

K.L Mehta Dayanand College For Women, Faridabad
Lesson plan (Jan-Apr 2019)

Name of Asst/Associate Professor : Ms. PRIYAMVADA THAKUR
Class & Section: B.Com. (Pass) IV Sem (2 Sections)
Subject: BRF

	Date	Topics to be covered
Week 1	01.01.2019	Introduction to syllabus
	02.01.2019	Indian partnership Act, 1932
	03.01.2019	Characteristics of partnership
	04.01.2019	Touchstone of partnership
	05.01.2019	Partnership Deed
	06.01.2019	Sunday
	07.01.2019	Kinds of partnership
Week 2	08.01.2019	Rights and duties of partners
	09.01.2019	Relation of partner to third party
	10.01.2019	Types of partners
	11.01.2019	Minor partner
	12.01.2019	Reconstitution of partnership firm
	13.01.2019	sunday
	14.01.2019	Dissolution of firm
Week 3	15.01.2019	Rights and duties of partners on dissolution
	16.01.2019	Settlement of accounts after dissolution
	17.01.2019	Registration of partnership firm
	18.01.2019	Advantages of registration
	19.01.2019	Revision
	20.01.2019	Sunday
	21.01.2019	Class test: Partnership Act
Week 4	22.01.2019	Negotiable instruments Act, 1881
	23.01.2019	Characteristics and presumptions
	24.01.2019	Kinds of negotiable instruments
	25.01.2019	Sir Chottu Ram Jayanti
	26.01.2019	Republic day
	27.01.2019	Sunday
	28.01.2019	Promissory Note
Week 5	29.01.2019	Bills of exchange
	30.01.2019	Kinds of bills of exchange

	31.01.2019	Cheque
	01.02.2019	Comparison between cheque, BOE & promissory note
	02.02.2019	Island and Foreign Instruments
	03.02.2019	Sunday
	04.02.2019	Maturity of instruments
Week 6	05.02.2019	Parties to negotiable instruments
	06.02.2019	Holder of a negotiable instruments
	07.02.2019	Special privileges of holder in due course
	08.02.2019	Payment in due course
	09.02.2019	Capacity of parties
	10.02.2019	Sunday
	11.02.2019	Liability of parties to negotiable instrument
Week 7	12.02.2019	Negotiation
	13.02.2019	Endorsement
	14.02.2019	Acceptance
	15.02.2019	Acceptance and payment for honor
	16.02.2019	Presentation
	17.02.2019	Sunday
	18.02.2019	Discharge of parties from liability
Week 8	19.02.2019	Guru RavidasJayanti
	20.02.2019	Dishonor
	21.02.2019	Noting and protesting
	22.02.2019	Hundi
	23.02.2019	Class test: Endorsement
	24.02.2019	Sunday
	25.02.2019	Sale of goods Act, 1930
Week 9	26.02.2019	Contract of sale
	27.02.2019	Sale and agreement to sell
	28.02.2019	Maharishi DayanandSaraswatiJayanti
	01.03.2019	Contract of sale Vs. other contracts
	02.03.2019	Subject matter of contract of sale of goods
	03.03.2019	Sunday
	04.03.2019	Shivratri
Week 10	05.03.2019	Destruction of goods
	06.03.2019	Price
	07.03.2019	Conditions and warranties
	08.03.2019	Implied conditions

	09.03.2019	Implied warranties
	10.03.2019	Sunday
	11.03.2019	Doctrine of caveat emptor
Week 11	12.03.2019	Meaning of transfer of title
	13.03.2019	Appropriation of goods
	14.03.2019	Exceptions to transfer of title
	15.03.2019	Delivery of goods
	16.03.2019	Rights and duties of buyer
	17.03.2019	Sunday
		Holi Vacations 17.03.19-24.03.2019
Week 12	25.03.2019	Unpaid seller: Meaning
	26.03.2019	Rights against goods
	27.03.2019	Rights against buyer
	28.03.2019	Sale by auction
	29.03.2019	Right to information Act, 2005
	30.03.2019	Features of RTI
	31.03.2019	Sunday
Week 13	01.04.2019	Procedure of obtaining information
	02.04.2019	Appeals
	03.04.2019	Exemptions from disclosure of information
	04.04.2019	The central information commission
	05.04.2019	To continue
	06.04.2019	Sale of goods
	07.04.2019	Sunday
Week 14	08.04.2019	Sale of goods
	09.04.2019	The state information commission
	10.04.2019	Functions and powers of information commission
	11.04.2019	Functions and powers of information commission – continued
	12.04.2019	Salary and allowances
	13.04.2019	Salary and allowances - continued
	14.04.2019	Sunday
Week 15	15.04.2019	Obligations of public authorities
	16.04.2019	Obligations of public authorities - continued
	17.04.2019	MahaveerJayanti
	18.04.2019	Duties of public information officer
	19.04.2019	revision
	20.04.2019	Test of unit 4

	21.04.2019	Sunday
Week 16	22.04.2019	Revision
	23.04.2019	Revision
	24.04.2019	Revision
	25.04.2019	Revision
	26.04.2019	Revision
	27.04.2019	Revision
	28.04.2019	Sunday
Week 17	29.04.2019	
	30.04.2019	

K.L Mehta Dayanand College For Women, Faridabad
Lesson plan (Jan-Apr 2019)

Name of Asst/Associate Professor :Ms. PRIYAMVADA THAKUR		
Class & Section: B.Com (Voc.) VI Sem (2 Sections)		
Subject: Cost Accounting		
	Date	Topics to be covered
Week 1	01.01.2019	Introduction to Syllabus
	02.01.2019	Meaning and principles of process costing
	03.01.2019	Preparation of process cost A/C
	04.01.2019	Normal and abnormal loss
	05.01.2019	Practice of questions
	06.01.2019	Sunday
	07.01.2019	Opening and closing stock
Week 2	08.01.2019	Joint product
	09.01.2019	Accounting methods of By-Products
	10.01.2019	Practice of questions
	11.01.2019	Process costing in oil industry
	12.01.2019	Inter-Process profits
	13.01.2019	sunday
	14.01.2019	Merits and demerits
Week 3	15.01.2019	Preparation of A/Cs
	16.01.2019	Practice of questions
	17.01.2019	Doubts clearing session
	18.01.2019	Class test
	19.01.2019	Introduction to contract costing

	20.01.2019	Sunday
	21.01.2019	Preparation of contract A/C
Week 4	22.01.2019	Practice of questions
	23.01.2019	Incomplete contracts
	24.01.2019	Work in progress A/C
	25.01.2019	Sir Chottu Ram Jayanti
	26.01.2019	Republic day
	27.01.2019	Sunday
	28.01.2019	Practice of questions
Week 5	29.01.2019	Contracts near completion
	30.01.2019	Practice of questions
	31.01.2019	Escalation clause
	01.02.2019	Practice of questions
	02.02.2019	Preparation of balance sheet
	03.02.2019	Practice of questions
	04.02.2019	Cost plus contract
Week 6	05.02.2019	Practice of questions
	06.02.2019	Doubt clearing session
	07.02.2019	Introduction of job costing
	08.02.2019	Preparation of A/Cs
	09.02.2019	To continue
	10.02.2019	Sunday
	11.02.2019	Batch costing
Week 7	12.02.2019	Economic batch quantity
	13.02.2019	Preparation of A/Cs
	14.02.2019	Class test
	15.02.2019	Budgeting and budgetary control
	16.02.2019	Advantages and limitations of budgetary control
	17.02.2019	Sunday
	18.02.2019	Installation of budgetary control system
Week 8	19.02.2019	Guru Ravidas Jayanti
	20.02.2019	Sales budget
	21.02.2019	Preparing sales budget
	22.02.2019	Material budget
	23.02.2019	Overhead budget
	24.02.2019	Sunday
	25.02.2019	Cash budget

Week 9	26.02.2019	Preparing cash budget
	27.02.2019	Fixed and flexible budget
	28.02.2019	Maharishi Dayanand Saraswati Jayanti
	01.03.2019	Preparing flexible budget
	02.03.2019	Zero base budget
	03.03.2019	Sunday
	04.03.2019	Shivratri
Week 10	05.03.2019	Merits and demerits of zero base budget
	06.03.2019	Performance budget
	07.03.2019	Merits and steps in performance budget
	08.03.2019	Meaning of responsibility A/Cing
	09.03.2019	Merits and demerits of responsibility A/Cing
	10.03.2019	Sunday
	11.03.2019	Assignment : Budgetary control
Week 11	12.03.2019	Standard costing
	13.03.2019	Limitations of standard costing
	14.03.2019	Determination of standard costing
	15.03.2019	Cost variance
	16.03.2019	Material variance
	17.03.2019	Sunday
		Holi Vacations 17.03.19-24.03.2019
Week 12	25.03.2019	Calculation of material variance
	26.03.2019	Calculation of material variance
	27.03.2019	Labour variance
	28.03.2019	Calculation of labour variance
	29.03.2019	Marginal costing
	30.03.2019	Absorption costing
	31.03.2019	Sunday
Week 13	01.04.2019	Cost-Volume-Profit analysis
	02.04.2019	Break-Even point analysis
	03.04.2019	Key factor
	04.04.2019	Break-Even chart
	05.04.2019	Concept of decision making
	06.04.2019	Variance
	07.04.2019	Sunday
Week 14	08.04.2019	Exploring a new market
	09.04.2019	Practical problems in sales-mix

	10.04.2019	Make or buy decision
	11.04.2019	Shut-down decision
	12.04.2019	To continue
	13.04.2019	Revision
	14.04.2019	Sunday
Week 15	15.04.2019	Revision
	16.04.2019	Revision
	17.04.2019	Mahaveer Jayanti
	18.04.2019	Revision
	19.04.2019	Revision
	20.04.2019	Revision
	21.04.2019	Sunday
Week 16	22.04.2019	Revision
	23.04.2019	Revision
	24.04.2019	Revision
	25.04.2019	Revision
	26.04.2019	Revision
	27.04.2019	Revision
	28.04.2019	Sunday
Week 17	29.04.2019	Revision
	30.04.2019	Revision

K.L Mehta Dayanand College For Women, Faridabad

Lesson plan (Jan-Apr 2019)

Name of Asst/Associate Professor : Ms. NEERU BHATIA		
Class & Section: B.Com(Pass) IV Sem (2 SECTIONS)		
Subject: Corporate Accounting		
	Date	Topics to be covered
Week 1	01.01.2019	Internal Reconstruction: Concept
	02.01.2019	Types of Internal Reconstruction
	03.01.2019	Accounting Procedure of Internal Reconstruction
	04.01.2019	Practical Questions of Internal Reconstruction
	05.01.2019	Practical Questions
	06.01.2019	Sunday
	07.01.2019	Practical Questions
Week 2	08.01.2019	Practical Questions
	09.01.2019	Practical Questions
	10.01.2019	Practical Questions
	11.01.2019	Practical Problems of students
	12.01.2019	Practical Problems of students
	13.01.2019	sunday
	14.01.2019	Introduction of Amalgamation, Absorption & Reconstruction
Week 3	15.01.2019	Important terms of Amalgamation
	16.01.2019	Purchase Consideration Methods
	17.01.2019	Accounting Treatment in the Books of Transferor Company
	18.01.2019	Accounting Treatment in the Books of Transferee Company
	19.01.2019	Practical Questions of Amalgamation
	20.01.2019	Sunday
	21.01.2019	Practical Questions of Amalgamation
Week 4	22.01.2019	Practical Questions of Amalgamation
	23.01.2019	Practical Questions of Amalgamation
	24.01.2019	Practical Questions of Amalgamation
	25.01.2019	Sir Chottu Ram Jayanti

	26.01.2019	Republic day
	27.01.2019	Sunday
	28.01.2019	Assignment What is Purchase Consideration As per As-14? Explain the methods of Purchase Consideration.

Week 5	29.01.2019	Practical Questions of Amalgamation
	30.01.2019	Problems of Fraction Shares
	31.01.2019	Practical Questions of Fraction Shares
	01.02.2019	Practical Questions of Fraction Shares
	02.02.2019	Practical problems of Students
	03.02.2019	Sunday
	04.02.2019	Practical problems of students
Week 6	05.02.2019	Liquidation: Meaning and Methods
	06.02.2019	Order of Payments in Liquidation
	07.02.2019	Practical Questions of Liquidator's Final Statement of Accounts
	08.02.2019	Liquidator's Remuneration to Equity Shareholders - Practicals
	09.02.2019	Distribution Of Surplus-Practicals
	10.02.2019	Sunday
	11.02.2019	Calls In Arrears- Practicals
Week 7	12.02.2019	Removing of Disparity among Shareholders
	13.02.2019	Calls on Equity Shares- Practicals
	14.02.2019	Practical Questions
	15.02.2019	When different categories of Equity Shares have Different Nominal Values - Practicals
	16.02.2019	Receiver for Debenture Holders- Practicals
	17.02.2019	Sunday
	18.02.2019	List of Contributories- Practicals
Week 8	19.02.2019	Guru Ravidas Jayanti
	20.02.2019	Statement of Affairs-Practicals
	21.02.2019	Deficiency or Surplus A/C
	22.02.2019	Practical Problems
	23.02.2019	Practical problems
	24.02.2019	Sunday

	25.02.2019	Test Liquidation of company
Week 9	26.02.2019	Financial Reporting-Meaning, Objectives, Mutual Fund
	27.02.2019	Mutual Fund
	28.02.2019	Maharishi Dayanand Saraswati Jayanti
	01.03.2019	Non Banking Financial Companies
	02.03.2019	Non Banking Financial Companies
	03.03.2019	Sunday
	04.03.2019	Shivratri

Week 10	05.03.2019	Stock Brokers
	06.03.2019	Accounts of Banking Companies-Introduction
	07.03.2019	Performa of Profit & Loss A/C
	08.03.2019	Explanation of Schedule of Profit & Loss A/C
	09.03.2019	Rebate on Bills Discounted
	10.03.2019	Sunday
	11.03.2019	Practical Questions of Profit & Loss A/C
Week 11	12.03.2019	Non Performing Assets
	13.03.2019	Provisioning for Advances Covered by ECGC/DICGC Guarantee
	14.03.2019	New Revised Format of Balance Sheet
	15.03.2019	Explanation of Schedules in Balance Sheet
	16.03.2019	Practical Questions of Balance Sheet
	17.03.2019	Sunday
		Holi Vacations 17.03.19-24.03.2019
Week 12	25.03.2019	Practical Questions of Balance Sheet
	26.03.2019	Practical Questions of Balance Sheet
	27.03.2019	Practical Questions of Balance Sheet
	28.03.2019	Practical Questions of Balance Sheet
	29.03.2019	Practical Problems
	30.03.2019	Assignment Give Specimen of Profit & Loss A/C & Balance Sheet of Banking Companies

	31.03.2019	Sunday
Week 13	01.04.2019	Practical Problems
	02.04.2019	Accounts of Holding Companies- Introduction, Advantages, Disadvantages
	03.04.2019	Consolidated Balance Sheet
	04.04.2019	Cost of Control/Capital Reserve
	05.04.2019	Practical Questions of Partly Owned Subsidiary
	06.04.2019	Practical Questions of Partly Owned Subsidiary
	07.04.2019	Sunday
Week 14	08.04.2019	Practical Questions of Partly Owned Subsidiary
	09.04.2019	Pre-Acquisition & Post -Acquisition Profits/Reserves
	10.04.2019	Practical Questions
	11.04.2019	Adjustment for Unrealized Profits included in Inventory
	12.04.2019	Elimination of Mutual Ownings
	13.04.2019	Debentures & Preference Shares in the Subsidiary Company
	14.04.2019	Sunday
Week 15	15.04.2019	Dividend Received from Subsidiary Company out of Pre & Post Acquisition profits
	16.04.2019	Practical Questions
	17.04.2019	Mahaveer Jayanti
	18.04.2019	Practical Questions
	19.04.2019	Practical problems
	20.04.2019	Test Accounts of Holding Company
	21.04.2019	Sunday
Week 16	22.04.2019	Revision
	23.04.2019	Revision
	24.04.2019	Revision
	25.04.2019	Revision
	26.04.2019	Revision

	27.04.2019	Revision
	28.04.2019	Sunday
Week 17	29.04.2019	Revision
	30.04.2019	Revision

**K.L Mehta Dayanand College For Women, Faridabad
Lesson plan (Jan-Apr 2019)**

Name of Asst/Associate Professor: Ms. NEERU BHATIA		
Class & Section: B.Com (pass) II Sem (2 Sections)		
Subject: Business management		
	Date	Topics to be covered
Week 1	01.01.2019	Staffing Concept: Introduction, Meaning, Definition And Features Of Staffing
	02.01.2019	Importance Of Staffing, Steps Of Staffing Process
	03.01.2019	Matching Job And People Concept
	04.01.2019	Importance Of Job Analysis Methods & Brief Revision Of The Chapter
	05.01.2019	Recruitment : meaning , definition, process
	06.01.2019	Sunday
	07.01.2019	Internal And External Sources Of Recruitment
Week 2	08.01.2019	Merits And Demerits Of Different Sources Of Recruitment
	09.01.2019	Oral test of chapters : staffing and recruitment
	10.01.2019	Selection: Meaning , Definition And Selection Process Of Employees
	11.01.2019	Process Continue
	12.01.2019	Doubts Session Of Students
	13.01.2019	sunday
	14.01.2019	Training : Meaning, Definition, Nature Of Training
Week 3	15.01.2019	Difference Between Training And Development , Difference Between Training And Education
	16.01.2019	Importance Of Training To Enterprise
	17.01.2019	Importance Of Training To Enterprise
	18.01.2019	On The Job Training Methods
	19.01.2019	Off The Job Training Methods
	20.01.2019	Sunday
	21.01.2019	Principles Of Training And Brief Revision Of Chapter

Week 4	22.01.2019	Revise The Syllabus Of Unit 1
	23.01.2019	Group Discussion By Students On The Topic – On The Job Training Methods V/S Off The Job Training Methods
	24.01.2019	Motivation : introduction , meaning, definition, nature
	25.01.2019	Sir Chottu Ram Jayanti
	26.01.2019	Republic day
	27.01.2019	Sunday
	28.01.2019	Importance and process of motivation
Week 5	29.01.2019	Traditional theories of motivation
	30.01.2019	Maslow’s and Hygiene theory of motivation
	31.01.2019	Mc – gregor’s theory of motivation
	01.02.2019	Ouchi’s z theory of motivation
	02.02.2019	Indian v/s Japanese management system
	03.02.2019	Sunday
	04.02.2019	Techniques of motivation – positive and negative techniques , financial techniques
Week 6	05.02.2019	Non financial motivational techniques
	06.02.2019	Individual and group motivators , extrinsic & intrinsic motivators
	07.02.2019	Problems and principles of motivation and Assignment Techniques of motivation
	08.02.2019	Leadership : meaning , definition , nature
	09.02.2019	Importance of leadership
	10.02.2019	Sunday
	11.02.2019	Functions of leadership
Week 7	12.02.2019	Qualities of a leader
	13.02.2019	Theories of leadership
	14.02.2019	Theories of leadership
	15.02.2019	Motivational and autocratic leadership styles
	16.02.2019	Democratic and free rein leadership styles
	17.02.2019	Sunday
	18.02.2019	Difference between autocratic , democratic and free rein leadership styles and result based leadership styles
Week 8	19.02.2019	Guru Ravidas Jayanti
	20.02.2019	Determinants of leadership styles
	21.02.2019	Leadership as continuum
	22.02.2019	management system of likert
	23.02.2019	test of Management system and revision of the chapter

	24.02.2019	Sunday
		Test
	25.02.2019	leadership
Week 9	26.02.2019	Doubt clearing session of unit 2
	27.02.2019	Communication : meaning , definition ,features
	28.02.2019	Maharishi Dayanand Saraswati Jayanti
	01.03.2019	Process of communication , importance of communication
	02.03.2019	Formal communication : meaning , features , merits ,demerits and types
	03.03.2019	Sunday
	04.03.2019	Shivratri
Week 10	05.03.2019	Network of formal communication
	06.03.2019	InFormal communication : meaning , features , merits
	07.03.2019	Limitation of informal communication , grapevine communication
	08.03.2019	Difference between formal and informal communication , oral media of communication
	09.03.2019	Barriers to communication
	10.03.2019	Sunday
	11.03.2019	Steps to overcome barriers of communication, essentials of effective communication
Week 11	12.03.2019	Revision of chapter communication
	13.03.2019	Presentation by students on media of communication
	14.03.2019	Controlling : meaning , definition and nature
	15.03.2019	Controlling : meaning , definition and nature
	16.03.2019	Objectives and importance of controlling
	17.03.2019	Sunday
		Holi Vacations 17.03.19-24.03.2019
Week 12	25.03.2019	Process of controlling
	26.03.2019	Difficulties and principles of controlling
	27.03.2019	Scope of controlling and its relationship with other functions of management
	28.03.2019	Control techniques: budgetary control techniques – meaning, features, requisites and advantages
	29.03.2019	Disadvantages and process of budgetary control techniques
	30.03.2019	Types of budgets : departmental budget ,master budget , variable and fixed budget
	31.03.2019	Sunday
Week	01.04.2019	Breakeven points analysis, stastical data and special; report techniques

13	02.04.2019	Internal audit techniques, personal observation
	03.04.2019	modern control techniques – zero based budgeting
	04.04.2019	responsibility accounting techniques, management techniques , MIS
	05.04.2019	Evaluation of programme network analysis
		Assignment
	06.04.2019	Control techniques
	07.04.2019	Sunday
Week 14	08.04.2019	Revision of unit 3
	09.04.2019	Management of change : meaning , resistance to change
	10.04.2019	Nature and causes of change
	11.04.2019	Types of changes , process of planned change and change agent
	12.04.2019	causes of resistance to change and overcome them
	13.04.2019	Emerging horizons of management in changing environment
	14.04.2019	Sunday
Week 15	15.04.2019	Doubts clearing session
	16.04.2019	Revision
	17.04.2019	Mahaveer Jayanti
	18.04.2019	Revision
	19.04.2019	Revision
	20.04.2019	Revision
	21.04.2019	Sunday
Week 16	22.04.2019	Revision
	23.04.2019	Revision
	24.04.2019	Revision
	25.04.2019	Revision
	26.04.2019	Revision
	27.04.2019	Revision
	28.04.2019	Sunday
Week 17	29.04.2019	Revision
	30.04.2019	Revision

K L MEHTA DAYANAND COLLEGE FOR WOMEN, FARIDABAD

Summary of Lesson Plans of College Faculty		
Name of Asst/Associate Professor : Dr. Rekha Goel		
Class & Section: B.Com (Pass) IV Semester (2 Sections)		
Subject: Corporate Law- II Code: 4.04		
Academic Session Jan-March 2019		
	Date	Topics to be covered
Week 1	01.01.2019	Introduction
	02.01.2019	Share capital: - Meaning of capital
	03.01.2019	Share capital: - forms of capital
	04.01.2019	Alteration of share capital-1
	05.01.2019	Alteration of share capital-2
	06.01.2019	Sunday
	07.01.2019	Reduction of share capital-1
Week 2	08.01.2019	Reduction of share capital-2
	09.01.2019	Further issue of share capital -1
	10.01.2019	Further issue of share capital -2
	11.01.2019	Rights of pre-emption of shares
	12.01.2019	Assignment
	13.01.2019	sunday
	14.01.2019	Unit- III Meeting of Company
Week 3	15.01.2019	Essentials of valid meeting
	16.01.2019	meetings of Shareholders: - Annual general meeting
	17.01.2019	Extra-ordinary general meeting
	18.01.2019	meetings of board of directors
	19.01.2019	Proxy
	20.01.2019	Sunday
	21.01.2019	Voting
Week 4	22.01.2019	Notice
	23.01.2019	Agenda
	24.01.2019	Minutes of meetings
	25.01.2019	Assignment
	26.01.2019	Republic day
	27.01.2019	Sunday
	28.01.2019	Prerna Diwas in College
Week 5	29.01.2019	Class test of Unit III

	30.01.2019	Class Test of Unit II
	31.01.2019	Class Test of Unit I
	01.02.2019	Tutorial for Units
	02.02.2019	Tutorial for Units
	03.02.2019	Sunday
	04.02.2019	Shareholders and Members
Week 6	05.02.2019	Difference between Shareholders and members
	06.02.2019	Modes of acquiring membership
	07.02.2019	termination of membership
	08.02.2019	Who may be members ?
	09.02.2019	Rights and Liabilities of members
	10.02.2019	Sunday
	11.02.2019	Assignment
Week 7	12.02.2019	Unit- IV Winding Up: - Meaning
	13.02.2019	Petition for winding up
	14.02.2019	Mahashivratri
	15.02.2019	Voluntary winding up
	16.02.2019	Winding up by the Tribunal
	17.02.2019	Sunday
	18.02.2019	Powers and Duties of company Liquidator -1
Week 8	19.02.2019	Guru Ravidas Jayanti
	20.02.2019	Powers and Duties of company Liquidator-2
	21.02.2019	consequences of winding up
	22.02.2019	Assignment
	23.02.2019	Revision for class test
	24.02.2019	Sunday
	25.02.2019	class test
Week 9	26.02.2019	Unit 3- Directors
	27.02.2019	Duties of Directors
	28.02.2019	Maharishi Dayanand Saraswati Jayanti
	01.03.2019	Powers of Directors
	02.03.2019	Liabilities of directors
	03.03.2019	Sunday
	04.03.2019	Shivratri
Week 10	05.03.2019	Appointment of directors
	06.03.2019	removal of directors
	07.03.2019	Assignment

	08.03.2019	Class revision of chapter -directors
	09.03.2019	Class Test
	10.03.2019	Sunday
	11.03.2019	Revision for Mock Test
Week 11	12.03.2019	Revision for Mock Test
	13.03.2019	Revision for Mock Test
	14.03.2019	Revision for Mock Test
	15.03.2019	Revision for Mock Test
	16.03.2019	Revision for Mock Test
	17.03.2019	Sunday
		Holi Vacations 17.03.19-24.03.2019
Week 12	25.03.2019	Mock Test
	26.03.2019	Mock Test
	27.03.2019	Mock Test
	28.03.2019	Mock Test
	29.03.2019	Mock Test
	30.03.2019	Mock Test
	31.03.2019	Sunday
Week 13	01.04.2019	Paperless Trading-1
	02.04.2019	Paperless Trading-2
	03.04.2019	Benefits and Procedure of Paperless Trading-1
	04.04.2019	Benefits and Procedure of Paperless Trading-2
	05.04.2019	Need for educating investors-1
	06.04.2019	Need for educating investors-2
	07.04.2019	Sunday
Week 14	08.04.2019	Unit 1- Depository System –meaning and importance -1
	09.04.2019	- Depository System –meaning and importance -2
	10.04.2019	Shares: - Types of shares
	11.04.2019	Allotment of Shares
	12.04.2019	Transfer and Transmission of shares-1
	13.04.2019	Transfer and Transmission of shares-2
	14.04.2019	Sunday
Week 15	15.04.2019	Revision and Class Test
	16.04.2019	Revision and Class Test
	17.04.2019	Mahaveer Jayanti
	18.04.2019	Revision and Class Test
	19.04.2019	Revision and Class Test

	20.04.2019	Revision and Class Test
	21.04.2019	Sunday
Week 16	22.04.2019	Revision and Class Test
	23.04.2019	Revision and Class Test
	24.04.2019	Revision and Class Test
	25.04.2019	Revision and Class Test
	26.04.2019	Revision and Class Test
	27.04.2019	Revision and Class Test
	28.04.2019	Sunday
	29.04.2019	Revision and Class Test
	30.04.2019	Revision and Class Test

K L Mehta Dayanand College for Women, Faridabad

Summary of Lesson Plans of College Faculty		
Name of Asst/Associate Professor : Dr. Rekha Goel		
Class & Section: B.Com. Pass VI Sem. (2 Sections)		
Subject: Goods and Services Tax (GST) & Customs Law (Code: 6.05)		
Academic Session Jan-March 2019-2		
	Date	Topics to be covered
Week 1	01.01.2019	Unit – I Introduction
	02.01.2019	Salient feature of GST-1
	03.01.2019	Salient feature of GST-2
	04.01.2019	Salient feature of GST-3
	05.01.2019	Salient feature of GST-4
	06.01.2019	Sunday
	07.01.2019	concept of GST-1
Week 2	08.01.2019	concept of GST-2
	09.01.2019	Benefit of GST
	10.01.2019	Constitutional Framework of Goods and Services tax-1
	11.01.2019	Constitutional Framework of Goods and Services tax-2

	12.01.2019	Supply under GST
	13.01.2019	sunday
	14.01.2019	Meaning and scope of supply -1
Week 3	15.01.2019	Meaning and scope of supply-2
	16.01.2019	Meaning and scope of supply-3
	17.01.2019	composite and mixed supply-1
	18.01.2019	composite and mixed supply-2
	19.01.2019	Important definitions -1
	20.01.2019	Sunday
	21.01.2019	Assignment cum Test
Week 4	22.01.2019	Important definitions-2
	23.01.2019	Important definitions-3
	24.01.2019	Unit – III Registration
	25.01.2019	Sir Chottu Ram Jayanti
	26.01.2019	Republic day
	27.01.2019	Sunday
	28.01.2019	Issue of invoices
Week 5	29.01.2019	tax invoice, revised tax invoice
	30.01.2019	credit note, debit note
	31.01.2019	bill of supply, receipt voucher
	01.02.2019	refund voucher, payment voucher
	02.02.2019	invoices in special cases
	03.02.2019	Sunday
	04.02.2019	E-way bill
Week 6	05.02.2019	Assignment cum Test
	06.02.2019	Customs Act 1962: Unit – IV Customs duty
	07.02.2019	types, importance
	08.02.2019	Important definitions-1
	09.02.2019	Important definitions -2
	10.02.2019	Sunday
	11.02.2019	documents required for import
Week 7	12.02.2019	documents required for export procedure
	13.02.2019	Export Promotion Scheme
	14.02.2019	Mahashivratri
	15.02.2019	Unit – II Place of Supply
	16.02.2019	Within state/Union territory
	17.02.2019	Sunday

	18.02.2019	Interstate Supply, Import and export
Week 8	19.02.2019	Guru Ravidas Jayanti
	20.02.2019	Time of Supply of goods and services-1
	21.02.2019	Time of Supply of goods and services-2
	22.02.2019	Value of supply including valuation rules-1
	23.02.2019	Value of supply including valuation rules -2
	24.02.2019	Sunday
	25.02.2019	Input tax credit:- Eligibility and conditions for taking Input Tax Credit
Week 9	26.02.2019	Input tax credit:- Eligibility and conditions for taking Input Tax Credit-
	27.02.2019	Apportionment of credit and blocked credit
	28.02.2019	Maharishi Dayanand Saraswati Jayanti
	01.03.2019	levy and collection including reverse charge mechanism-1
	02.03.2019	levy and collection including reverse charge mechanism-2
	03.03.2019	Sunday
	04.03.2019	Shivratri
Week 10	05.03.2019	Assignment and Test
	06.03.2019	Tax on electronic commerce operator (ECO)
	07.03.2019	Exemption from GST
	08.03.2019	Composition levy
	09.03.2019	Payment of Taxes
	10.03.2019	Sunday
	11.03.2019	Returns
Week 11	12.03.2019	Job work
	13.03.2019	Provision of TDS and TCS
	14.03.2019	Record keeping
	15.03.2019	Assessment and Audit-1
	16.03.2019	Assessment and Audit -2
	17.03.2019	Sunday
		Holi Vacations 17.03.19-24.03.2019
Week 12	25.03.2019	Mock Test of all syllabus covered till date
	26.03.2019	ITC availability in special circumstances
	27.03.2019	Reversal of ITC on switching to composition levy
	28.03.2019	or exit from tax-paying status
	29.03.2019	Transfer of ITC on account of change in constitution of registered person 1
	30.03.2019	Transfer of ITC on account of change in constitution of registered person 2
	31.03.2019	Sunday

Week 13	01.04.2019	Input service distributors
	02.04.2019	Unit 1- Discussion of problems
	03.04.2019	Discussion of problems
	04.04.2019	Class test
	05.04.2019	Unit 2 – Discussion of Doubts
	06.04.2019	Unit 2 – Discussion of Doubts
	07.04.2019	Sunday
Week 14	08.04.2019	Unit 2 – Discussion of Doubts
	09.04.2019	Class Test
	10.04.2019	Unit 3 –Discussion of Doubts
	11.04.2019	Discussion of Doubts
	12.04.2019	Discussion of Doubts
	13.04.2019	Discussion of Doubts
	14.04.2019	Sunday
Week 15	15.04.2019	Class test
	16.04.2019	Unit IV –Discussion of Doubts
	17.04.2019	Mahaveer Jayanti
	18.04.2019	Discussion of Doubts
	19.04.2019	Discussion of Doubts
	20.04.2019	Revision and Test
	21.04.2019	Sunday
Week 16	22.04.2019	Revision and test
	23.04.2019	Revision and test
	24.04.2019	Revision and test
	25.04.2019	Revision and test
	26.04.2019	Revision and test
	27.04.2019	Revision and test
	28.04.2019	Sunday
	29.04.2019	Revision and test
	30.04.2019	Revision and test

K.L Mehta Dayanand College For Women, Faridabad
Lesson plan (Jan-Apr 2019)

Name of Asst/Associate Professor : Ms. ALKA SATYA Class & Section: B.Com Pass II Sem (3 Sections) Subject: Business Environment		
	Date	Topics to be covered
Week 1	01.01.2019	<i>Concept of business</i>
	02.01.2019	Concept of business environment
	03.01.2019	Types of business environment : internal and external environment
	04.01.2019	Types of business environment :internal and external environment
	05.01.2019	Relationship Between Business and environment
	06.01.2019	Sunday
	07.01.2019	Current Indian business environment
Week 2	08.01.2019	<i>Analysis of business environment :concept</i>
	09.01.2019	Process Of environment analysis & responsibilities for environmental analysis
	10.01.2019	Significance of study of business environment
	11.01.2019	SWOT : introduction, components
	12.01.2019	Process & uses of swot
	13.01.2019	sunday
	14.01.2019	ETOP
Week 3	15.01.2019	Assignment Types of business environment
	16.01.2019	SWOT analysis of Indian diary industry
	17.01.2019	SWOT analysis of food processing industry
	18.01.2019	SWOT analysis of tele communication industry
	19.01.2011	National income : meaning, pre independence estimates of national income
	20.01.2019	Sunday
	21.01.2019	Post independence estimates of national income, methods of measuring national income
Week 4	22.01.2019	Importance ofmeasuring national income ,difficulties for measuring national income

	23.01.2019	Trends in national income
	24.01.2019	Structure of national income
	25.01.2019	Sir Chottu Ram Jayanti
	26.01.2019	Republic day
	27.01.2019	Sunday
	28.01.2019	Causes of low national income in India
Week 5	29.01.2019	Suggestions To raise national income in India
	30.01.2019	Capital formation : concept , importance
	31.01.2019	Gross capital formation in India
	01.02.2019	Savings, determinants of capital Formation
	02.02.2019	Causes of low rate of capital formation in India
	03.02.2019	Sunday
	04.02.2019	Suggestions to increase the rate of capital formation in India
Week 6	05.02.2019	TrendsOf industrial development during 5 years
	06.02.2019	Continue
	07.02.2019	An appraisal Of industrial development during 5 year plan
	08.02.2019	Suggestions to solve the problem of industrial development in India
	09.02.2019	Balance of payment (bop), balance of trade(bot): introduction
	10.02.2019	Sunday
	11.02.2019	Structure of bop ,dis Equilibrium in bop
Week 7	12.02.2019	Trends in bop, bop crises
	13.02.2019	Causes of un favourable bop , suggestions to correct disequilibrium in bop
		Test
	14.02.2019	dis equilibrium in Bop, causes of unfavourable bop , suggestions to correct disequilibrium in bop
	15.02.2019	Unemployment: nature and types of unemployment in India
	16.02.2019	Trends of unemployment in India , effects of the problem of unemployment
	17.02.2019	Causes of unemployment steps taken by government to solve the problem of unemployment in India
	18.02.2019	Suggestions to solve unemployment ,employment in 11th five year

		plan, employment in 12th five year plan
Week 8	19.02.2019	Guru RavidasJayanti
	20.02.2019	MGNREGA (2005), projected population, labour force and employment , sectors with prospects for creation of new employment opportunities
	21.02.2019	Assignment Causes of unemployment steps taken by government to solve the problem of unemployment in india , mgnrega (2005),
	22.02.2019	Regional imbalances: concept, pattern of regional development
	23.02.2019	Features, causes of regional imbalances
	24.02.2019	Sunday
	25.02.2019	Measures taken by govt. & suggestions for removing regional imbalances, PURA
Week 9	26.02.2019	Inflation concept, types:
	27.02.2019	Trends in inflation, measurement& effects of inflation
	28.02.2019	Maharishi Dayanand Saraswati Jayanti
	01.03.2019	Causes of inflation, measures to control inflation
	02.03.2019	Evaluation of price policy, suggestions to check inflation
	03.03.2019	Sunday
Week 10	04.03.2019	Shivratri
	05.03.2019	Test Inflation concept, types, causes of inflation, measures to control inflation
	06.03.2019	Parallel economy: concept, causes responsible for growth of black money
	07.03.2019	Estimates of black money in India,
	08.03.2019	effects of black money
	09.03.2019	Measures to check black money
	10.03.2019	Sunday
Week 11	11.03.2019	Industrial sickness: concept, symptoms of industrial sickness
	12.03.2019	Causes and magnitude of industrial sickness
	13.03.2019	Effects of industrial sickness remedial measures adopted to prevent industrial sickness in India
	14.03.2019	Suggestions to prevent industrial sickness in India,
	15.03.2019	SICA,BIFR
	16.03.2019	Securitsaition ,reconstruction of financial assets and enforcement of security interest act ,(2002)
	17.03.2019	Sunday
		Holi Vacations 17.03.19-24.03.2019

Week 12	25.03.2019	Monetary policy: objectives ,measures of monetary policy of India
	26.03.2019	Monetary policy: objectives ,measures of monetary policy of India
	27.03.2019	Features and critical evaluation of monetary policy in India
	28.03.2019	Suggestions for improvement in monetary policy, new monetary policy of RBI
	29.03.2019	Suggestions for improvement in monetary policy, new monetary policy of RBI
	30.03.2019	monetary policy for the year 2015-16
	31.03.2019	Sunday
Week 13	01.04.2019	Fiscal policy: objectives, techniques of fiscal policy
	02.04.2019	Fiscal policy: objectives, techniques of fiscal policy
	03.04.2019	Evaluation of fiscal policy of India
	04.04.2019	Causes of increase in fiscal deficit,
	05.04.2019	fiscal reforms in India
	06.04.2019	Industrial policy: meaning, importance industrial policy of 1948
	07.04.2019	Sunday
Week 14	08.04.2019	Industrial policy: meaning, importance of industrial policy of 1956
	09.04.2019	Industrial policy of 1977,1980
	10.04.2019	Industrial policy of 1991
	11.04.2019	National manufacturing policy,2011
	12.04.2019	National manufacturing policy,2011
	13.04.2019	Industrial licensing policy
	14.04.2019	Sunday
Week 15	15.04.2019	Privatisation : concept, measures
	16.04.2019	causes of privatisation
	17.04.2019	MahaveerJayanti
	18.04.2019	Objectives, obstacles of privatisation
	19.04.2019	Privatisation in India ,practical suggestions
	20.04.2019	Test: New industrial policy(1991)
	21.04.2019	Sunday
Week 16	22.04.2019	Revision
	23.04.2019	Revision
	24.04.2019	Revision
	25.04.2019	Revision

	26.04.2019	Revision
	27.04.2019	Revision
	28.04.2019	Sunday
Week 17	29.04.2019	Revision
	30.04.2019	Revision

**K.L Mehta Dayanand College For Women, Faridabad
Lesson plan (Jan-Apr 2019)**

Name of Asst/Associate Professor : Ms. ALKA SATYA		
Class & Section: B.Com (Pass) II Sem (1 Section)		
Subject: Business Economics		
	Date	Topics to be covered
Week 1	01.01.2019	Perfect Competition: Meaning, Features, Price Determination
	02.01.2019	Price determination under Very Short Period, Short period
	03.01.2019	Price determination under Long Period
	04.01.2019	Short Run Equilibrium of firm
	05.01.2019	long Run Equilibrium of firm
	06.01.2019	Sunday
	07.01.2019	Short Run Equilibrium of Industry, Long Run Equilibrium of Industry
Week 2	08.01.2019	Long Run Equilibrium of Industry and law of cost
	09.01.2019	Continue
	10.01.2019	Supply Curve of Industry
	11.01.2019	Continue
	12.01.2019	Continue
	13.01.2019	sunday
	14.01.2019	Test of Perfect Competition Market
Week 3	15.01.2019	Meaning and Features of Monopoly Market
	16.01.2019	Equilibrium under Monopoly
	17.01.2019	Equilibrium under Monopoly
	18.01.2019	Equilibrium under Monopoly

	19.01.2019	Assignment on monopoly
	20.01.2019	Sunday
	21.01.2019	Equilibrium under Monopoly
Week 4	22.01.2019	Oral test
	23.01.2019	Assignment: Explain Long Run Equilibrium of Industry and law of cost under Perfect Competition
	24.01.2019	Doubts
	25.01.2019	Sir Chottu Ram Jayanti
	26.01.2019	Republic day
	27.01.2019	Sunday
	28.01.2019	Meaning and Features of Monopolistic Competition Market
Week 5	29.01.2019	Continue
	30.01.2019	Equilibrium under Monopolistic Competition Market
	31.01.2019	Equilibrium under Monopolistic Competition Market
	01.02.2019	Equilibrium under Monopolistic Competition Market
	02.02.2019	Test: Monopolistic Competition Market
	03.02.2019	Sunday
	04.02.2019	Meaning and Features of Oligopoly
Week 6	05.02.2019	Models of Oligopoly
	06.02.2019	Models of Oligopoly
	07.02.2019	Price and Output Determination Under Oligopoly
	08.02.2019	Price and Output Determination Under Oligopoly
	09.02.2019	Price and Output Determination Under Oligopoly
	10.02.2019	Sunday
	11.02.2019	Assignment: Price and Output Determination Under Oligopoly
Week 7	12.02.2019	Introduction of Factor Pricing
	13.02.2019	Meaning and features of factor pricing
	14.02.2019	Various concepts
	15.02.2019	Marginal Productivity Theory of Factor Pricing
	16.02.2019	Marginal Productivity Theory of Factor Pricing
	17.02.2019	Sunday
	18.02.2019	Marginal Productivity Theory of Factor Pricing
Week 8	19.02.2019	Guru Ravidas Jayanti

	20.02.2019	Marginal Productivity Theory of Factor Pricing
	21.02.2019	Modern Theory of Factor Pricing
	22.02.2019	Modern Theory of Factor Pricing
	23.02.2019	Modern Theory of Factor Pricing
	24.02.2019	Sunday
	25.02.2019	Test: Critically Examine the Marginal Productivity Theory of Factor Pricing
Week 9	26.02.2019	Wages Introduction
	27.02.2019	<i>concepts</i>
	28.02.2019	Maharishi Dayanand Saraswati Jayanti
	01.03.2019	Theories of Wages
	02.03.2019	Theories of Wages
	03.03.2019	Sunday
	04.03.2019	Shivratri
Week 10	05.03.2019	Marginal Productivity Theory of Wages
	06.03.2019	Wage determination under Perfect Competition Market
	07.03.2019	Wage determination under Perfect Competition Market
	08.03.2019	Wage determination under Monopoly Market
	09.03.2019	Wage determination under Monopoly Market
	10.03.2019	Sunday
	11.03.2019	Exploitation of Labour
Week 11	12.03.2019	Assignment: how wage rate is determined under perfect competition and monopoly market
	13.03.2019	Introduction of Rent
	14.03.2019	Recardian theory of Rent
	15.03.2019	Recardian theory of Rent
	16.03.2019	Recardian theory of Rent
	17.03.2019	Sunday
		Holi Vacations 17.03.19-24.03.2019
Week 12	25.03.2019	Modern Theory of Rent
	26.03.2019	Modern Theory of Rent

	27.03.2019	Difference Between Ricardian Theory and Modern theory
	28.03.2019	Quasi Rent
	29.03.2019	Test: Theories of Rent
	30.03.2019	ORAL TEST
	31.03.2019	Sunday
Week 13	01.04.2019	Introduction of Interest
	02.04.2019	Concept of Gross Interest and Net Interest
	03.04.2019	Problems of Interest
	04.04.2019	Classical theory of Interest
	05.04.2019	Neo Classical theory of Interest
	06.04.2019	Continue
	07.04.2019	Sunday
Week 14	08.04.2019	Liquidity Preference theory of Interest
	09.04.2019	Liquidity Preference theory of Interest
	10.04.2019	Liquidity Trap
	11.04.2019	Modern Theory of Interest
	12.04.2019	Assignment : Detailed note on different theories of interest
	13.04.2019	Introduction of Profit
	14.04.2019	Sunday
Week 15	15.04.2019	Theories of Profit
	16.04.2019	Risk and Uncertainty Theory of Profit
	17.04.2019	Breakeven Point Analysis
	18.04.2019	Breakeven Point Analysis
	19.04.2019	Assignment: profits
	20.04.2019	Doubts of profit
	21.04.2019	Sunday
Week 16	22.04.2019	Doubts of rent
	23.04.2019	Test of 1st unit
	24.04.2019	Test of 2 nd unit
	25.04.2019	Doubts from 3 rd unit
	26.04.2019	Test of 3rd unit

	27.04.2019	Doubts of 4 th unit
	28.04.2019	Sunday
Week	29.04.2019	Oral test
17	30.04.2019	Test of 4 th unit.

K.L Mehta Dayanand College For Women, Faridabad
Lesson plan (Jan-Apr 2019)

Name of Asst/Associate Professor : Ms. AMITA DUREJA		
Class & Section: B.Com(Pass) VI Sem (2 sections)		
Subject: AUDITING		
	Date	Topics to be covered
Week 1	01.01.2019	Introduction of auditing
	02.01.2019	Scope , necessity of auditing
	03.01.2019	Basic concepts and principles of auditing
	04.01.2019	Qualities , types of auditors
	05.01.2019	Audit Procedure
	06.01.2019	Sunday
	07.01.2019	Techniques of auditing
Week 2	08.01.2019	Objects of auditing
	09.01.2019	Advantages and limitations of auditing
	10.01.2019	Classifications of auditing
	11.01.2019	Classifications of auditing
	12.01.2019	Interim audit ,Internal and external audit
	13.01.2019	Sunday
	14.01.2019	Difference between different type of audit
Week 3	15.01.2019	Relationship between different type of audit
	16.01.2019	Internal and external auditor
	17.01.2019	Audit Programme
	18.01.2019	Preparation and advantages of audit program
	19.01.2019	Audit notebook
	20.01.2019	Sunday
	21.01.2019	Methods and Procedure of audit work
Week 4	22.01.2019	Continue
	23.01.2019	Assignment: "Audit Procedure".
	24.01.2019	Internal Control
	25.01.2019	Sir Chottu Ram Jayanti
	26.01.2019	Republic day
	27.01.2019	Sunday
	28.01.2019	Test:Explain different types of audit.
Week 5	29.01.2019	Internal check
	30.01.2019	Internal check

	31.01.2019	Internal check and internal audit
	01.02.2019	Routine Checking : Introduction
	02.02.2019	Importance of routine checking
	03.02.2019	Sunday
	04.02.2019	Vouchers
Week 6	05.02.2019	Vouching of cash book
	06.02.2019	Vouching of petty cash book, purchase , sale book
	07.02.2019	Vouching of journal proper, ledger
	08.02.2019	Meaning and objectives of verification
	09.02.2019	Difference between vouching, verification and valuation
	10.02.2019	Sunday
	11.02.2019	General rules of verification
Week 7	12.02.2019	Assignment :” Vouching is the backbone of auditing”
	13.02.2019	Auditors Duty
	14.02.2019	Verification of different types of assets
	15.02.2019	Verification of different types of liabilities
	16.02.2019	Continue
	17.02.2019	Sunday
	18.02.2019	Valuation: introduction
Week 8	19.02.2019	Guru Ravidas Jayanti
	20.02.2019	Meaning and objectives of valuation
	21.02.2019	Methods of valuation of assets
	22.02.2019	Methods of valuation of Goodwill
	23.02.2019	Valuation of fictitious assets
	24.02.2019	Sunday
	25.02.2019	Class discussions
Week 9	26.02.2019	Test : Varification and valuation of assets
	27.02.2019	Provisions regarding appointment , remuneration , rightsand duties in soleproprietorship concern
	28.02.2019	Maharishi Dayanand Saraswati Jayanti
	01.03.2019	Provisions regarding appointment , remuneration , rights and duties in partnership
	02.03.2019	Provisions regarding appointment , remuneration , rights and duties in company
	03.03.2019	Sunday
	04.03.2019	Shivratri

Week 10	05.03.2019	Continue
	06.03.2019	Continue
	07.03.2019	Liabilities of auditor
	08.03.2019	Joint Auditors
	09.03.2019	Depreciation : introduction
	10.03.2019	Sunday
	11.03.2019	Continue
Week 11	12.03.2019	Methods of depreciation
	13.03.2019	Depreciation and auditor
	14.03.2019	Provisions: Introduction
	15.03.2019	Reserve : Introduction
	16.03.2019	Continue
	17.03.2019	Sunday
		Holi Vacations 17.03.19-24.03.2019
Week 12	25.03.2019	Test : company Auditor
	26.03.2019	Assignment : An auditor is a watchdog and not a bloodhound . Explain the statement?
	27.03.2019	Introduction of profit
	28.03.2019	Continue
	29.03.2019	Introduction of Dividend
	30.03.2019	Continue
	31.03.2019	Sunday
Week 13	01.04.2019	Investor Education and Protection fund
	02.04.2019	Continue
	03.04.2019	Audit Report: Introduction
	04.04.2019	Continue
	05.04.2019	Types of Audit Report
	06.04.2019	Specimens of Audit report
	07.04.2019	Sunday
Week 14	08.04.2019	Audit certificate
	09.04.2019	oral test
	10.04.2019	Introduction of Investigation
	11.04.2019	Difference between auditing and investigation
	12.04.2019	Necessity of investigation
	13.04.2019	Procedure of Investigation
	14.04.2019	Sunday
Week 15	15.04.2019	Types of Investigation

	16.04.2019	Continue
	17.04.2019	Mahaveer Jayanti
	18.04.2019	Investigation on behalf of central government
	19.04.2019	Investigation on behalf of Investors
	20.04.2019	Investigation on behalf of owner of the business
	21.04.2019	Sunday
Week 16	22.04.2019	Investigation by Tax Authority
	23.04.2019	Assignment : Audit Report
	24.04.2019	Test : Investigation
	25.04.2019	Revision
	26.04.2019	Revision
	27.04.2019	Revision
	28.04.2019	Sunday
Week 17	29.04.2019	Revision
	30.04.2019	Revision

**K.L Mehta Dayanand College For Women, Faridabad
Lesson plan (Jan-Apr 2019)**

Name of Asst/Associate Professor : Ms. AMITA DUREJA		
Class & Section: B.Com Pass VI Sem (2 sections)		
Subject: Financial Management		
	Date	Topics to be covered
Week 1	01.01.2019	Financial management- Introduction and meaning
	02.01.2019	Traditional approach of finance function , Modern approach of finance function
	03.01.2019	Objectives or goals of financial management , Organisation of financial management
	04.01.2019	Functions of financial managers ,Functions of treasurer
	05.01.2019	Functions of controller, Functions of financial management
	06.01.2019	Sunday
	07.01.2019	Importance of financial management
Week 2	08.01.2019	Relationship with other areas of management
	09.01.2019	Financial management and financial accounting

	10.01.2019	Financial planning- Introduction and Meaning
	11.01.2019	Objectives of financial planning
	12.01.2019	Types of financial planning
	13.01.2019	sunday
	14.01.2019	Procedure of financial planning
Week 3	15.01.2019	Principles of a sound financial planning
	16.01.2019	Factors affecting financial planning
	17.01.2019	Factors affecting financial planning
	18.01.2019	Significance of financial planning
	19.01.2019	Limitation of financial planning
	20.01.2019	Sunday
	21.01.2019	Assessing funds requirements
Week 4	22.01.2019	Test – functions and objectives of financial management Profit maximization vs. wealth maximization
	23.01.2019	Assignment of unit 1
	24.01.2019	Doubts
	25.01.2019	Sir Chottu Ram Jayanti
	26.01.2019	Republic day
	27.01.2019	Sunday
	28.01.2019	Working capital management- introduction, meaning and definition
Week 5	29.01.2019	Types of working capital
	30.01.2019	Determinants of working capital
	31.01.2019	Issues of working capital management
	01.02.2019	Computation of working capital
	02.02.2019	Practical problems
	03.02.2019	Sunday
	04.02.2019	Practical problems
Week 6	05.02.2019	Practical problems
	06.02.2019	Management of cash- Introduction and Meaning
	07.02.2019	Objectives of cash management
	08.02.2019	Determinants of cash needs

	09.02.2019	Methods of cash management
	10.02.2019	Sunday
	11.02.2019	Utility of cash budget
Week 7	12.02.2019	Methods of preparing cash budget
	13.02.2019	Cash flow statement:
	14.02.2019	Cash flow ratios , Managing the cash flows
	15.02.2019	Cash management model
	16.02.2019	Miller-orr model
	17.02.2019	Sunday
	18.02.2019	Miller-orr model
Week 8	19.02.2019	Guru Ravidas Jayanti
	20.02.2019	Assignment-Working capital management
	21.02.2019	Marketable securities
	22.02.2019	Meaning and scope of receivables
	23.02.2019	scope of receivables
	24.02.2019	Sunday
	25.02.2019	Cost of capital- Introduction,meaning
Week 9	26.02.2019	Significance of cost of capital
	27.02.2019	Determinants of cost of capital
	28.02.2019	Maharishi Dayanand Saraswati Jayanti
	01.03.2019	Computation- cost of irredeemable debt
	02.03.2019	Cost of redeemable debt with practical problems
	03.03.2019	Cost of preference share capital with practical problems
	04.03.2019	Shivratri
Week 10	05.03.2019	Cost of equity share capital with practical problems
	06.03.2019	Cost of equity share capital with practical problems
	07.03.2019	Cost of equity share capital with practical problems
	08.03.2019	Cost of equity share capital with practical problems
	09.03.2019	Cost of equity share capital with practical problems
	10.03.2019	Sunday
	11.03.2019	Capitalisation – introduction, meaning

Week 11	12.03.2019	Cost theory
	13.03.2019	Earning theory
	14.03.2019	Over capitalization , Under capitalization
	15.03.2019	Test- cost of capital
	16.03.2019	Leverages- introduction and meaning
	17.03.2019	Sunday
		Holi Vacations 17.03.19-24.03.2019
Week 12	25.03.2019	Types of leverage – operating leverage
	26.03.2019	Financial leverage ,Composite leverage
	27.03.2019	Practical problems
	28.03.2019	Practical problems
	29.03.2019	EPS-EBIT Analysis – introduction and meaning
	30.03.2019	Indifference point and financial break-even analysis
	31.03.2019	Sunday
Week 13	01.04.2019	Practical problems
	02.04.2019	Practical problems
	03.04.2019	Capital structure- introduction and meaning
	04.04.2019	Optimum capital structure
	05.04.2019	Factors affecting capital structure
	06.04.2019	Theories of capital structure- NI Approach
	07.04.2019	Sunday
Week 14	08.04.2019	NOI Approach
	09.04.2019	Traditional approach with practical problems
	10.04.2019	Modigliani and Miller approach with practical problems
	11.04.2019	Continued
	12.04.2019	Dividend policy- meaning and Objectives of dividend policy
	13.04.2019	Types of dividend policy
	14.04.2019	Sunday
Week	15.04.2019	Walter's model and Gordon's model

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	16.04.2019	Assignment –Walter’s model and Gordon’s model
	17.04.2019	Mahaveer Jayanti
	18.04.2019	Theory of irrelevance of dividend
	19.04.2019	Revision- functions of different authorities(financial management)
	20.04.2019	Doubts
	21.04.2019	Sunday
Week 16	22.04.2019	Revision-cost of capital
	23.04.2019	Revision-capital structure
	24.04.2019	Revision- EPS-EBIT Analysis
	25.04.2019	Revision-leverages
	26.04.2019	Revision-dividend policy
	27.04.2019	Discussion about important topics
	28.04.2019	Sunday
Week 17	29.04.2019	Discussion about important topics
	30.04.2019	Important Questions

K.L Mehta Dayanand College For Women, Faridabad

Lesson plan (Jan-Apr 2019)

Name of Asst/Associate Professor : Ms. SUDHESH KUMARI		
Class & Section: B.Com(Pass) IV sem (2 Sections)		
Subject: Corporate Accounting		
	Date	Topics to be covered
Week 1	01.01.2019	Internal Reconstruction: Concept
	02.01.2019	Types of Internal Reconstruction
	03.01.2019	Accounting Procedure of Internal Reconstruction
	04.01.2019	Practical Questions of Internal Reconstruction
	05.01.2019	Practical Questions
	06.01.2019	Sunday
	07.01.2019	Practical Questions
Week 2	08.01.2019	Practical Questions
	09.01.2019	Practical Questions
	10.01.2019	Practical Questions
	11.01.2019	Practical Problems of students
	12.01.2019	Practical Problems of students
	13.01.2019	sunday
	14.01.2019	Introduction of Amalgamation, Absorption & Reconstruction
Week 3	15.01.2019	Important terms of Amalgamation
	16.01.2019	Purchase Consideration Methods
	17.01.2019	Accounting Treatment in the Books of Transferor Company
	18.01.2019	Accounting Treatment in the Books of Transferee Company
	19.01.2019	Practical Questions of Amalgamation
	20.01.2019	Sunday
	21.01.2019	Practical Questions of Amalgamation
Week 4	22.01.2019	Practical Questions of Amalgamation
	23.01.2019	Practical Questions of Amalgamation
	24.01.2019	Practical Questions of Amalgamation
	25.01.2019	Sir Chottu Ram Jayanti

	26.01.2019	Republic day
	27.01.2019	Sunday
	28.01.2019	Assignment What is Purchase Consideration As per As-14? Explain the methods of Purchase Consideration.

Week 5	29.01.2019	Practical Questions of Amalgamation
	30.01.2019	Problems of Fraction Shares
	31.01.2019	Practical Questions of Fraction Shares
	01.02.2019	Practical Questions of Fraction Shares
	02.02.2019	Practical problems of Students
	03.02.2019	Sunday
	04.02.2019	Practical problems of students
Week 6	05.02.2019	Liquidation: Meaning and Methods
	06.02.2019	Order of Payments in Liquidation
	07.02.2019	Practical Questions of Liquidator's Final Statement of Accounts
	08.02.2019	Liquidator's Remuneration to Equity Shareholders - Practicals
	09.02.2019	Distribution Of Surplus-Practicals
	10.02.2019	Sunday
	11.02.2019	Calls In Arrears- Practicals
Week 7	12.02.2019	Removing of Disparity among Shareholders
	13.02.2019	Calls on Equity Shares- Practicals
	14.02.2019	Practical Questions
	15.02.2019	When different categories of Equity Shares have Different Nominal Values - Practicals
	16.02.2019	Receiver for Debenture Holders- Practicals
	17.02.2019	Sunday
	18.02.2019	List of Contributories- Practicals
Week 8	19.02.2019	Guru Ravidas Jayanti
	20.02.2019	Statement of Affairs-Practicals
	21.02.2019	Deficiency or Surplus A/C
	22.02.2019	Practical Problems
	23.02.2019	Practical problems
	24.02.2019	Sunday

	25.02.2019	Test Liquidation of company
Week 9	26.02.2019	Financial Reporting-Meaning, Objectives, Mutual Fund
	27.02.2019	Mutual Fund
	28.02.2019	Maharishi Dayanand Saraswati Jayanti
	01.03.2019	Non Banking Financial Companies
	02.03.2019	Non Banking Financial Companies
	03.03.2019	Sunday
	04.03.2019	Shivratri

Week 10	05.03.2019	Stock Brokers
	06.03.2019	Accounts of Banking Companies-Introduction
	07.03.2019	Performa of Profit & Loss A/C
	08.03.2019	Explanation of Schedule of Profit & Loss A/C
	09.03.2019	Rebate on Bills Discounted
	10.03.2019	Sunday
	11.03.2019	Practical Questions of Profit & Loss A/C
Week 11	12.03.2019	Non Performing Assets
	13.03.2019	Provisioning for Advances Covered by ECGC/DICGC Guarantee
	14.03.2019	New Revised Format of Balance Sheet
	15.03.2019	Explanation of Schedules in Balance Sheet
	16.03.2019	Practical Questions of Balance Sheet
	17.03.2019	Sunday
		Holi Vacations 17.03.19-24.03.2019
Week 12	25.03.2019	Practical Questions of Balance Sheet
	26.03.2019	Practical Questions of Balance Sheet
	27.03.2019	Practical Questions of Balance Sheet
	28.03.2019	Practical Questions of Balance Sheet
	29.03.2019	Practical Problems
	30.03.2019	Assignment Give Specimen of Profit & Loss A/C & Balance Sheet of Banking Companies

	31.03.2019	Sunday
Week 13	01.04.2019	Practical Problems
	02.04.2019	Accounts of Holding Companies- Introduction, Advantages, Disadvantages
	03.04.2019	Consolidated Balance Sheet
	04.04.2019	Cost of Control/Capital Reserve
	05.04.2019	Practical Questions of Partly Owned Subsidiary
	06.04.2019	Practical Questions of Partly Owned Subsidiary
	07.04.2019	Sunday
Week 14	08.04.2019	Practical Questions of Partly Owned Subsidiary
	09.04.2019	Pre-Acquisition & Post -Acquisition Profits/Reserves
	10.04.2019	Practical Questions
	11.04.2019	Adjustment for Unrealized Profits included in Inventory
	12.04.2019	Elimination of Mutual Ownings
	13.04.2019	Debentures & Preference Shares in the Subsidiary Company
	14.04.2019	Sunday
Week 15	15.04.2019	Dividend Received from Subsidiary Company out of Pre & Post Acquisition profits
	16.04.2019	Practical Questions
	17.04.2019	Mahaveer Jayanti
	18.04.2019	Practical Questions
	19.04.2019	Practical problems
	20.04.2019	Test Accounts of Holding Company
	21.04.2019	Sunday
Week 16	22.04.2019	Revision
	23.04.2019	Revision
	24.04.2019	Revision
	25.04.2019	Revision
	26.04.2019	Revision

	27.04.2019	Revision
	28.04.2019	Sunday
Week 17	29.04.2019	Revision
	30.04.2019	Revision

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Name of Asst/Associate Professor : Ms. Sudhesh Kumari		
Class & Section: B.Com (Pass) IV Sem (2 Sections)		
Subject: Marketing management		
	Date	Topics to be covered
Week 1	01.01.2019	<i>Meaning and classifications of market</i>
	02.01.2019	Meaning and characteristics of market
	03.01.2019	Approaches of marketing
	04.01.2019	Role and importance of marketing
	05.01.2019	cost and scope of marketing
	06.01.2019	Sunday
	07.01.2019	Evolution of marketing
Week 2	08.01.2019	<i>Fundamental marketing concepts</i>
	09.01.2019	Modern marketing concepts
	10.01.2019	Meaning and definition of marketing management
	11.01.2019	Functions of marketing management
	12.01.2019	Test
	13.01.2019	sunday
	14.01.2019	Marketing segementions versus product differentiations
Week 3	15.01.2019	<i>Basis of market segmentation</i>
	16.01.2019	Market segementaion strategies
	17.01.2019	Selection of good market segementaion strategies
	18.01.2019	Determinant of successful positioning
	19.01.2019	Assignment
	20.01.2019	Sunday
	21.01.2019	Consumer behavior vs. buyer behaviouer
Week 4	22.01.2019	Consumer buying or decision making process
	23.01.2019	Buyer behaviouer model
	24.01.2019	Do

	25.01.2019	Sir Chottu Ram Jayanti
	26.01.2019	Republic day
	27.01.2019	Sunday
	28.01.2019	<i>Determinent of consumer behavior</i>
Week 5	29.01.2019	Do
	30.01.2019	Organizational buying behavior
	31.01.2019	Presentation
	01.02.2019	<i>Meaning and characteristics product</i>
	02.02.2019	Product classification
	03.02.2019	Sunday
	04.02.2019	<i>Modern product classification</i>
Week 6	05.02.2019	Distinctin between product and service
	06.02.2019	<i>Classification of service product</i>
	07.02.2019	<i>Product life cycle</i>
	08.02.2019	Do
	09.02.2019	Prospect and problem of product life cycle
	10.02.2019	Sunday
	11.02.2019	Assignment
Week 7	12.02.2019	<i>Meaning and objective of product planning</i>
	13.02.2019	Meaning and definition of new product
	14.02.2019	Steps of new product development
	15.02.2019	Do
	16.02.2019	presentaion
	17.02.2019	Sunday
	18.02.2019	<i>Meaning and role of branding</i>
Week 8	19.02.2019	Guru Ravidas Jayanti
	20.02.2019	Merit s of branding
	21.02.2019	Classification of brand
	22.02.2019	Brand strategy
	23.02.2019	Trademark
	24.02.2019	Sunday
	25.02.2019	Product packaging
Week 9	26.02.2019	Functions and essentials of good packaging
	27.02.2019	<i>Packaging policies</i>
	28.02.2019	Maharishi Dayanand Saraswati Jayanti
	01.03.2019	Do
	02.03.2019	assignment

	03.03.2019	Sunday
	04.03.2019	Shivratri
Week 10	05.03.2019	Meaning and role of product pricing
	06.03.2019	The pricing objectives
	07.03.2019	<i>Factor influencing the product pricing decisions</i>
	08.03.2019	DO
	09.03.2019	Approaches of pricing
	10.03.2019	Sunday
	11.03.2019	Method of price determination
Week 11	12.03.2019	Do
	13.03.2019	<i>Do</i>
	14.03.2019	Price differentiation price policies
	15.03.2019	New product price policies
	16.03.2019	Do
	17.03.2019	Sunday
		Holi Vacations 17.03.19-24.03.2019
Week 12	25.03.2019	Meaning of distribution channels
	26.03.2019	Classification of channel system
	27.03.2019	Types of intermediaries
	28.03.2019	Do
	29.03.2019	Do
	30.03.2019	The factor governing the choice of distribution
	31.03.2019	Sunday
Week 13	01.04.2019	Test
	02.04.2019	Meaning of promotion mix
	03.04.2019	Factors that affect the promotion mix
	04.04.2019	Component of promotion mix
	05.04.2019	Objectives and function of advertising
	06.04.2019	Importance of advertising
	07.04.2019	Sunday
Week 14	08.04.2019	Do
	09.04.2019	Advertising media
	10.04.2019	Do
	11.04.2019	Do
	12.04.2019	Items of expense included in the advertisement budget
	13.04.2019	Advertising budget procedure

	14.04.2019	Sunday
Week 15	15.04.2019	Advertising appropriation
	16.04.2019	Do
	17.04.2019	Mahaveer Jayanti
	18.04.2019	Advertising layout
	19.04.2019	Personal selling
	20.04.2019	Process of personal selling
	21.04.2019	Sunday
Week 16	22.04.2019	Revision
	23.04.2019	Revision
	24.04.2019	Revision
	25.04.2019	Revision
	26.04.2019	Revision
	27.04.2019	Revision
	28.04.2019	Sunday
Week 17	29.04.2019	Revision
	30.04.2019	Revision

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Name of Asst/Associate Professor : Ms. Monika Singla
Class & Section: B.Com(Pass) II Sem (1 Section)
Subject: Financial Accounting

	Date	Topics to be covered
Week 1	01.01.2019	Meaning of Royalty, types, difference between rent and royalty, Analytical table of royalty, journal entries of royalty
	02.01.2019	Recoupment of short working, preparation of minimum rent a/c with practical problems
	03.01.2019	Half yearly payment of royalty, leasing of two mines
	04.01.2019	Recoupment of each year shortworking, stoppage and reduction of work due to strike with practical problems
	05.01.2019	Proportionate reduction in the shortworkings, strike, lockout and subsidy from the government with practical problem
	06.01.2019	Sunday
	07.01.2019	Non- availability of the whole amount of the surplus for recoupment, Explanation of journal entries
Week 2	08.01.2019	Accounting records in the books of landlord and Lessor,
	09.01.2019	Sub-Lease with practical problem
	10.01.2019	Practical problem of royalty when two rates of minimum rent is given
	11.01.2019	Practical problems of royalty in connection with oil-wells and brick making
	12.01.2019	Practical problems of royalty in connection with Patents
	13.01.2019	sunday
	14.01.2019	Accounting records of copyright royalties
Week 3	15.01.2019	Practical problems of royalty
	16.01.2019	Doubts of royalty
	17.01.2019	Meaning of Department account, Difference between departmental accounts and branch account
	18.01.2019	Departmental trading and P & L account, General profit and loss account, Allocation of expenses with its examples and practical problems

	19.01.2019	Inter departmental transactions with its examples and practical problems
	20.01.2019	Sunday
	21.01.2019	Finding out missing closing stock with its examples and practical problems
Week 4	22.01.2019	Calculation of departmental purchases with its examples and practical problems
	23.01.2019	Calculation of departmental purchases with its examples and practical problems
	24.01.2019	Practical problems
	25.01.2019	Sir Chottu Ram Jayanti
	26.01.2019	Republic day
	27.01.2019	Sunday
	28.01.2019	Test of Royalty
Week 5	29.01.2019	Dissolution of Partnership firm : Meaning, modes and accounting procedure of dissolution firm
	30.01.2019	Difference between dissolution of firm and dissolution of partnership; Difference between revaluation account and realization account
	31.01.2019	Practical problems
	01.02.2019	Practical problems
	02.02.2019	Insolvency of partner, Rule of Garner vs Murray with its examples and practical problems
	03.02.2019	Sunday
	04.02.2019	Numerical problems of insolvency when capital are fixed and One partner remains solvent
Week 6	05.02.2019	All partners become insolvent with its examples and practical problem
	06.02.2019	Gradual realization of asset and piecemeal distribution with its method and numerical problems
	07.02.2019	Practical problems and doubts
	08.02.2019	Test of Departmental Account
	09.02.2019	Amalgamation of partnership firms: Meaning, Accounting records in the books of old firm with examples and practical problems
	10.02.2019	Sunday
	11.02.2019	Accounting records in the books of new firm with examples and practical problems

Week 7	12.02.2019	Sale of partnership firm to a company and accounting records in the books of partnership firm with examples and practical problems
	13.02.2019	Calculation of purchase consideration with examples
	14.02.2019	Doubts of Amalgamation of partnership firms
	15.02.2019	Meaning, Terms and characteristics of Hire Purchase System, Difference between HPP and Credit Sales
	16.02.2019	Methods of HPP, Explain first method of HPP and necessary accounts with example1
	17.02.2019	Sunday
	18.02.2019	Payment by Half yearly installments with its solved example
Week 8	19.02.2019	Guru Ravidas Jayanti
	20.02.2019	Calculation of cash price by annuity rate method and by rate of interest method with examples
	21.02.2019	Practical problems of inverse progressive method and product method under rate of interest method
	22.02.2019	After sales service and repossession of goods due to non payment of installments
	23.02.2019	Solved examples of repossession of goods only a part of total goods
	24.02.2019	Sunday
	25.02.2019	Practical problems
Week 9	26.02.2019	Practical problems
	27.02.2019	Transfer of asset to third party, Sale of asset by Hire purchaser
	28.02.2019	Maharishi Dayanand Saraswati Jayanti
	01.03.2019	Practical problems and revision of method 1
	02.03.2019	Second method : Asset accrual method
	03.03.2019	Sunday
	04.03.2019	Shivratri
Week 10	05.03.2019	Goods of small value, Preparation of Hire purchase trading account with examples
	06.03.2019	Stock and Debtor System in Hire Purchase
	07.03.2019	Practical problems
	08.03.2019	Meaning of Instalment payment system and difference between HPP and IPS

	09.03.2019	Accounting entries of Instalment payment system
	10.03.2019	Sunday
	11.03.2019	Revision of Hire purchase system & installment payment system
Week 11	12.03.2019	Meaning of Joint venture accounts, its objective and features Difference between Joint venture and consignment ; Difference between Joint venture and partnership
	13.03.2019	Accounting treatment of maintaining joint venture records, Joint bank method with its solved examples
	14.03.2019	Test of Dissolution of partnership firm
	15.03.2019	Calculation normal and abnormal loss with practical problems
	16.03.2019	Underwriting of shares of a company with its solved examples
	17.03.2019	Sunday
		Holi Vacations 17.03.19-24.03.2019
Week 12	25.03.2019	Joint venture accounting treatment of Second method
	26.03.2019	Practical problems
	27.03.2019	When one Co venture keep complete record of all transactions
	28.03.2019	Joint venture accounting treatment of third method with its solved examples
	29.03.2019	Practical problems
	30.03.2019	Solved examples of Memorandum joint venture and underwriting of shares
	31.03.2019	Sunday
Week 13	01.04.2019	Revision of Joint venture
	02.04.2019	Branch Accounts ; Meaning, types and its methods ; Debtors method
	03.04.2019	Debtor method with solved examples
	04.04.2019	Practical problems
	05.04.2019	Final account method with solved examples
	06.04.2019	Stock and debtor system with solved examples
	07.04.2019	Sunday
Week 14	08.04.2019	Difference between wholesale and retail profit in branch
	09.04.2019	Independent branches
	10.04.2019	Incorporation entries in the books of head office by different methods

	11.04.2019	Solved examples
	12.04.2019	Accounting records in case of cash in transit and goods in transit
	13.04.2019	Special transaction between head office and branch, Inter branch transaction
	14.04.2019	Sunday
Week 15	15.04.2019	Foreign branch
	16.04.2019	Conversion of foreign branch Trial balance
	17.04.2019	Mahaveer Jayanti
	18.04.2019	Doubts
	19.04.2019	Practical problems
	20.04.2019	Doubts
	21.04.2019	Sunday
Week 16	22.04.2019	Assignment: Branch Accounting
	23.04.2019	Revision of Branch Account
	24.04.2019	Revision of Departmental Account
	25.04.2019	Revision of Hire Purchase System and instalment payment System
	26.04.2019	Revision of Dissolution of partnership firm
	27.04.2019	Revision
	28.04.2019	Sunday
Week 17	29.04.2019	Revision of joint venture
	30.04.2019	Discuss about Important question

**K.L Mehta Dayanand College For Women, Faridabad
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Name of Asst/Associate Professor : Ms. Monika Singla		
Class & Section: B.Com (Pass) VI Sem (2 Sections)		
Subject: International Marketing		
	Date	Topics to be covered
Week 1	01.01.2019	<i>Introduction</i>
	02.01.2019	<i>Nature and concept</i>
	03.01.2019	Domestic vs international marketing

	04.01.2019	Opportunities(scope)
	05.01.2019	Opportunities(scope)
	06.01.2019	Sunday
	07.01.2019	Opportunities(scope)
Week 2	08.01.2019	<i>Challenges (risk)</i>
	09.01.2019	<i>Challenges (risk)</i>
	10.01.2019	Discussions on questions of above topics
	11.01.2019	Foreign market selection
	12.01.2019	Foreign market selection
	13.01.2019	sunday
	14.01.2019	Foreign market selection
Week 3	15.01.2019	Foreign market selection
	16.01.2019	Entry mode decision
	17.01.2019	Entry mode decision
	18.01.2019	Entry mode decision
	19.01.2019	Discussions on questions of above topics
	20.01.2019	Sunday
	21.01.2019	Assignment of above topic
Week 4	22.01.2019	Test of unit 1
	23.01.2019	Product planning and development
	24.01.2019	Product planning and development
	25.01.2019	Sir Chottu Ram Jayanti
	26.01.2019	Republic day
	27.01.2019	Sunday
	28.01.2019	Product planning and development
Week 5	29.01.2019	Product planning and development
	30.01.2019	Product life cycle
	31.01.2019	Product life cycle
	01.02.2019	Product life cycle
	02.02.2019	Branding and trade mark
	03.02.2019	Sunday
	04.02.2019	Branding and trade mark
Week 6	05.02.2019	Packing and packaging
	06.02.2019	Packing and packaging
	07.02.2019	Discussions on questions of above topics
	08.02.2019	Assignment of above topic
	09.02.2019	International pricing

	10.02.2019	Sunday
	11.02.2019	International price quotation
Week 7	12.02.2019	International price quotation
	13.02.2019	International payment terms
	14.02.2019	International payment terms
	15.02.2019	Discussions on questions of above topics
	16.02.2019	Assignment of above topic
	17.02.2019	Sunday
	18.02.2019	<i>Test of unit 2</i>
Week 8	19.02.2019	Guru Ravidas Jayanti
	20.02.2019	Channel structure
	21.02.2019	Channel structure
	22.02.2019	Channel structure
	23.02.2019	Channel selection decision
	24.02.2019	Sunday
	25.02.2019	Channel selection decision
Week 9	26.02.2019	Channel selection decision
	27.02.2019	<i>Managing channel conflict</i>
	28.02.2019	Maharishi Dayanand Saraswati Jayanti
	01.03.2019	<i>Managing channel conflict</i>
	02.03.2019	Selection of foreign sales agent
	03.03.2019	Sunday
	04.03.2019	Shivratri
Week 10	05.03.2019	Discussions on questions of above topics
	06.03.2019	Selection and appointment of foreign agent
	07.03.2019	Selection and appointment of foreign agent
	08.03.2019	Basic export procedure
	09.03.2019	Basic export procedure
	10.03.2019	Sunday
	11.03.2019	Basic export procedure
Week 11	12.03.2019	Export documentation
	13.03.2019	Export documentation
	14.03.2019	Export documentation
	15.03.2019	Discussions on questions of above topics
	16.03.2019	
	17.03.2019	Sunday

Week 12	25.03.2019	Assignment of above topic
	26.03.2019	<i>Test of unit 3</i>
	27.03.2019	Method of international product promotion
	28.03.2019	Method of international product promotion
	29.03.2019	Method of international product promotion
	30.03.2019	Method of international product promotion
	31.03.2019	Sunday
Week 13	01.04.2019	International advertising
	02.04.2019	International advertising
	03.04.2019	Media strategy
	04.04.2019	Media strategy
	05.04.2019	Web marketing
	06.04.2019	Web marketing
	07.04.2019	Sunday
Week 14	08.04.2019	Organizing trade fair
	09.04.2019	Organizing trade fair
	10.04.2019	Organizing exhibition
	11.04.2019	Organizing exhibition
	12.04.2019	Discussions on questions of above topics
	13.04.2019	<i>Test of unit 4</i>
	14.04.2019	Sunday
Week 15	15.04.2019	Presentation on topics of unit 1
	16.04.2019	Presentation on topics of unit 1
	17.04.2019	Mahaveer Jayanti
	18.04.2019	Presentation on topics of unit 2
	19.04.2019	Presentation on topics of unit 2
	20.04.2019	Presentation on topics of unit 3
	21.04.2019	Sunday
Week 16	22.04.2019	Presentation on topics of unit 3
	23.04.2019	Presentation on topics of unit 4
	24.04.2019	Presentation on topics of unit 4
	25.04.2019	Revision of unit 1
	26.04.2019	Revision of unit 2
	27.04.2019	Revision of unit 3
	28.04.2019	Sunday
Week 17	29.04.2019	Revision of unit 4
	30.04.2019	Discussion on important questions

K.L Mehta Dayanand College For Women, Faridabad
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Name of Asst/Associate Professor :Ms. RACHNA POSWAL Class & Section: B.COM (PASS) IV Sem (1 Section) Subject: SECRETARIAL PRACTICE		
	Date	Topics to be covered
Week 1	01.01.2019	<i>Introduction to company secretary</i>
	02.01.2019	Meaning of secretary
	03.01.2019	Definition of company secretary and qualifications of company secretary
	04.01.2019	Qualities of a secretary, appointment of secretary
	05.01.2019	Procedure of appointment ,persons disqualified from being appointed
	06.01.2019	Sunday
	07.01.2019	Removal of secretary, position of a company secretary
Week 2	08.01.2019	<i>Importance and functions of secretary</i>
	09.01.2019	Powers or rights, duties of company secretary
	10.01.2019	Liabilities of company secretary
	11.01.2019	Role of company secretary
	12.01.2019	assignment
	13.01.2019	sunday
	14.01.2019	Introduction :formation of company
Week 3	15.01.2019	<i>Promotion of company</i>
	16.01.2019	Role of secretary in the formation of a company
	17.01.2019	Memorandum of association
	18.01.2019	Alteration of memorandum of association
	19.01.2019	Duties of secretary regarding alteration of name
	20.01.2019	Sunday
	21.01.2019	Situation clause and duties of secretary regarding alteration of registered office clause
Week 4	22.01.2019	Alteration of object clause and duties of secretary
	23.01.2019	Alteration of liabilities clause and duties
	24.01.2019	Articles of association
	25.01.2019	Sir Chottu Ram Jayanti
	26.01.2019	Republic day
	27.01.2019	Sunday

	28.01.2019	<i>Forms of articles of association</i>
Week 5	29.01.2019	Alteration of articles of association and restrictions on alteration of articles
	30.01.2019	Duties of secretary regarding alteration of articles of association
	31.01.2019	Introduction : Issue of shares
	01.02.2019	<i>Duties of secretary regarding issue of shares</i>
	02.02.2019	Allotment of shares
	03.02.2019	Sunday
	04.02.2019	<i>Restrictions on allotment , procedure of allotment</i>
	Week 6	05.02.2019
06.02.2019		<i>Letter of allotment, letter of regret</i>
07.02.2019		<i>Renunciation of allotment</i>
08.02.2019		Test
09.02.2019		Share certificate
10.02.2019		Sunday
11.02.2019		form of share certificate
Week 7	12.02.2019	<i>Share warrant</i>
	13.02.2019	Duties of secretary regarding issue of share warrant
	14.02.2019	Surrender of share warrant
	15.02.2019	stock
	16.02.2019	Procedure of conversion of shares into shares
	17.02.2019	Sunday
	18.02.2019	<i>Calls on shares</i>
Week 8	19.02.2019	Guru Ravidas Jayanti
	20.02.2019	Procedure for making calls and functions of secretary
	21.02.2019	Resolution making a call, forfeiture of shares
	22.02.2019	Reissue of forfeited shares, surrender of shares and difference b/w surrender and forfeiture
	23.02.2019	Transfer of shares
	24.02.2019	Sunday
	25.02.2019	Refusal by a company to register transfer
Week 9	26.02.2019	Certification of transfer
	27.02.2019	<i>Forged transfer, blank transfer</i>
	28.02.2019	Maharishi Dayanand Saraswati Jayanti
	01.03.2019	Register of transfers
	02.03.2019	Procedure of transmission

	03.03.2019	Sunday
	04.03.2019	Shivratri
Week 10	05.03.2019	Company meetings :introduction and kinds of company meetings
	06.03.2019	Duties of a secretary regarding company meetings
	07.03.2019	<i>Duties after meeting</i>
	08.03.2019	Requisites of a valid meeting : introduction
	09.03.2019	1 notice of the meeting
	10.03.2019	Sunday
	11.03.2019	2 Quarum of the meeting
	Week 11	12.03.2019
13.03.2019		<i>4 minutes of the meeting</i>
14.03.2019		Test
15.03.2019		Annual general meeting: introduction
16.03.2019		Secretarial duties regarding annual general meeting
17.03.2019		Sunday
		Holi Vacations 17.03.19-24.03.2019
Week 12	25.03.2019	Duties of secretary during the meeting
	26.03.2019	Duties of secretary after the meeting
	27.03.2019	Extraordinary general meeting
	28.03.2019	Secretarial work regarding extraordinary general meeting
	29.03.2019	continue
	30.03.2019	Meetings of the board of directors
	31.03.2019	Sunday
Week 13	01.04.2019	Duties of company secretary
	02.04.2019	Meetings of directors ' committees
	03.04.2019	continue
	04.04.2019	continue
	05.04.2019	motion :introduction
	06.04.2019	Essential elements of a motion
	07.04.2019	Sunday
Week 14	08.04.2019	Test
	09.04.2019	Classification of motion
	10.04.2019	Resolution ; introduction
	11.04.2019	Kinds of resolutions
	12.04.2019	Duties of secretary in relation to resolutions

	13.04.2019	Specimens of resolutions
	14.04.2019	Sunday
Week 15	15.04.2019	continue
	16.04.2019	Voting or poll
	17.04.2019	Mahaveer Jayanti
	18.04.2019	Methods of voting
	19.04.2019	Procedure for taking poll
	20.04.2019	Proxy
	21.04.2019	Sunday
Week 16	22.04.2019	Secretarial duties regarding proxies
	23.04.2019	continue
	24.04.2019	Revision
	25.04.2019	Revision
	26.04.2019	Revision
	27.04.2019	Revision
	28.04.2019	Sunday
Week 17	29.04.2019	Revision
	30.04.2019	Revision

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Lesson plan (Jan-Apr 2019)**

Name of Asst/Associate Professor : Ms. Rachna Poswal		
Class & Section: B.Com Pass VI Sem (1 Section)		
Subject: Financial Management		
	Date	Topics to be covered
Week 1	01.01.2019	Financial management- Introduction and meaning
	02.01.2019	Traditional approach of finance function , Modern approach of finance function
	03.01.2019	Objectives or goals of financial management , Organisation of financial management
	04.01.2019	Functions of financial managers ,Functions of treasurer
	05.01.2019	Functions of controller, Functions of financial management
	06.01.2019	Sunday
	07.01.2019	Importance of financial management

Week 2	08.01.2019	Relationship with other areas of management
	09.01.2019	Financial management and financial accounting
	10.01.2019	Financial planning- Introduction and Meaning
	11.01.2019	Objectives of financial planning
	12.01.2019	Types of financial planning
	13.01.2019	sunday
	14.01.2019	Procedure of financial planning
Week 3	15.01.2019	Principles of a sound financial planning
	16.01.2019	Factors affecting financial planning
	17.01.2019	Factors affecting financial planning
	18.01.2019	Significance of financial planning
	19.01.2019	Limitation of financial planning
	20.01.2019	Sunday
	21.01.2019	Assessing funds requirements
Week 4	22.01.2019	Test – functions and objectives of financial management Profit maximization vs. wealth maximization
	23.01.2019	Assignment of unit 1
	24.01.2019	Doubts
	25.01.2019	Sir Chottu Ram Jayanti
	26.01.2019	Republic day
	27.01.2019	Sunday
	28.01.2019	Working capital management- introduction, meaning and definition
Week 5	29.01.2019	Types of working capital
	30.01.2019	Determinants of working capital
	31.01.2019	Issues of working capital management
	01.02.2019	Computation of working capital
	02.02.2019	Practical problems
	03.02.2019	Sunday
	04.02.2019	Practical problems
Week 6	05.02.2019	Practical problems
	06.02.2019	Management of cash- Introduction and Meaning

	07.02.2019	Objectives of cash management
	08.02.2019	Determinants of cash needs
	09.02.2019	Methods of cash management
	10.02.2019	Sunday
	11.02.2019	Utility of cash budget
Week 7	12.02.2019	Methods of preparing cash budget
	13.02.2019	Cash flow statement:
	14.02.2019	Cash flow ratios , Managing the cash flows
	15.02.2019	Cash management model
	16.02.2019	Miller-orr model
	17.02.2019	Sunday
	18.02.2019	Miller-orr model
Week 8	19.02.2019	Guru Ravidas Jayanti
	20.02.2019	Assignment-Working capital management
	21.02.2019	Marketable securities
	22.02.2019	Meaning and scope of receivables
	23.02.2019	scope of receivables
	24.02.2019	Sunday
	25.02.2019	Cost of capital- Introduction,meaning
Week 9	26.02.2019	Significance of cost of capital
	27.02.2019	Determinants of cost of capital
	28.02.2019	Maharishi Dayanand Saraswati Jayanti
	01.03.2019	Computation- cost of irredeemable debt
	02.03.2019	Cost of redeemable debt with practical problems
	03.03.2019	Cost of preference share capital with practical problems
	04.03.2019	Shivratri
Week 10	05.03.2019	Cost of equity share capital with practical problems
	06.03.2019	Cost of equity share capital with practical problems
	07.03.2019	Cost of equity share capital with practical problems
	08.03.2019	Cost of equity share capital with practical problems
	09.03.2019	Cost of equity share capital with practical problems

	10.03.2019	Sunday
	11.03.2019	Capitalisation – introduction, meaning
Week 11	12.03.2019	Cost theory
	13.03.2019	Earning theory
	14.03.2019	Over capitalization , Under capitalization
	15.03.2019	Test- cost of capital
	16.03.2019	Leverages- introduction and meaning
	17.03.2019	Sunday
		Holi Vacations 17.03.19-24.03.2019
Week 12	25.03.2019	Types of leverage – operating leverage
	26.03.2019	Financial leverage ,Composite leverage
	27.03.2019	Practical problems
	28.03.2019	Practical problems
	29.03.2019	EPS-EBIT Analysis – introduction and meaning
	30.03.2019	Indifference point and financial break-even analysis
	31.03.2019	Sunday
Week 13	01.04.2019	Practical problems
	02.04.2019	Practical problems
	03.04.2019	Capital structure- introduction and meaning
	04.04.2019	Optimum capital structure
	05.04.2019	Factors affecting capital structure
	06.04.2019	Theories of capital structure- NI Approach
	07.04.2019	Sunday
Week 14	08.04.2019	NOI Approach
	09.04.2019	Traditional approach with practical problems
	10.04.2019	Modigliani and Miller approach with practical problems
	11.04.2019	Continued
	12.04.2019	Dividend policy- meaning and Objectives of dividend policy
	13.04.2019	Types of dividend policy

	14.04.2019	Sunday
Week 15		Walter's model and Gordon's model
	15.04.2019	
	16.04.2019	Assignment –Walter's model and Gordon's model
	17.04.2019	Mahaveer Jayanti
	18.04.2019	Theory of irrelevance of dividend
	19.04.2019	Revision- functions of different authorities(financial management)
	20.04.2019	Doubts
	21.04.2019	Sunday
Week 16	22.04.2019	Revision-cost of capital
	23.04.2019	Revision-capital structure
	24.04.2019	Revision- EPS-EBIT Analysis
	25.04.2019	Revision-leverages
	26.04.2019	Revision-dividend policy
	27.04.2019	Discussion about important topics
	28.04.2019	Sunday
Week 17	29.04.2019	Discussion about important topics
	30.04.2019	Important Questions

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Name of Asst/Associate Professor :Ms. BABITA
Class & Section: B.Com. (Pass) (IV) Sem (1 Section)
Subject: SECRETARIAL PRACTICE

	Date	Topics to be covered
Week 1	01.01.2019	<i>Introduction to company secretary</i>
	02.01.2019	Meaning of secretary
	03.01.2019	Definition of company secretary and qualifications of company secretary
	04.01.2019	Qualities of a secretary, appointment of secretary
	05.01.2019	Procedure of appointment ,persons disqualified from being appointed
	06.01.2019	Sunday
	07.01.2019	Removal of secretary, position of a company secretary
Week 2	08.01.2019	<i>Importance and functions of secretary</i>
	09.01.2019	Powers or rights, duties of company secretary
	10.01.2019	Liabilities of company secretary
	11.01.2019	Role of company secretary
	12.01.2019	assignment
	13.01.2019	sunday
	14.01.2019	Introduction :formation of company
Week 3	15.01.2019	<i>Promotion of company</i>
	16.01.2019	Role of secretary in the formation of a company
	17.01.2019	Memorandum of association
	18.01.2019	Alteration of memorandum of association
	19.01.2019	Duties of secretary regarding alteration of name
	20.01.2019	Sunday
	21.01.2019	Situation clause and duties of secretary regarding alteration of registered office clause
Week 4	22.01.2019	Alteration of object clause and duties of secretary
	23.01.2019	Alteration of liabilities clause and duties
	24.01.2019	Articles of association
	25.01.2019	Sir Chottu Ram Jayanti
	26.01.2019	Republic day
	27.01.2019	Sunday

	28.01.2019	<i>Forms of articles of association</i>
Week 5	29.01.2019	Alteration of articles of association and restrictions on alteration of articles
	30.01.2019	Duties of secretary regarding alteration of articles of association
	31.01.2019	Introduction : Issue of shares
	01.02.2019	<i>Duties of secretary regarding issue of shares</i>
	02.02.2019	Allotment of shares
	03.02.2019	Sunday
	04.02.2019	<i>Restrictions on allotment , procedure of allotment</i>
	Week 6	05.02.2019
06.02.2019		<i>Letter of allotment, letter of regret</i>
07.02.2019		<i>Renunciation of allotment</i>
08.02.2019		Test
09.02.2019		Share certificate
10.02.2019		Sunday
11.02.2019		form of share certificate
Week 7	12.02.2019	<i>Share warrant</i>
	13.02.2019	Duties of secretary regarding issue of share warrant
	14.02.2019	Surrender of share warrant
	15.02.2019	stock
	16.02.2019	Procedure of conversion of shares into shares
	17.02.2019	Sunday
	18.02.2019	<i>Calls on shares</i>
Week 8	19.02.2019	Guru Ravidas Jayanti
	20.02.2019	Procedure for making calls and functions of secretary
	21.02.2019	Resolution making a call, forfeiture of shares
	22.02.2019	Reissue of forfeited shares, surrender of shares and difference b/w surrender and forfeiture
	23.02.2019	Transfer of shares
	24.02.2019	Sunday
	25.02.2019	Refusal by a company to register transfer
Week 9	26.02.2019	Certification of transfer
	27.02.2019	<i>Forged transfer, blank transfer</i>
	28.02.2019	Maharishi Dayanand Saraswati Jayanti
	01.03.2019	Register of transfers
	02.03.2019	Procedure of transmission

	03.03.2019	Sunday
	04.03.2019	Shivratri
Week 10	05.03.2019	Company meetings :introduction and kinds of company meetings
	06.03.2019	Duties of a secretary regarding company meetings
	07.03.2019	<i>Duties after meeting</i>
	08.03.2019	Requisites of a valid meeting : introduction
	09.03.2019	1 notice of the meeting
	10.03.2019	Sunday
	11.03.2019	2 Quarum of the meeting
	Week 11	12.03.2019
13.03.2019		<i>4 minutes of the meeting</i>
14.03.2019		Test
15.03.2019		Annual general meeting: introduction
16.03.2019		Secretarial duties regarding annual general meeting
17.03.2019		Sunday
		Holi Vacations 17.03.19-24.03.2019
Week 12	25.03.2019	Duties of secretary during the meeting
	26.03.2019	Duties of secretary after the meeting
	27.03.2019	Extraordinary general meeting
	28.03.2019	Secretarial work regarding extraordinary general meeting
	29.03.2019	continue
	30.03.2019	Meetings of the board of directors
	31.03.2019	Sunday
Week 13	01.04.2019	Duties of company secretary
	02.04.2019	Meetings of directors ' committees
	03.04.2019	continue
	04.04.2019	continue
	05.04.2019	motion :introduction
	06.04.2019	Essential elements of a motion
	07.04.2019	Sunday
Week 14	08.04.2019	Test
	09.04.2019	Classification of motion
	10.04.2019	Resolution ; introduction
	11.04.2019	Kinds of resolutions
	12.04.2019	Duties of secretary in relation to resolutions

	13.04.2019	Specimens of resolutions
	14.04.2019	Sunday
Week 15	15.04.2019	continue
	16.04.2019	Voting or poll
	17.04.2019	Mahaveer Jayanti
	18.04.2019	Methods of voting
	19.04.2019	Procedure for taking poll
	20.04.2019	Proxy
	21.04.2019	Sunday
Week 16	22.04.2019	Secretarial duties regarding proxies
	23.04.2019	continue
	24.04.2019	Revision
	25.04.2019	Revision
	26.04.2019	Revision
	27.04.2019	Revision
	28.04.2019	Sunday
Week 17	29.04.2019	Revision
	30.04.2019	Revision

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Name of Asst/Associate Professor : Ms. BABITA		
Class & Section: B.Com. (Pass) (IV) Sem (1 Section)		
Subject: BUSINESS STATISTICS		
	Date	Topics to be covered
Week 1	01.01.2019	Index no.-1 Introduction, definition, uses, limitations, Types , problems
	02.01.2019	Methods 1) Simple or unweighted index numbers Simple aggregate method Simple avg of price relative
	03.01.2019	Weighted index number , Weighted avg of price relative method & quality index number & value index number
	04.01.2019	Tests of adequacy of index number
	05.01.2019	Index number –II Introduction , chain base index number
	06.01.2019	Sunday
	07.01.2019	Fixed base index number

Week 2	08.01.2019	Base conversion
	09.01.2019	Base shifting, splicing, & deflating of index number
	10.01.2019	Consumer price index or cost of living index number
	11.01.2019	continue
	12.01.2019	DOUBTS
	13.01.2019	sunday
	14.01.2019	DOUBTS
Week 3	15.01.2019	Test(index number) weighted index number Assignment : test of adequacy of index number
	16.01.2019	Time series analysis Introduction, meaning, definition, utility
	17.01.2019	Components, Analysis, Methods(Free hand curve)
	18.01.2019	Semi Average method
	19.01.2019	Moving Average method
	20.01.2019	Sunday
	21.01.2019	Continue
Week 4	22.01.2019	Continue
	23.01.2019	Least square method (Direct Short Cut Method)
	24.01.2019	Continue
	25.01.2019	Sir Chottu Ram Jayanti
	26.01.2019	Republic day
	27.01.2019	Sunday
	28.01.2019	<i>Continue</i>
Week 5	29.01.2019	Time Series Analysis II Introduction (measurement of seasonal variation) 1) Method of simple average Method of moving average
	30.01.2019	1) Ratio to moving average Ratio to trend method
	31.01.2019	1) Link relative method Deseasonalisation of data
	01.02.2019	doubts
	02.02.2019	assignment
	03.02.2019	Sunday
	04.02.2019	Probability Introduction, Basic concepts
Week 6	05.02.2019	Definition, importance
	06.02.2019	Probability scale
	07.02.2019	Combination theory & uses

	08.02.2019	Additional theorem
	09.02.2019	continue
	10.02.2019	Sunday
	11.02.2019	Multiplication theorem
Week 7	12.02.2019	continue
	13.02.2019	Combined theorem
	14.02.2019	continue
	15.02.2019	continue
	16.02.2019	continue
	17.02.2019	Sunday
	18.02.2019	Mathematical expectation
Week 8	19.02.2019	Guru Ravidas Jayanti
	20.02.2019	continue
	21.02.2019	continue
	22.02.2019	Bayes theorem
	23.02.2019	continue
	24.02.2019	Sunday
	25.02.2019	Continue..
Week 9	26.02.2019	Doubts
	27.02.2019	Test: bayes theorem
	28.02.2019	Maharishi Dayanand Saraswati Jayanti
	01.03.2019	Assignment : theorem
	02.03.2019	Probability Distribution—Binomial & poisson distribution 1) Observed frequency distribution 2) Theoretical or probability distribution
	03.03.2019	Sunday
	04.03.2019	Shivratri
Week 10	05.03.2019	Uses of theoretical frequency distribution
	06.03.2019	Types of theoretical distribution
	07.03.2019	1) Binomial
	08.03.2019	Practical problems
	09.03.2019	Practical problems
	10.03.2019	Sunday
	11.03.2019	Poisson distribution
Week 11	12.03.2019	Practical problems
	13.03.2019	Practical problems
	14.03.2019	Doubt class
	15.03.2019	Test- binomial

		Assignments: poisson
	16.03.2019	Introduction: Probability distribution- normal distribution, definition
	17.03.2019	Sunday
		Holi Vacations 17.03.19-24.03.2019
Week 12	25.03.2019	
	26.03.2019	Assumptions, properties
	27.03.2019	Assumptions, properties
	28.03.2019	Importance, Relation among binomial poisson & normal
	29.03.2019	Application of normal distribution 1) Finding areas when mean & standard deviation of normal variate given
	30.03.2019	Continue..
	31.03.2019	Sunday
Week 13	01.04.2019	Application of normal distribution 2) Finding areas when mean & standard deviation of normal variate given
	02.04.2019	Continue..
	03.04.2019	Finding mean & standard deviation when area under normal curve is given
	04.04.2019	Finding minimum & maximum score among the highest & lowest group
	05.04.2019	Continue..
	06.04.2019	Fitting of normal curve 1) Ordinate method
	07.04.2019	Sunday
Week 14	08.04.2019	Practical problems
	09.04.2019	Area method
	10.04.2019	Practical method
	11.04.2019	Practical problems
	12.04.2019	Doubts
	13.04.2019	Doubts
	14.04.2019	Sunday
Week 15	15.04.2019	Practical problems
	16.04.2019	Area method
	17.04.2019	Mahaveer Jayanti
	18.04.2019	Practical problems
	19.04.2019	Practical method
	20.04.2019	Practical problems
	21.04.2019	Sunday

Week 16	22.04.2019	continue
	23.04.2019	Revision time series analysis-I
	24.04.2019	Revision Time series analysis-II
	25.04.2019	Continue..
	26.04.2019	continue
	27.04.2019	Test
	28.04.2019	Sunday
Week 17	29.04.2019	Doubts
	30.04.2019	Doubts

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Name of Asst/Associate Professor : Ms. Babita		
Class & Section: B.Com. (Pass) (IV) Sem (1 Section)		
Subject: Financial Accounting		
	Date	Topics to be covered
Week 1	01.01.2019	Meaning of Royalty, types, difference between rent and royalty, Analytical table of royalty, journal entries of royalty
	02.01.2019	Recoupment of short working, preparation of minimum rent a/c with practical problems
	03.01.2019	Half yearly payment of royalty, leasing of two mines
	04.01.2019	Recoupment of each year shortworking, stoppage and reduction of work due to strike with practical problems
	05.01.2019	Proportionate reduction in the shortworkings, strike, lockout and subsidy from the government with practical problem
	06.01.2019	Sunday
	07.01.2019	Non- availability of the whole amount of the surplus for recoupment, Explanation of journal entries
Week 2	08.01.2019	Accounting records in the books of landlord and Lessor,
	09.01.2019	Sub-Lease with practical problem
	10.01.2019	Practical problem of royalty when two rates of minimum rent is given
	11.01.2019	Practical problems of royalty in connection with oil-wells and brick making

	12.01.2019	Practical problems of royalty in connection with Patents
	13.01.2019	sunday
	14.01.2019	Accounting records of copyright royalties
Week 3	15.01.2019	Practical problems of royalty
	16.01.2019	Doubts of royalty
	17.01.2019	Meaning of Department account, Difference between departmental accounts and branch account
	18.01.2019	Departmental trading and P & L account, General profit and loss account, Allocation of expenses with its examples and practical problems
	19.01.2019	Inter departmental transactions with its examples and practical problems
	20.01.2019	Sunday
	21.01.2019	Finding out missing closing stock with its examples and practical problems
Week 4	22.01.2019	Calculation of departmental purchases with its examples and practical problems
	23.01.2019	Calculation of departmental purchases with its examples and practical problems
	24.01.2019	Practical problems
	25.01.2019	Sir Chottu Ram Jayanti
	26.01.2019	Republic day
	27.01.2019	Sunday
	28.01.2019	Test of Royalty
Week 5	29.01.2019	Dissolution of Partnership firm : Meaning, modes and accounting procedure of dissolution firm
	30.01.2019	Difference between dissolution of firm and dissolution of partnership; Difference between revaluation account and realization account
	31.01.2019	Practical problems
	01.02.2019	Practical problems
	02.02.2019	Insolvency of partner, Rule of Garner vs Murray with its examples and practical problems
	03.02.2019	Sunday
	04.02.2019	Numerical problems of insolvency when capital are fixed and One partner remains solvent

Week 6	05.02.2019	All partners become insolvent with its examples and practical problem
	06.02.2019	Gradual realization of asset and piecemeal distribution with its method and numerical problems
	07.02.2019	Practical problems and doubts
	08.02.2019	Test of Departmental Account
	09.02.2019	Amalgamation of partnership firms: Meaning, Accounting records in the books of old firm with examples and practical problems
	10.02.2019	Sunday
	11.02.2019	Accounting records in the books of new firm with examples and practical problems
Week 7	12.02.2019	Sale of partnership firm to a company and accounting records in the books of partnership firm with examples and practical problems
	13.02.2019	Calculation of purchase consideration with examples
	14.02.2019	Doubts of Amalgamation of partnership firms
	15.02.2019	Meaning, Terms and characteristics of Hire Purchase System, Difference between HPP and Credit Sales
	16.02.2019	Methods of HPP, Explain first method of HPP and necessary accounts with example1
	17.02.2019	Sunday
	18.02.2019	Payment by Half yearly installments with its solved example
Week 8	19.02.2019	Guru Ravidas Jayanti
	20.02.2019	Calculation of cash price by annuity rate method and by rate of interest method with examples
	21.02.2019	Practical problems of inverse progressive method and product method under rate of interest method
	22.02.2019	After sales service and repossession of goods due to non payment of installments
	23.02.2019	Solved examples of repossession of goods only a part of total goods
	24.02.2019	Sunday
	25.02.2019	Practical problems
Week 9	26.02.2019	Practical problems
	27.02.2019	Transfer of asset to third party, Sale of asset by Hire purchaser
	28.02.2019	Maharishi Dayanand Saraswati Jayanti

	01.03.2019	Practical problems and revision of method 1
	02.03.2019	Second method : Asset accrual method
	03.03.2019	Sunday
	04.03.2019	Shivratri
Week 10	05.03.2019	Goods of small value, Preparation of Hire purchase trading account with examples
	06.03.2019	Stock and Debtor System in Hire Purchase
	07.03.2019	Practical problems
	08.03.2019	Meaning of Instalment payment system and difference between HPP and IPS
	09.03.2019	Accounting entries of Instalment payment system
	10.03.2019	Sunday
	11.03.2019	Revision of Hire purchase system & installment payment system
Week 11	12.03.2019	Meaning of Joint venture accounts, its objective and features Difference between Joint venture and consignment ; Difference between Joint venture and partnership
	13.03.2019	Accounting treatment of maintaining joint venture records, Joint bank method with its solved examples
	14.03.2019	Test of Dissolution of partnership firm
	15.03.2019	Calculation normal and abnormal loss with practical problems
	16.03.2019	Underwriting of shares of a company with its solved examples
	17.03.2019	Sunday
		Holi Vacations 17.03.19-24.03.2019
Week 12	25.03.2019	Joint venture accounting treatment of Second method
	26.03.2019	Practical problems
	27.03.2019	When one Co venture keep complete record of all transactions
	28.03.2019	Joint venture accounting treatment of third method with its solved examples
	29.03.2019	Practical problems
	30.03.2019	Solved examples of Memorandum joint venture and underwriting of shares
	31.03.2019	Sunday
Week	01.04.2019	Revision of Joint venture

13	02.04.2019	Branch Accounts ; Meaning, types and its methods ; Debtors method
	03.04.2019	Debtor method with solved examples
	04.04.2019	Practical problems
	05.04.2019	Final account method with solved examples
	06.04.2019	Stock and debtor system with solved examples
	07.04.2019	Sunday
Week 14	08.04.2019	Difference between wholesale and retail profit in branch
	09.04.2019	Independent branches
	10.04.2019	Incorporation entries in the books of head office by different methods
	11.04.2019	Solved examples
	12.04.2019	Accounting records in case of cash in transit and goods in transit
	13.04.2019	Special transaction between head office and branch, Inter branch transaction
14.04.2019	Sunday	
Week 15	15.04.2019	Foreign branch
	16.04.2019	Conversion of foreign branch Trial balance
	17.04.2019	Mahaveer Jayanti
	18.04.2019	Doubts
	19.04.2019	Practical problems
	20.04.2019	Doubts
21.04.2019	Sunday	
Week 16	22.04.2019	Assignment: Branch Accounting
	23.04.2019	Revision of Branch Account
	24.04.2019	Revision of Departmental Account
	25.04.2019	Revision of Hire Purchase System and instalment payment System
	26.04.2019	Revision of Dissolution of partnership firm
	27.04.2019	Revision
28.04.2019	Sunday	
Week 17	29.04.2019	Revision of joint venture
	30.04.2019	Discuss about Important question

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Name of Asst/Associate Professor : Ms. BABITA		
Class & Section: B.Com. (Pass) (IV) Sem (1 Section)		
Subject: BRF		
	Date	Topics to be covered
Week 1	01.01.2019	Introduction to syllabus
	02.01.2019	Indian partnership Act, 1932
	03.01.2019	Characteristics of partnership
	04.01.2019	Touchstone of partnership
	05.01.2019	Partnership Deed
	06.01.2019	Sunday
	07.01.2019	Kinds of partnership
Week 2	08.01.2019	Rights and duties of partners
	09.01.2019	Relation of partner to third party
	10.01.2019	Types of partners
	11.01.2019	Minor partner
	12.01.2019	Reconstitution of partnership firm
	13.01.2019	sunday
	14.01.2019	Dissolution of firm
Week 3	15.01.2019	Rights and duties of partners on dissolution
	16.01.2019	Settlement of accounts after dissolution
	17.01.2019	Registration of partnership firm
	18.01.2019	Advantages of registration
	19.01.2019	Revision
	20.01.2019	Sunday
	21.01.2019	Class test: Partnership Act
Week 4	22.01.2019	Negotiable instruments Act, 1881
	23.01.2019	Characteristics and presumptions
	24.01.2019	Kinds of negotiable instruments
	25.01.2019	Sir Chottu Ram Jayanti
	26.01.2019	Republic day
	27.01.2019	Sunday
	28.01.2019	Promissory Note
Week 5	29.01.2019	Bills of exchange

	30.01.2019	Kinds of bills of exchange
	31.01.2019	Cheque
	01.02.2019	Comparison between cheque, BOE & promissory note
	02.02.2019	Island and Foreign Instruments
	03.02.2019	Sunday
	04.02.2019	Maturity of instruments
Week 6	05.02.2019	Parties to negotiable instruments
	06.02.2019	Holder of a negotiable instruments
	07.02.2019	Special privilages of holder in due course
	08.02.2019	Payment in due course
	09.02.2019	Capacity of parties
	10.02.2019	Sunday
	11.02.2019	Liability of parties to negotiable instrument
Week 7	12.02.2019	Negotiation
	13.02.2019	Endorsement
	14.02.2019	Acceptance
	15.02.2019	Acceptance and payment for honor
	16.02.2019	Presentation
	17.02.2019	Sunday
	18.02.2019	Discharge of parties from liability
Week 8	19.02.2019	Guru RavidasJayanti
	20.02.2019	Dishonor
	21.02.2019	Noting and protesting
	22.02.2019	Hundi
	23.02.2019	Class test: Endorsement
	24.02.2019	Sunday
	25.02.2019	Sale of goods Act, 1930
Week 9	26.02.2019	Contract of sale
	27.02.2019	Sale and agreement to sell
	28.02.2019	Maharishi DayanandSaraswatiJayanti
	01.03.2019	Contract of sale Vs. other contracts
	02.03.2019	Subject matter of contract of sale of goods
	03.03.2019	Sunday
	04.03.2019	Shivratri
Week 10	05.03.2019	Destruction of goods
	06.03.2019	Price
	07.03.2019	Conditions and warranties

	08.03.2019	Implied conditions
	09.03.2019	Implied warranties
	10.03.2019	Sunday
	11.03.2019	Doctrine of caveat emptor
Week 11	12.03.2019	Meaning of transfer of title
	13.03.2019	Appropriation of goods
	14.03.2019	Exceptions to transfer of title
	15.03.2019	Delivery of goods
	16.03.2019	Rights and duties of buyer
	17.03.2019	Sunday
		Holi Vacations 17.03.19-24.03.2019
Week 12	25.03.2019	Unpaid seller: Meaning
	26.03.2019	Rights against goods
	27.03.2019	Rights against buyer
	28.03.2019	Sale by auction
	29.03.2019	Right to information Act, 2005
	30.03.2019	Features of RTI
	31.03.2019	Sunday
Week 13	01.04.2019	Procedure of obtaining information
	02.04.2019	Appeals
	03.04.2019	Exemptions from disclosure of information
	04.04.2019	The central information commission
	05.04.2019	To continue
	06.04.2019	Sale of goods
	07.04.2019	Sunday
Week 14	08.04.2019	Sale of goods
	09.04.2019	The state information commission
	10.04.2019	Functions and powers of information commission
	11.04.2019	Functions and powers of information commission – continued
	12.04.2019	Salary and allowances
	13.04.2019	Salary and allowances - continued
	14.04.2019	Sunday
Week 15	15.04.2019	Obligations of public authorities
	16.04.2019	Obligations of public authorities - continued
	17.04.2019	MahaveerJayanti
	18.04.2019	Duties of public information officer
	19.04.2019	revision

	20.04.2019	Test of unit 4
	21.04.2019	Sunday
Week 16	22.04.2019	Revision
	23.04.2019	Revision
	24.04.2019	Revision
	25.04.2019	Revision
	26.04.2019	Revision
	27.04.2019	Revision
	28.04.2019	Sunday
Week 17	29.04.2019	
	30.04.2019	

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Name of Asst/Associate Professor :Ms. Komal Kapoor Class & Section: B.Com. (Pass) II Sem (1 Section) Subject: Business environment		
	Date	Topics to be covered
Week 1	01.01.2019	<i>Concept of business</i>
	02.01.2019	Concept of business environment
	03.01.2019	Types of business environment : internal and external environment
	04.01.2019	Types of business environment :internal and external environment
	05.01.2019	Relationship Between Business and environment
	06.01.2019	Sunday
	07.01.2019	Current Indian business environment
Week 2	08.01.2019	<i>Analysis of business environment :concept</i>
	09.01.2019	Process Of environment analysis & responsibilities for environmental analysis
	10.01.2019	Significance of study of business environment
	11.01.2019	SWOT : introduction, components
	12.01.2019	Process & uses of swot
	13.01.2019	sunday
	14.01.2019	ETOP
Week 3	15.01.2019	Assignment Types of business environment
	16.01.2019	SWOT analysis of Indian dairy industry
	17.01.2019	SWOT analysis of food processing industry
	18.01.2019	SWOT analysis of tele communication industry
	19.01.2011	National income : meaning, pre independence estimates of national income
	20.01.2019	Sunday
	21.01.2019	Post independence estimates of national income, methods of measuring national income
Week 4	22.01.2019	Importance ofmeasuring national income ,difficulties for measuring national income

	23.01.2019	Trends in national income
	24.01.2019	Structure of national income
	25.01.2019	Sir Chottu Ram Jayanti
	26.01.2019	Republic day
	27.01.2019	Sunday
	28.01.2019	Causes of low national income in India
Week 5	29.01.2019	Suggestions To raise national income in India
	30.01.2019	Capital formation : concept , importance
	31.01.2019	Gross capital formation in India
	01.02.2019	Savings, determinants of capital Formation
	02.02.2019	Causes of low rate of capital formation in India
	03.02.2019	Sunday
	04.02.2019	Suggestions to increase the rate of capital formation in India
Week 6	05.02.2019	TrendsOf industrial development during 5 years
	06.02.2019	Continue
	07.02.2019	An appraisal Of industrial development during 5 year plan
	08.02.2019	Suggestions to solve the problem of industrial development in India
	09.02.2019	Balance of payment (bop), balance of trade(bot): introduction
	10.02.2019	Sunday
	11.02.2019	Structure of bop ,dis Equilibrium in bop
Week 7	12.02.2019	Trends in bop, bop crises
	13.02.2019	Causes of un favourable bop , suggestions to correct disequilibrium in bop
		Test
	14.02.2019	dis equilibrium in Bop, causes of unfavourable bop , suggestions to correct disequilibrium in bop
	15.02.2019	Unemployment: nature and types of unemployment in India
	16.02.2019	Trends of unemployment in India , effects of the problem of unemployment
	17.02.2019	Causes of unemployment steps taken by government to solve the problem of unemployment in India
	18.02.2019	Suggestions to solve unemployment ,employment in 11th five year

		plan, employment in 12th five year plan
Week 8	19.02.2019	Guru RavidasJayanti
	20.02.2019	MGNREGA (2005), projected population, labour force and employment , sectors with prospects for creation of new employment opportunities
	21.02.2019	Assignment Causes of unemployment steps taken by government to solve the problem of unemployment in india , mgnrega (2005),
	22.02.2019	Regional imbalances: concept, pattern of regional development
	23.02.2019	Features, causes of regional imbalances
	24.02.2019	Sunday
	25.02.2019	Measures taken by govt. & suggestions for removing regional imbalances, PURA
Week 9	26.02.2019	Inflation concept, types:
	27.02.2019	Trends in inflation, measurement& effects of inflation
	28.02.2019	Maharishi Dayanand Saraswati Jayanti
	01.03.2019	Causes of inflation, measures to control inflation
	02.03.2019	Evaluation of price policy, suggestions to check inflation
	03.03.2019	Sunday
Week 10	04.03.2019	Shivratri
	05.03.2019	Test Inflation concept, types, causes of inflation, measures to control inflation
	06.03.2019	Parallel economy: concept, causes responsible for growth of black money
	07.03.2019	Estimates of black money in India,
	08.03.2019	effects of black money
	09.03.2019	Measures to check black money
	10.03.2019	Sunday
Week 11	11.03.2019	Industrial sickness: concept, symptoms of industrial sickness
	12.03.2019	Causes and magnitude of industrial sickness
	13.03.2019	Effects of industrial sickness remedial measures adopted to prevent industrial sickness in India
	14.03.2019	Suggestions to prevent industrial sickness in India,
	15.03.2019	SICA,BIFR
	16.03.2019	Securitsaition ,reconstruction of financial assets and enforcement of security interest act ,(2002)
	17.03.2019	Sunday
		Holi Vacations 17.03.19-24.03.2019

Week 12	25.03.2019	Monetary policy: objectives ,measures of monetary policy of India
	26.03.2019	Monetary policy: objectives ,measures of monetary policy of India
	27.03.2019	Features and critical evaluation of monetary policy in India
	28.03.2019	Suggestions for improvement in monetary policy, new monetary policy of RBI
	29.03.2019	Suggestions for improvement in monetary policy, new monetary policy of RBI
	30.03.2019	monetary policy for the year 2015-16
	31.03.2019	Sunday
Week 13	01.04.2019	Fiscal policy: objectives, techniques of fiscal policy
	02.04.2019	Fiscal policy: objectives, techniques of fiscal policy
	03.04.2019	Evaluation of fiscal policy of India
	04.04.2019	Causes of increase in fiscal deficit,
	05.04.2019	fiscal reforms in India
	06.04.2019	Industrial policy: meaning, importance industrial policy of 1948
	07.04.2019	Sunday
Week 14	08.04.2019	Industrial policy: meaning, importance of industrial policy of 1956
	09.04.2019	Industrial policy of 1977,1980
	10.04.2019	Industrial policy of 1991
	11.04.2019	National manufacturing policy,2011
	12.04.2019	National manufacturing policy,2011
	13.04.2019	Industrial licensing policy
	14.04.2019	Sunday
Week 15	15.04.2019	Privatisation : concept, measures
	16.04.2019	causes of privatisation
	17.04.2019	MahaveerJayanti
	18.04.2019	Objectives, obstacles of privatisation
	19.04.2019	Privatisation in India ,practical suggestions
	20.04.2019	Test: New industrial policy(1991)
	21.04.2019	Sunday
Week 16	22.04.2019	Revision
	23.04.2019	Revision
	24.04.2019	Revision
	25.04.2019	Revision

	26.04.2019	Revision
	27.04.2019	Revision
	28.04.2019	Sunday
Week 17	29.04.2019	Revision
	30.04.2019	Revision

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Name of Asst/Associate Professor : Ms. Komal Kapoor		
Class & Section: B.Com. (Pass) (IV) Sem (1 Section)		
Subject: Corporate Accounting		
	Date	Topics to be covered
Week 1	01.01.2019	Internal Reconstruction: Concept
	02.01.2019	Types of Internal Reconstruction
	03.01.2019	Accounting Procedure of Internal Reconstruction
	04.01.2019	Practical Questions of Internal Reconstruction
	05.01.2019	Practical Questions
	06.01.2019	Sunday
	07.01.2019	Practical Questions
Week 2	08.01.2019	Practical Questions
	09.01.2019	Practical Questions
	10.01.2019	Practical Questions
	11.01.2019	Practical Problems of students
	12.01.2019	Practical Problems of students
	13.01.2019	sunday
	14.01.2019	Introduction of Amalgamation, Absorption & Reconstruction
Week 3	15.01.2019	Important terms of Amalgamation
	16.01.2019	Purchase Consideration Methods
	17.01.2019	Accounting Treatment in the Books of Transferor Company
	18.01.2019	Accounting Treatment in the Books of Transferee Company
	19.01.2019	Practical Questions of Amalgamation

	20.01.2019	Sunday
	21.01.2019	Practical Questions of Amalgamation
Week 4	22.01.2019	Practical Questions of Amalgamation
	23.01.2019	Practical Questions of Amalgamation
	24.01.2019	Practical Questions of Amalgamation
	25.01.2019	Sir Chottu Ram Jayanti
	26.01.2019	Republic day
	27.01.2019	Sunday
	28.01.2019	Assignment What is Purchase Consideration As per As-14? Explain the methods of Purchase Consideration.

Week 5	29.01.2019	Practical Questions of Amalgamation
	30.01.2019	Problems of Fraction Shares
	31.01.2019	Practical Questions of Fraction Shares
	01.02.2019	Practical Questions of Fraction Shares
	02.02.2019	Practical problems of Students
	03.02.2019	Sunday
	04.02.2019	Practical problems of students
Week 6	05.02.2019	Liquidation: Meaning and Methods
	06.02.2019	Order of Payments in Liquidation
	07.02.2019	Practical Questions of Liquidator's Final Statement of Accounts
	08.02.2019	Liquidator's Remuneration to Equity Shareholders - Practicals
	09.02.2019	Distribution Of Surplus-Practicals
	10.02.2019	Sunday
	11.02.2019	Calls In Arrears- Practicals
Week 7	12.02.2019	Removing of Disparity among Shareholders
	13.02.2019	Calls on Equity Shares- Practicals
	14.02.2019	Practical Questions
	15.02.2019	When different categories of Equity Shares have Different Nominal Values - Practicals
	16.02.2019	Receiver for Debenture Holders- Practicals
	17.02.2019	Sunday
	18.02.2019	List of Contributories- Practicals

Week 8	19.02.2019	Guru Ravidas Jayanti
	20.02.2019	Statement of Affairs-Practicals
	21.02.2019	Deficiency or Surplus A/C
	22.02.2019	Practical Problems
	23.02.2019	Practical problems
	24.02.2019	Sunday
	25.02.2019	Test Liquidation of company
Week 9	26.02.2019	Financial Reporting-Meaning, Objectives, Mutual Fund
	27.02.2019	Mutual Fund
	28.02.2019	Maharishi Dayanand Saraswati Jayanti
	01.03.2019	Non Banking Financial Companies
	02.03.2019	Non Banking Financial Companies
	03.03.2019	Sunday
	04.03.2019	Shivratri

Week 10	05.03.2019	Stock Brokers
	06.03.2019	Accounts of Banking Companies-Introduction
	07.03.2019	Performa of Profit & Loss A/C
	08.03.2019	Explanation of Schedule of Profit & Loss A/C
	09.03.2019	Rebate on Bills Discounted
	10.03.2019	Sunday
	11.03.2019	Practical Questions of Profit & Loss A/C
Week 11	12.03.2019	Non Performing Assets
	13.03.2019	Provisioning for Advances Covered by ECGC/DICGC Guarantee
	14.03.2019	New Revised Format of Balance Sheet
	15.03.2019	Explanation of Schedules in Balance Sheet
	16.03.2019	Practical Questions of Balance Sheet
	17.03.2019	Sunday
		Holi Vacations 17.03.19-24.03.2019
Week 12	25.03.2019	Practical Questions of Balance Sheet
	26.03.2019	Practical Questions of Balance Sheet

	27.03.2019	Practical Questions of Balance Sheet
	28.03.2019	Practical Questions of Balance Sheet
	29.03.2019	Practical Problems
	30.03.2019	Assignment Give Specimen of Profit & Loss A/C & Balance Sheet of Banking Companies
	31.03.2019	Sunday
Week 13	01.04.2019	Practical Problems
	02.04.2019	Accounts of Holding Companies- Introduction, Advantages, Disadvantages
	03.04.2019	Consolidated Balance Sheet
	04.04.2019	Cost of Control/Capital Reserve
	05.04.2019	Practical Questions of Partly Owned Subsidiary
	06.04.2019	Practical Questions of Partly Owned Subsidiary
	07.04.2019	Sunday
Week 14	08.04.2019	Practical Questions of Partly Owned Subsidiary
	09.04.2019	Pre-Acquisition & Post -Acquisition Profits/Reserves
	10.04.2019	Practical Questions
	11.04.2019	Adjustment for Unrealized Profits included in Inventory
	12.04.2019	Elimination of Mutual Ownings
	13.04.2019	Debentures & Preference Shares in the Subsidiary Company
	14.04.2019	Sunday
Week 15	15.04.2019	Dividend Received from Subsidiary Company out of Pre & Post Acquisition profits
	16.04.2019	Practical Questions
	17.04.2019	Mahaveer Jayanti
	18.04.2019	Practical Questions
	19.04.2019	Practical problems
	20.04.2019	Test Accounts of Holding Company
	21.04.2019	Sunday

Week 16	22.04.2019	Revision
	23.04.2019	Revision
	24.04.2019	Revision
	25.04.2019	Revision
	26.04.2019	Revision
	27.04.2019	Revision
	28.04.2019	Sunday
Week 17	29.04.2019	Revision
	30.04.2019	Revision

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Name of Asst/Associate Professor : Ms. KOMAL KAPOOR		
Class & Section: B.Com. (Pass) (VI) Sem (1 Section)		
Subject: AUDITING		
	Date	Topics to be covered
Week 1	01.01.2019	Introduction of auditing
	02.01.2019	Scope , necessity of auditing
	03.01.2019	Basic concepts and principles of auditing
	04.01.2019	Qualities , types of auditors
	05.01.2019	Audit Procedure
	06.01.2019	Sunday
	07.01.2019	Techniques of auditing
Week 2	08.01.2019	Objects of auditing
	09.01.2019	Advantages and limitations of auditing
	10.01.2019	Classifications of auditing
	11.01.2019	Classifications of auditing
	12.01.2019	Interim audit ,Internal and external audit
	13.01.2019	Sunday
	14.01.2019	Difference between different type of audit
Week 3	15.01.2019	Relationship between different type of audit
	16.01.2019	Internal and external auditor
	17.01.2019	Audit Programme
	18.01.2019	Preparation and advantages of audit program
	19.01.2019	Audit notebook

	20.01.2019	Sunday
	21.01.2019	Methods and Procedure of audit work
Week 4	22.01.2019	Continue
	23.01.2019	Assignment : "Audit Procedure".
	24.01.2019	Internal Control
	25.01.2019	Sir Chottu Ram Jayanti
	26.01.2019	Republic day
	27.01.2019	Sunday
	28.01.2019	Test: Explain different types of audit.
	Week 5	29.01.2019
30.01.2019		Internal check
31.01.2019		Internal check and internal audit
01.02.2019		Routine Checking : Introduction
02.02.2019		Importance of routine checking
03.02.2019		Sunday
04.02.2019		Vouchers
Week 6	05.02.2019	Vouching of cash book
	06.02.2019	Vouching of petty cash book, purchase , sale book
	07.02.2019	Vouching of journal proper, ledger
	08.02.2019	Meaning and objectives of verification
	09.02.2019	Difference between vouching, verification and valuation
	10.02.2019	Sunday
	11.02.2019	General rules of verification
Week 7	12.02.2019	Assignment : " Vouching is the backbone of auditing"
	13.02.2019	Auditors Duty
	14.02.2019	Verification of different types of assets
	15.02.2019	Verification of different types of liabilities
	16.02.2019	Continue
	17.02.2019	Sunday
	18.02.2019	Valuation: introduction
Week 8	19.02.2019	Guru Ravidas Jayanti
	20.02.2019	Meaning and objectives of valuation
	21.02.2019	Methods of valuation of assets
	22.02.2019	Methods of valuation of Goodwill
	23.02.2019	Valuation of fictitious assets

	24.02.2019	Sunday
	25.02.2019	Class discussions
Week 9	26.02.2019	Test : Varification and valuation of assets
	27.02.2019	Provisions regarding appointment , remuneration , rightsand duties in soleproprietorship concern
	28.02.2019	Maharishi Dayanand Saraswati Jayanti
	01.03.2019	Provisions regarding appointment , remuneration , rights and duties in partnership
	02.03.2019	Provisions regarding appointment , remuneration , rights and duties in company
	03.03.2019	Sunday
	04.03.2019	Shivratri
	Week 10	05.03.2019
06.03.2019		Continue
07.03.2019		Liabilities of auditor
08.03.2019		Joint Auditors
09.03.2019		Depreciation : introduction
10.03.2019		Sunday
11.03.2019		Continue
Week 11	12.03.2019	Methods of depreciation
	13.03.2019	Depreciation and auditor
	14.03.2019	Provisions: Introduction
	15.03.2019	Reserve : Introduction
	16.03.2019	Continue
	17.03.2019	Sunday
		Holi Vacations 17.03.19-24.03.2019
Week 12	25.03.2019	Test : company Auditor
	26.03.2019	Assignment : An auditor is a watchdog and not a bloodhound . Explain the statement?
	27.03.2019	Introduction of profit
	28.03.2019	Continue
	29.03.2019	Introduction of Dividend
	30.03.2019	Continue
	31.03.2019	Sunday
Week 13	01.04.2019	Investor Education and Protection fund
	02.04.2019	Continue
	03.04.2019	Audit Report: Introduction

	04.04.2019	Continue
	05.04.2019	Types of Audit Report
	06.04.2019	Specimens of Audit report
	07.04.2019	Sunday
Week 14	08.04.2019	Audit certificate
	09.04.2019	oral test
	10.04.2019	Introduction of Investigation
	11.04.2019	Difference between auditing and investigation
	12.04.2019	Necessity of investigation
	13.04.2019	Procedure of Investigation
	14.04.2019	Sunday
Week 15	15.04.2019	Types of Investigation
	16.04.2019	Continue
	17.04.2019	Mahaveer Jayanti
	18.04.2019	Investigation on behalf of central government
	19.04.2019	Investigation on behalf of Investors
	20.04.2019	Investigation on behalf of owner of the business
	21.04.2019	Sunday
Week 16	22.04.2019	Investigation by Tax Authority
	23.04.2019	Assignment : Audit Report
	24.04.2019	Test : Investigation
	25.04.2019	Revision
	26.04.2019	Revision
	27.04.2019	Revision
	28.04.2019	Sunday
Week 17	29.04.2019	Revision
	30.04.2019	Revision

**K.L Mehta Dayanand College For Women, Faridabad
Lesson plan (Jan-Apr 2019)**

Name of Asst/Associate Professor :Ms. KOMAL KAPOOR		
Class & Section: B.Com (Pass) IV Sem (1 Section)		
Subject: Marketing management		
	Date	Topics to be covered
Week 1	01.01.2019	<i>Meaning and classifications of market</i>

	02.01.2019	Meaning and characteristics of market
	03.01.2019	Approaches of marketing
	04.01.2019	Role and importance of marketing
	05.01.2019	cost and scope of marketing
	06.01.2019	Sunday
	07.01.2019	Evolution of marketing
Week 2	08.01.2019	<i>Fundamental marketing concepts</i>
	09.01.2019	Modern marketing concepts
	10.01.2019	Meaning and definition of marketing management
	11.01.2019	Functions of marketing management
	12.01.2019	Test
	13.01.2019	sunday
Week 3	14.01.2019	Marketing segementions versus product differentiations
	15.01.2019	<i>Basis of market segmentation</i>
	16.01.2019	Market segementaion strategies
	17.01.2019	Selection of good market segementaion strategies
	18.01.2019	Determinant of successful positioning
	19.01.2019	Assignment
	20.01.2019	Sunday
Week 4	21.01.2019	Consumer behavior vs. buyer behaviour
	22.01.2019	Consumer buying or decision making process
	23.01.2019	Buyer behaviour model
	24.01.2019	Do
	25.01.2019	Sir Chottu Ram Jayanti
	26.01.2019	Republic day
	27.01.2019	Sunday
Week 5	28.01.2019	<i>Determinent of consumer behavior</i>
	29.01.2019	Do
	30.01.2019	Organizational buying behavior
	31.01.2019	Presentation
	01.02.2019	<i>Meaning and characteristics product</i>
	02.02.2019	Product classification
	03.02.2019	Sunday
Week 6	04.02.2019	<i>Modern product classification</i>
	05.02.2019	Distinctin between product and service
	06.02.2019	<i>Classification of service product</i>

	07.02.2019	<i>Product life cycle</i>
	08.02.2019	Do
	09.02.2019	Prospect and problem of product life cycle
	10.02.2019	Sunday
	11.02.2019	Assignment
Week 7	12.02.2019	<i>Meaning and objective of product planning</i>
	13.02.2019	Meaning and definition of new product
	14.02.2019	Steps of new product development
	15.02.2019	Do
	16.02.2019	presentaion
	17.02.2019	Sunday
	18.02.2019	<i>Meaning and role of branding</i>
Week 8	19.02.2019	Guru Ravidas Jayanti
	20.02.2019	Merit s of branding
	21.02.2019	Classification of brand
	22.02.2019	Brand strategy
	23.02.2019	Trademark
	24.02.2019	Sunday
	25.02.2019	Product packaging
Week 9	26.02.2019	Functions and essentials of good packaging
	27.02.2019	<i>Packaging policies</i>
	28.02.2019	Maharishi Dayanand Saraswati Jayanti
	01.03.2019	Do
	02.03.2019	assignment
	03.03.2019	Sunday
	04.03.2019	Shivratri
Week 10	05.03.2019	Meaning and role of product pricing
	06.03.2019	The pricing objectives
	07.03.2019	<i>Factor influencing the product pricing decisions</i>
	08.03.2019	DO
	09.03.2019	Approaches of pricing
	10.03.2019	Sunday
	11.03.2019	Methodos of price determinataion
Week 11	12.03.2019	Do
	13.03.2019	<i>Do</i>
	14.03.2019	Price differentiation price policies
	15.03.2019	New product price policies

	16.03.2019	Do
	17.03.2019	Sunday
		Holi Vacations 17.03.19-24.03.2019
Week 12	25.03.2019	Meaning of distribution chhannels
	26.03.2019	Classification of channel system
	27.03.2019	Types of intermediaries
	28.03.2019	Do
	29.03.2019	Do
	30.03.2019	The factor governing the choice of distribution
	31.03.2019	Sunday
Week 13	01.04.2019	Test
	02.04.2019	Meaning of promotion mix
	03.04.2019	Factors that affect the promotion mix
	04.04.2019	Component of promotion mix
	05.04.2019	Objectives and function of advertising
	06.04.2019	Importance of advertising
	07.04.2019	Sunday
Week 14	08.04.2019	Do
	09.04.2019	Advertising media
	10.04.2019	Do
	11.04.2019	Do
	12.04.2019	Items of expense included in the advertisement budget
	13.04.2019	Advertising budget procedure
	14.04.2019	Sunday
Week 15	15.04.2019	Advertising appropriation
	16.04.2019	Do
	17.04.2019	Mahaveer Jayanti
	18.04.2019	Advertising layout
	19.04.2019	Personal selling
	20.04.2019	Process of personal selling
	21.04.2019	Sunday
Week 16	22.04.2019	Revision
	23.04.2019	Revision
	24.04.2019	Revision

	25.04.2019	Revision
	26.04.2019	Revision
	27.04.2019	Revision
	28.04.2019	Sunday
Week	29.04.2019	Revision
17	30.04.2019	Revision

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Name of Asst/Associate Professor : Ms. Monika Poswal
Class & Section: B.Com (Pass) I Sem (1 Section)
Subject: Business environment

	Date	Topics to be covered
Week 1	01.01.2019	<i>Concept of business</i>
	02.01.2019	Concept of business environment
	03.01.2019	Types of business environment : internal and external environment
	04.01.2019	Types of business environment :internal and external environment
	05.01.2019	Relationship Between Business and environment
	06.01.2019	Sunday
	07.01.2019	Current Indian business environment
Week 2	08.01.2019	<i>Analysis of business environment :concept</i>
	09.01.2019	Process Of environment analysis & responsibilities for environmental analysis
	10.01.2019	Significance of study of business environment
	11.01.2019	SWOT : introduction, components
	12.01.2019	Process & uses of swot
	13.01.2019	sunday
	14.01.2019	ETOP
Week 3	15.01.2019	Assignment Types of business environment
	16.01.2019	SWOT analysis of Indian diary industry
	17.01.2019	SWOT analysis of food processing industry
	18.01.2019	SWOT analysis of tele communication industry
	19.01.2019	National income : meaning, pre independence estimates of national income
	20.01.2019	Sunday
	21.01.2019	Post independence estimates of national income, methods of measuring national income
Week 4	22.01.2019	Importance of measuring national income ,difficulties for measuring national income
	23.01.2019	Trends in national income

	24.01.2019	Structure of national income
	25.01.2019	Sir Chottu Ram Jayanti
	26.01.2019	Republic day
	27.01.2019	Sunday
	28.01.2019	Causes of low national income in India
Week 5	29.01.2019	Suggestions To raise national income in India
	30.01.2019	Capital formation : concept , importance
	31.01.2019	Gross capital formation in India
	01.02.2019	Savings, determinants of capital Formation
	02.02.2019	Causes of low rate of capital formation in India
	03.02.2019	Sunday
	04.02.2019	Suggestions to increase the rate of capital formation in India
Week 6	05.02.2019	TrendsOf industrial development during 5 years
	06.02.2019	Continue
	07.02.2019	An appraisal Of industrial development during 5 year plan
	08.02.2019	Suggestions to solve the problem of industrial development in India
	09.02.2019	Balance of payment (bop), balance of trade(bot): introduction
	10.02.2019	Sunday
	11.02.2019	Structure of bop ,dis Equilibrium in bop
Week 7	12.02.2019	Trends in bop, bop crises
	13.02.2019	Causes of un favourable bop , suggestions to correct disequilibrium in bop
	14.02.2019	Test dis equilibrium in Bop, causes of unfavourable bop , suggestions to correct disequilibrium in bop
	15.02.2019	Unemployment: nature and types of unemployment in India
	16.02.2019	Trends of unemployment in India , effects of the problem of unemployment
	17.02.2019	Causes of unemployment steps taken by government to solve the problem of unemployment in India
	18.02.2019	Suggestions to solve unemployment ,employment in 11th five year plan, employment in 12th five year plan
	Week 8	19.02.2019

	20.02.2019	MGNREGA (2005), projected population, labour force and employment , sectors with prospects for creation of new employment opportunities
		Assignment
	21.02.2019	Causes of unemployment steps taken by government to solve the problem of unemployment in india , mgnrega (2005),
	22.02.2019	Regional imbalances: concept, pattern of regional development
	23.02.2019	Features, causes of regional imbalances
	24.02.2019	Sunday
	25.02.2019	Measures taken by govt. & suggestions for removing regional imbalances, PURA
Week 9	26.02.2019	Inflation concept, types:
	27.02.2019	Trends in inflation, measurement& effects of inflation
	28.02.2019	Maharishi Dayanand Saraswati Jayanti
	01.03.2019	Causes of inflation, measures to control inflation
	02.03.2019	Evaluation of price policy, suggestions to check inflation
	03.03.2019	Sunday
	04.03.2019	Shivratri
Week 10		Test
	05.03.2019	Inflation concept, types, causes of inflation, measures to control inflation
	06.03.2019	Parallel economy: concept, causes responsible for growth of black money
	07.03.2019	Estimates of black money in India,
	08.03.2019	effects of black money
	09.03.2019	Measures to check black money
	10.03.2019	Sunday
11.03.2019	Industrial sickness: concept, symptoms of industrial sickness	
Week 11	12.03.2019	Causes and magnitude of industrial sickness
	13.03.2019	Effects of industrial sickness remedial measures adopted to prevent industrial sickness in India
	14.03.2019	Suggestions to prevent industrial sickness in India,
	15.03.2019	SICA,BIFR
	16.03.2019	Securitsaition ,reconstruction of financial assets and enforcement of security interest act ,(2002)
	17.03.2019	Sunday
		Holi Vacations 17.03.19-24.03.2019
Week	25.03.2019	Monetary policy: objectives ,measures of monetary policy of India

12	26.03.2019	Monetary policy: objectives ,measures of monetary policy of India
	27.03.2019	Features and critical evaluation of monetary policy in India
	28.03.2019	Suggestions for improvement in monetary policy, new monetary policy of RBI
	29.03.2019	Suggestions for improvement in monetary policy, new monetary policy of RBI
	30.03.2019	monetary policy for the year 2015-16
	31.03.2019	Sunday
Week 13	01.04.2019	Fiscal policy: objectives, techniques of fiscal policy
	02.04.2019	Fiscal policy: objectives, techniques of fiscal policy
	03.04.2019	Evaluation of fiscal policy of India
	04.04.2019	Causes of increase in fiscal deficit,
	05.04.2019	fiscal reforms in India
	06.04.2019	Industrial policy: meaning, importance industrial policy of 1948
	07.04.2019	Sunday
Week 14	08.04.2019	Industrial policy: meaning, importance of industrial policy of 1956
	09.04.2019	Industrial policy of 1977,1980
	10.04.2019	Industrial policy of 1991
	11.04.2019	National manufacturing policy,2011
	12.04.2019	National manufacturing policy,2011
	13.04.2019	Industrial licensing policy
	14.04.2019	Sunday
Week 15	15.04.2019	Privatisation : concept, measures
	16.04.2019	causes of privatisation
	17.04.2019	MahaveerJayanti
	18.04.2019	Objectives, obstacles of privatisation
	19.04.2019	Privatisation in India ,practical suggestions
		Test:
	20.04.2019	New industrial policy(1991)
	21.04.2019	Sunday
Week 16	22.04.2019	Revision
	23.04.2019	Revision
	24.04.2019	Revision
	25.04.2019	Revision
	26.04.2019	Revision
	27.04.2019	Revision

	28.04.2019	Sunday
Week 17	29.04.2019	Revision
	30.04.2019	Revision

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Name of Asst/Associate Professor :Ms. MONIKA POSWAL		
Class & Section: B.Com (Pass) IV Sem (2 Section)		
Subject: BUSINESS STATISTICS		
	Date	Topics to be covered
Week 1	01.01.2019	Index no.-1 Introduction, definition, uses, limitations, Types , problems
	02.01.2019	Methods 2) Simple or unweighted index numbers Simple aggregate method Simple avg of price relative
	03.01.2019	Weighted index number , Weighted avg of price relative method & quality index number & value index number
	04.01.2019	Tests of adequacy of index number
	05.01.2019	Index number –II Introduction , chain base index number
	06.01.2019	Sunday
	07.01.2019	Fixed base index number
Week 2	08.01.2019	Base conversion
	09.01.2019	Base shifting, splicing, & deflating of index number
	10.01.2019	Consumer price index or cost of living index number
	11.01.2019	continue
	12.01.2019	DOUBTS
	13.01.2019	sunday
Week 3	15.01.2019	Test(index number) weighted index number Assignment : test of adequacy of index number
	16.01.2019	Time series analysis Introduction, meaning, definition, utility
	17.01.2019	Components, Analysis, Methods(Free hand curve)
	18.01.2019	Semi Average method
	19.01.2019	Moving Average method
	20.01.2019	Sunday
	21.01.2019	Continue

Week 4	22.01.2019	Continue
	23.01.2019	Least square method (Direct Short Cut Method)
	24.01.2019	Continue
	25.01.2019	Sir Chottu Ram Jayanti
	26.01.2019	Republic day
	27.01.2019	Sunday
	28.01.2019	<i>Continue</i>
Week 5	29.01.2019	Time Series Analysis II Introduction (measurement of seasonal variation) 2) Method of simple average Method of moving average
	30.01.2019	2) Ratio to moving average Ratio to trend method
	31.01.2019	2) Link relative method Deseasonalisation of data
	01.02.2019	doubts
	02.02.2019	assignment
	03.02.2019	Sunday
	04.02.2019	Probability Introduction, Basic concepts
Week 6	05.02.2019	Definition, importance
	06.02.2019	Probability scale
	07.02.2019	Combination theory & uses
	08.02.2019	Additional theorem
	09.02.2019	continue
	10.02.2019	Sunday
	11.02.2019	Multiplication theorem
Week 7	12.02.2019	continue
	13.02.2019	Combined theorem
	14.02.2019	continue
	15.02.2019	continue
	16.02.2019	continue
	17.02.2019	Sunday
	18.02.2019	Mathematical expectation
Week 8	19.02.2019	Guru Ravidas Jayanti
	20.02.2019	continue
	21.02.2019	continue
	22.02.2019	Bayes theorem
	23.02.2019	continue

	24.02.2019	Sunday
	25.02.2019	Continue..
Week 9	26.02.2019	Doubts
	27.02.2019	Test: bayes theorem
	28.02.2019	Maharishi Dayanand Saraswati Jayanti
	01.03.2019	Assignment : theorem
	02.03.2019	Probability Distribution—Binomial & poisson distribution 3) Observed frequency distribution 4) Theoretical or probability distribution
	03.03.2019	Sunday
	04.03.2019	Shivratri
	Week 10	05.03.2019
06.03.2019		Types of theoretical distribution
07.03.2019		2) Binomial
08.03.2019		Practical problems
09.03.2019		Practical problems
10.03.2019		Sunday
11.03.2019		Poisson distribution
Week 11	12.03.2019	Practical problems
	13.03.2019	Practical problems
	14.03.2019	Doubt class
	15.03.2019	Test- binomial Assignments: poisson
	16.03.2019	Introduction: Probability distribution- normal distribution, definition
	17.03.2019	Sunday
		Holi Vacations 17.03.19-24.03.2019
Week 12	25.03.2019	
	26.03.2019	Assumptions, properties
	27.03.2019	Assumptions, properties
	28.03.2019	Importance, Relation among binomial poisson & normal
	29.03.2019	Application of normal distribution 3) Finding areas when mean & standard deviation of normal variate given
	30.03.2019	Continue..
	31.03.2019	Sunday
Week 13	01.04.2019	Application of normal distribution 4) Finding areas when mean & standard deviation of normal variate given
	02.04.2019	Continue..

	03.04.2019	Finding mean & standard deviation when area under normal curve is given
	04.04.2019	Finding minimum & maximum score among the highest & lowest group
	05.04.2019	Continue..
	06.04.2019	Fitting of normal curve 2) Ordinate method
	07.04.2019	Sunday
Week 14	08.04.2019	Practical problems
	09.04.2019	Area method
	10.04.2019	Practical method
	11.04.2019	Practical problems
	12.04.2019	Doubts
	13.04.2019	Doubts
	14.04.2019	Sunday
Week 15	15.04.2019	Practical problems
	16.04.2019	Area method
	17.04.2019	Mahaveer Jayanti
	18.04.2019	Practical problems
	19.04.2019	Practical method
	20.04.2019	Practical problems
	21.04.2019	Sunday
Week 16	22.04.2019	continue
	23.04.2019	Revision time series analysis-I
	24.04.2019	Revision Time series analysis-II
	25.04.2019	Continue..
	26.04.2019	continue
	27.04.2019	Test
	28.04.2019	Sunday
Week 17	29.04.2019	Doubts
	30.04.2019	Doubts

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Name of Asst/Associate Professor : Ms. Monika Bhatia
Class & Section: B.Com (Pass) IV Sem (1 Section)
Subject: Corporate Law II

	Date	Topics to be covered
Week 1	01.01.2019	Meaning, Nature and Types of Shares
	02.01.2019	Types of Preference Shares, difference between equity and preference shares, Deferred shares
	03.01.2019	Stock: Meaning, Characteristics, Conversion of shares into stock
	04.01.2019	Difference between shares and stock, Voting Rights of shareholders, Variation of Shareholders Rights
	05.01.2019	Allotment of shares: Meaning, Provisions regarding Allotment
	06.01.2019	Sunday
	07.01.2019	Irregular allotment and its effects, Procedure of allotment, Allotment Letter
Week 2	08.01.2019	Renunciation of Allotment, Allotment for consideration other than cash, Underwriting Commission, Brokerage, underwriting and Placing
	09.01.2019	Issue of shares, Difference between bonus and right shares
	10.01.2019	Restrictions on purchase of their own shares by the company, Buying back of shares
	11.01.2019	Share Certificate: Meaning, Content, Legal Effects
	12.01.2019	Provisions relating to share certificate, Share Warrants: Meaning and Contents
	13.01.2019	sunday
	14.01.2019	Share Warrant: Conditions and effects of issuing share warrant
Week 3	15.01.2019	Topics related to share warrant, difference between share certificate and share warrant
	16.01.2019	Transfer of Shares: Meaning and Restrictions
	17.01.2019	Procedure for Transfer of Shares
	18.01.2019	Test – Shares and Stock
	19.01.2019	Other topics related to transfer

	20.01.2019	Sunday
	21.01.2019	Transmission of Shares: Statutory provisions, procedures, nomination of shares
Week 4	22.01.2019	Certification of transfer, Blank Transfer
	23.01.2019	Forged transfer, Void and Demat transfer, Relationship between transferor and transferee until registration Certification of transfer, Blank Transfer Certification of transfer, Blank Transfer
	24.01.2019	Calls on shares: Rules and procedure
	25.01.2019	Sir Chottu Ram Jayanti
	26.01.2019	Republic day
	27.01.2019	Sunday
	28.01.2019	Calls on shares, forfeiture of shares
	Week 5	29.01.2019
30.01.2019		Expropriation and surrender of shares
31.01.2019		Difference between forfeiture and surrender, lien on shares
01.02.2019		Depository System: Meaning, features and constituents of depository system
02.02.2019		Need and benefits of depository system
03.02.2019		Sunday
04.02.2019		Paperless trading, Difference between physical shares and Demat Shares, Depository Process
Week 6	05.02.2019	NSDL
	06.02.2019	SHCIL, Need for educating investors
	07.02.2019	Presentation: Transfer and transmission of shares
	08.02.2019	Presentation: Transfer and transmission of shares
	09.02.2019	Share Capital: Meaning, Nature and Forms of Capital
	10.02.2019	Sunday
	11.02.2019	Alteration of share capital and procedure
Week 7	12.02.2019	Reduction of share capital, Further issue of share capital
	13.02.2019	Conversion of debentures on loan into shares
	14.02.2019	Members and Shareholders of a company: Meaning, elements and difference
	15.02.2019	Who may be a member?

	16.02.2019	Methods of acquiring membership of a company
	17.02.2019	Sunday
	18.02.2019	Conversion of debentures on loan into shares
Week 8	19.02.2019	Guru Ravidas Jayanti
	20.02.2019	Members and Shareholders of a company: Meaning, elements and difference
	21.02.2019	Methods of acquiring membership of a company
	22.02.2019	Assignment given to students: Members and shareholders
	23.02.2019	Rights of members
	24.02.2019	Sunday
	25.02.2019	Company Meeting: Essentials of valid meeting
Week 9	26.02.2019	Types of Meetings: Meeting of shareholders
	27.02.2019	Statutory provisions relating to AGM
	28.02.2019	Maharishi Dayanand Saraswati Jayanti
	01.03.2019	Extra ordinary general meeting
	02.03.2019	Class meeting, Board of Directors' meetings
	03.03.2019	Sunday
	04.03.2019	Shivratri
Week 10	05.03.2019	Meetings of Directors committees, Creditors meetings, debentureholders meetings
	06.03.2019	Resolution
	07.03.2019	Validity of meeting
	08.03.2019	Voting and Poll, Proxy
	09.03.2019	Revision of this chapter
	10.03.2019	Sunday
	11.03.2019	Test – Meetings of Company
Week 11	12.03.2019	Board of director's, Qualification and Disqualification of Directors
	13.03.2019	DIN, Appointment of Directors
	14.03.2019	Voting on director's appointment, Removal of directors
	15.03.2019	Removal of directors
	16.03.2019	Loan to directors, Legal Position of directors

	17.03.2019	Sunday
		Holi Vacations 17.03.19-24.03.2019
Week 12	25.03.2019	Powers of directors
	26.03.2019	Powers of directors
	27.03.2019	Powers of directors
	28.03.2019	Powers of directors
	29.03.2019	Managing Director
	30.03.2019	Topics related to managing directors, Manager
	31.03.2019	Sunday
Week 13	01.04.2019	Meaning and Modes of winding Up
	02.04.2019	Petition for winding up
	03.04.2019	Commencement of winding up by NCLT
	04.04.2019	Official liquidator, powers/rights of liquidator
	05.04.2019	Liabilities of liquidators
	06.04.2019	Rights and Powers of NCLT after winding up order
	07.04.2019	Sunday
Week 14	08.04.2019	Voluntary winding up: meaning, circumstances and consequences
	09.04.2019	Members voluntary winding up, provisions
	10.04.2019	Creditor's Voluntary Winding Up and its provisions
	11.04.2019	Assignment: Modes of winding up
	12.04.2019	Difference between creditor's and members winding up, voluntary winding up
	13.04.2019	General provisions relating to voluntary winding up
	14.04.2019	Sunday
Week 15	15.04.2019	Contributory , Nature of Contributories liability
	16.04.2019	Consequences of winding up
	17.04.2019	Mahaveer Jayanti
	18.04.2019	Revision of this chapter
	19.04.2019	Revision of Depository System
	20.04.2019	Revision of Share Capital

	21.04.2019	Sunday
Week 16	22.04.2019	Revision of Directors: Duties, Powers, Appointment and removal
	23.04.2019	Revision of Directors: Duties, Powers, Appointment and removal
	24.04.2019	Revision of meetings of company
	25.04.2019	Revision of shareholders and members
	26.04.2019	Revision of shareholders and members
	27.04.2019	Revision of winding up
	28.04.2019	Sunday
Week 17	29.04.2019	Revision of windind up
	30.04.2019	Discuss about important questions

K.L Mehta Dayanand College For Women, Faridabad
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Name of Asst/Associate Professor : Ms. Monika Bhatia		
Class & Section: B.Com (Pass) II Sem (1 Section)		
Subject: Financial Accounting		
	Date	Topics to be covered
Week 1	01.01.2019	Meaning of Royalty, types, difference between rent and royalty, Analytical table of royalty, journal entries of royalty
	02.01.2019	Recoupment of short working, preparation of minimum rent a/c with practical problems
	03.01.2019	Half yearly payment of royalty, leasing of two mines
	04.01.2019	Recoupment of each year shortworking, stoppage and reduction of work due to strike with practical problems
	05.01.2019	Proportionate reduction in the shortworkings, strike, lockout and subsidy from the government with practical problem
	06.01.2019	Sunday
	07.01.2019	Non- availability of the whole amount of the surplus for recoupment, Explanation of journal entries
Week 2	08.01.2019	Accounting records in the books of landlord and Lessor,
	09.01.2019	Sub-Lease with practical problem
	10.01.2019	Practical problem of royalty when two rates of minimum rent is given
	11.01.2019	Practical problems of royalty in connection with oil-wells and brick making

	12.01.2019	Practical problems of royalty in connection with Patents
	13.01.2019	sunday
	14.01.2019	Accounting records of copyright royalties
Week 3	15.01.2019	Practical problems of royalty
	16.01.2019	Doubts of royalty
	17.01.2019	Meaning of Department account, Difference between departmental accounts and branch account
	18.01.2019	Departmental trading and P & L account, General profit and loss account, Allocation of expenses with its examples and practical problems
	19.01.2019	Inter departmental transactions with its examples and practical problems
	20.01.2019	Sunday
	21.01.2019	Finding out missing closing stock with its examples and practical problems
Week 4	22.01.2019	Calculation of departmental purchases with its examples and practical problems
	23.01.2019	Calculation of departmental purchases with its examples and practical problems
	24.01.2019	Practical problems
	25.01.2019	Sir Chottu Ram Jayanti
	26.01.2019	Republic day
	27.01.2019	Sunday
	28.01.2019	Test of Royalty
Week 5	29.01.2019	Dissolution of Partnership firm : Meaning, modes and accounting procedure of dissolution firm
	30.01.2019	Difference between dissolution of firm and dissolution of partnership; Difference between revaluation account and realization account
	31.01.2019	Practical problems
	01.02.2019	Practical problems
	02.02.2019	Insolvency of partner, Rule of Garner vs Murray with its examples and practical problems
	03.02.2019	Sunday
	04.02.2019	Numerical problems of insolvency when capital are fixed and One partner remains solvent

Week 6	05.02.2019	All partners become insolvent with its examples and practical problem
	06.02.2019	Gradual realization of asset and piecemeal distribution with its method and numerical problems
	07.02.2019	Practical problems and doubts
	08.02.2019	Test of Departmental Account
	09.02.2019	Amalgamation of partnership firms: Meaning, Accounting records in the books of old firm with examples and practical problems
	10.02.2019	Sunday
	11.02.2019	Accounting records in the books of new firm with examples and practical problems
Week 7	12.02.2019	Sale of partnership firm to a company and accounting records in the books of partnership firm with examples and practical problems
	13.02.2019	Calculation of purchase consideration with examples
	14.02.2019	Doubts of Amalgamation of partnership firms
	15.02.2019	Meaning, Terms and characteristics of Hire Purchase System, Difference between HPP and Credit Sales
	16.02.2019	Methods of HPP, Explain first method of HPP and necessary accounts with example1
	17.02.2019	Sunday
	18.02.2019	Payment by Half yearly installments with its solved example
Week 8	19.02.2019	Guru Ravidas Jayanti
	20.02.2019	Calculation of cash price by annuity rate method and by rate of interest method with examples
	21.02.2019	Practical problems of inverse progressive method and product method under rate of interest method
	22.02.2019	After sales service and repossession of goods due to non payment of installments
	23.02.2019	Solved examples of repossession of goods only a part of total goods
	24.02.2019	Sunday
	25.02.2019	Practical problems
Week 9	26.02.2019	Practical problems
	27.02.2019	Transfer of asset to third party, Sale of asset by Hire purchaser
	28.02.2019	Maharishi Dayanand Saraswati Jayanti

	01.03.2019	Practical problems and revision of method 1
	02.03.2019	Second method : Asset accrual method
	03.03.2019	Sunday
	04.03.2019	Shivratri
Week 10	05.03.2019	Goods of small value, Preparation of Hire purchase trading account with examples
	06.03.2019	Stock and Debtor System in Hire Purchase
	07.03.2019	Practical problems
	08.03.2019	Meaning of Instalment payment system and difference between HPP and IPS
	09.03.2019	Accounting entries of Instalment payment system
	10.03.2019	Sunday
	11.03.2019	Revision of Hire purchase system & installment payment system
Week 11	12.03.2019	Meaning of Joint venture accounts, its objective and features Difference between Joint venture and consignment ; Difference between Joint venture and partnership
	13.03.2019	Accounting treatment of maintaining joint venture records, Joint bank method with its solved examples
	14.03.2019	Test of Dissolution of partnership firm
	15.03.2019	Calculation normal and abnormal loss with practical problems
	16.03.2019	Underwriting of shares of a company with its solved examples
	17.03.2019	Sunday
		Holi Vacations 17.03.19-24.03.2019
Week 12	25.03.2019	Joint venture accounting treatment of Second method
	26.03.2019	Practical problems
	27.03.2019	When one Co venture keep complete record of all transactions
	28.03.2019	Joint venture accounting treatment of third method with its solved examples
	29.03.2019	Practical problems
	30.03.2019	Solved examples of Memorandum joint venture and underwriting of shares
	31.03.2019	Sunday
Week	01.04.2019	Revision of Joint venture

13	02.04.2019	Branch Accounts ; Meaning, types and its methods ; Debtors method
	03.04.2019	Debtor method with solved examples
	04.04.2019	Practical problems
	05.04.2019	Final account method with solved examples
	06.04.2019	Stock and debtor system with solved examples
	07.04.2019	Sunday
Week 14	08.04.2019	Difference between wholesale and retail profit in branch
	09.04.2019	Independent branches
	10.04.2019	Incorporation entries in the books of head office by different methods
	11.04.2019	Solved examples
	12.04.2019	Accounting records in case of cash in transit and goods in transit
	13.04.2019	Special transaction between head office and branch, Inter branch transaction
14.04.2019	Sunday	
Week 15	15.04.2019	Foreign branch
	16.04.2019	Conversion of foreign branch Trial balance
	17.04.2019	Mahaveer Jayanti
	18.04.2019	Doubts
	19.04.2019	Practical problems
	20.04.2019	Doubts
21.04.2019	Sunday	
Week 16	22.04.2019	Assignment: Branch Accounting
	23.04.2019	Revision of Branch Account
	24.04.2019	Revision of Departmental Account
	25.04.2019	Revision of Hire Purchase System and instalment payment System
	26.04.2019	Revision of Dissolution of partnership firm
	27.04.2019	Revision
28.04.2019	Sunday	
Week 17	29.04.2019	Revision of joint venture
	30.04.2019	Discuss about Important question

K.L Mehta Dayanand College For Women, Faridabad
Lesson plan (Jan-Apr 2019)

Name of Asst/Associate Professor : Ms. SEEMA BEHL		
Class & Section: B.Com (Pass) IV Sem (1 Section)		
Subject: Corporate Accounting		
	Date	Topics to be covered
Week 1	01.01.2019	Internal Reconstruction: Concept
	02.01.2019	Types of Internal Reconstruction
	03.01.2019	Accounting Procedure of Internal Reconstruction
	04.01.2019	Practical Questions of Internal Reconstruction
	05.01.2019	Practical Questions
	06.01.2019	Sunday
	07.01.2019	Practical Questions
Week 2	08.01.2019	Practical Questions
	09.01.2019	Practical Questions
	10.01.2019	Practical Questions
	11.01.2019	Practical Problems of students
	12.01.2019	Practical Problems of students
	13.01.2019	sunday
	14.01.2019	Introduction of Amalgamation, Absorption & Reconstruction
Week 3	15.01.2019	Important terms of Amalgamation
	16.01.2019	Purchase Consideration Methods
	17.01.2019	Accounting Treatment in the Books of Transferor Company
	18.01.2019	Accounting Treatment in the Books of Transferee Company
	19.01.2019	Practical Questions of Amalgamation
	20.01.2019	Sunday
	21.01.2019	Practical Questions of Amalgamation
Week 4	22.01.2019	Practical Questions of Amalgamation
	23.01.2019	Practical Questions of Amalgamation
	24.01.2019	Practical Questions of Amalgamation

	25.01.2019	Sir Chottu Ram Jayanti
	26.01.2019	Republic day
	27.01.2019	Sunday
	28.01.2019	Assignment What is Purchase Consideration As per As-14? Explain the methods of Purchase Consideration.

Week 5	29.01.2019	Practical Questions of Amalgamation
	30.01.2019	Problems of Fraction Shares
	31.01.2019	Practical Questions of Fraction Shares
	01.02.2019	Practical Questions of Fraction Shares
	02.02.2019	Practical problems of Students
	03.02.2019	Sunday
	04.02.2019	Practical problems of students
Week 6	05.02.2019	Liquidation: Meaning and Methods
	06.02.2019	Order of Payments in Liquidation
	07.02.2019	Practical Questions of Liquidator's Final Statement of Accounts
	08.02.2019	Liquidator's Remuneration to Equity Shareholders - Practicals
	09.02.2019	Distribution Of Surplus-Practicals
	10.02.2019	Sunday
	11.02.2019	Calls In Arrears- Practicals
Week 7	12.02.2019	Removing of Disparity among Shareholders
	13.02.2019	Calls on Equity Shares- Practicals
	14.02.2019	Practical Questions
	15.02.2019	When different categories of Equity Shares have Different Nominal Values - Practicals
	16.02.2019	Receiver for Debenture Holders- Practicals
	17.02.2019	Sunday
	18.02.2019	List of Contributories- Practicals
Week 8	19.02.2019	Guru Ravidas Jayanti
	20.02.2019	Statement of Affairs-Practicals
	21.02.2019	Deficiency or Surplus A/C
	22.02.2019	Practical Problems
	23.02.2019	Practical problems

	24.02.2019	Sunday
	25.02.2019	Test Liquidation of company
Week 9	26.02.2019	Financial Reporting-Meaning, Objectives, Mutual Fund
	27.02.2019	Mutual Fund
	28.02.2019	Maharishi Dayanand Saraswati Jayanti
	01.03.2019	Non Banking Financial Companies
	02.03.2019	Non Banking Financial Companies
	03.03.2019	Sunday
	04.03.2019	Shivratri

Week 10	05.03.2019	Stock Brokers
	06.03.2019	Accounts of Banking Companies-Introduction
	07.03.2019	Performa of Profit & Loss A/C
	08.03.2019	Explanation of Schedule of Profit & Loss A/C
	09.03.2019	Rebate on Bills Discounted
	10.03.2019	Sunday
	11.03.2019	Practical Questions of Profit & Loss A/C
Week 11	12.03.2019	Non Performing Assets
	13.03.2019	Provisioning for Advances Covered by ECGC/DICGC Guarantee
	14.03.2019	New Revised Format of Balance Sheet
	15.03.2019	Explanation of Schedules in Balance Sheet
	16.03.2019	Practical Questions of Balance Sheet
	17.03.2019	Sunday
		Holi Vacations 17.03.19-24.03.2019
Week 12	25.03.2019	Practical Questions of Balance Sheet
	26.03.2019	Practical Questions of Balance Sheet
	27.03.2019	Practical Questions of Balance Sheet
	28.03.2019	Practical Questions of Balance Sheet
	29.03.2019	Practical Problems
	30.03.2019	Assignment Give Specimen of Profit & Loss A/C & Balance Sheet of

		Banking Companies
	31.03.2019	Sunday
Week 13	01.04.2019	Practical Problems
	02.04.2019	Accounts of Holding Companies- Introduction, Advantages, Disadvantages
	03.04.2019	Consolidated Balance Sheet
	04.04.2019	Cost of Control/Capital Reserve
	05.04.2019	Practical Questions of Partly Owned Subsidiary
	06.04.2019	Practical Questions of Partly Owned Subsidiary
	07.04.2019	Sunday
Week 14	08.04.2019	Practical Questions of Partly Owned Subsidiary
	09.04.2019	Pre-Acquisition & Post -Acquisition Profits/Reserves
	10.04.2019	Practical Questions
	11.04.2019	Adjustment for Unrealized Profits included in Inventory
	12.04.2019	Elimination of Mutual Ownings
	13.04.2019	Debentures & Preference Shares in the Subsidiary Company
	14.04.2019	Sunday
Week 15	15.04.2019	Dividend Received from Subsidiary Company out of Pre & Post Acquisition profits
	16.04.2019	Practical Questions
	17.04.2019	Mahaveer Jayanti
	18.04.2019	Practical Questions
	19.04.2019	Practical problems
	20.04.2019	Test Accounts of Holding Company
	21.04.2019	Sunday
Week 16	22.04.2019	Revision
	23.04.2019	Revision
	24.04.2019	Revision
	25.04.2019	Revision

	26.04.2019	Revision
	27.04.2019	Revision
	28.04.2019	Sunday
Week 17	29.04.2019	Revision
	30.04.2019	Revision

**K.L Mehta Dayanand College For Women, Faridabad
Lesson plan (Jan-Apr 2019)**

Name of Asst/Associate Professor : Ms. SEEMA BEHL		
Class & Section: B.Com (Pass) II Sem (1 Section)		
Subject: Financial Accounting		
	Date	Topics to be covered
Week 1	01.01.2019	Meaning of Royalty, types, difference between rent and royalty, Analytical table of royalty, journal entries of royalty
	02.01.2019	Recoupment of short working, preparation of minimum rent a/c with practical problems
	03.01.2019	Half yearly payment of royalty, leasing of two mines
	04.01.2019	Recoupment of each year shortworking, stoppage and reduction of work due to strike with practical problems
	05.01.2019	Proportionate reduction in the shortworkings, strike, lockout and subsidy from the government with practical problem
	06.01.2019	Sunday
	07.01.2019	Non- availability of the whole amount of the surplus for recoupment, Explanation of journal entries
Week 2	08.01.2019	Accounting records in the books of landlord and Lessor,
	09.01.2019	Sub-Lease with practical problem
	10.01.2019	Practical problem of royalty when two rates of minimum rent is given
	11.01.2019	Practical problems of royalty in connection with oil-wells and brick making
	12.01.2019	Practical problems of royalty in connection with Patents
	13.01.2019	sunday
	14.01.2019	Accounting records of copyright royalties
Week 3	15.01.2019	Practical problems of royalty

	16.01.2019	Doubts of royalty
	17.01.2019	Meaning of Department account, Difference between departmental accounts and branch account
	18.01.2019	Departmental trading and P & L account, General profit and loss account, Allocation of expenses with its examples and practical problems
	19.01.2019	Inter departmental transactions with its examples and practical problems
	20.01.2019	Sunday
	21.01.2019	Finding out missing closing stock with its examples and practical problems
Week 4	22.01.2019	Calculation of departmental purchases with its examples and practical problems
	23.01.2019	Calculation of departmental purchases with its examples and practical problems
	24.01.2019	Practical problems
	25.01.2019	Sir Chottu Ram Jayanti
	26.01.2019	Republic day
	27.01.2019	Sunday
	28.01.2019	Test of Royalty
Week 5	29.01.2019	Dissolution of Partnership firm : Meaning, modes and accounting procedure of dissolution firm
	30.01.2019	Difference between dissolution of firm and dissolution of partnership; Difference between revaluation account and realization account
	31.01.2019	Practical problems
	01.02.2019	Practical problems
	02.02.2019	Insolvency of partner, Rule of garner vs murray with its examples and practical problems
	03.02.2019	Sunday
	04.02.2019	Numerical problems of insolvency when capital are fixed and One partner remains solvent
Week 6	05.02.2019	All partners become insolvent with its examples and practical problem
	06.02.2019	Gradual realization of asset and piecemeal distribution with its method and numerical problems

	07.02.2019	Practical problems and doubts
	08.02.2019	Test of Departmental Account
	09.02.2019	Amalgamation of partnership firms: Meaning, Accounting records in the books of old firm with examples and practical problems
	10.02.2019	Sunday
	11.02.2019	Accounting records in the books of new firm with examples and practical problems
Week 7	12.02.2019	Sale of partnership firm to a company and accounting records in the books of partnership firm with examples and practical problems
	13.02.2019	Calculation of purchase consideration with examples
	14.02.2019	Doubts of Amalgamation of partnership firms
	15.02.2019	Meaning, Terms and characteristics of Hire Purchase System, Difference between HPP and Credit Sales
	16.02.2019	Methods of HPP, Explain first method of HPP and necessary accounts with example1
	17.02.2019	Sunday
	18.02.2019	Payment by Half yearly installments with its solved example
Week 8	19.02.2019	Guru Ravidas Jayanti
	20.02.2019	Calculation of cash price by annuity rate method and by rate of interest method with examples
	21.02.2019	Practical problems of inverse progressive method and product method under rate of interest method
	22.02.2019	After sales service and repossession of goods due to non payment of installments
	23.02.2019	Solved examples of repossession of goods only a part of total goods
	24.02.2019	Sunday
	25.02.2019	Practical problems
Week 9	26.02.2019	Practical problems
	27.02.2019	Transfer of asset to third party, Sale of asset by Hire purchaser
	28.02.2019	Maharishi Dayanand Saraswati Jayanti
	01.03.2019	Practical problems and revision of method 1
	02.03.2019	Second method : Asset accrual method
	03.03.2019	Sunday
	04.03.2019	Shivratri

Week 10	05.03.2019	Goods of small value, Preparation of Hire purchase trading account with examples
	06.03.2019	Stock and Debtor System in Hire Purchase
	07.03.2019	Practical problems
	08.03.2019	Meaning of Instalment payment system and difference between HPP and IPS
	09.03.2019	Accounting entries of Instalment payment system
	10.03.2019	Sunday
	11.03.2019	Revision of Hire purchase system & installment payment system
Week 11	12.03.2019	Meaning of Joint venture accounts, its objective and features Difference between Joint venture and consignment ; Difference between Joint venture and partnership
	13.03.2019	Accounting treatment of maintaining joint venture records, Joint bank method with its solved examples
	14.03.2019	Test of Dissolution of partnership firm
	15.03.2019	Calculation normal and abnormal loss with practical problems
	16.03.2019	Underwriting of shares of a company with its solved examples
	17.03.2019	Sunday
		Holi Vacations 17.03.19-24.03.2019
Week 12	25.03.2019	Joint venture accounting treatment of Second method
	26.03.2019	Practical problems
	27.03.2019	When one Co venture keep complete record of all transactions
	28.03.2019	Joint venture accounting treatment of third method with its solved examples
	29.03.2019	Practical problems
	30.03.2019	Solved examples of Memorandum joint venture and underwriting of shares
	31.03.2019	Sunday
Week 13	01.04.2019	Revision of Joint venture
	02.04.2019	Branch Accounts ; Meaning, types and its methods ; Debtors method
	03.04.2019	Debtor method with solved examples
	04.04.2019	Practical problems

	05.04.2019	Final account method with solved examples
	06.04.2019	Stock and debtor system with solved examples
	07.04.2019	Sunday
Week 14	08.04.2019	Difference between wholesale and retail profit in branch
	09.04.2019	Independent branches
	10.04.2019	Incorporation entries in the books of head office by different methods
	11.04.2019	Solved examples
	12.04.2019	Accounting records in case of cash in transit and goods in transit
	13.04.2019	Special transaction between head office and branch, Inter branch transaction
	14.04.2019	Sunday
Week 15	15.04.2019	Foreign branch
	16.04.2019	Conversion of foreign branch Trial balance
	17.04.2019	Mahaveer Jayanti
	18.04.2019	Doubts
	19.04.2019	Practical problems
	20.04.2019	Doubts
	21.04.2019	Sunday
Week 16	22.04.2019	Assignment: Branch Accounting
	23.04.2019	Revision of Branch Account
	24.04.2019	Revision of Departmental Account
	25.04.2019	Revision of Hire Purchase System and instalment payment System
	26.04.2019	Revision of Dissolution of partnership firm
	27.04.2019	Revision
	28.04.2019	Sunday
Week 17	29.04.2019	Revision of joint venture
	30.04.2019	Discuss about Important question

K.L Mehta Dayanand College For Women, Faridabad
Lesson plan (Jan-Apr 2019)

Name of Asst/Associate Professor :SEEMA BEHL		
Class & Section: B.Com (Pass) IV Sem (1 Section)		
Subject: SECRETARIAL PRACTICE		
	Date	Topics to be covered
Week 1	01.01.2019	<i>Introduction to company secretary</i>
	02.01.2019	Meaning of secretary
	03.01.2019	Definition of company secretary and qualifications of company secretary
	04.01.2019	Qualities of a secretary, appointment of secretary
	05.01.2019	Procedure of appointment ,persons disqualified from being appointed
	06.01.2019	Sunday
	07.01.2019	Removal of secretary, position of a company secretary
Week 2	08.01.2019	<i>Importance and functions of secretary</i>
	09.01.2019	Powers or rights, duties of company secretary
	10.01.2019	Liabilities of company secretary
	11.01.2019	Role of company secretary
	12.01.2019	assignment
	13.01.2019	sunday
	14.01.2019	Introduction :formation of company
Week 3	15.01.2019	<i>Promotion of company</i>
	16.01.2019	Role of secretary in the formation of a company
	17.01.2019	Memorandum of association
	18.01.2019	Alteration of memorandum of association
	19.01.2019	Duties of secretary regarding alteration of name
	20.01.2019	Sunday
	21.01.2019	Situation clause and duties of secretary regarding alteration of registered office clause
Week 4	22.01.2019	Alteration of object clause and duties of secretary
	23.01.2019	Alteration of liabilities clause and duties
	24.01.2019	Articles of association
	25.01.2019	Sir Chottu Ram Jayanti
	26.01.2019	Republic day
	27.01.2019	Sunday

	28.01.2019	<i>Forms of articles of association</i>
Week 5	29.01.2019	Alteration of articles of association and restrictions on alteration of articles
	30.01.2019	Duties of secretary regarding alteration of articles of association
	31.01.2019	Introduction :Issue of shares
	01.02.2019	<i>Duties of secretary regarding issue of shares</i>
	02.02.2019	Allotment of shares
	03.02.2019	Sunday
	04.02.2019	<i>Restrictions on allotment ,procedure of allotment</i>
	Week 6	05.02.2019
06.02.2019		<i>Letter of allotment, letter of regret</i>
07.02.2019		<i>Renunciation of allotment</i>
08.02.2019		Test
09.02.2019		Share certificate
10.02.2019		Sunday
11.02.2019		form of share certificate
Week 7	12.02.2019	<i>Share warrant</i>
	13.02.2019	Duties of secretary regarding issue of share warrant
	14.02.2019	Surrender of share warrant
	15.02.2019	stock
	16.02.2019	Procedure of conversion of shares into shares
	17.02.2019	Sunday
	18.02.2019	<i>Calls on shares</i>
Week 8	19.02.2019	Guru Ravidas Jayanti
	20.02.2019	Procedure for making calls and functions of secretary
	21.02.2019	Resolution making a call, forfeiture of shares
	22.02.2019	Reissue of forfeited shares, surrender of shares and difference b/w surrender and forfeiture
	23.02.2019	Transfer of shares
	24.02.2019	Sunday
	25.02.2019	Refusal by a ccompany to register transfer
Week 9	26.02.2019	Certification of transfer
	27.02.2019	<i>Forged transfer, blank transfer</i>
	28.02.2019	Maharishi Dayanand Saraswati Jayanti
	01.03.2019	Register of transfers
	02.03.2019	Procedure of transmission

	03.03.2019	Sunday
	04.03.2019	Shivratri
Week 10	05.03.2019	Company meetings :introduction and kinds of company meetings
	06.03.2019	Duties of a secretary regarding company meetings
	07.03.2019	<i>Duties after meeting</i>
	08.03.2019	Requisites of a valid meeting : introduction
	09.03.2019	1 notice of the meeting
	10.03.2019	Sunday
	11.03.2019	2 Quarum of the meeting
	Week 11	12.03.2019
13.03.2019		<i>4 minutes of the meeting</i>
14.03.2019		Test
15.03.2019		Annual general meeting: introduction
16.03.2019		Secretarial duties regarding annual general meeting
17.03.2019		Sunday
		Holi Vacations 17.03.19-24.03.2019
Week 12	25.03.2019	Duties of secretary during the meeting
	26.03.2019	Duties of secretary after the meeting
	27.03.2019	Extraordinary general meeting
	28.03.2019	Secretarial work regarding extraordinary general meeting
	29.03.2019	continue
	30.03.2019	Meetings of the board of directors
	31.03.2019	Sunday
Week 13	01.04.2019	Duties of company secretary
	02.04.2019	Meetings of directors ' committees
	03.04.2019	continue
	04.04.2019	continue
	05.04.2019	motion :introduction
	06.04.2019	Essential elements of a motion
	07.04.2019	Sunday
Week 14	08.04.2019	Test
	09.04.2019	Classification of motion
	10.04.2019	Resolution ; introduction
	11.04.2019	Kinds of resolutions
	12.04.2019	Duties of secretary in relation to resolutions

	13.04.2019	Specimens of resolutions
	14.04.2019	Sunday
Week 15	15.04.2019	continue
	16.04.2019	Voting or poll
	17.04.2019	Mahaveer Jayanti
	18.04.2019	Methods of voting
	19.04.2019	Procedure for taking poll
	20.04.2019	Proxy
	21.04.2019	Sunday
Week 16	22.04.2019	Secretarial duties regarding proxies
	23.04.2019	continue
	24.04.2019	Revision
	25.04.2019	Revision
	26.04.2019	Revision
	27.04.2019	Revision
	28.04.2019	Sunday
Week 17	29.04.2019	Revision
	30.04.2019	Revision

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Name of Asst/Associate Professor : Ms. MADHU SAITYA
Class & Section: B.Com (Pass) VI Sem (1 Section)
Subject: Income Tax

	Date	Topics to be covered
Week 1	01.01.2019	Rebate of Tax
	02.01.2019	Relief of Tax
	03.01.2019	Computation of Total Income
	04.01.2019	Computation of Total Income(Practical problems)
	05.01.2019	Computation of Total Income(Practical problems)
	06.01.2019	Sunday
	07.01.2019	Computation of Total Income(Practical problems)
Week 2	08.01.2019	Computation of Total Income(Practical problems)
	09.01.2019	Computation of Tax liability of individuals
	10.01.2019	Computation of Tax liability of individuals(Practical problems)
	11.01.2019	Computation of Tax liability of individuals(Practical problems)
	12.01.2019	Computation of Tax liability of individuals(Practical problems)
	13.01.2019	Sunday
	14.01.2019	Computation of Tax liability of individuals(Practical problems)
	15.01.2019	Computation of Tax liability of individuals(Practical problems)
Week 3	16.01.2019	Computation of Tax liability of individuals(Practical problems)
	17.01.2019	Computation of Tax liability of individuals(Practical problems)
	18.01.2019	Computation of Tax liability of individuals(Practical problems)
	19.01.2019	Computation of Tax liability of individuals(Practical problems)
	20.01.2019	Sunday
	21.01.2019	Filing of ITR And Types if ITRS
	22.01.2019	Assignment on topic:- computation of Total Income of

		Individuals
	23.01.2019	Assessment of HUF
	24.01.2019	Assessment of HUF(Practical problems)
	25.01.2019	Sir Chottu Ram Jayanti
	26.01.2019	Republic day
	27.01.2019	Sunday
	28.01.2019	Assessment of HUF(Practical problems)
Week 5	29.01.2019	Assessment of HUF(Practical problems)
	30.01.2019	Assessment of HUF(Practical problems)
	31.01.2019	Assessment of HUF(Practical problems)
	01.02.2019	Assessment of HUF(Practical problems)
	02.02.2019	Assessment of Firms
	03.02.2019	Sunday
	04.02.2019	Assessment of Firms(practical problems)
Week 6	05.02.2019	Assessment of Firms(practical problems)
	06.02.2019	Assessment of Firms(practical problems)
	07.02.2019	Assessment of Firms(practical problems)
	08.02.2019	Assessment of Firms(practical problems)
	09.02.2019	Assessment of Firms(practical problems)
	10.02.2019	Sunday
	11.02.2019	Assessment of AOP
Week 7	12.02.2019	Assessment of AOP(Practical Problems)
	13.02.2019	Assessment of AOP(Practical Problems)
	14.02.2019	Assessment of AOP(Practical Problems)
	15.02.2019	Assessment of AOP(Practical Problems)
	16.02.2019	Assessment of AOP(Practical Problems)
	17.02.2019	Sunday
	18.02.2019	Test on Topic:- Assessment of Firms
Week 8	19.02.2019	Guru Ravidas Jayanti
	20.02.2019	Income Tax Authorities and their Powers
	21.02.2019	Income Tax Authorities and their Powers
	22.02.2019	Income Tax Authorities and their Powers
	23.02.2019	IncomeTax Authorities and their Powers
	24.02.2019	Sunday
	25.02.2019	Income Tax Procedure meaning
Week 9	26.02.2019	Types of Assessment

	27.02.2019	Types of Assessment
	28.02.2019	Maharishi DayanandSaraswati Jayanti
	01.03.2019	Meaning of PAN and its uses
	02.03.2019	Meaning of PAN and its uses
	03.03.2019	Sunday
	04.03.2019	Shivratri
Week 10	05.03.2019	Types of Assessment
	06.03.2019	Types of Assessment
	07.03.2019	E-Filing of Income Tax Return and Its procedure
	08.03.2019	E-Filing of Income Tax Return and Its procedure
	09.03.2019	Presentation on topic Income Tax Authorities and their power
	10.03.2019	Sunday
	11.03.2019	Assignment on Topic:-Types of Assessment
Week 11	12.03.2019	Meaning of Tax deducted at source
	13.03.2019	Provisions regarding Incomes on which TDS Is Deducted
	14.03.2019	Provisions regarding Incomes on which TDS Is Deducted
	15.03.2019	Provisions regarding Incomes on which TDS Is Deducted
	16.03.2019	Provisions regarding Incomes on which TDS Is Deducted
	17.03.2019	Sunday
		Holi Vacations 17.03.19-24.03.2019
Week 12	25.03.2019	Meaning of Advance Payment Of Tax
	26.03.2019	Provisions regarding Advance Payment of Tax

	27.03.2019	Provisions regarding Advance Payment of Tax
	28.03.2019	Provisions regarding Advance Payment of Tax
	29.03.2019	Assignment on Topic:-TDS and Advance payment of Tax
	30.03.2019	Meaning of Recovery of Tax
	31.03.2019	Sunday
Week 13	01.04.2019	Modes of Recovery of Tax
	02.04.2019	Modes of Recovery of Tax
	03.04.2019	Meaning of Refund of Tax
	04.04.2019	Cases in which Refund arises
	05.04.2019	Provisions regarding Refund of Tax
	06.04.2019	Provisions regarding Refund of Tax
	07.04.2019	Sunday
Week 14	08.04.2019	Meaning of Appeals
	09.04.2019	Procedure for Appeals
	10.04.2019	Meaning of Revision of Tax
	11.04.2019	Provisions regarding Revision of Tax
	12.04.2019	Class presentation on Topic:-Recovery and Refund of Tax
	13.04.2019	Meaning of Penalties
	14.04.2019	Sunday
Week 15	15.04.2019	Income Tax Act Provisions regarding Penalties
	16.04.2019	Income Tax Act Provisions regarding Penalties
	17.04.2019	Mahaveer Jayanti
	18.04.2019	Offences and Prosecutions meaning

	19.04.2019	Provisions related to offences and Prosecution
	20.04.2019	Test on TOPIC:-Appeals and Revision of Income Tax
	21.04.2019	Sunday
Week 16	22.04.2019	Revision of Syllabus
	23.04.2019	Revision of Syllabus
	24.04.2019	Revision of Syllabus
	25.04.2019	Revision of Syllabus
	26.04.2019	Revision of Syllabus
	27.04.2019	Revision of Syllabus
	28.04.2019	Sunday
Week 17	29.04.2019	Revision of Syllabus
	30.04.2019	Revision of Syllabus

**K.L Mehta Dayanand College For Women, Faridabad
Lesson plan (Jan-Apr 2019)**

Name of Asst/Associate Professor :Ms. MADHU SAITYA		
Class & Section: B.Com (Pass) VI Sem (1 Section)		
Subject: Cost Accounting		
	Date	Topics to be covered
Week 1	01.01.2019	Introduction to Syllabus
	02.01.2019	Meaning and principles of process costing
	03.01.2019	Preparation of process cost A/C
	04.01.2019	Normal and abnormal loss
	05.01.2019	Practice of questions
	06.01.2019	Sunday
	07.01.2019	Opening and closing stock
Week 2	08.01.2019	Joint product
	09.01.2019	Accounting methods of By-Products
	10.01.2019	Practice of questions

	11.01.2019	Process costing in oil industry
	12.01.2019	Inter-Process profits
	13.01.2019	sunday
	14.01.2019	Merits and demerits
Week 3	15.01.2019	Preparation of A/Cs
	16.01.2019	Practice of questions
	17.01.2019	Doubts clearing session
	18.01.2019	Class test
	19.01.2019	Introduction to contract costing
	20.01.2019	Sunday
	21.01.2019	Preparation of contract A/C
Week 4	22.01.2019	Practice of questions
	23.01.2019	Incomplete contracts
	24.01.2019	Work in progress A/C
	25.01.2019	Sir Chottu Ram Jayanti
	26.01.2019	Republic day
	27.01.2019	Sunday
	28.01.2019	Practice of questions
Week 5	29.01.2019	Contracts near completion
	30.01.2019	Practice of questions
	31.01.2019	Escalation clause
	01.02.2019	Practice of questions
	02.02.2019	Preparation of balance sheet
	03.02.2019	Practice of questions
	04.02.2019	Cost plus contract
Week 6	05.02.2019	Practice of questions
	06.02.2019	Doubt clearing session
	07.02.2019	Introduction of job costing
	08.02.2019	Preparation of A/Cs
	09.02.2019	To continue
	10.02.2019	Sunday
	11.02.2019	Batch costing
Week 7	12.02.2019	Economic batch quantity
	13.02.2019	Preparation of A/Cs
	14.02.2019	Class test
	15.02.2019	Budgeting and budgetary control
	16.02.2019	Advantages and limitations of budgetary control

	17.02.2019	Sunday
	18.02.2019	Installation of budgetary control system
Week 8	19.02.2019	Guru Ravidas Jayanti
	20.02.2019	Sales budget
	21.02.2019	Preparing sales budget
	22.02.2019	Material budget
	23.02.2019	Overhead budget
	24.02.2019	Sunday
	25.02.2019	Cash budget
	Week 9	26.02.2019
27.02.2019		Fixed and flexible budget
28.02.2019		Maharishi Dayanand Saraswati Jayanti
01.03.2019		Preparing flexible budget
02.03.2019		Zero base budget
03.03.2019		Sunday
04.03.2019		Shivratri
Week 10	05.03.2019	Merits and demerits of zero base budget
	06.03.2019	Performance budget
	07.03.2019	Merits and steps in performance budget
	08.03.2019	Meaning of responsibility A/Cing
	09.03.2019	Merits and demerits of responsibility A/Cing
	10.03.2019	Sunday
	11.03.2019	Assignment : Budgetary control
Week 11	12.03.2019	Standard costing
	13.03.2019	Limitations of standard costing
	14.03.2019	Determination of standard costing
	15.03.2019	Cost variance
	16.03.2019	Material variance
	17.03.2019	Sunday
		Holi Vacations 17.03.19-24.03.2019
Week 12	25.03.2019	Calculation of material variance
	26.03.2019	Calculation of material variance
	27.03.2019	Labour variance
	28.03.2019	Calculation of labour variance
	29.03.2019	Marginal costing
	30.03.2019	Absorption costing
	31.03.2019	Sunday

Week 13	01.04.2019	Cost-Volume-Profit analysis
	02.04.2019	Break-Even point analysis
	03.04.2019	Key factor
	04.04.2019	Break-Even chart
	05.04.2019	Concept of decision making
	06.04.2019	Variance
	07.04.2019	Sunday
Week 14	08.04.2019	Exploring a new market
	09.04.2019	Practical problems in sales-mix
	10.04.2019	Make or buy decision
	11.04.2019	Shut-down decision
	12.04.2019	To continue
	13.04.2019	Revision
	14.04.2019	Sunday
Week 15	15.04.2019	Revision
	16.04.2019	Revision
	17.04.2019	Mahaveer Jayanti
	18.04.2019	Revision
	19.04.2019	Revision
	20.04.2019	Revision
	21.04.2019	Sunday
Week 16	22.04.2019	Revision
	23.04.2019	Revision
	24.04.2019	Revision
	25.04.2019	Revision
	26.04.2019	Revision
	27.04.2019	Revision
	28.04.2019	Sunday
Week 17	29.04.2019	Revision
	30.04.2019	Revision

**K.L Mehta Dayanand College For Women, Faridabad
Lesson plan (Jan-Apr 2019)**

<p>Name of Asst/Associate Professor: Ms. Madhu saitya Class & Section: B com (pass) II sem (1 Section) Subject: Business management</p>
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	Date	Topics to be covered
Week 1	01.01.2019	Staffing Concept: Introduction, Meaning, Definition And Features Of Staffing
	02.01.2019	Importance Of Staffing, Steps Of Staffing Process
	03.01.2019	Matching Job And People Concept
	04.01.2019	Importance Of Job Analysis Methods & Brief Revision Of The Chapter
	05.01.2019	Recruitment : meaning , definition, process
	06.01.2019	Sunday
	07.01.2019	Internal And External Sources Of Recruitment
Week 2	08.01.2019	Merits And Demerits Of Different Sources Of Recruitment
	09.01.2019	Oral test of chapters : staffing and recruitment
	10.01.2019	Selection: Meaning , Definition And Selection Process Of Employees
	11.01.2019	Process Continue
	12.01.2019	Doubts Session Of Students
	13.01.2019	sunday
	14.01.2019	Training : Meaning, Definition, Nature Of Training
Week 3	15.01.2019	Difference Between Training And Development , Difference Between Training And Education
	16.01.2019	Importance Of Training To Enterprise
	17.01.2019	Importance Of Training To Enterprise
	18.01.2019	On The Job Training Methods
	19.01.2019	Off The Job Training Methods
	20.01.2019	Sunday
	21.01.2019	Principles Of Training And Brief Revision Of Chapter
Week 4	22.01.2019	Revise The Syllabus Of Unit 1
	23.01.2019	Group Discussion By Students On The Topic – On The Job Training Methods V/S Off The Job Training Methods
	24.01.2019	Motivation : introduction , meaning, definition, nature
	25.01.2019	Sir Chottu Ram Jayanti
	26.01.2019	Republic day
	27.01.2019	Sunday
	28.01.2019	Importance and process of motivation
Week 5	29.01.2019	Traditional theories of motivation
	30.01.2019	Maslow's and Hygiene theory of motivation
	31.01.2019	Mc – gregor's theory of motivation
	01.02.2019	Ouchi's z theory of motivation
	02.02.2019	Indian v/s Japanese management system

	03.02.2019	Sunday
	04.02.2019	Techniques of motivation – positive and negative techniques , financial techniques
Week 6	05.02.2019	Non financial motivational techniques
	06.02.2019	Individual and group motivators , extrinsic & intrinsic motivators
	07.02.2019	Problems and principles of motivation and Assignment Techniques of motivation
	08.02.2019	Leadership : meaning , definition , nature
	09.02.2019	Importance of leadership
	10.02.2019	Sunday
	11.02.2019	Functions of leadership
	Week 7	12.02.2019
13.02.2019		Theories of leadership
14.02.2019		Theories of leadership
15.02.2019		Motivational and autocratic leadership styles
16.02.2019		Democratic and free rein leadership styles
17.02.2019		Sunday
18.02.2019		Difference between autocratic , democratic and free rein leadership styles and result based leadership styles
Week 8	19.02.2019	Guru Ravidas Jayanti
	20.02.2019	Determinants of leadership styles
	21.02.2019	Leadership as continuum
	22.02.2019	management system of likert
	23.02.2019	test of Management system and revision of the chapter
	24.02.2019	Sunday
	25.02.2019	Test leadership
Week 9	26.02.2019	Doubt clearing session of unit 2
	27.02.2019	Communication : meaning , definition , features
	28.02.2019	Maharishi Dayanand Saraswati Jayanti
	01.03.2019	Process of communication , importance of communication
	02.03.2019	Formal communication : meaning , features , merits ,demerits and types
	03.03.2019	Sunday
	04.03.2019	Shivratri
Week 10	05.03.2019	Network of formal communication
	06.03.2019	InFormal communication : meaning , features , merits

	07.03.2019	Limitation of informal communication , grapevine communication
	08.03.2019	Difference between formal and informal communication , oral media of communication
	09.03.2019	Barriers to communication
	10.03.2019	Sunday
	11.03.2019	Steps to overcome barriers of communication, essentials of effective communication
Week 11	12.03.2019	Revision of chapter communication
	13.03.2019	Presentation by students on media of communication
	14.03.2019	Controlling : meaning , definition and nature
	15.03.2019	Controlling : meaning , definition and nature
	16.03.2019	Objectives and importance of controlling
	17.03.2019	Sunday
		Holi Vacations 17.03.19-24.03.2019
Week 12	25.03.2019	Process of controlling
	26.03.2019	Difficulties and principles of controlling
	27.03.2019	Scope of controlling and its relationship with other functions of management
	28.03.2019	Control techniques: budgetary control techniques – meaning, features, requisites and advantages
	29.03.2019	Disadvantages and process of budgetary control techniques
	30.03.2019	Types of budgets : departmental budget ,master budget , variable and fixed budget
	31.03.2019	Sunday
Week 13	01.04.2019	Breakeven points analysis, stastical data and special; report techniques
	02.04.2019	Internal audit techniques, personal observation
	03.04.2019	modern control techniques – zero based budgeting
	04.04.2019	responsibility accounting techniques, management techniques , MIS
	05.04.2019	Evaluation of programme network analysis
		Assignment
	06.04.2019	Control techniques
07.04.2019	Sunday	
Week 14	08.04.2019	Revision of unit 3
	09.04.2019	Management of change : meaning , resistance to change
	10.04.2019	Nature and causes of change
	11.04.2019	Types of changes , process of planned change and change agent
	12.04.2019	causes of resistance to change and overcome them
	13.04.2019	Emerging horizons of management in changing environment

	14.04.2019	Sunday
Week 15	15.04.2019	Doubts clearing session
	16.04.2019	Revision
	17.04.2019	Mahaveer Jayanti
	18.04.2019	Revision
	19.04.2019	Revision
	20.04.2019	Revision
	21.04.2019	Sunday
Week 16	22.04.2019	Revision
	23.04.2019	Revision
	24.04.2019	Revision
	25.04.2019	Revision
	26.04.2019	Revision
	27.04.2019	Revision
	28.04.2019	Sunday
Week 17	29.04.2019	Revision
	30.04.2019	Revision

**K.L Mehta Dayanand College For Women, Faridabad
Lesson plan (Jan-Apr 2019)**

Name of Asst/Associate Professor : Ms. TARA		
Class & Section: B.com (pass) VI Sem (2 Sections)		
Subject: Taxation Law		
	Date	Topics to be covered
Week 1	01.01.2019	Rebate of Tax
	02.01.2019	Relief of Tax
	03.01.2019	Computation of Total Income
	04.01.2019	Computation of Total Income(Practical problems)
	05.01.2019	Computation of Total Income(Practical problems)
	06.01.2019	Sunday
	07.01.2019	Computation of Total Income(Practical problems)
Week 2	08.01.2019	Computation of Total Income(Practical problems)
	09.01.2019	Computation of Tax liability of individuals
	10.01.2019	Computation of Tax liability of individuals(Practical problems)
	11.01.2019	Computation of Tax liability of individuals(Practical

		problems)
	12.01.2019	Computation of Tax liability of individuals(Practical problems)
	13.01.2019	Sunday
	14.01.2019	Computation of Tax liability of individuals(Practical problems)
Week 3	15.01.2019	Computation of Tax liability of individuals(Practical problems)
	16.01.2019	Computation of Tax liability of individuals(Practical problems)
	17.01.2019	Computation of Tax liability of individuals(Practical problems)
	18.01.2019	Computation of Tax liability of individuals(Practical problems)
	19.01.2019	Computation of Tax liability of individuals(Practical problems)
	20.01.2019	Sunday
	21.01.2019	Filing of ITR And Types if ITRS
Week 4	22.01.2019	Assignment on topic:- computation of Total Income of Individuals
	23.01.2019	Assessment of HUF
	24.01.2019	Assessment of HUF(Practical problems)
	25.01.2019	Sir Chottu Ram Jayanti
	26.01.2019	Republic day
	27.01.2019	Sunday
	28.01.2019	Assessment of HUF(Practical problems)
Week 5	29.01.2019	Assessment of HUF(Practical problems)
	30.01.2019	Assessment of HUF(Practical problems)
	31.01.2019	Assessment of HUF(Practical problems)
	01.02.2019	Assessment of HUF(Practical problems)
	02.02.2019	Assessment of Firms
	03.02.2019	Sunday
	04.02.2019	Assessment of Firms(practical problems)
Week 6	05.02.2019	Assessment of Firms(practical problems)
	06.02.2019	Assessment of Firms(practical problems)
	07.02.2019	Assessment of Firms(practical problems)
	08.02.2019	Assessment of Firms(practical problems)
	09.02.2019	Assessment of Firms(practical problems)

	10.02.2019	Sunday
	11.02.2019	Assessment of AOP
Week 7	12.02.2019	Assessment of AOP(Practical Problems)
	13.02.2019	Assessment of AOP(Practical Problems)
	14.02.2019	Assessment of AOP(Practical Problems)
	15.02.2019	Assessment of AOP(Practical Problems)
	16.02.2019	Assessment of AOP(Practical Problems)
	17.02.2019	Sunday
	18.02.2019	Test on Topic:- Assessment of Firms
Week 8	19.02.2019	Guru Ravidas Jayanti
	20.02.2019	Income Tax Authorities and their Powers
	21.02.2019	Income Tax Authorities and their Powers
	22.02.2019	Income Tax Authorities and their Powers
	23.02.2019	IncomeTax Authorities and their Powers
	24.02.2019	Sunday
	25.02.2019	Income Tax Procedure meaning
Week 9	26.02.2019	Types of Assessment
	27.02.2019	Types of Assessment
	28.02.2019	Maharishi Dayanand Saraswati Jayanti
	01.03.2019	Meaning of PAN and its uses
	02.03.2019	Meaning of PAN and its uses
	03.03.2019	Sunday
	04.03.2019	Shivratri
Week 10	05.03.2019	Types of Assessment
	06.03.2019	Types of Assessment
	07.03.2019	E-Filing of Income Tax Return and Its procedure
	08.03.2019	E-Filing of Income Tax Return and Its procedure
	09.03.2019	Presentation on topic Income Tax Authorities and their power
	10.03.2019	Sunday

	11.03.2019	Assignment on Topic:-Types of Assessment
Week 11	12.03.2019	Meaning of Tax deducted at source
	13.03.2019	Provisions regarding Incomes on which TDS Is Deducted
	14.03.2019	Provisions regarding Incomes on which TDS Is Deducted
	15.03.2019	Provisions regarding Incomes on which TDS Is Deducted
	16.03.2019	Provisions regarding Incomes on which TDS Is Deducted
	17.03.2019	Sunday
		Holi Vacations 17.03.19-24.03.2019
Week 12	25.03.2019	Meaning of Advance Payment Of Tax
	26.03.2019	Provisions regarding Advance Payment of Tax
	27.03.2019	Provisions regarding Advance Payment of Tax
	28.03.2019	Provisions regarding Advance Payment of Tax
	29.03.2019	Assignment on Topic:-TDS and Advance payment of Tax
	30.03.2019	Meaning of Recovery of Tax
	31.03.2019	Sunday
Week 13	01.04.2019	Modes of Recovery of Tax
	02.04.2019	Modes of Recovery of Tax
	03.04.2019	Meaning of Refund of Tax
	04.04.2019	Cases in which Refund arises
	05.04.2019	Provisions regarding Refund of Tax

	06.04.2019	Provisions regarding Refund of Tax
	07.04.2019	Sunday
Week 14	08.04.2019	Meaning of Appeals
	09.04.2019	Procedure for Appeals
	10.04.2019	Meaning of Revision of Tax
	11.04.2019	Provisions regarding Revision of Tax
	12.04.2019	Class presentation on Topic:-Recovery and Refund of Tax
	13.04.2019	Meaning of Penalties
	14.04.2019	Sunday
	Week 15	15.04.2019
16.04.2019		Income Tax Act Provisions regarding Penalties
17.04.2019		Mahaveer Jayanti
18.04.2019		Offences and Prosecutions meaning
19.04.2019		Provisions related to offences and Prosecution
20.04.2019		Test on TOPIC:-Appeals and Revision of Income Tax
21.04.2019		Sunday
Week 16	22.04.2019	Revision of Syllabus
	23.04.2019	Revision of Syllabus
	24.04.2019	Revision of Syllabus
	25.04.2019	Revision of Syllabus
	26.04.2019	Revision of Syllabus
	27.04.2019	Revision of Syllabus
	28.04.2019	Sunday
Week	29.04.2019	Revision of Syllabus

17	30.04.2019	Revision of Syllabus
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K.L Mehta Dayanand College For Women, Faridabad
Lesson plan (Jan-Apr 2019)

Name of Asst/Associate Professor : TARA		
Class & Section: B.Com pass VI Sem (1 Section)		
Subject: Goods and services tax		
	Date	Topics to be covered
Week 1	01.01.2019	Introduction of GST
	02.01.2019	Salient feature of GST, Benefit of GST
	03.01.2019	Concept of GST, Supply under GST
	04.01.2019	Supply of GST : Meaning
	05.01.2019	Supply of GST: Scope of Supply
	06.01.2019	Sunday
	07.01.2019	Composite and mixed Supply
Week 2	08.01.2019	Composite and mixed Supply
	09.01.2019	Assignment
	10.01.2019	Levy and Collection
	11.01.2019	Assignment
	12.01.2019	Reverse Charge Mechanism
	13.01.2019	sunday
	14.01.2019	Reverse Charge Mechanism
Week 3	15.01.2019	Assignment
	16.01.2019	Tax on electronic Commerce Operator
	17.01.2019	Tax on electronic Commerce Operator
	18.01.2019	Tax on electronic Commerce Operator
	19.01.2019	Assignment
	20.01.2019	Sunday
	21.01.2019	Exemption From GST
Week 4	22.01.2019	Exemption From GST
	23.01.2019	Exemption From GST
	24.01.2019	Assignment
	25.01.2019	Sir Chottu Ram Jayanti
	26.01.2019	Republic day

	27.01.2019	Sunday
	28.01.2019	
Week 5	29.01.2019	Composition Levy
	30.01.2019	Composition Levy
	31.01.2019	Assignment
	01.02.2019	Place of Supply
	02.02.2019	Place of Supply within State
	03.02.2019	Sunday
	04.02.2019	Interstate
Week 6	05.02.2019	Test
	06.02.2019	Import & export
	07.02.2019	Time of Supply of Goods
	08.02.2019	Time of Supply of Services
	09.02.2019	Value of Supply
	10.02.2019	Sunday
	11.02.2019	Valuation Rules
Week 7	12.02.2019	Input Tax Credit
	13.02.2019	Input Tax Credit
	14.02.2019	Input Tax Credit
	15.02.2019	Test
	16.02.2019	ITC in Banking Co.
	17.02.2019	Sunday
	18.02.2019	ITC in Financial Co.
Week 8	19.02.2019	Guru Ravidas Jayanti
	20.02.2019	Test
	21.02.2019	ITC in Special Cases
	22.02.2019	Reversal of ITC
	23.02.2019	Transfer of ITC
	24.02.2019	Sunday
	25.02.2019	Input Service Distributors
Week 9	26.02.2019	Input Service Distributors
	27.02.2019	Test
	28.02.2019	Maharishi Dayanand Saraswati Jayanti
	01.03.2019	Registration
	02.03.2019	Issue of invoice
	03.03.2019	Sunday
	04.03.2019	Shivratri

Week 10	05.03.2019	Tax Invoice
	06.03.2019	Revised Tax Invoice
	07.03.2019	Credit note, Debit note
	08.03.2019	Bill of Supply
	09.03.2019	Assignment
	10.03.2019	Sunday
	11.03.2019	Receipt Voucher
Week 11	12.03.2019	Refund Voucher
	13.03.2019	Assignment
	14.03.2019	Payment Voucher
	15.03.2019	Invoice in Special Cases
	16.03.2019	Invoice in Special Cases
	17.03.2019	Sunday
		Holi Vacations 17.03.19-24.03.2019
Week 12	25.03.2019	Assignment
	26.03.2019	E-Way
	27.03.2019	Assignment
	28.03.2019	Payment of Tax
	29.03.2019	Return
	30.03.2019	Assignment
	31.03.2019	Sunday
Week 13	01.04.2019	Job Work
	02.04.2019	Job Work
	03.04.2019	TEST
	04.04.2019	Provision of TDS and TCS
	05.04.2019	Provision of TDS and TCS
	06.04.2019	TEST
	07.04.2019	Sunday
Week 14	08.04.2019	ASSESSMENT
	09.04.2019	ASSESSMENT
	10.04.2019	TEST
	11.04.2019	Audit
	12.04.2019	Custom Duty : Meaning
	13.04.2019	TEST
	14.04.2019	Sunday
Week 15	15.04.2019	Types of Custom Duty
	16.04.2019	Types of Custom Duty

	17.04.2019	Mahaveer Jayanti
	18.04.2019	TEST
	19.04.2019	Importance of Custom
	20.04.2019	Importance of Custom
	21.04.2019	Sunday
Week 16	22.04.2019	TEST
	23.04.2019	Documents Required for Custom
	24.04.2019	Documents Required for Custom
	25.04.2019	TEST
	26.04.2019	Export Promotion Scheme
	27.04.2019	Export Promotion Scheme
	28.04.2019	Sunday
Week 17	29.04.2019	Revision
	30.04.2019	TEST

**K.L Mehta Dayanand College For Women, Faridabad
Lesson plan (Jan-Apr 2019)**

Name of Asst/Associate Professor : TARA Class & Section: B.Com pass VI Sem (1 Section) Subject: International Marketing		
	Date	Topics to be covered
Week 1	01.01.2019	Introduction of International Marketing
	02.01.2019	Introduction of International Marketing
	03.01.2019	Nature & Concept
	04.01.2019	Nature & Concept
	05.01.2019	Domestic Marketing
	06.01.2019	Sunday
	07.01.2019	International Marketing
Week 2	08.01.2019	<i>Opportunities for Marketing</i>
	09.01.2019	Challenges for Marketing
	10.01.2019	Challenges for Marketing
	11.01.2019	Assignment
	12.01.2019	International Environment
	13.01.2019	sunday
	14.01.2019	International Environment
Week 3	15.01.2019	Assignment
	16.01.2019	Foreign Market

	17.01.2019	Foreign Market Selection
	18.01.2019	Foreign Market Selection
	19.01.2019	Foreign Market Selection
	20.01.2019	Sunday
	21.01.2019	Assignment
Week 4	22.01.2019	Entry Mode
	23.01.2019	Entry Mode
	24.01.2019	Assignment
	25.01.2019	Sir Chottu Ram Jayanti
	26.01.2019	Republic day
	27.01.2019	Sunday
	28.01.2019	<i>Conclusion</i>
Week 5	29.01.2019	<i>Conclusion</i>
	30.01.2019	Assignment
	31.01.2019	Revision
	01.02.2019	<i>Product Planning</i>
	02.02.2019	TEST
	03.02.2019	Sunday
	04.02.2019	<i>Product Research</i>
Week 6	05.02.2019	Product Research
	06.02.2019	<i>International Product life cycle research</i>
	07.02.2019	<i>Test</i>
	08.02.2019	Information PLC
	09.02.2019	Product designing
	10.02.2019	Sunday
	11.02.2019	Product Designing
Week 7	12.02.2019	<i>TEST</i>
	13.02.2019	Packaging
	14.02.2019	Packaging
	15.02.2019	TEST
	16.02.2019	Pricing Process
	17.02.2019	Sunday
	18.02.2019	<i>TEST</i>
Week 8	19.02.2019	Guru Ravidas Jayanti
	20.02.2019	Pricing Methods
	21.02.2019	TEST
	22.02.2019	International Price Quotations

	23.02.2019	TEST
	24.02.2019	Sunday
	25.02.2019	TEST
Week 9	26.02.2019	Payment Terms
	27.02.2019	<i>TEST</i>
	28.02.2019	Maharishi Dayanand Saraswati Jayanti
	01.03.2019	Channel Decision
	02.03.2019	Channel Structure
	03.03.2019	Sunday
	04.03.2019	Shivratri
Week 10	05.03.2019	Assignment
	06.03.2019	Selection Decision
	07.03.2019	<i>Managing Channel Conflict</i>
	08.03.2019	<i>Managing Channel Conflict</i>
	09.03.2019	Assignment
	10.03.2019	Sunday
	11.03.2019	Selection of Foreign agents
Week 11	12.03.2019	Assignment
	13.03.2019	<i>Appointment of foreign agents</i>
	14.03.2019	<i>Appointment of foreign agents</i>
	15.03.2019	Assignment
	16.03.2019	Basic Expert Procedure
	17.03.2019	Sunday
		Holi Vacations 17.03.19-24.03.2019
Week 12	25.03.2019	Basic Expert Procedure
	26.03.2019	Assignment
	27.03.2019	Assignment
	28.03.2019	Documentation
	29.03.2019	Documentation
	30.03.2019	Assignment
	31.03.2019	Sunday
Week 13	01.04.2019	Method of product promotion
	02.04.2019	TEST
	03.04.2019	International Product Promotion
	04.04.2019	International Product Promotion
	05.04.2019	TEST
	06.04.2019	Challenges in advertising

	07.04.2019	Sunday
Week 14	08.04.2019	International advertising
	09.04.2019	Media strategy
	10.04.2019	TEST
	11.04.2019	International Media Strategy
	12.04.2019	TEST
	13.04.2019	Web Marketing
	14.04.2019	Sunday
Week 15	15.04.2019	Web Marketing
	16.04.2019	TEST
	17.04.2019	Mahaveer Jayanti
	18.04.2019	Organising Trade Fair
	19.04.2019	Organising Trade Fair
	20.04.2019	TEST
	21.04.2019	Sunday
Week 16	22.04.2019	Exhibitions
	23.04.2019	Exhibitions
	24.04.2019	TEST
	25.04.2019	Revision
	26.04.2019	Revision
	27.04.2019	Revision
	28.04.2019	Sunday
Week 17	29.04.2019	Revision
	30.04.2019	Revision

K.L Mehta Dayanand College For Women, Faridabad
Lesson plan (Jan-Apr 2019)

Name of Asst/Associate Professor : HEMA DUDEJA
Class & Section: B.COM(PASS) II SEM, (3 Sections)
Subject: BUSINESS MATHEMATICS

	Date	Topics to be covered
Week 1	01.01.2019	<i>Introduction of matrix – Unit 1</i>
	02.01.2019	Definition and types of matrix
	03.01.2019	Algebra of matrix
	04.01.2019	Question based on matrix
	05.01.2019	Multiplication and division of matrix
	06.01.2019	Sunday
	07.01.2019	Question based on it
Week 2	08.01.2019	<i>Introduction of Determinants</i>
	09.01.2019	Calculation of Determinants
	10.01.2019	Question based on it
	11.01.2019	Assignment based on it
	12.01.2019	Adjoint of a matrix
	13.01.2019	sunday
	14.01.2019	Elementary row operation
Week 3	15.01.2019	<i>Elementary column operation</i>
	16.01.2019	Finding inverse through adjoint of a matrix
	17.01.2019	Finding inverse through elementary operation
	18.01.2019	Define linear equation
	19.01.2019	Finding solution of linear equation using matrix
	20.01.2019	Sunday
	21.01.2019	Solve linear equation by matrix method
Week 4	22.01.2019	Solve linear equation by cremer's rule
	23.01.2019	Test of Unit -1
	24.01.2019	Unit -2 Differentiation
	25.01.2019	Sir Chottu Ram Jayanti
	26.01.2019	Republic day
	27.01.2019	Sunday
	28.01.2019	<i>Definition of differentiation</i>
Week 5	29.01.2019	Formulae of differentiation
	30.01.2019	Question based on it

	31.01.2019	Question based on differentiation
	01.02.2019	<i>Exercise problem</i>
	02.02.2019	Application of differentiation
	03.02.2019	Sunday
	04.02.2019	<i>Formulae based on it</i>
Week 6	05.02.2019	Exercise problem
	06.02.2019	<i>Continued..</i>
	07.02.2019	<i>Continued..</i>
	08.02.2019	Continued..
	09.02.2019	Test
	10.02.2019	Sunday
	11.02.2019	Unit-3 Compound Interest
Week 7	12.02.2019	<i>Introduction of Compound interest</i>
	13.02.2019	Definition of compound interest
	14.02.2019	Types of compound interest
	15.02.2019	Formulae of compound interest
	16.02.2019	Exercise on compound interest
	17.02.2019	Sunday
	18.02.2019	<i>Problem on compound interest</i>
Week 8	19.02.2019	Guru Ravidas Jayanti
	20.02.2019	Continued...
	21.02.2019	Continued..
	22.02.2019	Different types of interest rate
	23.02.2019	Exercise problem
	24.02.2019	Sunday
	25.02.2019	Assignment of compound interest
Week 9	26.02.2019	Annuities
	27.02.2019	<i>Introduction of annuities</i>
	28.02.2019	Maharishi DayanandSaraswati Jayanti
	01.03.2019	Definition of annuities
	02.03.2019	Types of annuities
	03.03.2019	Sunday
	04.03.2019	Shivratri
Week 10	05.03.2019	Present value of annuities
	06.03.2019	Question based on present value
	07.03.2019	<i>Amount of sum of annuities</i>
	08.03.2019	Question based on it

	09.03.2019	Continued...
	10.03.2019	Sunday
	11.03.2019	Continuous compound of annuities
Week 11	12.03.2019	Question based on it
	13.03.2019	<i>Exercise problem</i>
	14.03.2019	Continued..
	15.03.2019	Case of continuous compound
	16.03.2019	Exercise problem
	17.03.2019	Sunday
		Holi Vacations 17.03.19-24.03.2019
Week 12	25.03.2019	Assignment of annuities
	26.03.2019	Test of annuities
	27.03.2019	Problem sum
	28.03.2019	Unit - 4 Ratio and Proportions
	29.03.2019	Definition of ratio
	30.03.2019	Formulae based on ratio
	31.03.2019	Sunday
Week 13	01.04.2019	Antecedent and consequent
	02.04.2019	Problems based on ratio
	03.04.2019	Exercise Problem
	04.04.2019	Introduction of proportion
	05.04.2019	Formulae of proportion
	06.04.2019	Find mean proportion
	07.04.2019	Sunday
Week 14	08.04.2019	Find 3 rd and 4 th Proportion
	09.04.2019	Problem based on proportion
	10.04.2019	Describe componendo and dividendo rules
	11.04.2019	Exercise problem
	12.04.2019	Introduction of percentage
	13.04.2019	Way to find percentage
	14.04.2019	Sunday
Week 15	15.04.2019	Problem based on it
	16.04.2019	Introduction of profit and loss
	17.04.2019	Mahaveer Jayanti
	18.04.2019	Definition of profit and loss
	19.04.2019	Definition of cost price and selling price
	20.04.2019	Find profit percentage

	21.04.2019	Sunday
Week 16	22.04.2019	Find Loss percentage
	23.04.2019	Question based on it
	24.04.2019	Exercise problem
	25.04.2019	Test of Unit 4
	26.04.2019	Revision
	27.04.2019	Revision
	28.04.2019	Sunday
Week 17	29.04.2019	Revision
	30.04.2019	Revision

K.L Mehta Dayanand College For Women, Faridabad
Lesson plan (Jan-Apr 2019)

Name of Asst/Associate Professor : Ms. Poonam Arora
Class & Section: B.Com(Pass) II Semester (2 sections)
Subject: Basics of computers-II

	Date	Topics to be covered
Week 1	01.01.2019	Introduction to Digital Computer
	02.01.2019	Model of Digital Computer
	03.01.2019	Functioning of a Digital Computer
	04.01.2019	Types of Digital Computer: Mainframe Computer, Mini Computer
	05.01.2019	<i>Guru govind singh jayanti</i>
	06.01.2019	sunday
	07.01.2019	Micro Computer & Super Computer
Week 2	08.01.2019	Advantages of Computer
	09.01.2019	Application of Computer: Computer in Commerce
	10.01.2019	Computer in Marketing
	11.01.2019	Computer in Education
	12.01.2019	Computer in Management
	13.01.2019	sunday
	14.01.2019	Introduction to Windows, Features of Windows
Week 3	15.01.2019	Different Parts of Windows
	16.01.2019	Types of Software: System Software
	17.01.2019	Application Software
	18.01.2019	Introduction to Operating System, Functions of O.S
	19.01.2019	Services of O.S
	20.01.2019	Sunday
	21.01.2019	Arranging Desktop Icon, Desktop Background
Week 4	22.01.2019	Changes Screen saver, Create a Shortcut
	23.01.2019	O.S as a Resource Manager
	24.01.2019	Concept of GUI and CUI/
	25.01.2019	Sir Chottu Ram Jayanti
	26.01.2019	Republic day
	27.01.2019	Sunday
	28.01.2019	Assignment- Application of Computer, Types of Software
Week 5	29.01.2019	Types of O.S: Multi-User O.S

	30.01.2019	Assignment- Application of Computer, Types of Software
	31.01.2019	Types of O.S: Multi-User O.S
	01.02.2019	Translator, System Utilities
	02.02.2019	Questionnaire related to O.S and its types
	03.02.2019	Sunday
	04.02.2019	Changes Screen saver, Create a Shortcut
Week 6	05.02.2019	My Computer, Recycle Bin
	06.02.2019	Revision/ Test- Types of O.S
	07.02.2019	Introduction to Software, Characteristics of Software
	08.02.2019	Revision / Test of above
	09.02.2019	Practical file and viva
	10.02.2019	Sunday
	11.02.2019	My Document, Internet Explorer
Week 7	12.02.2019	Handling Files and Folder
	13.02.2019	Practical File & Viva
	14.02.2019	Using Windows Explorer to manage Files & Folder
	15.02.2019	Different views of Window
	16.02.2019	Control Panel: Installation of Printer
	17.02.2019	Sunday
	18.02.2019	To Add or Remove a Program
Week 8	19.02.2019	Guru Ravidas Jayanti
	20.02.2019	How to start Paint, Drawing Lines & Curves
	21.02.2019	Practical File & Viva
	22.02.2019	Working in Paint using Brushes
	23.02.2019	Viewing Your Picture
	24.02.2019	Sunday
	25.02.2019	Practical problems
Week 9	26.02.2019	Revision
	27.02.2019	Test- Working with Desktop and Control Panel
	28.02.2019	Maharishi Dayanand Saraswati Jayanti
	01.03.2019	MS-Excel User Interface
	02.03.2019	Working with Cell & Cell Address
	03.03.2019	Sunday
	04.03.2019	Shivratri
Week 10	05.03.2019	Moving & Cutting the Cell
	06.03.2019	Adding, Deleting & Copying Worksheet within a Workbook
	07.03.2019	Cell Formatting

	08.03.2019	Changing Row/Column Height/Width
	09.03.2019	Preparing Worksheet for the Printer
	10.03.2019	Sunday
	11.03.2019	Sorting Data
Week 11	12.03.2019	Practical File & Viva
	13.03.2019	Built-in Functions
	14.03.2019	Working with Formula
	15.03.2019	Working with Comparison Operator
	16.03.2019	Referencing
	17.03.2019	Sunday
		Holi Vacations 17.03.19-24.03.2019
Week 12	25.03.2019	Creating Worksheet for Student Record Using Formula
	26.03.2019	Practical problems
	27.03.2019	When one Co venture keep complete record of all transactions
	28.03.2019	Types of referencing
	29.03.2019	Table Creating in Worksheet
	30.03.2019	Revision
	31.03.2019	Sunday
Week 13	01.04.2019	Revision of Joint venture
		Test- Advantages of Spreadsheet, Working with formula
	02.04.2019	
	03.04.2019	Practical File & Viva
	04.04.2019	Elements of Excel Charts
	05.04.2019	Column Chart & Line Chart
	06.04.2019	Pie Chart & Bar Chart
	07.04.2019	Sunday
Week 14	08.04.2019	Area Chart
	09.04.2019	XY Chart
	10.04.2019	Practical File & Viva
	11.04.2019	How to Change Chart Type
	12.04.2019	Revision
	13.04.2019	Edit Chart Axis
	14.04.2019	Sunday
Week 15	15.04.2019	Macros
	16.04.2019	Doubt Class for Unit-IV

	17.04.2019	Mahaveer Jayanti
	18.04.2019	Dou Doubt Class for Unit-IV bts
	19.04.2019	Practical problems
	20.04.2019	Doubts
	21.04.2019	Sunday
Week 16	22.04.2019	Doubt Class for Unit-IV
	23.04.2019	Revision
	24.04.2019	Revision
	25.04.2019	Revision
	26.04.2019	Revision
	27.04.2019	Revision
	28.04.2019	Sunday
Week 17	29.04.2019	Revision
	30.04.2019	Discuss about Important question

**K.L Mehta Dayanand College For Women, Faridabad
Lesson plan (Jan-Apr 2019)**

Name of Asst/Associate Professor : Ms. Poonam Arora		
Class & Section: B.Com(Pass) II Semester (1 Section)		
Subject: Basics of computers-II		
	Date	Topics to be covered
Week 1	01.01.2019	Introduction to Digital Computer
	02.01.2019	Model of Digital Computer
	03.01.2019	Functioning of a Digital Computer
	04.01.2019	Types of Digital Computer: Mainframe Computer, Mini Computer
	05.01.2019	<i>Guru govind singh jayanti</i>
	06.01.2019	sunday
	07.01.2019	Micro Computer & Super Computer
Week 2	08.01.2019	Advantages of Computer
	09.01.2019	Application of Computer: Computer in Commerce
	10.01.2019	Computer in Marketing
	11.01.2019	Computer in Education

	12.01.2019	Computer in Management
	13.01.2019	sunday
	14.01.2019	Introduction to Operating System, Functions of O.S/
Week 3	15.01.2019	Services of O.S
	16.01.2019	Types of Software: System Software
	17.01.2019	Application Software
	18.01.2019	Introduction to Windows, Features of Windows
	19.01.2019	Different Parts of Windows
	20.01.2019	Sunday
	21.01.2019	O.S as a Resource Manager
Week 4	22.01.2019	Concept of GUI and CUI/
	23.01.2019	Arranging Desktop Icon, Desktop Background
	24.01.2019	Changes Screen saver, Create a Shortcut
	25.01.2019	Sir Chottu Ram Jayanti
	26.01.2019	Republic day
	27.01.2019	Sunday
	28.01.2019	Assignment- Application of Computer, Types of Software
Week 5	29.01.2019	Types of O.S: Multi-User O.S
	30.01.2019	Assignment- Application of Computer, Types of Software
	31.01.2019	Types of O.S: Multi-User O.S
	01.02.2019	Translator, System Utilities
	02.02.2019	Questionnaire related to O.S and its types
	03.02.2019	Sunday
	04.02.2019	Changes Screen saver, Create a Shortcut
Week 6	05.02.2019	My Computer, Recycle Bin
	06.02.2019	Revision/ Test- Types of O.S
	07.02.2019	Introduction to Software, Characteristics of Software
	08.02.2019	My Computer, Recycle Bin
	09.02.2019	Practical file and viva
	10.02.2019	Sunday
	11.02.2019	My Document, Internet Explorer
Week 7	12.02.2019	Handling Files and Folder
	13.02.2019	Practical File & Viva
	14.02.2019	Using Windows Explorer to manage Files & Folder
	15.02.2019	Different views of Window
	16.02.2019	Control Panel: Installation of Printer

	17.02.2019	Sunday
	18.02.2019	To Add or Remove a Program
Week 8	19.02.2019	Guru Ravidas Jayanti
	20.02.2019	How to start Paint, Drawing Lines & Curves
	21.02.2019	Practical File & Viva
	22.02.2019	Working in Paint using Brushes
	23.02.2019	Viewing Your Picture
	24.02.2019	Sunday
	25.02.2019	Practical problems
	Week 9	26.02.2019
27.02.2019		Test- Working with Desktop and Control Panel
28.02.2019		Maharishi Dayanand Saraswati Jayanti
01.03.2019		MS-Excel User Interface
02.03.2019		Working with Cell & Cell Address
03.03.2019		Sunday
04.03.2019		Shivratri
Week 10	05.03.2019	Moving & Cutting the Cell
	06.03.2019	Adding, Deleting & Copying Worksheet within a Workbook
	07.03.2019	Cell Formatting
	08.03.2019	Changing Row/Column Height/Width
	09.03.2019	Preparing Worksheet for the Printer
	10.03.2019	Sunday
	11.03.2019	Sorting Data
Week 11	12.03.2019	Practical File & Viva
	13.03.2019	Built-in Functions
	14.03.2019	Working with Formula
	15.03.2019	Working with Comparison Operator
	16.03.2019	Referencing
	17.03.2019	Sunday
		Holi Vacations 17.03.19-24.03.2019
Week 12	25.03.2019	Creating Worksheet for Student Record Using Formula
	26.03.2019	Practical problems
	27.03.2019	When one Co venture keep complete record of all transactions
	28.03.2019	Types of referencing
	29.03.2019	Table Creating in Worksheet
	30.03.2019	Revision

	31.03.2019	Sunday
Week 13	01.04.2019	Revision of Joint venture
		Test- Advantages of Spreadsheet, Working with formula
	02.04.2019	
	03.04.2019	Practical File & Viva
	04.04.2019	Elements of Excel Charts
	05.04.2019	Column Chart & Line Chart
	06.04.2019	Pie Chart & Bar Chart
	07.04.2019	Sunday
Week 14	08.04.2019	Area Chart
	09.04.2019	XY Chart
	10.04.2019	Practical File & Viva
	11.04.2019	How to Change Chart Type
	12.04.2019	Revision
	13.04.2019	Edit Chart Axis
		14.04.2019
Week 15	15.04.2019	Macros
	16.04.2019	Doubt Class for Unit-IV
	17.04.2019	Mahaveer Jayanti
	18.04.2019	Dou Doubt Class for Unit-IV bts
	19.04.2019	Practical problems
	20.04.2019	Doubts
		21.04.2019
Week 16	22.04.2019	Doubt Class for Unit-IV
	23.04.2019	Revision
	24.04.2019	Revision
	25.04.2019	Revision
	26.04.2019	Revision
	27.04.2019	Revision
		28.04.2019
Week 17	29.04.2019	Revision
	30.04.2019	Discuss about Important question

