

**K.L MEHTA DAYANAND COLLEGE FOR WOMEN,FARIDABAD**  
**LESSON PLAN FOR THE SESSION 2024-25(EVEN SEMSTER)**

<b>Name of the Assistant Professor: Ms. Amita Dureja</b>	
<b>Class AndSection:B.Com(Pass) III A and B</b>	
<b>Subject: Financial Management</b>	
<b>Teaching Term: 7th January to 5th May 2025 (Excluding Holi Break)</b>	
Week 1	Nature And Scope of Financial Management
Week 2	Test of “Nature And Scope of Financial Management” Management of Working Capital
Week 3	Management of Cash and Marketable Securities
Week 4	Management of Receivables
Week 5	Cost of Capital
Week 6	Cost of Capital ,Assignment based on “ Cost of Capital”
Week 7	Capitalisation
Week 8	Leverage
Week 9	EBIT-EPS Analysis
Week 10	Capital Structure
Week 11	Capital Structure, Test of “Capital Structure”
Week 12	MOCK TEST
Week 13	Dividend Policy
Week 14	Dividend Policy
Week 15	REVISION

<b>Name of the Assistant Professor: Ms. Amita Dureja</b> <b>Class and Section: B. Com 3rd Year (A &amp; B)</b> <b>Subject: Auditing</b> <b>Teaching Term: 7th January to 5th May 2025(Excluding Holi Break)</b>	
Week 1	Introduction of Auditing
Week 2	Objects, Importance and Limitations of Auditing
Week 3	Types of Audit
Week 4	Audit Process and program and Test - I
Week 5	Internal Control, Internal Check and Internal Audit
Week 6	Routine Checking and Vouching
Week 7	Verification of Assets and Liabilities
Week 8	Valuation of Assets and Assignment
Week 9	Appointment, Power, Duties and Liabilities of an Auditor
Week 10	Depreciation, provisions and Reserves
Week 11	Divisible Profits and Dividends
Week 12	MOCK TEST
Week 13	Audit Report and Test - II
Week 14	Investigation
Week 15	REVISION

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

<b>Name of the Assistant Professor: Dr. Rekha Goyal</b> <b>Class And Section: B. Com CA 2nd Year(A &amp;B)</b> <b>Subject: Corporate Law -II</b> <b>Teaching Term: 7th January to 5th May 2025(Excluding Holi Break)</b>	
Week 1	Share : Types of Shares, Allotment of Shares, Transfer and Transmission of shares
Week 2	Depository System: Meaning and Importance, Paperless Trading: Benefits and Procedure, Need for Educating investors
Week 3	Share Capital: Meaning and forms of Capital, Alterations of share Capital, Further issue of share capital, Rights of Pre - emption of shares
Week 4	Shareholders and Members: Difference between Shareholders and Members, Modes of acquiring Membership, Termination of Membership
Week 5	Who may be the Members? Rights and Liabilities of members, Meeting of Company: Essentials of Valid Meeting Test – I
Week 6	Meeting of Shareholders: Statutory Meeting, Annual General Meeting, Extra Ordinary General Meeting, Meeting of Board of Directors
Week 7	Proxy, Voting, Notice, Agenda and minutes of meeting Assignment
Week 8	Duties, Powers and Liabilities of Directors, Presentation
Week 9	Appointment and removal of Directors, Presentation
Week 10	Winding up: Meaning, winding by tribunal – petition for winding up, Test – II
Week 11	Voluntary winding up, Powers and Duties of Company Liquidator
Week 12	MOCK TEST
Week 13	Consequences of winding up
Week 14	Doubts and Revision
Week 15	REVISION

<b>Name of the Assistant Professor: Dr. Sudesh Kumari</b> <b>Class And Section: B.com (Pass), 4th semester, Section – B</b> <b>Subject: Business Statistics -II</b> <b>Teaching Term: 7th January to 5th May 2025(Excluding Holi Break)</b>	
Week 1	Index Numbers – I
Week 2	Index Numbers – II, Class Test – I
Week 3	Time Series Analysis – I
Week 4	Time Series Analysis - II
Week 5	Time Series Analysis – III, Assignment
Week 6	Probability – I
Week 7	Probability – I ( Practical Problems)
Week 8	Probability – II, Class Test – II
Week 9	Probability Distribution – I : Binomial Distribution
Week 10	Probability Distribution – I : Binomial Distribution ( Practical Problems).
Week 11	Probability Distribution – II: Poisson Distribution.
Week 12	MOCK TEST
Week 13	Probability Distribution –III: Normal Distribution.
Week 14	Probability Distribution –III: Normal Distribution (Practical Problems).
Week 15	REVISION

<b>Name of the Assistant Professor: Dr. Sudesh Kumari</b>	
<b>Class And Section: B.Com (Pass) 4th sem sec- A</b>	
<b>Subject: Corporate Accounting</b>	
Week 1	Internal Re- Construction
Week 2	Internal Re- Construction, Test of Chapter- Internal Re- Construction
Week 3	External Reconstruction of Company in case of Merger and Purchase
Week 4	External Reconstruction of Company in case of Merger and Purchase
Week 5	Liquidation of Company
Week 6	Liquidation of Company. Assignment Topic - Statement of Affairs of Company
Week 7	Financial Reporting for Financial Institution
Week 8	Financial Reporting for Financial Institution
Week 9	Final Accounts of Banking Companies
Week 10	Final Accounts of Banking Companies, Test 2: Final Accounts of Banking Companies
Week 11	Accounts of Holding Companies
Week 12	MOCK TEST
Week 13	Accounts of Holding Companies
Week 14	Accounts of Holding Companies
Week 15	REVISION

<b>Name of the Assistant Professor: Dr. Sudesh Kumari</b>	
<b>Class And Section: B.Com. CA D&amp;E</b>	
<b>Subject: BRF</b>	
<b>Teaching Term: 7th January to 5th May 2025(Excluding Holi Break)</b>	
Week 1	Indian partnership act ,1932,Touchstone of Partnership , Kinds of Partnership, Mutual Relation of Partners, Relation of Partners to 3rd Parties, Transfer of Interest by a Partner, Minor as a Partner, Admission of a Partner, Outgoing Partner, Ambiguous Instrument , Inchoate Stamped Instruments, Ambiguous Instrument , Inchoate Stamped Instruments
Week 2	Dissolution of Partnership and Firm, Registration of Partnership Firm, Partnership Deed, Complete Overview of the chapter, Test- Indian Partnership Act
Week 3	Assignment – Touchstone of Partnership, Negotiable Instruments Act , 1881,Kinds of Negotiable Instruments, Promissory Notes, Bill of Exchanges, Cheque
Week 4	Comparison between Cheque , Bill of Exchange and Promissory Notes, Inland and Foreign Instruments, Ambiguous Instrument , Inchoate Stamped Instruments, Parties to Negotiable Instruments Holder of Negotiable Instruments, Special Privileges of a holder in due course, Holder of Negotiable Instruments, Special Privileges of a holder in due course

Week 5	Payment in Due Course , Capacity of Parties, Assignment – Details of Cheque, Negotiation of Instruments obtained by unlawful means or for unlawful consideration, Acceptance – types , effect of a qualified acceptance
Week 6	Payment for honour, Presentment or presentation ,Test – Kinds of Negotiable Instruments, Liabilities of Parties to a Negotiable, Instruments
Week 7	Negotiation, Modes and Duration, Endorsement , Essentials , Kinds of it REVISION, When presentment for payment is not necessary, Discharge of Parties from Liabilities ,Class Test
Week 8	Compensation , Hundi,Instrument without consideration,Sale of Goods act- 1930,Asking questions from Negotiable instrument chapter Rules regarding presentment for payment
Week 9	Contract of sale – Agreement to sell , Contracts of Sale V/s Other contracts,Subject matter of sale contract , types of Goods,Destruction of goods, price , ascertainment of price,Conditions and warranties When does a condition becomes a warranty,Performance of a contract of sale-Payment and Delivery,Rules Governing the Delivery of goods Acceptance of Delivery, Duties of the buyer, Lien vs Right of Stoppage in Transit
Week 10	Implied conditions and warranties, Doctrine of Caveat Emptor or buyer beware, Transfer of property or ownership, Transfer of title of goods, exceptions, Assignment – Touchstone of condition and warranty, Risks follows ownership -discuss
Week 11	The Central Information Commission,The State Information Commission,Removal of State Chief Information Commission Powers and Functions of the Information commissioner,Obligations of Public Authorities,Right Against the Buyer
Week 12	MOCK TEST
Week 13	Unpaid Seller – Rights of it .Test- Transfer of Property or Ownership Right Against the Buyer,Suits for Breach of Contract,Procedure to be followed by Commission Appeal,Penalty, Exemption from Disclosure of Information
Week 14	Severability,Sale by Auction,Right to Information Act -2005, Objectives -features of RTI Act-2005,Important Definitions in RTI Act,Procedure for Obtaining Information Under RTI Act -2005
Week 15	REVISION

<b>Name of the Assistant Professor: Dr, Rajesh Kumari</b> <b>Class And Section: B.com 1st year (2nd sem), section(D&amp;F)</b> <b>Subject: Business statistical Application</b>	
Week 1	Binomial Distribution
Week 2	Poission Distribution
Week 3	Normal Distribution
Week 4	Test 1 : Binomial, Poission and Normal Distribution
Week 5	Correlation Analysis
Week 6	Correlation Analysis
Week 7	Regression Analysis
Week 8	Regression Analysis Test 2 : Binomial, Poission and Normal Distribution
Week 9	Time series Analysis -1
Week 10	Time series Analysis -1 Test 3 : Correlation Analysis Theory and numerical
Week 11	Time series Analysis -2
Week 12	MOCK TEST
Week 13	Statistical Decision Theory
Week 14	Statistical Quality Control
Week 15	REVISION



<b>Name of Assistant Professor: Dr. Rajesh Kumari</b> <b>Class: M.Com (Previous) 2<sup>nd</sup> Sem</b> <b>Name of Subject: Production Management</b> <b>Teaching Term:-7th Jan.-5th May 2025(Excluding Holi Break)</b>	
Week 1	Introduction to Production Management: Meaning, Nature and scope of Production Management, Evolution of production function
Week 2	Production process, Relationship between production and other functions, Production System and productivity and measures to improve productivity
Week 3	Types of Production System, Production Planning :- its objectives, need and types of production planning
Week 4	Production planning techniques, factors influencing production planning, Elements of PPC Planning
Week 5	Routing, Loading, scheduling, Dispatching, progressing and inspection  Test: nature and scope, objectives , measures to improve productivity
Week 6	Production control objectives, elements and fields of production control, control techniques, production control in different production system
Week 7	Break even analysis and Gantt chart Plant Location: nature, objectives and significance, Theories of location, factors influencing plant location
Week 8	Plant Layout: objectives of plant layout and different types of plant layouts, factors affecting plant layout, Methods of plant layouts
Week 9	Plant layout procedures and workstation design, material handling, significance, objectives of material handling, principles of economic material handling
Week 10	Types of Material handling equipment, Quality Control: Scope, Objectives and organization Test: Production Planning Control
Week 11	Quality Control Techniques, Plant maintenance : scope, objectives , types, maintenance programme Techniques & Organization
Week 12	MOCK TEST
Week 13	Inventory Control: objectives, Inventory classification- ABC Analysis, VED Analysis, FMS Analysis.
Week 14	Standardization and Codification, value Engineering concept and objectives of value Engineering
Week 15	Revision of Syllabus

<b>Name of Assistant Professor: Dr. Rajesh Kumari</b> <b>Class: M.Com (Previous) 4th Sem</b> <b>Name of Subject: Human resource Management</b> <b>Teaching Term:-7th Jan.-5th May 2025(Excluding Holi Break)</b>	
Week 1	Introduction to Human Resource Management, Nature, Features , scope, objectives and importance of Human Resource Management
Week 2	Functions of Human Resource Management, Qualification and Qualities of Human Resource Manager in an organization
Week 3	Evolution and growth of Human Resource Management in India, Recent Techniques in HRM
Week 4	Workers Participation in Management : Concept, need , objectives and Forms of W.P.M, Pre-requisites of effective participation
Week 5	Evaluation of the scheme of W.P.M., Essential Features, Functions and progress of Joint Management Councils in India, Causes of Failure of joint Management Councils. Test: Workers Participation in Management
Week 6	Employee Morale and Productivity : Concept of Morale, nature and Significance of Morale, Determinants of Morale and Measurement of Morale
Week 7	Productivity : Concept , Significance , Measurement of Productivity, Factors influencing Industrial Productivity , Measures to improve Productivity and relationship between Morale and Productivity
Week 8	Collective Bargaining : Concepts, nature , scope and functions of collective Bargaining in India, Essentials for the Success of Collective Bargaining in India
Week 9	Trade Unions: Concepts , Need , Functions and Objectives of Trade Unions
Week 10	Origin, Growth and Development of Trade Unions in India Test: Employee Morale
Week 11	Difficulties and Principal Drawbacks of Trade Unions movement in India
Week 12	MOCK TEST
Week 13	Doubt Class
Week 14	Revision of Syllabus
Week 15	Revision of Syllabus

**Name of the Assistant Professor: Ms. Leena**  
**Class And Section: BBA IV Sem**  
**Subject: DATA BASE MANAGEMENT SYSTEM**  
**Teaching Term: 7th January to 5th May 2025(Excluding Holi Break)**

Week 1	Introduction Of Terms Data ,Information, Characteristics, capabilities & Applications of DBMS, Terms used in access ,Components of database environment, Record ,File
Week 2	Data dictionary, Database administrator &its role Revision of the Topic ,Functions and responsibilities' Database users, Functions and responsibilities
Week 3	Database users,, Advantages and disadvantages of DBMS, Database basics ,Doubt clearing session, Test
Week 4	File-Oriented system versus database system, Introduction to Ms.-Access ,Understanding the views, Database system architecture–Introduction Three level database Architecture, Three level database Architecture
Week 5	Setting A primary key, Entering data in table, File-Oriented system versus database system, Functions and responsibilities Of DBA Database users Schemas, Subschemas and instances Database keys
Week 6	Starting with query,Database architecture,Data independence and types Mapping, Data Independence ,Data models.
Week 7	Data models, Types of database Systems,E-R model, Database security– Threats and Security issues, Data models.
Week 8	Data models, Creating forms, Firewalls Introduction Various Types Of Firewalls, Various Types Of Firewalls, Creating Reports
Week 9	Creating Reports, Various security techniques, Database recovery ,Various security techniques, Techniques of data Base Security, Techniques of data Base Security, Distributed database
Week 10	Distributed database., Data warehousing and data mining Revision/Test/ Assignment, DOUBT CLEARING SESSION,PRACTICAL
Week 11	Emerging database technologies, Internet Web browser Webpages, E-Mail, Digital libraries ,Multimedia database
Week 12	MOCK TEST
Week 13	Mobile Database ,Spatial Database
Week 14	PRACTICAL FILE PREPRATION& PRACTICAL FILE CHECKING
Week 15	REVISION

<b>Name of the Assistant Professor: Ms. Leena</b> <b>Class And Section: BBA VI Sem</b> <b>Subject: E COMMERCE</b> <b>Teaching Term: 7th January to 5th May 2025(Excluding Holi Break)</b>	
Week 1	Introduction ,Meaning, Nature, Concepts, Advantages and reasons for transacting online Categories of e-Commerce, Assessing requirement for an online business
Week 2	Categories of e-Commerce, Planning online business, Nature and dynamics of the internet ,Designing the system, Developing And deploying the system, One to one enterprise
Week 3	Technology for Online business–Internet, IT infrastructure, Tools for promoting Website Class test
Week 4	Technology for Online business–Internet
Week 5	Middleware contents, Text And integrating e-Business applications ,Mechanism of making payment through internet
Week 6	Online payment Mechanism
Week 7	Middleware contents’Text And integrating e-Business applications
Week 8	E-Commerce applications in retail,E-Commerce applications in service sector
Week 9	Virtual existence– Concepts,Working of virtual existence
Week 10	Types Of Virtual organizations, Advantages And pitfalls of virtual organizations,
Week 11	Designing One-Commerce model for a middle level Organization
Week 12	MOCK TEST
Week 13	Network security Data encryption secret keys
Week 14	PRACTICAL FILE CHECKING
Week 15	REVISION

<b>Name of the Assistant Professor: Ms. Leena</b> <b>Class And Section: BBA VI Sem</b> <b>Subject: SYSTEM ANALYSIS &amp; DESIGN</b> <b>Teaching Term: 7th January to 5th May 2025(Excluding Holi Break)</b>	
Week 1	Introduction to analysis and design, System Concept, SDLC
Week 2	Role of system analyst, Case tools for analyst
Week 3	E-R Model, feasibility study – economic, technical, operations
Week 4	Cost-Benefit Analysis, Information Gathering Tools
Week 5	Tools for Structured Analysis,DFD
Week 6	System Design, Coupling, Cohesion
Week 7	Form Design, Report Design, Structure Chart
Week 8	Database Definition, Characteristics, Functions of DBMS, Components of DBMS
Week 9	Equipment Specification and Selection, Personnel Estimates, Data Dictionary
Week 10	Decision Table, Logical Design to Physical Implementation
Week 11	System Testing, Quality Assurance, Distributed Databases
Week 12	MOCK TEST
Week 13	Types of DDBMS, Real Time System
Week 14	State Transition Diagrams
Week 15	REVISION

<b>Name of the Assistant Professor: Ms. Leena</b> <b>Class And Section: BBA II Sem</b> <b>Subject: Digital and Technological Solutions</b>	
Week 1	Introduction & Evolution of Digital Systems: Role & Significance of Digital Technology
Week 2	Information and Communication Technology (ICT) & Tools;
Week 3	Computer System & its working, Software and its types
Week 4	Operating Systems: Types and Functions. Problem Solving: Algorithms and Flowcharts TEST
Week 5	Communication Systems: Principles, Model & Transmission Media.
Week 6	Computer Networks & Internet: Concepts & Applications, WWW, Web Browsers, Search Engines,
Week 7	Messaging, Email, Social Networking. Computer Based Information System: Significance & Types.
Week 8	E-commerce & Digital Marketing: Basic Concepts, Benefits & Challenges ASSIGNMENT
Week 9	Emerging Technologies and their applications :Overview of Artificial Intelligence, Machine Learning,
Week 10	Deep Learning; Big Data, Data Science and Big Data Analytics; Internet of Things (IoT) and Industrial Internet of Things (IIoT)
Week 11	Robotics and 3D Printing; Blockchain Technology; Quantum Computing; Cloud computing and its service models. TEST
Week 12	MOCK TEST
Week 13	Digital India & e-Governance: Initiatives, Infrastructure, Services and Empowerment. Digital Financial Tools: Unified Payment Interface, Aadhar Enabled Payment System
Week 14	USSD, Credit / Debit Cards, e-Wallets, Internet Banking, NEFT/RTGS and IMPS, Online Bill Payment and POS. Cyber Security: Threats, Significance, Challenges, Precautions, Safety Measures and Tools.
Week 15	REVISION

<b>Name of Assistant professor: Rekha Gulati</b> <b>Class: B.COM (HONS.)6THSemester</b> <b>Name of Subject: Income Tax</b> <b>Teaching Term:-7th Jan.-5th May 2025(Excluding Holi Break)</b>	
Week 1	Rebate of Tax,Relief of Tax,Computation of Total Income of Individuals
Week 2	Computation of Tax liability of individuals,Computation of Tax liability of individuals(Practical problems)
Week 3	Assessment of HUF
Week 4	Assessment of Firms,Assessment of Firms(practical problems) Assessment of AOP/BOI,Test on Topic:- Assessment of Firms
Week 5	Income Tax Authorities and their Powers,Types of Assessment E-Filing of Income Tax Return and Its procedure,Meaning of PAN and its uses
Week 6	Presentation on topic Income Tax Authorities and their power,Assignment on Topic:-Types of Assessment,Meaning of Tax deducted at source Provisions regarding Incomes on which TDS Is Deducted Provisions regarding Advance Payment of Tax,Assignment on Topic:- TDS and Advance payment of Tax
Week 7	Meaning of Recovery of Tax ,Modes of Recovery of Tax Meaning of Refund of TaxCases in which Refund arises Provisions regarding Refund of Tax Meaning of Appeals
Week 8	Meaning of Appeals ,Procedure for Appeals, Meaning of Revision of Tax
Week 9	Provisions regarding Revision of Tax
Week 10	Income Tax Act Provisions regarding Penalties
Week 11	Provisions related to offences and Prosecution
Week 12	MOCK TEST
Week 13	Revision of Syllabus
Week 14	DOUBT CLASSES
Week 15	Revision of Syllabus

<b>Name of Assistant professor:Ms.Rekha Gulati</b> <b>Class: B.COM (HONS.)6<sup>TH</sup>Semester</b> <b>Name of Subject: HRM</b> <b>Teaching Term:-7<sup>th</sup> Jan.-5<sup>th</sup> May 2025(Excluding Holi Break)</b>	
Week 1	Introduction, Importance and Objectives of Human Resource Management Scope and Functions of HRM,Qualifications and Qualities of Human Resource Manager ,Changing role of HRM
Week 2	Total Quality Management,Business process reengineering
Week 3	Recruitment & Selection
Week 4	Training ,Management Development,Assignment:- Training Methods
Week 5	Meaning and theories of wages,Wage payment methods,Wage concepts
Week 6	Incentive Plans
Week 7	<b>Management Development</b> Functions of HRD Manager,Functions of CEO,Functions of Line Managers,Test:-topic- Methods of Wage Payment
Week 8	Industrial Relations
Week 9	Industrial relations
Week 10	Industrial Disputes
Week 11	Machinery to settle industrial Disputes
Week 12	MOCK TEST
Week 13	DOUBT CLASSES
Week 14	Revision of Syllabus
Week 15	Revision of Syllabus



<b>Name of Assistant professor: Rekha Gulati</b> <b>Class: M.com (P) 2<sup>nd</sup> Sem</b> <b>Name of Subject: Corporate Tax Planning &amp; Management</b> <b>Teaching Term:-7<sup>th</sup> Jan.-5<sup>th</sup> May 2025(Excluding Holi Break)</b>	
Week 1	Meaning of Corporate Tax & Tax Evasion, Tax planning & Tax Management, Need for Tax Planning
Week 2	Tax Planning for New Business Tax Planning with reference to location /Nature of business
Week 3	Tax Provisions for free Trade Zones
Week 4	Tax Provisions for Infrastructure sector,Tax Provision related to Backward Areas,Assignment:- Tax Planning and its need
Week 5	Tax Provisions for Amalgamation of Companies, Doubt class
Week 6	Introduction of Tax Planning and Financial Management
Week 7	Tax Planning Decisions related to Capital Structure,Tax Planning related to Dividend Policy,Tax Planning related to Inter Corporate Dividend,Tax Planning related to Bonus Shares /Debentures,Assignment Topic:-Tax Planning related to Capital Structure and Dividend Policy
Week 8	Tax Planning in case of Own/Lease
Week 9	Tax Planning Regarding Managerial Remuneration
Week 10	Tax Planning in respect of Sale of Asset Used for Scientific Research,Tax Planning in respect of Repair and Replace/Renovation of Asset,Test:- Amalgamation of companies and tax incentives
Week 11	Tax Planning in respect of Make/Buy Decisions
Week 12	MOCK TEST
Week 13	Tax Planning in respect of Shut Down/Continue decision,Tax Planning in respect of Shut Down/Continue decision,Tax Planning in respect of selling in Domestic/foreign market
Week 14	Tax Planning in respect of Tax Incentives to Exporters
Week 15	Revision of Syllabus

<b>Name of Assistant professor: Rekha Gulati</b> <b>Class: M.com (F) 4<sup>th</sup> Sem</b> <b>Name of Subject: Corporate Tax Planning &amp; Management</b> <b>Teaching Term:-7<sup>th</sup> Jan.-5<sup>th</sup> May 2025(Excluding Holi Break)</b>	
Week 1	Meaning of Corporate Tax & Tax Evasion Tax planning & Tax Management Need for Tax Planning
Week 2	Tax Planning for New Business Tax Planning with reference to location /Nature of business
Week 3	Tax Provisions for free Trade Zones
Week 4	Tax Provisions for Infrastructure sector,Tax Provision related to Backward Areas,Assignment:- Tax Planning and its need
Week 5	Tax Provisions for Amalgamation of Companies Doubt class
Week 6	Introduction of Tax Planning and Financial Management
Week 7	Tax Planning Decisions related to Capital Structure,Tax Planning related to Dividend Policy,Tax Planning related to Inter Corporate Dividend,Tax Planning related to Bonus Shares /Debentures,Assignment Topic:-Tax Planning related to Capital Structure and Dividend Policy
Week 8	Tax Planning in case of Own/Lease
Week 9	Tax Planning Regarding Managerial Remuneration
Week 10	Tax Planning in respect of Sale of Asset Used for Scientific Research,Tax Planning in respect of Repair and Replace/Renovation of Asset,Test:- Amalgamation of companies and tax incentives
Week 11	Tax Planning in respect of Make/Buy Decisions
Week 12	MOCK TEST
Week 13	Tax Planning in respect of Shut Down/Continue decision,Tax Planning in respect of Shut Down/Continue decision,Tax Planning in respect of selling in Domestic/foreign market
Week 14	Tax Planning in respect of Tax Incentives to Exporters
Week 15	Revision of Syllabus

**Name of the Assistant Professor : Rekha Barak**

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

**Subject: Cost Accounting II**

**Teaching Term: 7th January to 5th May 2025(Excluding Holi Break)**

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

<b>Name of the Assistant Professor : Rekha Barak</b> <b>Class And Section: M.Com 4th sem</b> <b>Subject: International Marketing</b> <b>Teaching Term: 7th January to 5th May 2025(Excluding Holi Break)</b>	
Week 1	Introduction to Syllabus, International Marketing – Introduction , Meaning, Nature of international marketing
Week 2	Significance of international marketing, Complexities in international marketing, Transition from domestic to transnational marketing
Week 3	International market orientation, Class test, EPRG framework, International market entry strategies, International marketing environment – introduction , meaning, Internal environment
Week 4	External environment-geographical, Demographic environment, Economic environment, Political and legal environment
Week 5	Assignment-international marketing environment Impact of environment on international marketing decisions, Foreign Market Selection, Global market segmentation, Selection of foreign
Week 6	International positioning, International Marketing Planning, Issues in international marketing planning
Week 7	Organising and Controlling International marketing operations, International marketing information system, Emerging Issues and developments in international marketing, Ethical and social issues
Week 8	International marketing of services, Information technology and international marketing, Impact of globalization
Week 9	Product Decisions: Product planning for global markets, Standardization vs. product adaptation, New product development
Week 10	Class test-Global market segmentation ,Selection of foreign markets Management of international brands, Packaging and labeling, Provision of sales related services
Week 11	Pricing Decisions, Environmental influences on pricing decisions, International pricing policies and strategies, Promotion Decisions,
Week 12	MOCK TEST
Week 13	International advertising, personal selling, sales promotion, public relations, Distribution Channels and Logistics, Selection of foreign distributors\agents
Week 14	International logistics decisions
Week 15	REVISION

<b>Name of the Assistant Professor: Ms. Rekha Barak</b> <b>Class AndSection:B.Com(C.A) 111 D and E</b> <b>Subject: Financial Management</b> <b>Teaching Term: 7<sup>th</sup> January to 5<sup>th</sup> May 2025 (Excluding Holi Break)</b>	
Week 1	Nature And Scope of Financial Management
Week 2	Test of “Nature And Scope of Financial Management” Management of Working Capital
Week 3	Management of Cash and Marketable Securities
Week 4	Management of Receivables
Week 5	Cost of Capital
Week 6	Cost of Capital Continued Assignment based on “ Cost of Capital”
Week 7	Capitalisation
Week 8	Leverage
Week 9	EBIT-EPS Analysis
Week 10	Capital Structure
Week 11	Capital Structure Test of “Capital Structure”
Week 12	MOCK TEST
Week 13	Dividend Policy
Week 14	Dividend Policy
Week 15	REVISION

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

**Name of the Assistant Professor: Ms. Seema Behl**  
**Class And Section: B.Com (CA) 4th sem D & E**  
**Subject: Corporate Accounting**

Week 1	Internal Re- Construction
Week 2	Internal Re- Construction, Test of Chapter- Internal Re- Construction
Week 3	External Reconstruction of Company in case of Merger and Purchase
Week 4	External Reconstruction of Company in case of Merger and Purchase
Week 5	Liquidation of Company
Week 6	Liquidation of Company. Assignment Topic - Statement of Affairs of Company
Week 7	Financial Reporting for Financial Institution
Week 8	Financial Reporting for Financial Institution
Week 9	Final Accounts of Banking Companies
Week 10	Final Accounts of Banking Companies, Test 2: Final Accounts of Banking Companies
Week 11	Accounts of Holding Companies
Week 12	<b>MOCK TEST</b>
Week 13	Accounts of Holding Companies
Week 14	Accounts of Holding Companies
Week 15	<b>REVISION</b>

**Name of Assistant Professor: Komal Malhotra**

**Class: B.COM (Pass) 6<sup>th</sup> Semester (Sec. A&C)**

**Name of Subject: Taxation Law - II**

**Teaching Term:-7th Jan.-5th May 2025(Excluding Holi Break)**

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



<b>Name of Assistant Professor: Komal Malhotra</b> <b>Class: B.COM (Pass) 4th Semester (Sec. A)</b> <b>Name of Subject: Secretarial Practice</b> <b>Teaching Term:-7th Jan.-5th May 2025(Excluding Holi Break)</b>	
Week 1	Introduction to Company secretary
Week 2	Introduction to Company secretary
Week 3	Formation of Company and secretary
Week 4	Issue and Allotment of shares, Test: Introduction to Company secretary
Week 5	Share Certificate, Share warrant and stock
Week 6	Assignment : Share Certificate and Share Warrant, Calls on Shares, Forfeiture and Re-issue of Share
Week 7	Transfer and Transmission of shares, Test: Calls on Shares, Forfeiture and Re-issue of Share
Week 8	Company Meetings, Requisites of a Valid meeting
Week 9	Meetings of Shareholders and Secretarial work
Week 10	Meetings of Board of directors and Secretarial work
Week 11	Motions and Resolution
Week 12	MOCK TEST
Week 13	Voting and proxy
Week 14	DOUBT CLASSES
Week 15	Revision of Syllabus

<b>Name of Assistant Professor: Komal Malhotra</b> <b>Class: M.Com (Previous) 2<sup>nd</sup> Sem</b> <b>Name of Subject: Marketing of Financial Services</b> <b>Teaching Term:-7th Jan.-5th May 2025(Excluding Holi Break)</b>	
Week 1	Introduction to Financial Services: Meaning, Types, Role and Contribution of financial services
Week 2	Changing environment of financial services and understanding the financial services consumers
Week 3	Analysing Marketing Environment and developing Marketing Strategies in Financial Sector
Week 4	Analysing Marketing Environment and developing Marketing Strategies in Financial Sector
Week 5	Exploring the financial Services Marketplace: Products, Participants and future trends Test: Introduction to Financial Services
Week 6	Exploring the financial Services Marketplace: Products, Participants and future trends
Week 7	Mastering the Services Mix Assignment: Financial Services Products, Participants and future Trends
Week 8	Financial Services Mix
Week 9	Key Components of Financial services mix: Product, Price
Week 10	Key Components of Financial services mix: Distribution Channel and Promotion Test: Key Components of Financial Services Mix
Week 11	Customer Care and Service Quality in Financial services, Banking and Insurance Marketing
Week 12	MOCK TEST
Week 13	Exploring financial service sector: Building Societies, Investment Trusts and specialised Services
Week 14	Doubt Classes
Week 15	Revision of Syllabus

**Name of the Assistant Professor: Dr. MONIKA BHATIA**

**Class And Section: B.Com 2nd sem**

**Subject: Financial Accounting**

**Teaching Term: 2nd februryto 5th May 2025(Excluding Holi Break)**

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

<b>Name of the Assistant Professor: Dr. Monika Bhatia</b> <b>Class And Section: B. Com (HNS.) 4thsem</b> <b>Subject: Corporate Law -II</b> <b>Teaching Term: 7th January to 5th May 2025(Excluding Holi Break)</b>	
Week 1	Share : Types of Shares, Allotment of Shares, Transfer and Transmission of shares
Week 2	Depository System: Meaning and Importance, Paperless Trading: Benefits and Procedure, Need for Educating investors
Week 3	Share Capital: Meaning and forms of Capital, Alterations of share Capital, Further issue of share capital, Rights of Pre - emption of shares
Week 4	Shareholders and Members: Difference between Shareholders and Members, Modes of acquiring Membership, Termination of Membership
Week 5	Who may be the Members? Rights and Liabilities of members, Meeting of Company: Essentials of Valid Meeting Test – I
Week 6	Meeting of Shareholders: Statutory Meeting, Annual General Meeting, Extra Ordinary General Meeting, Meeting of Board of Directors
Week 7	Proxy, Voting, Notice, Agenda and minutes of meeting Assignment
Week 8	Duties, Powers and Liabilities of Directors, Presentation
Week 9	Appointment and removal of Directors, Presentation
Week 10	Winding up: Meaning, winding by tribunal – petition for winding up, Test – II
Week 11	Voluntary winding up, Powers and Duties of Company Liquidator
Week 12	MOCK TEST
Week 13	Consequences of winding up
Week 14	Doubts and Revision
Week 15	REVISION

<b>Name of the Assistant Professor: Dr. Monika Bhatia</b> <b>Class And Section: B.Com (H) 6th sem</b> <b>Subject: Retailing</b> <b>Teaching Term: 7th January to 5th May 2025(Excluding Holi Break)</b>	
Week 1	Introduction : Nature, scope and importance of Retailing
Week 2	Growth , present size and Future of retailing
Week 3	Career options in Retailing with test
Week 4	Technology Induction in Retailing
Week 5	Types of Retailing
Week 6	Retailing Stores
Week 7	Retailing Formats: Traditional and Morden Formats
Week 8	Cash and Carry Business with test
Week 9	Retailing Model
Week 10	Retailing Concepts
Week 11	Management of Retailing Operations with assignments
Week 12	MOCK TEST
Week 13	Retailing Management
Week 14	Retail Planning and Developing retail strategies
Week 15	REVISION

**Name of the Assistant Professor: Dr. Monika Bhatia**

**Class And Section: B.Com (H) 4th sem**

**Subject: Financial Institution Market**

**Teaching Term: 7th January to 5th May 2025(Excluding Holi Break)**

Week 1	An overview of Indian financial institution
Week 2	Export Import Bank of India
Week 3	Dat National bank for Agriculture and Rural Development NABARD
Week 4	Credit
Week 5	Reserve Bank of India
Week 6	Money market
Week 7	Primary market
Week 8	Revision and assignment
Week 9	Secondary market
Week 10	Merchant banking
Week 11	Venture capital with test
Week 12	MOCK TEST
Week 13	Lease financing and Hire purchase with test
Week 14	Revision
Week 15	REVISION

<b>Name of the Assistant Professor: Dr. Neetu Sharma</b>	
<b>Class And Section: B.Com (H) 4th sem</b>	
<b>Subject: Statistical Analysis with Excel</b>	
<b>Teaching Term: 7th January to 5th May 2025(Excluding Holi Break)</b>	
Week 1	Survey and Experiment
Week 2	Data Collection Methods
Week 3	Data Processing
Week 4	Descriptive Statistics
Week 5	Descriptive Statistics, Test: Survey and Experiment
Week 6	Sampling
Week 7	Hypothesis Testing 1
Week 8	Hypothesis Testing I, Test: Sampling
Week 9	Hypothesis Testing II
Week 10	Chi Square Test
Week 11	ANOVA
Week 12	MOCK TEST
Week 13	SPSS
Week 14	Revision
Week 15	REVISION

<b>Name of the Assistant Professor: Dr. Neetu Sharma</b>	
<b>Class And Section: M.Com 2nd sem</b>	
<b>Subject: Strategic Financial Management</b>	
<b>Teaching Term: 7<sup>th</sup> January to 5<sup>th</sup> May 2025(Excluding Holi Break)</b>	
Week 1	Introduction to SFM
Week 2	Financial Metrics
Week 3	Advanced Cost Management Techniques and Financial Concepts
Week 4	Financial Proposal Appraisal
Week 5	Ratio Analysis. Test: Introduction to SFM
Week 6	Trade off between Liquidity and profitability, Capital Structure
Week 7	Important parameters related to stock market
Week 8	Cost of capital, Test: Ratio Analysis
Week 9	Discussion of each source of finance and capital structure
Week 10	WCM and Investment Appraisal
Week 11	Financial aspects of SCM, cost profit analysis
Week 12	MOCK TEST
Week 13	Corporate restructuring
Week 14	Valuation of business enterprise
Week 15	REVISION



<b>Name of the Assistant Professor: Dr. Neetu Sharma</b> <b>Class And Section: B.Com(H) 6th sem</b> <b>Subject: Accounting for Managers</b> <b>Teaching Term: 7th January to 5th May 2025(Excluding Holi Break)</b>	
Week 1	Introduction to management Accounting
Week 2	Financial Statements
Week 3	Analysis of Financial Statements
Week 4	Ratio Analysis. Test: Introduction to management Accounting
Week 5	Cash Flow Statement
Week 6	Valuation of Securities
Week 7	Accounting for price level change
Week 8	Marginal costing
Week 9	Capital Budgeting, Test: Marginal costing
Week 10	Capital Rationing
Week 11	Standard Costing
Week 12	MOCK TEST
Week 13	Standard Costing
Week 14	Revision
Week 15	REVISION

<b>Name of the Assistant Professor: Dr. Neetu Sharma</b> <b>Class And Section: M.Com 4th sem</b> <b>Subject: BRM</b> <b>Teaching Term: 7th January to 5th May 2025(Excluding Holi Break)</b>	
Week 1	Introduction to Business Research
Week 2	Types of Business Research
Week 3	Research Problem
Week 4	Research Proposal
Week 5	Research Design
Week 6	Research Design
Week 7	Experimental Research Design
Week 8	Experimental Research Design, Test: Research Design
Week 9	Data Collection Methods
Week 10	Questionnaire Design Process
Week 11	Sampling
Week 12	MOCK TEST
Week 13	Research Report
Week 14	Presentation of Data
Week 15	REVISION

<b>Name of the Assistant Professor: Dr. Rina Parshad</b> <b>Class And Section: B.com(hons.) 6th sem.</b> <b>Subject: Business environment and International business</b> <b>Teaching Term: 7th January to 5th May 2025(Excluding Holi Break)</b>	
Week 1	Business environment: Meaning, Components , importance. Swot analysis: Introduction, meaning, concept Importance
Week 2	Agriculture in India: introduction, Problems, Remedial measures. Economic trend: introduction Income saving and investment: concept Current status, issues and challenges
Week 3	Industry: introduction, status, Industry planning and development. Trade and balance of payment
Week 4	Problem of growth: unemployment, inequality, poverty, regional imbalance, social injustice,
Week 5	Inflation, parallel economy, industrial sickness. Class test
Week 6	Monetary policy, fiscal policy of India industrial policy
Week 7	Industrial policy And industrial licensing policy
Week 8	Privatization in India. International business Concept, domestic versus international business
Week 9	International business environment: components and determinants. Stages of internationalization of business. Class test
Week 10	Globalization. Exchange rate, Determinants of exchange rates theory of international trade
Week 11	WTO, IMF, World bank , Branding decisions, International promotions policy
Week 12	MOCK TEST
Week 13	International pricing, International logistics and distribution
Week 14	Balance of payment. Economic trends in investment industry
Week 15	REVISION

<b>Name of the Assistant Professor: Dr. Rina Parshad</b> <b>Class And Section: B.com (Hons)4th sem</b> <b>Subject: Business ethics</b> <b>Teaching Term: 7th January to 5th May 2025(Excluding Holi Break)</b>	
Week 1	Thinking conceptual about politics: liberty, equality, justice, rights and recognition. Introduction to society, economy and ethics
Week 2	Conceptualization of politics (meaning, nature and scope) the idea of a good society
Week 3	Concept of Business ethics and corporate social responsibility
Week 4	Domain of politics and ethics, democracy and welfare state. Test of the idea of a good society
Week 5	Market and globalization. Approaches to moral reasoning: consequentialism, deontologist, teleological reasoning
Week 6	Politics and ethics in business: corporate code of ethics. Environment, accountability, responsibility, leadership, diversity
Week 7	Corporate social responsibility argument for and against
Week 8	Strategic planning and corporate social responsibility.
Week 9	Corporate philanthropy. Test of corporate social responsibility
Week 10	Corruption and corporate scandals
Week 11	Ethical issues in business
Week 12	MOCK TEST
Week 13	Ethical issues in advertising and marketing.
Week 14	Ethical issues in insider trading
Week 15	REVISION

<b>Name of the Assistant Professor: Dr. Rina Parshad</b> <b>Class And Section: M.com 2nd sem.</b> <b>Subject: International financial management</b> <b>Teaching Term: 7th January to 5th May 2025(Excluding Holi Break)</b>	
Week 1	International Financial Management meaning and function International Financial Environment: Multinational Corporation, Steps in Internationalization
Week 2	International Economics crisis Developing Countries Debt Crisis, The East Asian Crisis (1997), Prime crisis, Financial Flows to Developing Countries
Week 3	Overview of International Trade Theories, Economic Integration, Tariff and non-Tariff Barriers to Trade. International Monetary System. Class test
Week 4	Foreign Exchange Market: Spot and forward Exchange Market, currency quotes, Quotation in Forward Market, Forward Premium or Discount, Arbitrage in Forward Market, Use of Forward Rates in deciding Prices of Exports.
Week 5	Parity conditions in International finance and currency forecasting, Currency futures, options and swaps: Currency Futures: Features of Currency Futures, Comparison Between Forward and Futures Contract.
Week 6	Currency Options: Important Terms relating to Options, Dealing in Currency Options, Put-Call Parity Relationship; Currency Swaps. Management of translation, transactions and economic Exposure.
Week 7	Foreign exchange regulations and taxation issues: Types of taxes; Tax heavens; International Tax Management Strategy; The Modes of Double Taxation Relief;
Week 8	Financing foreign trade: Types of Export Credit; Pre-shipment Export Credit; Post-shipment Export Credit; Types of Letters of Credit; Export Credit in Foreign Currencies.
Week 9	Refinance from Reserve Bank of India; Role of Export Import Bank of India; Role of Export Credit Guarantee Corporation.
Week 10	Cost of Capital for MNCs: Cost of Capital for MNCs. Domestic Firms; Cost of Capital across Countries; Determining cut-off rate for Foreign Projects Appraisal.
Week 11	Capital budgeting for multinationals: Fundamentals of Evaluating Foreign Projects; Issues in Foreign Investment Analysis, Working Capital Management in Domestic and Multinational Enterprises; Intra Corporate Transfer of Funds; Transfer Pricing
Week 12	MOCK TEST
Week 13	Management of Blocked Funds; Multinational Cash Management; Receivables Management; Inventory Management. Foreign direct investment: Global Trends in FDI; Factors Motivating FDI, FDI and some Subsequent Decisions, FDI and Host Government View; FDI and Taxation Issues.
Week 14	International portfolio investment: Benefits of International Investing; International Diversification; Barriers to International Diversification; Vehicles for Overcoming Capital Flow Barriers
Week 15	REVISION

<b>Name of the Assistant Professor: Ms. Suman Lata Yadav</b> <b>Class and Section: B. Com 3rd Year C A(D,E)</b> <b>Subject: Auditing</b> <b>Teaching Term: 7th January to 5th May 2025(Excluding Holi Break)</b>	
Week 1	Introduction of Auditing
Week 2	Objects, Importance and Limitations of Auditing
Week 3	Types of Audit
Week 4	Audit Process and program and Test - I
Week 5	Internal Control, Internal Check and Internal Audit
Week 6	Routine Checking and Vouching
Week 7	Verification of Assets and Liabilities
Week 8	Valuation of Assets and Assignment
Week 9	Appointment, Power, Duties and Liabilities of an Auditor
Week 10	Depreciation, provisions and Reserves
Week 11	Divisible Profits and Dividends
Week 12	MOCK TEST
Week 13	Audit Report and Test - II
Week 14	Investigation
Week 15	REVISION

<b>Name of the Assistant Professor : Ms. Suman Lata Yadav</b> <b>Class And Section: B.Com.CA D, B.Com.Pass A&amp; C</b> <b>Subject: Cost Accounting</b> <b>Teaching Term: 7th January to 5th May 2025(Excluding Holi Break)</b>	
Week 1	Introduction to Syllabus, Meaning and principles of process costing Preparation of process cost A/C, Normal and abnormal loss, Practice of questions, Opening and closing stock
Week 2	Joint product, Accounting methods of By-Products, Practice of questions, Process costing in oil industry, Inter-Process profits Merits and demerits
Week 3	Preparation of A/Cs, Class test, Introduction to contract costing, Preparation of contract A/C, Practice of questions, Incomplete contracts, work in progress A/C
Week 4	Contracts near completion, Practice of questions, Escalation clause Cost plus contract, Introduction of job costing, Preparation of A/Cs
Week 5	Batch costing, Economic batch quantity, Preparation of A/Cs Budgeting and budgetary control, Advantages and limitations of budgetary control, Installation of budgetary control system Assignment
Week 6	Sales budget, Preparing sales budget, Material budget, Overhead budget Cash budget
Week 7	Preparing cash budget, Fixed and flexible Preparing flexible budget Zero base budget, Merits and demerits of zero base budget, Performance budgeting budget
Week 8	Merits and steps in performance budget, Meaning of responsibility A/C, Merits and demerits of responsibility A/C, Budgetary control Standard costing, Limitations of standard costing
Week 9	Determination of standard costing, Cost variance, Material variance Calculation of material variance, Calculation of material variance
Week 10	Calculation of labour variance, Marginal costing, Material variance Material variance, Doubts, Class test, Labour variance
Week 11	Calculation of labour variance, Doubts
Week 12	MOCK TEST
Week 13	Cost-Volume-Profit analysis, Break-Even point analysis, Key factor Break-Even chart, Concept of decision making, Variance, Exploring a new market, make or buy decision, Practical problems in sales-mix, shut down decision
Week 14	Marginal costing, Marginal costing, Absorption costing, Doubts
Week 15	REVISION

<b>Name of the Assistant Professor: DR. Sakshi Goyal</b> <b>Class And Section: BBA(6 SEM)</b> <b>Subject: Foundation of International Business</b> <b>Teaching Term: 7<sup>th</sup> January to 5<sup>th</sup> May 2025(Excluding Holi Break)</b>	
Week 1	International Business: An Overview
Week 2	Types of International Business , International Business Environment
Week 3	Global Trading System : An Overview, The World Trade Organization, Global Financial System
Week 4	Foreign Market Entry Modes
Week 5	Country/Market Evaluation and Selection , <b>,Topic:- International Business :An Overview(CLASS TEST)</b>
Week 6	Foreign Direct and Portfolio Investments Decisions, Control of International Business
Week 7	Basic Foreign Manufacturing and Sourcing Decisions, Product and Branding Decisions for Foreign Market
Week 8	Approaches to International Pricing
Week 9	Foreign Channel and Logistical Decisions
Week 10	Accounting difference across Countries , <b>Topic:- World Trade Organization (CLASS TEST)</b>
Week 11	Cross-Cultural Challenges in International Business
Week 12	<b>MOCK TEST</b>
Week 13	International Staffing and Compensation Decisions (Global HRM) <b>Topic :- International Pricing Methods (ASSIGNMENT)</b>
Week 14	Risk in International Business and its Management
Week 15	<b>REVISION</b>



<b>Name of the Assistant Professor: DR. Sakshi Goyal</b> <b>Class And Section: BBA(4<sup>TH</sup> SEM)</b> <b>Subject: Business Law</b> <b>Teaching Term: 7<sup>th</sup> January to 5<sup>th</sup> May 2025(Excluding Holi Break)</b>	
Week 1	Meaning and Essentials of a Valid Contract , Offer and Acceptance , Capacity to contract,
Week 2	Consent and free Consent , Consideration, Void Agreements , quasi Contract , different modes of discharge of contract , remedies for breach of contract
Week 3	Purpose and meaning of the contract of the guarantee, kinds of guarantees , Rights and obligations of creditors , rights , liabilities and discharge of surety, contract of indemnity.
Week 4	Definition of Bailment and its kinds, duties and rights of a bailer and a bailee , rights and duties of a pledgor and pledgee
Week 5	Contract of agency, definition of agent and agency, creation of agency, duties and rights of agents and principal, principal 's duties towards agents and third parties,.
Week 6	Termination of agency, power of attorney, <b>Topic :- Valid Contract and its Elements (CLASS TEST)</b>
Week 7	Definition and Essential of a contract of sale , conditions and warranties, passing of property in goods,
Week 8	Performance of contract, right of unpaid seller, remedies for breach of contract, <b>Topic:- Bailor and Bailee (ASSIGNMENT)</b>
Week 9	Meaning and Essential Elements of a Negotiable Instrument, types of Negotiable Instruments,.
Week 10	Holder and holder in due course, negotiation of negotiable instruments, dishonour of negotiable instruments, <b>Topic:- Unpaid Seller(CLASS TEST)</b>
Week 11	Meaning and Scope of Information Technology Act, digital signature, electronic governance, regulation of certifying authority,
Week 12	<b>MOCK TEST</b>
Week 13	Digital Signature Certificates , Duties of subscribers, penalties adjudication and offences.
Week 14	RTI Act 2005, Purpose, Right to Information and Obligation of Public Authorities, Exemption from disclosure of information
Week 15	<b>REVISION</b>

<b>Name of the Assistant Professor: DR. Sakshi Goyal</b> <b>Class And Section: BBA ( 2 SEM)</b> <b>Subject: MANAGERIAL SKILLS</b>	
Week 1	Understanding Managerial Skills
Week 2	Mastering Management: Techniques for Skill Development and Applications and Coordination and Interpersonal Roles in Management
Week 3	Mastering Problem-Solving and Creativity in Management
Week 4	Empowerment and Delegation Strategies
Week 5	Understanding Groups and Groups Dynamics: Foundations of Group Behavior
Week 6	Mastering Group Decision-Making: techniques, Leadership and Skill development , <b>CLASS TEST :- Understanding Managerial Skills</b>
Week 7	Building and Leading Successful Teams: Concepts, Development
Week 8	Leadership
Week 9	Unlocking Effective Communication
Week 10	Mastering Professional Communication Skills for Effective Management , <b>CLASS TEST :- Problem Solving and Creativity in Management</b>
Week 11	Reporting of projects, Reporting of Case Analysis
Week 12	<b>MOCK TEST</b>
Week 13	Developing Self- Confidence for Managerial Success, <b>Topic :- Leadership (ASSIGNMENT)</b>
Week 14	Role of Motivation skills in developing managers
Week 15	<b>REVISION</b>

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

<b>Name of Assistant Professor: Monika Singla</b> <b>Class: B.COM (Pass) 6<sup>th</sup> Semester (Sec. B)</b> <b>Name of Subject: Taxation Law - II</b> <b>Teaching Term:-7th Jan.-5th May 2025(Excluding Holi Break)</b>	
Week 1	Rebate of Tax, Relief of Tax, Computation of Total Income of Individuals
Week 2	Computation of Tax liability of individuals, Computation of Tax liability of individuals (Practical problems)
Week 3	Assessment of HUF, Assessment of AOP/BOI
Week 4	Assessment of Firms, Assessment of Firms (practical problems), Test:- Rebate and relief of tax
Week 5	Income Tax Authorities and their Powers, Types of Assessment E-Filing of Income Tax Return and Its procedure, Meaning of PAN and its uses
Week 6	Assessment Procedures Presentation: Income Tax Authorities and their power, Assignment:- Computation of Total Income and Tax Liability,
Week 7	Meaning of Recovery of Tax ,Modes of Recovery of Tax Meaning of Refund of Tax Cases in which Refund arises Provisions regarding Refund of Tax
Week 8	Income Tax Act Provisions regarding Penalties, Test:- Assessment of HUF
Week 9	Offences and Provisions related to offences and Prosecution
Week 10	TDS and Provisions regarding Tax deducted at source
Week 11	Advance payment of Tax, Provisions regarding Advance Payment of Tax
Week 12	MOCK TEST
Week 13	Appeals and Revision
Week 14	DOUBT CLASSES
Week 15	Revision of Syllabus

<b>Name of the Assistant Professor: Dr. Monika Singla</b> <b>Class And Section: B.Com (Pass) 4<sup>th</sup> sem B &amp; C</b> <b>Subject: Corporate Accounting</b>	
Week 1	Internal Re- Construction
Week 2	Internal Re- Construction, Test of Chapter- Internal Re- Construction
Week 3	External Reconstruction of Company in case of Merger and Purchase
Week 4	External Reconstruction of Company in case of Merger and Purchase
Week 5	Liquidation of Company
Week 6	Liquidation of Company. Assignment Topic - Statement of Affairs of Company
Week 7	Financial Reporting for Financial Institution
Week 8	Financial Reporting for Financial Institution
Week 9	Final Accounts of Banking Companies
Week 10	Final Accounts of Banking Companies, Test 2: Final Accounts of Banking Companies
Week 11	Accounts of Holding Companies
Week 12	<b>MOCK TEST</b>
Week 13	Accounts of Holding Companies
Week 14	Accounts of Holding Companies
Week 15	<b>REVISION</b>

<b>Name of the Assistant Professor: Monika Poswal</b> <b>Class And Section: B.com (voc), 4<sup>th</sup> semester</b> <b>Subject: Business Statistics -II</b> <b>Teaching Term: 7<sup>th</sup> January to 5<sup>th</sup> May 2025(Excluding Holi Break)</b>	
Week 1	Index Numbers – I
Week 2	Index Numbers - II Class Test - I
Week 3	Time Series Analysis - I
Week 4	Time Series Analysis - II
Week 5	Time Series Analysis – III Assignment
Week 6	Probability - I
Week 7	Probability – I ( Practical Problems)
Week 8	Probability – II Class Test - II
Week 9	Probability Distribution – I : Binomial Distribution
Week 10	Probability Distribution – I : Binomial Distribution ( Practical Problems).
Week 11	Probability Distribution – II: Poisson Distribution.
Week 12	<b>MOCK TEST</b>
Week 13	Probability Distribution –III: Normal Distribution.
Week 14	Probability Distribution –III: Normal Distribution ( Practical Problems).
Week 15	<b>REVISION</b>

**Name of Assistant Professor: Dr. Monika Poswal**  
**Class: B.COM (Pass) 4th Semester (Sec.C)**  
**Name of Subject: Secretarial Practice**  
**Teaching Term:-7th Jan.-5th May 2025(Excluding Holi Break)**

Week 1	Introduction to Company secretary
Week 2	Introduction to Company secretary
Week 3	Formation of Company and secretary
Week 4	Issue and Allotment of shares, Test: Introduction to Company secretary
Week 5	Share Certificate, Share warrant and stock
Week 6	Assignment : Share Certificate and Share Warrant, Calls on Shares, Forfeiture and Re-issue of Share
Week 7	Transfer and Transmission of shares, Test: Calls on Shares, Forfeiture and Re-issue of Share
Week 8	Company Meetings, Requisites of a Valid meeting
Week 9	Meetings of Shareholders and Secretarial work
Week 10	Meetings of Board of directors and Secretarial work
Week 11	Motions and Resolution
Week 12	MOCK TEST
Week 13	Voting and proxy
Week 14	DOUBT CLASSES
Week 15	Revision of Syllabus

**Name of the Assistant Professor: Dr. Monika Poswal**  
**Class And Section: B. Com Voc. 4<sup>th</sup> sem ( D & E)**  
**Subject: Corporate Law -II**  
**Teaching Term: 7<sup>th</sup> January to 5<sup>th</sup> May 2025(Excluding Holi Break)**

Week 1	Share : Types of Shares, Allotment of Shares, Transfer and Transmission of shares
Week 2	Depository System: Meaning and Importance, Paperless Trading: Benefits and Procedure, Need for Educating investors
Week 3	Share Capital: Meaning and forms of Capital, Alterations of share Capital, Further issue of share capital, Rights of Pre - emption of shares
Week 4	Shareholders and Members: Difference between Shareholders and Members, Modes of acquiring Membership, Termination of Membership
Week 5	Who may be the Members? Rights and Liabilities of members, Meeting of Company: Essentials of Valid Meeting Test – I
Week 6	Meeting of Shareholders: Statutory Meeting, Annual General Meeting, Extra Ordinary General Meeting, Meeting of Board of Directors
Week 7	Proxy, Voting, Notice, Agenda and minutes of meeting Assignment
Week 8	Duties, Powers and Liabilities of Directors, <b>Presentation</b>
Week 9	Appointment and removal of Directors, <b>Presentation</b>
Week 10	Winding up: Meaning, winding by tribunal – petition for winding up, Test – II
Week 11	Voluntary winding up, Powers and Duties of Company Liquidator
Week 12	<b>MOCK TEST</b>
Week 13	Consequences of winding up
Week 14	Doubts and Revision
Week 15	<b>REVISION</b>



<b>Name of the Assistant Professor: Ms. Rachna Poswal</b> <b>Class and Section: B. Com (Aided) 1st year (A &amp; B)</b> <b>Subject: Advance Financial Accounting</b>	
Week 1	Definition and features of Partnership Accounts, Partner's Capital and Current Accounts, Profit and loss Appropriation Account
Week 2	Treatment of Goodwill in Partnership Accounts, Change in profit sharing ratio, Admission of a partner
Week 3	Retirement of a partner, Death of a partner
Week 4	Dissolution of Partnership including Garner vs Murray , Test 1
Week 5	Branch Accounts ( including foreign branch)
Week 6	Departmental Accounts, Assignment
Week 7	Hire purchase System
Week 8	Hire purchase system and Instalment payment system
Week 9	Royalty Accounts
Week 10	Computerized accounting by using TALLY accounting software, Test 2
Week 11	Generating reports by using computerized accounting system – Cash Book: Single column and with bank column, Ledger Accounts
Week 12	MOCK TEST
Week 13	Generating reports by using computerized accounting system – Profit and loss account, Balance sheet
Week 14	Doubts clearing and revision
Week 15	REVISION

<b>Name of the Assistant Professor: Ms. Rachna Poswal</b> <b>Class And Section: B.Com 4th sem sec. B</b> <b>Subject: Marketing Management</b> <b>Teaching Term: 7th January to 5th May 2025(Excluding Holi Break)</b>	
Week 1	Marketing : An Introduction
Week 2	Marketing Concepts
Week 3	Market Segmentation
Week 4	Consumer Behavior Test – I
Week 5	Product Planning and Development Development of New Product
Week 6	Product Life Cycle
Week 7	Branding Assignment
Week 8	Product Pricing
Week 9	Advertising
Week 10	Advertising Media Test – II
Week 11	Evaluation of Advertising effectiveness
Week 12	MOCK TEST
Week 13	Sales Promotion
Week 14	Publicity and Public Relations
Week 15	REVISION

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

<b>Name of the Assistant Professor : Soni Verma</b> <b>Class And Section: B.Com.CA D, B.Com.Pass B</b> <b>Subject: Cost Accounting</b> <b>Teaching Term: 7th January to 5th May 2025(Excluding Holi Break)</b>	
Week 1	Introduction to Syllabus, Meaning and principles of process costing Preparation of process cost A/C, Normal and abnormal loss, Practice of questions, Opening and closing stock
Week 2	Joint product, Accounting methods of By-Products, Practice of questions, Process costing in oil industry, Inter-Process profits Merits and demerits
Week 3	Preparation of A/Cs, Class test, Introduction to contract costing, Preparation of contract A/C, Practice of questions, Incomplete contracts, work in progress A/C
Week 4	Contracts near completion, Practice of questions, Escalation clause Cost plus contract, Introduction of job costing, Preparation of A/Cs
Week 5	Batch costing, Economic batch quantity, Preparation of A/Cs Budgeting and budgetary control, Advantages and limitations of budgetary control, Installation of budgetary control system Assignment
Week 6	Sales budget, Preparing sales budget, Material budget, Overhead budget Cash budget
Week 7	Preparing cash budget, Fixed and flexible Preparing flexible budget Zero base budget, Merits and demerits of zero base budget, Performance budgeting budget
Week 8	Merits and steps in performance budget, Meaning of responsibility A/C, Merits and demerits of responsibility A/C, Budgetary control Standard costing, Limitations of standard costing
Week 9	Determination of standard costing, Cost variance, Material variance Calculation of material variance, Calculation of material variance
Week 10	Calculation of labour variance, Marginal costing, Material variance Material variance, Doubts, Class test, Labour variance
Week 11	Calculation of labour variance, Doubts
Week 12	MOCK TEST
Week 13	Cost-Volume-Profit analysis, Break-Even point analysis, Key factor Break-Even chart, Concept of decision making, Variance, Exploring a new market, make or buy decision, Practical problems in sales-mix, shut down decision
Week 14	Marginal costing, Marginal costing, Absorption costing, Doubts
Week 15	REVISION

<b>Name of the Assistant Professor: Soni Verma</b> <b>Class And Section: B.Com. CA D&amp;E</b> <b>Subject: BRF</b> <b>Teaching Term: 7th January to 5th May 2025(Excluding Holi Break)</b>	
Week 1	Indian partnership act ,1932,Touchstone of Partnership , Kinds of Partnership,Mutual Relation of Partners,Relation of Partners to 3rd Parties, Transfer of Interest by a Partner Minor as a Partner , Admission of a Partner, Outgoing Partner Ambiguous Instrument , Inchoate Stamped Instruments Ambiguous Instrument , Inchoate Stamped Instruments
Week 2	Dissolution of Partnership and Firm Registration of Partnership Firm Partnership Deed Complete Overview of the chapter Test- Indian Partnership Act
Week 3	Assignment – Touchstone of Partnership Negotiable Instruments Act , 1881 Kinds of Negotiable Instruments Promissory Notes, Bill of Exchanges Cheque
Week 4	Comparison between Cheque , Bill of Exchange and Promissory Notes Inland and Foreign Instruments Ambiguous Instrument , Inchoate Stamped Instruments Parties to Negotiable Instruments Holder of Negotiable Instruments, Special Privileges of a holder in due course Holder of Negotiable Instruments, Special Privileges of a holder in due course
Week 5	Payment in Due Course , Capacity of Parties Assignment – Details of Cheque Negotiation of Instruments obtained by unlawful means or for unlawful consideration Acceptance – types , effect of a qualified acceptance
Week 6	Payment for honour Presentment or presentation Test – Kinds of Negotiable Instruments Liabilities of Parties to a Negotiable Instruments
Week 7	Negotiation, Modes and Duration Endorsement , Essentials , Kinds of it REVISION When presentment for payment is not necessary Discharge of Parties from Liabilities Class Test
Week 8	Compensation , Hundi,Instrument without consideration Sale of Goods act- 1930 Asking questions from Negotiable instrument chapter Rules regarding presentment for payment

Week 9	Contract of sale – Agreement to sell , Contracts of Sale V/s Other contracts Subject matter of sale contract , types of Goods Destruction of goods, price , ascertainment of price Conditions and warranties When does a condition becomes a warranty Performance of a contract of sale-Payment and Delivery Rules Governing the Delivery of goods Acceptance of Delivery Duties of the buyer Lien vs Right of Stoppage in Transit
Week 10	Implied conditions and warranties Doctrine of Caveat Emptor or buyer beware Transfer of property or ownership Transfer of title of goods, exceptions Assignment – Touchstone of condition and warranty Risks follows ownership -discuss
Week 11	The Central Information Commission The State Information Commission Removal of State Chief Information Commission Powers and Functions of the Information commissioner Obligations of Public Authorities Right Against the Buyer
Week 12	MOCK TEST
Week 13	Unpaid Seller – Rights of it Test- Transfer of Property or Ownership Right Against the Buyer Suits for Breach of Contract Procedure to be followed by Commission Appeal Penalty, Exemption from Disclosure of Information
Week 14	Severability Sale by Auction Right to Information Act -2005 Objectives -features of RTI Act-2005 Important Definitions in RTI Act Procedure for Obtaining Information Under RTI Act -2005
Week 15	REVISION

<b>Name of the Assistant Professor : Dr. Priti Malik</b> <b>Class And Section: B.Com Hons. 6<sup>th</sup> Sem.</b> <b>Subject: Project Planning And Management</b> <b>Teaching Term: 7<sup>th</sup> January to 5<sup>th</sup> May 2025(Excluding Holi Break)</b>	
Week 1	Project : An Overview
Week 2	Project Planning : Planning , Strategy and Resource Allocation
Week 3	Generation and Screening of project Ideas
Week 4	Market and Demand Analysis, Technical Analysis
Week 5	Class Test 1 : Chapter 2 Financial Estimates and Projections
Week 6	Project cash Flows, Assignment : Chapter 3
Week 7	Cost of Capital
Week 8	Risk Analysis, Social Cost Benefit Analysis Class Test 2 : Chapter 9
Week 9	Special Decision Situation: Mutually Exclusive Projects , Multiple Projects and constraints
Week 10	Valuation of Real Options , Judgemental , Behavioural , Strategic and Organisational Considerations
Week 11	Project Management
Week 12	<b>MOCK TEST</b>
Week 13	Network Techniques for Project Management
Week 14	Project Review and Administrative Aspects
Week 15	<b>REVISION</b>

<b>Name of the Assistant Professor: Dr. Priti Malik</b> <b>Class And Section: B.Com. 4<sup>th</sup> Sem. (Sec B)</b> <b>Subject : BRF</b> <b>Teaching Term: 7<sup>th</sup> January to 5<sup>th</sup> May 2025(Excluding Holi Break)</b>	
Week 1	Indian partnership act ,1932 Touchstone of Partnership , Kinds of Partnership Mutual Relation of Partners Relation of Partners to 3rd Parties, Transfer of Interest by a Partner Minor as a Partner , Admission of a Partner, Outgoing Partner Ambiguous Instrument , Inchoate Stamped Instruments Ambiguous Instrument , Inchoate Stamped Instruments
Week 2	Dissolution of Partnership and Firm Registration of Partnership Firm Partnership Deed Complete Overview of the chapter Test- Indian Partnership Act
Week 3	Assignment – Touchstone of Partnership Negotiable Instruments Act , 1881 Kinds of Negotiable Instruments Promissory Notes, Bill of Exchanges Cheque
Week 4	Comparison between Cheque , Bill of Exchange and Promissory Notes Inland and Foreign Instruments Ambiguous Instrument , Inchoate Stamped Instruments Parties to Negotiable Instruments Holder of Negotiable Instruments, Special Privileges of a holder in due course Holder of Negotiable Instruments, Special Privileges of a holder in due course
Week 5	Payment in Due Course , Capacity of Parties Assignment – Details of Cheque Negotiation of Instruments obtained by unlawful means or for unlawful consideration Acceptance – types , effect of a qualified acceptance
Week 6	Payment for honour Presentment or presentation Test – Kinds of Negotiable Instruments Liabilities of Parties to a Negotiable Instruments
Week 7	Negotiation, Modes and Duration Endorsement , Essentials , Kinds of it REVISION When presentment for payment is not necessary Discharge of Parties from Liabilities Class Test



Week 8	Compensation , Hundi Instrument without consideration Sale of Goods act- 1930 Asking questions from Negotiable instrument chapter Rules regarding presentment for payment
Week 9	Contract of sale – Agreement to sell , Contracts of Sale V/s Other contracts Subject matter of sale contract , types of Goods Destruction of goods, price , ascertainment of price Conditions and warranties When does a condition becomes a warranty Performance of a contract of sale-Payment and Delivery Rules Governing the Delivery of goods Acceptance of Delivery Duties of the buyer Lien vs Right of Stoppage in Transit
Week 10	Implied conditions and warranties Doctrine of Caveat Emptor or buyer beware Transfer of property or ownership Transfer of title of goods, exceptions Assignment – Touchstone of condition and warranty Risks follows ownership -discuss
Week 11	The Central Information Commission The State Information Commission Removal of State Chief Information Commission Powers and Functions of the Information commissioner Obligations of Public Authorities Right Against the Buyer
Week 12	<b>MOCK TEST</b>
Week 13	Unpaid Seller – Rights of it Test- Transfer of Property or Ownership Right Against the Buyer Suits for Breach of Contract Procedure to be followed by Commission Appeal Penalty, Exemption from Disclosure of Information
Week 14	Severability Sale by Auction Right to Information Act -2005 Objectives -features of RTI Act-2005 Important Definitions in RTI Act Procedure for Obtaining Information Under RTI Act -2005
Week 15	<b>REVISION</b>

<b>Name of the Assistant Professor: Dr. Priti Malik</b> <b>Class And Section: B.com 1st year (2nd sem), Section(B&amp;C)</b> <b>Subject: Business Statistical Application</b>	
Week 1	Binomial Distribution
Week 2	Poission Distribution
Week 3	Normal Distribution
Week 4	Normal Distribution Class Test -1
Week 5	Correlation Analysis, Class Assignment
Week 6	Correlation Analysis
Week 7	Regression Analysis
Week 8	Regression Analysis Class Test -2
Week 9	Time series Analysis -1
Week 10	Time series Analysis -1
Week 11	Time series Analysis -2
Week 12	<b>MOCK TEST</b>
Week 13	Statistical Decision Theory
Week 14	Statistical Quality Control
Week 15	<b>REVISION</b>

<b>Name of the Assistant Professor: Ms. Neeru Siwas</b> <b>Class And Section: B.com(SFS)IInd(D)</b> <b>Subject: Digital Fluency in Business</b> <b>Teaching Term: 7th January to 5th May 2025(Excluding Holi Break)</b>	
Week 1	<b>DATATRANSMISSION &amp;COMPUTERNETWORK</b> Concept of data, information and data processing, Levels or type of information, Uses of information, Business data Processing Cycle. Communication: Basic elements of a Communication System,
Week 2	Forms of Data Transmission, Data transmission speed, Modes of Data Transmission: Analog and Digital data transmissions, Data Transmission Media; Wire- wireless, Microwave, Fiber-optics, and Communication Satellites. (Assignment).
Week 3	Computer Network, Advantages of Networking, Types of Computer Networks- LAN, MAN and WAN, Public,and Private Network, Network Topologies.
Week 4	<b>E-COMMERCE AND E-PAYMENT SYSTEMS</b> Meaning, Features and Benefits of E-Commerce. E-Commerce VS Traditional Commerce, Need for E-Commerce, Elements and Applications of E-Commerce, Types of E-Commerce System: B2B, B2C, C2C, C2B, B2G and G2C.
Week 5	Meaning of E – Payment System. E - Payment System VS Traditional Payment System. Types of E- Payment Systems - Electronic Clearing Services.
Week 6	Credit and Debit Card Payments, Contactless Cards, Rupay Cards, UPI, RTGS, NEFT, IMPS, E-Money. Benefits and Limitations of E – Payment System.
Week 7	Threats andSecurity Schemes an electronic Payment systems.(Test)
Week 8	<b>WORKINGWITH EXCELSPREADSHEET</b> ,Introduction to Spreadsheets- Features-Components of Worksheet, Menu Bars. Working with worksheets-cells-Entering,
Week 9	Editing, moving, copying, cutting, pasting, Inserting and deleting of cells, rows and columns, Basic text and cell formatting - Basic arithmetic calculation - Special paste Freeze pane.
Week 10	Auto completion of series - Sort and filter - Creating and editingcharts, Types of Chart, Print the worksheet. (Test).
Week 11	Perform calculations by using the SUM function, MIN and MAX functions, COUNT function, AVERAGE function. Perform logical operations by using the IF function, SUMIF function, AVERAGEIF function.
Week 12	<b>MOCK TEST</b>
Week 13	<b>PRESENTATIONFORBUSINESS</b> :Presentation with Power- Point: Features of Power-point, Creating presentation the easy way, Title Bar, Menu Bar, Toolbars - Creating a New presentation,
Week 14	Opening and Closing presentation - Save and Save As - Closing presentation, Print Preview - Printing of presentation and Saving a presentation, Cut, Copy and Paste, Font, Color, Style and Size selection, inserting picture, working with different views, graphics in Power Point, Sound Effects and Animations effects.
Week 15	<b>REVISION</b>

<b>Name of the Assistant Professor: Ms. Neeru Siwas</b> <b>Class And Section: B.com(Voc) VIth(D)</b> <b>Subject: Information Technology in Business</b> <b>Teaching Term: 7th January to 5th May 2025(Excluding Holi Break)</b>	
Week 1	Information Technology Basis: Introduction, Information, Information Technology (IT), Present Scenario, Role of Information Technology, introduction to Telecommunications, Computer Networks, Communication Systems.
Week 2	Internet and W.W.W. , E-Mail, Introduction to Intranets & Extranets, Emerging trends in IT: Introduction, Electronic Commerce (E-Commerce), (EDI) Electronic Data Interchange.
Week 3	Mobile Communication, Bluetooth, Global positioning system, Imminent communication, Smart Card, Imminent Technologies.(Test )
Week 4	Types of Modern Data base Mgt. System,; Distributed data processing:- Introduction, Advantages and disadvantages of Distributed Systems Introductions to Multimedia: introduction, Multimedia Systems,
Week 5	Multimedia Authoring Tools, Types of Presentations, Multimedia in Marketing and educations, Introduction to virtual Reality.
Week 6	New Technologies in Introduction Technology: Introduction to Hypermedia, Artificial Intelligence and Business Intelligence, Knowledge Discovery in Data base ( KDD).(Assignment).
Week 7	Dataware houses and Data Marts, Data Mining and on line Analytical Processing (OLAP), Enterprise Resource Planning (ERP); Introduction, reason for growth of ERP in Market Benefits of ERP,
Week 8	Supply Chain Management (SCM): evaluation of CRM, Element of Supply Chain, Customer Relationship Management (CRM) & Retailers, Advantage of SCM, Geographic Information System (GIS).
Week 9	Computer in Business and Industry : Accounting Inf. System (AIS): Meaning, Characteristics, its Major Sub System, Management Information System
Week 10	Meaning. Concept, Input & Output of MIS, Decision support System, Office Automation Systems.(Test)
Week 11	Executive Inf. System, Marketing Inf. System and Financial Information System Mobile Computing and Business on the Internet: Mobile computing,
Week 12	MOCK TEST
Week 13	Web advertising, Secure transactions the Internet:- Electronic Catalogs , Web Advertising, Secure Transactions.
Week 14	Mobile Newspaper, Tele Communicating, Wireless Mobile Computing, Business on the Internet:- Electronic Catalogs
Week 15	REVISION

<b>Name of the Assistant Professor: Ms. Neeru Siwas</b> <b>Class And Section: B.com(Voc) IVth(D+E)</b> <b>Subject: DBMS II</b> <b>Teaching Term: 7th January to 5th May 2025(Excluding Holi Break)</b>	
Week 1	Data, Information, Data Processing, Database Terms,
Week 2	Database Technologies: Introduction, Internet Databases, Web Technology, Web Databases, Digital Libraries,
Week 3	Mobile Databases, Data Independence Concepts, . E.R Model:- Basics of E.R Model, Conversion of E.R. Model into Relations
Week 4	Physical Data Organization: Introduction, Physical Storage Media, RAID (Redundant Arrays of Independent Disk) Technology, Advantage and Disadvantage of RAID Technology
Week 5	Unit-II Decision Support Systems (DSS): History of DSS, Characteristics of DSS, Benefits of DSS, Components of DSS, Operational Data versus DSS Data. Relationship: One-to-one, One-to-Many, Many-to-Many. Data Warehousing and
Week 6	Data Mining: Introduction, Main Components of Data Warehouses, Benefits and Limitations of Data Warehouse, Data Mining: Introduction, Data Mining Tools, Data Mining Application
Week 7	Unit-III Advanced Database Models, Database Security: Types of Database Failures,
Week 8	Types of Database Recovery, Types of Database Security issue
Week 9	Authorization and Authentication, Audit Trails, Firewalls, Data Encryption and Data Decryption(Data Cryptography)
Week 10	Database Operation in Microsoft Access: Creating Table, Creating forms,
Week 11	creating a Simple Query and Modifying a Query Creating a Simple Query and Modifying a Query, Types of Query, subqueries, retrieval and deletion
Week 12	MOCK TEST
Week 13	Microsoft Power Point: Introduction, Tools, Menus , slides, Animation
Week 14	Revision Unit 1 and 2
Week 15	Revision Unit 3and 4

<b>Name of the Assistant Professor: Ms. Samina</b> <b>Class And Section: B.com(Voc) VIth(D)</b> <b>Subject: Computer Aided Drafting &amp; Advanced Topics in Computer-II</b> <b>Teaching Term: 7<sup>th</sup> January to 5<sup>th</sup> May 2025(Excluding Holi Break)</b>	
<b>Week 1</b>	Computer Aided Design: Implementations of CAD, Features of CAD, Future of CAD.
<b>Week 2</b>	Artificial Intelligence (AI) for intelligent manufacturing, Elements of AI.
<b>Week 3</b>	Knowledge based Expert System, Machine Vision System, Neural Networks.
<b>Week 4</b>	Hardware & Software requirements of Auto CAD, Data Communication and Networks.(Assignment)
<b>Week 5</b>	Definition and Robot history, Features of Robots, Application of Robots in Industry Data Encryption, Industrial Report.
<b>Week 6</b>	Robot Programming Methods and Robot Programming Language.(Test)
<b>Week 7</b>	Multimedia: Definitions, Multimedia Components; Compact disk, Sounds.
<b>Week 8</b>	Image, Text, Hypertext, hypermedia, Animation, Morphing, Video.
<b>Week 9</b>	Virtual Reality, Virtual Reality Technology and Tools, Computer-Integrated manufacturing Systems.(Test)
<b>Week 10</b>	Computer Graphics, Applications of Computer Graphics.
<b>Week 11</b>	Display devices Basic Terms, Raster-Scan Display.
<b>Week 12</b>	<b>MOCK TEST</b>
<b>Week 13</b>	Random Scan, Display, Direct View Storage Tube, Flat panel Display.
<b>Week 14</b>	Input Devices, hardcopy devices.
<b>Week 15</b>	<b>REVISION</b>

<b>Name of the Assistant Professor: Ms. Samina</b> <b>Class And Section: B.com(Voc) VIth(E)</b> <b>Subject: Information Technology in Business</b> <b>Teaching Term: 7<sup>th</sup> January to 5<sup>th</sup> May 2025(Excluding Holi Break)</b>	
<b>Week 1</b>	Information Technology Basis: Introduction, Information, Information Technology (IT), Present Scenario, Role of Information Technology, introduction to Telecommunications, Computer Networks, Communication Systems.
<b>Week 2</b>	Internet and W.W.W. , E-Mail, Introduction to Intranets & Extranets, Emerging trends in IT: Introduction, Electronic Commerce (E-Commerce), (EDI) Electronic Data Interchange.
<b>Week 3</b>	Mobile Communication, Bluetooth, Global positioning system, Imminent communication, Smart Card, Imminent Technologies.(Test )
<b>Week 4</b>	Types of Modern Data base Mgt. System,; Distributed data processing:- Introduction, Advantages and disadvantages of Distributed Systems Introductions to Multimedia: introduction, Multimedia Systems,
<b>Week 5</b>	Multimedia Authoring Tools, Types of Presentations, Multimedia in Marketing and educations, Introduction to virtual Reality.
<b>Week 6</b>	New Technologies in Introduction Technology: Introduction to Hypermedia, Artificial Intelligence and Business Intelligence, Knowledge Discovery in Data base ( KDD).(Assignment).
<b>Week 7</b>	Dataware houses and Data Marts, Data Mining and on line Analytical Processing (OLAP), Enterprise Resource Planning (ERP); Introduction, reason for growth of ERP in Market Benefits of ERP,
<b>Week 8</b>	Supply Chain Management (SCM): evaluation of CRM, Element of Supply Chain, Customer Relationship Management (CRM) & Retailers, Advantage of SCM, Geographic Information System (GIS).
<b>Week 9</b>	Computer in Business and Industry : Accounting Inf. System (AIS): Meaning, Characteristics, its Major Sub System, Management Information System
<b>Week 10</b>	Meaning. Concept, Input & Output of MIS, Decision support System, Office Automation Systems.(Test)
<b>Week 11</b>	Executive Inf. System, Marketing Inf. System and Financial Information System Mobile Computing and Business on the Internet: Mobile computing,
<b>Week 12</b>	<b>MOCK TEST</b>
<b>Week 13</b>	Web advertising, Secure transactions the Internet:- Electronic Catalogs , Web Advertising, Secure Transactions.
<b>Week 14</b>	Mobile Newspaper, Tele Communicating, Wireless Mobile Computing, Business on the Internet:- Electronic Catalogs
<b>Week 15</b>	<b>REVISION</b>

<b>Name of the Assistant Professor: Ms. Samina</b> <b>Class And Section: B.com(Aided)IInd(A)</b> <b>Subject: Digital Fluency in Business</b> <b>Teaching Term: 7th January to 5th May</b> <b>2025(Excluding Holi Break)</b>	
<b>Week 1</b>	<b>DATATRANSMISSION &amp;COMPUTERNETWORK</b> Concept of data, information and data processing, Levels or type of information, Uses of information, Business data Processing Cycle. Communication: Basic elements of a Communication System,
<b>Week 2</b>	Forms of Data Transmission, Data transmission speed, Modes of Data Transmission: Analog and Digital data transmissions, Data Transmission Media; Wire- wireless, Microwave, Fiber-optics, and Communication Satellites. (Assignment).
<b>Week 3</b>	Computer Network, Advantages of Networking, Types of Computer Networks- LAN, MAN and WAN, Public and Private Network, Network Topologies.
<b>Week 4</b>	<b>E-COMMERCE AND E-PAYMENT SYSTEMS</b> Meaning, Features and Benefits of E-Commerce. E-Commerce VS Traditional Commerce, Need for E-Commerce, Elements and Applications of E-Commerce, Types of E-Commerce System: B2B, B2C, C2C, C2B,B2G ,G2C.
<b>Week 5</b>	Meaning of E – Payment System. E - Payment System VS Traditional Payment System. Types of E- Payment Systems - Electronic Clearing Services.
<b>Week 6</b>	Credit and Debit Card Payments, Contactless Cards, Rupay Cards, UPI, RTGS, NEFT, IMPS, E-Money. Benefits and Limitations of E – Payment System.
<b>Week 7</b>	Threats andSecurity Schemes of an electronic Payment Systems.(Test)
<b>Week 8</b>	<b>WORKINGWITH EXCELSPREADSHEET</b> Introduction to Spreadsheets- Features-Components of Worksheet, Menu Bars. Working withworksheets-cells-Entering,
<b>Week 9</b>	Editing, moving, copying, cutting, pasting, Inserting and deleting of cells, rows and columns, Basic text and cell formatting - Basic arithmetic calculation - Special paste Freeze pane.
<b>Week 10</b>	Auto completion of series - Sort and filter - Creating and editing charts, Types of Chart, Print the worksheet. (Test).
<b>Week 11</b>	Perform calculations by using the SUM function,MIN and MAX functions, COUNT function, AVERAGE function. Perform logical operations by using the IF function, SUMIF function, AVERAGEIF function.
<b>Week 12</b>	<b>MOCK TEST</b>
<b>Week 13</b>	Presentation with Power- Point: Features of Power-point, Creating presentation the easy way, Title Bar, Menu Bar, Toolbars
<b>Week 14</b>	Opening and Closing presentation - Save and Save As - Closing presentation, Print Preview - Printing of presentation and Saving a presentation, Cut, Copy and Paste, Font, Color, Style and Size selection, inserting picture, working with different views, graphics in Power Point, Sound effects and Animations effects.
<b>Week 15</b>	<b>REVISION</b>



<b>Name of the Assistant Professor: Ms. Samina</b> <b>Class And Section: B.com(SFS)IInd(E)</b> <b>Subject: Digital Fluency in Business</b> <b>Teaching Term: 7<sup>th</sup> January to 5<sup>th</sup> May 2025(Excluding Holi Break)</b>	
<b>Week 1</b>	<b>DATATRANSMISSION &amp;COMPUTERNETWORK</b> Concept of data, information and data processing, Levels or type of information, Uses of information, Business data Processing Cycle. Communication: Basic elements of a Communication System,
<b>Week 2</b>	Forms of Data Transmission, Data transmission speed, Modes of Data Transmission: Analog and Digital data transmissions, Data Transmission Media; Wire- wireless, Microwave, Fiber-optics, and Communication Satellites. (Assignment).
<b>Week 3</b>	Computer Network, Advantages of Networking, Types of Computer Networks- LAN, MAN and WAN, Public and Private Network, Network Topologies.
<b>Week 4</b>	<b>E-COMMERCE AND E-PAYMENT SYSTEMS</b> Meaning, Features and Benefits of E-Commerce. E-Commerce VS Traditional Commerce, Need for E-Commerce, Elements and Applications of E-Commerce, Types of E-Commerce System: B2B, B2C, C2C, C2B,B2G and G2C.
<b>Week 5</b>	Meaning of E – Payment System. E - Payment System VS Traditional Payment System. Types of E- Payment Systems - Electronic Clearing
<b>Week 6</b>	Credit and Debit Card Payments, Contactless Cards, Rupay Cards, UPI, RTGS, NEFT, IMPS, E-Money. Benefits and Limitations of E – Payment System.
<b>Week 7</b>	Threats andSecurity Schemes of an electronic Payment Systems.(Test)
<b>Week 8</b>	<b>WORKINGWITH EXCELSPREADSHEET</b> Introduction to Spreadsheets- Features-Components of Worksheet, Menu Bars. Working withworksheets-cells-Entering,
<b>Week 9</b>	Editing, moving, copying, cutting, pasting, Inserting and deleting of cells, rows and columns, Basic text and cell formatting - Basic arithmetic calculation - Special paste Freeze pane.
<b>Week 10</b>	Auto completion of series - Sort and filter - Creating and editing charts, Types of Chart, Print the worksheet. (Test).
<b>Week 11</b>	Perform calculations by using the SUM function, MIN and MAX functions, COUNT function, AVERAGE function. Perform logical operations by using the IF function, SUMIF function, AVERAGEIF function.
<b>Week 12</b>	<b>MOCK TEST</b>
<b>Week 13</b>	Presentation with Power- Point: Features of Power-point, Creating presentation the easy way, Title Bar, Menu Bar, Toolbars - Creating a New presentation
<b>Week 14</b>	Opening and Closing presentation - Save and Save As - Closing presentation, Print Preview - Printing of presentation and Saving a presentation, Cut, Copy and Paste, Font, Color, Style and Size selection, inserting picture, working with different views, graphics in Power Point, Sound effects and Animations effects.
<b>Week 15</b>	<b>REVISION</b>

**Name of the Assistant Professor: Ms. Pooja Gupta**  
**Class And Section: B.Com(SFS) 2<sup>nd</sup> Sem – E, F,BBA**  
**Subject: - Internet and Web Design**

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

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

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

**Name of the Assistant Professor: Ms. Kunika Arora**  
**Class & Section: BBA II Semester**  
**Subject: Business Communication (SEC)**

Week 1	Introduction to the syllabus, Basics of communication
Week 2	Seven C's of effective communication, barriers to communication
Week 3	The ethical context of communication
Week 4	Letter writing components, layout and process
Week 5	E-mail communication, bad news message
Week 6	Persuasive written communication. Class test-1
Week 7	Memos, notices
Week 8	Agenda and minutes of the meeting
Week 9	Types of business reports, structure of report, long and short reports
Week 10	Abstracts and summaries, proposals. Class test – 2
Week 11	Reading Skills, listening Skills
Week 12	Mock test
Week 13	Note making, Persuasive speaking
Week 14	Body language, gestures
Week 15	Revision

**Name of the Assistant Professor: Ms. Kunika Arora**  
**Class & Section: BBA IV Semester**  
**Subject: Human Resource Management**  
**Teaching Term: 7<sup>th</sup> January to 5<sup>th</sup> May, 2025 (Excluding Holi Break)**

Week 1	Introduction Nature, scope of Human Resource Management
Week 2	HRM objectives, and functions, HRM policies, HRM in globally competitive environment
Week 3	Strategic Human Resource Management, HR outsourcing – BPO, KPO, class test #1
Week 4	Acquiring human resources – human resource planning, job analysis, and job design
Week 5	Employee involvement, flexible work schedule, recruitment
Week 6	Selecting human resources, placement and induction, right sizing of the organization
Week 7	Developing human resources- employee training, training needs assessment
Week 8	Training methods and evaluation, cross cultural training, designing executive development program
Week 9	Techniques of executive development, career planning and development
Week 10	Employee retention, succession planning, class test # 2
Week 11	Enhancing and rewarding performance, establishing performance management system, establishing pay plans and rewards
Week 12	Mock test
Week 13	Employee benefits, ensuring a safe and healthy work environment
Week 14	Balanced score card, competency based HRM
Week 15	Revision

**Name of the Assistant Professor: Ms. Kunika Arora**  
**Class & Section: BBA II Semester**  
**Subject: Indian Economic Policy (Minor)**  
**Teaching Term: 7<sup>th</sup> January to 5<sup>th</sup> May, 2025 (Excluding Holi Break)**

Week 1	Introduction to Indian Economy – Basic characteristics and features of Indian economy
Week 2	Economic Planning in India: Features
Week 3	Economic Planning in India: Objectives
Week 4	Assessment of Indian Economic Planning. Class Test-1
Week 5	Demographic features of Indian Economy.
Week 6	Demographic features of Indian Economy. Class Test- 2
Week 7	1991 Economic Reforms – Liberalization
Week 8	1991 Economic Reforms –Globalization.
Week 9	1991 Economic Reforms – Privatization.
Week 10	Poverty and unemployment in India.
Week 11	Programmed for eradication of poverty and unemployment with special reference to the post – reform era. Assignment
Week 12	Mock test
Week 13	Agriculture: Features of Indian Agriculture. Impact of Green Revolution on Indian Agriculture.
Week 14	Recent Trends in Agricultural Development - Causes of Deceleration and Future Challenges.
Week 15	Revision

**Name of the Assistant Professor: Ms. Kunika Arora**  
**Class & Section: BBA VI Semester**  
**Subject: Consumer Protection**  
**Teaching Term: 7<sup>th</sup> January to 5<sup>th</sup> May, 2025 (Excluding Holi Break)**

Week 1	Concept and types of consumer, need for consumer protection, approaches to consumer protection
Week 2	Consumer buying motives, doctrine of caveat emptor and caveat venditor
Week 3	Concept of consumer sovereignty, basic consumer rights
Week 4	Measures for consumer protection in India, basic provisions of the consumer protection Act
Week 5	Organizational set up for consumer protection under CPA
Week 6	Procedure of filling a complaint, relief available, class test # 1
Week 7	MRTP Act and competition Act – provisions relating to consumer protection
Week 8	Role of voluntary consumer organizations, formation and registration of a voluntary consumer organization
Week 9	Business self-regulation, consumer Awareness – role of media and govt.
Week 10	Recent developments in consumer protection movement, consumer information and knowledge as a means of protection
Week 11	Sources of consumer information, class test # 2
Week 12	Mock test
Week 13	Ethical marketing practices as an instrument of consumer protection
Week 14	Role of Advertising Standard Council of India in consumer protection
Week 15	Revision



<b>Name of the Assistant Professor: Dr. Preeti Vijay</b> <b>Class and Section: B. Com (SFS) 1<sup>st</sup> year (D+E)</b> <b>Subject: Advance Financial Accounting</b>	
Week 1	Definition and features of Partnership Accounts, Partner's Capital and Current Accounts, Profit and loss Appropriation Account
Week 2	Treatment of Goodwill in Partnership Accounts, Change in profit sharing ratio, Admission of a partner
Week 3	Retirement of a partner, Death of a partner
Week 4	Dissolution of Partnership including Garner vs Murray , <b>Test 1</b>
Week 5	Branch Accounts ( including foreign branch)
Week 6	Departmental Accounts, <b>Assignment</b>
Week 7	Hire purchase System
Week 8	Hire purchase system and Instalment payment system
Week 9	Royalty Accounts
Week 10	Computerized accounting by using TALLY accounting software, <b>Test 2</b>
Week 11	Generating reports by using computerized accounting system – Cash Book: Single column and with bank column, Ledger Accounts
Week 12	<b>MOCK TEST</b>
Week 13	Generating reports by using computerized accounting system – Profit and loss account, Balance sheet
Week 14	Doubts clearing and revision
Week 15	<b>REVISION</b>

<b>Name of the Assistant Professor: Dr. Preeti Vijay</b> <b>Class And Section: B. Com 1<sup>st</sup> Year (D+E+F)</b> <b>Subject: Corporate Leadership</b>	
Week 1	Concept of Leadership
Week 2	Trait and Behavioral approaches
Week 3	Contingencies approach
Week 4	Interactive framework for analyzing leadership, Leader as an Individual and Test-I
Week 5	Power and Influence, Leadership and Values
Week 6	Emotional Leadership, Leadership Behavior and Assignment
Week 7	Courage and Moral Leadership, Motivation and Empowerment
Week 8	Leader as communication Champion, Leading Teams
Week 9	Leadership Diversity , Creating Vision and Strategic Direction
Week 10	Shaping Culture and Values and Test – II
Week 11	Designing and Leading Learning Organizations
Week 12	<b>MOCK TEST</b>
Week 13	Leadership and Change
Week 14	Revision
Week 15	<b>REVISION</b>

<b>Name of the Assistant Professor: Dr. Preeti Vijay</b> <b>Class And Section: M.Com. 2<sup>nd</sup> sem</b> <b>Subject: Financial Risk Management</b> <b>Teaching Term: 7<sup>th</sup> January to 5<sup>th</sup> May 2025(Excluding Holi Break)</b>	
Week 1	Financial Institutions and Intermediaries: classification, role and importance.
Week 2	Introduction to Risk: Interest risk, market risk, operating risk and technological risk. Role and impact in financial institution.
Week 3	Identification of Risk: Types of Risk Analysis, benefits and drawbacks of Risk Analysis.
Week 4	Types of Risk: Liquidity Risk, Operational Risk, Market Risk, Credit Risk and Other Risk. Test - 1
Week 5	Risk Management: Introduction, need, principles and Risk Management Process.
Week 6	Risk Management Organization and Risk Management Framework. Different approaches used in RMF. Benefits of RMF.
Week 7	Interest rate and market risk: Principles. Tools and techniques, core strategies. Types of market risks.
Week 8	Credit Risk Management. Foreign Exchange Risk : Factors influencing foreign exchange risk. Foreign Exchange risk management strategies. Test - 2
Week 9	Liquidity and Insolvency Risk : Approaches and Fundamental principles. Management of liquidity risk. Factors effecting liquidity and insolvency risk.
Week 10	Operational Risk: meaning, objectives and challenges. Steps in ORM process.
Week 11	Technology risk: process of managing technology risk. Pillars of technology risk.
Week 12	<b>MOCK TEST</b>
Week 13	Risk Management Tools: different types of Derivatives. Organizational structure for Risk Management.
Week 14	RBI Norms and Risk Management. BIS and BASEL Norms.
Week 15	<b>REVISION</b>

**Name of the Assistant Professor: LEENA GAURI**

**Class And Section: BBA 6<sup>th</sup> sem**

**Subject: Income Tax**

**Teaching Term: 7<sup>th</sup> January to 5<sup>th</sup> May 2025(Excluding Holi Break)**

Week 1	Income tax: introduction and important definition; Residence and tax liability (basis of charge)
Week 2	Exemption from tax (tax-free incomes); Income from salaries
Week 3	Income from salaries (taxability of retirement benefits)
Week 4	Income from house property; <b>Topic: (class test)</b>
Week 5	Profits and gains of business and profession
Week 6	Capital gain
Week 7	Income from other sources; <b>Topic: (assignment)</b>
Week 8	Clubbing of incomes and aggregation of incomes or deemed incomes
Week 9	Set-off or carry forward and set-off of losses
Week 10	Deduction from gross total income while computing total income; <b>Topic:(class test)</b>
Week 11	Computation of total income of individuals
Week 12	<b>MOCK TEST</b>
Week 13	Computation of tax liability of individuals
Week 14	Deduction and collection of tax at source
Week 15	<b>REVISION</b>

<b>Name of the Assistant Professor: Leena Gauri</b> <b>Class And Section: BBA 4th sem</b> <b>Subject: Human rights and value</b> <b>Teaching Term: 7<sup>th</sup> January to 5<sup>th</sup> May 2025(Excluding Holi Break)</b>	
Week 1	Human rights; Evolution of human rights
Week 2	Types of human rights; Constitutional provisions To Right to equality
Week 3	Constitutional provisions To Right to life, Liberty and Dignity; Constitutional provisions To Right against exploitation
Week 4	Constitutional provisions to cultural and educational rights; Topic: (Class test)
Week 5	Constitutional provisions to economic, political and social rights; Deprivation of human rights: Core issues
Week 6	Disadvantaged groups; Disadvantaged groups: Children; Disadvantaged groups: Scheduled castes and scheduled tribes
Week 7	Disadvantaged groups: physically and mentally handicapped; Disadvantaged groups: homeless and slum dwellers
Week 8	Disadvantaged groups: refugees and internally displaced persons; Topic: (Assignment)
Week 9	Violation of human rights; Nuclear weapons and terrorism
Week 10	Government system for redressal: judiciary, National Human Rights Commission & other statutory commissions; Topic: (class test)
Week 11	Media advocacy, creation of human rights literacy and awareness; Concept of human values; Value education
Week 12	<b>MOCK TEST</b>
Week 13	Evolution of value orientation education; Character formation toward positive personality
Week 14	Value education toward national and global development; National integration and international understanding
Week 15	<b>REVISION</b>

<b>Name of the Assistant Professor: Leena Gauri</b> <b>Class And Section: BBA 2 nd Semester</b> <b>Subject: Essentials Of Economics</b> <b>Teaching Term: 7<sup>th</sup> January to 5<sup>th</sup> May 2025(Excluding Holi Break)</b>	
Week 1	Exploring the nature of economics; Scope and fields of economics
Week 2	Economic system and economic policy; The problem of scarcity and choices in economics
Week 3	Market Dynamics: Demand and supply; Market and its classification
Week 4	National income: Definition, Concepts, and Estimation methods; Topic: Economic model and its types, nature scope of economics (Assignment)
Week 5	Economic growth and development; The role of productivity and capital formation in economic growth and development
Week 6	Saving and investment: Their roles and impact on economic growth and stability
Week 7	Government spending and the multiplier effects: Boosting the economic activity; The economics of central banking
Week 8	Credit creation; Topic: Corruption, Unemployment and poverty (Class test)
Week 9	Trade openness and economic growth; Determination of exchange rate
Week 10	Understanding inflation and income inequality: causes, types and consequences;
Week 11	Poverty and unemployment: Causes, consequences and solution; Topic: Working of Trade openness, Measurement to trade openness and its impact on economic growth (Class test)
Week 12	MOCK TEST
Week 13	Corruption- A social and economic menace
Week 14	Human development and global warming: Interconnections, challenges, and pathways to sustainable progress
Week 15	REVISION

**Name of the Assistant Professor: Leena Gauri**

**Class And Section: BBA 4 th semester**

**Subject: Business Research Methods**

**Teaching Term: 7th January to 5th May 2025(Excluding Holi Break)**

Week 1	Introduction to business research
Week 2	Theoretical framework of research; The research process
Week 3	Problem definition; Hypothesis
Week 4	Business research proposals; Data collection: (class test)
Week 5	Research design: An overview; Experimental design
Week 6	Measurement scales; Sampling
Week 7	Methods of data collection; Use of Computer in research: (Assignment)
Week 8	Data processing; Questionnaire designing
Week 9	Analysis and interpretation of data
Week 10	Multivariate analysis; Questionnaire Designing: (Class test)
Week 11	Statistical models for research
Week 12	<b>MOCK TEST</b>
Week 13	Research report
Week 14	Use of computer in research
Week 15	<b>REVISION</b>

**Name of the Assistant Professor: Ms. Leena Bhatia**  
**Class And Section: B.Com(Voc) 4<sup>th</sup> Sem - D+E**  
**Subject: Structural Programming & Computer Graphics - II**  
**Teaching Term: 7<sup>th</sup> January to 5<sup>th</sup> May 2025(Excluding Holi Break)**

WEEK -1	Introduction to 'C' language, Programming rules, Executing the program Data types , Data types , Constants , Constants , Variables, Keywords, Comments
WEEK -2	Operators , Operators , If else statement, Nested if , If else ladder, Class Test-I
WEEK -3	Switch case , While loop , While loop, Nested while , For loop, Nested for Break statement, Continue statement, Assignment
WEEK -4	Do while, GoTo Statement, Structured programming- meaning & its components, Advantages & Disadvantages of structured programming Scanf() , Printf()
WEEK -5	Revisiting of Array (Revision) , Pointer definition & declaration, Operations on pointer , Programs on pointer , Array of pointers
WEEK -5	Functions definition & advantages , Function prototype, Function calling, Programs on functions, Passing parameters
WEEK -6	Call by value & Call by reference, Scope rules of functions, Recursion, Programs on recursion, Program development in C
WEEK -7	Compiler & Interpreter, Formatted console functions, Unformatted console functions, Structures- definition & declaration, Class Test -II
WEEK -8	Input & Output of Structure, Accessing structure elements, How structure elements are stored, Structure within structures
WEEK -9	Unions- definition & declaration, Unions of structures, Programs on structure & unions, Sequential search, Binary search
WEEK -10	Difference between while, do while or for loop, Introduction to Computer Graphics & its definition, Types of Computer graphics
WEEK - 11	Applications of computer graphics CAD, presentation graphics, Computer Art, Entertainment, Education & Training, Visualization, Image processing, GUI
WEEK -12	MOCK TEST
WEEK -13	Terminologies of computer graphics, Display Devices CRT monitor , LCD monitor, Plasma & LED, Raster Scan Display method, Random Scan Display method
WEEK -14	Input devices for interactive graphics Keyboard, Mouse, Light pen, Data glove, Graphics tablet, Scanner, Microphone, Programmers Model of Interactive graphics system, Storage format for pictures
WEEK -15	REVISION



**Name of the Assistant Professor: Ms. Leena Bhatia**  
**Class And Section: B.Com(Voc) 6<sup>th</sup> Sem - E**  
**Subject: - Computer Aided Drafting & Advanced Topics in Computer - II**  
**Teaching Term: 7<sup>th</sup> January to 5<sup>th</sup> May 2025(Excluding Holi Break)**

WEEK -1	Computer Aided Design: Implementations of CAD, Features of CAD, Future of CAD, Artificial Intelligence (AI) for intelligent and manufacturing,
WEEK -2	Element of AI , Knowledge based Expert System , Machine Vision System, Class Test-I
WEEK -3	Neural Networks, Hardware & Software requirements of Auto CAD
WEEK -4	Data Communication and networks, Data Encryption, Assignment
WEEK -5	Industrial Report, Definition and Robot history, Features of Robots, Application of Robots in Industry
WEEK -5	Robot Programming Methods , Robot Programming Language, Multimedia: Definitions, Multimedia Components
WEEK -6	Compact disk, Sounds, Image ,Text , Hypertext, Hypermedia, Animation, Videos
WEEK -7	Morphing, Virtual Reality, Virtual Reality Technology and Tools, Class Test -II
WEEK -8	Virtual Reality Technology and Tools, Computer-Integrated manufacturing Systems,
WEEK -9	Computer-Integrated manufacturing Systems, Computer Graphic: Applications of Computer Graphics
WEEK -10	Computer Graphic: Applications of Computer Graphics, Display devices Basic Terms
WEEK - 11	Display devices Basic Terms, Raster-Scan Display Random Scan, Flat panel Display,
WEEK -12	MOCK TEST
WEEK -13	Direct View Storage Tube, Display View Storage Tube, Flat panel Display
WEEK -14	Flat panel Display, Input Devices Hardcopy devices
WEEK -15	REVISION

**Name of the Assistant Professor: Ms. Leena Bhatia**  
**Class And Section: B.Com(SFS) 2<sup>nd</sup> Sem – D,E**  
**Subject: - Internet and Web Design**

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

**Name of the Assistant Professor: Ms. Rachna**  
**Class and Section: B. Com 1<sup>st</sup> Year (Roll no. 01 to 80)**  
**Subject: Corporate Leadership**

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

**Name of the Assistant Professor: Ms. Rachna**

**Class and Section: B. Com 3<sup>rd</sup> Year (C)**

**Subject: Auditing**

**Teaching Term: 7<sup>th</sup> January to 5<sup>th</sup> May 2025(Excluding Holi Break)**

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

<b>Name of the Assistant Professor: Ms. Nalnee</b> <b>Class and Section: B. Com (Aided) 1<sup>st</sup> year (C)</b> <b>Subject: Advance Financial Accounting</b>	
Week 1	Definition and features of Partnership Accounts, Partner's Capital and Current Accounts, Profit and loss Appropriation Account
Week 2	Treatment of Goodwill in Partnership Accounts, Change in profit sharing ratio, Admission of a partner
Week 3	Retirement of a partner, Death of a partner
Week 4	Dissolution of Partnership including Garner vs Murray , <b>Test 1</b>
Week 5	Branch Accounts ( including foreign branch)
Week 6	Departmental Accounts, <b>Assignment</b>
Week 7	Hire purchase System
Week 8	Hire purchase system and Instalment payment system
Week 9	Royalty Accounts
Week 10	Computerized accounting by using TALLY accounting software, <b>Test 2</b>
Week 11	Generating reports by using computerized accounting system – Cash Book: Single column and with bank column, Ledger Accounts
Week 12	<b>MOCK TEST</b>
Week 13	Generating reports by using computerized accounting system – Profit and loss account, Balance sheet
Week 14	Doubts clearing and revision
Week 15	<b>REVISION</b>

**Name of the Assistant Professor: Ms. Nalnee**  
**Class And Section: B. Com 1<sup>st</sup> Year (Roll no. 151 to 220)**  
**Subject: Corporate Leadership**

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

**Name of the Assistant Professor: Ms. Nalnee**

**Class And Section: B. Com SFS (Roll no. 56 and onwards) and BCA**

**Subject: Marketing Management (MDC)**

Week 1	Introduction to marketing, nature, scope of marketing
Week 2	Tasks of marketing management, corporate orientation towards marketplace
Week 3	Marketing environment and its types
Week 4	Impact of environment factors on marketing, ethical issues in marketing
Week 5	<b>Test -1</b> and understanding consumer and business markets and their decision process in markets
Week 6	Building customer Value, satisfaction and loyalty
Week 7	Market segmentation, Targeting and positioning approaches
Week 8	Concept of Product Differentiation and tools of product differentiation
Week 9	<b>Test -2</b> Introduction of product, product life cycle, product line decisions
Week 10	New product development, branding ,packaging and labelling decisions
Week 11	Determinants of price ,pricing methods and strategies
Week 12	<b>MOCK TEST</b>
Week 13	<b>Assignment</b> Promotion mix, public relations, personal selling
Week 14	Channels of distribution, Functions of intermediaries, selecting channels members ,wholesalers and retailers
Week 15	<b>REVISION</b>

**Name of the Assistant Professor: Mamta Kumari**

**Class And Section: B.com (Hons.), 4<sup>th</sup> Semester**

**Subject: Auditing**

**Teaching Term: 7<sup>th</sup> January to 5<sup>th</sup> May 2025(Excluding Holi Break)**

Week 1	Introduction, Objects, Importance and Limitations of Auditing.
Week 2	Classification of Audit. Audit Planning.
Week 3	Internal control, Internal check, and Internal Audit.
Week 4	Routine Checking and Vouching. Class Test- I
Week 5	Verification of Assets and Liabilities. Valuation of Assets.
Week 6	Appointment, Power, Duties and Liabilities of an Auditor. Assignment.
Week 7	Audit Committee. Depreciation, Provisions and Reserves
Week 8	Audit Report. Class Test-II
Week 9	Investigation.
Week 10	Cost Audit.
Week 11	Tax Audit.
Week 12	<b>MOCK TEST</b>
Week 13	Management Audit.
Week 14	Auditing and Assurance Standards (AAS)
Week 15	<b>REVISION</b>



**Name of the Assistant Professor: Mamta Kumari**  
**Class And Section: B.com (Pass), 4<sup>th</sup> semester, Section – A & C**  
**Subject: Business Statistics -II**  
**Teaching Term: 7<sup>th</sup> January to 5<sup>th</sup> May 2025(Excluding Holi Break)**

Week 1	Index Numbers – I
Week 2	Index Numbers - II Class Test - I
Week 3	Time Series Analysis - I
Week 4	Time Series Analysis - II
Week 5	Time Series Analysis – III Assignment
Week 6	Probability - I
Week 7	Probability – I ( Practical Problems)
Week 8	Probability – II Class Test - II
Week 9	Probability Distribution – I : Binomial Distribution
Week 10	Probability Distribution – I : Binomial Distribution ( Practical Problems).
Week 11	Probability Distribution – II: Poisson Distribution.
Week 12	<b>MOCK TEST</b>
Week 13	Probability Distribution –III: Normal Distribution.
Week 14	Probability Distribution –III: Normal Distribution ( Practical Problems).
Week 15	<b>REVISION</b>

**Name of the Assistant Professor: Mamta Kumari**  
**Class And Section: BCA(Minor), 2<sup>nd</sup> Semester**  
**Subject: Fundamentals of Accounting**

Week 1	Meaning and Scope of Accounting.
Week 2	Basic Accounting Terms and Bases of Accounting.
Week 3	Accounting Principles. Class Test- I
Week 4	Double Entry System.
Week 5	Recording of Accounting Transactions.
Week 6	Cash Book. Assignment.
Week 7	Cash Book(Practical Problems)
Week 8	Special Purpose Subsidiary Book. Class Test - II
Week 9	Special Purpose Subsidiary Book ( Practical Problems).
Week 10	Trial Balance.
Week 11	Final Accounts.
Week 12	<b>MOCK TEST</b>
Week 13	Final Accounts with Adjustments.
Week 14	Final Accounts with Adjustments ( Practical Problems)
Week 15	<b>REVISION</b>

<b>Name of the Assistant Professor: Dr. Sonam yadav</b> <b>Class And Section: B.com(aided &amp; sfs)</b> <b>Subject: Indian economic policy (Minor)</b> <b>Teaching Term: 7<sup>th</sup> January to 5<sup>th</sup> May 2025 (Excluding Holi Break)</b>	
Week 1	Features of Indian economy
Week 2	Economic planning in India: features, objectives and assessment of Indian planning
Week 3	Demographic features of Indian economy
Week 4	1991 Economic reforms-Liberalization, Globalization, Privatization
Week 5	Poverty and unemployment in India
Week 6	Programmes for eradication of poverty and unemployment
Week 7	Post- Reform era
Week 8	Introduction to agriculture
Week 9	Features of agriculture, impact of green revolution
Week 10	Recent trends in agricultural development
Week 11	Causes of deceleration in agriculture
Week 12	<b>MOCK TEST</b>
Week 13	Future challenges in agriculture
Week 14	Causes of slow growth and steps taken by government
Week 15	<b>REVISION</b>

**Name of the Assistant Professor: Dr. Sonam yadav**  
**Class And Section: B.com (aided & sfs, B.A, BCA)**  
**Subject: Foundation of management**  
**Teaching Term: 7<sup>th</sup> January to 5<sup>th</sup> May 2025(Excluding Holi Break)**

Week 1	Management: An Introduction
Week 2	Nature of Management: Some Important Issues
Week 3	Planning: Concept and process
Week 4	Types of Plans
Week 5	Decision making
Week 6	Management by Objectives
Week 7	Organising: Concept, Natureand Process
Week 8	Forms of Organisation structure and Contingency Factors
Week 9	Departmentation : need and basis
Week 10	Authority and Responsibility
Week 11	Decentralization and centralization
Week 12	<b>MOCK TEST</b>
Week 13	Controlling : concept and process
Week 14	Controlling techniques
Week 15	<b>REVISION</b>

**Name of the Assistant Professor: Dr. Sonam yadav**  
**Class And Section: B.com sec-c**  
**Subject: Digital fluency in business**  
**Teaching Term: 7<sup>th</sup> January to 5<sup>th</sup> May 2025 (Excluding Holi Break)**

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

**Name of the Assistant Professor: Dr. Sonam yadav**  
**Class And Section: M.Com 4<sup>th</sup> sem**  
**Subject: Cost accounting standards and reporting**  
**Teaching Term: 7<sup>th</sup> January to 5<sup>th</sup> May 2025(Excluding Holi Break)**

Week 1	Institute of cost accountants of India: An introduction
Week 2	Generally accepted cost accounting principles
Week 3	Cost accounting standards: An overview, Cost auditor
Week 4	Cost accounting Standards(CAS 1-4), cost accounting standards
Week 5	Cost accounting Standards(CAS 5-8)
Week 6	Cost accounting Standards(CAS 10-13)
Week 7	Cost accounting Standards(CAS 15&16)
Week 8	Cost accounting Standards(CAS 18&19)
Week 9	Cost accounting Standards(CAS 9&14)
Week 10	Cost accounting Standards(CAS 17&20)
Week 11	Cost accounting Standards(CAS 21&22)
Week 12	<b>MOCK TEST</b>
Week 13	Cost accounting records and cost audit
Week 14	Cost auditing and assurance standard board(CAASB)
Week 15	<b>REVISION</b>

<b>Name of the Assistant Professor: Ms. Monika</b> <b>Class And Section: B. Com CA 2<sup>nd</sup> Year (D)</b> <b>Subject: Corporate Law -II</b> <b>Teaching Term: 7<sup>th</sup> January to 5<sup>th</sup> May 2025(Excluding Holi Break)</b>	
Week 1	Share : Types of Shares, Allotment of Shares, Transfer and Transmission of shares
Week 2	Depository System: Meaning and Importance, Paperless Trading: Benefits and Procedure, Need for Educating investors
Week 3	Share Capital: Meaning and forms of Capital, Alterations of share Capital, Further issue of share capital, Rights of Pre - emption of shares
Week 4	Shareholders and Members: Difference between Shareholders and Members, Modes of acquiring Membership, Termination of Membership
Week 5	Who may be the Members? Rights and Liabilities of members, Meeting of Company: Essentials of Valid Meeting Test – I
Week 6	Meeting of Shareholders: Statutory Meeting, Annual General Meeting, Extra Ordinary General Meeting, Meeting of Board of Directors
Week 7	Proxy, Voting, Notice, Agenda and minutes of meeting Assignment
Week 8	Duties, Powers and Liabilities of Directors, <b>Presentation</b>
Week 9	Appointment and removal of Directors, <b>Presentation</b>
Week 10	Winding up: Meaning, winding by tribunal – petition for winding up, Test – II
Week 11	Voluntary winding up, Powers and Duties of Company Liquidator
Week 12	<b>MOCK TEST</b>
Week 13	Consequences of winding up
Week 14	Doubts and Revision
Week 15	<b>REVISION</b>

**Name of the Assistant Professor: Ms. Monika**  
**Class and Section: B. Com 1<sup>st</sup> Year (Roll no. 81 to 150)**  
**Subject: Corporate Leadership**

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



<b>Name of the Assistant Professor: Mrs. Gunjan Aneja</b> <b>Class And Section: B.com 1st year (2nd sem), section(A&amp;E)</b> <b>Subject: Business statistical Application</b>	
Week 1	Binomial Distribution
Week 2	Poisson Distribution
Week 3	Normal Distribution
Week 4	Normal Distribution Class Test -1
Week 5	Correlation Analysis, Class Assignment
Week 6	Correlation Analysis
Week 7	Regression Analysis
Week 8	Regression Analysis Class Test -2
Week 9	Time series Analysis -1
Week 10	Time series Analysis -1
Week 11	Time series Analysis -2
Week 12	<b>MOCK TEST</b>
Week 13	Statistical Decision Theory
Week 14	Statistical Quality Control
Week 15	<b>REVISION</b>

<b>Name of the Assistant Professor: Mrs Gunjan Aneja</b> <b>Class And Section: MDC (BCA – 1<sup>st</sup> year, BBA – 1<sup>st</sup> year, B.Sc (Home Science)</b> <b>Subject: Business Documentation</b>	
Week 1	Business Documentation: An overview
Week 2	Types of Business Documentation
Week 3	Drafting of Business Documents
Week 4	Financial Documents Class Test – 1
Week 5	Board Documents
Week 6	Other important documents Assignment
Week 7	Banking documents
Week 8	Mutual Funds and Stock Market documents
Week 9	Mutual Funds and Stock Market documents Class Test - 2
Week 10	Prospectus
Week 11	Types of Bank Accounts
Week 12	<b>MOCK TEST</b>
Week 13	Bills of Exchange
Week 14	Promissory Notes
Week 15	<b>REVISION</b>

**Name of the Assistant Professor: Mrs Gunjan Aneja**  
**Class And Section: MDC (BCA – 1<sup>st</sup> year)**  
**Subject: Corporate Leadership**

Week 1	Concept of Leadership
Week 2	Trade and Behavioral Approach
Week 3	Contingency Approach
Week 4	Interactive Framework for Analyzing Leadership Class Test - 1
Week 5	Leader as an Individual, Power and Influence
Week 6	Leadership and Values, Emotional Leadership Assignment
Week 7	Leadership Behavior, Courage and Moral Leadership
Week 8	Motivation and Empowerment
Week 9	Leader as an Communication champion Class Test - 2
Week 10	Leading Team, Leadership Diversity
Week 11	Creating Vision and Strategic Direction, Shaping Culture and Values
Week 12	<b>MOCK TEST</b>
Week 13	Designing and Leading Learning Organization
Week 14	Leadership and Change
Week 15	<b>REVISION</b>