Skewness (Practical questions) |
| Week 12 | MOCK TEST and Moments of Measures of Kurtosis (Practical questions) |
| Week 13 | Simple Correlation Analysis (Practical questions) |
| Week 14 | Simple Regression Analysis (Practical questions) |
| Week 15 | Revision |

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| Name of the Assistant Professor: Dr. Rajesh kumari Class And Section: B.Com 1st Year (SFS) Section D and F Subject: Business Statistics Teaching Term: 22nd July 2024 to 22nd Nov 2024(Excluding Diwali Break) | |
| Week 1 | Introduction to Statistics: Origin, Meaning, Definition, Scope, Functions, Uses and Limitations |
| Week 2 | ASSIGNMENT and Collection of Data: Primary and Secondary, Classification of data: Methods , Frequency Distribution |
| Week 3 | Presentation of Data: Tabulation of data, graphically and diagrammatic presentation. |
| Week 4 | CLASS TEST , Measures of Central Tendency: Mean, Median, Partition Values – Quartile, Decile and Percentile |
| Week 5 | Measures of Central Tendency: Mode, Geometric Mean, Harmonic Mean of Chapter: Introduction to Statistics and Collection of Data |
| Week 6 | ASSIGNMENT and Measures of Dispersion: Range, Inter-quartile Range and Quartile deviation, Mean deviation, Standard deviation |
| Week 7 | Measures of Dispersion: Coefficient of variation, Lorenz Curve. Measures of Skewness: karl pearson's Method Bowley's Method , kelly's Method |
| Week 8 | CLASS TEST , Moments and Measures of Kurtosis Index numbers: Meaning, Definition, Uses, Limitations, Types, Problems |
| Week 9 | Index Numbers: Methods of Constructing index numbers |
| Week 10 | Index numbers: Specific problems regarding construction of index numbers |
| Week 11 | Probability: Introduction, Addition theorem and of Measures of Central Tendency |
| Week 12 | MOCK TEST and Probability: Conditional Probability and Multiplication Theorem |
| Week 13 | Probability: Bayes' Theorem and Its Application |
| Week 14 | Probability: Bayes' Theorem and Its Application |
| Week 15 | Revision |

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| Name of the Assistant Professor: Dr. Rajesh Kumari Class And Sec: M.com Ist Year Subject: Accounting For Managerial Decisions (24COM20IDS05) Teaching Term: 22nd July 2024 to 22nd Nov 2024(Excluding Diwali Break) | |
| Week 1 | Overview of Management Accounting |
| Week 2 | ASSIGNMENT and Concepts of Financial Statements in details |
| Week 3 | Ratio Analysis : meaning, Objectives, Limitations and Types of Ratio |
| Week 4 | CLASS TEST , Valuation of assets, |
| Week 5 | Cash Flow Statement : Objectives, Limitations and Accounting procedure |
| Week 6 | ASSIGNMENT and Accounting For Price Level Changes Marginal Costing: Meaning, Advantages, Marginal Costing and Absorption Costing |
| Week 7 | Cost Profit – Volume Analysis , Break Even Point, Margin of Safety, P/V Ratio |
| Week 8 | CLASS TEST , Concepts of Key Factor – Break Even chart and its Types, |
| Week 9 | Capital Budgeting : Meaning, Nature, Need, Importance, The Appraisal Method |
| Week 10 | Capital Rationing |
| Week 11 | Standard Costing : Meaning, Advantages, Limitations |
| Week 12 | MOCK TEST and Setting of Standards , Variance Analysis including Material Variance |
| Week 13 | Labor Variance |
| Week 14 | Overhead Variance |
| Week 15 | Revision |

Name of the Assistant Professor: Dr. Rajesh Kumari

Class And Section: B.com II yr Hons

Subject: Corporate Law

Teaching Term: 22nd July 2024 to 22nd Nov 2024(Excluding Diwali Break)

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| Week 1 | Company: Meaning and Characteristics, Features of Company, Advantages and Disadvantages of Company |
| Week 2 | ASSIGNMENT and Company: Lifting of Corporate, Types of companies |
| Week 3 | Private Company :Types of Companies Revision: Unit 1 |
| Week 4 | CLASS TEST , Formation of Company; Function of Promoters, Importance, Promoter's Remuneration, Legal Status of Promoter, Rights, Duties and Liabilities of Promoter |
| Week 5 | Formation of Company: Pre-Incorporation Contracts, Incorporation, Commencement of Business Doubts Clarification session |
| Week 6 | ASSIGNMENT and Prospectus: Meaning, Definition, Form and Contents of Prospectus, Legal Requirements regarding issue of Prospectus |
| Week 7 | Prospectus: Scanning of Prospectus, Misstatements and omission in prospectus, Deemed, Shelf, Red Herring Prospectus and Book Building Revision: Unit 2 |
| Week 8 | Memorandum of Association: Meaning, Importance, Clauses of MOA |
| Week 9 | Memorandum of Association: Alteration of Clauses of MOA, Doctrine of Ultra Vires Doubts clarification session |
| Week 10 | Presentation |
| Week 11 | Article of Association: Meaning, Contents, Alteration of AOA and Limitations |
| Week 12 | MOCK TEST and Article of Association: Legal effect of MOA and AOA, Doctrine of Constructive Notice, Doctrine of Indoor Management and It's exception, Relationship Between MOA and AOA Revision: Unit 3 |
| Week 13 | , Chapter: Borrowing Powers of company, Ultra Vires Borrowing, Methods of Borrowing |
| Week 14 | Debentures, Classes of Debentures, Trust Deed, Mortgage, Charges Revision: Unit 4 |
| Week 15 | Revision: Short Question answer of Unit 1, Unit 2, Unit 3 and Unit 4 Tricks for attempting final examination |

Name of the associate/assistant professor: Ms. Leena

Class and section: BBA III Sem

Subject: Introduction To I.T

Teaching term: 22nd july 2024 to 22nd nov 2024(excluding diwali break)

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| Week 1 | Orientation Of The Students, Introduction To Word Screen Create and save documents, Apply pre-designed Styles and format text with fonts and colors |
| Week 2 | ASSIGNMENT and Apply pre-designed Styles and format text with fonts and colors Documentation Using MS Word, Documentation Using Ms Word Tool Bars, Tool Bars, Header And Footer |
| Week 3 | Formatting options, Drop Cap, Auto Text, Tool Bars |
| Week 4 | CLASS TEST , Tool Bars, Menus, Creating And Editing Documents Formatting The Document |
| Week 5 | Insert option ,Page layout option ,Auto Correct, Spelling And Grammar Tools Dictionary, Page Formatting |
| Week 6 | ASSIGNMENT and Doubt clearing session, Page layout ,view option ,Mail Merge Revision |
| Week 7 | Macros ,Tables ,File Management And Printing Electronic Spreadsheet Introduction ,Electronic Spreadsheet Toolbars |
| Week 8 | CLASS TEST , Creating And Editing Worksheet, Formatting, , Functions Formatting, , Functions, Creating an electronic worksheet Introduction to formulas, Formatting Cells |
| Week 9 | Moving And Copying Data, Formulas And Functions Formulas And Functions, Formulas And Functions Types Of Graph, Types Of Graph |
| Week 10 | Creating Graph ,Creating Graph, Formatting Cells, Working with formulas, Conditional Formatting |
| Week 11 | Revision/ PPPP Presentations Using MS-PowerPoint Introduction To Power Point, Menu bar PowerPoint |
| Week 12 | MOCK TEST and Toolbar, Presentations Using MS-PowerPoint, Creating Slides, Manipulating Slides, Enhancing Slides |
| Week 13 | Word Art, Layering And Objects ,Animation And Sounds, Inserting Pictures, Inserting Sound, Set up slide show, Revision |
| Week 14 | Introduction To Tally, Tally User Classification, Features Of Tally, Creation Of Ledger, Creating A Stock Item, Creating A Purchase Entry, Creating A sales Entry |
| Week 15 | Trial balance, Profit And Loss And Balance Sheet Preparation Revision |

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| Name Of The Associate/Assistant Professor: Ms.Leena Class And Section: BBA V SEM Subject: Networking And Internet Technologies Teaching Term: 22nd July 2024 to 22nd Nov 2024(Excluding Diwali Break) | |
| Week 1 | Orientation of the Students ,Introduction of the Syllabus, Introduction To Network, Features Of Networking, Advantages And Disadvantages Of Network |
| Week 2 | ASSIGNMENT and Types Of Computer Network, Introduction To Html, Designing First Page In Html, Network Topologies, Network Topologies Analog And Digital Signal |
| Week 3 | Analog And Digital Signal Transmission, Transmission Media, Network Categories, Setting Left And Right Margins, Using Address Element And Hr Tag, |
| Week 4 | CLASS TEST , Wireless Networks, Broadband V/S Baseband, Question Answer Session Nic Drivers And Network Operating System, Using Font And Base font Element, Using Heading Element |
| Week 5 | Unit 2 Introduction, Using Paragraph Element, Using Character Formatting Element, OSI Model ,TCP/IP Model |
| Week 6 | ASSIGNMENT and Protocols And Their Classification, Flow Control And Cryptography, Ranking, Firewall, Overview Of Internet |
| Week 7 | Internet Service Provider, Setting Windows Environment For Dial Up Networking, Search Engine, Some Popular Search Engine Creating An Ordered List, Creating A Customized List With Ol Element Start And Value, Attribute |
| Week 8 | Audio CLASS TEST , On Internet, Telephony, Broadcasting, Common File Formats For Audio On Internet, Newsgroup, Unordered List, Unordered List With U1 Element Start And Value Attribute, |
| Week 9 | Searching Web Using Search Engine, Subscribing To News Groups Some Popular Search Engine, Intranet Concepts And Architecture Working Of Intranet |
| Week 10 | Surfing internet, Creating Menu List, Intranet,, Internet And Extra Net Characteristics ,Advantages And Disadvantages Of Intranet Intranet Architecture, Building Corporate World Wide Web |
| Week 11 | Creating A Nested List, Using The Imp Element, Building Corporate World Wide Web, HTTP Protocol |
| Week 12 | MOCK TEST and Setting The Height And Width Of An Image On A Web Page Intranet Infrastructure ,Intranet Infrastructure, Creating Tables In Html |
| Week 13 | Aligning Of Image In Various Ways, Creating Tables In Html Fundamental Of TCP/IP, Intranet Security Design |
| Week 14 | Creating Forms In Html, Intranet As A Business Tools Future Of Intranet, Lab: HTML And Surfing With Internet |
| Week 15 | Revision |

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| Name of the Assistant Professor: Ms.Leena Class And Section: BBA I Sem Subject: Computer Fundamentals And Office Automation Tools Teaching Term: 22nd July 2024 to 22nd Nov 2024(Excluding Diwali Break) | |
| Week 1 | Introduction – definition, characteristics, and limitations of a computer, |
| Week 2 | ASSIGNMENT and Digital and analog computers, major components of a digital computer, |
| Week 3 | Hardware, software, firmware, middleware, and freeware |
| Week 4 | CLASS TEST , Decimal number system, hexadecimal number system, octal number system, |
| Week 5 | Binary number system, number system conversions |
| Week 6 | ASSIGNMENT and Binary number addition and subtraction |
| Week 7 | Uses of computers in offices and banks, Computer applications in business, education, and healthcare field |
| Week 8 | CLASS TEST , Documentation using MS-Word – Creating and Editing a Document, Formatting Document, |
| Week 9 | Auto-text, Autocorrect, Spelling and Grammar Tool, Document Dictionary, |
| Week 10 | , Page Formatting, Bookmark, Advance Features of MS- Word, Mail Merge, Printing |
| Week 11 | Electronic Spread Sheet using MS-Excel - Introduction to MS-Excel, Creating and Editing Worksheet, |
| Week 12 | MOCK TEST and Formatting and Essential Operations, Formulas and Functions, Charts |
| Week 13 | Presentation using MS-PowerPoint: Presentations, Creating Manipulating and Enhancing Slides, |
| Week 14 | Organizational Charts, Excel Charts, Word Art, Layering Art Objects, Animations and Sounds |
| Week 15 | Revision |

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| Name of the Assistant Professor: Ms. Leena Class And Section: B.Com Hons.III Sem Subject: : Basics of Information Technology Teaching Term: 22nd July 2024 to 22nd Nov 2024(Excluding Diwali Break) | |
| Week 1 | Essentials of Computers: Concept of data, information and data processing, Levels or type of information, Uses of information, Business data ,Processing Cycle, , |
| Week 2 | ASSIGNMENT and Methods of data processing, Application of Electronic data processing. Memory and Mass Storage Devices:; |
| Week 3 | Introduction of Memory System, Types of Memory-Primary and Secondary Memory, RAM and ROM, Types of Secondary Storage Devices |
| Week 4 | CLASS TEST , Software Concepts: Types of Software and their role, System Languages and Translators, Functions and Types an Operating System. |
| Week 5 | Data Communications: Basic elements of a Communication System, Forms of Data Transmission, Data transmission speed, Modes of Data Transmission: Analog and Digital data transmissions |
| Week 6 | ASSIGNMENT and Data Transmission Media; Wire Cables, Microwave, Fiber-optics, Communication Satellites. Emerging Trends in IT: |
| Week 7 | Electronic Commerce(E-Commerce), Types of E- Commerce, Advantages and Disadvantages of E- commerce, Application of E-commerce, process in e-commerce, Types of an Electronic Payment System, |
| Week 8 | CLASS TEST , Security issues in E-commerce, Security Schemes; Electronic data Interchange (EDI); Mobile communication, Bluetooth Communication, Infrared communication, Smart Card |
| Week 9 | Computer Networks: Introduction to Computer Network, Types of Network; Local Area Network, Wide Area Network, Types of Public and Private Network, Network Topology:; |
| Week 10 | Internet and its Application, History of Internet, Benefits of Internet, ISP, Internet Accounts, Internet Addressing, Information Technology |
| Week 11 | Impact of IT on Business environment; Applications of IT. Multimedia: Concept of Multimedia, Multimedia Components, Multimedia Applications. |
| Week 12 | MOCK TEST and Presentation with Power- Point: Features of Power-point, Creating presentation the easy way, Working with different views, working with graphics in Power Point, Sound effects and Animations effects, Printing in Power-point., |
| Week 13 | Introduction to Accounting Packages-Tally: Features of Tally, Preparation of Vouchers, Salary statement |
| Week 14 | Maintaining of Inventory records, Maintenance of Accounting Books and final Accounts, Generating and Printing reports |
| Week 15 | Revision |

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| Name of the Assistant Professor: Rekha Class And Section: B.com. 3 Year Sec E Subject: Cost Accounting 1 Teaching Term: 22nd July 2024 to 22nd Nov 2024(Excluding Diwali Break) | |
| Week 1 | Introduction to cost accounting |
| Week 2 | ASSIGNMENT and Elements of Cost |
| Week 3 | Material Cost Accounting |
| Week 4 | CLASS TEST , Material Cost Control |
| Week 5 | Labor cost accounting including Overtime, idle time |
| Week 6 | ASSIGNMENT and Wage Payment methods |
| Week 7 | Accounting for Overheads |
| Week 8 | CLASS TEST , Overheads :Allocation, Apportionment and Absorption |
| Week 9 | Machine hour Method |
| Week 10 | Unit Output Costing 1 |
| Week 11 | Unit Output Costing 1 |
| Week 12 | MOCK TEST and Unit Output Costing 2 |
| Week 13 | Reconciliation of Cost account and Financial account profits |
| Week 14 | Reconciliation of Cost account and Financial account profits |
| Week 15 | Revision |

Name of the Assistant Professor: Rekha

Class And Section: M.Com. 3rd Sem

Subject: Advanced Cost Accounting

Teaching Term: 22nd July 2024 to 22nd Nov 2024(Excluding Diwali Break)

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| Week 1 | Introduction of Inventory system: turnover of material: ABC analysis; VED analysis |
| Week 2 | ASSIGNMENT and 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 | CLASS TEST , Manufacturing resource planning (MRP II), Evolution, essential elements. Enterprise resource planning (ERP) |
| Week 5 | Lean Accounting |
| Week 6 | ASSIGNMENT and 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 | CLASS TEST , Process Costing; Work in Progress, |
| Week 9 | Process Costing; Work in Progress |
| 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 and 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

Class: B.com. (CA) 5th Sem. Section: D & E

Subject: Accounting For Management(AFM)

Teaching Term: 22nd July 2024 to 22nd Nov 2024(Excluding Diwali Break)

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| Week 1 | Management Accounting- Nature and Scope Functions, roles, mgt. accountant, controller, treasurer etc. Principles, Mgt. Accounting vs. Cost Accounting |
| Week2 | ASSIGNMENT and Mgt. Accounting vs. Financial Accounting Advantages , tools and techniques of mgt. accounting of Mgt. Accounting |
| Week 3 | Financial Statements: Intro., types, nature, importance and limitations |
| Week 4 | CLASS TEST , Methods of Financial Analysis: Meaning, interpretation, process Types and approaches, methods of analysis |
| Week 5 | Ratio Analysis: Objectives, advantages, limitations, Classification of Ratio |
| Week 6 | ASSIGNMENT and Liquidity Ratio, Solvency Ratio, Turnover Ratio, Profitability Ratio , Calculation of missing figure in ratio Analysis |
| Week 7 | Cash Flow Statement: Objectives, purpose, limitations, Procedure Direct and Indirect Method |
| Week 8 | CLASS TEST , Preparation of Cash Flow Statement of Cash Flow Statement |
| Week 9 | Financial Planning: Meaning, Objectives and Features of planning Features and Principles of Sound Financial Plan |
| Week 10 | Capital Budgeting: Meaning, Nature, Features and types of decisions |
| Week 11 | Pay Back period, NPV, IRR, ARR, PI method |
| Week 12 | MOCK TEST and Capital Rationing : Meaning , Nature and Techniques of capital budgeting |
| Week 13 | Revision of Unit 1 and 2 |
| Week 14 | Revision of Unit 3 and 4 |
| Week15 | Revision of past year's Question Papers |

Name of the Assistant Professor: Ms. Komal Malhotra

Class And Sec: B.com 2nd Year Sec – A

Subject: Human Resource Management

Teaching Term: 22nd July 2024 to 22nd Nov 2024(Excluding Diwali Break)

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| Week 1 | Introduction to Human Resource Management |
| Week 2 | ASSIGNMENT and Recruitment and Selection |
| Week 3 | Training |
| Week 4 | CLASS TEST , Wages and Theories of Wages (Introduction to HRM) |
| Week 5 | Methods of Wages Payment |
| Week 6 | ASSIGNMENT and Concept of Wages |
| Week 7 | Special Incentives |
| Week 8 | CLASS TEST , Industrial Relations |
| Week 9 | Industrial Disputes |
| Week 10 | Revision of Unit 1 |
| Week 11 | Revision of Unit 2 |
| Week 12 | MOCK TEST and Revision of Unit 3 |
| Week 13 | Revision of Unit 4 |
| Week 14 | Revision |
| Week 15 | Revision |

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| Name of the Assistant Professor: Ms. Komal Malhotra Class And Sec: M.Com Previous Sem 1 Subject: Organisational Behaviour Teaching Term: 22nd July 2024 to 22nd Nov 2024(Excluding Diwali Break) | |
| Week 1 | Introduction to Organizational Behavior |
| Week 2 | ASSIGNMENT and Learning |
| Week 3 | Learning Organization, Ethics and ethical behavior |
| Week 4 | CLASS TEST , Attitude |
| Week 5 | Personality |
| Week 6 | ASSIGNMENT and Perception |
| Week 7 | Group Dynamics |
| Week 8 | CLASS TEST , Group Cohesiveness & Group Development |
| Week 9 | Team Development |
| Week 10 | Management of Conflict |
| Week 11 | Organizational Development |
| Week 12 | MOCK TEST and Organizational Change |
| Week 13 | Revision of Unit 1 & 2 |
| Week 14 | Revision of Unit 3 & 4 |
| Week 15 | Revision |

Name of Assistant Professor: Komal

Class & Section:B.com (Pass) 5th Sem.

Subject: Taxation Law

Teaching Term: 22nd July 2024 to 22nd Nov 2024(Excluding Diwali Break)

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| Week 1 | Concept of Income Meaning of Income Tax Basic Concepts |
| Week2 | ASSIGNMENT and Agricultural Income Exempted Incomes |
| Week 3 | Residential Status And Incidence of Tax Liability |
| Week 4 | CLASS TEST , Income From Salary Head |
| Week 5 | Income From Salary Head |
| Week 6 | ASSIGNMENT and Income From House Property Head |
| Week 7 | Income from Business and Profession Head |
| Week 8 | CLASS TEST , Income from Capital Gains Head |
| Week 9 | Income from other Sources Head |
| Week 10 | Set off and Carry forward of losses |
| Week 11 | Deemed Incomes and Clubbing of Incomes |
| Week 12 | MOCK TEST and Deductions from 80C-80U |
| Week 13 | Deductions from 80C-80U |
| Week 14 | Doubt Classes |
| Week15 | Revision of Syllabus |

Name of the Assistant Professor: Ms. Komal Malhotra

Class And Sec: B.com 2nd Year Sec – A

Subject: Human Resource Management

Teaching Term: 22nd July 2024 to 22nd Nov 2024(Excluding Diwali Break)

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| Week 1 | Introduction to Human Resource Management |
| Week 2 | ASSIGNMENT and Recruitment and Selection |
| Week 3 | Training |
| Week 4 | CLASS TEST , Wages and Theories of Wages |
| Week 5 | Methods of Wages Payment |
| Week 6 | ASSIGNMENT and Concept of Wages |
| Week 7 | Special Incentives |
| Week 8 | CLASS TEST , Industrial Relations |
| Week 9 | Industrial Disputes |
| Week 10 | Revision of Unit 1 |
| Week 11 | Revision of Unit 2 |
| Week 12 | MOCK TEST and Revision of Unit 3 |
| Week 13 | Revision of Unit 4 |
| Week 14 | Revision of Unit 5 |
| Week 15 | Revision |

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| Name of the Assistant Professor: Ms. Madhu Saitya Class And Sec: B.com 2nd Year Sec – B Subject: Human Resource Management Teaching Term: 22nd July 2024 to 22nd Nov 2024(Excluding Diwali Break) | |
| Week 1 | Introduction to Human Resource Management |
| Week 2 | ASSIGNMENT and Recruitment and Selection |
| Week 3 | Training |
| Week 4 | CLASS TEST , Wages and Theories of Wages |
| Week 5 | Methods of Wages Payment |
| Week 6 | ASSIGNMENT and Concept of Wages |
| Week 7 | Special Incentives |
| Week 8 | CLASS TEST , Industrial Relations |
| Week 9 | Industrial Disputes |
| Week 10 | Revision of Unit 1 |
| Week 11 | Revision of Unit 2 |
| Week 12 | MOCK TEST and Revision of Unit 3 |
| Week 13 | Revision of Unit 4 |
| Week 14 | Revision of Question papers |
| Week 15 | Revision |

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| Name of the Assistant Professor: Madhu Class : B.com111 (Pass) 5th Sem section:C Subject: Accounting For Management(AFM) Teaching Term: 22nd July 2024 to 22nd Nov 2024(Excluding Diwali Break) | |
| Week 1 | Management Accounting- Nature and Scope Functions, roles, mgt. accountant, controller, treasurer etc. Principles, Mgt. Accounting vs. Cost Accounting |
| Week2 | ASSIGNMENT and Mgt. Accounting vs. Financial Accounting Advantages , tools and techniques of mgt. accounting |
| Week 3 | Financial Statements: Intro., types, nature, importance and limitations |
| Week 4 | CLASS TEST , Methods of Financial Analysis: Meaning, interpretation, process Types and approaches, methods of analysis |
| Week 5 | Ratio Analysis: Objectives, advantages, limitations, Classification of Ratio |
| Week 6 | ASSIGNMENT and Liquidity Ratio, Solvency Ratio, Turnover Ratio, Profitability Ratio , Calculation of missing figure in ratio Analysis |
| Week 7 | Cash Flow Statement: Objectives, purpose, limitations, Procedure Direct and Indirect Method |
| Week 8 | CLASS TEST , Preparation of Cash Flow Statement |
| Week 9 | Financial Planning: Meaning, Objectives and Features of planning Features and Principles of Sound Financial Plan |
| Week 10 | Capital Budgeting: Meaning, Nature, Features and types of decisions |
| Week 11 | Pay Back period, NPV, IRR, ARR, PI method |
| Week 12 | MOCK TEST and Capital Rationing : Meaning , Nature and Techniques of capital budgeting |
| Week 13 | Revision of Unit 1 and 2 |
| Week 14 | Revision of Unit 3 and 4 |
| Week15 | Revision of past year's Question Papers |

Name of the Assistant Professor: Madhu

Class : B.com111 (C.A) 5th Sem. Section: D and E

Subject: Income Tax

Teaching Term: 22nd July 2024 to 22nd Nov 2024(Excluding Diwali Break)

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|---------|--|
| Week 1 | Concept of Income Meaning of Income Tax Basic Concepts |
| Week2 | ASSIGNMENT and Agricultural Income Exempted Incomes |
| Week 3 | Residential Status And Incidence of Tax Liability |
| Week 4 | CLASS TEST , Income From Salary Head |
| Week 5 | Income From Salary Head |
| Week 6 | ASSIGNMENT and Income From House Property Head |
| Week 7 | Income from Business and Profession Head |
| Week 8 | CLASS TEST , Income from Capital Gains Head |
| Week 9 | Income from other Sources Head |
| Week 10 | Set off and Carry forward of losses |
| Week 11 | Deemed Incomes and Clubbing of Incomes |
| Week 12 | MOCK TEST and Deductions from 80C-80U |
| Week 13 | Deductions from 80C-80U |
| Week 14 | Doubt Classes |
| Week15 | Revision of Syllabus |

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|---|---|
| Name of the Assistant Professor: Dr. Neetu Sharma Class And Section: M.Com (P) Subject: Business Research Methods Teaching Term: 22nd July 2024 to 22nd Nov 2024(Excluding Diwali Break) | |
| Week 1 | Introduction to Business Research, Types of Research |
| Week 2 | ASSIGNMENT and Formulation of research Problem |
| Week 3 | Hypothesis Testing, |
| Week 4 | CLASS TEST , Research Design |
| Week 5 | Research Design |
| Week 6 | ASSIGNMENT and Experimental Research Design |
| Week 7 | Experimental Research Design, |
| Week 8 | CLASS TEST , Data Collection Methods |
| Week 9 | Questionnaire Development |
| Week 10 | Sampling Plan |
| Week 11 | Preparation Of Research Report |
| Week 12 | MOCK TEST and Presentation of Results |
| Week 13 | Practical problems of Research |
| Week 14 | Practical problems of Research |
| Week 15 | Revision |

Name of the Assistant Professor: Dr. Neetu Sharma

Class And Section: B.Com (H) 3rd Semester

Subject: Corporate Account

Teaching Term: 22nd July 2024 to 22nd Nov 2024(Excluding Diwali Break)

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|---------|--|
| Week 1 | Issue of Share |
| Week 2 | ASSIGNMENT and Forfeiture of shares, Pro rata allotment of shares |
| Week 3 | Practical Questions, Buy back of shares, Right issue of shares, |
| Week 4 | CLASS TEST , Redemption of Preference Shares, |
| Week 5 | Issue of Debentures |
| Week 6 | ASSIGNMENT and Valuation of Goodwill |
| Week 7 | Valuation of Shares |
| Week 8 | CLASS TEST , Profit and loss prior to incorporation and subsequent to incorporation |
| Week 9 | Final Accounts of Companies |
| Week 10 | Redemption of Debentures |
| Week 11 | Methods of Redemption of Debentures |
| Week 12 | MOCK TEST and Holding Companies |
| Week 13 | Holding Companies |
| Week 14 | Practical questions and doubts |
| Week 15 | Revision |

Name of the Assistant Professor: Dr. Neetu Sharma

Class and Section: M.Com. (Final)

Subject: Marketing Concepts and Decisions

Teaching Term: 22nd July 2024 to 22nd Nov 2024 (Excluding Diwali Break)

| | |
|---------|---|
| Week 1 | Nature and scope of marketing; Corporate orientation towards market place; Building and delivering customer value |
| Week 2 | ASSIGNMENT and Delivering customer satisfaction; Retaining customers; Marketing environment |
| Week 3 | Analyzing consumer markets; Buyer behavior |
| Week 4 | CLASS TEST , Market segmentation; Positioning; Targeting |
| Week 5 | Tools of product differentiation |
| Week 6 | ASSIGNMENT and Product life cycle; Marketing strategies in different stages of Product life cycle |
| Week 7 | New product development process, |
| Week 8 | CLASS TEST , Product mix; Product line decisions |
| Week 9 | Branding; Branding decisions |
| Week 10 | Pricing and pricing strategies |
| Week 11 | Managing marketing channels; Retailing; Wholesaling |
| Week 12 | MOCK TEST and Advertising; Sales promotion; Public relations; Personal selling |
| Week 13 | Evaluation and control of marketing efforts |
| Week 14 | Web marketing; Green marketing |
| Week 15 | Revision |

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| Name of the Assistant Professor: Dr. Neetu Sharma Class And Section: B.Com (H) 5h Semester Subject: Financial Management Teaching Term: 22nd July 2024 to 22nd Nov 2024(Excluding Diwali Break) | |
| Week 1 | Introduction to Financial Management |
| Week 2 | ASSIGNMENT and Capitalization |
| Week 3 | Financial Planning,: |
| Week 4 | CLASS TEST , Cost of Capital |
| Week 5 | Leverage |
| Week 6 | ASSIGNMENT and EBIT EPS Analysis, |
| Week 7 | Working Capital Management |
| Week 8 | CLASS TEST , Capital Structure |
| Week 9 | Capital Structure |
| Week 10 | Dividend Policy |
| Week 11 | Dividend Policy |
| Week 12 | MOCK TEST and Management of Receivables |
| Week 13 | Management of Cash and Marketable Securities |
| Week 14 | Inventory Management |
| Week 15 | Revision |

Name of the Assistant Professor: Rekha Gulati

Class & Section:B.com (H) 5th Sem.

Subject: Money & Banking

Teaching Term: 22nd July 2024 to 22nd Nov 2024(Excluding Diwali Break)

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|---------|---|
| Week 1 | Barter System and limitations Introduction of Money Approaches of Money Nature of Money |
| Week 2 | ASSIGNMENT and Functions of Money |
| Week 3 | Classification of Money Circular flow of Money Significance of Money |
| Week 4 | CLASS TEST , Evils of Money |
| Week 5 | Quantity Theory of Money |
| Week 6 | ASSIGNMENT and Inflation : causes, effects, measures to control Demand pull inflation Cost push inflation Inflationary Gap |
| Week 7 | Commercial Banks& functions |
| Week 8 | CLASS TEST , Central Bank & Its Functions |
| Week 9 | Credit Creation & its Process Presentations |
| Week 10 | Measures to Control Credit |
| Week 11 | Inflation Presentations |
| Week 12 | MOCK TEST and RBI-Its Role & Functions |
| Week 13 | Role of RBI In Economic Development |
| Week 14 | Presentations Doubt Classes |
| Week 15 | Revision of Syllabus |

Name of the Assistant Professor: Rekha Gulati

Class & Section: B.com (H) 5th Sem.

Subject: Income Tax

Teaching Term: 22nd July 2024 to 22nd Nov 2024(Excluding Diwali Break)

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|---------|---|
| Week 1 | Concept of Income Meaning of Income Tax Basic Concepts |
| Week2 | ASSIGNMENT and Agricultural Income Exempted Incomes |
| Week 3 | Residential Status And Incidence of Tax Liability |
| Week 4 | CLASS TEST , Income From Salary Head |
| Week 5 | Income From Salary Head |
| Week 6 | ASSIGNMENT and Income From House Property Head |
| Week 7 | Income from Business and Profession Head |
| Week 8 | CLASS TEST , Income from Capital Gains Head |
| Week 9 | Income from other Sources Head |
| Week 10 | Set off and Carry forward of losses |
| Week 11 | Deemed Incomes and Clubbing of Incomes |
| Week 12 | MOCK TEST and Deductions from 80C-80U |
| Week 13 | Deductions from 80C-80U |
| Week 14 | Doubt Classes |
| Week15 | Revision of Syllabus |

Name of the Assistant Professor: Rekha Gulati

Class And Section: M.com (P) Ist Sem.

Subject: Corporate Tax

Teaching Term: 22nd July 2024 to 22nd Nov 2024(Excluding Diwali Break)

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|---------|---|
| Week 1 | Concept of Corporate Tax Meaning of Company & Its Types Residential Status of Company and Incidence of Tax Liability |
| Week2 | ASSIGNMENT and Various heads of Total Income Deductions from 80C-80U |
| Week 3 | Computation of Tax Liability of Company & MAT |
| Week 4 | CLASS TEST , Assessment of Insurance Companies |
| Week 5 | Assessment of charitable Institutions |
| Week 6 | ASSIGNMENT and Assessment of Educational |
| Week 7 | Assessment of Non Residents |
| Week 8 | CLASS TEST , Advance rulings for Non Residents |
| Week 9 | Assessment of Cooperative Societies |
| Week 10 | Assessment of Cooperative Societies |
| Week 11 | Assessment of Discontinued Business |
| Week 12 | MOCK TEST and Double Taxation Relief |
| Week 13 | Double Taxation Relief |
| Week 14 | Doubt Classes |
| Week15 | Revision of Syllabus |

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|--|---|
| Name of the Assistant Professor: Rekha Gulati Class And Section: M.com (F) 3rd Sem. Subject: Corporate Tax Teaching Term: 22nd July 2024 to 22nd Nov 2024(Excluding Diwali Break) | |
| Week 1 | Concept of Corporate Tax Meaning of Company & Its Types Residential Status of Company and Incidence of Tax Liability |
| Week2 | ASSIGNMENT and Various heads of Total Income Deductions from 80C-80U |
| Week 3 | Computation of Tax Liability of Company & MAT |
| Week 4 | CLASS TEST , Assessment of Insurance Companies |
| Week 5 | Assessment of charitable Institutions |
| Week 6 | ASSIGNMENT and Assessment of Educational |
| Week 7 | Assessment of Non Residents |
| Week 8 | CLASS TEST , Advance rulings for Non Residents |
| Week 9 | Assessment of Cooperative Societies |
| Week 10 | Assessment of Cooperative Societies |
| Week 11 | Assessment of Discontinued Business |
| Week 12 | MOCK TEST and Double Taxation Relief |
| Week 13 | Double Taxation Relief |
| Week 14 | Doubt Classes |
| Week15 | Revision of Syllabus |

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| Name of the Assistant Professor: Seema Behl Class And Section: B.Com CA 3rd Sem (D&E) Subject: Corporate Accounting Teaching Term: 22nd July 2024 to 22nd Nov 2024(Excluding Diwali Break) | |
| Week 1 | Issue of Share |
| Week 2 | ASSIGNMENT and Forfeiture of shares, Pro rata allotment of shares |
| Week 3 | Practical Questions, Buy back of shares, Right issue of shares, |
| Week 4 | CLASS TEST , Redemption of Preference Shares, |
| Week 5 | Issue of Debentures |
| Week 6 | ASSIGNMENT and Valuation of Goodwill |
| Week 7 | Valuation of Shares |
| Week 8 | CLASS TEST , Profit and loss prior to incorporation and subsequent to incorporation |
| Week 9 | Final Accounts of Companies |
| Week 10 | Schedule Iii for preparing Balance sheet and Statement of Profit and Loss A/C |
| Week 11 | Practical questions, Doubts |
| Week 12 | MOCK TEST and Redemption of Debentures |
| Week 13 | Methods of Redemption of Debentures |
| Week 14 | Practical questions and doubts |
| Week 15 | Revision |

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|--|---|
| Name of the Assistant Professor: Seema Behl Class And Section: B.Com (P) 5th Sem (B&C) Subject: Entrepreneurship and Small Scale Business Teaching Term: 22nd July 2024 to 22nd Nov 2024(Excluding Diwali Break) | |
| Week 1 | Entrepreneur, Entrepreneurship |
| Week 2 | ASSIGNMENT and Entrepreneurship and Environment |
| Week 3 | Small Business, Developing Entrepreneurial Competencies |
| Week 4 | CLASS TEST , Promotion and Development of Entrepreneurship, Entrepreneurial Motivation |
| Week 5 | Entrepreneurial Opportunities-Identification and Selection |
| Week 6 | ASSIGNMENT and Entrepreneurial Opportunities in Contemporary Business Environment |
| Week 7 | Setting up a new Venture , |
| Week 8 | CLASS TEST , Project Report |
| Week 9 | Market Survey, Managerial Roles and Functions in a Small Business |
| Week 10 | Production and Operations Management |
| Week 11 | Managing Business Growth |
| Week 12 | MOCK TEST and Issues in Small Business Marketing |
| Week 13 | Incentives and Subsidy |
| Week 14 | Institutional Support |
| Week 15 | Revision |

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| Name of the Assistant Professor: Dr. Rina Parshad Class And Section: M.com 3rd sem Subject: Portfolio management Teaching Term: 22nd July 2024 to 22nd Nov 2024(Excluding Diwali Break) | |
| Week 1 | Portfolio analysis concept and process |
| Week 2 | ASSIGNMENT and Portfolio construction and selection |
| Week 3 | Portfolio risk and return |
| Week 4 | CLASS TEST , Markowitz portfolio model |
| Week 5 | Shapre's single index pricing model |
| Week 6 | ASSIGNMENT and Capital assets pricing model |
| Week 7 | Capital assets pricing model |
| Week 8 | CLASS TEST , Factor model and arbitrage pricing theory |
| Week 9 | Portfolio performance evaluation |
| Week 10 | Techniques of portfolio revision |
| Week 11 | Behavioral fiancé An overview |
| Week 12 | MOCK TEST and Theme of behavioral finance |
| Week 13 | Investment strategies and great masters |
| Week 14 | Investment decision process and guidelines |
| Week 15 | Revision |

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| Name of the Assistant Professor: Dr. Rina Parshad Class And Section: B.com (Hons.) 3rd semester Subject: Principles of Marketing Teaching Term: 22nd July 2024 to 22nd Nov 2024(Excluding Diwali Break) | |
| Week 1 | Marketing meaning concept and market segmentation |
| Week 2 | ASSIGNMENT and Consumer behavior product concept importance and classification |
| Week 3 | Product mix Strategy |
| Week 4 | CLASS TEST , Branding packaging and Labeling |
| Week 5 | Product pricing, |
| Week 6 | ASSIGNMENT and New product development |
| Week 7 | Product life cycle |
| Week 8 | CLASS TEST , Advertising |
| Week 9 | Promotion mix |
| Week 10 | Personal selling |
| Week 11 | Sale promotion |
| Week 12 | MOCK TEST and Publicity and public relation |
| Week 13 | Distribution channel |
| Week 14 | Distribution channel |
| Week 15 | Revision |

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|--|--|
| Name of the Assistant Professor: Dr. Rina Parshad Class And Section: M.com 1st sem Subject: Stock market operation Teaching Term: 22nd July 2024 to 22nd Nov 2024(Excluding Diwali Break) | |
| Week 1 | Overview of Indian securities market |
| Week 2 | ASSIGNMENT and Primary market |
| Week 3 | Secondary market |
| Week 4 | CLASS TEST , Listing of securities |
| Week 5 | BSE (Different trading system, different settlement system) |
| Week 6 | ASSIGNMENT and NSE (Different trading system, different settlement system) |
| Week 7 | Foreign stock exchange |
| Week 8 | CLASS TEST , NYSE, NASDAQ |
| Week 9 | NYSE, NASDAQ |
| Week 10 | NYSE, NASDAQ |
| Week 11 | Risk management system in BSE |
| Week 12 | MOCK TEST and Risk management system in NSE |
| Week 13 | Circuit breaker, method |
| Week 14 | NSE, BSE Indices |
| Week 15 | Revision |

Name of the Assistant Professor: Dr. Rina Parshad

Class And Section: B.com (hons.) 5th sem

Subject: Investment management

Teaching Term: 22nd July 2024 to 22nd Nov 2024(Excluding Diwali Break)

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| Week 1 | Investment |
| Week 2 | ASSIGNMENT and Risk and return |
| Week 3 | Identification of investment opportunities |
| Week 4 | T CLASS TEST , ethnical analysis |
| Week 5 | Chatting theory, dow theory, short sale theory |
| Week 6 | ASSIGNMENT and Fundamental analysis |
| Week 7 | Economy analysis |
| Week 8 | CLASS TEST , Industry analysis |
| Week 9 | Company analysis |
| Week 10 | Efficient market theory |
| Week 11 | Secondary market |
| Week 12 | MOCK TEST and BSE, NSE, OTCEI |
| Week 13 | Derivatives |
| Week 14 | Option, forward, future and swap contract |
| Week 15 | Revision |

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| Name of the Assistant Professor: Ms. Suman Lata Yadav Class And Section: B.Com.(P) Sem: 5th , Sec A&C Subject: Cost Accounting Teaching Term: 22nd July 2024 to 22nd Nov 2024(Excluding Diwali Break) | |
| Week 1 | Meaning, Nature, Functions and Scope of Cost Accounting |
| Week 2 | ASSIGNMENT and Cost – Analysis, Concept and Classification |
| Week 3 | Material Cost Accounting(Purchase and issue pricing) |
| Week 4 | CLASS TEST , Inventory Cost Control(concept and techniques) |
| Week 5 | Lab our Cost Accounting(labor turnover, ideal time and overtime) |
| Week 6 | ASSIGNMENT and Methods of Wage Payment |
| Week 7 | Accounting For Overheads(Classifications, Allocation, Apportionment and Absorption) |
| Week 8 | CLASS TEST , Machine Hour rate method |
| Week 9 | Cost sheet, Cost Statement and Production Account |
| Week 10 | revision |
| Week 11 | Unit or Output Costing 2 |
| Week 12 | MOCK TEST and Reconciliation of Cost and Financial Accounts |
| Week 13 | Revision |
| Week 14 | Revision |
| Week 15 | Revision |

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|--|---|
| Name of the Assistant Professor: Ms. Suman Lata Yadav Class And Section: B.com Final Year Sec – D&E Subject: Financial Market Operations Teaching Term: 22nd July 2024 to 22nd Nov 2024(Excluding Diwali Break) | |
| Week 1 | Overview of Indian Financial System |
| Week 2 | ASSIGNMENT and Indian Money Market |
| Week 3 | Primary Market |
| Week 4 | CLASS TEST , Secondary Market |
| Week 5 | Secondary Market Continue and |
| Week 6 | ASSIGNMENT and OTCEI and NSE |
| Week 7 | The Securities and Exchange Board of India (SEBI) |
| Week 8 | CLASS TEST , Investor's Protection |
| Week 9 | Functionaries on Stock Exchange |
| Week 10 | Functionaries of Stock Exchange |
| Week 11 | Merchant Banking |
| Week 12 | MOCK TEST and Credit Rating |
| Week 13 | Development Banks |
| Week 14 | Mutual Fund |
| Week 15 | Revision |

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|---|--|
| Name of the Assistant Professor: Dr. Monika Bhatia Class And Section:B.Com (SFS)Section F Name of Subject: Financial Accounting Teaching Term: 22nd July 2024 to 22nd Nov 2024(Excluding Diwali Break) | |
| Week 1 | Meaning, Objectives, Scope and Nature of Accounting Basic Accounting Terms |
| Week 2 | ASSIGNMENT and Accounting principles Accounting Standards Double entry system |
| Week 3 | Recording of accounting transactions including GST |
| Week 4 | CLASS TEST , Trial Balance Capital and Revenue |
| Week 5 | Provision and Reserves Depreciation: Introduction |
| Week 6 | ASSIGNMENT and Depreciation: Fixed Installment method, Diminishing balance method – Numerical Questions |
| Week 7 | Depreciation – Numerical questions |
| Week 8 | CLASS TEST , Errors and their rectification |
| Week 9 | Financial Statements: Introduction, Format Assignment |
| Week 10 | Financial Statements – with adjustments |
| Week 11 | Financial Statements – with adjustments: Practice of Numerical questions |
| Week 12 | MOCK TEST and Computerized accounting system |
| Week 13 | Accounts of nonprofit organizations |
| Week 14 | Numerical questions - Doubts |
| Week 15 | Revision |

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| Name of the Assistant Professor: Dr. Monika Bhatia Class And Section: B.Com B.COM (H) Name of Subject: COST Accounting Teaching Term: 22nd July 2024 to 22nd Nov 2024(Excluding Diwali Break) | |
| Week 1 | Meaning, Objectives, Scope and Nature of cost Accounting Basic cost Accounting Terms |
| Week 2 | ASSIGNMENT and Elements of cost classification |
| Week 3 | Materials issue control and valuation different levels of material control |
| Week 4 | CLASS TEST , Labor cost computation and control system of veg payment ideal time |
| Week 5 | Overheads and classification of overhead |
| Week 6 | ASSIGNMENT and Overhead in continuation, absorption of over heads |
| Week 7 | Unit or output costing difference between corset and cost account calculation of quotation or tender price |
| Week 8 | CLASS TEST , Revision |
| Week 9 | Reconciliation of cost and final accounts |
| Week 10 | Contract account introduction part |
| Week 11 | Contract accounts completed and incomplete contracts |
| Week 12 | MOCK TEST and Process costing Introduction by product main products |
| Week 13 | contract account |
| Week 14 | Operating costing and service costing |
| Week 15 | Revision |

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|--|---|
| Name of the Assistant Professor: Dr. Sakshi Goyal Class And Section: BBA 5th semester Subject: Presentation Skill & Personality Development Teaching Term: 22nd July 2024 to 22nd Nov 2024(Excluding Diwali Break) | |
| Week 1 | Introduction of presentation Types of presentation |
| Week 2 | ASSIGNMENT and Planning a presentation Structuring the presentation |
| Week 3 | Presentation notes and session plan |
| Week 4 | CLASS TEST , Methods of presentation |
| Week 5 | Delivering a presentation Motivation and attention |
| Week 6 | ASSIGNMENT and Outcomes of presentation |
| Week 7 | Concept of presentation |
| Week 8 | CLASS TEST , The personality pattern and syndrome |
| Week 9 | Symbols of self-Molding the personality |
| Week 10 | Personality determinants Aspirations and Achievement |
| Week 11 | Healthy personality Developing self-awareness |
| Week 12 | MOCK TEST and Managing personal stress Solving problems analytically and creatively |
| Week 13 | Grooming the personality Time management |
| Week 14 | Public speaking |
| Week 15 | Revision |

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| Name of the Assistant Professor: Dr. Sakshi Goyal Class And Section: BBA 5th Semester Subject: Indian Business Environment Teaching Term: 22nd July 2024 to 22nd Nov 2024(Excluding Diwali Break) | |
| Week 1 | Indian Business Environment- Nature and Components |
| Week 2 | ASSIGNMENT and Environmental Analysis Indian Economic System |
| Week 3 | Public and Private Sector in India |
| Week 4 | CLASS TEST , Social Responsibilities of Business Economic Reforms |
| Week 5 | Industrial Policy and Industrial Licensing |
| Week 6 | ASSIGNMENT and Industrial Growth Privatization and Liberalization Trends |
| Week 7 | Small and Medium Enterprises Industrial Sickness |
| Week 8 | CLASS TEST , Commercial Banking Development Banking |
| Week 9 | Stock Exchange and its Regulation Non-Banking Financial Institutions |
| Week 10 | India's Foreign Trade Balance of Payment |
| Week 11 | Foreign Trade Policy in India |
| Week 12 | MOCK TEST and Foreign Investment and Multinational Corporation |
| Week 13 | Globalization World Trade Organization |
| Week 14 | The World Bank and the International Monetary Fund |
| Week 15 | Revision |

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|--|---|
| Name of the Assistant Professor: Dr. Sakshi Goyal Class And Section: BBA 3RD SEMESTER Subject: Cost and management accounting Teaching Term: 22nd July 2024 to 22nd Nov 2024(Excluding Diwali Break) | |
| Week 1 | Nature and Scope of Cost Accounting |
| Week 2 | ASSIGNMENT and Cost – Analysis, Concept and Cost Sheet |
| Week 3 | Purchase Procedure and Pricing of Material Issues Material Control |
| Week 4 | CLASS TEST , Labor Cost- Computation and Control |
| Week 5 | Overhead- classification, Apportionment and Absorption |
| Week 6 | ASSIGNMENT and Job Order, Batch and Contract Costing Process Costing |
| Week 7 | Nature and Scope of Management Accounting |
| Week 8 | CLASS TEST , Marginal Costing and its Applications |
| Week 9 | Responsibility Accounting and Performance Evaluation Budgetary Control |
| Week 10 | Analysis of Financial Statement |
| Week 11 | Ratio Analysis |
| Week 12 | MOCK TEST and Funds Flow and Cash Flow Statement |
| Week 13 | Management Information System |
| Week 14 | Capital Budgeting Decision |
| Week 15 | Revision |

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| Name of the Assistant Professor: Dr. Sakshi Goyal Class And Section: BBA 1st Semester Subject: Business Organisation Teaching Term: 22nd July 2024 to 22nd Nov 2024(Excluding Diwali Break) | |
| Week 1 | Concept and nature of business, Objective of Business |
| Week 2 | ASSIGNMENT and Business System, Business and Environment Interface |
| Week 3 | Entrepreneurship : concept and nature, Choice of form of Organization |
| Week 4 | CLASS TEST , Business Sizes: Concept and classification, Location Decision-plant Location |
| Week 5 | Plant Layout, Production System-Mass production and Mass Communication |
| Week 6 | ASSIGNMENT and Productivity and Quality Control, Money and Banking |
| Week 7 | Financial management-An introduction, Introduction to securities Market |
| Week 8 | CLASS TEST , Risk Management and Insurance |
| Week 9 | Marketing and Consumer Behavior |
| Week 10 | Product planning and New product Development, |
| Week 11 | Pricing Decisions |
| Week 12 | MOCK TEST and Distribution: marketing Channels |
| Week 13 | Sales Promotion |
| Week 14 | Network Marketing, Franchising, E-commerce and M-commerce |
| Week 15 | Revision |

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| Name of the Assistant Professor: Ms. Rachna Poswal Class And Section:B.Com (Pass)Section A and B Name of Subject: Financial Accounting Teaching Term: 22nd July 2024 to 22nd Nov 2024(Excluding Diwali Break) | |
| Week 1 | Meaning, Objectives, Scope and Nature of Accounting Basic Accounting Terms |
| Week 2 | ASSIGNMENT and Accounting principles Accounting Standards Double entry system |
| Week 3 | Recording of accounting transactions including GST |
| Week 4 | CLASS TEST , Trial Balance Capital and Revenue |
| Week 5 | Provision and Reserves Depreciation: Introduction |
| Week 6 | ASSIGNMENT and Depreciation: Fixed Installment method, Diminishing balance method – Numerical Questions |
| Week 7 | Depreciation – Numerical questions |
| Week 8 | CLASS TEST , Errors and their rectification |
| Week 9 | Financial Statements: Introduction, Format Assignment |
| Week 10 | Financial Statements – with adjustments |
| Week 11 | Financial Statements – with adjustments: Practice of Numerical questions |
| Week 12 | MOCK TEST and Computerized accounting system |
| Week 13 | Accounts of nonprofit organizations |
| Week 14 | Numerical questions - Doubts |
| Week 15 | Revision |

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| Name of the Assistant Professor: Ms.Rachna Poswal Class And Section: B.COM.(Pass) 5th semester Sec- A Subject: Entrepreneurship and Small Scale Business Teaching Term: 22nd July 2024 to 22nd Nov 2024(Excluding Diwali Break) | |
| Week 1 | Entrepreneur and Entrepreneurship |
| Week 2 | ASSIGNMENT and Entrepreneurship and Environment |
| Week 3 | Small Business and |
| Week 4 | CLASS TEST , Developing Entrepreneurial Competencies |
| Week 5 | Promotion and Development of Entrepreneurship |
| Week 6 | ASSIGNMENT and Entrepreneurial Motivation |
| Week 7 | Entrepreneurial Opportunities –Identification and Selection |
| Week 8 | CLASS TEST , Entrepreneurial Opportunities in Contemporary Business Environment |
| Week 9 | Setting up a New Venture and Project Report and |
| Week 10 | Market Survey and Managerial Roles and Functions in a Small Business |
| Week 11 | Production and Operations Management and revision of unit-1 |
| Week 12 | MOCK TEST and Managing Business |
| Week 13 | Issue in Small Business Marketing and Incentives and Salary and Revision of Unit-2 |
| Week 14 | Institutional Support and Revision of Unit-3 |
| Week 15 | Revision |

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| Name of the Assistant Professor: Ms. Rachna Poswal Class And Section: B.com Second Year Sec – B Subject: Basics of Retailing Teaching Term: 22nd July 2024 to 22nd Nov 2024(Excluding Diwali Break) | |
| Week 1 | Introduction : Nature, Scope and Importance of Retailing |
| Week 2 | ASSIGNMENT and Growth, Present Size and Future of Retailing in India |
| Week 3 | Career Options in Retailing |
| Week 4 | CLASS TEST , Technology Induction in Retailing and |
| Week 5 | Types of Retailing |
| Week 6 | ASSIGNMENT and Retailing Stores : Classified by Owners and Merchandising Categories |
| Week 7 | Retailing Formats Traditional vs. Modern Retail Formats in India, Store and Non-store Based Formats |
| Week 8 | CLASS TEST , Cash and Carry Business : Meaning, Nature and Scope |
| Week 9 | Retailing Model : Franchiser Franchisee Directly Owned |
| Week 10 | Retailing Concepts : Wheel of Retailing : Retailing Life Cycle, Cooperation and Conflict with Other Retailers |
| Week 11 | Management of Retailing Operations |
| Week 12 | MOCK TEST and Retailing Management : Functions, Strategic Retail Management Process and The Total Performance Model |
| Week 13 | Retail Planning : Importance, Process and Action Plans |
| Week 14 | Developing Retailing Strategies : Objectives, Pricing and Location Strategies |
| Week 15 | Revision |

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| Name of the Assistant Professor: Ms. Neeru Siwas Class And Section: B.Com (voc) IIIrd sem D,E Subject: DBMS-I Teaching Term: 22nd July 2024 to 22nd Nov 2024(Excluding Diwali Break) | |
| Week 1 | Introduction to Database System: Basic concepts and definitions, Data Dictionary, Database, DBMS , Practical |
| Week 2 | ASSIGNMENT and Data Dictionary, Database, DBMS , Practical |
| Week 3 | File Oriented System versus Database System, Database system Environment Practical |
| Week 4 | CLASS TEST , Database Languages: DDL, DML, Data Control Language(DCL), Practical |
| Week 5 | Data Query Language(DQL), Practical |
| Week 6 | ASSIGNMENT and Introduction to Database Design: Software Development Life Cycle (SDLC),Practical |
| Week 7 | Development Cost and Structure System Analysis and Design (SSAD), Database Development Life Cycle (DDLC), Database e Design, Automated designing tools, practical's |
| Week 8 | CLASS TEST , Normalization: Normal Forms: 1st, 2nd and 3rd NF, BCNF, 4 NF and 5NF , Functional Dependency and Decomposition Techniques |
| Week 9 | Query Processing and Query Optimization, practical's |
| Week 10 | Techniques Transaction Processing and Concurrency Control practical's |
| Week 11 | Techniques Transaction Processing and Concurrency Control |
| Week 12 | MOCK TEST and Data Manipulation: Create, Modify, Insert, Delete, practical's |
| Week 13 | Searching and Matching , practical |
| Week 14 | Oracle Functions , practical |
| Week 15 | Revision |

Name of the Assistant Professor: Ms. Neeru Siwas

Class And Section: Sec-D

Subject: E-Commerce Sec(D)

Teaching Term: 22nd July 2024 to 22nd Nov 2024(Excluding Diwali Break)

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| Week 1 | Introduction of E-Commerce:- Definition, Main activities of E-Commerce Benefits of E-Commerce, E-Commerce Applications, E-Commerce systems, Advantages and disadvantages of E-Commerce |
| Week 2 | ASSIGNMENT and E-Commerce Technologies, Types of E-Commerce: B2B, B2C, C2B, B2G,G2C, Mobile commerce, E-Markets, Future of E-Commerce Introduction to E-Commerce. |
| Week 3 | Portals: Functions of Portals, Advantages of Portals, Market place for E-Commerce, E-Commerce Portals, Types of Portals |
| Week 4 | CLASS TEST , Business to Business Electronic Commerce: Inter organization Transactions, Introduction to Electronic Market, Online Shopping, Online Purchasing, Models of Electronic Market, Markets Category |
| Week 5 | E-Business, B2B E-Commerce, B2B application, B2B Electronic Commerce requirements, Virtual Supply Technologies, Electronic Applications Categories, Electronic Tailing |
| Week 6 | ASSIGNMENT and E-Tailing in India, Auctions and the Emerging Electronic market place, Essential Elements of an Electronic Business, |
| Week 7 | Differentiation in Catalogs for B2B as opposed to B2C, Instant Messaging. Electronic Data interchange (EDI): Definition, Benefits of EDI, Applications of EDI. |
| Week 8 | CLASS TEST , Business to Commerce electronic commerce: Definition, e-shop, Internet Shopping and the Trade cycle, Advantages and disadvantages of consumer e-Commerce |
| Week 9 | Electronic Payment Systems: Introduction, Traditional Payment Systems, Modern Payment system: PC Banking, Credit cards, Electronic Cheque, Micro payments, Smarts cards, E-cash, EFT. |
| Week 10 | Electronic Payment Systems: Introduction, Traditional Payment Systems, Modern Payment system: PC Banking, Credit cards, Electronic Cheque, Micro payments, Smarts cards, E-cash, EFT. Encryptions, Digital Signatures, Security Certificates, Protocols used in Internet Security; |
| Week 11 | Secure Socket Layer (SSL), Secure Hypertext Transfer Protocol (SHTP), Secure Electronic Transaction (SET), e-Commerce, I.T.Act |
| Week 12 | MOCK TEST and E-Banking/ Online Banking: Introduction, Advantages of Online Banking, issues in Internet Banking, Tools of Financial Banking, E- Banking Risks, e Commerce |
| Week 13 | Internet: Definition, e-Commerce Technical components: Web resources, ISP, Cookies; Evolution of the Inte |
| Week 14 | TCP/IP and OSI Model protocol, Broad Band Technology. Supply chain management; Definition, Different categories of supply chain, Functions of SCM, Benefits of SCM |
| Week 15 | Revision |

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| Name of the Assistant Professor: Ms. Neeru Siwas Class And Section: B.com 1st year D,E Subject: Digital & Technological Solutions Teaching Term: 22nd July 2024 to 22nd Nov 2024(Excluding Diwali Break) | |
| Week 1 | Introduction of digital system, Evolution of Digital System, Role of Digital System, Significance of Digital System, Information and communication Technology and Tools, Computer and Its Working |
| Week 2 | ASSIGNMENT and Meaning of software and Types of software, Meaning of operating system and Types, Functions of Operating System, Principle of communication system, Modes of communication system |
| Week 3 | Transmission media of communication system, Concept of computer networking, Application of networking, |
| Week 4 | CLASS TEST , WWW, Web Browser , Messages, Meaning of search engine and types, Meaning of Email in detail |
| Week 5 | Meaning of CBIS and types, Meaning of E-Commerce, Benefits and challenges, Meaning of Digital Marketing, Benefits and challenges, |
| Week 6 | ASSIGNMENT and Meaning of Artificial Intelligence, Machine Learning, key concept in machine learning, Deep learning, key concept in deep learning, Big data- features of big data, application of big data. |
| Week 7 | Data science and Big data analytics, full explain internet of Things, full explain internet of Things ,full explain in industrial internet of Things |
| Week 8 | CLASS TEST , Meaning of Robotics, Application of Robotics, and explain 3D Cloud Computing,3d services and models. |
| Week 9 | Problem Solving –Meaning and Algorithm, Flow chart of problem solving, Meaning of Digital India and e-Governance, initiatives, explain Infrastructure. |
| Week 10 | Services and Empowerment of Digital India, explain Digital and financial tools, unified payment interface, Aadhar enabled payment system, explains |
| Week 11 | Explain credit and debit cards, E-wallets, full detail in Internet banking |
| Week 12 | MOCK TEST and Meaning of NEFT/RTGS, key difference NEFT/RTGS. Meaning of IMPS, application of IMPS. |
| Week 13 | Meaning of online payment and application of online payment. Meaning of POS and application of POS |
| Week 14 | Meaning of cyber security, threats, significance, challenges, and precautions. Safety measures and tools. |
| Week 15 | Revision |

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| Name of the Assistant Professor: Soni Verma Class And Section: B.com. 2 Year Dand E Subject: Business Regulatory Framework Teaching Term: 22nd July 2024 to 22nd Nov 2024(Excluding Diwali Break) | |
| Week 1 | Introduction to Mercantile Law |
| Week 2 | ASSIGNMENT and Valid contract and its elements |
| Week 3 | Proposal, Acceptance and Revocation |
| Week 4 | CLASS TEST , Contractual Capacity of Parties |
| Week 5 | Free consent of Parties |
| Week 6 | ASSIGNMENT and Lawful Consideration and object |
| Week 7 | Agreements Expressly declared Void |
| Week 8 | CLASS TEST , Legal Formalities-written and registered |
| Week 9 | Contingent Contracts |
| Week 10 | Performance of Contracts |
| Week 11 | Discharge of contract Implied, Quasi or constructive contracts |
| Week 12 | MOCK TEST and Consequences of Breach of contract, Contracts of Indemnity and Guarantee |
| Week 13 | Contracts of Bailment and Pledge |
| Week 14 | Consumer protection Act |
| Week 15 | Revision |

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| Name of the Assistant Professor: Soni Verma Class And Section: B.com. 3 Year D and B com Pass Sec B Subject: Cost Accounting Teaching Term: 22nd July 2024 to 22nd Nov 2024(Excluding Diwali Break) | |
| Week 1 | Introduction to cost accounting |
| Week 2 | ASSIGNMENT and Elements of Cost |
| Week 3 | Material Cost Accounting |
| Week 4 | CLASS TEST , Material Cost Control |
| Week 5 | Labor cost accounting including Overtime, idle time |
| Week 6 | ASSIGNMENT and Wage Payment methods |
| Week 7 | Accounting for Overheads Assignment |
| Week 8 | CLASS TEST , Overheads :Allocation, Apportionment and Absorption |
| Week 9 | Machine hour Method |
| Week 10 | Unit Output Costing 1 |
| Week 11 | Unit Output Costing 1 |
| Week 12 | MOCK TEST and Unit Output Costing 2 |
| Week 13 | Reconciliation of Cost account and Financial account profits |
| Week 14 | Reconciliation of Cost account and Financial account profits |
| Week 15 | Revision |

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| Name of the Assistant Professor: Dr. Monika Singla Class And Section: B.com (pass) 5th sem C sec Subject: International Business Environment Teaching Term: 22nd July 2024 to 22nd Nov 2024(Excluding Diwali Break) | |
| Week 1 | International Business an Introduction, Trends in International trade and Finance |
| Week 2 | ASSIGNMENT and International Business Environment, Modes of International Business |
| Week 3 | Risk in International Business environment |
| Week 4 | CLASS TEST , Motives of International Business, Organization Structure of International Business |
| Week 5 | World trade Organization and World Trading System, |
| Week 6 | ASSIGNMENT and Exchange Rate and Global Financial System |
| Week 7 | Barriers to International Business |
| Week 8 | CLASS TEST , International Business Information |
| Week 9 | Foreign Market Entry Strategies, Country Evaluation and Selection |
| Week 10 | Foreign Investment and Impact of FDI |
| Week 11 | Types and motives of foreign collaborations, control mechanism for international business, international marketing |
| Week 12 | MOCK TEST and Global manufacturing, outsourcing and global supply chain management, counter trade practices and mechanism of international trade |
| Week 13 | International accounting, cross cultural challenges in international business, |
| Week 14 | International human resource management, social responsibility and ethical issues in international business |
| Week 15 | Revision |

Name of the Assistant Professor: Dr. Monika Singla

Class And Section: B.Com Pass 3rd sem B,C

Subject: Corporate accounting

Teaching Term: 22nd July 2024 to 22nd Nov 2024(Excluding Diwali Break)

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| Week 1 | Issue of Share |
| Week 2 | ASSIGNMENT and Forfeiture of shares, Pro rata allotment of shares |
| Week 3 | Practical Questions, Buy back of shares, Right issue of shares, |
| Week 4 | CLASS TEST , Redemption of Preference Shares, |
| Week 5 | Issue of Debentures |
| Week 6 | ASSIGNMENT and Valuation of Goodwill |
| Week 7 | Valuation of Shares |
| Week 8 | CLASS TEST , Profit and loss prior to incorporation and subsequent to incorporation |
| Week 9 | Final Accounts of Companies |
| Week 10 | Schedule Iii for preparing Balance sheet and Statement of Profit and Loss A/C |
| Week 11 | Practical questions, Doubts |
| Week 12 | MOCK TEST and Redemption of Debentures |
| Week 13 | Methods of Redemption of Debentures |
| Week 14 | Practical questions and doubts |
| Week 15 | Revision |

Name of the Assistant Professor: Dr. Monika Singla

Class And Section: B.com (pass) -5th sem

Subject: Income Tax

Teaching Term: 22nd July 2024 to 22nd Nov 2024(Excluding Diwali Break)

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| Week 1 | Income tax: Introduction and Important Definitions, Residence and Tax Liability |
| Week 2 | ASSIGNMENT and Agriculture Income, Exemption from Tax |
| Week 3 | Income from House Property |
| Week 4 | CLASS TEST , Profit and Gains from Business and Profession, Depreciation and Investment Allowance |
| Week 5 | Capital Gain, |
| Week 6 | ASSIGNMENT and Income from other sources |
| Week 7 | Clubbing of income and aggregation of incomes or deemed incomes |
| Week 8 | CLASS TEST , Set off or Carry Forward of losses, Deductions |
| Week 9 | Doubts, revision |
| Week 10 | Income from Salary Introduction |
| Week 11 | Perquisites taxable under Salary |
| Week 12 | MOCK TEST and Practical Questions from Salary |
| Week 13 | Taxability of Retirement Benefits |
| Week 14 | Doubts and revision |
| Week 15 | Revision |

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| Name of the Assistant Professor: Dr Monika Poswal Class And Section: Bcom (AIDED) (C) sem 1 Subject: Business Communication (Skill Enhancement Course) Teaching Term: 22nd July 2024 to 22nd Nov 2024(Excluding Diwali Break) | |
| Week 1 | Introduction to Business Communication |
| Week 2 | ASSIGNMENT and Seven C's of Effective Communication |
| Week 3 | Principles of Effective Communication |
| Week 4 | CLASS TEST , Miscommunication , Barriers , Suggestions for Effective Communication |
| Week 5 | Reading Skills |
| Week 6 | ASSIGNMENT and Listening Skills |
| Week 7 | Note Making |
| Week 8 | CLASS TEST , Body language and Gestures |
| Week 9 | Email Writing |
| Week 10 | PRESENTATION |
| Week 11 | Letter writing |
| Week 12 | MOCK TEST and Resume Making and Letter Writing on MS Word |
| Week 13 | Parts of Business Letter Writing |
| Week 14 | In Communication Challenges to the Organization Made by New Technologies |
| Week 15 | Revision |

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| Name of the Assistant Professor: Dr Monika Poswal Class And Section: Bcom (CA) (D+E) sem 3 Subject: Business statistics Teaching Term: 22nd July 2024 to 22nd Nov 2024(Excluding Diwali Break) | |
| Week 1 | Introduction to statistics |
| Week 2 | ASSIGNMENT and Collection of Data |
| Week 3 | Classification of Data |
| Week 4 | CLASS TEST , Presentation of Data |
| Week 5 | Measures of central Tendency (mean , median, mode, partition values) |
| Week 6 | ASSIGNMENT and Harmonic mean Geometric Mean (Practical questions) |
| Week 7 | Measures of Dispersion (Range,Lorenz curve, standard deviation, Mean deviation, Quartile Deviation) practical questions |
| Week 8 | CLASS TEST , Revision of important typical questions |
| Week 9 | Measures of skewness(karl pearson,Bowley,Kelly) |
| Week 10 | PRESENTATION |
| Week 11 | Moments Measures of kurtosis |
| Week 12 | MOCK TEST and Simple correlation (meaning, types, uses and importance, grouping method in correlation practical questions) |
| Week 13 | Simple Regression analysis (meaning, methods, difference between correlation and regression , practical questions) |
| Week 14 | Regression in continuous series. |
| Week 15 | Revision |

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| Name of the Assistant Professor: Dr Monika Poswal Class And Section: Bcom (PASS) (C) sem 3 Subject: Human Resource Management Teaching Term: 22nd July 2024 to 22nd Nov 2024(Excluding Diwali Break) | |
| Week 1 | Introduction to HRM |
| Week 2 | ASSIGNMENT and Recruitment and Selection Training |
| Week 3 | Training |
| Week 4 | CLASS TEST , Wages and Theories of Wages |
| Week 5 | Theories of Wages |
| Week 6 | ASSIGNMENT and Concept of Wages |
| Week 7 | Special Incentives |
| Week 8 | CLASS TEST , Industrial Relations |
| Week 9 | Industrial Dispute |
| Week 10 | PRESENTATION |
| Week 11 | Minimum Wages Act 1948 |
| Week 12 | MOCK TEST and Wage Payment Programmed |
| Week 13 | Industrial Unrest and agencies for Reconciliation of Industrial Unrest |
| Week 14 | Good Industrial Relation Programmed |
| Week 15 | Revision |

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|---|---|
| Name of the Assistant Professor: Ms. Kunika Arora Class and Section: BBA I Semester Subject: EVS Teaching Term: 22nd July 2024 to 22nd Nov 2024 (Excluding Diwali Break) | |
| Week 1 | Environmental studies, Introduction to Environmental studies |
| Week 2 | ASSIGNMENT and Nature and scope of environmental studies, Importance of environmental education |
| Week 3 | Biodiversity and conservation, levels of biodiversity, value of biodiversity |
| Week 4 | CLASS TEST , Threats to biodiversity, conservation of biodiversity |
| Week 5 | Hotspots of biodiversity, Red Data Book, |
| Week 6 | ASSIGNMENT and Ecosystem- introduction and types |
| Week 7 | Structure of ecosystem, Functions of ecosystem, Energy flow in ecosystem, Food chain, Food web, Ecological pyramid |
| Week 8 | CLASS TEST , Classification of natural resources, Forest resources- uses and exploitation |
| Week 9 | Over utilization of forest resources, Deforestation-causes and effects, Water resources – sources and importance, Use and over utilization of water resources |
| Week 10 | Effects and problems of over utilization of water, Conflicts over water, Water conservation, Mineral resources – uses and exploitation, Impacts of mining |
| Week 11 | Energy resources – classification, Wind energy, Hydro power, Tidal , energy, Ocean thermal energy, Geothermal energy, Biomass energy, Conventional energy resources |
| Week 12 | MOCK TEST and Environmental pollution, types of Environmental pollution, causes of Environmental pollution, effects of Environmental pollution |
| Week 13 | Disaster Management – Introduction, natural and man-made disasters |
| Week 14 | Floods, Tsunami, Cyclones |
| Week 15 | Revision |

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| Name of the Assistant Professor: Ms. Kunika Arora Class and Section: BBA III Semester Subject: Disaster Management Teaching Term: 22nd July 2024 to 22nd Nov 2024 (Excluding Diwali Break) | |
| Week 1 | Structure of atmosphere, pressure, temperature, precipitation |
| Week 2 | ASSIGNMENT and Cloud classification and formation, Calories force, El Nino phenomenon, western disturbances |
| Week 3 | Energy model and the budget of the earth, Primary differentiation and formation of core, mantle, crust, atmosphere and hydrosphere |
| Week 4 | CLASS TEST , Magma generation and formation of igneous rocks, weathering, erosion |
| Week 5 | Transportation and deposition of earth's material by running water, river meandering and formation of ox-bow lake |
| Week 6 | ASSIGNMENT and Depletion of natural capital, development as causes of disaster |
| Week 7 | Rapid population growth, epidemics |
| Week 8 | CLASS TEST , Environmental pollution – types, causes, effects |
| Week 9 | Industrial accidents and chemical release, multipurpose project and resettlement issues, humanitarian assistance in emergencies |
| Week 10 | Floods – flood plains, drainage, frequency of flooding, flood hydrographs, impact on flora and fauna |
| Week 11 | Landslides, determination of stability factors, coastal hazards, coastal erosion, sea-level changes |
| Week 12 | MOCK TEST and Earthquakes, seismic waves, travel time and location of epicenter, earthquake resistance building |
| Week 13 | Tsunamis – causes, location of tsunamis, disturbance of sea-floor and release of energy, travel time |
| Week 14 | Volcanoes, causes of volcanoes, volcanic materials, geographical distribution of volcanoes |
| Week 15 | Revision |

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| Name of the Assistant Professor: Ms. Kunika Arora Class and Section: M.Com. (Final) Subject: Fundamentals of Marketing Teaching Term: 22nd July 2024 to 22nd Nov 2024 (Excluding Diwali Break) | |
| Week 1 | Nature and scope of marketing; Corporate orientation towards market place; Building and delivering customer value |
| Week 2 | ASSIGNMENT and Delivering customer satisfaction; Retaining customers; Marketing environment |
| Week 3 | Analyzing consumer markets; Buyer behavior |
| Week 4 | CLASS TEST , Market segmentation; Positioning; Targeting |
| Week 5 | Tools of product differentiation |
| Week 6 | ASSIGNMENT and Product life cycle; Marketing strategies in different stages of Product life cycle |
| Week 7 | New product development process, |
| Week 8 | CLASS TEST , Product mix; Product line decisions |
| Week 9 | Branding; Branding decisions |
| Week 10 | Pricing and pricing strategies |
| Week 11 | Managing marketing channels; Retailing; Wholesaling |
| Week 12 | MOCK TEST and Advertising; Sales promotion; Public relations; Personal selling |
| Week 13 | Evaluation and control of marketing efforts |
| Week 14 | Web marketing; Green marketing |
| Week 15 | Revision |

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| Name of the Assistant Professor: Ms. Kunika Arora Class and Section: BBA III Semester Subject: Marketing Management Teaching Term: 22nd July 2024 to 22nd Nov 2024 (Excluding Diwali Break) | |
| Week 1 | Introduction to marketing; Functions of marketing; Importance of marketing; Marketing concepts |
| Week 2 | ASSIGNMENT and Recent innovations in marketing; Marketing mix; Factors affecting marketing mix; The 4 P's |
| Week 3 | Marketing environment; Types of marketing environment; Marketing process; Steps in marketing process |
| Week 4 | CLASS TEST , Introduction to consumer behavior; Consumer buying behavior; Importance of consumer behavior; Customer purchase decision process; Techniques to study buying motives |
| Week 5 | Concept of market segmentation; Purpose of market segmentation; Reasons for the development of market segmentation; Basis of market segmentation; Benefits of market segmentation |
| Week 6 | ASSIGNMENT and Approaches to market segmentation; Methods of market segmenting; Market segmentation strategies; Selecting appropriate strategies for market segmentation; Product differentiation and market segmentation |
| Week 7 | Target marketing; Steps in target marketing; Targeting strategies |
| Week 8 | CLASS TEST , Positioning; Communication for positioning; Brand positioning; Ways to position a brand; Positioning strategies; Errors in brand positioning |
| Week 9 | Meaning of marketing research; Nature of marketing research; Elements of market research; Significance of marketing research; Advantages and limitations of marketing research |
| Week 10 | Marketing Information system; Types and components of marketing information system; Product planning concept; Features of product policy; Types of product strategies and policies |
| Week 11 | Product mix; Standardization and simplification; Concept of branding; Functions and features of branding; Advantages of branding |
| Week 12 | MOCK TEST and Introduction to packaging; Functions of packaging; Essentials of a good package; Classification of packaging; Packaging decisions |
| Week 13 | Introduction to labeling; Types of labels; Functions of labeling; Advantages of labeling; After sale service; Introduction to product life cycle; Factors affecting PLC, evaluation of PLC; New product development |
| Week 14 | Methods of promotion; Factors affecting promotion mix; Meaning and features of personal selling; Types of salesmanship; Importance of personal selling; Customer relationship marketing; Introduction and functions of sales promotion |
| Week 15 | Revision |

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|---|---|
| Name of the Assistant Professor: Ms. Kunika Arora Class and Section: BBA V Semester Subject: Production & Materials Management Teaching Term: 22nd July 2024 to 22nd Nov 2024 (Excluding Diwali Break) | |
| Week 1 | Introduction to production management; Scope of production management; Importance of production management; Challenges in production management |
| Week 2 | ASSIGNMENT and Introduction to production management Decisions; Short term decisions; Long term decisions; Meaning of production system; Features of production system |
| Week 3 | Types of production systems; Production to order system; Production to stock system |
| Week 4 | CLASS TEST , Introduction to plant location; Steps in selection of location; Factors affecting plant location; Trends in plant location |
| Week 5 | Evaluating different location; Locational breakeven analysis; |
| Week 6 | ASSIGNMENT and Introduction to Production planning and control; Planning procedure; Meaning of Production Control, Scope of production control, benefits of production control |
| Week 7 | Scope of PPC; principles of PPC; Production system; Meaning of inspection; Need of inspection; Planning the inspection |
| Week 8 | CLASS TEST , Introduction to quality control; Application of quality control; Techniques of quality control; Steps in quality control |
| Week 9 | Need of quality control; Importance of quality control; Factors affecting quality; Techniques of quality control |
| Week 10 | Control charts; Mean, standard deviation, range, fraction defective, number of defectives chart |
| Week 11 | Introduction to plant layout; Meaning of plant layout; Objectives of plant layout; Need of plant layout; Principles of layout |
| Week 12 | MOCK TEST and Principles of layout; Introduction to Material handling; Meaning of material handling; Objectives of material handling |
| Week 13 | Types of material handling equipment; Importance of material handling; Scope of material handling; Organization of material handling |
| Week 14 | Material Management Information System; Standardization; Simplification; Variety reduction; Value Analysis and engineering; Inventory Control- objectives, Stores management; Classification and codification |
| Week 15 | Revision |

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| Name of the Assistant Professor: Dr. Preeti Vijay Class And Section: B.Com (H) 5th Semester Subject: Contemporary Issues in Commerce Teaching Term: 22nd July 2024 to 22nd Nov 2024(Excluding Diwali Break) | |
| Week 1 | Balance of payments: Causes, Methods to correct negative BOP. Balance of Trade. |
| Week 2 | ASSIGNMENT and Deficit Financing: Objectives, Factors, Adverse effects of Deficit Financing. India and Deficit financing. |
| Week 3 | Tax Regulations and Economic Growth: Introduction, Scheme of Taxation, Types of Taxes, GST, Role of Tax Regulations in Economic Growth of India. |
| Week 4 | CLASS TEST , Role of Micro Finance in Rural Development: Meaning, Features and Activities. Current Status and Growth of Micro Finance in India. Role of Micro Finance in Rural Development. |
| Week 5 | CSR : Ethics and Accountability. Benefits of CSR and Arguments against CSR. Current status of CSR practices. Business Ethics: Need, Importance and Principles. Social Accountability. |
| Week 6 | ASSIGNMENT and Information and Communication Technology: E-Learning - Types, Advantages and Limitations. Features, Need and Role of ICT in Education. Advantages and Disadvantages of ICT. Mobile Communication – A Revolutionary tool in IT. |
| Week 7 | Financial Innovations: Meaning, Causes and Types. Some Examples of recent Financial Innovations. Dynamics, Role and Benefits. Key factors considered while attempting for Financial Innovations. |
| Week 8 | CLASS TEST , Global Financing Crisis. Recent Trends in Banking and Financial Services: Scope of Financial Services, Financial products and Services. Challenges, Present Scenario and recent trends of Financial Services in India. Types of Banking Services and recent trends. |
| Week 9 | Reshaping Rural Marketing: Meaning, Nature and Need for Rural Marketing. Rural Marketing Model. Problems in Rural Marketing. Rural Marketing potential in India. |
| Week 10 | Modern Retailing Challenges in India: Meaning, Classification and Functions of Retailing. Marketing through Social Networking Websites: Purposes and Tactics of Social Media Marketing. Role of Social Media Marketing in Business. |
| Week 11 | E-Marketing in India: Strategy, Benefits, Disadvantages and Future Trends of E- Marketing. |
| Week 12 | MOCK TEST and Challenges in Managing Workforce Diversity: Benefits and Challenges. Contribution of diverse workforce towards Organization. Reasons for Diversity Management |
| Week 13 | Human Resource Accounting and Audit: Benefits and Limitations. Methods of Human Resource Accounting. Human Resource Auditing - Meaning, Objectives, Need and benefits. |
| Week 14 | HR Challenges in managing Technological Changes. |
| Week 15 | Revision |

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| Name of the Assistant Professor: Dr. Preeti Vijay Class And Section: B.Com (SFS) Section D and E Name of Subject: Financial Accounting Teaching Term: 22nd July 2024 to 22nd Nov 2024(Excluding Diwali Break) | |
| Week 1 | Meaning, Objectives, Scope and Nature of Accounting Basic Accounting Terms |
| Week 2 | ASSIGNMENT and Accounting principles, Accounting Standards, Double entry system |
| Week 3 | Recording of accounting transactions including GST |
| Week 4 | CLASS TEST , Trial Balance, Capital and Revenue, |
| Week 5 | Provision and Reserves, Depreciation: Introduction |
| Week 6 | ASSIGNMENT and Depreciation: Fixed Installment method, Diminishing balance method – Numerical Questions |
| Week 7 | Depreciation – Numerical questions |
| Week 8 | CLASS TEST , Errors and their rectification |
| Week 9 | Financial Statements: Introduction, Format |
| Week 10 | Financial Statements – with adjustments |
| Week 11 | Financial Statements – with adjustments: Practice of Numerical questions |
| Week 12 | MOCK TEST and Computerized accounting system, |
| Week 13 | Accounts of non-profit organizations |
| Week 14 | Numerical questions - Doubts |
| Week 15 | Revision |

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| Name of the Assistant Professor: Dr. Preeti Vijay Class And Section: M.Com. 1st Sem. Subject: Business Analytics Teaching Term: 22nd July 2024 to 22nd Nov 2024(Excluding Diwali Break) | |
| Week 1 | Fundamentals of Business Analytics: Concept, Types and Importance. Business Intelligence: Meaning, Components, Implementation and Importance Emerging trends in BI. |
| Week 2 | ASSIGNMENT and Business Analytics Process. Descriptive Analytics: Tools, Techniques and Business Impact. Role and Importance of Descriptive Analytics. |
| Week 3 | Predictive Analytics: Models, Tools and Business Impact. Importance and Application of Predictive Analytics in the business realm. |
| Week 4 | CLASS TEST , Basics of Data Mining. Techniques and Importance of Data Mining. Data Mining Process and Application in Predictive Analytics. |
| Week 5 | Machine Learning: Concept, Features and Tools. Prescriptive Analytics: Concept, Nature, Tools and Modeling. Applications of Prescriptive Analytics in Business Realm. Practical Examples and Case Scenarios. |
| Week 6 | ASSIGNMENT and Business Analytics in Action: Applicability across different areas. Practical Applications. Financial Analytics: Nature and Significance. Tools and Techniques used for Financial Analytics |
| Week 7 | Human Resource Analytics: Nature, Significance and Application. Tools, Techniques and basic steps in Implementing HR Analytics. |
| Week 8 | CLASS TEST , Marketing Analytics: concept, Nature and Significance if Marketing Analytics in the business world. Tools and Techniques used for Marketing Analytics |
| Week 9 | Healthcare Analytics: Concept, Nature, Significance and Application of Healthcare Analytics in the business Realm. Supply Chain Analytics: Concept, Applications, Techniques and Key Matrices in Supply Chain Analytics. |
| Week 10 | Sports Analytics: Concept, Nature, Importance and Techniques. Key Matrices in Sports Analytics. Case Studies. |
| Week 11 | Analytics for Government and Non-Profit Organizations. Importance and Key Applications of Analytics in Government Organizations and Non-Profit Organizations. Key Matrices, Tools and Techniques of Analytics. |
| Week 12 | MOCK TEST and Developing Analytics. The different roles within an Analytics Team. Overlapping Roles and Collaboration. Essential Skills for success in Analytics. |
| Week 13 | Big Data and its Analysts: Exploring Concepts, Tools and Applications. Importance of Big Data. Role of Business Analysts in Big Data. |
| Week 14 | Business Analytics Tools and Industry Landscape. Important Analytics Software and their features. Key Categories of Analytics Software. Job Opportunities in Business Analytics. |
| Week 15 | Revision |

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| Name of the Assistant Professor: Leena Gauri Class And Section: BBA 5th Sem Subject: Company law Teaching Term: 22nd July 2024 to 22nd Nov 2024(Excluding Diwali Break) | |
| Week 1 | Concept of company and its characteristics, kinds of companies, Difference between private and public company, Corporate veil and its provision, Advantages and disadvantages of companies. |
| Week 2 | ASSIGNMENT and Stages of formation of public company, Stages of formation of private company, MOA and its clauses with alteration, AOA and its clauses with Alteration, Doctrine of constructive notice, Doctrine of Indoor management. |
| Week 3 | Contents of prospectus, Miss-statement and omission in prospectus, Introduction to shares, types of shares, difference between share and stock, difference between equity shares and preference shares. |
| Week 4 | CLASS TEST , Allotment of shares, procedure of allotment of shares, book building of shares, provisions regarding allotment of shares. Share capital of a company, types of share capital, increase in share capital, and reduction in share capital. |
| Week 5 | Transfer of shares, procedure of transfer of shares, transmission of shares, procedure of transmission of shares, difference between transfer and transmission. Forged transfer, blank transfer. |
| Week 6 | ASSIGNMENT and Share certificates, share warrant. Difference between share certificate and share warrant. Difference between share and stock. Procedure of converting shares in to stock, provisions related to share certificate and stock certificate. |
| Week 7 | Calls on shares provisions related to calls on share Forfeiture of shares, surrender of shares, lien on shares, difference between forfeiture and surrender of shares. Reissue of shares, renunciation of shares. Debentures and debenture trust deed, rights of debentures holders. |
| Week 8 | CLASS TEST , Introduction to company administration, Kinds of directors, Director's identification number, Appointment of directors, Removal of directors, duties and liabilities of directors, Powers of Directors, Remuneration of directors ,difference between managing director and manager. |
| Week 9 | Company meetings and resolutions, Kinds of meetings, types of resolutions, Requisites of a valid meeting, voting in a company, voting by poll, provisions related to poll, proxy, provisions related to proxy ,E-voting |
| Week 10 | Oppression and mismanagement, conditions for oppression, prevention of Oppression and mismanagement, introduction of winding up. |
| Week 11 | Modes of winding up, compulsory winding up, voluntary winding up Appointment of official liquidator, powers of official liquidator. |
| Week 12 | MOCK TEST and Duties and liabilities of official liquidator, consequences of winding up, Remuneration of official liquidators. Effects of winding up. |
| Week 13 | MOA and its clauses, name clauses, situation clause, object clause, liability clause, capital clause and association clause. Alteration in different clauses. |
| Week 14 | Articles of association and its alteration, golden rules of prospectus, mis statement in prospectus. Types of prospectus. |
| Week 15 | Revision of previous years question papers, doubts of students. |

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| Name of the Assistant Professor: Leena Gauri Class And Section: BBA 3rd Sem Subject: capital market Teaching Term: 22nd July 2024 to 22nd Nov 2024(Excluding Diwali Break) | |
| Week 1 | Introduction of syllabus, capital market and its structure, growth of capital market, Reasons for slow growth of capital market, suggestions for improvement in capital market. |
| Week 2 | ASSIGNMENT and Regulatory framework of capital market, securities contract act, securities exchange board of India and its guidelines, company law regulations. |
| Week 3 | Financial market instruments, ownership securities and creditor ship securities and American depository receipts, global depository deposits. |
| Week 4 | CLASS TEST , Primary market segment of capital market, methods of issue in primary capital market, buyback of shares, book building, Sebi guidelines for IPO. Suggestions for reforms in primary capital market. |
| Week 5 | Primary market intermediaries, merchant bankers, registrar to issue, share transfer agents, brokers, underwriters and its types. Role of primary market intermediaries and code of conduct for intermediaries |
| Week 6 | ASSIGNMENT and Secondary market scenario in India, Function and characteristics of stock exchange, difference between primary market and secondary market, listing of securities, procedures and delisting of securities, causes of fluctuations in prices on stock exchange. |
| Week 7 | Problems and reforms in secondary market, stock market organizations, different types of stock exchange, national stock exchange and its features, Bombay stock exchange and its features. |
| Week 8 | CLASS TEST , Depository system in capital market, participant in depository system, process of dematerialization of securities, difference between demit shares and physical shares, benefits of depository system in capital market, depository organizations. |
| Week 9 | Need of depository system in India, reasons of poor performance in India, NSDL and SHCIL , debt market: concept and segment, bond market and its features. |
| Week 10 | Development banks and its functions, operational activities of development banks. Advantages of development banks. Difference between development banks and Commercial banks. |
| Week 11 | Mutual funds and its types. Mutual funds organizations, advantages of mutual funds, growth of mutual funds, SEBI guidelines for mutual funds, reasons of slow growth of mutual funds. |
| Week 12 | MOCK TEST and Financial institutions and its role, types of financial instruments, policy measures of financial institutions, products and services of financial institutions. |
| Week 13 | Concept of investor's protections, usual grievances of investors, redressed of grievances, SEBI role in investor's protection. |
| Week 14 | Credit rating and its need, compulsory credit rating, types of credit ratings, advantages of credit rating and limitations, credit rating agencies and their symbols. |
| Week 15 | Revision of previous years question papers, doubts of students. |

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| Name of the Assistant Professor: Leena Gauri Class And Section: BBA Ist Sem Subject: Basis of accounting Teaching Term: 22nd July 2024 to 22nd Nov 2024(Excluding Diwali Break) | |
| Week 1 | Meaning of accounting, features of accounting, process of accounting, advantages and disadvantages of accounting, difference between book keeping and accounting. Users of accounting information's. |
| Week 2 | ASSIGNMENT and Accounting principles (GAAP),types of accounting principles, accounting concepts, accounting conventions. Accounting cycles, steps in accounting cycles. |
| Week 3 | Meaning of journals, subsidiary books, advantages of journals. Types of accounts and rules of accounting. Numerical question of journal entry. |
| Week 4 | CLASS TEST , Meaning, need and users of financial statements, need of preparing trading and P&L account, need of preparing balance sheet ,numerical question Of chapter. |
| Week 5 | Adjustment entries in final accounts. Accounting treatment of adjustment entries like abnormal loss, outstanding expenses, accrued incomes, depreciation, and goods distributed as charity etc. |
| Week 6 | ASSIGNMENT and Double entry system: meaning, advantages and rules, entries following double entry system, accounting for goods and service tax, numerical questions. |
| Week 7 | Concept of ledger, posting in ledger, advantages of preparing ledger, rules for posting in ledgers, numerical questions. |
| Week 8 | CLASS TEST , Meaning of trial balance and its advantages as well as disadvantages, types of trial balance, process of preparing trial balance, practical questions. |
| Week 9 | Accounting for share capital, issue of shares, of shares, surrender of shares, book building, buyback of shares, right shares, and bonus shares. |
| Week 10 | Bank reconciliation statement: introduction and its need, causes of difference in cash book and pass book, procedure of preparing bank reconciliation statements and practical questions. |
| Week 11 | Meaning, need and users of financial statements, need of preparing trading and P&L account, need of preparing balance sheet ,numerical |
| Week 12 | MOCK TEST and Issue of debentures, methods of issue of debentures, redemptions of debentures, debenture redemption reserve, practical problems, profits and loss prior to incorporation and subsequent to incorporation. |
| Week 13 | Computerized accounting system its advantages and disadvantages, computer software packages and its types. Difference between computerized and manual system of accounting. |
| Week 14 | Final accounts of companies, preparation of trading and profit and loss account, Balance sheet. Practical classes in computer labs for different version of tally |
| Week 15 | Revision of previous years question papers, doubts of students. |

Name of the Assistant Professor: Leena Gauri

Class And Section: BBA 3rd Sem

Subject: EVS

Teaching Term: 22nd July 2024 to 22nd Nov 2024(Excluding Diwali Break)

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| Week 1 | Environmental studies :nature, scope and importance, need for public awareness, renewable and nonrenewable resources |
| Week 2 | ASSIGNMENT and Natural resources, types of natural resources, renewable and non-renewable resources, over use of resources and consequences, conservation of natural resources. |
| Week 3 | Water resources, types of water resources, exploitation, over use of resources and consequences, conservation of water resources, water shield management, water harvesting, conservation of water resources. |
| Week 4 | CLASS TEST , Environmental pollutions: meaning, definitions, causes, consequences of different types of pollution. Air pollution, water pollution |
| Week 5 | Thermal pollution, marine pollution, soil pollution: meaning, definition, causes and consequences and control measures. |
| Week 6 | ASSIGNMENT and Meaning of eco system and its types, natural eco system and men made eco system, forest ecosystem, grass land eco system, aquatic eco system. Fresh water eco system, artificial eco system. |
| Week 7 | Solid waste management: meaning and sources, management strategies of waste. Recycling of waste material and process of recycling of waste materials. |
| Week 8 | CLASS TEST , Sustainable development, urban problems related to energy, water conservation, rain water harvesting, rehabilitation and resettlement of people |
| Week 9 | Food resources: its nature and types, scarcity of food resources, causes of scarcity of food resources, energy Resources: nature and source of energy resources. Types of energy resources. |
| Week 10 | Causes of global warming, effects of global warming, strategy to prevent global warming, ozone layer depletion: nature and causes of it. |
| Week 11 | Effects of ozone layer depletion, preventive strategies for controlling ozone layer Depletion, nature of acid rain and its consequences. |
| Week 12 | MOCK TEST and Nuclear accident: nature and types, controlling measures for it, holocaust, wetland reclamation, consumerism and waste product. |
| Week 13 | Environmental legislation: environmental pollution act, air (prevention and control of air pollution)act, water(prevention and control of water pollution) act. Need for environmental legislation. |
| Week 14 | Wildlife protection act, forest conservation act, scope of these act and implementation. |
| Week 15 | Revision of previous years question papers, doubts of students. |

Name of the Assistant Professor : Ms. Leena Bhatia
Class And Section: B.Com 2nd Year (C.A) – D,E
Subject: Structural Programming and Computer Graphics -I Teaching Term: 22nd July 2024 to 22nd Nov 2024 (Excluding Diwali Break)

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| Week 1 | Introduction, Process of Programming (life cycle), Planning the computer Programming, Purpose of programming methods |
| Week 2 | ASSIGNMENT and Methods of analyzing a program requirements, Program Life cycle Algorithm- Advantages & Disadvantages, Representation of Algorithms |
| Week 3 | Flowcharts- symbols, level, Flowcharts rules, advantage & disadvantages Introduction to 'C' language – history , advantages, Concept of Structural Programming |
| Week 4 | CLASS TEST , Basic Constructs of Structural Programming- Sequence ,Selection, Iterative Introduction to C program , Practical session |
| Week 5 | Life cycle of C program, Data types, Constants, Variables ,Keywords |
| Week 6 | ASSIGNMENT and Practical Session , Operators- Arithmetic , Relational, Logical, Conditional |
| Week 7 | Bitwise Operators, Type Casting, If Statements |
| Week 8 | CLASS TEST , Practical Session, Switch Statements, Goto Statements, Practical Session |
| Week 9 | Loops- for, while, Practical Session |
| Week 10 | Do-while, Arrays , Advantages, Single dimensional arrays Programs |
| Week 11 | Two dimensional arrays, String functions (strrev, strupr, strcat, strcpy, strcmp), Practical Session |
| Week 12 | MOCK TEST and String functions (strrev,strupr,strcat,strcpy,strcmp), Programming of these functions without using functions, Computer Graphics- Definition Role of Graphics in various fields |
| Week 13 | Computer Aided Design / Drafting Package, Graphic, Functions, Animators |
| Week 14 | DTP (Desktop Packages), Types of Graphics, Hardware & Software used in Graphics, Graphics Primitives, Types of Graphics Card, Categories of Fonts, Style & Size |
| Week 15 | Revision |

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| Name of the Assistant Professor : Ms. Leena Bhatia Class And Section: B.Com 3rd Year (C.A) - E Subject: Computer Aided Drafting and Advanced Computer Topics-I Teaching Term: 22nd July 2024 to 22nd Nov 2024 (Excluding Diwali Break) | |
| Week 1 | Introduction: CAD/CAM, Product cycle and CAD/CAM Automation and CAD/CAM, Computer Technology: Introduction |
| Week 2 | ASSIGNMENT and Types of memory, Lab: Data Manipulation In SQL Lab: Select Command , Column Alias , Concatenation Operator |
| Week 3 | Input/output, Data representation Lab: Literal Strings , Eliminating Duplicate Rows, Arithmetic Operator |
| Week 4 | CLASS TEST , Computer Programming Languages, Operating the computer System Introduction to Mini computers, Microcomputers |
| Week 5 | Programmable Controllers. Computer- Aided Design: Fundamentals of CAD Introductions, Design Process, Lab: Practical File |
| Week 6 | ASSIGNMENT and Application of computers for design, Creating the manufacturing Data base, , Lab : Introduction to function |
| Week 7 | Benefits of Computer – Aided Design with examples , Hardware in Computer – Aided Design: Introduction, Design workstation, Graphics terminal |
| Week 8 | CLASS TEST , File Organization, Technique Of File Organization, Operator input devices, Plotters and other output devices, Lab :Character Functions |
| Week 9 | CPU, secondary storage., Lab: Number Function, Lab: date Function Test |
| Week 10 | Computer Graphics Software, Data Base : Introduction Software Configuration of a Graphics system, Lab :Date Function, Number Function |
| Week 11 | Exchange of CAD Data, Role of Multimedia, Development Cost and Structure System Analysis and Design, Introduction To Joins And Explain Its Various Types |
| Week 12 | MOCK TEST and Data warehousing Components, Building a Data warehouse Mapping the Data Warehouse to a Multiprocessor Architecture Lab: Joins Continue , Group Function |
| Week 13 | DBMS Schemas for Decision Support, Data Extraction, Lab :Group By Clause, having Clause , Insert Statement , Update Statement |
| Week 14 | Structured query language Introduction to Various Command DDL, DML, DCL, DDL Create Table, Column Constraints, Default Value, and What Is Normalization? Explain Its Various Form DCL Roll Back, Save Point, Commit, Grant And Revoke Statement |
| Week 15 | Revision |

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| Name of the Assistant Professor: Ms. Leena Bhatia Class And Section: B.com 1st year (Minor course) Subject: Fundamentals of Computing and problem solving using C Teaching Term: 22nd July 2024 to 22nd Nov 2024(Excluding Diwali Break) | |
| Week 1 | Meaning Of Computer, History Of Computer, Generation Of Computer, Components Of Computer, Classification Of Computer, Application Of Computer, Explain Input And Output Devices. |
| Week 2 | ASSIGNMENT , Concept Of Memory, Cache Memory, Secondary Storage Devices. Introduction To Computer Networking, Types Of Networking, Network Topologies, Internet And Its Application, Operating System And Its Functions. |
| Week 3 | Introduction To Software Development Methodologies- Basic Of Algorithm And Problem Solving Strategies, Planning The Computer Program, Problem Definition, Program Design, Debugging, Types Of Errors In Programming , Techniques Of Problem Solving- Flowchart And Algorithm. |
| Week 4 | CLASS TEST , Introduction To C, History Of C, Importance Of C, Elements Of C, C Character Set, Identifiers And Keywords, Data Types, Constants And Variables, Assignment Statements, Symbolic Constant. |
| Week 5 | Structure Of C, Printf Function, Scanf Function, Operators & Expression, Type Casting And Conversion., Operator Hierarchy & Associativity. |
| Week 6 | ASSIGNMENT ,Introduction To Decision Making And Branching , Explain IF Statement, IF-ELSE Statements, Nested IF Statements, ELSE-IF Ladder, Switch Statements, GO To Statements(With Programs) |
| Week 7 | Introduction To Decision Making And Looping, Explain- While, Do-While, For Loop, Jumps In Loops, Break, Continue Statements, And Nested Loops(With Programs) |
| Week 8 | CLASS TEST , Introduction To Function And Modular Programming, Standard Mathematical Function, Unformatted & Formatted I/O Functions In C, Explain Input Function, Explain Output Function, String Manipulation Function.(With Programs) |
| Week 9 | User Defined Function, Introduction To Function Prototype, Local And Global Variables, Passing Parameters, Recursion(With Programs) |
| Week 10 | Introduction To Array And Pointers: Definition, Types, Initialization, Processing An Array, Passing Array To Functions(With Programs) |
| Week 11 | Declaration And Initialization Of String, Input Of String Data, Output Of String Data, Introduction To Pointer(With Programs) |
| Week 12 | MOCK TEST and Pointer And Memory Management In C, Meaning Of File, File Operation In C, Dynamic Memory Allocation And De allocation. |
| Week 13 | Advanced Control Structure; Switch, Break And Continue Statements (With Programs) |
| Week 14 | Algorithmic Problem Solving Using C, Design And Implementation Of C Program, Debugging And Testing Techniques For C. |
| Week 15 | Revision |

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| Name of the Assistant Professor: Ms. Rachna Class and Section: B.com (Aided) 1st Year A & B Subject: Managerial Skills Teaching Term: 22nd July 2024 to 22nd Nov 2024(Excluding Diwali Break) | |
| Week 1 | Introduction to managerial skills : Meaning and concept of Managerial skills, needs and its importance, |
| Week 2 | ASSIGNMENT and Techniques of skill development for effective Management, Application of Managerial Skills |
| Week 3 | Coordination and Interpersonal Roles |
| Week 4 | CLASS TEST , Problem solving: problem solving , creativity, innovation, steps of analytical problem solving, |
| Week 5 | Limitations of analytical problem solving, impediments of creativity , multiple approaches in creativity |
| Week 6 | ASSIGNMENT and empowering and delegating : Meaning of empowerment, dimension of empowerment, |
| Week 7 | How to develop empowerment, inhibitors of empowerment, delegating works. |
| Week 8 | CLASS TEST , Team and Group: Team Building, developing teams and teamwork, |
| Week 9 | Advantages of a team, Leading a team, team membership, |
| Week 10 | Group Dynamics, Group Behavior, cohesion, Importance of Brain Storming, |
| Week 11 | Sensitivity Training, Nominal Group techniques Leadership |
| Week 12 | MOCK TEST and Communication : Process of Communication, Need and Importance of communication skills, Types of communication, |
| Week 13 | Conduct of meetings, Interview, reporting of Projects, Reporting of case analysis, |
| Week 14 | Building self-confidence, Role of motivation skills in developing managers |
| Week 15 | Revision |

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| Name of the Assistant Professor: Mr. Rachna Class And Section: B.com Final Year Sec - C Subject: Financial Market Operations Teaching Term: 22nd July 2024 to 22nd Nov 2024(Excluding Diwali Break) | |
| Week 1 | Overview of Indian Financial System |
| Week 2 | ASSIGNMENT and Indian Money Market |
| Week 3 | Primary Market |
| Week 4 | CLASS TEST , Secondary Market |
| Week 5 | Secondary Market Continue and of Money Market |
| Week 6 | ASSIGNMENT and OTCEI and NSE |
| Week 7 | The Securities and Exchange Board of India (SEBI) |
| Week 8 | CLASS TEST , Investor's Protection |
| Week 9 | Functionaries on Stock Exchange |
| Week 10 | Functionaries of Stock Exchange and of The Securities and Exchange Board of India (SEBI) |
| Week 11 | Merchant Banking |
| Week 12 | MOCK TEST and Credit Rating |
| Week 13 | Development Banks |
| Week 14 | Mutual Fund |
| Week 15 | Revision |

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| Name of the Assistant Professor: Mr. Rachna Class And Section: B.com Second Year Sec - C Subject: Basics of Retailing Teaching Term: 22nd July 2024 to 22nd Nov 2024(Excluding Diwali Break) | |
| Week 1 | Introduction : Nature, Scope and Importance of Retailing |
| Week 2 | ASSIGNMENT and Growth, Present Size and Future of Retailing in India |
| Week 3 | Career Options in Retailing |
| Week 4 | CLASS TEST , Technology Induction in Retailing and of Introduction : Nature, Scope and Importance of Retailing |
| Week 5 | Types of Retailing |
| Week 6 | ASSIGNMENT and Retailing Stores : Classified by Owners and Merchandising Categories |
| Week 7 | Retailing Formats Traditional vs. Modern Retail Formats in India, Store and Non-store Based Formats |
| Week 8 | CLASS TEST , Cash and Carry Business : Meaning, Nature and Scope of Career Options in Retailing |
| Week 9 | Retailing Model : Franchiser Franchisee Directly Owned |
| Week 10 | Retailing Concepts : Wheel of Retailing : Retailing Life Cycle, Cooperation and Conflict with Other Retailers |
| Week 11 | Management of Retailing Operations |
| Week 12 | MOCK TEST and Retailing Management : Functions, Strategic Retail Management Process and The Total Performance Model |
| Week 13 | Retail Planning : Importance, Process and Action Plans and of Retailing Model : Franchiser Franchisee Directly Owned |
| Week 14 | Developing Retailing Strategies : Objectives, Pricing and Location Strategies |
| Week 15 | Revision |

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| Name of the Assistant Professor : Ms. Samina Class And Section: B.Com 3rd Year (C.A) - E Subject: Computer Aided Drafting and Advanced Computer Topics-I Teaching Term: 22nd July 2024 to 22nd Nov 2024 (Excluding Diwali Break) | |
| Week 1 | Introduction: CAD/CAM, Product cycle and CAD/CAM Automation and CAD/CAM, Computer Technology: Introduction |
| Week 2 | ASSIGNMENT and Types of memory, Lab: Data Manipulation In SQL Lab: Select Command , Column Alias , Concatenation Operator |
| Week 3 | Input/output, Data representation Lab: Literal Strings , Eliminating Duplicate Rows, Arithmetic Operator |
| Week 4 | CLASS TEST , Computer Programming Languages, Operating the computer System Introduction to Mini computers, Microcomputers |
| Week 5 | Programmable Controllers. Computer- Aided Design: Fundamentals of CAD Introductions, Design Process, Lab: Practical File |
| Week 6 | ASSIGNMENT and Application of computers for design, Creating the manufacturing Data base, , Lab : Introduction to function |
| Week 7 | Benefits of Computer – Aided Design with examples , Hardware in Computer – Aided Design: Introduction, Design workstation, Graphics terminal |
| Week 8 | CLASS TEST , File Organization, Technique Of File Organization, Operator input devices, Plotters and other output devices, Lab :Character Functions |
| Week 9 | CPU, secondary storage., Lab: Number Function, Lab: date Function |
| Week 10 | Computer Graphics Software, Data Base : Introduction Software Configuration of a Graphics system, Lab :Date Function, Number Function |
| Week 11 | Exchange of CAD Data, Role of Multimedia, Development Cost and Structure System Analysis and Design, Introduction To Joins And Explain Its Various Types |
| Week 12 | MOCK TEST and Data warehousing Components, Building a Data warehouse Mapping the Data Warehouse to a Multiprocessor Architecture Lab: Joins Continue , Group Function |
| Week 13 | DBMS Schemas for Decision Support, Data Extraction, Lab :Group By Clause, having Clause , Insert Statement , Update Statement |
| Week 14 | Structured query language Introduction to Various Command DDL, DML,DCL, DDL Create Table ,Column Constraints ,Default Value, What Is Normalization? Explain Its Various Form DCL Roll Back, Save Point, Commit, Grant And Revoke Statement |
| Week 15 | Revision |

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| Name of the Assistant Professor: Ms Samina Class And Section: B.com 1st year (VA)- A,B,C Subject: Digital & Technological Solutions Teaching Term: 22nd July 2024 to 22nd Nov 2024(Excluding Diwali Break) | |
| Week 1 | Introduction of digital system, Evolution of Digital System, Role of Digital System, Significance of Digital System, Information and communication Technology and Tools, Computer and Its Working |
| Week 2 | ASSIGNMENT and Meaning of software and Types of software, Meaning of operating system and Types, Functions of Operating System, Principle of communication system, Modes of communication system |
| Week 3 | Transmission media of communication system, Concept of computer networking, Application of networking, |
| Week 4 | CLASS TEST , WWW, Web Browser , Messages, Meaning of search engine and types, Meaning of Email in detail |
| Week 5 | Meaning of CBIS and types, Meaning of E-Commerce, Benefits and challenges, Meaning of Digital Marketing, Benefits and challenges, |
| Week 6 | ASSIGNMENT and Meaning of Artificial Intelligence, Machine Learning, key concept in machine learning, Deep learning, key concept in deep learning, Big data- features of big data, application of big data. |
| Week 7 | Data science and Big data analytics, full explain internet of Things, full explain internet of Things ,full explain in industrial internet of Things |
| Week 8 | CLASS TEST , Meaning of Robotics, Application of Robotics, and explain 3D Cloud computing, 3d services and models. |
| Week 9 | Problem Solving –Meaning and Algorithm, Flow chart of problem solving, Meaning of Digital India and e-Governance, initiatives, explain Infrastructure. |
| Week 10 | Services and Empowerment of Digital India, explain Digital and financial tools, unified payment interface, Aadhar enabled payment system, explains |
| Week 11 | Explain credit and debit cards, E-wallets, full detail in Internet banking |
| Week 12 | MOCK TEST and Meaning of NEFT/RTGS, key difference NEFT/RTGS. Meaning of IMPS, application of IMPS. |
| Week 13 | Meaning of online payment and application of online payment. Meaning of POS and application of POS |
| Week 14 | Meaning of cyber security, threats, significance, challenges, and precautions. Safety measures and tools. |
| Week 15 | Revision |

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| Name of the Assistant Professor: Ms. Samina Class And Section: Sec-E Subject: E-Commerce Sec(D) Teaching Term: 22nd July 2024 to 22nd Nov 2024(Excluding Diwali Break) | |
| Week 1 | Introduction of E-Commerce:- Definition, Main activities of E-Commerce Benefits of E-Commerce, E-Commerce Applications, E- Commerce systems, Advantages and disadvantages of E-Commerce |
| Week 2 | ASSIGNMENT and E-Commerce Technologies, Types of E-Commerce: B2B, B2C, C2B, B2G,G2C, Mobile commerce, E-Markets, Future of E-Commerce Introduction to E-Commerce |
| Week 3 | Portals: Functions of Portals, Advantages of Portals, and Market place for E-Commerce, E-Commerce Portals, Types of Portals, and |
| Week 4 | CLASS TEST , Business to Business Electronic Commerce: Inter organization Transactions, Introduction to Electronic Market, Online Shopping, Online Purchasing, Models of Electronic Market, Markets Category |
| Week 5 | E-Business, B2B E-Commerce, B2B application, B2B Electronic Commerce requirements, Virtual Supply Technologies, Electronic Applications Categories, Electronic Tailing |
| Week 6 | ASSIGNMENT and E-Tailing in India, Auctions and the Emerging Electronic market place, Essential Elements of an Electronic Business, |
| Week 7 | Differentiation in Catalogs for B2B as opposed to B2C, Instant Messaging. Electronic Data interchange (EDI): Definition, Benefits of EDI, and Applications of EDI. |
| Week 8 | CLASS TEST , Business to Commerce electronic commerce: Definition, e-shop, Internet Shopping and the Trade cycle, Advantages and disadvantages of consumer e- Commerce |
| Week 9 | Electronic Payment Systems: Introduction, Traditional Payment Systems, Modern Payment system: PC Banking, Credit cards, Electronic Cheque, Micro payments, Smarts cards, E-cash, EFT |
| Week 10 | Electronic Payment Systems: Introduction, Traditional Payment Systems, Modern Payment system: PC Banking, Credit cards, Electronic Cheque, Micro payments, Smarts cards, E-cash, EFT. Encryptions, Digital Signatures, Security Certificates, Protocols used in Internet Security; |
| Week 11 | Secure Socket Layer (SSL), Secure Hypertext Transfer Protocol (SHTP), Secure Electronic Transaction (SET), e-Commerce, I.T.Act |
| Week 12 | MOCK TEST and E-Banking/ Online Banking: Introduction, Advantages of Online Banking, issues in Internet Banking, Tools of Financial Banking, E-Banking Risks, e Commerce |
| Week 13 | Internet: Definition, e-Commerce Technical components: Web resources, ISP, Cookies; Evolution of the Internet |
| Week 14 | TCP/IP and OSI Model protocol, Broad Band Technology. Supply chain management; Definition, Different categories of supply chain, Functions of SCM, Benefits of SCM |
| Week 15 | Revision |

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| Name of the Assistant Professor: M.S Pooja Gupta Class And Section: B.com 1st year (Minor course) Subject: Fundamentals of Computing and problem solving using C Teaching Term: 22nd July 2024 to 22nd Nov 2024(Excluding Diwali Break) | |
| Week 1 | Meaning Of Computer, History Of Computer, Generation Of Computer, Components Of Computer, Classification Of Computer, Application Of Computer, Explain Input And Output Devices. |
| Week 2 | ASSIGNMENT , Concept Of Memory, Cache Memory, Secondary Storage Devices. Introduction To Computer Networking, Types Of Networking, Network Topologies, Internet And Its Application, Operating System And Its Functions. |
| Week 3 | Introduction To Software Development Methodologies- Basic Of Algorithm And Problem Solving Strategies, Planning The Computer Program, Problem Definition, Program Design, Debugging, Types Of Errors In Programming , Techniques Of Problem Solving- Flowchart And Algorithm. |
| Week 4 | CLASS TEST , Introduction To C, History Of C, Importance Of C, Elements Of C, C Character Set, Identifiers And Keywords, Data Types, Constants And Variables, Assignment Statements, Symbolic Constant. |
| Week 5 | Structure Of C, Printf Function, Scanf Function, Operators & Expression, Type Casting And Conversion., Operator Hierarchy & Associativity. |
| Week 6 | ASSIGNMENT ,Introduction To Decision Making And Branching , Explain IF Statement, IF-ELSE Statements, Nested IF Statements, ELSE-IF Ladder, Switch Statements, GO To Statements(With Programs) |
| Week 7 | Introduction To Decision Making And Looping, Explain- While, Do-While, For Loop, Jumps In Loops, Break, Continue Statements, And Nested Loops(With Programs) |
| Week 8 | CLASS TEST , Introduction To Function And Modular Programming, Standard Mathematical Function, Unformatted & Formatted I/O Functions In C, Explain Input Function, Explain Output Function, String Manipulation Function.(With Programs) |
| Week 9 | User Defined Function, Introduction To Function Prototype, Local And Global Variables, Passing Parameters, Recursion(With Programs) |
| Week 10 | Introduction To Array And Pointers: Definition, Types, Initialization, Processing An Array, Passing Array To Functions(With Programs) |
| Week 11 | Declaration And Initialization Of String, Input Of String Data, Output Of String Data, Introduction To Pointer(With Programs) |
| Week 12 | MOCK TEST and Pointer And Memory Management In C, Meaning Of File, File Operation In C, Dynamic Memory Allocation And De allocation. |
| Week 13 | Advanced Control Structure; Switch, Break And Continue Statements (With Programs) |
| Week 14 | Algorithmic Problem Solving Using C, Design And Implementation Of C Program, Debugging And Testing Techniques For C. |
| Week 15 | Revision |

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| Name of the Assistant Professor: M/S Pooja Gupta Class And Section: B.com 1st year (VA) Subject: Digital & Technological Solutions Teaching Term: 22nd July 2024 to 22nd Nov 2024(Excluding Diwali Break) | |
| Week 1 | Introduction of digital system, Evolution of Digital System, Role of Digital System, Significance of Digital System, Information and communication Technology and Tools, Computer and Its Working |
| Week 2 | ASSIGNMENT and Meaning of software and Types of software, Meaning of operating system and Types, Functions of Operating System, Principle of communication system, Modes of communication system |
| Week 3 | Transmission media of communication system, Concept of computer networking, Application of networking, |
| Week 4 | CLASS TEST , WWW, Web Browser , Messages, Meaning of search engine and types, Meaning of Email in detail |
| Week 5 | Meaning of CBIS and types, Meaning of E-Commerce, Benefits and challenges, Meaning of Digital Marketing, Benefits and challenges, |
| Week 6 | ASSIGNMENT and Meaning of Artificial Intelligence, Machine Learning, key concept in machine learning, Deep learning, key concept in deep clearing, Big data- features of big data, application of big data. |
| Week 7 | Data science and Big data analytics, full explain internet of Things, full explain internet of Things ,full explain in industrial internet of Things |
| Week 8 | CLASS TEST , Meaning of Robotics, Application of Robotics, and explain 3D Cloud computing, 3d services and models. |
| Week 9 | Problem Solving –Meaning and Algorithm, Flow chart of problem solving, Meaning of Digital India and e-Governance, initiatives, explain Infrastructure. |
| Week 10 | Services and Empowerment of Digital India, explain Digital and financial tools, unified payment interface, Aadhar enabled payment system, explains |
| Week 11 | Explain credit and debit cards, E-wallets, full detail in Internet banking |
| Week 12 | MOCK TEST and Meaning of NEFT/RTGS, key difference NEFT/RTGS. Meaning of IMPS, application of IMPS. |
| Week 13 | Meaning of online payment and application of online payment. Meaning of POS and application of POS |
| Week 14 | Meaning of cyber security, threats, significance, challenges, and precautions. Safety measures and tools. |
| Week 15 | Revision |

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| Name of the Assistant Professor: M/S Pooja Gupta Class And Section: B.com 1st year (MDC) Subject: Fundamentals of computing Teaching Term: 22nd July 2024 to 22nd Nov 2024(Excluding Diwali Break) | |
| Week 1 | Meaning of computer , features of computer , history evolution of computer , classification of computer , computer and its working |
| Week 2 | ASSIGNMENT Usefulness of computer, similarities between human being and computer, difference between human being and computer, application of computer in various fields, computer codes and types. |
| Week 3 | Input devices – keyboard, mouse, joystick, trackball, digitizer and voice recognition system, optical recognition, and scanner. |
| Week 4 | CLASS TEST , Terminals, point of sale terminals, machine vision system, printer and its types , meaning of memory , features of memory . |
| Week 5 | Concept of primary and secondary memory, RAM, ROM, types of RAM and ROM , Cache memory |
| Week 6 | ASSIGNMENT Secondary storage devices: sequential and direct access devices viz. magnetic tape, magnetic disk, optical disk and virtual memory. Meaning of operating system features of operating system, and functions of operating system. |
| Week 7 | Measuring system performance , assemblers , compilers and interpreter , batch operating system , multi programming , multi-tasking , multi-processing , time sharing |
| Week 8 | CLASS TEST , Windows , UNIX , and structure of UNIX , LINUX , structure of LINEX , data communication process , data transmission speed , communication channels and types of communication channels ,concept of problem solving, problem definition, programming languages and classification, design techquies, computer program life cycle, program development process |
| Week 9 | Data transmission media, modem and its working, features and data transmission, meaning of networking, types of networking, LAN topologies. |
| Week 10 | Computer protocol, concept relating to networking, introduction to internet, WWW, Web browsers, applications of internet, connecting to internet , ISP . |
| Week 11 | Internet tools, advanced e mail features, e-mail in professional settings, troubleshooting common email issues. |
| Week 12 | MOCK TEST Introduction to electronic mail , structure of electronic mail , advantages and disadvantages of electronic mail , user id , passwords , email address , message components , message composition . |
| Week 13 | Web browsers , and search engines , types of search engines , introduction to business data processing, data storage hierarchy. |
| Week 14 | Computer application in AI, banking, education, marketing, desktop publishing, CAD/CAM, project management, sports, Research and developments. |
| Week 15 | Revision |

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| Name of the Assistant Professor: Nalnee Class And Section: B.Com Pass IIInd Yr Sec-C Subject: Corporate Law Teaching Term: 22nd July 2024 to 22nd Nov 2024(Excluding Diwali Break) | |
| Week 1 | Company: Meaning and Characteristics, Features of Company, Advantages and Disadvantages of Company |
| Week 2 | ASSIGNMENT and Company: Lifting of Corporate Veil; Types of companies |
| Week 3 | Private Company |
| Week 4 | CLASS TEST , Formation of Company; Function of Promoters, Importance, Promoter's Remuneration, Legal Status of Promoter, Rights, Duties and Liabilities of Promoter |
| Week 5 | Formation of Company: Pre-Incorporation Contracts, Incorporation, Commencement of Business |
| Week 6 | ASSIGNMENT and Prospectus: Meaning, Definition, Form and Contents of Prospectus, Legal Requirements regarding issue of Prospectus |
| Week 7 | Prospectus: Scanning of Prospectus, Misstatements and omission in prospectus, Deemed, Shelf, Red Herring Prospectus and Book Building |
| Week 8 | CLASS TEST , Memorandum of Association: Meaning, Importance, Clauses of MOA |
| Week 9 | Memorandum of Association: Alteration of Clauses of MOA, Doctrine of Ultra Vires |
| Week 10 | Presentation |
| Week 11 | Article of Association: Meaning, Contents, Alteration of AOA and Limitations |
| Week 12 | MOCK TEST and Article of Association: Legal effect of MOA and AOA, Doctrine of Constructive Notice, Doctrine of Indoor Management and It's exception, Relationship Between MOA and AOA |
| Week 13 | Chapter: Borrowing Powers of company, Ultra Vires Borrowing, Methods of Borrowing |
| Week 14 | Debentures, Classes of Debentures, Trust Deed, Mortgage, Charges |
| Week 15 | Revision |

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| Name of the Assistant Professor: Ms. Nalnee Class And Section: B.Com (Aided) 1st year, Section C Name of Subject: Financial Accounting Teaching Term: 22nd July 2024 to 22nd Nov 2024(Excluding Diwali Break) | |
| Week 1 | Meaning, Objectives, Scope and Nature of Accounting Basic Accounting Terms |
| Week 2 | ASSIGNMENT and Accounting principles Accounting Standards Double entry system |
| Week 3 | Recording of accounting transactions including GST |
| Week 4 | CLASS TEST , Trial Balance Capital and Revenue |
| Week 5 | Provision and Reserves Depreciation: Introduction |
| Week 6 | Depreciation: Fixed Installment method, Diminishing balance method – Numerical Questions |
| Week 7 | Depreciation – Numerical questions |
| Week 8 | CLASS TEST , Errors and their rectification |
| Week 9 | Financial Statements: Introduction, Format Assignment |
| Week 10 | Financial Statements – with adjustments |
| Week 11 | Financial Statements – with adjustments: Practice of Numerical questions |
| Week 12 | MOCK TEST and Computerized accounting system |
| Week 13 | Accounts of non-profit organizations |
| Week 14 | Numerical questions – Doubts |
| Week 15 | Revision |

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| Name of the Assistant Professor: Ms. Nalnee |
| Class And Section: B.Com 1st year (SFS) BCA 1st yr (A&B) |
| Subject: Foundation of Management |
| Teaching Term: 22nd July 2024 to 22nd Nov 2024(Excluding Diwali Break) |
| Week 1 Management: An Introduction |
| Week 2 ASSIGNMENT and Nature of Management: Some Important Issues |
| Week 3 Planning: Concept and process |
| Week 4 CLASS TEST , Types of Plans |
| Week 5 Decision Making: Concept and process |
| Week 6 ASSIGNMENT and Management by Objectives |
| Week 7 Organizing: Concept, Nature and Process |
| Week 8 CLASS TEST , Forms of Organization structure and Contingency Factors |
| Week 9 Departmentation: Need and Basis |
| Week 10 Authority and Responsibility |
| Week 11 Decentralization and Centralization |
| Week 12 MOCK TEST and Controlling: Concept and process |
| Week 13 Controlling Techniques: Traditional |
| Week 14 Controlling Techniques: Modern |
| Week 15 Revision |

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| Name of the Assistant Professor: Ms. Nalnee Class And Section: B.Com (Aided) 1st year, Section A Subject: Business Statistics Teaching Term: 22nd July 2024 to 22nd Nov 2024(Excluding Diwali Break) | |
| Week 1 | Introduction to Statistics: Origin, Meaning, Definition, Scope, Functions, Uses and Limitations |
| Week 2 | ASSIGNMENT and Collection of Data: Primary and Secondary, Classification of data: Methods , Frequency Distribution |
| Week 3 | Presentation of Data: Tabulation of data, graphically and diagrammatic presentation. |
| Week 4 | CLASS TEST , Measures of Central Tendency: Mean, Median, Partition Values – Quartile, Decile and Percentile |
| Week 5 | Measures of Central Tendency: Mode, Geometric Mean, Harmonic Mean |
| Week 6 | ASSIGNMENT and Measures of Dispersion: Range, Inter-quartile Range and Quartile deviation, Mean deviation, Standard deviation |
| Week 7 | Measures of Dispersion: Coefficient of variation, Lorenz Curve. Measures of Skewness: karl pearson's Method Bowley's Method , kelly's Method |
| Week 8 | CLASS TEST , Moments and Measures of Kurtosis Index numbers: Meaning, Definition, Uses, Limitations, Types, Problems |
| Week 9 | Index Numbers: Methods of Constructing index numbers and |
| Week 10 | Index numbers: Specific problems regarding construction of index numbers |
| Week 11 | Probability: Introduction, Addition theorem |
| Week 12 | MOCK TEST and Probability: Conditional Probability and Multiplication Theorem |
| Week 13 | Probability: Bayes' Theorem and Its Application |
| Week 14 | Probability: Bayes' Theorem and Its Application |
| Week 15 | Revision |

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| Name of the Assistant Professor: Priti Malik Class And Section: B.Com (Aided) 1st year, Section (B&C) Subject: Business Statistics Teaching Term: 22nd July 2024 to 22nd Nov 2024(Excluding Diwali Break) | |
| Week 1 | Introduction to Statistics: Origin, Meaning, Definition, Scope, Functions, Uses and Limitations |
| Week 2 | ASSIGNMENT and Collection of Data: Primary and Secondary, Classification of data: Methods , Frequency Distribution |
| Week 3 | Presentation of Data: Tabulation of data, graphically and diagrammatic presentation. |
| Week 4 | CLASS TEST , Measures of Central Tendency: Mean, Median, Partition Values – Quartile, Decile and Percentile |
| Week 5 | Measures of Central Tendency: Mode, Geometric Mean, Harmonic Mean |
| Week 6 | ASSIGNMENT and Measures of Dispersion: Range, Inter-quartile Range and Quartile deviation, Mean deviation, Standard deviation |
| Week 7 | Measures of Dispersion: Coefficient of variation, Lorenz Curve. Measures of Skewness: karl pearson's Method Bowley's Method , kelly's Method |
| Week 8 | CLASS TEST , Moments and Measures of Kurtosis Index numbers: Meaning, Definition, Uses, Limitations, Types, Problems |
| Week 9 | Index Numbers: Methods of Constructing index numbers and |
| Week 10 | Index numbers: Specific problems regarding construction of index numbers |
| Week 11 | Probability: Introduction, Addition theorem |
| Week 12 | MOCK TEST and Probability: Conditional Probability and Multiplication Theorem |
| Week 13 | Probability: Bayes' Theorem and Its Application |
| Week 14 | Probability: Bayes' Theorem and Its Application |
| Week 15 | Revision |

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| Name of the Assistant Professor: Preeti Malik Class And Section: Bcom (AIDED) (C) sem 1 Subject: Business Communication (Skill Enhancement Course) Teaching Term: 22nd July 2024 to 22nd Nov 2024(Excluding Diwali Break) | |
| Week 1 | Introduction to Business Communication |
| Week 2 | ASSIGNMENT and Seven C's of Effective Communication |
| Week 3 | Principles of Effective Communication |
| Week 4 | CLASS TEST , Miscommunication , Barriers , Suggestions for Effective Communication |
| Week 5 | Reading Skills |
| Week 6 | ASSIGNMENT and Listening Skills |
| Week 7 | Note Making |
| Week 8 | CLASS TEST , Body language and Gestures |
| Week 9 | Email Writing |
| Week 10 | PRESENTATION |
| Week 11 | Letter writing |
| Week 12 | MOCK TEST and Resume Making and Letter Writing on MS Word |
| Week 13 | Parts of Business Letter Writing |
| Week 14 | In Communication Challenges to the Organization Made by New Technologies |
| Week 15 | Revision |

Name of the Assistant Professor: Ms. Vinita Yadav
Class And Section: BCA, BBA, Home science - 1st Year
Subject: Multi-Disciplinary - Financial literacy
Teaching Term: 22nd July 2024 to 22nd Nov 2024(Excluding Diwali Break)

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| Week 1 | Chapter 1: Financial literacy and Personal Financial Planning |
| Week 2 | ASSIGNMENT and Chapter 2 : Financial Institution |
| Week 3 | Chapter 3: Financial services |
| Week 4 | CLASS TEST , Chapter 4: Banking System |
| Week 5 | Chapter 5: Digital Financial Transactions |
| Week 6 | ASSIGNMENT and Chapter 6: Post Office Savings Schemes; India post Payments Bank; Money transfer |
| Week 7 | Revision of Unit 1 and 2 |
| Week 8 | CLASS TEST , Chapter 7 : Insurance Planning |
| Week 9 | Chapter 8 : Insurance Policies |
| Week 10 | Revision of full Unit -3 |
| Week 11 | Chapter 9: Stock Markets |
| Week 12 | MOCK TEST and Chapter 9: Stock Markets |
| Week 13 | Chapter 10: Mutual Funds |
| Week 14 | Chapter 11: Tax Planning |
| Week 15 | Full Syllabus Revision |

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| Name of the Assistant Professor: Ms. Vinita Yadav Class and Section: B.com (SFS) 1st Yr Sec - D/E/F and BCA 1st Yr Sec - A/B Subject: Managerial Skills (Minor) Teaching Term: 22nd July 2024 to 22nd Nov 2024(Excluding Diwali Break) | |
| Week 1 | Introduction to managerial skills : Meaning and concept of Managerial skills, needs and its importance, |
| Week 2 | ASSIGNMENT and Techniques of skill development for effective Management, Application of Managerial Skills |
| Week 3 | Coordination and Interpersonal Roles |
| Week 4 | CLASS TEST , Problem solving: problem solving , creativity, innovation, steps of analytical problem solving, |
| Week 5 | Limitations of analytical problem solving, impediments of creativity , multiple approaches in creativity |
| Week 6 | ASSIGNMENT and empowering and delegating : Meaning of empowerment, dimension of empowerment, |
| Week 7 | How to develop empowerment, inhibitors of empowerment, delegating works. |
| Week 8 | CLASS TEST , Team and Group: Team Building, developing teams and teamwork, |
| Week 9 | advantages of a team, Leading a team, team membership, |
| Week 10 | Group Dynamics, Group Behavior, cohesion, Importance of Brain Storming, |
| Week 11 | Sensitivity Training, Nominal Group techniques Leadership |
| Week 12 | MOCK TEST and Communication : Process of Communication, Need and Importance of communication skills, Types of communication, |
| Week 13 | Conduct of meetings, Interview, reporting of Projects, Reporting of case analysis, |
| Week 14 | Building self-confidence, Role of motivation skills in developing managers |
| Week 15 | Revision |

Name of the Assistant Professor: Ms. Vinita Yadav Class And Section: B.Com 1st Year (SFS) Section E
Subject: Business Statistics
Teaching Term: 22nd July 2024 to 22nd Nov 2024(Excluding Diwali Break)

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| Week 1 | Introduction to Statistics: Origin, Meaning, Definition, Scope, Functions, Uses and Limitations |
| Week 2 | ASSIGNMENT and Collection of Data: Primary and Secondary, Classification of data: Methods, Frequency Distribution |
| Week 3 | Presentation of Data: Tabulation of data, graphically and diagrammatic presentation. |
| Week 4 | CLASS TEST , Measures of Central Tendency: Mean, Median, Partition Values – Quartile, Decile and Percentile |
| Week 5 | Measures of Central Tendency: Mode, Geometric Mean, Harmonic Mean |
| Week 6 | ASSIGNMENT and Measures of Dispersion: Range, Inter-quartile Range and Quartile deviation, Mean deviation, Standard deviation |
| Week 7 | Measures of Dispersion: Coefficient of variation, Lorenz Curve. Measures of Skewness: karl pearson's Method Bowley's Method , kelly's Method |
| Week 8 | CLASS TEST , Moments and Measures of Kurtosis Index numbers: Meaning, Definition, Uses, Limitations, Types, Problems |
| Week 9 | Index Numbers: Methods of Constructing index numbers |
| Week 10 | Index numbers: Specific problems regarding construction of index numbers |
| Week 11 | Probability: Introduction, Addition theorem |
| Week 12 | MOCK TEST and Probability: Conditional Probability and Multiplication Theorem |
| Week 13 | Probability: Bayes' Theorem and Its Application |
| Week 14 | Probability: Bayes' Theorem and Its Application |
| Week 15 | Revision |

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|---|---|
| Name of the Assistant Professor: Mr. Sonam yadav Class And Section: B.com first year sec-A,B,C,D,E,F & sfs & B.B.A Subject: Basics of Economics Teaching Term: 1st August2024 to 22nd Nov 2024(Excluding Diwali Break) | |
| Week 1 | Nature and scope of economics |
| Week 2 | ASSIGNMENT and Nature and scope of economics |
| Week 3 | Central problems of an economy |
| Week 4 | CLASS TEST , Central problems of an economy |
| Week 5 | Utility analysis |
| Week 6 | ASSIGNMENT and Consumer equilibrium |
| Week 7 | Theory of demand |
| Week 8 | CLASS TEST , Law of demand |
| Week 9 | Price elasticity of demand |
| Week 10 | Income and cross elasticity of demand |
| Week 11 | Theory of costs |
| Week 12 | MOCK TEST and Theory of cost & types of cost |
| Week 13 | Types of costs |
| Week 14 | Concept of revenue |
| Week 15 | Revision |

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| Name of the Assistant Professor: Ms. Sonam yadav Class And Section: B.Com aided roll no 1-248 and (SFS Roll no. 1-55) Subject: Foundation of Management Teaching Term: 1 august2024 to 22nd Nov 2024(Excluding Diwali Break) | |
| Week 1 | Management: An Introduction |
| Week 2 | ASSIGNMENT and Nature of Management: Some Important Issues |
| Week 3 | Planning: Concept and process |
| Week 4 | CLASS TEST , Types of Plans |
| Week 5 | Decision Making: Concept and process |
| Week 6 | ASSIGNMENT and Management |
| Week 7 | Organizing: Concept, Nature and Process |
| Week 8 | CLASS TEST , Forms of Organization structure and Contingency Factors |
| Week 9 | Depart mentation: Need and Basis |
| Week 10 | Authority and Responsibility |
| Week 11 | Decentralization and Centralization |
| Week 12 | MOCK TEST and Controlling: Concept and process |
| Week 13 | Controlling Techniques: Traditional |
| Week 14 | Controlling Techniques: Modern |
| Week 15 | Revision |

Name of the Assistant Professor: Ms. Sonam yadav

Class And Section: B.Com Sec-F

Subject: Business Communication

Teaching Term: 1august 2024 to 22nd Nov 2024(Excluding Diwali Break)

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| Week 1 | Basics of Communication |
| Week 2 | ASSIGNMENT and Meaning and importance of effective Communication |
| Week 3 | Types of business communication |
| Week 4 | CLASS TEST , Barriers of communication |
| Week 5 | Reading skills |
| Week 6 | ASSIGNMENT and Reading |
| Week 7 | Listening skills |
| Week 8 | CLASS TEST , Note making |
| Week 9 | Persuasive speaking |
| Week 10 | Persuasive speaking |
| Week 11 | Body language & gestures |
| Week 12 | MOCK TEST and E-Mailing |
| Week 13 | Business letter writing |
| Week 14 | Business letter writing |
| Week 15 | Revision |

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| Name of the Assistant Professor: Ms. Monika Class: B.com. 2 Year Section B Subject: Business Regulatory Framework Teaching Term: 22nd July 2024 to 22nd Nov 2024(Excluding Diwali Break) | |
| Week 1 | Introduction to Mercantile Law |
| Week 2 | ASSIGNMENT and Valid contract and its elements |
| Week 3 | Proposal, Acceptance and Revocation |
| Week 4 | CLASS TEST , Contractual Capacity of Parties |
| Week 5 | Free consent of Parties |
| Week 6 | ASSIGNMENT and Lawful Consideration and object |
| Week 7 | Agreements Expressly declared Void |
| Week 8 | CLASS TEST , Legal Formalities-written and registered |
| Week 9 | Contingent Contracts |
| Week 10 | Performance of Contracts |
| Week 11 | Discharge of contract Implied, Quasi or constructive contracts |
| Week 12 | MOCK TEST and Consequences of Breach of contract, Contracts of Indemnity and Guarantee |
| Week 13 | Contracts of Bailment and Pledge |
| Week 14 | Consumer protection Act |
| Week 15 | Revision |

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| Name of the Assistant Professor: Ms. Monika Class and Section: B.com (Aided) 1st Year A & B (Roll no.-120 to 240) Subject: Managerial Skills Teaching Term: 22nd July 2024 to 22nd Nov 2024(Excluding Diwali Break) | |
| Week 1 | Introduction to managerial skills : Meaning and concept of Managerial skills, needs and its importance, |
| Week 2 | ASSIGNMENT and Techniques of skill development for effective Management, Application of Managerial Skills |
| Week 3 | Coordination and Interpersonal Roles |
| Week 4 | CLASS TEST , Problem solving: problem solving , creativity, innovation, steps of analytical problem solving, |
| Week 5 | Limitations of analytical problem solving, impediments of creativity , multiple approaches in creativity |
| Week 6 | ASSIGNMENT and empowering and delegating : Meaning of empowerment, dimension of empowerment, |
| Week 7 | How to develop empowerment, inhibitors of empowerment, delegating works. |
| Week 8 | CLASS TEST , Team and Group: Team Building, developing teams and teamwork, |
| Week 9 | advantages of a team, Leading a team, team membership, |
| Week 10 | Group Dynamics, Group Behavior, cohesion, Importance of Brain Storming, |
| Week 11 | Sensitivity Training, Nominal Group techniques Leadership |
| Week 12 | MOCK TEST and Communication : Process of Communication, Need and Importance of communication skills, Types of communication, |
| Week 13 | Conduct of meetings, Interview, reporting of Projects, Reporting of case analysis, |
| Week 14 | Building self-confidence, Role of motivation skills in developing managers |
| Week 15 | Revision |

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| Name of the Assistant Professor: Ms Monika Class And Section: B Com, BA, BCA,SFS (MDC) Subject: Marketing Management Teaching Term: 22nd July 2024 to 22nd Nov 2024(Excluding Diwali Break) | |
| Week 1 | Introduction to marketing, nature, scope of marketing |
| Week 2 | ASSIGNMENT and Tasks of marketing environment, corporate orientation towards marketplace |
| Week 3 | Marketing environment and its types |
| Week 4 | CLASS TEST , Impact of environment factors on marketing, ethical issues in marketing |
| Week 5 | Understanding consumer and buss. Markets and their decision process in markets |
| Week 6 | ASSIGNMENT and Building customer value, satisfaction and loyalty |
| Week 7 | Market segmentation, targeting and positioning approaches |
| Week 8 | CLASS TEST , Concept of product differentiation and tools of product differentiation |
| Week 9 | Introduction of product ,product life cycle, product line decisions |
| Week 10 | New product development, branding ,packaging and labeling decisions |
| Week 11 | Determinants of price ,pricing methods and strategies |
| Week 12 | MOCK TEST promotion mix, public relations, personal selling |
| Week 13 | Channels of distribution functions of intermediaries |
| Week 14 | Selecting channels members ,wholesalers and retailors |
| Week 15 | Revision |