

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

Name of the professor: MS NEERU BHATIA	
ClassAndSection: B.Com PASS	
Subject: Corporate Accounting	
Day 1	Orientation Programme
Day 2	Issue of shares -Introduction, Types of company
Day 3	Types of shares, Issue of shares , Book Building
Day 4	Shares issued at par and premium
Day 5	Calls in arrear, calls in advance
Day 6	Oversubscription of shares
Day 7	Forfeiture of shares & re- issue
Day 8	Practical Questions
Day 9	Practical Questions
Day 10	Practical Questions
Day 11	Oversubscription & pro-rata allotment
Day 12	Practical Questions
Day 13	Practical Questions
Day 14	Practical Questions
Day 15	Practical Questions
Day 16	Buy Back of shares
Day 17	Practical Questions
Day 18	Right Shares
Day 19	Practical problems
Day 20	Redemption of Preference Shares-Introduction & accounting treatment
Day 21	Redemption at par & premium
Day 22	Test-Issue of Shares
Day 23	Calls in arrear.
Day 24	Redemption of partly paid shares
Day 25	Bonus shares
Day 26	Practical Questions
Day 27	Practical problems
Day 28	Issue of Debentures-Meaning &Types
Day 29	Issue of debentures at par, premium & discount
Day 30	Issue of debentures as collateral security
Day 31	Interest on debentures
Day 32	Redemption of Debentures
Day 33	Practical Questions
Day 34	Practical problems
Day 35	Assignment-Buy Back Of Shares
Day 36	Redemption of debentures-Sources of funds
Day 37	Methods of Redemption- By lump sum payment
Day 38	Creation of Sinking Fund or Debenture Redemption Fund
Day 39	Practical Questions
Day 40	Insurance Policy Method
Day 41	Practical Questions
Day 42	Redemption of debentures by draw of lots
Day 43	Practical Questions
Day 44	Redemption of debentures by conversion into shares
Day 45	Purchase of own debentures in open market
Day 46	Practical Questions
Day 47	Ex-Interest & cum Interest
Day 48	Practical Questions
Day 49	
Day 50	Valuation of Goodwill-Meaning, Origin, Need
Day 51	Methods of valuation of goodwill-Average profit method

Day 52	Super profit method
Day 53	Practical Questions
Day 54	Capitalisation Method
Day 55	Practical Questions
Day 56	Purchase Consideration & Annuity Method
Day 57	Practical Questions
Day 58	Practical problems
Day 59	Valuation of Shares-Introduction, Factors affecting valuation of shares
Day 60	Methods of valuation of shares-Net Asset Method
Day 61	Practical Questions
Day 62	Practical Questions
Day 63	Dividend Yield Method
Day 64	Practical Questions
Day 65	Earning Capacity Method
Day 66	Practical Questions
Day 67	Average Method
Day 68	Practical Questions
Day 69	Practical problems
Day 70	Test-Valuation of Goodwill
Day 71	P & L Prior to Incorporation- Introduction & calculation of ratios
Day 72	Practical Questions
Day 73	Practical Questions
Day 74	Practical Questions
Day 75	Practical problems
Day 76	Test-Issue of Debentures
Day 77	Final Accounts of companies-Introduction
Day 78	Performa of Balance Sheet- Explanation
Day 79	Performa of Balance Sheet- Explanation
Day 80	Practical Questions
Day 81	Practical Questions
Day 82	Performa of P& L A/c- Explanation
Day 83	Practical Questions
Day 84	Practical Questions
Day 85	Practical problems
Day 86	Revision
Day 87	Revision
Day 88	Revision
Day 89	Revision
Day 90	Revision

Name of the professor: Ms. Neeru Bhatia	
Class And Section: Bcom(p) 1 Year A+B	
Subject: Business Management	
Day 1	Human activities introduction
Day 2	economic and noneconomic activities
Day 3	business meaning and features
Day 4	Profession meaning and features
Day 7	employment meaning and features
Day 8	difference between business profession and employment
Day 9	Business system
Day 10	Objectives of business
Day 11	Concepts of business
Day 12	Business activities introduction
Day 13	Industry and its types
Day 14	Commerce and its components
Day 15	Management introduction and nature
Day 16	functions of management
Day 17	Process and significance of management
Day 19	management and social responsibility
Day 20	Management as a profession
Day 21	Management as a science and an art
Day 22	Development of management thought an introduction
Day 23	Classical approach
Day 24	Evaluation of scientific approach
Day 25	Administrative approach
Day 27	Bureaucratic management
Day 28	Neoclassical approach
Day 29	Evaluation of human relation approach
Day 30	behavioral science approach
Day 31	Behavioral science approach
Day 33	Contingency approach
Day 34	Assignment
Day 35	Planning introduction end nature
Day 38	Importance and process
Day 39	Principles of planning
Day 40	Criticism of planning
Day 41	Requisites of effective planning
Day 42	Types of plans
Day 43	On the basis of use
Day 44	On the basis of level and broadness
Day 45	Features importance and guidelines of setting objectives
Day 46	policies
Day 47	Rules
Day 48	Strategies
Day 49	Ad hoc plans
Day 50	Oral test
Day 51	Decision making meaning and nature
Day 52	process of decision making
Day 53	Types of decision making
Day 54	Techniques
Day 55	Importance and principles
Day 56	Decision making in practice and Occasions for decision making
Day 57	Management by objectives

Day 58	Features and importance
Day 59	process of management by objectives
Day 60	Organising meaning and features
Day 61	Formal organising
Day 62	Principles and significance of Organising
Day 63	Functional foremanship and committee organization
Day 64	Departmentation
Day 65	Need and Importance of departmentation
Day 66	Methods of departmentation
Day 67	Continue
Day 68	continue
Day 69	Oral test
Day 70	Authority meaning
Day 71	Elements of delegation of authority
Day 72	Process of delegation of authority
Day 73	Class Test
Day 74	Assignment
Day 75	Importance of delegation of authority
Day 76	Obstacles of Delegation of authority
Day 77	Suggestions to overcome obstacles
Day 78	Decentralization meaning and features
Day 79	Difference between decentralization and delegation
Day 80	Factors affecting decentralization
Day 81	principles of decentralization
Day 82	Importance of decentralization
Day 83	centralization
Day 84	Difference between centralization and decentralization
Day 85	Assignment
Day 86	Doubts
Day 87	Class test
Day 88	Revision
Day 89	Revision
Day 90	Revision

Name of the professor: Ms ALKA Satya Class And Section: Bcom PASS 1 Year Subject: Business economics	
Day 1	Introduction of economics
Day 2	What is economy and economic problems
Day 3	Basic problems of an economy
Day 4	Production possibility curve
Day 7	Uses or shift in production possibility curve
Day 8	Working of price mechanism
Day 9	Role of price mechanism in capitalist economy
Day 10	Role of price mechanism in socialist economy
Day 11	Role of price mechanism in mixed economy
Day 12	Limitations of price mechanism
Day 13	class test
Day 14	Meaning of demand and elasticity of demand
Day 15	Types of elasticity of demand
Day 16	degrees of price elasticity of demand
Day 17	Measurement of price elasticity of demand
rDay 19	Relationship between TR,MR, AR
Day 20	Factors affecting price elasticity of demand
Day 21	Income elasticity of demand
Day 22	Cross elasticity of demand
Day 23	Cross elasticity of demand
Day 24	Importance of price elasticity of demand
Day 25	Doubts
Day 27	Assignment
Day 28	Supply meaning schedule and curve
Day 29	Law of supply
Day 30	elements of supply
Day 31	Elements of supply
Day 33	factors influencing elasticity of supply
Day 34	what is production function
Day 35	What is production function
Day 38	Law of production
Day 39	Law of variable proportion
Day 40	Returns to factor
Day 47	Returns to scale
Day 48	Isoquant curve and returns to factor isoquant curve and returns to scale
Day 49	Difference between returns to factor and returns to scale
Day 50	Economies and diseconomies of scale
Day 51	Doubts and assignments
Day 52	Class test
Day 53	Introduction of Isoquant curve
Day 54	Properties of Isoquant curve
Day 55	Producers equilibrium
Day 56	Difference between isoquant curve and indifference curve
Day 57	concepts of cost
Day 58	Traditional Theories of cost
Day 59	Why average cost is U shaped Relationship between AC and MC
Day 60	Cost in short run and long run
Day 61	Relationship between Short run and long run average cost
Day 62	Modern theory of cost

Day 63	Assignment
Day 64	Concept of utility analysis , Relation between TU and MU
Day 65	law of diminishing marginal utility
Day 66	Derivation of demand curve with the help of Law of diminishing marginal utility
Day 67	Consumer equilibrium , determination of consumer equilibrium
Day 68	Derivation of demand curve with the help of law of equi marginal utility
Day 69	Criticism of cardinal utility
Day 70	Introduction of Indifference curve analysis , law of diminishing marginal rate of substitution
Day 71	Properties of indifference curve analysis, budget line
Day 72	Consumer equilibrium through indifference curve analysis
Day 73	Income effect , income consumption curve
Day 74	Substitution effect: Slutsky approach
Day 75	Hicks approach
Day 76	Price effect
Day 77	Separation of price effect and Income effect
Day 78	Price consumption curve
Day 79	Derivation of demand curve through indifference curve
Day 80	Comparison between utility and indifference curve
Day 81	Uses and criticism of indifference curve
Day 82	Class test
Day 83	Meaning and features of market
Day 84	Monopoly and monopolistic competitionmarket
Day 85	Duopoly and oligopoly market
Day 86	Difference between perfect competition, monopoly and monopolistic competition
Day 87	Class test
Day 88	Revision
Day 89	Revision
Day 90	Revision

Name of the professor: Ms. Alka Satya	
Class And Section: B.com (hons.) Ist Sem	
Subject: Fundamental Of Business Economics	
Day 1	Concept of cost
Day 2	money cost
Day 3	real cost
Day 4	business cost and money cost, social cost and opportunity cost
Day 5	meaning of short run and long run Cost in short run
Day 6	meaning of short run and long run Cost in short run
Day 7	Short run $TC=STFC+STVC$
Day 8	Short run $AC=short\ run\ AFC + short\ run\ AVC$
Day 9	Concept of marginal cost
Day 10	Continue
Day 11	Relationship between short run average cost, marginal cost
Day 12	Long run cost curve :long run total cost
Day 13	Make full chart of short run cost curve
Day 14	What is the relationship between SAC & MAC
Day 15	Long run average cost and marginal cost
Day 16	Relationship between cost curve and production curve
Day 17	Economies of scale-internal and external economics
Day 18	Relation to Economies to scale with LAC
Day 19	Learning curve
Day 20	Use of Learning curve
Day 21	Implication of Learning curve concept
Day 22	Characteristics of perfect competition
Day 23	Continue

Day 24	Revision
Day 25	Test
Day 26	Difference between pure and perfect competition
Day 27	Price determination under Perfect Competition
Day 28	importance of time element in the determination of price under perfect competition
Day 29	Difference between short period and long period ,price determination in very short period
Day 30	price determination in short period, long period and very short period
Day 31	How prices are determined under perfect competition? what is the role of time element in price determination
Day 32	Long run price and return to scale
Day 33	Difference between market price and normal price ,time element and price at a glance
Day 34	Revision
Day 35	Meaning of firm's equilibrium, total revenue, total cost analysis
Day 36	Marginal revenue, marginal cost analysis short period
Day 37	MR, MC analysis long period
Day 38	Continue
Day 39	Continue
Day 40	Revision
Day 41	Equilibrium of industry, short run Equilibrium of industry &law of cost
Day 42	Equilibrium of industry, long run Equilibrium of industry &law of cost
Day 43	Equilibrium of industry, long run Equilibrium of industry &law of cost
Day 44	Supply curve in short run under perfect competition
Day 45	Supply curve in short run under perfect competition
Day 46	Long run Supply curve under perfect competition
Day 47	Accounting profit v/s economic profit
Day 48	Producer surplus under perfect competition

Day 49	Revision of perfect competition
Day 50	Revision of perfect competition
Day 51	Test on topic discuss short run and long run equilibrium of firm under perfect competition
Day 52	Characteristics of monopoly
Day 53	What are the causes of monopoly power?
Day 54	What are the causes of monopoly power?
Day 55	What are the causes of monopoly power?
Day 56	Demand and revenue cost under monopoly
Day 57	What is price discrimination? when is possible and profitable?
Day 58	Monopoly equilibrium –TR,TC approach
Day 59	Monopoly equilibrium –MR, MC approach
Day 60	Monopoly equilibrium and law of cost
Day 61	Supply curve of a firm under monopoly
Day 62	Measure of monopoly power
Day 63	Distinction between monopoly and perfect competition
Day 64	price determination meaning types
Day 65	When are possible and profitable degrees?
Day 66	Dumping, effect of price discrimination
Day 67	Characteristics of monopolistic competition
Day 68	Demand and cost under monopolistic competition
Day 69	Demand and cost under monopolistic competition
Day 70	Equilibrium under monopolistic competition
Day 71	Short run Equilibrium under monopolistic competition
Day 72	What is the difference in selling cost and production cost? How selling cost affect equilibrium under monopolistic competition?
Day 73	Long run equilibrium under monopolistic competition
Day 74	Group equilibrium
Day 75	Excess capacity

Day 76	Non price competition
Day 77	Non price competition
Day 78	Selling cost and firm equilibrium
Day 79	Stable unstable equilibrium
Day 80	Marshaling analysis of equilibrium
Day 81	Walrasian analysis of equilibrium
Day 82	Human capital formation, Human capital formation in economic development
Day 83	Technological problem and economic development, Relative significance of primary, secondary and tertiary sector in national income
Day 84	Concept of Capital Formation , Process and sources of capital formation – internal sources of saving
Day 85	External sources of saving, Role of capital formation in economic development ,Problems of capital formation and vicious circle of poverty
Day 86	Revision
Day 87	Revision
Day 88	Revision
Day 89	Revision
Day 90	Revision

Name of the Teacher: Dr. Rekha Goel

Class: B.Com. II (Pass) (Semester III)

Name of Subject: Corporate Law I (Paper Code -3.04)

DAY 1	Introduction with students
DAY 2	Corporate Law- History and Development
DAY 3	Meaning and Characteristics of Company
DAY 4	Meaning and Characteristics of Company
DAY 5	Advantages of Joint Stock Company
DAY 6	Advantages of Joint Stock Company
DAY 7	Disadvantages of joint stock company
DAY 8	Disadvantage of Joint Stock Company
DAY 9	Lifting the Corporate Veil
DAY 10	Types of Companies
DAY 11	Types of Companies
DAY 12	Types of Companies
DAY 13	Types of Companies
DAY 14	Revision of the chapter
DAY 15	Meaning of Article of Association and its Importance
DAY 16	Features
DAY 17	Obligations to register articles
DAY 18	Forms or legal requirement of AOA
DAY 19	Content of AOA
DAY 20	Alteration of AOA
DAY 21	Alteration of AOA
DAY 22	Legal effects of MOA & AOA
DAY 23	Legal effects of MOA & AOA
DAY 24	Relationship between MOA & AOA
DAY 25	Doctrine of Constructive Notice
DAY 26	Doctrine of indoor management
DAY 27	Doctrine of indoor management
DAY 28	Doctrine of Ultra –Vires
DAY 29	Doctrine of Ultra –Vires
DAY 30	Doubts and revision
DAY 31	Class test
DAY 32	Privileges and Exemptions of Private Company
DAY 33	Privileges and Exemptions of Private Company
DAY 34	Privileges and Exemptions of Private Company
DAY 35	Procedure of conversion
DAY 36	Guru Nanak Dev Jayanti
DAY 37	Conversion of a private Company into Public Company
DAY 38	Conversion of a private Company into Public Company
DAY 39	Conversion of a private Company into Public Company
DAY 40	Revision of chapter
DAY 41	Assignment in class
DAY 42	Test
DAY 43	What is Formation of Company
DAY 44	Stages of Formation of a Company
DAY 45	Meaning and Definition of Promotion of a Company
DAY 46	Stages of Promotion
DAY 47	Who is Promoters, Meaning and Definition of Promoters
DAY 48	Characteristics of Promoter

DAY 49	Functions of promoters
DAY 50	Legal Position of Promoter
DAY 51	Legal Position of Promoter
DAY 52	Importance of the Promoter
DAY 53	Right of Promoters
DAY54	Liabilities of promoters
DAY 55	duties of promoters
DAY 56	ASSIGNMENT
DAY 57	Remuneration and Types of Promoters
DAY 58	Preliminary Contracts
DAY 59	Registration of a Company
DAY 60	Registration of a Company
DAY 61	Promoters and registration
DAY 62	Registration of a Company
DAY 63	Registration of a Company
DAY 64	Capital Subscription
DAY 65	Presentation of Students
DAY 66	Presentation of Students
DAY 67	Prospectus of company
DAY 68	Contents of Prospectus
DAY 69	Misleading Prospectus
DAY 70	Consequences of misleading statements in prospectus
DAY 71	Consequences of misleading statements in prospectus -1
DAY 72	Revision class
DAY 73	Borrowing Powers of Company
DAY 74	Lawful Borrowing
DAY 75	Lawful Borrowing
DAY 76	Restrictions on Borrowing Powers of a Company
DAY 77	Debentures
DAY 78	Methods of issuing debentures
DAY 79	Charges-meaning and registration
DAY 80	Types of charges and effect of non registration of charges
DAY 81	Meaning of Memorandum of Association
DAY 82	Its Importance
DAY 83	Features of memorandum
DAY 84	Forms & legal requirement of MOA
DAY 85	Content or Subject Matter of Memorandum
DAY 86	Alteration in memorandum of association
DAY 87	Alteration in memorandum of association
DAY 88	Memorandum is an unalterable document -explain
DAY 89	Revision and doubts
DAY 90	Revision and doubts

Name of the Teacher: Dr. Rekha Goel

Class: B.Com. III (Pass) (Semester V)

Name of Subject: International Business Environment (Paper Code -5.06)

DAY 1	INTRODUCTION
DAY 2	International Business Environment- An Introduction of the Subject
DAY 3	Unit 1 : Recent global trends in international trade
DAY 4	Global trends in international finance
DAY 5	<i>Recent</i> global trends in international trade
DAY 6	<i>Recent</i> global trends in international trade and finance (continue)
DAY 7	<i>Recent</i> global trends in international trade and finance (continue)
DAY 8	Dimensions of IB
DAY 9	Modes of IB
DAY 10	Structure of IB environment-1
DAY 11	Structure of IB environment-2
DAY 12	Structure of IB environment-3
DAY 13	Risk in IB -1
DAY 14	Risk in IB-2
DAY 15	Risk in IB 3
DAY 16	Motives for internationalization of firms-1
DAY 17	Motives for internationalization of firms-2
DAY 18	Organizational structure for IB-1
DAY 19	Organizational structure for IB-2
DAY 20	World trading system and impact of WTO-1
DAY 21	World trading system and impact of WTO-2
DAY 22	World trading system and impact of WTO-3
DAY 23	Revision of chapters
DAY 24	Assignments based on the chapters
DAY 25	Class Test
DAY 26	Unit 2: Foreign market entry strategies
DAY 27	Country evaluation and selection-1
DAY 28	Country evaluation and selection-2
DAY 29	Factors affecting foreign investment decisions
DAY 30	Impact of FDI on home countries -1
DAY 31	Impact of FDI on home countries -2
DAY 32	Impact of FDI on host countries -1
DAY 33	Impact of FDI on host countries -2
DAY 34	Revision of chapters
DAY 35	Assignments based on the chapters
DAY 36	Class Test
DAY 37	Unit 4 : International staffing decisions
DAY 38	Compensation of expatriate staff
DAY 39	Performance appraisal of expatriate staff-1
DAY 40	Performance appraisal of expatriate staff-2
DAY 41	Ethical dilemmas
DAY 42	Social responsibility issues 1
DAY 43	Social responsibility issues 2
DAY 44	Revision of chapters
DAY 45	Assignments based on the chapters
DAY 46	Class Test
DAY 47	Unit 3: Product and branding decisions-1
DAY 48	Product and branding decisions-2
DAY 49	Managing distribution channels-1
DAY 50	Managing distribution channels-2
DAY 51	International promotion mix and pricing decisions-1

DAY 52	International promotion mix and pricing decisions-2
DAY 53	counter trade practices
DAY54	Mechanism of international trade transactions -1
DAY 55	Mechanism of international trade transactions-2
DAY 56	Revision of chapters
DAY 57	Assignments based on the chapters
DAY 58	Class Test
DAY 59	Unit 2: Types and motives for foreign collaboration-1
DAY 60	Types and motives for foreign collaboration-2
DAY 61	Control mechanisms in IB-1
DAY 62	Control mechanisms in IB-2
DAY 63	Unit 4: Harmonizing accounting difference across countries
DAY 64	Currency translation methods for consolidating financial statements-1
DAY 65	Currency translation methods for consolidating financial statements-2
DAY 66	LESSARD-LORANGE Model
DAY 67	Cross cultural challenges in IB-1
DAY 68	Cross cultural challenges in IB-2
DAY 69	Revision of chapters
DAY 70	Assignments
DAY 71	Class Test
DAY 72	Unit 3: Decisions concerning global manufacturing
DAY 73	Decisions concerning global material management
DAY 74	Outsourcing factors
DAY 75	Managing global supply chains 1
DAY 76	Managing global supply chains 2
DAY 77	Unit 1: Barriers to IB
DAY 78	International business information
DAY 79	International business communication
DAY 80	Global financial system
DAY 81	Exchange rate systems
DAY 82	REVISION
DAY 83	REVISION
DAY 84	Revision of Short Answer Questions -1
DAY 85	Revision of Short Answer Questions -2
DAY 86	Doubts & Tips for Preparation for Final Examination
DAY 87	Final Revision of subject
DAY 88	Revision of Long Answer Questions -1
DAY 89	Revision of Long Answer Questions -2
DAY 90	Tips for Preparation for Final Examination

Name of the professor: Ms.Amita Dureja	
ClassAndSection: B.Com Pass Final Year Section- (D&E)	
Subject: Financial Market Operation	
Day 1	introduction of the subject
Day 2	introduction of financial system
Day 3	features and functions of financial system
Day 4	Classification of financial system
Day 5	introduction of money market
Day 6	introduction of money market
Day 7	features of money market
Day 8	continue
Day 9	objectives of money market
Day 10	prerequisites for an efficient money market
Day 11	importance of money market
Day 12	continue
Day 13	institutions of money market
Day 14	continue
Day 15	Indian money market
Day 16	Unorganised money market
Day 17	introduction of organised money market
Day 18	various instruments of money market
Day 19	continue
Day 20	The Discount Markets
Day 21	1. SBI. DFHI Ltd.
Day 22	2. STCI
Day 23	limitations of Indian money market
Day 24	measures to reform the Indian money market
Day 25	test -" instruments of money market"
Day 26	introduction of capital market
Day 27	meaning and features of capital market
Day 28	importance and functions of capital market
Day 29	introduction of Indian capital market
Day 30	features of Indian capital market
Day 31	role of capital market in industrial growth
Day 32	Gilt edged market
Day 33	primary dealers and government securities market
Day 34	explanation of new issue market
Day 35	features of new issue market
Day 36	functions of new issue market
Day 37	continue
Day 38	various methods of new issue
Day 39	explanations of public issue through prospectus, offer for sale
Day 40	explanation of private placement IPO right issue
Day 41	explanation of bonus shares and book building
Day 42	Test " explain the various methods of new issue market"
Day 43	explanation of stock option and bought out deals
Day 44	explanation of qualified institutional placement
Day 45	Intermediaries in NIM
Day 46	assignment- " explain the book building process in detail?"
Day 47	meaning and features of stock exchange
Day 48	functions of stock exchange
Day 49	regulations of stock exchange

Day 50	procedure for dealing at stock exchanges
Day 51	continue
Day 52	types of speculators
Day 53	provisions and powers of recognised stock exchange
Day 54	procedure of listing of securities
Day 55	Revision of Stock Exchanges
Day 56	OTCEI
Day 57	NSE
Day 58	assignment- Stock exchange
Day 59	introduction of SEBI
Day 60	guidelines of SEBI
Day 61	guidelines of SEBI
Day 62	Revision
Day 63	meaning of investor and investor protection
Day 64	grievances of investors
Day 65	stock exchange and investor protection
Day 66	company law board
Day 67	SEBI and investor protection
Day 68	assignment - "redressal machinery for investors"
Day 69	Stock Broker - a detail note
Day 70	continue
Day 71	sub broker
Day 72	Market makers
Day 73	Jobbers , Portfolio consultants
Day 74	investment institutions
Day 75	meaning and features of merchant banking
Day 76	functions of merchant banking
Day 77	roles and objectives of merchant banking
Day 78	defaults of merchant bankers and penalty points
Day 79	self regulatory organisation
Day 80	meaning and importance of credit rating agencies
Day 81	credit rating process and its drawbacks
Day 82	credit rating agencies in India
Day 83	development banks features and objectives
Day 84	types of development banks
Day 85	industrial development banks
Day 86	continue
Day 87	Meaning and concept of mutual fund
Day 88	types of mutual fund
Day 89	SEBI guidelines regarding mutual fund
Day 90	Revision

Name of the prof. Ms. Amita Dureja Class And Section: B.Com (Pass)III Subject: Accounting For Management	
Day 1	Management accounting: meaning ,nature and scope
Day 2	Functions and role of management accounting
Day 3	Continue
Day 4	The management accountant
Day 5	The controller
Day 6	The treasurer
Day 7	Management accounting principles
Day 8	Management accounting Vs. Cost accounting Vs. Financial accounting
Day 9	Revision of topics done till today
Day 10	Advantages of management accounting
Day 11	Limitations of Management accounting
Day 12	Tools and Techniques of Management accounting
Day 13	Revision of Chapter 1
Day 14	Financial Statements: Introduction
Day 15	Financial Statements: Types
Day 16	Nature of Financial statements
Day 17	Features of an Ideal Financial Statements
Day 18	Importance of financial statements
Day 19	Limitations of Financial statements
Day 20	Revision of work done till date
Day 21	Meaning of Analysis and interpretations of Financial statements
Day 22	Process of financial analysis
Day 23	Types and approaches of financial statements analysis
Day 24	TEST : CHAPTER 1 MANAGEMENT ACCOUNTING
Day 25	Object or purpose of financial statements analysis
Day 26	Significance and Importance of financial statements analysis
Day 27	Methods of financial statements analysis
Day 28	Comparative financial statements
Day 29	Comparative Balance Sheet
Day 30	Comparative statements of Profit and Loss account
Day 31	Comparative statements of Cost of production
Day 32	Comparative statements of Working Capital
Day 33	Common Size Statement
Day 34	Trend Percentage
Day 35	Revision of complete chapter
Day 36	Ratio analyses: meaning
Day 37	Ratio analyses :objectives
Day 38	Advantages of Ratio analyses
Day 39	Limitations of accounting ratios
Day 40	Classifications of Ratios :liquidity ratios
Day 41	Solvency Ratios
Day 42	Activity Ratios : Stock Turnover Ratio
Day 43	Debtors Turnover Ratio
Day 44	Creditors Turnover Ratio
Day 45	Fixed Assets Turnover Ratio
Day 46	Working Capital Turnover Ratio
Day 47	Profitability Ratios
Day 48	Profitability Ratios based on sales
Day 49	Profitability ratios based upon sales
Day 50	Profitability Ratios based upon sales
Day 51	Profitability Ratios based on investments

Day 52	Profitability ratio based on investments
Day 53	Calculations of missing value in Ratio analysis
Day 54	Revision of complete chapter
Day 55	TEST OF RATIO ANALYSES
Day 56	Cash flow statement; objectives
Day 57	Limitations of cash flow statement
Day 58	difference between cash flow statement and cash budget
Day 59	Procedure of preparing Cash Flow Statement
Day 60	Classification of Cash Flows from Operating Activities
Day 61	Direct and Indirect Method
Day 62	Cash Flow from Investing Activities
Day 63	Cash Flow from Financing Activities
Day 64	Preparation of Cash flow Statement
Day 65	Financial Planning : Meaning , Objectives, Procedure of Financial Planning
Day 66	Characteristics or Principles of a sound financial plan
Day 67	Capital Budgeting : Meaning and Nature
Day 68	Features and kinds of Capital Budgeting Decisions
Day 69	Techniques of Capital Budgeting : ARR method
Day 70	Pay Back Method
Day 71	NPV Method, Profitability Index or PI method
Day 72	IRR method
Day 73	Revision of complete chapter
Day 74	Capital Rationing
Day 75	Capital Rationing
Day 76	Revision of Chapter 1
Day 77	Revision of Chapter 1
Day 78	Revision of Chapter 2
Day 79	Revision of Chapter 2
Day 80	Revision of Chapter 3
Day 81	Revision of Chapter 3
Day 82	Revision of Chapter 4
Day 83	Revision of Chapter 4
Day 84	Revision of Chapter 5
Day 85	Revision of Chapter 5
Day 86	Revision of Chapter 6
Day 87	Revision of Chapter 7
Day 88	Revision of Chapter 7
Day 89	Revision of Chapter 8
Day 90	Complete Revision

Name of the professor:Dr. Rajesh Kumari	
Class And Section: B.com(Hons) Ist Sem (odd sem)	
Subject:- An Introduction to Statistics	
Day 1	Introduction with students
Day 2	Meaning and nature of statistics
Day 3	Functions of statistics
Day 4	Uses and importance of statistics
Day 5	Limitations and distrust of statistics
Day 6	Revision and Doubts of chapter
Day 7	Meaning of Primary and Secondary Data
Day 8	Meaning of Primary and Secondary Data
Day 9	Methods of Collecting Primary Data
Day 10	Methods of collecting primary and secondary data
Day 11	Methods of collecting primary and secondary data
Day 12	Precautions in the use of secondary data
Day 13	Precautions in the use of secondary data
Day 14	Revision and doubts of chapter
Day 15	Classification of Data:-meaning and its objectives
Day 16	Classification of Data:-meaning and its objectives
Day 17	Methods of classification
Day 18	Methods of classification
Day 19	Practical Problems
Day 20	Practical Problems
Day 21	Doubts & Revision
Day 22	Types of Presentation of Data: Tabulation
Day 23	Solved Examples discuss in class
Day 24	Solved Examples discuss in class
Day 25	Practical Problems
Day 26	Practical Problems
Day 27	Diagrammatic Presentation of Data: Bar Diagrams
Day 28	Practical Problems
Day 29	Types of Bar Diagram: Practical Problems
Day 30	Rectangular Diagrams
Day 31	Test: Collection of Data
Day 32	Practical Problems of Rectangular Diagrams
Day 33	Pie Diagrams
Day 34	Practical Problems
Day 35	Graphic Presentation of Data: Utility& Types
Day 36	Graphic Presentation of Data: Utility& Types
Day 37	Practical Problems
Day 38	Frequency Distribution Graphs
Day 39	Practical Problems
Day 40	Practical Problems
Day 41	Practical Problems
Day 42	Measures of Central Tendency : Types of Averages
Day 43	Discuss Solved Examples in class
Day 44	Discuss Solved Examples in class
Day 45	Practical Problems

Day 46	Practical Problems
Day 47	Practical Problems
Day 48	Measures of Dispersion: Methods of Measuring Dispersion
Day 49	Practical Problems
Day 50	Mean Deviation: Solved Examples
Day 51	Practical Problems
Day 52	Standard Deviation: solved Examples
Day 53	Practical Problems
Day 54	Doubts
Day 55	Skewness : Types & Measures of Skewness
Day 56	Discuss Solved Examples in class
Day 57	Test : Measures of Central Tendency
Day 58	Practical Problems
Day 59	Doubts
Day 60	Practical Problems
Day 61	Moments about Mean: Practical Problems
Day 62	Moments about Assumed Mean: Practical Problems
Day 63	Utility Moments,
Day 64	Meaning of Kurtosis, Measures of Kurtosis
Day 65	Practical Problems and Doubts
Day 66	Index Numbers: Uses, Types and Limitations
Day 67	Methods of Constructing Index Number
Day 68	Practical Problems
Day 69	Practical Problems
Day 70	Weighted Index Numbers: solved Examples
Day 71	Quantity Index Number : Solved Examples
Day 72	Value Index Number : Solved Examples
Day 73	Practical Problems
Day 74	Probability : Some Basic Concepts
Day 75	Definition of Probability: Classical and Empirical and Subjective Approach
Day 76	Practical Problems
Day 77	Theorems of Probability
Day 78	Practical Problems
Day 79	Practical Problems
Day 80	Test – Addition Theorem and Multiplication Theorem
Day 81	Practical Problems
Day 82	Doubts Doubts
Day 83	Practical Problems
Day 84	Doubts Doubts
Day 85	Revision
Day 86	Revision
Day 87	Revision
Day 88	Revision
Day 89	Revision
Day 90	Revision

Name of the professor:Dr. Rajesh Kumari Class And Section: M.com 3rd Sem (odd sem) Subject:- Marketing Concepts and Decision Making	
Day 1	Introduction with students
Day 2	Concept of marketing
Day 3	Nature of marketing
Day 4	Scope and importance of marketing
Day 5	Scope and importance of marketing
Day 6	Scope and importance of marketing
Day 7	Understanding concept of relationship marketing
Day 8	Integrated marketing
Day 9	Internal marketing
Day 10	Performance marketing
Day 11	Different old concept of marketing
Day 12	Marketing task
Day 13	What is customer
Day 14	Marketing p's and c'
Day 15	Customer value
Day 16	Customer value delivery
Day 17	Value chain
Day 18	Core competencies
Day 19	Test
Day 20	Strategic marketing planning :- an introduction
Day 21	Difference b/w strategic plan and marketing management
Day 22	Strategic marketing planning process
Day 23	Strategic analysis of business units
Day 24	BCG METRIX
Day 25	Multi factor matrix
Day 26	Corporate and division strategic planning
Day 27	Marketing environment
Day 28	Macro component
Day 29	Micro component
Day 30	Impact of micro and macro in marketing decision
Day 31	Introduction of marketing segment
Day 32	Benefits and cost of marketing segment
Day 33	Requisites of marketing segment
Day 34	Product positioning
Day 35	Steps in buying process
Day 36	Consumer decision making process
Day 37	Creating consumer value
Day 38	Satisfaction and loyalty
Day 39	Test
Day 40	Discussion of buyer behavior
Day 41	Concept of product
Day 42	Classification of products
Day 43	Major product decisions
Day 44	Product line
Day 45	Product mix
Day 46	Branding
Day 47	Assignment given to students of Market Segmentation and Component of Marketing Environment
Day 48	Packing
Day 49	Labeling
Day 50	Product life cycle

Day 51	Strategic implication
Day 52	New product development
Day 53	Strategies for New product development
Day 54	Consumer adoption process
Day 55	Product Decision
Day 56	Product Decision
Day 57	Pricing decision introduction
Day 58	Pricing decision
Day 59	Factor affecting pricing decision
Day 60	Pricing policies and strategies
Day 61	Pricing policies and strategies
Day 62	Introduction Promotional Decision
Day 63	Promotional decision
Day 64	Communication process
Day 65	TEST
Day 66	Promotion mix and Advertising
Day 67	Promotion mix and Advertising
Day 68	Promotion mix and Advertising
Day 69	Promotion mix and Advertising
Day 70	Promotion mix and Advertising
Day 71	Sales promotion
Day 72	Sales promotion
Day 73	Sales promotion
Day 74	Publicity
Day 75	Publicity
Day 76	Publicity
Day 77	Publicity
Day 78	Public relation
Day 79	Public relation
Day 80	Determining advertising budget
Day 81	Determining advertising budget
Day 82	Media selection
Day 83	Advertising effectiveness and sales promotion
Day 84	Tools used for sales promotional
Day 85	Nature and function of distribution channels
Day 86	Types of distribution channels
Day 87	Intermediaries of distribution channels and Channel management decision
Day 88	Retailing and wholesaling, and Decision areas of management
Day 89	Physical distribution and its decision
Day 90	Doubt Class

Name of the professor:Dr. Rajesh Kumari	
Class And Section: B.com(Hons) Ist Sem (odd sem)	
Subject:- An Introduction to Statistics	
Day 1	Introduction with students
Day 2	Meaning and nature of statistics
Day 3	Functions of statistics
Day 4	Uses and importance of statistics
Day 5	Limitations and distrust of statistics
Day 6	Revision and Doubts of chapter
Day 7	Meaning of Primary and Secondary Data
Day 8	Meaning of Primary and Secondary Data
Day 9	Methods of Collecting Primary Data
Day 10	Methods of collecting primary and secondary data
Day 11	Methods of collecting primary and secondary data
Day 12	Precautions in the use of secondary data
Day 13	Precautions in the use of secondary data
Day 14	Revision and doubts of chapter
Day 15	Classification of Data:-meaning and its objectives
Day 16	Classification of Data:-meaning and its objectives
Day 17	Methods of classification
Day 18	Methods of classification
Day 19	Practical Problems
Day 20	Practical Problems
Day 21	Doubts & Revision
Day 22	Types of Presentation of Data: Tabulation
Day 23	Solved Examples discuss in class
Day 24	Solved Examples discuss in class
Day 25	Practical Problems
Day 26	Practical Problems
Day 27	Diagrammatic Presentation of Data: Bar Diagrams
Day 28	Practical Problems
Day 29	Types of Bar Diagram: Practical Problems
Day 30	Rectangular Diagrams
Day 31	Test: Collection of Data
Day 32	Practical Problems of Rectangular Diagrams
Day 33	Pie Diagrams
Day 34	Practical Problems
Day 35	Graphic Presentation of Data: Utility& Types
Day 36	Graphic Presentation of Data: Utility& Types
Day 37	Practical Problems
Day 38	Frequency Distribution Graphs
Day 39	Practical Problems
Day 40	Practical Problems
Day 41	Practical Problems
Day 42	Measures of Central Tendency : Types of Averages
Day 43	Discuss Solved Examples in class
Day 44	Discuss Solved Examples in class
Day 45	Practical Problems

Day 46	Practical Problems
Day 47	Practical Problems
Day 48	Measures of Dispersion: Methods of Measuring Dispersion
Day 49	Practical Problems
Day 50	Mean Deviation: Solved Examples
Day 51	Practical Problems
Day 52	Standard Deviation: solved Examples
Day 53	Practical Problems
Day 54	Doubts
Day 55	Skewness : Types & Measures of Skewness
Day 56	Discuss Solved Examples in class
Day 57	Test : Measures of Central Tendency
Day 58	Practical Problems
Day 59	Doubts
Day 60	Practical Problems
Day 61	Moments about Mean: Practical Problems
Day 62	Moments about Assumed Mean: Practical Problems
Day 63	Utility Moments,
Day 64	Meaning of Kurtosis, Measures of Kurtosis
Day 65	Practical Problems and Doubts
Day 66	Index Numbers: Uses, Types and Limitations
Day 67	Methods of Constructing Index Number
Day 68	Practical Problems
Day 69	Practical Problems
Day 70	Weighted Index Numbers: solved Examples
Day 71	Quantity Index Number : Solved Examples
Day 72	Value Index Number : Solved Examples
Day 73	Practical Problems
Day 74	Probability : Some Basic Concepts
Day 75	Definition of Probability: Classical and Empirical and Subjective Approach
Day 76	Practical Problems
Day 77	Theorems of Probability
Day 78	Practical Problems
Day 79	Practical Problems
Day 80	Test – Addition Theorem and Multiplication Theorem
Day 81	Practical Problems
Day 82	Doubts Doubts
Day 83	Practical Problems
Day 84	Doubts Doubts
Day 85	Revision
Day 86	Revision
Day 87	Revision
Day 88	Revision
Day 89	Revision
Day 90	Revision

K.L Mehta Dayanand College For Women, Faridabad
Lesson plan (October 2022-2023)

Name Of The Associate/Assistant Professor: Dr. Rajesh Kumari

Class And Section: B. Com.(Hons.) 3rd Sem(odd sem) Subject:

CORPORATE LAW - I

Mode Of Teaching: offline

Day	Topic to be Covered
Day 1	Introduction with students
Day 2	Meaning and Characteristics of Company
Day 3	Meaning and Characteristics of Company
Day 4	Advantages of Joint Stock Company
Day 5	Advantages of Joint Stock Company
Day 6	Disadvantages of joint stock company
Day 7	Disadvantage of Joint Stock Company
Day 8	Lifting the Corporate Veil
Day 9	Types of Companies
Day 10	Types of Companies
Day 11	Types of Companies
Day 12	Types of Companies
Day 13	Revision of the chapter
Day 14	Meaning of Article of Association and its Importance
Day 15	Features
Day 16	Obligations to register articles
Day 17	Forms or legal requirement of AOA
Day 18	Content of AOA
Day 19	Test of Chapter 1
Day 20	Alteration of AOA
Day 21	Legal effects of MOA & AOA
Day 22	Legal effects of MOA & AOA
Day 23	Relationship between MOA & AOA
Day 24	Doctrine of Constructive Notice
Day 25	Doctrine of indoor management
Day 26	Doctrine of indoor management
Day 27	Doctrine of Ultra –Vires
Day 28	Doctrine of Ultra –Vires
Day 29	Doubts and revision
Day 30	Privileges and Exemptions of Private Company
Day 31	Privileges and Exemptions of Private Company
Day 32	Privileges and Exemptions of Private Company

Day 33	Privileges and Exemptions of Private Company
Day 34	Procedure of conversion
Day 35	Conversion of a private Company into Public Company
Day 36	Conversion of a private Company into Public Company
Day 37	Conversion of a private Company into Public Company
Day 38	Revision of chapter
Day 39	Test of Types of Company
Day 40	What is Formation of Company
Day 41	Stages of Formation of a Company
Day 42	Meaning and Definition of Promotion of a Company
Day 43	Stages of Promotion
Day 44	Who is Promoters, Meaning and Definition of Promoters
Day 45	Characteristics of Promoter
Day 46	Functions of promoters
Day 47	Assignment given to students of Content and Forms of Prospectus
Day 48	Legal Position of Promoter
Day 49	Legal Position of Promoter
Day 50	Importance of the Promoter
Day 51	Right of Promoters
Day 52	Liabilities of promoters
Day 53	Duties of promoters
Day 54	Remuneration and Types of Promoters
Day 55	Remuneration and Types of Promoters
Day 56	Preliminary Contracts
Day 57	Registration of a Company
Day 58	Test- Content and Forms of Prospectus
Day 59	Promoters and registration
Day 60	Registration of a Company
Day 61	Registration of a Company
Day 62	Capital Subscription
Day 63	Presentation of Students
Day 64	Presentation of Students
Day 65	Presentation of Students
Day 66	Presentation of Students
Day 67	Presentation of Students
Day 68	Presentation of Students
Day 69	Presentation of Students
Day 70	Presentation of Students
Day 71	Prospectus of company
Day 72	Contents of Prospectus
Day 73	Misleading Prospectus

Day 74	Consequences of misleading statements in prospectus
Day 75	Consequences of misleading statements in prospectus -1
Day 76	Revision class
Day 77	Borrowing Powers of Company
Day 78	Lawful Borrowing
Day 79	Lawful Borrowing
Day 80	Restrictions on Borrowing Powers of a Company
Day 81	Debentures
Day 82	Methods of issuing debentures
Day 83	Charges-meaning and registration
Day 84	Types of charges and effect of non-registration of charges
Day 85	Meaning of Memorandum of Association
Day 86	Its Importance
Day 87	Features of memorandum
Day 88	Forms & legal requirement of MOA
Day 89	Alteration in memorandum of association
Day 90	Alteration in memorandum of association

Name Of The Associate/Assistant Professor:MS.LEENA

Class And Section: BBA III SEM

Subject: INTRODUCTION TO I.T

Mode Of Teaching:ONLINE/OFFLINE

Lectures Per Week:6

Date	Topic to be Covered
DAY 1	
DAY 2	Orientation Of The Students
DAY 3	Orientation Of The Students
DAY 4	FAMILARIZING STUDENTS WITH SYLLABUS
DAY 5	Introduction To Word Screen
DAY6	Create and save documents
DAY7	Apply pre-designed Styles and format text with fonts and colors
DAY8	Apply pre-designed Styles and format text with fonts and colors
DAY9	Documentation Using Ms Word
DAY10	Documentation Using Ms Word
DAY11	Tool Bars
DAY12	Tool Bars
DAY13	Header And Footer
DAY14	Maharishi Valmiki Jayanti
DAY16	Header And Footer
DAY17	Formatting options
DAY18	Formatting options
DAY19	Drop Cap, Auto Text
DAY20	Drop Cap, Auto Text
Day 21	Tool Bars
Day 22	Tool Bars
Day 23	Menus
Day 24	Creating And Editing Documents
Day 25	Creating And Editing Documents
Day 26	Formatting The Document
Day 27	Formatting The Document
Day 28	Insert option
Day 29	Page layout option
Day 30	Page layout option
Day 31	Auto Correct, Spelling And Grammar Tools
Day 32	Auto Correct, Spelling And Grammar Tools
Day 33	Dictionary, Page Formatting

Day 34	Doubt clearing session
Day 35	Page layout,view option
Day 36	Page layout,view option
Day 37	Mail Merge
Day 38	Mail Merge
Day 39	Revision/Assignment/Test
Day 40	Macros
Day 41	Tables
Day 42	Tables
Day 43	File Management And Printing
Day 44	Electronic Spreadsheet Introduction
Day 45	Electronic Spreadsheet Toolbars
Day 46	Creating And Editing Worksheet
Day 47	Formatting, , Functions
Day 48	Formatting, , Functions
Day 49	Creating an electronic worksheet
Day 50	Introduction to formulas
Day 51	Formatting Cells
Day 52	Moving And Copying Data
Day 53	Formulas And Functions
Day 54	Formulas And Functions
Day 55	Formulas And Functions
Day 56	Types Of Graph
Day 57	Types Of Graph
Day 58	Creating Graph
Day 59	Creating Graph
Day 60	Formatting Cells
Day 61	Working with formulas
Day 62	Conditional Formatting
Day 63	Revision/Test/Assignment
Day 64	PPPP Presentations Using MS-PowerPoint overview
Day 65	Introduction To PowerPoint
Day 66	Menu bar PowerPoint

Day 67	Toolbar
Day 68	Presentations Using MS-Powerpoint
Day 69	Presentations Using MS-Powerpoint(templates)
Day 70	Creating Slides
Day 71	Manipulating Slides
Day 72	Enhancing Slides
Day 73	Word Art
Day 74	Layering And Objects
Day 75	Animation And Sounds
Day 76	Inserting Pictures, Inserting Sound.
Day 77	Set up slide show
Day 78	Revision/Test/Assignment
Day 79	Introduction To Tally
Day 80	Tally User Classification
Day 81	Features Of Tally
Day 82	Working In Tally
Day 83	Company Information Menu
Day 84	Creation Of Ledger
Day 85	Creating A Stock Item
Day 86	Creating A Purchase Entry
Day 87	Creating A sales Entry
Day 88	Trial balance, Profit And Loss And Balance Sheet Preparation
Day 89	REVISION
Day 90	REVISION

Name Of The Associate/Assistant Professor:MS.LEENA
Class And Section: BBA V SEM
Subject: NETWORKING AND INTERNET TECHNOLOGIES
Mode Of Teaching:ONLINE/OFFLINE
Lectures Per Week:6

Date	Topic to be Covered
DAY 1	Orientation of the Students
DAY 2	Orientation of the Students
DAY 3	Introduction of the Syllabus
DAY 4	Introduction To Network
DAY 5	Features Of Networking
DAY6	Advantages And Disadvantages Of Network
DAY7	Types Of Computer Network
DAY8	Introduction To Html
DAY9	Designing First Page In Html
DAY10	Network Topologies
DAY11	Network Topologies
DAY12	Analog And Digital Signal
DAY13	Analog And Digital Signal Transmission
DAY14	Transmission Media
DAY16	Transmission Media
DAY17	Network Categories
DAY18	Setting Left And Right Margins
DAY19	Using Address Element And Hr Tag
DAY20	Wireless Networks
Day 21	Broadband V/S Baseband
Day 22	Question Answer Session
Day 23	Nic Drivers And Network Operating System
Day 24	Using Font And Basefont Element
Day 25	Using Heading Element
Day 26	Unit 2 Introduction
Day 27	Using Paragraph Element
Day 28	Using Character Formatting Element
Day 29	OSI Model
Day 30	OSI Model
Day 31	TCP/IP Model
Day 32	TCP/IP Model

Day 33	Protocols And Their Classification
Day 34	Protocols And Their Classification
Day 35	Flow Control And Cryptography,
Day 36	Ranking, Firewall
Day 37	Overview Of Internet
Day 38	Internet Service Provider
Day 39	Setting Windows Environment For Dial Up Networking
Day 40	Search Engine
Day 41	Some Popular Search Engine
Day 42	Creating An Ordered List
Day 43	Creating A Customized List With Ol Element Start And Value Attribute
Day 44	Audio On Internet,
Day 45	Telephony,Broadcasting
Day 46	Common File Formats For Audio On Internet
Day 47	Newsgroup
Day 48	Unordered List
Day 49	Unordered List With Ul Element Start And Value Attribute
Day 50	Searching Web Using Search Engine
Day 51	Subscribing To News Groups
Day 52	Some Popular Search Engine
Day 53	Some Popular Search Engine
Day 54	Intranet Concepts And Architecture
Day 55	Working Of Intranet
Day 56	Surfing internet
Day 57	Creating Menu List
Day 58	Intranet,, Internet And Extra Net
Day 59	Characterstics ,Advantages And Disadvantages Of Intranet
Day 60	Intranet Architecture
Day 61	Building Corporate World Wide Web
Day 62	Creating A Nested List
Day 63	Using The Img Element
Day 64	Building Corporate World Wide Web,
Day 65	HTTP Protocol

Day 66	Setting The Height And Width Of An Image On A Web Page
Day 67	Intranet Infrastructure
Day 68	Intranet Infrastructure
Day 69	Creating Tables In Html
Day 70	Aligning Of Image In Various Ways, Creating Links With Anchor E
Day 71	Creating Tables In Html
Day 72	Fundamental Of TCP/IP,
Day 73	Intranet Security Design
Day 74	Intranet Security Design
Day 75	Creating Forms In Html
Day 76	Creating Forms In Html
Day 77	Intranet As A Business Tools
Day 78	Future Of Intranet
Day 79	Lab: HTML And Surfing With Internet
Day 80	practical
Day 81	file
Day 82	prepration
Day 83	Practical file checking
Day 84	Practical file checking
Day 85	Revision
Day 86	Revision
Day 87	Revision
Day 88	Revision
Day 89	Revision
Day 90	Revision

Name Of The Associate/Assistant Professor:MS.LEENA
Class And Section: M.COM PREVIOUS
Subject: COMPUTER APPLICATION TO BUSINESS
Mode Of Teaching:ONLINE/OFFLINE
Lectures Per Week:6

Date	Topic to be Covered
DAY 1	Introduction of syllabus
DAY 2	Introduction To Computer: Characteristics Of Computer Systems
DAY 3	Various Functional Units Of Computers
DAY 4	Types Of Computer Systems
DAY 5	Introduction To Computer Memories: Primary Storage, Secondary Storage
DAY6	Introduction To Computer Memories: Primary Storage, Secondary Storage
DAY7	Input/output Devices
DAY8	Revision/Test/Assignment
DAY9	Software Types: Systems Software, Application Software
DAY10	Functions Of Operating System
DAY11	Computer Networks: Advantages Of Networking
DAY12	Types Of Network: LAN, MAN, WAN
DAY13	Public And Private Network
DAY14	Data Communication Media
DAY16	Question Answer Session
DAY17	Unit-II Internet And E-Commerce: Internet Concept And Technologies.,
DAY18	Internet Accounts
DAY19	Internet Applications
DAY20	Features Of E-Commerce, Elements Of E-Commerce
Day 21	Types Of E-Commerce System: B2B,B2C,C2C,C2B,B2Gand G2C
Day 22	E-Commerce Technologies
Day 23	E-Commerce Technologies
Day 24	Types Of An Electronic Payment System,
Day 25	Electronic Payment System
Day 26	Electronic Payment System
Day 27	Security Schemes Of An Electronic Payment Systems
Day 28	Security Schemes Of An Electronic Payment Systems
Day 29	E-Commerce On-Line Services
Day 30	E-Commerce On-Line Services
Day 31	Electronic Data Interchange (EDI): Basics Of EDI
Day 32	E-Commerce Websites Knowledge
Day 33	Question Answer Session
Day 34	Application Of EDI, Advantages Of EDI

Day 35	Application Of EDI, Advantages Of EDI
Day 36	Word Processing: Introduction And Working With MS-Word
Day 37	Word Basic Commands
Day 38	Formatting-Text And Documents
Day 39	Sorting And Tables
Day 40	Working With Graphics
Day 41	Introduction To Mail Merge
Day 42	Spread Sheets
Day 43	Working With EXCEL-Formatting
Day 44	Functions in excel
Day 45	Chart Features
Day 46	Use Of Worksheet In Marketing
Day 47	Use Of Worksheet In Finance
Day 48	Revision/Test/Assignment
Day 49	Use Of Worksheet In Personnel Areas
Day 50	Power-Point Basics
Day 51	Creating Presentations In The Easy Way
Day 52	Working With Graphics In Power-Point
Day 53	Show Time, Sound Effects And Animation Effects
Day 54	Presentation in Power-Point
Day 55	Accounting Package-Tally (ERP 9)
Day 56	Features Of Tally
Day 57	Practical knowledge of tally
Day 58	Contents Of Accounts Info, Menu
Day 59	Creating Ledgers, Maintenance Of Inventory Records
Day 60	Preparation Of Vouchers
Day 61	Inventory Master: , Functions In Inventory Information Menu, Inventory Information Menu
Day 62	Inventory Master: , Functions In Inventory Information Menu, Inventory Information Menu
Day 63	VAT(Value Added Tax) In Tally
Day 64	Revision/Test/Assignment
Day 65	Maintenance Of Accounting Books And Final Accounts
Day 66	Maintenance Of Accounting Books And Final Accounts
Day 67	Generating And Printing Of Accounting Reports
Day 68	Generating And Printing Of Accounting Reports

Day 69	Introduction To Statistical Packages (SPSS)
Day 70	(SPSS): Features
Day 71	Practicing Microsoft WORD
Day 72	Practicing Microsoft Excel
Day 73	Practicing Microsoft POverpoint
Day 74	Practicing tally
Day 75	Formation Of Table, Types Of Graph, Uses Of SPSS
Day 76	Formation Of Table, Types Of Graph, Uses Of SPSS
Day 77	Practical
Day 78	File
Day 79	prepration
Day 80	Practical file checking
Day 81	REVISION
Day 82	REVISION
Day 83	REVISION
Day 84	REVISION
Day 85	REVISION
Day 86	REVISION
Day 87	REVISION
Day 88	REVISION
Day 89	REVISION
Day 90	REVISION

Name Of The Associate/Assistant Professor: Rekha Gulati
Class And Section: M.Com(P)Ist Sem
Subject: Statistical Analysis of Business
Lectures Per Week:

Date	Topic to be Covered
Day1	Introduction of the Syllabus
Day2	Multiple Correlation
Day 3	Partial Correlation
Day4	Practical Problems
Day5	Multiple Regression Analysis
Day6	Multiple Regression Analysis
Day 7	Multiple Regression Analysis
Day8	Practical Problems
Day 9	Binomial Distribution
Day 10	Binomial Distribution
Day11	Binomial Distributionday
Day 12	PoissonDistribution
Day 13	Poisson Distribution
Day14	Poisson Distribution
Day 15	Poisson Distribution days
Day 16	Normal Distribution
Day 17	Normal Distribution
Day18	Normal Distribution
Day 19	Doubt Class
Day 20	Doubt Class
Day 21	Assignment -Probability Distributions
Day22	Hypothesis Testing Basic Concepts
Day23	Hypothesis Testing Basic Concepts
Day24	Hypothesis Testing Basic Concepts
Day25	Large Sample Test-Z Test
Day 26	Large Sample Test-Z Test
Day 27	Large Sample Test-Z Test
Day 28	Large Sample Test-Z Test
Day29	Large Sample Test-Z Test
Day30	Doubt Class
Day 31	Doubt Class
Day 32	Doubt Class
Day 33	Test- Z-test
Day 34	F-Test
Day 35	F-Test
Day 36	F-Test
Day 37	F-Test
Day 38	F-Test

Day 39	Z-Transformation Test
Day 40	Z-Transformation Test
Day 41	Z-Transformation Test
Day 42	Z-Transformation Test
Day 43	ANOVA Test
Day 44	ANOVA Test
Day 45	ANOVA Test
Day 46	ANOVA Test
Day 47	ANOVA Test
Day 48	Doubt Class
Day 49	Assignment-Hypothesis Testing
Day 50	Non Parametric Tests Introduction
Day 51	Sign Test
Day 52	Sign Test
Day 53	Wilcoxon Test
Day 54	Wilcoxon Test
Day 55	Doubt Class
Day 56	Wald-Wolfowitz Test
Day 57	Wald-Wolfowitz Test
Day 58	Kruskal Wallis Test
Day 59	Kruskal Wallis Test
Day 60	H Test
Day 61	H Test
Day 62	Doubt Class
Day 63	The Mann Whitney Test
Day 64	The Mann Whitney Test
Day 65	The Mann Whitney Test
Day 66	U-test
Day 67	U-test
Day 68	Median Test
Day 69	Median Test
Day 70	Median Test
Day 71	Run Test
Day 72	Association Of Attributes Introduction
Day 73	Basic Concepts of Association of Attributes
Day 74	Methods of two Attributes
Day 75	Methods of Attributes
Day 76	Methods of Attributes
Day 77	Methods of two Attributes
Day 78	Methods of two Attributes
Day 79	Methods of two Attributes
Day 80	Methods of two Attributes
Day 81	Association of three Attributes
Day 82	Association of three Attributes
Day 83	Association of three Attributes

Day 84	Chi -Square Test
Day 85	Chi -Square Test
Day 86	Doubt Class
Day 87	Revision
Day 88	Revision
Day 89	Revision
Day 90	Revision

Name of the professor: Rekha Gulati
Class And Section: M.com (F) 3rd Sem.
Subjec:- Corporate Tax

Day 1	Meaning of Company
Day 2	Types of Company
Day 3	Types of Company
Day 4	Types of Company
Day 5	Meaning of Corporate Tax
Day 6	Residential status of Company
Day 7	Residential status of Company
Day 8	Residential status of Company
Day 9	Residential status of Company
Day 10	Residential status of Company
Day 11	Income from house property head
Day 12	Income from house property head
Day 13	Income from house property head
Day 14	Income from house property head
Day 15	Income from house property head
Day 16	Income from Business & Profession Head
Day 17	Income from Business & Profession Head
Day 18	Income from Business & Profession Head
Day 19	Income from Business & Profession Head
Day 20	Income from Business & Profession Head
Day 21	Income from Business & Profession Head
Day 22	Income from Business & Profession Head
Day 23	Income from Capital Gains Head
Day 24	Income from Capital Gains Head
Day 25	Income from Capital Gains Head
Day 26	Income from Capital Gains Head
Day 27	Income from Capital Gains Head
Day 28	Income from Capital Gains Head
Day 29	Income from Capital Gains Head
Day 30	Income from Capital Gains Head
Day 31	Test:- Types & Residential Status of Company
Day 32	Income From other Sources Head
Day 33	Income From other Sources Head
Day 34	Income From other Sources Head
Day 35	Income From other Sources Head
Day 36	Income From other Sources Head
Day 37	Deductions from 80C-80U
Day 38	Deductions from 80C-80U
Day 39	Deductions from 80C-80U
Day 40	Deductions from 80C-80U
Day 41	Deductions from 80C-80U
Day 42	Deductions from 80C-80U
Day 43	Deductions from 80C-80U
Day 44	Deductions from 80C-80U
Day 45	Deductions from 80C-80U
Day 46	Computation of Total income & Tax Liability
Day 47	Computation of Total income & Tax Liability
Day 48	Computation of Total income & Tax Liability
Day 49	Computation of Total income & Tax Liability
Day 50	Provisions of MAT
Day 51	Provisions of MAT
Day 52	Provisions of MAT

Day 53	Assessment of Insurance Companies
Day 54	Assessment of Insurance Companies
Day 55	Assessment of Insurance Companies
Day 56	Assessment of Charitable institution
Day 57	Assessment of Charitable institution
Day 58	Assessment of Religious institution
Day 59	Assessment of political parties
Day 60	Assessment of Non residents
Day 61	Assessment of Non residents
Day 62	Assessment of Non residents
Day 63	Assessment of Non residents
Day 64	Test: _MAT Provisions
Day 65	Advance Rulings
Day 66	Assessment of cooperative societies
Day 67	Assessment of cooperative societies
Day 68	Assessment of cooperative societies
Day 69	Assessment of cooperative societies
Day 70	Assessment of Discontinued Business
Day 71	Assessment of Discontinued Business
Day 72	Assessment of Discontinued Business
Day 73	Assessment of Discontinued Business
Day 74	Double Taxation Relief
Day 75	Double Taxation Relief
Day 76	Double Taxation Relief
Day 77	Double Taxation Relief
Day 78	Double Taxation Relief
Day 79	Double Taxation Relief
Day 80	Double Taxation Relief
Day 81	Doubt class
Day 82	Doubt class
Day 83	Doubt class
Day 84	Doubt class
Day 85	Revision of Syllabus
Day 86	Revision of Syllabus
Day 87	Revision of Syllabus
Day 88	Revision of Syllabus
Day 89	Revision of Syllabus
Day 90	Revision of Syllabus

Name of the professor: Rekha Gulati
Class And Section: B.com (H) 5th
Sem. Subject: Money & Banking

Day 1	Barter System and limitations
Day 2	Introduction of Money
Day 3	Approaches of Money
Day 4	Nature of Money
Day 5	Functions of Money
Day 6	Functions of Money
Day 7	Functions of Money
Day 8	Classification of Money
Day 9	Classification of Money
Day 10	Classification of Money
Day 11	Classification of Money
Day 12	Classification of Money
Day 13	Classification of Money
Day 14	Test:-Nature and Functions of money
Day 15	Circular flow of Money
Day 16	Significance of Money
Day 17	Significance of Money
Day 18	Significance of Money
Day 19	Evils of Money
Day 20	Evils of Money
Day 21	Quantity Theory of Money
Day 22	Quantity Theory of Money
Day 23	Quantity Theory of Money
Day 24	Quantity Theory of Money
Day 25	Quantity Theory of Money
Day 26	Quantity Theory of Money
Day 27	Inflation : causes, effects, measures to control
Day 28	Inflation : causes, effects, measures to control
Day 29	Inflation : causes, effects, measures to control
Day 30	Inflation : causes, effects, measures to control
Day 31	Inflation : causes, effects, measures to control
Day 32	Demand pull inflation
Day 33	Cost push inflation
Day 34	Inflationary Gap
Day 35	Commercial Banks & functions
Day 36	Central Bank & Functions
Day 37	Credit:-Meaning & importance
Day 38	Credit Creation & its Process
Day 39	Credit Creation & its Process
Day 40	Credit Creation & its Process
Day 41	Credit Creation & its Process
Day 42	Credit Creation & its Process
Day 43	Credit Creation & its Process
Day 44	Assignment:-Credit Creation & its Process
Day 45	Doubt Class
Day 46	Doubt Class
Day 47	Doubt Class
Day 48	Presentations
Day 49	Presentations
Day 50	Presentations

Day 51	Measures to Control Credit
Day 52	Measures to Control Credit
Day 53	Measures to Control Credit
Day 54	Measures to Control Credit
Day 55	Measures to Control Credit
Day 56	Measures to Control Credit
Day 57	Measures to Control Credit
Day 58	Measures to Control Credit
Day 59	Measures to Control Credit
Day 60	Measures to Control Credit
Day 61	Test:-Credit Creation
Day 62	RBI-Its Role & Functions
Day 63	RBI-Its Role & Functions
Day 64	RBI-Its Role & Functions
Day 65	RBI-Its Role & Functions
Day 66	RBI-Its Role & Functions
Day 67	RBI-Its Role & Functions
Day 68	RBI-Its Role & Functions
Day 69	RBI-Its Role & Functions
Day 70	RBI-Its Role & Functions
Day 71	Presentation on Topic:-RBI
Day 72	Presentation on Topic:-RBI
Day 73	Presentation on Topic:-RBI
Day 74	Presentation on Topic:-RBI
Day 75	Presentation on Topic:-RBI
Day 76	Revision of Syllabus
Day 77	Revision of Syllabus
Day 78	Revision of Syllabus
Day 79	Revision of Syllabus
Day 80	Revision of Syllabus
Day 81	Revision of Syllabus
Day 82	Revision of Syllabus
Day 83	Revision of Syllabus
Day 84	Revision of Syllabus
Day 85	Revision of Syllabus
Day 86	Revision of Syllabus
Day 87	Revision of Syllabus
Day 88	Revision of Syllabus
Day 89	Revision of Syllabus
Day 90	Revision of Syllabus

Name of the professor: Rekha Gulati
Class And Section: B.com (H) 5th
Sem. Subject: Income Tax

Day 1	Concept of Income
Day 2	Meaning of Income Tax
Day 3	Basic Concepts
Day 4	Basic Concepts
Day 5	Basic Concepts
Day 6	Agricultural Income
Day 7	Agricultural Income
Day 8	Agricultural Income
Day 9	Exempted Incomes
Day 10	Exempted Incomes
Day 11	Exempted Incomes
Day 12	Exempted Incomes
Day 13	Residential Status And Incidence of Tax Liability
Day 14	Residential Status And Incidence of Tax Liability
Day 15	Residential Status And Incidence of Tax Liability
Day 16	Residential Status And Incidence of Tax Liability
Day 17	Residential Status And Incidence of Tax Liability
Day 18	Residential Status And Incidence of Tax Liability
Day 19	Test:-Residential Status
Day 20	Income From Salary Head
Day 21	Income From Salary Head
Day 22	Income From Salary Head
Day 23	Income From Salary Head
Day 24	Income From Salary Head
Day 25	Income From Salary Head
Day 26	Income From Salary Head
Day 27	Income From Salary Head
Day 28	Income From Salary Head
Day 29	Income From Salary Head
Day 30	Income From Salary Head
Day 31	Income From Salary Head
Day 32	Income From Salary Head
Day 33	Income From Salary Head
Day 34	Income From House Property Head
Day 35	Income From House Property Head
Day 36	Income From House Property Head
Day 37	Income From House Property Head
Day 38	Income From House Property Head
Day 39	Assignment:-Retirement Benefits under salary Head
Day 40	Income from Business and Profession Head
Day 41	Income from Business and Profession Head
Day 42	Income from Business and Profession Head
Day 43	Income from Business and Profession Head

Day 44	Income from Business and Profession Head
Day 45	Test:-House Property Head
Day 46	Income from Business and Profession Head
Day 47	Income from Business and Profession Head
Day 48	Income from Capital Gains Head
Day 49	Income from Capital Gains Head
Day 50	Income from Capital Gains Head
Day 51	Income from Capital Gains Head
Day 52	Income from Capital Gains Head
Day 53	Income from Capital Gains Head
Day 54	Income from Capital Gains Head
Day 55	Income from Capital Gains Head
Day 56	Income from other Sources Head
Day 57	Income from other Sources Head
Day 58	Income from other Sources Head
Day 59	Income from other Sources Head
Day 60	Income from other Sources Head
Day 61	Test:-Capital Gains Head
Day 62	Set off and Carry forward of losses
Day 63	Set off and Carry forward of losses
Day 64	Set off and Carry forward of losses
Day 65	Set off and Carry forward of losses
Day 66	Deemed Incomes and Clubbing of Incomes
Day 67	Deemed Incomes and Clubbing of Incomes
Day 68	Deemed Incomes and Clubbing of Incomes
Day 69	Deemed Incomes and Clubbing of Incomes
Day 70	Deemed Incomes and Clubbing of Incomes
Day 71	Deductions from 80C-80U
Day 72	Deductions from 80C-80U
Day 73	Deductions from 80C-80U
Day 74	Deductions from 80C-80U
Day 75	Deductions from 80C-80U
Day 76	Deductions from 80C-80U
Day 77	Deductions from 80C-80U
Day 78	Deductions from 80C-80U
Day 79	Deductions from 80C-80U
Day 80	Deductions from 80C-80U
Day 81	Doubt Class
Day 82	Doubt Class
Day 83	Doubt Class
Day 84	Revision of Syllabus
Day 85	Revision of Syllabus
Day 86	Revision of Syllabus
Day 87	Revision of Syllabus
Day 88	Revision of Syllabus
Day 89	Revision of Syllabus
Day 90	Revision of Syllabus

Name Of The Associate/Assistant Professor: Ms. Komal Malhotra
Class And Section: M.Com(Previous) I YEAR(Sem – 1)
Subject: Principles of Management

Days	Topic to be Covered
Day 1	Introduction of the syllabus
Day 2	Management: Meaning, definition and connotations
Day 3	Nature and significance of management
Day 4	Need and importance
Day 5	Management skills and process
Day 6	Schools Of Management Thought: Introduction , Classical approaches: Scientific Management Approach
Day 7	Evaluation Of Scientific Management Approach
Day 8	Bureaucracy Approach
Day 9	Administrative Approach
Day 10	Neo-Classical Approaches: Human Relations Approach
Day 11	Behavioural Science Approach And Social System Approach
Day 12	Decision Theory And Quantitative Approach
Day 13	System Approach
Day 14	Contingency Theory Of Management
Day 15	Management Skills; Managerial Functions: Introduction
Day 16	Planning: Concept And Significance
Day 17	Planning process and other topics
Day 18	Types Of Plan
Day 19	Types Of Plan
Day 20	Types Of Plan
Day 21	Organizing: Concept And Nature
Day 22	Principles, Importance
Day 23	Theories Of Organizing
Day 24	Types Of Organization Structure: Line , Line And Staff Organization
Day 25	Functional Foremanship
Day 26	Committee Organisation
Day 27	Authority, Responsibility And Power
Day 28	Authority, Responsibility And Power
Day 29	Test: Management Thoughts
Day 30	Delegation
Day 31	Delegation
Day 32	Decentralisation
Day 33	Decentralisation
Day 34	Staffing
Day 35	Staffing
Day 36	Directing

Day 37	Directing
Day 38	Coordinating
Day 39	Coordinating
Day 40	Control: Concept And Nature
Day 41	Controlling process
Day 42	Techniques Of Controlling: Traditional Techniques
Day 43	Techniques Of Controlling: Traditional Techniques
Day 44	Modern Techniques
Day 45	Modern Techniques
Day 46	Assignment
Day 47	Motivation : Concept And Nature
Day 48	Theories of Motivation: Need Hierarchy Theory
Day 49	Theory X And Theory Y
Day 50	Two Factor Theory
Day 51	Alderfer's ERG Theory
Day 52	Mcclelland's Learned Need Theory
Day 53	Victor Vroom's Expectancy Theory
Day 54	Stacy Adams Equity Theory
Day 55	Techniques Of Motivation: Positive And Negative Motivators
Day 56	Financial And Non Financial Motivators
Day 57	Individual And Group Motivators, Extrinsic And Intrinsic Motivators
Day 58	Hurdles In Motivation, Principles Of Motivation
Day 59	Significance of Motivation
Day 60	Leadership : Concept And Nature
Day 61	Leadership Styles : Motivational
Day 62	Leadership Styles: Power Based
Day 63	Leadership Styles: Result Based
Day 64	Test
Day 65	Theories Of Leadership
Day 66	Theories Of Leadership
Day 67	Theories Of Leadership
Day 68	Theories Of Leadership
Day 69	Determinants Of Leadership
Day 70	Leadership As A Continuum
Day 71	Management System Of Likert, Managerial Grid
Day 72	Importance Of Leadership
Day 73	Communication :Introduction And Concept Of Two Way Communication
Day 74	Process Of Communication, Barriers To Effective Communication
Day 75	Steps To Overcome Barriers In Communication
Day 76	Principles Of Effective Communication
Day 77	Types Of Communication: Formal Communication
Day 78	Types Of Communication: Informal Communication
Day 79	Transactional Analysis: Concept And Nature
Day 80	Role Of Transactional Analysis
Day 81	Models Of Transactional Analysis: Ego States

Day 82	Models Of Transactional Analysis:Transactions
Day 83	Models Of Transactional Analysis:Life Positions
Day 84	Models Of Transactional Analysis: Strokes And Script Analysis
Day 85	Models Of Transactional Analysis: Games
Day 86	Revision
Day 87	Revision
Day 88	Revision
Day 89	Revision
Day 90	Revision

Name of the teacher:Komal Malhotra	
Class and Section: B.Com CA Sem 3	
Sec D	
Subject: CORPORATE LAW - I	
Day 1	Topic to be Covered
Day 2	Introduction with students
Day 3	Meaning and Characteristics of Company
Day 4	Meaning and Characteristics of Company
Day 5	Advantages of Joint Stock Company
Day 6	Advantages of Joint Stock Company
Day 7	Disadvantage of Joint Stock Company
Day 8	Lifting the Corporate Veil
Day 9	Types of Companies
Day 10	Types of Companies
Day 11	Types of Companies
Day 12	Revision of the chapter
Day 13	Meaning of Article of Association and its Importance
Day 14	Features
Day 15	Obligations to register articles
Day 16	Forms or legal requirement of AOA
Day 17	Content of AOA
Day 18	Alteration of AOA
Day 19	Alteration of AOA
Day 20	Legal effects of MOA & AOA
Day 21	Legal effects of MOA & AOA
Day 22	Relationship between MOA & AOA
Day 23	Doctrine of Constructive Notice
Day 24	Doctrine of indoor management
Day 25	Doctrine of indoor management
Day 26	Doctrine of Ultra –Vires
Day 27	Doctrine of Ultra –Vires
Day 28	Doubts and revision
Day 29	Class test
Day 30	Privileges and Exemptions of Private Company
Day 31	Privileges and Exemptions of Private Company
Day 32	Privileges and Exemptions of Private Company
Day 33	Procedure of conversion
Day 34	Conversion of a private Company into Public Company
Day 35	Conversion of a private Company into Public Company
Day 36	Conversion of a private Company into Public Company
Day 37	Revision of chapter
Day 38	Assignment in class
Day 39	Test
Day 40	What is Formation of Company
Day 41	Stages of Formation of a Company
Day 42	Meaning and Definition of Promotion of a Company
Day 43	Stages of Promotion
Day 44	Who is Promoters, Meaning and Definition of Promoters
Day 45	Characteristics of Promoter

Day 46	Functions of promoters
Day 47	Legal Position of Promoter
Day 48	Legal Position of Promoter
Day 49	Importance of the Promoter
Day 50	Right of Promoters
Day 51	Liabilities of promoters
Day 52	Duties of promoters
Day 53	ASSIGNMENT
Day 54	Remuneration and Types of Promoters
Day 55	Preliminary Contracts
Day 56	Registration of a Company
Day 57	Registration of a Company
Day 58	Promoters and registration
Day 59	Registration of a Company
Day 60	Capital Subscription
Day 61	Presentation of Students (Roll No. 61-70)
Day 62	Presentation of Students (Roll No. 70-80)
Day 63	Presentation of Students (Roll No. 80-90)
Day 64	Presentation of Students (Roll No. 90-100)
Day 65	Presentation of Students (Roll No. 100-110)
Day 66	Presentation of Students (Roll No. 110-124)
Day 67	Discussion
Day 68	Prospectus of company
Day 69	Contents of Prospectus
Day 70	Misleading Prospectus
Day 71	Consequences of misleading statements in prospectus
Day 72	Consequences of misleading statements in prospectus
Day 73	Revision class
Day 74	Borrowing Powers of Company
Day 75	Lawful Borrowing
Day 76	Restrictions on Borrowing Powers of a Company
Day 77	Debentures
Day 78	Methods of issuing debentures
Day 79	Charges-meaning and registration
Day 80	Types of charges and effect of non-registration of charges
Day 81	Meaning of Memorandum of Association
Day 82	Its Importance
Day 83	Features of memorandum
Day 84	Forms & legal requirement of MOA
Day 85	Alteration in memorandum of association
Day 86	Alteration in memorandum of association
Day 87	Revision and doubts before exams
Day 88	Revision and doubts before exams
Day 89	Revision and doubts before exams
Day 90	Revision and doubts before exams

Name of the professor:Komal Malhotra
Class And Section:B.com (P) 5th Sem.
Subject:Taxation Law-I

Day 1	Concept of Income
Day 2	Meaning of Income Tax
Day 3	Basic Concepts
Day 4	Basic Concepts
Day 5	Basic Concepts
Day 6	Agricultural Income
Day 7	Agricultural Income
Day 8	Agricultural Income
Day 9	Exempted Incomes
Day 10	Exempted Incomes
Day 11	Exempted Incomes
Day 12	Exempted Incomes
Day 13	Residential Status And Incidence of Tax Liability
Day 14	Residential Status And Incidence of Tax Liability
Day 15	Residential Status And Incidence of Tax Liability
Day 16	Residential Status And Incidence of Tax Liability
Day 17	Residential Status And Incidence of Tax Liability
Day 18	Residential Status And Incidence of Tax Liability
Day 19	Test:-Residential Status
Day 20	Income From Salary Head
Day 21	Income From Salary Head
Day 22	Income From SalaryHead
Day 23	Income From SalaryHead
Day 24	Income From SalaryHead
Day 25	Income From SalaryHead
Day 26	Income From SalaryHead
Day 27	Income From SalaryHead
Day 28	Income From SalaryHead
Day 29	Income From SalaryHead
Day 30	Income From SalaryHead
Day 31	Income From SalaryHead
Day 32	Income From SalaryHead
Day 33	Income From SalaryHead
Day 34	Income From House Propety Head
Day 35	Income From House Propety Head
Day 36	Income From House Propety Head
Day 37	Income From House Propety Head
Day 38	Income From House Propety Head
Day 39	Assignment:-Retirement Benefits unde salary Head
Day 40	Income from Business and Profession Head
Day 41	Income from Business and Profession Head
Day 42	Income from Business and Profession Head
Day 43	Income from Business and Profession Head
Day 44	Income from Business and Profession Head
Day 45	Test:-House Property Head
Day 46	Income from Business and Profession Head
Day 47	Income from Business and Profession Head
Day 48	Income from Capital Gains Head
Day 49	Income from Capital Gains Head
Day 50	Income from Capital Gains Head
Day 51	Income from Capital Gains Head
Day 52	Income from Capital Gains Head

Day 53	Income from Capital Gains Head
Day 54	Income from Capital Gains Head
Day 55	Income from Capital Gains Head
Day 56	Income from other Sources Head
Day 57	Income from other Sources Head
Day 58	Income from other Sources Head
Day 59	Income from other Sources Head
Day 60	Income from other Sources Head
Day 61	Test:-Capital Gains Head
Day 62	Set off and Carry forward of losses
Day 63	Set off and Carry forward of losses
Day 64	Set off and Carry forward of losses
Day 65	Set off and Carry forward of losses
Day 66	Deemed Incomes and Clubbing of Incomes
Day 67	Deemed Incomes and Clubbing of Incomes
Day 68	Deemed Incomes and Clubbing of Incomes
Day 69	Deemed Incomes and Clubbing of Incomes
Day 70	Deemed Incomes and Clubbing of Incomes
Day 71	Deductions from 80C-80U
Day 72	Deductions from 80C-80U
Day 73	Deductions from 80C-80U
Day 74	Deductions from 80C-80U
Day 75	Deductions from 80C-80U
Day 76	Deductions from 80C-80U
Day 77	Deductions from 80C-80U
Day 78	Deductions from 80C-80U
Day 79	Deductions from 80C-80U
Day 80	Deductions from 80C-80U
Day 81	Doubt Class
Day 82	Doubt Class
Day 83	Doubt Class
Day 84	Revision of Syllabus
Day 85	Revision of Syllabus
Day 86	Revision of Syllabus
Day 87	Revision of Syllabus
Day 88	Revision of Syllabus
Day 89	Revision of Syllabus
Day 90	Revision of Syllabus

Name of the professor: SEEMA BEHL	
ClassAndSection:B.Com CA (Sec D&E)	
Subject: Corporate Accounting	
Day 1	Orientation Programme
Day 2	Issue of shares -Introduction, Types of company
Day 3	Types of shares, Issue of shares , Book Building
Day 4	Shares issued at par and premium
Day 5	Calls in arrear, calls in advance
Day 6	Oversubscription of shares
Day 7	Forfeiture of shares & re- issue
Day 8	Practical Questions
Day 9	Practical Questions
Day 10	Practical Questions
Day 11	Oversubscription & pro-rata allotment
Day 12	Practical Questions
Day 13	Practical Questions
Day 14	Practical Questions
Day 15	Practical Questions
Day 16	Buy Back of shares
Day 17	Practical Questions
Day 18	Right Shares
Day 19	Practical problems
Day 20	Redemption of Preference Shares-Introduction & accounting treatment
Day 21	Redemption at par & premium
Day 22	Test-Issue of Shares
Day 23	Calls in arrear.
Day 24	Redemption of partly paid shares
Day 25	Bonus shares
Day 26	Practical Questions
Day 27	Practical problems
Day 28	Issue of Debentures-Meaning &Types
Day 29	Issue of debentures at par, premium & discount
Day 30	Issue of debentures as collateral security
Day 31	Interest on debentures
Day 32	Redemption of Debentures
Day 33	Practical Questions
Day 34	Practical problems
Day 35	Assignment-Buy Back Of Shares
Day 36	Redemption of debentures-Sources of funds
Day 37	Methods of Redemption- By lump sum payment
Day 38	Creation of Sinking Fund or Debenture Redemption Fund
Day 39	Practical Questions
Day 40	Insurance Policy Method
Day 41	Practical Questions
Day 42	Redemption of debentures by draw of lots
Day 43	Practical Questions
Day 44	Redemption of debentures by conversion into shares
Day 45	Purchase of own debentures in open market
Day 46	Practical Questions
Day 47	Ex-Interest & cum Interest
Day 48	Practical Questions
Day 49	
Day 50	Valuation of Goodwill-Meaning, Origin, Need
Day 51	Methods of valuation of goodwill-Average profit method

Day 52	Super profit method
Day 53	Practical Questions
Day 54	Capitalisation Method
Day 55	Practical Questions
Day 56	Purchase Consideration & Annuity Method
Day 57	Practical Questions
Day 58	Practical problems
Day 59	Valuation of Shares-Introduction, Factors affecting valuation of shares
Day 60	Methods of valuation of shares-Net Asset Method
Day 61	Practical Questions
Day 62	Practical Questions
Day 63	Dividend Yield Method
Day 64	Practical Questions
Day 65	Earning Capacity Method
Day 66	Practical Questions
Day 67	Average Method
Day 68	Practical Questions
Day 69	Practical problems
Day 70	Test-Valuation of Goodwill
Day 71	P & L Prior to Incorporation- Introduction & calculation of ratios
Day 72	Practical Questions
Day 73	Practical Questions
Day 74	Practical Questions
Day 75	Practical problems
Day 76	Test-Issue of Debentures
Day 77	Final Accounts of companies-Introduction
Day 78	Performa of Balance Sheet- Explanation
Day 79	Performa of Balance Sheet- Explanation
Day 80	Practical Questions
Day 81	Practical Questions
Day 82	Performa of P& L A/c- Explanation
Day 83	Practical Questions
Day 84	Practical Questions
Day 85	Practical problems
Day 86	Revision
Day 87	Revision
Day 88	Revision
Day 89	Revision
Day 90	Revision

Name of the professor: SEEMA BEHL
ClassAndSection B.Com(P) 5th Sem Sec(B&C)
Subject: Entrepreneurship & Small Scale Business

Day 1	Introduction about Entrepreneurship
Day 2	Introduction of entrepreneur and entrepreneurship
Day 3	Characteristics & Functions of Entrepreneur
Day 4	Types of Entrepreneurs
Day 5	Types of Entrepreneurs
Day 6	Difference between entrepreneur, manager and entrepreneur
Day 7	Concept of entrepreneurship
Day 8	The Entrepreneurial process
Day 9	Nature and Characteristics of Entrepreneurship
Day 10	Need and importance of Entrepreneurship
Day 11	Role of an Entrepreneurship in Economic Development
Day 12	Diff. between Entrepreneurship, Employment and Self employment
Day 13	Business Environment - Meaning and Features
Day 14	Components of business environment
Day 15	Components of business environment
Day 16	Environment Scanning and its approaches
Day 17	Techniques used for Environmental Analysis
Day 18	Environment Appraisal
Day 19	Large scale Entrepreneur and its problems
Day 20	Concept of small Enterprises
Day 21	Characteristics and scope of small Entrepreneur
Day 22	Importance of Small Entrepreneur
Day 23	Importance of Small Enterprises in Indian Economy
Day 24	Problems of Small Entrepreneurs
Day 25	Relationship and difference between large and Small Scale enterprise
Day 26	Assignment - Explain importance and problems of Small Scale enterprise
Day 27	Development of Entrepreneurship
Day 28	Objectives of EDPS
Day 29	Course Content of EDP , and Phases of EDPS
Day 30	Problems faced by EDPS and its criteria
Day 31	Consultancy organization and its role
Day 32	Consultancy organization and its role
Day 33	Entrepreneurial motivation
Day 34	Motivation process and Motivation Theories
Day 35	Motivation Theories
Day 36	Opportunity - Meaning and Elements
Day 37	Idea - sources , techniques for generating new business idea
Day 38	Techniques of generating new business idea
Day 39	Creativity and Innovation
Day 40	Types of Thinking mode
Day 41	Diff. or relationship between divergent and convergent thinking
Day 42	Assignment - explain methods of generating ideas
Day 43	Networking marketing
Day 44	Franchising
Day 45	Business Process outsourcing
Day 46	Steps for setting up a new enterprise

Day 47	Steps for setting up a new enterprise
Day 48	Test - Explain the process of setting up new venture
Day 49	Meaning and objectives of Project Report
Day 50	Importance of Project Report
Day 51	Content of project report
Day 52	Precautions while preparing project report
Day 53	Market survey – Introduction
Day 54	Objectives of market survey
Day 55	Process of market survey
Day 56	Preliminary project report
Day 57	Advantages and Content of PPR
Day 58	Meaning and features of management
Day 59	Management functions
Day 60	Functional Areas of Management
Day 61	Production Management - An Introduction
Day 62	key decisions under operation management
Day 63	Planning and Control of Production Process
Day 64	Quality control
Day 65	Growth – An Introduction and its need
Day 66	Retrenchment Strategies
Day 67	Combination Strategies, concentration strategies
Day 68	International Strategies and Crisis in Business Growth
Day 69	Marketing Management and introduction
Day 70	Marketing mix and product mix
Day 71	Product life cycle
Day 72	Price mix, promotion mix and place mix
Day 73	Marketing Consortium
Day 74	Tender Marketing and Incentives and Subsidies
Day 75	Various subsidies in operation & Various assistance program
Day 76	Advantages and problems of incentives and subsidies
Day 77	Taxation benefits to small scale industries
Day 78	Assignment - subsidies for small scale industries in India
Day 79	Institutional support -Introduction & Need
Day 80	Small industries development organization
Day 81	National small industries corporation and small industries service institute
Day 82	District industries center and their functions
Day 83	Small industries development Bank of India and their functions
Day 84	Small scale industries board
Day 85	State industrial development corporations
Day 86	State financial corporation and their functions
Day 87	Revision
Day 88	Revision
Day 89	Revision
Day 90	Revision

Name of the professor:Madhu Saitya
Class And Section:B.com (CA) 5th Sem.
Sec. D and E
Subject:Taxation Law-I

Day 1	Concept of Income
Day 2	Meaning of Income Tax
Day 3	Basic Concepts
Day 4	Basic Concepts
Day 5	Basic Concepts
Day 6	Agricultural Income
Day 7	Agricultural Income
Day 8	Agricultural Income
Day 9	Exempted Incomes
Day 10	Exempted Incomes
Day 11	Exempted Incomes
Day 12	Exempted Incomes
Day 13	Residential Status And Incidence of Tax Liability
Day 14	Residential Status And Incidence of Tax Liability
Day 15	Residential Status And Incidence of Tax Liability
Day 16	Residential Status And Incidence of Tax Liability
Day 17	Residential Status And Incidence of Tax Liability
Day 18	Residential Status And Incidence of Tax Liability
Day 19	Test:-Residential Status
Day 20	Income From SalaryHead
Day 21	Income From SalaryHead
Day 22	Income From SalaryHead
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Day 25	Income From SalaryHead
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Day 27	Income From SalaryHead
Day 28	Income From SalaryHead
Day 29	Income From SalaryHead
Day 30	Income From SalaryHead
Day 31	Income From SalaryHead
Day 32	Income From SalaryHead
Day 33	Income From SalaryHead
Day 34	Income From House Propety Head
Day 35	Income From House Propety Head
Day 36	Income From House Propety Head
Day 37	Income From House Propety Head
Day 38	Income From House Propety Head
Day 39	Assignment:-Retirement Benefits unde salary Head
Day 40	Income from Business and Profession Head
Day 41	Income from Business and Profession Head
Day 42	Income from Business and Profession Head
Day 43	Income from Business and Profession Head
Day 44	Income from Business and Profession Head
Day 45	Test:-House Property Head
Day 46	Income from Business and Profession Head
Day 47	Income from Business and Profession Head
Day 48	Income from Capital Gains Head
Day 49	Income from Capital Gains Head
Day 50	Income from Capital Gains Head
Day 51	Income from Capital Gains Head
Day 52	Income from Capital Gains Head

Day 53	Income from Capital Gains Head
Day 54	Income from Capital Gains Head
Day 55	Income from Capital Gains Head
Day 56	Income from other Sources Head
Day 57	Income from other Sources Head
Day 58	Income from other Sources Head
Day 59	Income from other Sources Head
Day 60	Income from other Sources Head
Day 61	Test:-Capital Gains Head
Day 62	Set off and Carry forward of losses
Day 63	Set off and Carry forward of losses
Day 64	Set off and Carry forward of losses
Day 65	Set off and Carry forward of losses
Day 66	Deemed Incomes and Clubbing of Incomes
Day 67	Deemed Incomes and Clubbing of Incomes
Day 68	Deemed Incomes and Clubbing of Incomes
Day 69	Deemed Incomes and Clubbing of Incomes
Day 70	Deemed Incomes and Clubbing of Incomes
Day 71	Deductions from 80C-80U
Day 72	Deductions from 80C-80U
Day 73	Deductions from 80C-80U
Day 74	Deductions from 80C-80U
Day 75	Deductions from 80C-80U
Day 76	Deductions from 80C-80U
Day 77	Deductions from 80C-80U
Day 78	Deductions from 80C-80U
Day 79	Deductions from 80C-80U
Day 80	Deductions from 80C-80U
Day 81	Doubt Class
Day 82	Doubt Class
Day 83	Doubt Class
Day 84	Revision of Syllabus
Day 85	Revision of Syllabus
Day 86	Revision of Syllabus
Day 87	Revision of Syllabus
Day 88	Revision of Syllabus
Day 89	Revision of Syllabus
Day 90	Revision of Syllabus

Name of the professor. Ms. Madhu Saitya	
Class And Section: B.Com (Pass) 111 C	
Subject: Accounting For Management	
Day 1	Management accounting: meaning ,nature and scope
Day 2	Functions and role of management accounting
Day 3	Continue
Day 4	The management accountant
Day 5	The controller
Day 6	The treasurer
Day 7	Management accounting principles
Day 8	Management accounting Vs. Cost accounting Vs. Financial accounting
Day 9	Revision of topics done till today
Day 10	Advantages of management accounting
Day 11	Limitations of Management accounting
Day 12	Tools and Techniques of Management accounting
Day 13	Revision of Chapter 1
Day 14	Financial Statements: Introduction
Day 15	Financial Statements: Types
Day 16	Nature of Financial statements
Day 17	Features of an Ideal Financial Statements
Day 18	Importance of financial statements
Day 19	Limitations of Financial statements
Day 20	Revision of work done till date
Day 21	Meaning of Analysis and interpretations of Financial statements
Day 22	Process of financial analysis
Day 23	Types and approaches of financial statements analysis
Day 24	TEST : CHAPTER 1 MANAGEMENT ACCOUNTING
Day 25	Object or purpose of financial statements analysis
Day 26	Significance and Importance of financial statements analysis
Day 27	Methods of financial statements analysis
Day 28	Comparative financial statements
Day 29	Comparative Balance Sheet
Day 30	Comparative statements of Profit and Loss account
Day 31	Comparative statements of Cost of production
Day 32	Comparative statements of Working Capital
Day 33	Common Size Statement
Day 34	Trend Percentage
Day 35	Revision of complete chapter
Day 36	Ratio analyses: meaning
Day 37	Ratio analyses :objectives
Day 38	Advantages of Ratio analyses
Day 39	Limitations of accounting ratios
Day 40	Classifications of Ratios :liquidity ratios
Day 41	Solvency Ratios
Day 42	Activity Ratios : Stock Turnover Ratio
Day 43	Debtors Turnover Ratio
Day 44	Creditors Turnover Ratio
Day 45	Fixed Assets Turnover Ratio
Day 46	Working Capital Turnover Ratio
Day 47	Profitability Ratios
Day 48	Profitability Ratios based on sales
Day 49	Profitability ratios based upon sales
Day 50	Profitability Ratios based upon sales
Day 51	Profitability Ratios based on investments

Day 52	Profitability ratio based on investments
Day 53	Calculations of missing value in Ratio analysis
Day 54	Revision of complete chapter
Day 55	TEST OF RATIO ANALYSES
Day 56	Cash flow statement; objectives
Day 57	Limitations of cash flow statement
Day 58	difference between cash flow statement and cash budget
Day 59	Procedure of preparing Cash Flow Statement
Day 60	Classification of Cash Flows from Operating Activities
Day 61	Direct and Indirect Method
Day 62	Cash Flow from Investing Activities
Day 63	Cash Flow from Financing Activities
Day 64	Preparation of Cash flow Statement
Day 65	Financial Planning : Meaning , Objectives, Procedure of Financial Planning
Day 66	Characteristics or Principles of a sound financial plan
Day 67	Capital Budgeting : Meaning and Nature
Day 68	Features and kinds of Capital Budgeting Decisions
Day 69	Techniques of Capital Budgeting : ARR method
Day 70	Pay Back Method
Day 71	NPV Method, Profitability Index or PI method
Day 72	IRR method
Day 73	Revision of complete chapter
Day 74	Capital Rationing
Day 75	Capital Rationing
Day 76	Revision of Chapter 1
Day 77	Revision of Chapter 1
Day 78	Revision of Chapter 2
Day 79	Revision of Chapter 2
Day 80	Revision of Chapter 3
Day 81	Revision of Chapter 3
Day 82	Revision of Chapter 4
Day 83	Revision of Chapter 4
Day 84	Revision of Chapter 5
Day 85	Revision of Chapter 5
Day 86	Revision of Chapter 6
Day 87	Revision of Chapter 7
Day 88	Revision of Chapter 7
Day 89	Revision of Chapter 8
Day 90	Complete Revision

Name of the professor:Rekha	
ClassAndSection:M.Com. IIIrdsem	
Subject:Advanced Cost Accounting	
Day 1	Modern techniques of inventory management-Introduction
Day 2	ABC Analysis – Introduction
Day 3	Main features of ABC Analysis
Day 4	Continue..
Day 5	VED Analysis-Introduction
Day 6	Advantages and limitations of ABC Analysis
Day 7	Practical problems
Day 8	Practical problems
Day 9	Difference between ABC and VED analysis
Day 10	Inventory Turnover Ratio- Introduction
Day 11	FNSD classification
Day 12	Importance and limitations of material turnover ratio
Day 13	Continue..
Day 14	Continue..
Day 15	Continue..
Day 16	Inventory system- Introduction
Day 17	Periodic Inventory system,
Day 18	Perpetual inventory system
Day 19	JIT Approach – Introduction and importance of JIT
Day 20	JIT Approach- methodology and impact
Day 21	Continue..
Day 22	Continue..
Day 23	Zero inventory system
Day 24	Control ratios and aging schedule of inventory
Day 25	MRP-1 -introduction
Day 26	objectives
Day 27	Continue..
Day 28	Assumptions and requirements of MRP-1
Day 29	Methodology and pre-requisites of MRP-1
Day 30	Continue..
Day 31	Advantages and problems related to MRP-1
Day 32	ERP – Introduction
Day 33	Characteristics and scope of ERP
Day 34	Test - MRP – I
Day 35	Evolution, Importance and problems related to ERP
Day 36	Continue..
Day 37	Continue..
Day 38	Pre-requisites and implementation of ERP
Day 39	Back Flush Costing – Introduction
Day 40	Objectives and conditions for adopting Back Flush Costing
Day 41	Types of Back Flush Costing
Day 42	Practical problems related to Back Flush Costing
Day 43	Continue..
Day 44	Criticism of Back Flush Costing
Day 45	Accounting for variances
Day 46	Disposition of variances
Day 47	Back Flush Costing in JIT
Day 48	Continue..
Day 49	MRP-II - Introduction
Day 50	Essential elements of MRP – II
Day 51	Difference between MRP – I , MRP-II and JIT
Day 52	Importance of MRP-II

Day 53	Steps and difficulties in implementation of MRP - II
Day 54	Test- Back flush costing and MRP – II
Day 55	Lean accounting-introduction and principles
Day 56	Implementation of Lean accounting
Day 57	Continue..
Day 58	Non- integrated accounting – Introduction
Day 59	Characteristics and importance of non – integrated accounting
Day 60	Preparation of accounts
Day 61	Entries in cost journals
Day 62	Preparation of trial balance
Day 63	Practical problems
Day 64	Practical problems
Day 65	Integrated cost accounting – Introduction
Day 66	Principles and importance of integrated accounts
Day 67	Limitations of integrated cost accounts
Day 68	Journal entries and third entry method
Day 69	Practical problems
Day 70	Practical problems
Day 71	Assignment-integrated and non- integrated (entries)
Day 72	Uniform costing – introduction
Day 73	Essential requirements for uniform costing
Day 74	Objectives and suitability of uniform costing
Day 75	Continue..
Day 76	Uniform cost manual
Day 77	Importance and limitations of uniform costing
Day 78	Inter-firm comparison
Day 79	Continue..
Day 80	Continue..
Day 81	Continue..
Day 82	Continue..
Day 83	Revision
Day 84	Revision
Day 85	Revision
Day 86	Revision
Day 87	Revision
Day 88	Revision
Day 89	Revision
Day 90	Revision

Name of the professor: Ms. Rekha
Class And Section: B.Com CA Vth Sem
Section E
Subject: Cost Accounting-I

Day 1	Introduction of the syllabus
Day 2	Meaning and concept of cost accounting
Day 3	Nature scope and principles of cost accounting
Day 4	Functions and types of cost accounting
Day 5	Methods and importance of cost accounting
Day 6	Limitations and objections of cost accounting
Day 7	installations of cost accounting
Day 8	Different cost centres and their explanations
Day 9	Revision
Day 10	Elements of cost
Day 11	Overhead and their classification
Day 12	Analysis of total cost
Day 13	Revision
Day 14	Material cost accounting
Day 15	Continue
Day 16	Continue
Day 17	Different methods of material issued
Day 18	Continue
Day 19	Continue
Day 20	Continue
Day 21	Test
Day 22	Inventory cost control meaning and objectives
Day 23	Different methods of material control
Day 24	Continue
Day 25	Continue
Day 26	Continue
Day 27	Treatment of material waste treat
Day 28	Continue
Day 29	assignment
Day 30	Introduction of labour cost accounting
Day 31	Labour cost control procedure
Day 32	System of labour control
Day 33	Continue
Day 34	Continue
Day 35	Continue
Day 36	Labour turnover meaning and calculation
Day 37	Ideal time and overtime meaning and calculation
Day 38	assignment
Day 39	Introduction of veg payment system
Day 40	Different methods of wage payment
Day 41	Continue
Day 42	Different incentive plans
Day 43	Continue
Day 44	Continue
Problem basedDay 45	doubt class
Day 46	Test
Day 47	Overheads meaning and classification
Day 48	Treatment of different overhead items
Day 49	Continue
Day 50	Distribution scheme of production overhead

Day 51	Continue
Day 52	Continue
Day 53	Absorption and determination of overhead
Day 54	Continue
Day 55	Continue
Day 56	Doubt class
Day 57	Doubt class
Day 58	Assignment
Day 59	Meaning and process of machine are rate method
Day 60	apportionment of factory overhead to the Machines
Day 61	Computation of machine are rate
Day 62	Continue
Day 63	Continue
Day 64	Continue
Day 65	Doubt class
Day 66	Test
Day 67	Meaning of objectives of output costing
Day 68	methods of determining unit cost
Day 69	Continue
Day 70	Types of cost sheet
Day 71	Continue
Day 72	Difference between cost sheet and statement of cost
Day 73	Explanation of cost components
Day 74	Continue
Day 75	Abortionment of overhead
Day 76	Continue
Day 77	Production Account
Day 78	Continue
Day 79	Doubt class
Day 80	Tender price introduction and calculation
Day 81	Calculation of tender price
Day 82	Continue
Day 83	Reconciliation of cost and financial accounts
Day 84	Continue
Day 85	Continue
Day 86	Continue
Day 87	Continue
Day 88	Test
Day 89	Revision
Day 90	Revision

Name of the proessor. Ms. Rekha Class And Section: B.Com (CA) Vth Sem Section D&E Subject: Accounting For Management	
Day 1	Management accounting: meaning ,nature and scope
Day 2	Functions and role of management accounting
Day 3	Continue
Day 4	The management accountant
Day 5	The controller
Day 6	The treasurer
Day 7	Management accounting principles
Day 8	Management accounting Vs.Cost accounting Vs.Financial accounting
Day 9	Revision of topics done till today
Day 10	Advantages of management accounting
Day 11	Limitations of Management accounting
Day 12	Tools and Techniques of Management accounting
Day 13	Revision of Chapter 1
Day 14	Financial Statements: Introduction
Day 15	Financial Statements: Types
Day 16	Nature of Financial statements
Day 17	Features of an Ideal Financial Statements
Day 18	Importance of financial statements
Day 19	Limitations of Financial statements
Day 20	Revision of work done till date
Day 21	Meaning of Analysis and interpretations of Financial statements
Day 22	Process of financial analysis
Day 23	Types and approaches of financial statements analysis
Day 24	TEST : CHAPTER 1 MANAGEMENT ACCOUNTING
Day 25	Object or purpose of financial statements analysis
Day 26	Significance and Importance of financial statements analysis
Day 27	Methods of financial statements analysis
Day 28	Comparative financial statements
Day 29	Comparative Balance Sheet
Day 30	Comparative statements of Profit and Loss account
Day 31	Comparative statements of Cost of production
Day 32	Comparative statements of Working Capital
Day 33	Common Size Statement
Day 34	Trend Percentage
Day 35	Revision of complete chapter
Day 36	Ratio analyses: meaning
Day 37	Ratio analyses :objectives
Day 38	Advantages of Ratio analyses
Day 39	Limitations of accounting ratios
Day 40	Classifications of Ratios :liquidity ratios
Day 41	Solvency Ratios
Day 42	Activity Ratios : Stock Turnover Ratio
Day 43	Debtors Turnover Ratio
Day 44	Creditors Turnover Ratio
Day 45	Fixed Assets Turnover Ratio
Day 46	Working Capital Turnover Ratio
Day 47	Profitability Ratios
Day 48	Profitability Ratios based on sales
Day 49	Profitability ratios based upon sales

Day 50	Profitability Ratios based upon sales
Day 51	Profitability Ratios based on investments
Day 52	Profitability ratio based on investments
Day 53	Calculations of missing value in Ratio analysis
Day 54	Revision of complete chapter
Day 55	TEST OF RATIO ANALYSES
Day 56	Cash flow statement; objectives
Day 57	Limitations of cash flow statement
Day 58	difference between cash flow statement and cash budget
Day 59	Procedure of preparing Cash Flow Statement
Day 60	Classification of Cash Flows from Operating Activities
Day 61	Direct and Indirect Method
Day 62	Cash Flow from Investing Activities
Day 63	Cash Flow from Financing Activities
Day 64	Preparation of Cash flow Statement
Day 65	Financial Planning : Meaning , Objectives, Procedure of Financial Planning
Day 66	Characteristics or Principles of a sound financial plan
Day 67	Capital Budgeting : Meaning and Nature
Day 68	Features and kinds of Capital Budgeting Decisions
Day 69	Techniques of Capital Budgeting : ARR method
Day 70	Pay Back Method
Day 71	NPV Method, Profitability Index or PI method
Day 72	IRR method
Day 73	Revision of complete chapter
Day 74	Capital Rationing
Day 75	Capital Rationing
Day 76	Revision of Chapter 1
Day 77	Revision of Chapter 1
Day 78	Revision of Chapter 2
Day 79	Revision of Chapter 2
Day 80	Revision of Chapter 3
Day 81	Revision of Chapter 3
Day 82	Revision of Chapter 4
Day 83	Revision of Chapter 4
Day 84	Revision of Chapter 5
Day 85	Revision of Chapter 5
Day 86	Revision of Chapter 6
Day 87	Revision of Chapter 7
Day 88	Revision of Chapter 7
Day 89	Revision of Chapter 8
Day 90	Complete Revision

Name of the professor Ms Monika Bhatia ClassAndSection:B.Com(H) 1STsem Subject: Financial Accounting	
Day 1	Introduction of syllabus
Day 2	Introduction of Accounts
Day 3	Introduction of accounting
Day 4	Meaning of accounts and accounting
Day 5	Characteristics and functions of accounting
Day 6	different branches of accounting
Day 7	Objectives of accounting
Day 8	Uses of accounting
Day 9	Difference between book keeping, accounting and accountancy
Day 10	Advantages of accounting
Day 11	Limitations of accounting
Day 12	Basic terms of accounting
Day 13	Bases of accounting
Day 14	Meaning of accounting concept
Day 15	Different accounting concepts
Day 16	Accounting conventions
Day 17	Limitations of accounting principles
Day 18	Double entry system
Day 19	Basic concept of journal
Day 20	Rule of journal entries
Day 21	Practical problems regarding journal entries
Day 22	Practical problems regarding journal entries
Day 23	Practical problems regarding journal entries
Day 24	Ledger posting
Day 25	Class test
Day 26	Preparation of trial balance
Day 27	Capital and revenue items
Day 28	Depreciation meaning features and causes
Day 29	Fixed installment method
Day 30	practical problems
Day 31	Practical problems
Day 32	practical problems
Day 33	assignment
Day 34	diminishing balance method
Day 35	practical problems
Day 36	practical problems
Day 37	change in method of depreciation
Day 38	practical problems
ay 39	practical problems
Day 40	Maintain provision of depreciation
Day 41	Doubts
Day 42	Provision and reserve
Day 43	Performa of trading account and PL account
Day 44	Performa of balance sheet
Day 45	Various adjustments in final accounts
Day 46	practical problems
Day 47	practical problems
Day 48	practical problems
Day 49	practical problems

Day 50	practical problems
Day 51	practical problems
Day 52	practical problems
Day 53	practical problems
Day 54	Doubts
Day 55	Assignment
Day 56	class test
Day 57	Errors and their rectification theory
Day 58	two sided error
Day 59	one sided errors
Day 60	suspense account
Day 61	effect of rectification on net profit
Day 62	Rectification through profit and loss adjustment account
Day 63	introduction of nonprofit organization
Day 64	practical problems
Day 65	practical problems
Day 66	practical problems
Day 67	practical problems
Day 68	practical problems
Day 69	practical problems
Day 70	practical problems
Day 71	practical problems
Day 72	Doubts
Day 73	Assignment
Day 74	Cash Book
Day 75	Petty cash book
Day 76	Practical problems
Day 77	Self balancing system and sectional balancing system
Day 78	Practical problems
Day 79	Difference between Self balancing system and sectional balancing system
Day 80	Practical problems
Day 81	Subsidiary books
Day 82	Accounting standard
Day 83	Continue
Day 84	Assignment
Day 85	Revision
Day 86	Doubts
Day 87	Doubts
Day 88	Revision
Day 89	revision
Day 90	revision

Name of the professor:Monika Bhatia
B.com (H) 1sem
Business Communication

Day 1	Introduction about Communication
Day 2	Introduction about Busines Communication
Day 3	Characteristics & Functions, Nature of Communication
Day 4	Principal of Busines Communication
Day 5	Objective of Busines Communication
Day 6	Revision
Day 7	Basic forms and process of Busines Communication
Day 8	The Communication process
Day 9	Formal and informal Communication
Day 10	Need and importance of Busines Communication
Day 11	Advantage and disadvantage of formal and informal Communication
Day 12	Difference between formal and informal Communication
Day 13	Types of Busines Communication
Day 14	Downward Communication
Day 15	Media, types ,hurdles of Business Communication
Day 16	Upward Communication
Day 17	Horizontal Communication
Day 18	Diagonal Communication
Day 19	Media of communication
Day 20	spoken communication written communication
Day 21	Non verbal communication
Day 22	Silence, para language ,sign language
Day 23	Electronic media of communication
Day 24	Revision
Day 25	Test of chapter types of business communication
Day 26	Barriers to effective communication
Day 27	Different types of barrier
Day 28	Semantic barrier organisation barriers
Day 29	Aspects in communication barriers
Day 30	How to ourcome communication barriers
Day 31	Other barriers and remedies
Day 32	Guidelines for effective communication
Day 33	of communication
Day 34	10 commands of good communication
Day 35	Writing a project report
Day 36	Meaning introduction features of project
Day 37	Objective and significance of preparing a project report
Day 38	Contents or structure of a project report

Day 39	Specimen of project report
Day 40	Assignment of barriers of effective communication
Day 41	Revision
Day 42	Writing reports on field work visit to industries
Day 43	Meaning of a report features of a report
Day 44	Objectives and importance of report
Day 45	Kinds of business reports oral and written
Day 46	Organisation of a report
Day 47	Characteristics of a good report steps in report writing
Day 48	Parts of a report sample reports on field work
Day 49	Visit to industries checklist for report writing
Day 50	Revision of about chapter
Day 51	Business negotiation
Day 52	Meaning and nature of business negotiation
Day 53	Process and role of communication in negotiation
Day 54	Behaviour of negotiators
Day 55	Guidelines for business negotiation
Day 56	Do's and don'ts of negotiation
Day 57	Revision of above chapter
Day 58	E correspondence
Day 59	Fax advantage and disadvantage
Day 60	Internet application uses of internet advantage disadvantage
Day 61	Production Management - An Introduction
Day 62	key decisions under operation management
Day 63	Planning and Control of Production Process
Day 64	Email , uses of email, understanding how email works
Day 65	Email format advantage and disadvantages of email
Day 66	Email signs and symbols email etiquettes
Day 67	Ensuring safety and smartness in email
Day 68	SMS users applications of SMS
Day 69	Corporate applications of SMS
Day 70	Tele conferencing and video conferencing
Day 71	Internet advantage and disadvantage and application
Day 72	Business letter writing essential features of a business letter
Day 73	Layout of business letter ,guidelines for writing bad news letter
Day 74	Spoken English for business communication
Day 75	Interviewing ,guidelines for interviewer
Day 76	Guidelines for effective telephoning
Day 77	Elements of group discussion guidelines for group discussion
Day 78	Conducting and participating in meetings
Day 79	Presentation of plans
Day 80	Why to make a plan a presentation,Factors affecting presentation
Day 81	tips for making presentation good
Day 82	Modes of delivery of presentation
Day 83	The effective speech, selection of the topic, audience analysis, guidelines for using visual aids
Day 84	overcoming the fear, barriers to public speaking
Day 85	characteristics of a good speech
Day 86	kinds of business letter, request letters, persuasive letters, complaints and adjustments

Day 87	Departmentally communication, office orders, office circulars
Day 88	Good newsletters bad newsletters
Day 89	Revision
Day 90	Revision

Name of the professor: Monika Bhatia	
ClassAndSection B.Com(H) 5th Sem	
Subject: Entrepreneurship & Small Scale Business	
Day 1	Introduction about Entrepreneurship
Day 2	Introduction of entrepreneur and entrepreneurship
Day 3	Characteristics & Functions of Entrepreneur
Day 4	Types of Entrepreneurs
Day 5	Types of Entrepreneurs
Day 6	Difference between entrepreneur, manager and entrepreneur
Day 7	Concept of entrepreneurship
Day 8	The Entrepreneurial process
Day 9	Nature and Characteristics of Entrepreneurship
Day 10	Need and importance of Entrepreneurship
Day 11	Role of an Entrepreneurship in Economic Development
Day 12	Diff. between Entrepreneurship, Employment and Self employment
Day 13	Business Environment - Meaning and Features
Day 14	Components of business environment
Day 15	Components of business environment
Day 16	Environment Scanning and its approaches
Day 17	Techniques used for Environmental Analysis
Day 18	Environment Appraisal
Day 19	Large scale Entrepreneur and its problems
Day 20	Concept of small Enterprises
Day 21	Characteristics and scope of small Entrepreneur
Day 22	Importance of Small Entrepreneur
Day 23	Importance of Small Enterprises in Indian Economy
Day 24	Problems of Small Entrepreneurs
Day 25	Relationship and difference between large and Small Scale enterprise
Day 26	Assignment - Explain importance and problems of Small Scale enterprise
Day 27	Development of Entrepreneurship
Day 28	Objectives of EDPS
Day 29	Course Content of EDP , and Phases of EDPS
Day 30	Problems faced by EDPS and its criteria
Day 31	Consultancy organization and its role
Day 32	Consultancy organization and its role
Day 33	Entrepreneurial motivation
Day 34	Motivation process and Motivation Theories
Day 35	Motivation Theories
Day 36	Opportunity - Meaning and Elements
Day 37	Idea - sources , techniques for generating new business idea
Day 38	Techniques of generating new business idea
Day 39	Creativity and Innovation
Day 40	Types of Thinking mode
Day 41	Diff. or relationship between divergent and convergent thinking
Day 42	Assignment - explain methods of generating ideas
Day 43	Networking marketing
Day 44	Franchising
Day 45	Business Process outsourcing
Day 46	Steps for setting up a new enterprise
Day 47	Steps for setting up a new enterprise
Day 48	Test - Explain the process of setting up new venture

Day 49	Meaning and objectives of Project Report
Day 50	Importance of Project Report
Day 51	Content of project report
Day 52	Precautions while preparing project report
Day 53	Market survey – Introduction
Day 54	Objectives of market survey
Day 55	Process of market survey
Day 56	Preliminary project report
Day 57	Advantages and Content of PPR
Day 58	Meaning and features of management
Day 59	Management functions
Day 60	Functional Areas of Management
Day 61	Production Management - An Introduction
Day 62	key decisions under operation management
Day 63	Planning and Control of Production Process
Day 64	Quality control
Day 65	Growth – An Introduction and its need
Day 66	Retrenchment Strategies
Day 67	Combination Strategies, concentration strategies
Day 68	International Strategies and Crisis in Business Growth
Day 69	Marketing Management and introduction
Day 70	Marketing mix and product mix
Day 71	Product life cycle
Day 72	Price mix, promotion mix and place mix
Day 73	Marketing Consortium
Day 74	Tender Marketing and Incentives and Subsidies
Day 75	Various subsidies in operation & Various assistance program
Day 76	Advantages and problems of incentives and subsidies
Day 77	Taxation benefits to small scale industries
Day 78	Assignment - subsidies for small scale industries in India
Day 79	Institutional support -Introduction & Need
Day 80	Small industries development organization
Day 81	National small industries corporation and small industries service institute
Day 82	District industries center and their functions
Day 83	Small industries development Bank of India and their functions
Day 84	Small scale industries board
Day 85	State industrial development corporations
Day 86	State financial corporation and their functions
Day 87	Revision
Day 88	Revision
Day 89	Revision
Day 90	Revision

Name of the professor: Monika Bhatia ClassAndSection: Bcom (H) 3rd sem Subject:COST ACCOUNTING	
Day 1	Cost Accounting - Introduction
Day 2	Meaning and Definition
Day 3	Nature of Cost Accounting
Day 4	Scope, Functions ,Types
Day 5	Importance and Limitations
Day 6	Instalation of Costing System
Day 7	Financial Accounting, Cost Accounting, Mgt. Accounting
Day 8	Disssussion About Various Statements
Day 9	Doubts
Day 10	Revision of Chapter-1
Day 11	Cost: Elements, Concepts and Classification
Day 12	Material Cost, Labour Cost
Day 13	Expenses, Classification of Overheads
Day 14	Product Cost And Period Cost
Day 15	Revision of Chapter-2
Day 16	Unit and Output Costing -1
Day 17	Cost Sheet
Day 18	Types of cost sheet
Day 19	Illustrations
Day 20	Doubts
Day 21	Production Account
Day 22	Unit and Output Costing-1, Exercise Questions
Day 23	Unit and Output Costing-11, theory
Day 24	Unit and Output Costing-11, Practicals
Day 25	Operating costing/service costing
Day 26	Practical questions and problems

Day 27	Practical questions
Day 28	Reconciliation of cost and Financial Accounts
Day 29	Illustration
Day 30	Additional Illustrations
Day 31	Practical questions
Day 32	Problems solving
Day 33	Revision of Chapter- Reconciliation Chapter
Day 34	Revision of Chapter- Reconciliation Chapter
Day 35	ASSIGNMENT
Day 36	Doubt Clearing Session
Day 37	Material Cost Accounting: Introduction
Day 38	Purchase of Material
Day 39	Purchase Cycle
Day 40	Store Organisation
Day 41	Costing of Material
Day 42	Pricing of Material
Day 43	LIFO, FIFO method
Day 44	Avg. Price Method
Day 45	Other Methods
Day 46	Practical Questions
Day 47	Inventory Introduction
Day 48	Relevant Inventory Control Decision
Day 49	Selective Techniques
Day 50	Practical problems
Day 51	Perpetual Inventory System
Day 52	Revision of Chapter-4
Day 53	Test of Chapter-4
Day 54	Labour Cost Accounting: Introduction
Day 55	Labour Turnover
Day 56	Various methods
Day 57	Various Concepts regarding labour Cost
Day 58	CAS-7
Day 59	Doubts
Day 60	Methods of Wage Payment
Day 61	Time Rate System
Day 62	Piece Rate System
Day 63	Incentive Schemes
Day 64	Premium Bonus Method

Day 65	Group System
Day 66	Other Methods
Day 67	Additional Illustrations
Day 68	Overheads Accounting: Classification of Overheads
Day 69	Collection of Overheads, Treatment of different overhead items
Day 70	CAS-9
Day 71	Problems in Distribution of Overheads
Day 72	Departmentalisation of Overheads
Day 73	Primary Distribution of Overheads
Day 74	Secondary Distribution of Overheads
Day 75	Practicals
Day 76	Absorption of Overheads
Day 77	Methods of Absorption
Day 78	Practicals related to various methods
Day 79	Process costing Introduction meaning nature
Day 80	Practical problems Practical questions
Day 81	Process costing practical questions
Day 82	Process costing-2
Day 83	Practical questions
Day 84	Practical questions and problems
Day 85	Contract costing Introduction meaning features
Day 86	Practical questions with illustration of contract costing
Day 87	Practical questions
Day 88	Practical questions
Day 89	Practical questions
Day 90	Practical questions and doubts

Name of the professor: Ms.Suman Lata Yadav

ClassAndSection: Bcom Pass sec B

Subject:COST ACCOUNTING

Day 1	Cost Accounting - Introduction
Day 2	Meaning and Definition
Day 3	Nature of Cost Accounting
Day 4	Scope, Functions ,Types
Day 5	Importance and Limitations
Day 6	Instalation of Costing System
Day 7	Financial Accounting, Cost Accounting, Mgt. Accounting
Day 8	Disscussion About Various Statements
Day 9	Doubts
Day 10	Revision of Chapter-1
Day 11	Cost: Elements, Concepts and Classification
Day 12	Material Cost, Labour Cost
Day 13	Expenses, Classification of Overheads
Day 14	Product Cost And Period Cost
Day 15	Revision of Chapter-2
Day 16	Unit and Output Costing -1
Day 17	Cost Sheet
Day 18	Types of cost sheet
Day 19	Illustrations
Day 20	Doubts
Day 21	Production Account
Day 22	Unit and Output Costing-1, Exercise Questions
Day 23	Unit and Output Costing-11, theory
Day 24	Unit and Output Costing-11, Practicals
Day 25	Doubt Clearing Session
Day 26	Test of Above Chapter
Day 27	Reconciliation of Cost and Financial Accounts
Day 28	Theory
Day 29	Practicals
Day 30	Reconciliation of Cost and Financial Accounts
Day 31	Theory
Day 32	Practicals
Day 33	Revision of Chapter- Reconciliation Chapter
Day 34	Revision of Chapter- Reconciliation Chapter
Day 35	ASSIGNMENT
Day 36	Doubt Clearing Session
Day 37	Material Cost Accounting: Introduction
Day 38	Purchase of Material
Day 39	Purchase Cycle
Day 40	Store Organisation
Day 41	Costing of Material
Day 42	Pricing of Material
Day 43	LIFO, FIFO method
Day 44	Avg. Price Method
Day 45	Other Methods
Day 46	Practical Questions
Day 47	Inventory Introduction
Day 48	Relevant Inventory Control Decision
Day 49	Selective Techniques
Day 50	Practical problems
Day 51	Perpetual Inventory System
Day 52	Revision of Chapter-4
Day 53	Test of Chapter-4

Day 54	Labour Cost Accounting: Introduction
Day 55	Labour Turnover
Day 56	Various methods
Day 57	Various Concepts regarding labour Cost
Day 58	CAS-7
Day 59	Doubts
Day 60	Methods of Wage Payment
Day 61	Time Rate System
Day 62	Piece Rate System
Day 63	Incentive Schemes
Day 64	Premium Bonus Method
Day 65	Group System
Day 66	Other Methods
Day 67	Additional Illustrations
Day 68	Overheads Accounting: Classification of Overheads
Day 69	Collection of Overheads, Treatment of different overhead items
Day 70	CAS-9
Day 71	Problems in Distribution of Overheads
Day 72	Departmentalisation of Overheads
Day 73	Primary Distribution of Overheads
Day 74	Secondary Distribution of Overheads
Day 75	Practicals
Day 76	Absorption of Overheads
Day 77	Methods of Absorption
Day 78	Practicals related to various methods
Day 79	Machine Hour Rate Method Theory
Day 80	Machine Hour Rate Method Theory
Day 81	Computation of Machine Hour Rate
Day 82	Computation of Machine Hour Rate
Day 83	Additional Illustrations
Day 84	Test of Chapter_Machine Hour Rate
Day 85	Revision
Day 86	Revision
Day 87	Revision
Day 88	Revision
Day 89	Revision
Day 90	Revision

Name of the professor: Suman Lata Yadav	
ClassAndSection: B.Com C.A Final Year Section- (D&E)	
Subject: Financial Market Operation	
Day 1	introduction of the subject
Day 2	introduction of financial system
Day 3	features and functions of financial system
Day 4	Classification of financial system
Day 5	introduction of money market
Day 6	introduction of money market
Day 7	features of money market
Day 8	continue
Day 9	objectives of money market
Day 10	prerequisites for an efficient money market
Day 11	importance of money market
Day 12	continue
Day 13	institutions of money market
Day 14	continue
Day 15	Indian money market
Day 16	Unorganised money market
Day 17	introduction of organised money market
Day 18	various instruments of money market
Day 19	continue
Day 20	The Discount Markets
Day 21	1. SBI. DFHI Ltd.
Day 22	2. STCI
Day 23	limitations of Indian money market
Day 24	measures to reform the Indian money market
Day 25	test -" instruments of money market"
Day 26	introduction of capital market
Day 27	meaning and features of capital market
Day 28	importance and functions of capital market
Day 29	introduction of Indian capital market
Day 30	features of Indian capital market
Day 31	role of capital market in industrial growth
Day 32	Gilt edged market
Day 33	primary dealers and government securities market
Day 34	explanation of new issue market
Day 35	features of new issue market
Day 36	functions of new issue market
Day 37	continue
Day 38	various methods of new issue
Day 39	explanations of public issue through prospectus, offer for sale
Day 40	explanation of private placement IPO right issue
Day 41	explanation of bonus shares and book building
Day 42	Test " explain the various methods of new issue market"
Day 43	explanation of stock option and bought out deals
Day 44	explanation of qualified institutional placement
Day 45	Intermediaries in NIM
Day 46	assignment- " explain the book building process in detail?"
Day 47	meaning and features of stock exchange
Day 48	functions of stock exchange
Day 49	regulations of stock exchange
Day 50	procedure for dealing at stock exchanges

Day 51	continue
Day 52	types of speculators
Day 53	provisions and powers of recognised stock exchange
Day 54	procedure of listing of securities
Day 55	Revision of Stock Exchanges
Day 56	OTCEI
Day 57	NSE
Day 58	assignment- Stock exchange
Day 59	introduction of SEBI
Day 60	guidelines of SEBI
Day 61	guidelines of SEBI
Day 62	Revision
Day 63	meaning of investor and investor protection
Day 64	grievances of investors
Day 65	stock exchange and investor protection
Day 66	company law board
Day 67	SEBI and investor protection
Day 68	assignment - "redressal machinery for investors"
Day 69	Stock Broker - a detail note
Day 70	continue
Day 71	sub broker
Day 72	Market makers
Day 73	Jobbers , Portfolio consultants
Day 74	investment institutions
Day 75	meaning and features of merchant banking
Day 76	functions of merchant banking
Day 77	roles and objectives of merchant banking
Day 78	defaults of merchant bankers and penalty points
Day 79	self regulatory organisation
Day 80	meaning and importance of credit rating agencies
Day 81	credit rating process and its drawbacks
Day 82	credit rating agencies in India
Day 83	development banks features and objectives
Day 84	types of development banks
Day 85	industrial development banks
Day 86	continue
Day 87	Meaning and concept of mutual fund
Day 88	types of mutual fund
Day 89	SEBI guidelines regarding mutual fund
Day 90	Revision

Name of the professor: Rina parshad	
ClassAndSection: M.com 3rd sem	
Subject: Portfolio management	
Day 1	Meaning of portfolio, portfolio management
Day 2	Portfolio management process
Day 3	Different concepts of portfolio
Day 4	Rational of diversification investment
Day 5	Asset allocation strategies
Day 6	Strategic acid allocation
Day 7	Tactical, drifting and balanced asset
Day 8	Portfolio construction and selection
Day 9	Traditional approach
Day 10	Modern approach
Day 11	Active portfolio strategy
Day 12	Passive portfolio strategy
Day 13	Meaning of risk
Day 14	Different types of risk
Day 15	Portfolio risk and return
Day 16	Practical
Day 17	Practical
Day 18	Practical
Day 19	Assignment
Day 20	Assignment
Day 21	The Markowitz concept
Day 22	Assumptions of Markowitz portfolio model
Day 23	Markowitz efficient Frontier
Day 24	Markowitz portfolio construction process
Day 25	Risk free assets in a portfolio
Day 26	Sharpe single index model
Day 27	Original version of William Sharpe model
Day 28	Practical
Day 29	Practical
Day 30	Sharpe optimum portfolio
Day 31	Sharpe vs. Markowitz model
Day 32	Concept of CAPM
Day 33	Concept of risk free assets and risky assets
Day 34	Calculation of Ex-ante returns
Day 35	Assumptions of CAPM
Day 36	Concept of lending and borrowing
Day 37	Concept of leverage and unleveraged
Day 38	Practical
Day 39	Practical
Day 40	CML
Day 41	Practical
Day 42	SML
Day 43	Overvalued undervalued portfolio
Day 44	Practical
Day 45	Practical
Day 46	CAPM validity
Day 47	Factor model theory
Day 48	Arbitrage pricing theory
Day 49	Assumptions of APT
Day 50	Expected return and risk under APT
Day 51	The arbitrage process
Day 52	APT one factor model
Day 53	Portfolio performance evaluation

Day 54	Sharpe ratio
Day 55	Treynor ratio
Day 56	Jensen ratio
Day 57	Portfolio style evaluation
Day 58	Revision
Day 59	Revision
Day 60	Revision
Day 61	Test of Sharpe model
Day 62	Portfolio attribute analysis
Day 63	M2 measures
Day 64	Technique of portfolio revision
Day 65	Formula plan
Day 66	Constant rupee value plan
Day 67	Constant ratio plan
Day 68	Variable ratio plan
Day 69	Rupee cost averaging
Day 70	Behavioral finance
Day 71	Characteristics of behaviour finance
Day 72	Criticism of behaviour finance
Day 73	Types of heuristic driven biases
Day 74	Frame dependence
Day 75	Emotional and social influence
Day 76	Investment strategies of great masters
Day 77	Benjamin grahm
Day 78	Warner buffett
Day 79	John Templeton
Day 80	Peter lynch
Day 81	Devid dreman
Day 82	George soros
Day 83	Indian money monarch
Day 84	Investment decision process and guidelines
Day 85	Continue
Day 86	Continue
Day 87	Continue
Day 88	Revision
Day 89	Revision
Day 90	Revision

Name of the professor: Rina Parshad
Class And Section: B.com (Hons) 1st
semester:- 1st
Subject: Business law

Day 1	Indian contract act 1872 introduction
Day 2	Contract and contract versus agreement
Day 3	Kinds of agreements
Day 4	Void agreement voidable contract
Day 5	Proposal or offer
Day 6	Mental acceptance is no acceptance
Day 7	A stranger to a contract cannot see
Day 8	Contractual capacity of parties
Day 9	Contracts by minors
Day 10	Revision and doubts
Day 11	Free consent of parties
Day 12	Coercion
Day 13	Undue influence
Day 14	Fraud
Day 15	Misrepresentation
Day 16	Mistake
Day 17	Revision
Day 18	Test of free consent of parties
Day 19	Meaning of consideration
Day 20	Agreements opposed to public policy
Day 21	Void agreement
Day 22	Wagering agreements
Day 23	Legal formalities
Day 24	Contingent contract
Day 25	Performance of contract
Day 26	Joint promise and its performance
Day 27	Reciprocal promise and their performance
Day 28	Discharge of contract
Day 29	Indian law of frustration
Day 30	Implied, quasi and constructive contract
Day 31	Breach of contract
Day 32	Kinds of damages
Day 33	Contract of indemnity
Day 34	Contract of guarantee
Day 35	Liability of surety
Day 36	Rights of surety
Day 37	Contracts of bailment
Day 38	Duties and responsibilities of bailor
Day 39	Duties and responsibilities of Bailee
Day 40	Finder of goods
Day 41	Lien
Day 42	Pledge

Day 43	Agency contract
Day 44	Sab agent
Day 45	Co-agent
Day 46	Termination of agency
Day 47	Rights of agent
Day 48	Liability of the agent to third party
Day 49	Sale of goods act 1930
Day 50	Revision
Day 51	Assignment
Day 52	Contract of sale
Day 53	Sale versus agreement to sale
Day 54	Subject matter of sale contract
Day 55	Condition and warranty
Day 56	Doctrine of buyer awareness
Day 57	Transfer of property
Day 58	Transfer of title of goods
Day 59	Performance of contract of sale
Day 60	Acceptance of delivery
Day 61	Unpaid seller
Day 62	Suits For breach of contract
Day 63	Continue..
Day 64	Continue..
Day 65	Revision
Day 66	Consequences of breach of contract
Day 67	Meaning of consumer protection
Day 68	Some important definition
Day 69	Consumer exploitation
Day 70	Right to consumer
Day 71	Need and importance of consumer protection
Day 72	Consumer protection councils
Day 73	Revision
Day 74	Redressal of consumer disputes
Day 75	Continue
Day 76	Continue
Day 77	National commission
Day 78	Penalties
Day 79	Consumer protection act 2019
Day 80	Continue
Day 81	Continue
Day 82	Revision
Day 83	Revision
Day 84	Revision
Day 85	Revision
Day 86	Revision
Day 87	Revision
Day 88	Revision
Day 89	Revision
Day 90	Revision

Name of the Professor: RinaParshad	
Class And Section: B.com(Hons) 3rd semester	
Subject: Principles of marketing	
Day 1	Introduction of marketing
Day 2	Core concept of marketing
Day 3	Nature of marketing
Day 4	Scope of marketing
Day 5	Importance of marketing
Day 6	Selling versus marketing
Day 7	Different concepts of marketing
Day 8	Modern concept of marketing
Day 9	Difference between traditional and modern concepts of marketing
Day 10	Meaning of market segmentation
Day 11	Methods of market segmentation
Day 12	Basis or criteria for market segmentation
Day 13	Strategies of market segmentation
Day 14	Difference between product differentiation and market segmentation
Day 15	Product positioning
Day 16	Target market
Day 17	Revision
Day 18	Revision
Day 19	Test of 1 st chapter
Day 20	Meaning of consumer behaviour
Day 21	Scope of consumer behaviour
Day 22	Behaviour of Indian consumer
Day 23	Meaning and nature of product
Day 24	Levels of product
Day 25	Industrial product
Day 26	Modern product classification
Day 27	Meaning of product
Day 28	Optimum product mix
Day 29	Product differentiation
Day 30	Meaning of product identification
Day 31	Meaning of branding
Day 32	Advantage and disadvantage of branding
Day 33	Meaning of packaging

Day 34	Classification of packaging
Day 35	Strategy related to packaging
Day 36	Labelling
Day 37	Revision
Day 38	Revision
Day 39	Test of consumer behaviour
Day 40	Meaning and feature of product life cycle
Day 41	PLC stages
Day 42	Marketing strategies during PLC
Day 43	Meaning and nature of new product
Day 44	New product development process
Day 45	Test
Day 46	Meaning and nature of pricing of product
Day 47	Pricing objective
Day 48	Pricing policy
Day 49	Factors affecting pricing decision
Day 50	Pricing methods
Day 51	Discount policy
Day 52	Meaning and definition of promotion
Day 53	Difference between selling promotion and sales promotion
Day 54	Importance of promotion mix
Day 55	Meaning of advertising
Day 56	Objective of advertising
Day 57	Functions of advertising
Day 58	Limitation of advertising
Day 59	Revision
Day 60	Meaning and feature of personal selling
Day 61	Functions of personal selling
Day 62	Personal selling process
Day 63	Importance of personal selling
Day 64	Meaning and feature of sales promotion
Day 65	Methods of sales promotion
Day 66	Revision
Day 67	Revision
Day 68	Publicity
Day 69	Public relation
Day 70	Concepts of distribution channel
Day 71	Types of distribution channels
Day 72	Non-conventional channels of distribution
Day 73	Factors affecting the choice of distribution channels
Day 74	Policies and strategies of distribution
Day 75	Revision
Day 76	Revision
Day 77	Revision
Day 78	Revision
Day 79	Revision
Day 80	Revision
Day 81	Revision
Day 82	Revision

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

Name of the professor: Rina parshad
Class And Section: B.com (Hons)
5th semester
Subject: Investment management

Day 1	Introduction and meaning of investment
Day 2	Investment versus speculation
Day 3	Investment versus gambling
Day 4	Objective of investment and security
Day 5	Classification of investments
Day 6	Investment Avenue
Day 7	Continue
Day 8	Continue
Day 9	Continue
Day 10	Types of financial assets
Day 11	Features of an ideal investment program
Day 12	Principles of portfolio management
Day 13	Factors affecting investment decision
Day 14	Security analysis
Day 15	Return on investment
Day 16	Rate of return
Day 17	Global investment
Day 18	Diversification
Day 19	Investment strategies
Day 20	Meaning of risk
Day 21	Risk versus uncertainty, causes of risk
Day 22	Types of risk
Day 23	Risk and expected return
Day 24	Measurement of risk
Day 25	Risk and return of a portfolio
Day 26	Effects of combining the security
Day 27	Change in portfolio proportion
Day 28	Identification of investment opportunities
Day 29	Investment strategies
Day 30	Investment philosophy
Day 31	Approaches to investment
Day 32	Growth investment
Day 33	Value investment
Day 34	Meaning of efficient market theory
Day 35	Random walk theory
Day 36	Efficient market hypothesis
Day 37	Weak form and its test
Day 38	Semi strong form and its test

Day 39	Strong form and its test
Day 40	Random walk model technical analysis and fundamental analysis
Day 41	The six lessons of market efficiency
Day 42	Meaning and assumptions of technical analysis
Day 43	To send techniques of technical analysis
Day 44	Dow theory
Day 45	Chatting
Day 46	Moving average analysis
Day 47	New high new low, short selling theory
Day 48	Advanced decline theory, relative strength
Day 49	Credit balance theory, the filter rules
Day 50	Resistance and support level, head and shoulder pattern
Day 51	Double top formation double bottom formation
Day 52	Confidence index, odd lot trading
Day 53	Evaluation of technical analysis
Day 54	Meaning and objective of fundamental analysis
Day 55	Intrinsic value
Day 56	Economic analysis
Day 57	Tools for economic analysis
Day 58	Revision
Day 59	Revision
Day 60	Economic forecasting
Day 61	Test of technical analysis
Day 62	Meaning of industry analysis
Day 63	Factors of industrial analysis
Day 64	Evaluation of industry analysis
Day 65	Company analysis
Day 66	Financial indicator
Day 67	Non-financial indicator
Day 68	Tools for company analysis
Day 69	Appraisal of fundamental analysis, technical vs fundamental analysis
Day 70	Revision
Day 71	Definition and characteristic of stock market
Day 72	Functions of stock exchange
Day 73	Benefits of stock exchange
Day 74	Listing of security
Day 75	Central listing authority
Day 76	Trading in stock market
Day 77	Online stock trading
Day 78	Functionaries of stock exchange
Day 79	Stock exchange of India
Day 80	Derivatives and needs for derivatives
Day 81	Call option put option
Day 82	Forward contract
Day 83	Future contract
Day 84	Swaps Contract
Day 85	Revision
Day 86	Revision
Day 87	Revision
Day 88	Revision

Day 89	Revision
Day 90	Revision

Name of the professor: Dr. Neetu Sharma

Class and Section: B.COM (H)

1st Sem Subject: Business

Organization

Day 1	Orientation of the Students
Day 2	Introduction of the Syllabus
Day 3	Introduction of Business organization
Day 4	Introduction of employment and difference between business, profession and employment
Day 5	Objective of business
Day 6	Foundation of Indian Business spectrum of Business Activities
Day 7	Meaning of industry and their types
Day 8	Introduction of commerce and trade and their inter relationship
Day 9	Introduction of Manufacturing and service Sectors
Day 10	India's experience of globalization
Day 11	India's experience of globalization continue..
Day 12	Liberalization
Day 13	Liberalization continue
Day 14	privatization
Day 15	Privatization continue
Day 16	Multinational corporations
Day 17	Multinational corporations continue
Day 18	Global and international corporations
Day 19	Indian transnational Enterprises
Day 20	Indian transnational Enterprises continue
Day 21	Assignment on Foundation of Indian Business spectrum of Business Activities
Day 22	Assignment on Foundation of Indian Business spectrum of Business Activities

Day 23	Networking marketing
Day 24	Networking marketing continue
Day 25	Principles and essentials of Networking marketing
Day 26	Franchising
Day 27	Franchising continue
Day 28	E-commerce, introduction
Day 29	E-commerce advantages, disadvantages, issues, digital signature
Day 30	M-commerce
Day 31	Business Process Outsourcing
Day 32	Business Process Outsourcing continue
Day 33	Process of setting up a business enterprise
Day 34	Opportunity and idea generation
Day 35	Test of Entrepreneurial opportunities in contemporary business environment: Networking marketing, Franchising
Day 36	role of creativity and innovation
Day 37	Feasibility study and preparation of business plan
Day 38	Feasibility study and preparation of business plan continue
Day 39	Oral test of Business Process Outsourcing, E-commerce and M-commerce
Day 40	Functional aspects of business
Day 41	Administrative: Choice of a suitable form of business
Day 42	ownership
Day 43	Administrative: Choice of a suitable form of business
Day 44	ownership continue
Day 45	Administrative: Choice of a suitable form of business
Day 46	ownership continue
Day 47	Starting and operating small venturing enterprises Operations
Day 48	Starting and operating small venturing enterprises Operations continue
Day 49	Starting and operating small venturing enterprises Operations continue
Day 50	business size and location decisions

Day 51	business size and location decisions continue
Day 52	business size and location decisions continue
Day 53	Test on Choice of a suitable form of business
Day 54	ownership
Day 55	Lay out: mass production
Day 56	Lay out: mass production continue
Day 57	Lay out: mass production continue
Day 58	mass customization
Day 59	mass customization continue
Day 60	Productivity
Day 61	Productivity continue
Day 62	Quality
Day 63	Quality continue
Day 64	Assignment on Starting and operating small venturing enterprises Operations: business size and location decisions
Day 65	Assignment on Starting and operating small venturing enterprises Operations: business size and location decisions
Day 66	Logistics
Day 67	Introduction of marketing
Day 68	Marketing concept
Day 69	consumer behaviour
Day 70	Product, types, process
Day 71	pricing decisions
Day 72	Distribution channel
Day 73	Finance: Money
Day 74	Introduction of banking
Day 75	Financial management
Day 76	Financial management continue
Day 77	risk management , securities markets , insurance

Day 78	Introduction of human resources ,
Day 79	Training,
Day 80	staffing
Day 81	Compensation,
Day 82	methods of calculations
Day 83	Assignment on financial management
Day 84	Assignment on financial management
Day 85	Revision of syllabus
Day 86	Revision of syllabus
Day 87	Revision of syllabus
Day 88	Revision of syllabus
Day 89	Revision of syllabus
Day 90	Revision of syllabus

Name of the professor: Dr. Neetu Sharma

Class and Section: B.COM (H)

3rd Sem Subject: Corporate

Accounting

Day 1	Orientation Programmed
Day 2	Issue of shares -Introduction, Types of company
Day 3	Types of shares, Issue of shares , Book Building
Day 4	Shares issued at par and premium
Day 5	Calls in arrear, calls in advance
Day 6	Oversubscription of shares
Day 7	Forfeiture of shares & re- issue
Day 8	Practical Questions
Day 9	Practical Questions
Day 10	Practical Questions
Day 11	Oversubscription & pro-rata allotment
Day 12	Practical Questions
Day 13	Practical Questions
Day 14	Practical Questions
Day 15	Practical Questions
Day 16	Buy Back of shares
Day 17	Practical Questions
Day 18	Right Shares
Day 19	Redemption of Preference Shares-Introduction & accounting treatment
Day 20	Test-Issue of Shares
Day 21	Calls in arrear, Redemption of partly paid shares
Day 22	Bonus shares

Day 23	Profit and loss prior to incorporation
Day 24	Practical Questions
Day 25	Practical problems
Day 26	Issue of Debentures-Meaning & Types
Day 27	Issue of debentures as collateral security, interest on debenture
Day 28	Redemption of Debentures
Day 29	Assignment-Buy Back Of Shares
Day 30	Methods of Redemption- By lump sum payment
Day 31	Creation of Sinking Fund or Debenture Redemption Fund
Day 32	Practical Questions
Day 33	Redemption of debentures by draw of lots
Day 34	Practical Questions
Day 35	Redemption of debentures by conversion into shares
Day 36	Purchase of own debentures in open market
Day 37	Practical Questions
Day 38	Ex-Interest & cum Interest
Day 39	Practical Questions
Day 40	Practical problems
Day 41	Valuation of Goodwill-Meaning, Origin, Need
Day 42	Methods of valuation of goodwill-Average profit method
Day 43	Super profit method
Day 44	Practical Questions
Day 45	Capitalization Method
Day 46	Practical Questions
Day 47	Purchase Consideration & Annuity Method
Day 48	Practical problems
Day 49	Valuation of Shares-Introduction, Factors affecting valuation of shares

Day 50	Methods of valuation of shares-Net Asset Method
Day 51	Practical Questions
Day 52	Test-Valuation of Goodwill
Day 53	Practical Questions
Day 54	Dividend Yield Method
Day 55	Practical Questions
Day 56	Earning Capacity Method
Day 57	Practical Questions
Day 58	Average Method
Day 59	Practical Questions
Day 60	Holding company
Day 61	Calculation of minority interest and goodwill
Day 62	Practical problems
Day 63	Treatment of inter owing transactions
Day 64	Practical problems
Day 65	Practical problems
Day 66	Treatment of dividend
Day 67	Practical problems
Day 68	Practical problems
Day 69	Practical problems
Day 70	Practical problems
Day 71	P&L Prior to Incorporation- Introduction & calculation of ratios
Day 72	Practical Questions
Day 73	Practical Questions
Day 74	Test-Issue of Debentures
Day 75	Practical Questions
Day 76	Practical problems

Day 77	Final Accounts of companies-Introduction
Day 78	Performa of Balance Sheet- Explanation
Day 79	Performa of Balance Sheet- Explanation
Day 80	Practical Questions
Day 81	Practical Questions
Day 82	Performa of P& L A/c- Explanation
Day 83	Practical Questions
Day 84	Practical Questions
Day 85	Practical problems
Day 86	Revision
Day 87	Revision
Day 88	Revision
Day 89	Revision
Day 90	Revision

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Name of the professor: Dr. Neetu Sharma

Class and Section: B.COM (H)

5th Sem Subject: Financial

Management

Day 1	Orientation
Day 2	Introduction of The Syllabus
Day 3	Introduction of financial management
Day 4	Meaning, function,
Day 5	Profit maximization approach
Day 6	Profit maximization approach cont...
Day 7	wealth maximization approach
Day 8	wealth maximization approach cont...
Day 9	Scope
Day 10	objectives
Day 11	Financial management and financial accounting
Day 12	Financial planning
Day 13	Financial planning cont...
Day 14	Financial planning continue
Day 15	Capitalization meaning and theories
Day 16	Capitalization meaning and theories
Day 17	Capitalization meaning and theories cont....
Day 18	Over capitalization
Day 19	Over capitalization
Day 20	Under capitalization
Day 21	Under capitalization cont...
Day 22	Watered capital
Day 23	Cost of capital: Significance, meaning

Day 24	Calculation of Cost of debt
Day 25	Practical problems
Day 26	Practical problems
Day 27	Calculation of cost of preference shares
Day 28	Practical problems
Day 29	Practical problems
Day 30	Calculation of cost of equity shares
Day 31	Practical problems
Day 32	Practical problems
Day 33	Weighted average cost of capital
Day 34	Practical problems
Day 35	Practical problems
Day 36	Practical problems
Day 37	Assignment on introduction of financial management
Day 38	Assignment on introduction of financial management
Day 39	Leverage analysis: Operating
Day 40	Financial and composite leverage
Day 41	Practical problems
Day 42	Practical problems
Day 43	Practical problems
Day 44	Practical problems
Day 45	Test of cost of capital
Day 46	EBIT and EPS analysis
Day 47	Practical problems
Day 48	Indifference level
Day 49	Practical problems
Day 50	Financial break even analysis
Day 51	Practical problems
Day 52	Practical problems

Day 53	Capital Structure: Meaning, theories
Day 54	Net income approach
Day 55	Practical problems
Day 56	Net operating income approach
Day 57	Practical problems
Day 58	Traditional approach
Day 59	Practical problems
Day 60	MM approach
Day 61	Practical problems
Day 62	Practical problems
Day 63	Working Capital: meaning; nature
Day 64	determinants, significance
Day 65	Fixed and fluctuating working capital
Day 66	Calculation of working capital Practical problems
Day 67	Practical problems
Day 68	Practical problems
Day 69	Practical problems
Day 70	Test of working capital
Day 71	Dividend Decisions: Meaning; types
Day 72	determinants and theories
Day 73	Walter model
Day 74	Practical problems
Day 75	Gorden model
Day 76	Practical problems
Day 77	MM approach
Day 78	Practical problems
Day 79	Arbitrage process
Day 80	Practical problems

Day 81	Cash management
Day 82	Practical problems
Day 83	cash management models
Day 84	Practical problems
Day 85	Receivable management
Day 86	Practical problems
Day 87	inventory management
Day 88	Methods of inventory management
Day 89	Practical problems
Day 90	revision

Name of the professor: Dr. Neetu Sharma

Class and Section: B.COM (H) 5th Sem

Subject: Contemporary issues in commerce

Day 1	Orientation of the Students
Day 2	Introduction Of The Syllabus
Day 3	Introduction of Contemporary Issues in Commerce
Day 4	Balance of Payment
Day 5	Balance of Payment continue
Day 6	Balance of Payment continue
Day 7	Deficit Financing
Day 8	Deficit Financing continue
Day 9	Deficit Financing continue
Day 10	Discussion of topics related to practical file
Day 11	Discussion of topics related to practical file
Day 12	Tax Regulations & Economic Growth
Day 13	Tax Regulations & Economic Growth continue
Day 14	Tax Regulations & Economic Growth continue
Day 15	Role of Micro Finance in Rural Development
Day 16	Role of Micro Finance in Rural Development continue
Day 17	Role of Micro Finance in Rural Development continue
Day 18	Role of Micro Finance in Rural Development continue
Day 19	Corporate Social Responsibility
Day 20	Corporate Social Responsibility continue
Day 21	Corporate Social Responsibility continue
Day 22	Ethics and Accountability

Day 23	Discussion of topics related to practical file
Day 24	Discussion of topics related to practical file
Day 25	Information and Communication Technology
Day 26	E- Learning : An Effective Tool in Present Educational Scenario
Day 27	E- Learning : An Effective Tool in Present Educational Scenario
Day 28	E- Learning : An Effective Tool in Present Educational Scenario continue
Day 29	Test on Balance of Payment and Corporate Social Responsibility
Day 30	Mobile Communication : A Revolutionary tool in I.T
Day 31	Mobile Communication : A Revolutionary tool in I.T cont...
Day 32	Financial Innovations
Day 33	Financial Innovations continue
Day 34	Financial Innovations continue
Day 35	Global Financial Crisis
Day 36	Global Financial Crisis continue
Day 37	Global Financial Crisis continue
Day 38	Recent trends in Banking and Financial Services
Day 39	Recent trends in Banking and Financial Services continue
Day 40	Recent trends in Banking and Financial Services continue
Day 41	Recent trends in Banking and Financial Services continue
Day 42	Recent trends in Banking and Financial Services continue
Day 43	Test on Financial Innovations
Day 44	Practical file in lab
Day 45	Practical file in lab
Day 46	Practical file in lab
Day 47	Practical file in lab
Day 48	Reshaping Rural Marketing
Day 49	Reshaping Rural Marketing continue
Day 50	Reshaping Rural Marketing continue
Day 51	Practical file in lab

Day 52	Practical file in lab
Day 53	Modern Retailing Challenges in India
Day 54	Modern Retailing Challenges in India continue
Day 55	Modern Retailing Challenges in India continue
Day 56	Marketing through Social Networking Websites
Day 57	Marketing through Social Networking Websites continue
Day 58	Practical file in lab
Day 59	Practical file in lab
Day 60	Practical file in lab
Day 61	Evolving E- Marketing in India
Day 62	Evolving E- Marketing in India continue
Day 63	Practical file in lab
Day 64	Practical file in lab
Day 65	Practical file in lab
Day 66	Challenges in Managing Workforce Diversity
Day 67	Challenges in Managing Workforce Diversity continue
Day 68	Challenges in Managing Workforce Diversity continue
Day 69	Human Resource Accounting and Audit
Day 70	Human Resource Accounting and Audit continue
Day 71	HR challenges in Managing Technological Changes
Day 72	Practical file in lab
Day 73	Practical file in lab
Day 74	Practical file in lab
Day 75	Presentation of file's topic
Day 76	Presentation of file's topic
Day 77	Presentation of file's topic
Day 78	Presentation of file's topic
Day 79	Presentation of file's topic

Day 80	Presentation of file's topic
Day 81	Presentation of file's topic
Day 82	Presentation of file's topic
Day 83	Presentation of file's topic
Day 84	Presentation of file's topic
Day 85	Presentation of file's topic
Day 86	Presentation of file's topic
Day 87	Revision
Day 88	Revision
Day 89	Revision
Day 90	Revision

Name of the professor: SONI VERMA	
ClassAndSection: BCOM CA SEC D & E	
Subject:BRF	
Day 1	Introduction to Indian Contract Act
Day 2	Fundamental Definitions
Day 3	Meaning of contract, contract vs. agreement
Day 4	Elements of valid contract
Day 5	Kinds of agreement
Day 6	Meaning of proposal and its features
Day 7	Legal rules of proposal
Day 8	Acceptance and its rules
Day 9	Communication and revocation
Day 10	Special conditions of acceptance
Day 11	Meaning of contractual capacity and legal rules of minor
Day 12	Person of unsound mind , other disqualified person
Day 13	Contracts by minors ,its legal position
Day 14	Introduction to consent
Day 15	Coercion
Day 16	Undue influence
Day 17	Fraud
Day 18	TEST
Day 19	Misrepresentation
Day 20	TYPES OF IT
Day 21	Consideration and its elements
Day 22	Exception and adequacy of consideration
Day 23	Agreement opposed to public policy
Day 24	Void agreement
Day 25	Agreement opposed to public policy
Day 26	Discharge of contract introduction
Day 27	Discharge by performance ,mutual consent
Day 28	Discharge by impossibility of performance
Day 29	Discharge by lapse of time ,by breach
Day 30	Agreement in restraint of marriage ,trade and legal proceedings
Day 31	ASSIGNMENT
Day 32	Wagering agreement , agreement to do impossible acts
Day 33	Legal formalities
Day 34	Introduction to contingent contract, features
Day 35	Introduction to performance of contract
Day 36	Joint promise ,Time and place for performance
Day 37	Reciprocal promise
Day 38	Apportionment of payment
Day 39	Doubts
Day 40	Class test
Day 41	Contract of bailment
Day 42	Features of bailment
Day 43	Types of it
Day 44	Responsibility and duties of bailor
Day 45	Rights of bailor
Day 46	Duties of bailee

Day 47	Rights of bailee
Day 48	Lien
Day 49	Pledge
Day 50	Finder of goods
Day 51	Rights of finder of goods
Day 52	Particular lien and General Lien
Day 53	Doubt Class
Day 54	Test
Day 55	Introduction to consumer protection act, features
Day 56	Objectives of act ,important definitions
Day 57	Types of consumer problems and rights
Day 58	Consumer protection councils
Day 59	District forum
Day 60	District forum
Day 61	District forum
Day 62	DOUBT CLASS
Day 63	ASSIGNMENT
Day 64	state commission
Day 65	National commission
Day 66	Doctrine of frustration
Day 67	Doctrine of frustration
Day 68	Implied contract and its features
Day 69	Types of implied contract
Day 70	Introduction to breach of contract
Day 71	Remedies available to aggrieved party
Day 72	Kinds of damage-exemplary and nominal
Day 73	Liquidated and interest as damage
Day 74	Difference between types of damages
Day 75	Introduction to contract of indemnity
Day 76	Rights of indemnity holder ,indemnifier
Day 77	Contract of guarantee
Day 78	Discharge of surety from liability
Day 79	Consideration for guarantee contract, revocation of it.
Day 80	Revision
Day 81	Revision
Day 82	Revision
Day 83	Revision
Day 84	Revision
Day 85	Revision
Day 86	Revision
Day 87	Revision
Day 88	Revision
Day 89	Revision
Day 90	Revision

Name of the professor: Soni Verma	
ClassAndSection: B com CA Sec D	
Subject:COST ACCOUNTING	
Day 1	Cost Accounting - Introduction
Day 2	Meaning and Definition
Day 3	Nature of Cost Accounting
Day 4	Scope, Functions ,Types
Day 5	Importance and Limitations
Day 6	Instalation of Costing System
Day 7	Financial Accounting, Cost Accounting, Mgt. Accounting
Day 8	Discussion About Various Statements
Day 9	Doubts
Day 10	Revision of Chapter-1
Day 11	Cost: Elements, Concepts and Classification
Day 12	Material Cost, Labour Cost
Day 13	Expenses, Classification of Overheads
Day 14	Product Cost And Period Cost
Day 15	Revision of Chapter-2
Day 16	Unit and Output Costing -1
Day 17	Cost Sheet
Day 18	Types of cost sheet
Day 19	Illustrations
Day 20	Doubts
Day 21	Production Account
Day 22	Unit and Output Costing-1, Exercise Questions
Day 23	Unit and Output Costing-11, theory
Day 24	Unit and Output Costing-11, Practicals
Day 25	Doubt Clearing Session
Day 26	Test of Above Chapter
Day 27	Reconciliation of Cost and Financial Accounts
Day 28	Theory
Day 29	Practicals
Day 30	Reconciliation of Cost and Financial Accounts
Day 31	Theory
Day 32	Practicals
Day 33	Revision of Chapter- Reconciliation Chapter
Day 34	Revision of Chapter- Reconciliation Chapter
Day 35	ASSIGNMENT
Day 36	Doubt Clearing Session
Day 37	Material Cost Accounting: Introduction
Day 38	Purchase of Material
Day 39	Purchase Cycle
Day 40	Store Organisation
Day 41	Costing of Material

Day 42	Pricing of Material
Day 43	LIFO, FIFO method
Day 44	Avg. Price Method
Day 45	Other Methods
Day 46	Practical Questions
Day 47	Inventory Introduction
Day 48	Relevant Inventory Control Decision
Day 49	Selective Techniques
Day 50	Practical problems
Day 51	Perpetual Inventory System
Day 52	Revision of Chapter-4
Day 53	Test of Chapter-4
Day 54	Labour Cost Accounting: Introduction
Day 55	Labour Turnover
Day 56	Various methods
Day 57	Various Concepts regarding labour Cost
Day 58	CAS-7
Day 59	Doubts
Day 60	Methods of Wage Payment
Day 61	Time Rate System
Day 62	Piece Rate System
Day 63	Incentive Schemes
Day 64	Premium Bonus Method
Day 65	Group System
Day 66	Other Methods
Day 67	Additional Illustrations
Day 68	Overheads Accounting: Classification of Overheads
Day 69	Collection of Overheads, Treatment of different overhead items
Day 70	CAS-9
Day 71	Problems in Distribution of Overheads
Day 72	Departmentalisation of Overheads
Day 73	Primary Distribution of Overheads
Day 74	Secondary Distribution of Overheads
Day 75	Practicals
Day 76	Absorption of Overheads
Day 77	Methods of Absorption
Day 78	Practicals related to various methods
Day 79	Machine Hour Rate Method Theory
Day 80	Machine Hour Rate Method Theory
Day 81	Computation of Machine Hour Rate
Day 82	Computation of Machine Hour Rate
Day 83	Additional Illustrations
Day 84	Test of Chapter_Machine Hour Rate
Day 85	Revision
Day 86	Revision

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

Name of the professor: Soni Verma	
ClassAndSection: Bcom Pass sec B	
Subject:COST ACCOUNTING	
Day 1	Cost Accounting - Introduction
Day 2	Meaning and Definition
Day 3	Nature of Cost Accounting
Day 4	Scope, Functions ,Types
Day 5	Importance and Limitations
Day 6	Instalation of Costing System
Day 7	Financial Accounting, Cost Accounting, Mgt. Accounting
Day 8	Disssussion About Various Statements
Day 9	Doubts
Day 10	Revision of Chapter-1
Day 11	Cost: Elements, Concepts and Classification
Day 12	Material Cost, Labour Cost
Day 13	Expenses, Classification of Overheads
Day 14	Product Cost And Period Cost
Day 15	Revision of Chapter-2
Day 16	Unit and Output Costing -1
Day 17	Cost Sheet
Day 18	Types of cost sheet
Day 19	Illustrations
Day 20	Doubts
Day 21	Production Account
Day 22	Unit and Output Costing-1, Exercise Questions
Day 23	Unit and Output Costing-11, theory
Day 24	Unit and Output Costing-11, Practicals
Day 25	Doubt Clearing Session
Day 26	Test of Above Chapter
Day 27	Reconciliation of Cost and Financial Accounts
Day 28	Theory
Day 29	Practicals
Day 30	Reconciliation of Cost and Financial Accounts
Day 31	Theory
Day 32	Practicals
Day 33	Revision of Chapter- Reconciliation Chapter
Day 34	Revision of Chapter- Reconciliation Chapter
Day 35	ASSIGNMENT
Day 36	Doubt Clearing Session
Day 37	Material Cost Accounting: Introduction
Day 38	Purchase of Material
Day 39	Purchase Cycle
Day 40	Store Organisation
Day 41	Costing of Material
Day 42	Pricing of Material
Day 43	LIFO, FIFO method
Day 44	Avg. Price Method
Day 45	Other Methods
Day 46	Practical Questions
Day 47	Inventory Introduction
Day 48	Relevant Inventory Control Decision
Day 49	Selective Techniques
Day 50	Practical problems
Day 51	Perpetual Inventory System
Day 52	Revision of Chapter-4
Day 53	Test of Chapter-4

Day 54	Labour Cost Accounting: Introduction
Day 55	Labour Turnover
Day 56	Various methods
Day 57	Various Concepts regarding labour Cost
Day 58	CAS-7
Day 59	Doubts
Day 60	Methods of Wage Payment
Day 61	Time Rate System
Day 62	Piece Rate System
Day 63	Incentive Schemes
Day 64	Premium Bonus Method
Day 65	Group System
Day 66	Other Methods
Day 67	Additional Illustrations
Day 68	Overheads Accounting: Classification of Overheads
Day 69	Collection of Overheads, Treatment of different overhead items
Day 70	CAS-9
Day 71	Problems in Distribution of Overheads
Day 72	Departmentalisation of Overheads
Day 73	Primary Distribution of Overheads
Day 74	Secondary Distribution of Overheads
Day 75	Practicals
Day 76	Absorption of Overheads
Day 77	Methods of Absorption
Day 78	Practicals related to various methods
Day 79	Machine Hour Rate Method Theory
Day 80	Machine Hour Rate Method Theory
Day 81	Computation of Machine Hour Rate
Day 82	Computation of Machine Hour Rate
Day 83	Additional Illustrations
Day 84	Test of Chapter_Machine Hour Rate
Day 85	Revision
Day 86	Revision
Day 87	Revision
Day 88	Revision
Day 89	Revision
Day 90	Revision

Name of the professor: Monika Singla
ClassAndSection: B.Com (CA) D, E
Subject: Business Statistics

Day 1	Orientation Of The Students
Day 2	Meaning of statistics
Day 3	Nature of statistics and its functions
Day 4	Uses and importance of statistics
Day 5	Limitations and distrust of statistics
Day 6	Meaning of Primary and Secondary Data
Day 7	Methods of Collecting Primary Data
Day 8	Methods of collecting primary and secondary data
Day 9	Precautions in the use of secondary data
Day 10	Classification of Data:-meaning and its objectives
Day 11	Methods of classification
Day 12	Methods of classification
Day 13	Practical Problems
Day 14	Practical Problems
Day 15	Practical Problems
Day 16	Doubts
Day 17	Types of Presentation of Data: Tabulation
Day 18	Solved Examples discuss in class
Day 19	Solved examples discuss in class
Day 20	Solved examples discuss in class
Day 21	Practical Problems
Day 22	Practical Problems
Day 23	Practical Problems
Day 24	Diagrammatic Presentation of Data: Bar Diagrams
Day 25	Practical Problems
Day 26	Practical Problems
Day 27	Types of Bar Diagram: Practical Problems
Day 28	Rectangular Diagrams
Day 29	Practical Problems
Day 30	Test: Introduction to Statistics
Day 31	Pie Diagrams
Day 32	Practical Problems
Day 33	Graphic Presentation of Data: Utility & Types
Day 34	Practical Problems
Day 35	Frequency Distribution Graphs
Day 36	Practical Problems
Day 37	Practical Problems
Day 38	Practical Problems
Day 39	Measures of Central Tendency : Types of Averages
Day 40	Discuss Solved Examples in class
Day 41	Discuss Solved Examples in class
Day 42	Practical Problems
Day 43	Practical Problems
Day 44	Doubts
Day 45	Practical Problems
Day 46	Practical Problems
Day 47	Practical Problems
Day 48	Measures of Dispersion: Methods of Measuring Dispersion
Day 49	Practical Problems
Day 50	Mean Deviation: Solved Examples

Day 51	Practical Problems
Day 52	Doubts
Day 53	Standard Deviation: solved Examples
Day 54	Practical Problems
Day 55	Doubts
Day 56	Practical Problems
Day 57	Doubts
Day 58	Skewness : Types & Measures of Skewness
Day 59	Discuss Solved Examples in class
Day 60	Test : Measures of Central Tendency
Day 61	Practical Problems
Day 62	Doubts
Day 63	Practical Problems
Day 64	Moments about Mean: Practical Problems
Day 65	Moments about Assumed Mean: Practical Problems
Day 66	Utility Moments,
Day 67	Meaning of Kurtosis, Measures of Kurtosis
Day 68	Practical Problems and Doubts
Day 69	Practical Problems and Doubts
Day 70	Sheppard correction of grouping error
Day 71	Correlation-introduction, utility, types
Day 72	Correlation and causation, degree of correlation
Day 73	Methods of correlation-graphic method
Day 74	Algebraic method-Karl Pearson's Coefficient of correlation
Day 75	Practical Problems and Doubts
Day 76	Practical Problems and Doubts
Day 77	Calculation of coefficient of correlation in group data
Day 78	Spearman's Rank correlation
Day 79	Concurrent Deviation Method
Day 80	Practical Problems and Doubts
Day 81	Practical Problems and Doubts
Day 82	Practical Problems and Doubts
Day 83	Regression- meaning, utility,difference between correlation and regression
Day 84	Types of regression analysis
Day 85	Methods of obtaining regression lines
Day 86	Regression equation
Day 87	Practical Problems and Doubts
Day 88	Practical Problems and Doubts
Day 89	Obtaining mean value and correlation coefficient using regression equations
Day 90	Standard error of estimate

Name of the Teacher: Ms.Monika Singla

Class: B.Com. III (Pass) (Semester V)

Name of Subject: International Business Environment (Paper Code -5.06)

DAY 1	INTRODUCTION
DAY 2	International Business Environment- An Introduction of the Subject
DAY 3	Unit 1 : Recent global trends in international trade
DAY 4	Global trends in international finance
DAY 5	<i>Recent</i> global trends in international trade
DAY 6	<i>Recent</i> global trends in international trade and finance (continue)
DAY 7	<i>Recent</i> global trends in international trade and finance (continue)
DAY 8	Dimensions of IB
DAY 9	Modes of IB
DAY 10	Structure of IB environment-1
DAY 11	Structure of IB environment-2
DAY 12	Structure of IB environment-3
DAY 13	Risk in IB -1
DAY 14	Risk in IB-2
DAY 15	Risk in IB 3
DAY 16	Motives for internationalization of firms-1
DAY 17	Motives for internationalization of firms-2
DAY 18	Organizational structure for IB-1
DAY 19	Organizational structure for IB-2
DAY 20	World trading system and impact of WTO-1
DAY 21	World trading system and impact of WTO-2
DAY 22	World trading system and impact of WTO-3
DAY 23	Revision of chapters
DAY 24	Assignments based on the chapters
DAY 25	Class Test
DAY 26	Unit 2: Foreign market entry strategies
DAY 27	Country evaluation and selection-1
DAY 28	Country evaluation and selection-2
DAY 29	Factors affecting foreign investment decisions
DAY 30	Impact of FDI on home countries -1
DAY 31	Impact of FDI on home countries -2
DAY 32	Impact of FDI on host countries -1
DAY 33	Impact of FDI on host countries -2
DAY 34	Revision of chapters
DAY 35	Assignments based on the chapters
DAY 36	Class Test
DAY 37	Unit 4 : International staffing decisions
DAY 38	Compensation of expatriate staff
DAY 39	Performance appraisal of expatriate staff-1
DAY 40	Performance appraisal of expatriate staff-2
DAY 41	Ethical dilemmas
DAY 42	Social responsibility issues 1
DAY 43	Social responsibility issues 2
DAY 44	Revision of chapters
DAY 45	Assignments based on the chapters
DAY 46	Class Test
DAY 47	Unit 3: Product and branding decisions-1
DAY 48	Product and branding decisions-2
DAY 49	Managing distribution channels-1
DAY 50	Managing distribution channels-2
DAY 51	International promotion mix and pricing decisions-1
DAY 52	International promotion mix and pricing decisions-2

DAY 53	counter trade practices
DAY54	Mechanism of international trade transactions -1
DAY 55	Mechanism of international trade transactions-2
DAY 56	Revision of chapters
DAY 57	Assignments based on the chapters
DAY 58	Class Test
DAY 59	Unit 2: Types and motives for foreign collaboration-1
DAY 60	Types and motives for foreign collaboration-2
DAY 61	Control mechanisms in IB-1
DAY 62	Control mechanisms in IB-2
DAY 63	Unit 4: Harmonizing accounting difference across countries
DAY 64	Currency translation methods for consolidating financial statements-1
DAY 65	Currency translation methods for consolidating financial statements-2
DAY 66	LESSARD-LORANGE Model
DAY 67	Cross cultural challenges in IB-1
DAY 68	Cross cultural challenges in IB-2
DAY 69	Revision of chapters
DAY 70	Assignments
DAY 71	Class Test
DAY 72	Unit 3: Decisions concerning global manufacturing
DAY 73	Decisions concerning global material management
DAY 74	Outsourcing factors
DAY 75	Managing global supply chains 1
DAY 76	Managing global supply chains 2
DAY 77	Unit 1: Barriers to IB
DAY 78	International business information
DAY 79	International business communication
DAY 80	Global financial system
DAY 81	Exchange rate systems
DAY 82	REVISION
DAY 83	REVISION
DAY 84	Revision of Short Answer Questions -1
DAY 85	Revision of Short Answer Questions -2
DAY 86	Doubts & Tips for Preparation for Final Examination
DAY 87	Final Revision of subject
DAY 88	Revision of Long Answer Questions -1
DAY 89	Revision of Long Answer Questions -2
DAY 90	Tips for Preparation for Final Examination

Name of the professor: Komal Kapoor	
Class And Section: Bcom CA 1 Year	
Subject: Business economics	
Day 1	Introduction of economics
Day 2	What is economy and economic problems
Day 3	Basic problems of an economy
Day 4	Production possibility curve
Day 7	Uses or shift in production possibility curve
Day 8	Working of price mechanism
Day 9	Role of price mechanism in capitalist economy
Day 10	Role of price mechanism in socialist economy
Day 11	Role of price mechanism in mixed economy
Day 12	Limitations of price mechanism
Day 13	class test
Day 14	Meaning of demand and elasticity of demand
Day 15	Types of elasticity of demand
Day 16	degrees of price elasticity of demand
Day 17	Measurement of price elasticity of demand
Day 19	Relationship between TR,MR, AR
Day 20	Factors affecting price elasticity of demand
Day 21	Income elasticity of demand
Day 22	Cross elasticity of demand
Day 23	Cross elasticity of demand
Day 24	Importance of price elasticity of demand
Day 25	Doubts
Day 27	Assignment
Day 28	Supply meaning schedule and curve
Day 29	Law of supply
Day 30	elements of supply
Day 31	Elements of supply
Day 33	factors influencing elasticity of supply
Day 34	what is production function
Day 35	What is production function
Day 38	Law of production
Day 39	Law of variable proportion
Day 40	Returns to factor
Day 47	Returns to scale
Day 48	Isoquant curve and returns to factor isoquant curve and returns to scale
Day 49	Difference between returns to factor and returns to scale
Day 50	Economies and diseconomies of scale
Day 51	Doubts and assignments
Day 52	Class test
Day 53	Introduction of Isoquant curve
Day 54	Properties of Isoquant curve
Day 55	Producers equilibrium
Day 56	Difference between isoquant curve and indifference curve
Day 57	concepts of cost
Day 58	Traditional Theories of cost
Day 59	Why average cost is U shaped Relationship between AC and MC
Day 60	Cost in short run and long run
Day 61	Relationship between Short run and long run average cost
Day 62	Modern theory of cost
Day 63	Assignment
Day 64	Concept of utility analysis , Relation between TU and MU
Day 65	law of diminishing marginal utility

Day 66	Derivation of demand curve with the help of Law of diminishing marginal utility
Day 67	Consumer equilibrium , determination of consumer equilibrium
Day 68	Derivation of demand curve with the help of law of equi marginal utility
Day 69	Criticism of cardinal utility
Day 70	Introduction of Indifference curve analysis , law of diminishing marginal rate of substitution
Day 71	Properties of indifference curve analysis, budget line
Day 72	Consumer equilibrium through indifference curve analysis
Day 73	Income effect , income consumption curve
Day 74	Substitution effect: Slutsky approach
Day 75	Hicks approach
Day 76	Price effect
Day 77	Separation of price effect and Income effect
Day 78	Price consumption curve
Day 79	Derivation of demand curve through indifference curve
Day 80	Comparison between utility and indifference curve
Day 81	Uses and criticism of indifference curve
Day 82	Class test
Day 83	Meaning and features of market
Day 84	Monopoly and monopolistic competitionmarket
Day 85	Duopoly and oligopoly market
Day 86	Difference between perfect competition, monopoly and monopolistic competition
Day 87	Class test
Day 88	Revision
Day 89	Revision
Day 90	Revision

Name of the professor: Ms. Komal Kapoor	
Class And Section: Bcom 1 Year	
Subject: Business Management	
Day 1	Human activities introduction
Day 2	economic and noneconomic activities
Day 3	business meaning and features
Day 4	Profession meaning and features
Day 7	employment meaning and features
Day 8	difference between business profession and employment
Day 9	Business system
Day 10	Objectives of business
Day 11	Concepts of business
Day 12	Business activities introduction
Day 13	Industry and its types
Day 14	Commerce and its components
Day 15	Management introduction and nature
Day 16	functions of management
Day 17	Process and significance of management
Day 19	management and social responsibility
Day 20	Management as a profession
Day 21	Management as a science and an art
Day 22	Development of management thought an introduction
Day 23	Classical approach
Day 24	Evaluation of scientific approach
Day 25	Administrative approach
Day 27	Bureaucratic management
Day 28	Neoclassical approach
Day 29	Evaluation of human relation approach
Day 30	behavioral science approach
Day 31	Behavioral science approach
Day 33	Contingency approach
Day 34	Assignment
Day 35	Planning introduction end nature
Day 38	Importance and process
Day 39	Principles of planning
Day 40	Criticism of planning
Day 41	Requisites of effective planning
Day 42	Types of plans
Day 43	On the basis of use
Day 44	On the basis of level and broadness
Day 45	Features importance and guidelines of setting objectives
Day 46	policies
Day 47	Rules
Day 48	Strategies
Day 49	Ad hoc plans
Day 50	Oral test
Day 51	Decision making meaning and nature
Day 52	process of decision making
Day 53	Types of decision making
Day 54	Techniques
Day 55	Importance and principles
Day 56	Decision making in practice and Occasions for decision making

Day 57	Management by objectives
Day 58	Features and importance
Day 59	process of management by objectives
Day 60	Organising meaning and features
Day 61	Formal organising
Day 62	Principles and significance of Organising
Day 63	Functional foremanship and committee organization
Day 64	Departmentation
Day 65	Need and Importance of departmentation
Day 66	Methods of departmentation
Day 67	Continue
Day 68	continue
Day 69	Oral test
Day 70	Authority meaning
Day 71	Elements of delegation of authority
Day 72	Process of delegation of authority
Day 73	Class Test
Day 74	Assignment
Day 75	Importance of delegation of authority
Day 76	Obstacles of Delegation of authority
Day 77	Suggestions to overcome obstacles
Day 78	Decentralization meaning and features
Day 79	Difference between decentralization and delegation
Day 80	Factors affecting decentralization
Day 81	principles of decentralization
Day 82	Importance of decentralization
Day 83	centralization
Day 84	Difference between centralization and decentralization
Day 85	Assignment
Day 86	Doubts
Day 87	Class test
Day 88	Revision
Day 89	Revision
Day 90	Revision

Name of the professor: Monika Poswal ClassAndSection:B.Com (pass) B,C Subject: Business Statistics	
Day 1	Orientation Of The Students
Day 2	Meaning of statistics
Day 3	Nature of statistics and its functions
Day 4	Uses and importance of statistics
Day 5	Limitations and distrust of statistics
Day 6	Meaning of Primary and Secondary Data
Day 7	Methods of Collecting Primary Data
Day 8	Methods of collecting primary and secondary data
Day 9	Precautions in the use of secondary data
Day 10	Classification of Data:-meaning and its objectives
Day 11	Methods of classification
Day 12	Methods of classification
Day 13	Practical Problems
Day 14	Practical Problems
Day 15	Practical Problems
Day 16	Doubts
Day 17	Types of Presentation of Data: Tabulation
Day 18	Solved Examples discuss in class
Day 19	Solved examples discuss in class
Day 20	Solved examples discuss in class
Day 21	Practical Problems
Day 22	Practical Problems
Day 23	Practical Problems
Day 24	Diagrammatic Presentation of Data: Bar Diagrams
Day 25	Practical Problems
Day 26	Practical Problems
Day 27	Types of Bar Diagram: Practical Problems
Day 28	Rectangular Diagrams
Day 29	Practical Problems
Day 30	Test: Introduction to Statistics
Day 31	Pie Diagrams
Day 32	Practical Problems
Day 33	Graphic Presentation of Data: Utility& Types
Day 34	Practical Problems
Day 35	Frequency Distribution Graphs
Day 36	Practical Problems
Day 37	Practical Problems
Day 38	Practical Problems
Day 39	Measures of Central Tendency : Types of Averages
Day 40	Discuss Solved Examples in class
Day 41	Discuss Solved Examples in class
Day 42	Practical Problems
Day 43	Practical Problems
Day 44	Doubts
Day 45	Practical Problems
Day 46	Practical Problems
Day 47	Practical Problems
Day 48	Measures of Dispersion: Methods of Measuring Dispersion

Day 49	Practical Problems
Day 50	Mean Deviation: Solved Examples
Day 51	Practical Problems
Day 52	Doubts
Day 53	Standard Deviation: solved Examples
Day 54	Practical Problems
Day 55	Doubts
Day 56	Practical Problems
Day 57	Doubts
Day 58	Skewness : Types & Measures of Skewness
Day 59	Discuss Solved Examples in class
Day 60	Test : Measures of Central Tendency
Day 61	Practical Problems
Day 62	Doubts
Day 63	Practical Problems
Day 64	Moments about Mean: Practical Problems
Day 65	Moments about Assumed Mean: Practical Problems
Day 66	Utility Moments,
Day 67	Meaning of Kurtosis, Measures of Kurtosis
Day 68	Practical Problems and Doubts
Day 69	Practical Problems and Doubts
Day 70	Sheppard correction of grouping error
Day 71	Correlation-introduction, utility, types
Day 72	Correlation and causation, degree of correlation
Day 73	Methods of correlation-graphic method
Day 74	Algebraic method-Karl Pearson's Coefficient of correlation
Day 75	Practical Problems and Doubts
Day 76	Practical Problems and Doubts
Day 77	Calculation of coefficient of correlation in group data
Day 78	Spearman's Rank correlation
Day 79	Concurrent Deviation Method
Day 80	Practical Problems and Doubts
Day 81	Practical Problems and Doubts
Day 82	Practical Problems and Doubts
Day 83	Regression- meaning, utility,difference between correlation and regression
Day 84	Types of regression analysis
Day 85	Methods of obtaining regression lines
Day 86	Regression equation
Day 87	Practical Problems and Doubts
Day 88	Practical Problems and Doubts
Day 89	Obtaining mean value and correlation coefficient using regression equations
Day 90	Standard error of estimate

Name of the professor: Monika Poswal	
Class And Section: B.Com Pass First Year Sec – A	
Subject: Business Communication	
Day 1	Orientation Of The Students
Day 2	Introduction of syllabus
Day 3	Meaning of communication
Day 4	What is business communication?
Day 5	Functions of business communication
Day 6	Basic forms of communication
Day 7	Communication process in detail
Day 8	Assignment on the topic business communication and its functions
Day 9	Prerequisites of successful effective communication
Day 10	Prerequisites of successful effective communication
Day 11	Principles of effective communication
Day 12	Principles of effective communication
Day 13	What is miscommunication?
Day 14	How does miscommunication arise?
Day 15	Barriers in effective business communication
Day 16	Different types of barriers
Day 17	How to remove barriers?
Day 18	How to improve communication?
Day 19	Presentation on types of barriers
Day 20	Introduction of ethical communication, meaning of ethical communication
Day 21	Significance of ethical communication
Day 22	Factors influencing ethical communication
Day 23	Organization values and communication ethics dilemma
Day 24	Advantages of ethical communication
Day 25	Introduction of letter writing in business communication
Day 26	Planning the business letter
Day 27	Physical appearances of business letter and its layout or formats
Day 28	Format or letter writing and parts of a business letter
Day 29	History of technological developments for modern forms of communication
Day 30	Challenges by new technologies
Day 31	What is E-mail? Uses of E-mail
Day 32	How E-mail works ?
Day 33	Advantages and disadvantages of E-mail
Day 34	Guidelines and etiquette for writing E-mail
Day 35	Understanding the internet, E-mail signs and symbols
Day 36	What is a bad news letter?
Day 37	Purpose of a bad news letter
Day 38	Tone of a bad news letter
Day 39	Planning for a bad news letter
Day 40	Types of bad news letter
Day 41	What is persuasiveness
Day 42	Foundation of persuasive letters
Day 43	Planning for persuasive letters
Day 44	AIDA formula
Day 45	Types of persuasive letters
Day 46	Sales letter
Day 47	Collection letter
Day 48	Test of AIDA formula
Day 49	Format of a memorandum
Day 50	Conditions for a good memorandum
Day 51	Types of memorandums
Day 52	Advantages of memorandum
Day 53	Why people don't read?

Day 54	Definition-meetings
Day 55	Notice and agenda of the meeting
Day 56	Agenda
Day 57	Minutes of meeting
Day 58	Minutes of meeting
Day 59	Class test
Day 60	Prepare for the meeting
Day 61	Introduction of Report Writing
Day 62	Short Report, Long Report
Day 63	Abstracts, Summary, Proposal
Day 64	What is reading?
Day 65	Reading context and process of reading
Day 66	Reading context and process of reading
Day 67	What are Reading Skills ? Reading Group of words
Day 68	Efficient reading Strategy,SQ3R reading methods
Day 69	Speed Reading, 3C'S of reading Skil
Day 70	Importance & Nature of Listening
Day 71	Poor Listening Habits
Day 72	Cost of ineffective Listening
Day 73	Cost of ineffective Listening
Day 74	How to listen ?
Day 75	Advantages & Barriers to Listening
Day 76	Tips for effective Note Making
Day 77	Methods of Note Making
Day 78	Understand what you want to achieve, uncomfortable phase
Day 79	Basic principles & ways of delivering message
Day 80	Consideration of personal aspects & audience analysis
Day 81	Hints & tips for effective persuasive speaking
Day 82	Use of voice ,adapting the style , final phase
Day 83	Types of non-verbal communication, Body Language
Day 84	Nature of Body Language
Day 85	Types of Body Language
Day 86	Function & Significance of body language
Day 87	Ethical dilemmas in communication
Day 88	In communication challenges to the organization made by new technologies
Day 89	REVISION
Day 90	REVISION

Name of the professor: Ms. Monika poswal
Class And Section: Bcom(p) 1 Year C
Subject: Business Management

Day 1	Human activities introduction
Day 2	economic and noneconomic activities
Day 3	business meaning and features
Day 4	Profession meaning and features
Day 7	employment meaning and features
Day 8	difference between business profession and employment
Day 9	Business system
Day 10	Objectives of business
Day 11	Concepts of business
Day 12	Business activities introduction
Day 13	Industry and its types
Day 14	Commerce and its components
Day 15	Management introduction and nature
Day 16	functions of management
Day 17	Process and significance of management
Day 19	management and social responsibility
Day 20	Management as a profession
Day 21	Management as a science and an art
Day 22	Development of management thought an introduction
Day 23	Classical approach
Day 24	Evaluation of scientific approach
Day 25	Administrative approach
Day 27	Bureaucratic management
Day 28	Neoclassical approach
Day 29	Evaluation of human relation approach
Day 30	behavioral science approach
Day 31	Behavioral science approach
Day 33	Contingency approach
Day 34	Assignment
Day 35	Planning introduction end nature
Day 38	Importance and process
Day 39	Principles of planning
Day 40	Criticism of planning
Day 41	Requisites of effective planning
Day 42	Types of plans
Day 43	On the basis of use
Day 44	On the basis of level and broadness
Day 45	Features importance and guidelines of setting objectives
Day 46	policies
Day 47	Rules
Day 48	Strategies
Day 49	Ad hoc plans
Day 50	Oral test
Day 51	Decision making meaning and nature
Day 52	process of decision making
Day 53	Types of decision making
Day 54	Techniques
Day 55	Importance and principles
Day 56	Decision making in practice and Occasions for decision making
Day 57	Management by objectives
Day 58	Features and importance
Day 59	process of management by objectives
Day 60	Organising meaning and features

Day 61	Formal organising
Day 62	Principles and significance of Organising
Day 63	Functional foremanship and committee organization
Day 64	Departmentation
Day 65	Need and Importance of departmentation
Day 66	Methods of departmentation
Day 67	Continue
Day 68	continue
Day 69	Oral test
Day 70	Authority meaning
Day 71	Elements of delegation of authority
Day 72	Process of delegation of authority
Day 73	Class Test
Day 74	Assignment
Day 75	Importance of delegation of authority
Day 76	Obstacles of Delegation of authority
Day 77	Suggestions to overcome obstacles
Day 78	Decentralization meaning and features
Day 79	Difference between decentralization and delegation
Day 80	Factors affecting decentralization
Day 81	principles of decentralization
Day 82	Importance of decentralization
Day 83	centralization
Day 84	Difference between centralization and decentralization
Day 85	Assignment
Day 86	Doubts
Day 87	Class test
Day 88	Revision
Day 89	Revision
Day 90	Revision

Name of the professor: Rachna Poswal	
ClassAndSection: B.Com Pass 2nd Year Section - A	
Subject: Basics of retailing	
Day 1	Introduction, meaning and definition of retailing
Day 2	Characteristics of retailing
Day 3	Scope of retailing
Day 4	Importance of retailing
Day 5	Continue
Day 6	Introduction -Growth of retailing
Day 7	Difference between organized and unorganised retail sector
Day 8	Indian Retail Revolution -Growth and present size
Day 9	Continue
Day 10	Some top retailers in India
Day 11	Indian Retail Sector -some important facts
Day 12	Continue
Day 13	Reasons of growth of retail sector in India
Day 14	Present structure of retail in India
Day 15	Challenges for retail sector in present state
Day 16	Continue
Day 17	Future of retailing in India
Day 18	Career options in retailing -introduction
Day 19	Essential qualifications and skills required for a career in retailing
Day 20	Different career options in retailing
Day 21	Career as small retailer -entrepreneurship
Day 22	Institutes offering retail courses
Day 23	Technology induction in retailing -Introduction
Day 24	Need for IT induction in retailing ,IT induction in retailing
Day 25	Tools and techniques of IT
Day 26	Advantages and limitations of IT induction in retailing
Day 27	Assignment -Retailing meaning, nature and IT induction
Day 28	Retailing -types
Day 29	Different types Of retailing
Day 30	Continue
Day 31	Retailing stores – introduction
Day 32	Stores classified by owners
Day 33	Stores classified by merchandising categories
Day 34	Retail formats -Tradition and modern
Day 35	Store based formats
Day 36	Non store based formats
Day 37	Cash and carry business - introduction and nature
Day 38	Advantages and scope of cash and carry business
Day 39	Retailing model-franchisor franchisee
Day 40	Features of the Model
Day 41	Classification and Types of Franchising
Day 42	Franchising model in India
Day 43	Retailing model-directly owned
Day 44	Features of the model
Day 45	Advantages and disadvantages
Day 46	Retailing concepts - wheel of retailing
Day 47	Stages of the wheel of retailing
Day 48	Retailing life cycle
Day 49	Wheel of retailing vs. Retailing life cycle
Day 50	Conflicts with other retailers, sources and features

Day 51	Types of conflicts
Day 52	Cooperation with other retailers
Day 53	Management of retailing - introduction
Day 54	Various dimensions of management of retailing operations
Day 55	Retail management – introduction and features
Day 56	Functions of retailing management
Day 57	Strategic retail management process
Day 58	Decision areas of retail strategy
Day 59	Implementing the retail strategy
Day 60	Test:wheel of retailing and retailing life cycle
Day 61	The total performance model
Day 62	Retail planning – introduction
Day 63	Key elements of a good retail planning
Day 64	Types of retail planning
Day 65	Importance of retail planning
Day 66	Objectives of retail planning
Day 67	Strategic retail plan
Day 68	Retail action plan
Day 69	Retail action plans -various types
Day 70	Developing retail strategy - introduction
Day 71	Types of retailing strategy
Day 72	Developing retailing strategy-steps
Day 73	Importance and objectives of retailing strategy
Day 74	Retail pricing strategy ,objectives in pricing
Day 75	Factors affecting retail pricing strategy
Day 76	Developing a retail pricing strategy
Day 77	Methods of pricing strategies
Day 78	Retail location strategies
Day 79	Importance of retail location strategies
Day 80	Retail location strategies and decisions
Day 81	Continue
Day 82	Location assessment techniques
Day 83	Continue
Day 84	Revision
Day 85	Revision
Day 86	Test :developing retailing strategies
Day 87	Revision
Day 88	Revision
Day 89	Test : Wheel of retailing
Day 90	Revision

Name of the professor: Ms. Rachna Poswal

Class and Section: B.Com (P) 3rd
sem.,C

Subject: CORPORATE LAW - I

Day 1	Topic to be Covered
Day 2	Introduction with students
Day 3	Meaning and Characteristics of Company
Day 4	Meaning and Characteristics of Company
Day 5	Advantages of Joint Stock Company
Day 6	Advantages of Joint Stock Company
Day 7	Disadvantage of Joint Stock Company
Day 8	Lifting the Corporate Veil
Day 9	Types of Companies
Day 10	Types of Companies
Day 11	Types of Companies
Day 12	Revision of the chapter
Day 13	Meaning of Article of Association and its Importance
Day 14	Features
Day 15	Obligations to register articles
Day 16	Forms or legal requirement of AOA
Day 17	Content of AOA
Day 18	Alteration of AOA
Day 19	Alteration of AOA
Day 20	Legal effects of MOA & AOA
Day 21	Legal effects of MOA & AOA
Day 22	Relationship between MOA & AOA
Day 23	Doctrine of Constructive Notice
Day 24	Doctrine of indoor management
Day 25	Doctrine of indoor management
Day 26	Doctrine of Ultra –Vires
Day 27	Doctrine of Ultra –Vires
Day 28	Doubts and revision
Day 29	Class test
Day 30	Privileges and Exemptions of Private Company
Day 31	Privileges and Exemptions of Private Company
Day 32	Privileges and Exemptions of Private Company
Day 33	Procedure of conversion
Day 34	Conversion of a private Company into Public Company
Day 35	Conversion of a private Company into Public Company
Day 36	Conversion of a private Company into Public Company
Day 37	Revision of chapter
Day 38	Assignment in class
Day 39	Test
Day 40	What is Formation of Company
Day 41	Stages of Formation of a Company
Day 42	Meaning and Definition of Promotion of a Company
Day 43	Stages of Promotion
Day 44	Who is Promoters, Meaning and Definition of Promoters
Day 45	Characteristics of Promoter
Day 46	Functions of promoters
Day 47	Legal Position of Promoter
Day 48	Legal Position of Promoter

Day 49	Importance of the Promoter
Day 50	Right of Promoters
Day 51	Liabilities of promoters
Day 52	Duties of promoters
Day 53	ASSIGNMENT
Day 54	Remuneration and Types of Promoters
Day 55	Preliminary Contracts
Day 56	Registration of a Company
Day 57	Registration of a Company
Day 58	Promoters and registration
Day 59	Registration of a Company
Day 60	Capital Subscription
Day 61	Presentation of Students (Roll No. 61-70)
Day 62	Presentation of Students (Roll No. 70-80)
Day 63	Presentation of Students (Roll No. 80-90)
Day 64	Presentation of Students (Roll No. 90-100)
Day 65	Presentation of Students (Roll No. 100-110)
Day 66	Presentation of Students (Roll No. 110-124)
Day 67	Discussion
Day 68	Prospectus of company
Day 69	Contents of Prospectus
Day 70	Misleading Prospectus
Day 71	Consequences of misleading statements in prospectus
Day 72	Consequences of misleading statements in prospectus
Day 73	Revision class
Day 74	Borrowing Powers of Company
Day 75	Lawful Borrowing
Day 76	Restrictions on Borrowing Powers of a Company
Day 77	Debentures
Day 78	Methods of issuing debentures
Day 79	Charges-meaning and registration
Day 80	Types of charges and effect of non-registration of charges
Day 81	Meaning of Memorandum of Association
Day 82	Its Importance
Day 83	Features of memorandum
Day 84	Forms & legal requirement of MOA
Day 85	Alteration in memorandum of association
Day 86	Alteration in memorandum of association
Day 87	Revision and doubts before exams
Day 88	Revision and doubts before exams
Day 89	Revision and doubts before exams
Day 90	Revision and doubts before exams

Name of the professor: Ms. Shobha Chawla
ClassAndSection: B.Com C.A. 1st yr Sec D
Subject: Operating System and Business Data Processing - I

Day 1	Introduction to Operating System- Overview
Day 2	Introduction to Operating System- Overview
Day 3	Definition & Concept of an Operating System
Day 4	Functions of an Operating System
Day 5	Functions of an Operating System
Day 6	Types of an Operating System
Day 7	Types of an Operating System
Day 8	Components of O.S with reference to DOS (Practical)
Day 9	Components of O.S with reference to DOS (Practical)
Day 10	Operating System as an Extended Machine & Resource Manager
Day 11	Process Management - Definition of Process
Day 12	Process Life Cycle
Day 13	Process Model , Hierarchies and Implementation
Day 14	Multitasking
Day 15	Multiprogramming
Day 16	Multithreading
Day 17	Thread and Process, Life Cycle of Thread
Day 18	Context Switching
Day 19	Task Loader
Day 20	Memory Mgt.(DOS)
Day 21	File Mgt.(DOS)
Day 22	DOS Commands Introduction (Practical)
Day 23	Directory Structure DOS, Directory commands (Practical)
Day 24	Test - Functions of an Operating System, Types of an Operating System
Day 25	Types of Scheduler – short term , medium term , long –term
Day 26	Scheduling Queues
Day 27	Pre-emptive and Non-Preemptive Scheduler
Day 28	Scheduling Algorithms
Day 29	Scheduling Algorithms
Day 30	DOS Commands Introduction (Practical)
Day 31	DOS Commands Introduction (Practical)
Day 32	Memory Management-Introduction
Day 33	Address Binding
Day 34	Dynamic Loading
Day 35	DOS file commands (Practical)
Day 36	DOS file commands (Practical)
Day 37	Dynamic Linking
Day 38	Memory Partition
Day 39	Memory Partition
Day 40	Swapping
Day 41	DOS file commands (Practical)
Day 42	DOS file commands (Practical)
Day 43	Memory Paging
Day 44	Virtual Memory
Day 45	File Management - Introduction
Day 46	File Access Methods
Day 47	DOS file commands (Practical)
Day 48	DOS file commands (Practical)
Day 49	File Types
Day 50	File operations
Day 51	Test
Day 52	File Naming

Day 53	File Protection & Security
Day 54	File Protection & Security
Day 55	Unix operating system – Overview ,features , architecture
Day 56	Practical Session
Day 57	Unix operating system – Overview ,features , architecture
Day 58	User Management in Unix
Day 59	File types, Naming files
Day 60	Unix commands (Practical)
Day 61	Unix commands (Practical)
Day 62	Device Management Introduction
Day 63	Device Management Functions
Day 64	Unix commands (Practical)
Day 65	Unix commands (Practical)
Day 66	Practical Session
Day 67	Input/Output Device & Controllers
Day 68	Input/Output Device & Controllers
Day 69	Interrupt Handlers
Day 70	Disk Scheduling
Day 71	Practical Session
Day 72	Disk Scheduling
Day 73	Unix commands (Practical)
Day 74	Unix commands (Practical)
Day 75	Disk Scheduling
Day 76	Revision
Day 77	Revision
Day 78	Revision
Day 79	Revision
Day 80	Revision
Day 81	Revision
Day 82	Revision
Day 83	Revision
Day 84	Discussion of Old Question Papers
Day 85	Discussion of Old Question Papers
Day 86	Discussion of Old Question Papers
Day 87	Discussion of Old Question Papers
Day 88	Discussion of Old Question Papers
Day 89	Discussion of Old Question Papers
Day 90	Discussion of Old Question Papers

Name of the professor: Ms.ShobhaChawla
ClassAndSection: B.Com C.A. 2ndyr Sec E
Subject: Structural Programming and Computer Graphics -I

Day 1	Introduction
Day 2	Process of Programming (life cycle)
Day 3	Planning the computer Programming
Day 4	Purpose of programming methods
Day 5	Methods of analyzing a program requirements
Day 6	Program Life cycle
Day 7	Algorithm- Advantages & Disadvantages
Day 8	Representation of Algorithms
Day 9	Flowcharts- symbols, level
Day 10	Flowcharts rules, advantage & disadvantages
Day 11	Test
Day 12	Introduction to 'C' language – history , advantages
Day 13	Concept of Structural Programming
Day 14	Basic Constructs of Structural Programming- Sequence ,Selection ,Iterative
Day 15	Introduction to C program (Demo)
Day 16	Practical session
Day 17	Life cycle of C program
Day 18	Data types
Day 19	Constants
Day 20	Variables ,Keywords
Day 21	Practical Session
Day 22	Operators- Arithmetic , Relational, Assignment
Day 23	Increment & Decrement
Day 24	Logical, Conditional
Day 25	Bitwise Operators
Day 26	Type Casting
Day 27	If Statements
Day 28	If Statements
Day 29	If Statements
Day 30	Practical Session
Day 31	Practical Session
Day 32	Switch Statements
Day 33	Switch Statements
Day 34	Goto Statements
Day 35	Revision
Day 36	Practical Session
Day 37	Practical Session
Day 38	Loops- for,while
Day 39	Loops- for,while
Day 40	Loops- for,while
Day 41	Loops- for,while
Day 42	Practical Session
Day 43	Practical Session
Day 44	Do-while
Day 45	do-while
Day 46	do-while
Day 47	Test
Day 48	Arrays , advantages
Day 49	Single dimensional arrays Programs
Day 50	Single dimensional arrays Programs
Day 51	Single dimensional arrays Programs
Day 52	Single dimensional arrays Programs

Day 53	Two dimensional arrays
Day 54	String functions (strrev,strupr, strcat, strcpy, strcmp)
Day 55	String functions (strrev,strupr, strcat, strcpy, strcmp)
Day 56	Practical Session
Day 57	Practical Session
Day 58	String functions (strrev,strupr, strcat, strcpy, strcmp)
Day 59	Programming of these functions without using functions
Day 60	Programming of these functions without using functions
Day 61	Computer Graphics- Definition
Day 62	Role of Graphics in various fields
Day 63	Practical Session
Day 64	Practical Session
Day 65	Role of Graphics in various fields
Day 66	Computer Aided Design / Drafting Package
Day 67	Animators , DTP (Desktop Packages)
Day 68	Types of Graphics
Day 69	Hardware & Software used in Graphics
Day 70	Types of Printer using in DTP
Day 71	Graphics Primitives
Day 72	Graphic Functions
Day 73	Types of Graphics Card
Day 74	Categories of Fonts, Style & Size
Day 75	Practical Session
Day 76	Practical Session
Day 77	Revision
Day 78	Revision
Day 79	Revision
Day 80	Revision
Day 81	Revision
Day 82	Revision
Day 83	Revision
Day 84	Discussion of Old Question Papers
Day 85	Discussion of Old Question Papers
Day 86	Discussion of Old Question Papers
Day 87	Discussion of Old Question Papers
Day 88	Discussion of Old Question Papers
Day 89	Discussion of Old Question Papers
Day 90	Discussion of Old Question Papers

Name of the professor: Ms. Neeru Siwas Class And Section: B.Com (C.A)III Sem Sec D Subject: DBMS I	
Day 1	Introduction to Database system
Day 2	Database System: Basic concepts and definitions
Day 3	Introduction of SQL
Day 4	Data Dictionary, Types Of Data Dictionary,
Day 5	Meta Data, Database, DBMS : Introduction and Definition
Day 6	Operations performed on DBMS System,
Day 7	File Oriented System versus Database System,
Day 8	Lab: Data Manipulation In SQL
Day 9	Lab: Select Command , Column Alias , Concatenation Operator
Day 10	Database system Environment
Day 11	Component of Database system Environment,
Day 12	Advantages And Disadvantages of Database system Environment,
Day 13	Lab: Literal Strings , Eliminating Duplicate Rows, Arithmetic Operator
Day 14	Lab: Special operator and Logical operator
Day 15	Database Languages
Day 16	DDL, DML, Data Control Language(DCL),
Day 17	Transaction Control Language(TCL),
Day 18	Data Query Language(DQL),
Day 19	Advantage and Disadvantage of DBMS,
Day 20	DBA and defined the responsibility of DBA
Day 21	Introduction of DBMS ,Components of DBMS, Database users
Day 22	Lab: Practical File Checking
Day 23	Lab: Practical File Checking
Day 24	File Organization: Basic concept of Files: File Types.
Day 25	File Organization Techniques /Assignment On File Organisation ?
Day 26	Unit II Database System Architecture: Introduction,
Day 27	Lab : Introduction to function
Day 28	Lab : Single Row Function Group Row Function
Day 29	Schema ,Sub Schemas, Instances
Day 30	Data Independence,
Day 31	Data Models,
Day 32	Network And Herarical Model
Day 33	Lab: Test What Is File Organization And What are the various Technique Of File Organization?
Day 34	Lab :Character Functions
Day 35	Relational Model
Day 36	Introduction of DBMS Structure,
Day 37	Components and Functions of DBMS,
Day 38	Lab: Number Function
Day 39	Lab: date Function
Day 40	Levels of Database Architecture
Day 41	Types of Database System(DBMS),
Day 42	Structure of Relational Database
Day 43	Keys of Relations
Day 44	Lab :Date Function
Day 45	Lab: Number Function Continue
Day 46	Introduction to Database Design Unit III
Day 47	: Software Development Life Cycle (SDLC)
Day 48	Development Cost and Structure System Analysis and Design (SSAD)
Day 49	Database Development Life Cycle (DDLDC),
Day 50	Lab: What Is Development Cost and Structure System Analysis and Design (SSAD)? Explain?
Day 51	Lab: Introduction To Joins And Explain Its Various Types?

Day 52	Database Design/, Assignment On Database Development Life Cycle (DDLDC)?
Day 53	Automated Design Tools,
Day 54	Normalization: Normal Forms: 1st, 2nd
Day 55	3rd NF, BCNF, 4NF and 5NF.
Day 56	Test On SDLC?
Day 57	Lab: Joins Continue , Group Function
Day 58	Functional Dependency and Decomposition Techniques
Day 59	Unit IV Query Processing
Day 60	Query Optimization: Techniques:
Day 61	Lab :Group By Clause
Day 62	Lab: having Clause , Insert Statement , Update Statement
Day 63	Transaction Processing/ Assignment On Functional Dependency and Decomposition Techniques
Day 64	Concurrency Control Methods
Day 65	Data Manipulation
Day 66	Test On Normalization ?
Day 67	Lab : Sub Queries, Delete Statement And Merge Statement
Day 68	Structured query language Introduction to Various Command DDL,DML,DCL
Day 69	Create, Modify,
Day 70	Insert, Delete and Update
Day 71	Lab: What Is Normalization? Explain Its Various Form?
Day 72	Lab :DDL Create Table ,Column Constraints ,Default Value
Day 73	Searching and Matching Data from Database
Day 74	Introduction to Oracle Functions
Day 75	Various functions continue....
Day 76	Lab : Alter table Statement
Day 77	Lab: Alter table Statement Continue....
Day 78	Introduction to Oracle Transactions
Day 79	Various command of oracle transaction Revoke, Rollback
Day 80	Various command of oracle transition Commit statements
Day 81	Lab: DCL Roll Back, Save Point, Commit.
Day 82	Lab :Grant And Revoke Statement
Day 83	Discussion of important topics
Day 84	Discussion of important topics
Day 85	Revision
Day 86	Revision
Day 87	Revision
Day 88	Revision
Day 89	Revision
Day 90	Revision

Name of the professor: Ms. Neeru Siwas Class And Section: B.Com (C.A)Vth sem Subject: Essential of E-Commerce	
Day 1	Introduction To E-Commerce, Definition
Day 2	Main Activities Of E- Commerce
Day 3	Lab:- Introduction To E-Commerce
Day 4	Lab:- Use Of E-Commerce
Day 5	Benefits Of E-Commerce ,
Day 6	E-Commerce System
Day 7	E-Commerce System Continues.....
Day 8	Advantages And Disadvantages Of E-Commerce
Day 9	Lab:- Types Of E-Commerce (Overview)
Day 10	Lab:- Business To Business
Day 11	Types Of E-Commerce B2B ,B2C , C2B, B2G, G2C
Day 12	Types Of E-Commerce B2B, B2C , C2B, B2G, G2C Contd...
Day 13	Mobile Commerce Advantages And Disadvantages
Day 14	Lab:- Business To Consumer
Day 15	Lab:- Business To Government,
Day 16	Application Of Mobile Commerce
Day 17	E-Market , Market Place For E -Commerce
Day 18	Future Of Ecommerce
Day 19	Introduction To Portal , E-Commerce Portal, Types Of Portal
Day 20	Lab; Consumer To Consumer
Day 21	Lab:- M-Commerce
Day 22	Advantages And Disadvantages Of Portals
Day 23	Test: What Is E-Commerce? What Are The Types Of Ecommerce? Explain Its Advantages And Disadvantages?
Day 24	Ecommerce I.T Act (Assignment Given On The Topic Of M-Commerce)
Day 25	Lab:- Elements Of E-Commerce
Day 26	Lab:- Elements Of E-Commerce Given On Business
Day 27	Unit 2: Business To Business Electronic Commerce.,
Day 28	Inter Organization Transactions, Instant Messaging
Day 29	Introduction To Electronic Market,
Day 30	Lab:- Online Shopping Stores
Day 31	Lab:- Shopping Websites Visits(Flip kart)
Day 32	Models Of Electronic Market
Day 33	Markets Category,
Day 34	B2b E-Commerce E-Business, Essential Elements Of An Electronic Business
Day 35	Online Shopping, Electronic Tailing, E-Tailing In India,
Day 36	Lab:- Shopping Websites Visits (Amazon)
Day 37	Lab:- Shopping Websites Visits(E Bay)
Day 38	Online Purchasing, B2b Application,Auctions
Day 39	B2b Electronic Commerce Requirements
Day 40	Virtual Supply Technologies,
Day 41	Lab:- Shopping Websites Visits (Snapdeal)
Day 42	Lab:- Shopping Websites Visits (Shop Clues , Myntra)
Day 43	Electronic Applications Categories,
Day 44	Emerging Electronic Market Place,
Day 45	Differentiation In Catalogs For B2B As Opposed To B2C
Day 46	Electronic Data Interchange (EDI): Definition, Benefits Of EDI
Day 47	Test: Explain The Various Models Of Electronic Market?
Day 48	Lab:- Disadvantage Of E-Commerce & Advantages Of E-Commerce
Day 49	Benefits Of EDI, Applications Of EDI.
Day 50	Unit –Iii Business To Commerce Electronic Commerce: Definition And Introduction
Day 51	Security Schemes: Encryptions, Digital Signatures,

Day 52	Security Certificates,
Day 53	Lab:- E- Banking (Assignment Given On The Topic Of Online Purchasing?)
Day 54	Lab:- E-Banking Websites And Their Login Pages
Day 55	Protocols Used In Internet Security; Secure Socket Layer (SSL)
Day 56	Secure Hypertext Transfer Protocol (SHTTP),
Day 57	Secure Electronic Transaction (SET),
Day 58	Modern Payment System: Pc Banking, E-Cash, EFT ,Smarts Cards,
Day 59	Lab : File Checking
Day 60	Lab : Practical On Various Mode Of Electronic Mode Of Payment
Day 61	Credit Cards, Electronic Cheque, Micro Payments
Day 62	E-Shop, Internet Shopping And The Trade Cycle
Day 63	, Advantages And Disadvantages Of Consumer E-Commerce
Day 64	Lab:- Online Purchase Through E-Commerce
Day 65	Lab:- Revision Of Online Purchase
Day 66	Advantages And Disadvantages Of Consumer E-Commerce Continue....
Day 67	Electronic Payment Systems: Introduction, Traditional Payment Systems,
Day 68	Unit – Iv E-Banking/ Online Banking: Introduction, Advantages Of Online Banking
Day 69	Lab:- File Checking
Day 70	Test: What Is Electronic Payments System? What Are The Various Protocols Used In Internet Security
Day 71	Issues In Internet Banking, Tools Of Financial Banking
Day 72	E-Banking Risks,
Day 73	E-Commerce And Internet: Definition,
Day 74	Lab :File Checking
Day 75	Revision
Day 76	Web Resources, ISP, Cookies;
Day 77	Evolution Of The Internet, Internet For Business,
Day 78	Broad Band Technology.
Day 79	Supply Chain Management; Definition
Day 80	Functions Of SCM,
Day 81	Benefits Of SCM
Day 82	, Different Categories Of Supply Chain,
Day 83	Test On OSI Model?
Day 84	E-Commerce Technical Components
Day 85	E-Commerce Technical Components
Day 86	TCP/IP AND OSI Model Protocol
Day 87	Revision Unit I
Day 88	Revision Unit II
Day 89	Revision Unit III
Day 90	Revision Unit IV

Name of the professor:Dr. SakshiGoyal
ClassAndSection:BBA -5TH semester
Subject:Indian Business Environment

Day 1	Introduction of the syllabus
Day 2	Determinants of environment
Day 3	Continue
Day 4	Basic nature of Indian environment system
Day 5	Growth of public and private sector
Day 6	Continue
Day 7	Social responsibility of business
Day 8	Continue
Day 9	Continue
Day 10	Revision
Day 11	Assignment
Day 12	Economic reforms since 1991
Day 13	Continue
Day 14	Review of industrial policy development
Day 15	Continue
Day 16	Continue
Day 17	Pattern of industrial growth since 1991
Day 18	Continue
Day 19	Continue
Day 20	Industrial license policy
Day 21	Continue
Day 22	Revision
Day 23	Test
Day 24	Public sectors reforms
Day 25	Continue
Day 26	Privatization
Day 27	Continue
Day 28	Liberalization
Day 29	Continue
Day 30	Growth and problems of MSME
Day 31	Continue
Day 32	Continue
Day 33	Assignment
Day 34	Test
Day 35	Industrial sickness
Day 36	Continue
Day 37	Continue
Day 38	Development banking overview
Day 39	Continue
Day 40	Continue
Day 41	Current developments
Day 42	Regulations of stock exchanges
Day 43	Continue
Day 44	Continue
Day 45	Role of SEBI
Day 46	Continue
Day 47	Banking sectors reforms
Day 48	Continue
Day 49	Continue
Day 50	Challenges facing public sector banks
Day 51	Continue
Day 52	Continue

Day 53	Growth of non banking FI
Day 54	Continue
Day 55	Continue
Day 56	Changing structure of NBF1
Day 57	Continue
Day 58	Continue
Day 59	Trends and pattern of India foreign trade
Day 60	Continue
Day 61	Balance of payments
Day 62	Continue
Day 63	Latest foreign trade policy
Day 64	Continue
Day 65	Test
Day 66	Assignment
Day 67	India overseas investment
Day 68	Continue
Day 69	Policy towards FDI
Day 70	Continue
Day 71	Continue
Day 72	Globalization trends in Indian economy
Day 73	Continue
Day 74	Continue
Day 75	Role of MNC
Day 76	Continue
Day 77	Continue
Day 78	Impact of multilateral institution
Day 79	Continue
Day 80	Continue
Day 81	World bank
Day 82	Continue
Day 83	WTO
Day 84	Revision
Day 85	Test
Day 86	Assignment
Day 87	Revision
Day 88	Revision
Day 89	Revision
Day 90	Revision

Name of the professor: Sakshi Goyal
Class And Section: BBA-5TH SEMESTER
Subject: Presentation skills & Personality Development

Day 1	Introduction of syllabus
Day 2	Definition of presentation
Day 3	Meaning of presentation
Day 4	Types of presentation
Day 5	continue
Day 6	continue
Day 7	Presentation that deeply involved audience
Day 8	continue
Day 9	continue
Day 10	Presentation that creates excitement
Day 11	continue
Day 12	continue
Day 13	Test
Day 14	Persuasive presentation
Day 15	continue
Day 16	Presentation evoking emotional appeals
Day 17	Presentation that sells a new idea
Day 18	Humours presentation
Day 19	continue
Day 20	Planned and unplanned presentation
Day 21	continue
Day 22	continue
Day 23	Planning a presentation
Day 24	continue
Day 25	Analysinga audience
Day 26	continue
Day 27	Locations of presentation
Day 28	continue
Day 29	Revision
Day 30	Objective of presentation
Day 31	Researching the topic
Day 32	Researching the topic
Day 33	Revision
Day 34	Structuring the presentation
Day 35	continue
Day 36	Presentation notes
Day 37	Presentation notes
Day 38	continue
Day 39	Session plan
Day 40	Methods of presentation
Day 41	continue
Day 42	continue
Day 43	Fishbowl
Day 44	Role play
Day 45	Group discussion
Day 46	Conference and seminar workshop
Day 47	Clinics,brainstorming and stimulation
Day 48	continue
Day 49	Games
Day 50	Questionnaires
Day 51	Delivering presentation
Day 52	continue

Day 53	Presenter effectiveness
Day 54	continue
Day 55	Difficult situations and nerves
Day 56	Continue
Day 57	TEST
Day 58	Motivation and attention
Day 59	Continue
Day 60	Outcomes of presentation
Day 61	Inspiring presentation
Day 62	Continue
Day 63	Presentation that builds trust
Day 64	Revision
Day 65	Presentation that offers a solution
Day 66	Continue
Day 67	Value added presentation
Day 68	Continue
Day 69	continue
Day 70	Personality that facilitates decision making
Day 71	continue
Day 72	Concept of personality and personality consciousness
Day 73	Personality pattern and Personality syndrome
Day 74	Symbols of self , clothing ,and names, nicknames
Day 75	Speech, age, success, reputation
Day 76	Moduling the presentation pattern
Day 77	Persistence and change
Day 78	Personality determinants
Day 79	Personality development health issues
Day 80	Aspirations and acheivement
Day 81	Developing of self awareness
Day 82	Solving problem and analytical skills
Day 83	Managing stress
Day 84	Doubts session
Day 85	Assignment
Day 86	Test
Day 87	Revision
Day 88	Revision
Day 89	Revision
Day 90	Revision

Name of the professor: Dr. Sakshi Goyal	
ClassAndSection: BBA -	
Subject: Cost and management accounting	
Day 1	Introduction of the syllabus
Day 2	Introduction of cost Accounting
Day 3	Nature of cost Accounting
Day 4	Scope of cost Accounting
Day 5	Cost Introduction
Day 6	Continue
Day 7	Cost Analysis
Day 8	Continue
Day 9	Cost Sheet
Day 10	Numerical
Day 11	Continue
Day 12	Revision
Day 13	Purchase Introduction
Day 14	Purchase Procedure
Day 15	Continue
Day 16	Methods of Material Issue
Day 17	Continue
Day 18	Continue
Day 19	Numerical
Day 20	Revision
Day 21	Material control
Day 22	Continue
Day 23	Labour cost Introduction
Day 24	Computation and control
Day 25	Continue
Day 26	Continue
Day 27	Numerical
Day 28	Numerical
Day 29	Test
Day 30	Overhead classifications
Day 31	Apportionment and absorption
Day 32	Job order
Day 33	Batch Costing
Day 34	Continue
Day 35	Contract costing
Day 36	Continue
Day 37	Numerical
Day 38	Revision
Day 39	Test
Day 40	Process costing
Day 41	Introduction of management Accounting
Day 42	Nature of management Accounting
Day 43	Scope of management Accounting
Day 44	Continue
Day 45	Marginal costing and application
Day 46	Continue
Day 47	Continue
Day 48	Responsibility Accounting
Day 49	Continue
Day 50	Assignment
Day 51	Budgetary Control
Day 52	Continue

Day 53	Continue
Day 54	Numerical
Day 55	Assignment
Day 56	Revision
Day 57	Test
Day 58	Analysis of financial Statement
Day 59	Ratio Analysis
Day 60	Numerical
Day 61	Continue
Day 62	Fund Flow Statement
Day 63	Numerical
Day 64	Continue
Day 65	Cash Flow Statement
Day 66	Continue
Day 67	Numerical
Day 68	Revision
Day 69	Test
Day 70	MIS
Day 71	Continue
Day 72	Capital budgeting decision
Day 73	Continue
Day 74	Continue
Day 75	Numerical
Day 76	Assignment
Day 77	Test
Day 78	Revision
Day 79	Revision
Day 80	Revision
Day 81	Revision
Day 82	Revision
Day 83	Revision
Day 84	Revision
Day 85	Revision
Day 86	Revision
Day 87	Revision
Day 88	Revision
Day 89	Revision
Day 90	Revision

Name of the professor: Dr. Sakshi Goyal	
Class And Section: BBA-1st yr	
Subject: Business Organisation	
Day 1	Orientation of the student
Day 2	Introduction of the syllabus
Day 3	Business Concept
Day 4	Nature
Day 5	Scope
Day 6	Business as a System
Day 7	Continue
Day 8	Continue
Day 9	Business and environment interface
Day 10	Continue
Day 11	Continue
Day 12	Test
Day 13	Assignments
Day 14	Distinguish between Business, Commerce and trade
Day 15	Continue
Day 16	Continue
Day 17	Forms of business organization
Day 18	Continue
Day 19	Continue
Day 20	Sole proprietorship
Day 21	Continue
Day 22	Partnership
Day 23	Continue
Day 24	Joint Stock Company
Day 25	Continue
Day 26	Assignment
Day 27	Types of Company
Day 28	Continue
Day 29	Cooperative Society
Day 30	Continue
Day 31	Multi National corporation
Day 32	Continue
Day 33	Continue
Day 34	Continue
Day 35	Test
Day 36	Entrepreneurship concept of nature
Day 37	Entrepreneur opportunity in contemporary business environment
Day 38	Continue
Day 39	Continue
Day 40	Process of setting up a business enterprises
Day 41	Choice of suitable form of business organization
Day 42	Continue
Day 43	Continue
Day 44	Feasibility and preparation of business plan
Day 45	Continue
Day 46	Government and business interface
Day 47	Continue
Day 48	Continue
Day 49	Assignment
Day 50	Test
Day 51	Stock Exchange of India
Day 52	Continue

Day 53	Continue
Day 54	Continue
Day 55	Business Combination
Day 56	Continue
Day 57	Continue
Day 58	Continue
Day 59	Concept and causes
Day 60	Continue
Day 61	Continue
Day 62	Chambers of Commerce and Industry
Day 63	Continue
Day 64	Continue
Day 65	FICCI
Day 66	Continue
Day 67	Continue
Day 68	Test
Day 69	Assignment
Day 70	CII Association
Day 71	Continue
Day 72	Continue
Day 73	Continue
Day 74	Test
Day 75	Revision
Day 76	Assignment
Day 77	Test
Day 78	Revision
Day 79	Revision
Day 80	Revision
Day 81	Revision
Day 82	Revision
Day 83	Revision
Day 84	Revision
Day 85	Revision
Day 86	Revision
Day 87	Revision
Day 88	Revision
Day 89	Revision
Day 90	Revision

Name of the professor: Ms. Kunika
Class And Section: BBA III Semester
Subject: Marketing Management

Day 1	Orientation of students
Day 2	Introduction to the syllabus
Day 3	Course outcome discussion
Day 4	Introduction to marketing
Day 5	Introduction to marketing-continued
Day 6	Functions of marketing
Day 7	Importance of marketing
Day 8	Marketing concepts
Day 9	Marketing concepts-continued
Day 10	Recent innovations in marketing
Day 11	Recent innovations in marketing-continued
Day 12	Marketing mix
Day 13	Marketing mix-continued
Day 14	Marketing mix-continued
Day 15	Factors affecting marketing mix
Day 16	Factors affecting marketing mix-continued
Day 17	The 4 P's
Day 18	Marketing environment
Day 19	Marketing environment-continued
Day 20	Marketing environment-continued
Day 21	Types of marketing environment
Day 22	Types of marketing environment-continued
Day 23	Marketing process
Day 24	Marketing process-continued
Day 25	Steps in marketing process
Day 26	Steps in marketing process-continued
Day 27	Consumer behavior
Day 28	Introduction to consumer behavior
Day 29	Consumer buying behavior
Day 30	Importance of consumer behavior
Day 31	Customer purchase decision process
Day 32	Techniques to study buying motives
Day 33	Concept of market segmentation
Day 34	Purpose of market segmentation
Day 35	Reasons for the development of market segmentation
Day 36	Basis of market segmentation
Day 37	Benefits of market segmentation
Day 38	Approaches to market segmentation
Day 39	Methods of market segmenting
Day 40	Market segmentation strategies
Day 41	Selecting appropriate strategies for market segmentation
Day 42	Product differentiation and market segmentation
Day 43	Target marketing
Day 44	Steps in target marketing
Day 45	Targeting strategies
Day 46	Positioning
Day 47	Communication for positioning
Day 48	Brand positioning

Day 49	Ways to position a brand
Day 50	Positioning strategies
Day 51	Errors in brand positioning
Day 52	Meaning of marketing research
Day 53	Nature of marketing research
Day 54	Elements of market research
Day 55	Significance of marketing research
Day 56	Advantages and limitations of marketing research
Day 57	Marketing Information system
Day 58	Types and components of marketing information system
Day 59	Product planning concept
Day 60	Features of product policy
Day 61	Types of product strategies and policies
Day 62	Product mix
Day 63	Standardization and simplification
Day 64	Concept of branding
Day 65	Functions and features of branding
Day 66	Advantages of branding
Day 67	Introduction to packaging
Day 68	Functions of packaging
Day 69	Essentials of a good package
Day 70	Classification of packaging
Day 71	Packaging decisions
Day 72	Introduction to labeling
Day 73	Types of labels
Day 74	Functions of labeling
Day 75	Advantages of labeling
Day 76	After sale service
Day 77	Introduction to product life cycle
Day 78	Factors affecting PLC, evaluation of PLC
Day 79	New product development
Day 80	Methods of promotion
Day 81	Factors affecting promotion mix
Day 82	Meaning and features of personal selling
Day 83	Types of salesmanship
Day 84	Importance of personal selling
Day 85	Customer relationship marketing
Day 86	Introduction and functions of sales promotion
Day 87	Introduction and meaning of advertising
Day 88	Meaning and features of personal selling
Day 89	Revision
Day 90	Discussion of previous year question papers

Name of the professor: Ms. Kunika
 Class And Section: BBA III Semester
 Subject: EVS

Day 1	Orientation of students
Day 2	Introduction Of The Syllabus
Day 3	Environmental studies
Day 4	Introduction to Environmental studies
Day 5	Nature and scope of environmental studies
Day 6	Importance of environmental education
Day 7	Classification of natural resources
Day 8	Forest resources- uses and exploitation
Day 9	Over utilization of forest resources
Day 10	Deforestation-causes and effects
Day 11	Water resources – sources and importance
Day 12	Use and over utilization of water resources
Day 13	Effects and problems of over utilization of water
Day 14	Conflicts over water
Day 15	Water conservation
Day 16	Mineral resources – uses and exploitation
Day 17	Impacts of mining
Day 18	Energy resources – classification
Day 19	Wind energy
Day 20	Hydro power
Day 21	Tidal energy
Day 22	Ocean thermal energy
Day 23	Geothermal energy
Day 24	Biomass energy
Day 25	Conventional energy resources
Day 26	Food resources , world food problem
Day 27	Impacts of over grazing
Day 28	Impacts of agricultural practices
Day 29	Promoting sustainable agriculture
Day 30	Urban problems related to energy
Day 31	Water conservation
Day 32	Problems of displacement
Day 33	Aims and rehabilitation policy
Day 34	Ecosystem- introduction and types
Day 35	Structure of ecosystem
Day 36	Functions of ecosystem
Day 37	Energy flow in ecosystem
Day 38	Food chain
Day 39	Food web
Day 40	Ecological pyramid
Day 41	Ecological succession- introduction and characteristics
Day 42	Types of succession
Day 43	Succession on bare rocks
Day 44	Succession on bare rocks-continued
Day 45	Succession in pond/lake
Day 46	Succession in pond/lake-continued
Day 47	Importance of succession
Day 48	Revision of ecological succession

Day 49	Types of ecosystem
Day 50	Types of ecosystem-continued
Day 51	Environmental pollution
Day 52	Environmental pollution-continued
Day 53	Environmental pollution-continued
Day 54	Environmental pollution-continued
Day 55	Environmental pollution-continued
Day 56	Environmental pollution-continued
Day 57	Environmental pollution-continued
Day 58	Test on environmental pollution
Day 59	Solid waste management
Day 60	Solid waste management-continued
Day 61	Sustainable development-introduction
Day 62	Support base for sustainable development
Day 63	Global warming
Day 64	Sources and effects of green house effect
Day 65	Impact of green house effect
Day 66	Effects of acid rain
Day 67	Ozone layer depletion
Day 68	Harmful effects of ozone layer depletion
Day 69	Waste land reclamation
Day 70	Consumerism and waste products
Day 71	Acid rain
Day 72	Environment legislation
Day 73	Environment legislation
Day 74	Environment legislation
Day 75	Solid waste management-continued
Day 76	Sustainable development-introduction
Day 77	Support base for sustainable development
Day 78	Rain water harvesting
Day 79	Watershed management
Day 80	Resettlement and rehabilitation of people
Day 81	Food resources , world food problem
Day 82	Impacts of over grazing
Day 83	Impacts of agricultural practices
Day 84	Nuclear accidents
Day 85	Revision
Day 86	Revision
Day 87	Revision
Day 88	Revision
Day 89	Previous year paper discussion
Day 90	Previous year paper discussion

Name of the professor: Ms. Kunika
Class And Section: BBA V Semester
Subject: Production and Materials Management

Day 1	Orientation of students
Day 2	Introduction of the syllabus
Day 3	Discussion of Course outcome
Day 4	Importance of the subject
Day 5	Introduction to production management
Day 6	Scope of production management
Day 7	Importance of production management
Day 8	Challenges in production management
Day 9	Introduction to production management Decisions
Day 10	Short term decisions
Day 11	Short term decisions
Day 12	Long term decisions
Day 13	Long term decisions
Day 14	Meaning of production system
Day 15	Features of production system
Day 16	Types of production systems
Day 17	Types of production systems
Day 18	Production to order system
Day 19	Production to stock system
Day 20	Introduction to plant location
Day 21	Plant location
Day 22	Steps in selection of location
Day 23	Steps in selection of location- continued
Day 24	Factors affecting plant location
Day 25	Trends in plant location
Day 26	Evaluating different location
Day 27	Evaluating different location-continued
Day 28	Evaluating plant location
Day 29	Locational breakeven analysis
Day 30	Locational breakeven analysis-continued
Day 31	Revision of unit 1
Day 32	Test of Unit 1
Day 33	Discussion of the test
Day 34	Introduction to Production planning and control
Day 35	Production planning
Day 36	Planning procedure
Day 37	Meaning of production control
Day 38	Scope of production control
Day 39	Benefits of production control
Day 40	Scope of PPC
Day 41	Principles of PPC
Day 42	Production system
Day 43	Meaning of inspection
Day 44	Need of inspection
Day 45	Planning the inspection
Day 46	Quality control
Day 47	Introduction to quality control
Day 48	Meaning of quality control

Day 49	Application of quality control
Day 50	Techniques of quality control-continued
Day 51	Steps in quality control
Day 52	Need of quality control
Day 53	Importance of quality control
Day 54	Factors affecting quality
Day 55	Techniques of quality control
Day 56	Control charts
Day 57	Control charts-continued
Day 58	Control charts-continued
Day 59	Revision of unit 2
Day 60	Test of unit 2
Day 61	Introduction to plant layout
Day 62	Meaning of plant layout
Day 63	Objectives of plant layout
Day 64	Need of plant layout
Day 65	Principles of layout
Day 66	Principles of layout-continued
Day 67	Introduction to Material handling
Day 68	Meaning of material handling
Day 69	Objectives of material handling
Day 70	Types of material handling equipment
Day 71	Types of material handling equipment-continued
Day 72	Importance of material handling
Day 73	Scope of material handling
Day 74	Organization of material handling
Day 75	Organization of material handling-continued
Day 76	Material Management Information System
Day 77	Material Management Information System-continued
Day 78	Standardization
Day 79	Simplification
Day 80	Variety reduction
Day 81	Variety reduction-continued
Day 82	Value Analysis and engineering
Day 83	Value Analysis and engineering-continued
Day 84	Inventory Control-objectives, needs and importance
Day 85	Stores management
Day 86	Classification and codification
Day 87	Introduction of scrap disposal
Day 88	Test of unit IV
Day 89	Discussion of previous year question papers
Day 90	Discussion of previous year question papers

Name of the professor: MS. Kunika	
ClassAndSection: M.Com. III Semester	
Subject: Fundamentals of Marketing	
Day 1	Introduction of syllabus
Day 2	Nature and scope of marketing
Day 3	Corporate orientation towards market place
Day 4	Building and delivering customer value
Day 5	Delivering customer satisfaction
Day 6	Retaining customers
Day 7	Marketing environment
Day 8	Marketing environment-continued
Day 9	Analyzing consumer markets
Day 10	Buyer behavior
Day 11	Market segmentation
Day 12	Positioning
Day 13	Targeting
Day 14	Tools of product differentiation
Day 15	Tools of product differentiation
Day 16	Product life cycle
Day 17	Product life cycle
Day 18	Marketing strategies in different stages of Product life cycle
Day 19	New product development process
Day 20	New product development process
Day 21	Test of Unit II
Day 22	Product mix
Day 23	Product mix-continued
Day 24	Product line decisions
Day 25	Branding
Day 26	Branding decisions
Day 27	Pricing strategies
Day 28	Managing marketing channels
Day 29	Retailing
Day 30	Retailing
Day 31	Wholesaling
Day 32	Wholesaling
Day 33	Test of Unit III
Day 34	Advertising
Day 35	Sales promotion
Day 36	Public relations
Day 37	Personal selling
Day 38	Evaluation and control of marketing efforts
Day 39	Evaluation and control of marketing efforts
Day 40	Web marketing
Day 41	Green marketing
Day 42	Evaluation of marketing efforts
Day 43	Control of marketing efforts
Day 44	Test of unit IV
Day 45	Previous year question papers discussed

Day 46	Revision
Day 47	
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Name of the professor:Ms Leena Rani ClassAndSection:BBA 5 th Sem Subject:Company Law	
Day 1	Introduction of syllabus
Day 2	Concept of company and its characteristics
Day 3	Difference between private and public company
Day 4	Corporate veil and its provisions
Day 5	Kinds of companies
Day 6	Advantages and disadvantages of companies
Day 7	Stages of formation of public company
Day 8	Stages of formation of private company
Day 9	MOA and its clauses with alteration
Day 10	AOA and its clauses with Alteration
Day 11	Alteration in AOA
Day 12	Doctrine of constructive notice
Day 13	Continued
Day 14	Doctrine of Indoor management
Day 15	Doctrine of ultra virus and its effects
Day 16	Prospectus
Day 17	Contents of prospectus
Day 18	Mis-statement and omission in prospectus
Day 19	Introduction to shares
Day 20	Types of shares
Day 21	Difference between shares and stock
Day 22	Difference between equity and preference
Day 23	Voting rights of shareholder
Day 24	Contd
Day 25	Allotment and issue of shares
Day 26	Procedure of allotment
Day 27	Procedure of allotment
Day 28	Company meetings and resolution
Day 29	Book building and brokerage
Day 30	Share capital of a company
Day 31	Resolution
Day 32	Procedure of reduction in share capital
Day 33	Test
Day 34	Reconstruction in share capital
Day 35	Share certificate and share warrant
Day 36	Contd.
Day 37	Transfer and transmission of shares
Day 38	Procedure of transfer
Day 39	Procedure of transmission
Day 40	Forged and demat transfer
Day 41	Blank Transfer
Day 42	Calls on shares
Day 43	Forfeiture of shares
Day 44	Lien on shares
Day 45	Debentures
Day 46	Trust deed
Day 47	Introduction to company administration

Day 48	Kinds of directors
Day 49	Director's identification number
Day 50	Appointment of directors
Day 51	Removal of directors
Day 52	duties and liabilities of directors
Day 53	Contd.
Day 54	Powers of Directors
Day 55	Remuneration of directors
Day 56	Managers and managing directors
Day 57	Company meetings and resolutions
Day 58	Kinds of meetings
Day 59	Contd.
Day 60	Resolution
Day 61	Types of Resolutions
Day 62	Contd.
Day 63	Meetings of a company
Day 64	Requisites of a valid meeting
Day 65	Voting, polls and proxy
Day 66	E-voting
Day 67	Meeting with video Conferencing
Day 68	Concept of Opression
Day 69	Conditions for Opression
Day 70	Mismanagement
Day 71	Prevention for mismanagement
Day 72	Winding up of the company
Day 73	Modes of winding up
Day 74	Compulsory Winding up
Day 75	Voluntary winding up
Day 76	Appointment of official liquidator
Day 77	Duties and liabilities of official Liquidator
Day 78	Powers of official Liquidator
Day 79	Continued
Day 80	Winding up and its consequences
Day 81	Winding up in certain circumstances
Day 82	Effects of winding up
Day 83	Continued
Day 84	revision
Day 85	Unit wise revision
Day 86	Discussion of question paper
Day 87	Continued
Day 88	Revision
Day 89	Revision
Day 90	Mock test

Name of the professor:Ms Leena Rani	
ClassAndSection:BBA 3 rd Sem	
Subject:Capital Market	
Day 1	Introduction of syllabus
Day 2	Structure of capital market
Day 3	Growth of capital market
Day 4	Reasons of slow growth in capital market
Day 5	Suggestions and improvement of capital market in india
Day 6	Introduction of regulatory framework of capital
Day 7	Various regulatory bodies
Day 8	SCRA
Day 9	SEBI
Day 10	Companies Act 1956
Day 11	Ownership Securities
Day 12	Creditorship securities
Day 13	Contd.
Day 14	Primary capital market
Day 15	Method of issuing new securities
Day 16	Buy back of shares
Day 17	Book building
Day 18	Bonus and Right shares
Day 19	SEBI Guidelines
Day 20	Contd.
Day 21	Global depositories Receipts
Day 22	American depositories Receipts
Day 23	Guidelines for international issues
Day 24	Primary capital market reforms
Day 25	Primary market intermediaries
Day 26	Intermediaries involved in capital market
Day 27	Merchant Bankers
Day 28	Registrar to an issue
Day 29	Banker and brokers
Day 30	Underwriter and its types
Day 31	Secondary market scenario in India
Day 32	Function and characteristics of stock exchange
Day 33	Grouping of shares in stock exchange
Day 34	Causes of fluctuations in Pricing of shares
Day 35	Problems and reforms in secondary market
Day 36	Stock market organization
Day 37	Custodial and depositary services
Day 38	Continued
Day 39	Test
Day 40	Introduction to stock exchange
Day 41	Features of stock exchange
Day 42	National stock exchange
Day 43	Bombay stock exchange
Day 44	Contd.
Day 45	The depositary system
Day 46	Contd.

Day 47	Process of depository system
Day 48	Advantages of depository system
Day 49	Need of depository system in India
Day 50	Poor performance of depository system
Day 51	NSDL
Day 52	,SHCIL
Day 53	Contd.
Day 54	The debt market
Day 55	Segmentations of debt market
Day 56	The public sector undertaking bond market
Day 57	Features of bond market
Day 58	Development banks
Day 59	Functions of development banks
Day 60	Operational activities
Day 61	Policy measures
Day 62	Contd.
Day 63	Test
Day 64	Financial institutions
Day 65	Role
Day 66	Policy measures
Day 67	Product and services
Day 68	Contd
Day 69	Contd
Day 70	Mutual Funds
Day 71	Types of mutual funds
Day 72	Advantages of Mutual Funds
Day 73	Mutual fund organizations in india
Day 74	SEBI guidelines
Day 75	Future prospects
Day 76	Reason of slow growth
Day 77	Contd.
Day 78	Contd.
Day 79	Who is an investor?
Day 80	Investor protection
Day 81	Grievances of investors
Day 82	Redressal methods
Day 83	SEBI'S role in investors protection
Day 84	SEBI guidelines
Day 85	Introduction to Credit rating
Day 86	Code of conduct
Day 87	Credit rating agencies in India
Day 88	Revision of unit 1 and 2
Day 89	Revision of unit 3 and 4
Day 90	Mock test

Name of the professor:Ms Leena Rani	
ClassAndSection:BBA 3 rd sem	
Subject:Disaster Management	
Day 1	Orientation Of The Students
Day 2	Structure of the atmosphere, pressure, temperature
Day 3	Precipitation, cloud classification
Day 4	Cloud Formation
Day 5	Calories force, EI nino phenomenon
Day 6	Western disturbance, and budget of earth
Day 7	Energy Model
Day 8	Primary differentiation and formation of core, mantle and crust
Day 9	Atmosphere and hydrosphere
Day 10	Magma generation and formation of igneous rocks
Day 11	Weathering, erosion, transportation
Day 12	Continued
Day 13	Desposition of earth's material by running water
Day 14	SUNDAY
Day 15	River meandering
Day 16	Formation of ox-bow lake
Day 17	Types of River meandering
Day 18	Depletion of natural capital
Day 19	Causes of natural capital
Day 20	Development as causes of disaster
Day 21	Concept of Disaster and its types
Day 22	Continued
Day 23	Rapid population growth
Day 24	Continued
Day 25	Environmental pollution
Day 26	Continued
Day 27	Epidemics
Day 28	Types of Epidemics
Day 29	Concept of pandemic
Day 30	Industrial sickness
Day 31	Chemical release
Day 32	Continued
Day 33	Multi-purpose projects
Day 34	Resettlement and rehabilitation issues
Day 35	Humanitarian assistance in emergency
Day 36	Continued
Day 37	Test
Day 38	Introduction of floods
Day 39	Floods in last decades
Day 40	Flood types
Day 41	Flood hydrodragh
Day 42	Drainage basin
Day 43	Frequency of floods
Day 44	Flood hazard
Day 45	Urbanization and flooding
Day 46	Introduction to Floods
Day 47	Continued

Day 48	Dams and barrage
Day 49	River diversion
Day 50	Impact on flora and fauna
Day 51	Land slides
Day 52	Land slides analysis
Day 53	Determination of stability factor
Day 54	Safety factor
Day 55	Coastal hazards, tropical cyclone
Day 56	Coastal erosion
Day 57	Sea level changes
Day 58	Coastal zone management
Day 59	Continued
Day 60	Climate changes
Day 61	Emissions
Day 62	Global warming
Day 63	Impact on sea level in south asian region
Day 64	Environmental disruptions and their implications
Day 65	Earth quakes preliminary concepts
Day 66	Sesmic waves
Day 67	Travel time
Day 68	Location of epicenter
Day 69	Nature of destruction
Day 70	Continued
Day 71	Seismic designing
Day 72	Quake resistant building
Day 73	Tsunamis concept
Day 74	Measurement of tsunami
Day 75	Destruction of tsunami
Day 76	Causes of tsunami
Day 77	tsunami wave length
Day 78	Discussion on assignment
Day 79	Volcanism material and its types
Day 80	Lawa flow material
Day 81	Pyroclastic materials
Day 82	Effects of volcanoes
Day 83	Continued
Day 84	Revision of unit 1
Day 85	Revision of unit 2
Day 86	Revision of unit 3
Day 87	Revision of unit 4
Day 88	Discussion on previous year question papers
Day 89	Discussion on previous year question papers
Day 90	Mock test
Name of the professor:Ms Leena Rani ClassAndSection:BBA 1 st Sem Subject:Financial Accounting	
Day 1	Orientation of students
Day 2	Introduction of syllabus
Day 3	What is accounting?
Day 4	Features of Accounting

Day 5	Nature and Scope of Accounting
Day 6	Accounting process
Day 7	GAAP
Day 8	Accounting concepts
Day 9	Accounting Principles
Day 10	Meaning of journals
Day 11	Subsidiary books
Day 12	Journal entries
Day 13	Numerical
Day 14	Concept of Ledger
Day 15	Numericals
Day 16	Numericals
Day 17	Advantages of Ledger
Day 18	Trial balance :concept and process
Day 19	Numericals
Day 20	Numericals
Day 21	Types of trial balance
Day 22	Accounting for Goods and service Tax
Day 23	Journal entries
Day 24	Numericals
Day 25	Rectification of errors
Day 26	Two sided and one sided errors
Day 27	Suspense account
Day 28	Numerical
Day 29	Numericals
Day 30	Numericals
Day 31	Numericals
Day 32	Continued
Day 33	Test
Day 34	Meaning ,need and users of financial statement
Day 35	Preparation of trading and p&l account
Day 36	Numerical
Day 37	Preparation of balance sheet
Day 38	Numericals
Day 39	Continued
Day 40	Continued
Day 41	Adjustment Entries
Day 42	Doubt class
Day 43	Adjustment Entries and GST
Day 44	Abnormal Loss and accounting treatment
Day 45	Numericals
Day 46	Charity of goods and its accounting trearment
Day 47	Numericals
Day 48	Numericals
Day 49	Numericals
Day 50	Concept of bank reconciliation statement
Day 51	Causes of difference in cash book and pass book
Day 52	Need and importance of bank reconciliation statement

Day 53	Numericals
Day 54	Numericals
Day 55	Doubt class
Day 56	Test
Day 57	Discussion on assignment
Day 58	Accounts from incomplete record
Day 59	Features and differences from double entry system
Day 60	Ascertainment of profits from incomplete record
Day 61	Numericals
Day 62	Numericals
Day 63	Statement of affairs methods
Day 64	Conversion to double entry system method
Day 65	Numericals
Day 66	Meaning of NPOs
Day 67	Receipt and payment account
Day 68	Income and expenditure account
Day 69	Difference between income and expenditure account, receipt and payment account
Day 70	Preparation of receipt and payment accounts from income and expenditure account
Day 71	Numericals
Day 72	Numericals
Day 73	Doubt class
Day 74	Joint ventures and its features
Day 75	Difference between joint venture and partnership
Day 76	Difference between joint venture and consignment
Day 77	Accounting treatment of joint venture
Day 78	Numericals
Day 79	Numericals
Day 80	Doubt class
Day 81	Consignment account and its objectives
Day 82	Difference between consignment and sales
Day 83	Accounting procedure
Day 84	Cash book and its advantage
Day 85	Types of cash book
Day 86	Difference between cash book and cash account
Day 87	Numericals
Day 88	Numericals
Day 89	Revisions
Day 90	Mock Test

Name of the professor: Ms. Leena Bhatia
Class And Section: B.com(CA) 1st Sem
Sec-E
Subject: Operating System

Day 1	Introduction to Operating System- Overview
Day 2	Definition & Concept of an Operating System
Day 3	Functions of an Operating System
Day 4	Functions of an Operating System
Day 5	Components of O.S with reference to DOS (Practical)
Day 6	Components of O.S with reference to DOS (Practical)
Day 7	Types of an Operating System
Day 8	Types of an Operating System
Day 9	Operating System as an Extended Machine & Resource Manager
Day 10	Operating System as an Extended Machine & Resource Manager
Day 11	DOS (Practical)
Day 12	DOS (Practical)
Day 13	Process Management - Definition of Process
Day 14	Process Life Cycle
Day 15	Process Model , Hierarchies and Implementation
Day 16	Multitasking ,Multiprogramming and Multithreading
Day 17	DOS (Practical)
Day 18	DOS (Practical)
Day 19	Test
Day 20	Multitasking
Day 21	Multiprogramming
Day 22	Multiprocessing
Day 23	Network and Distributed OS
Day 24	DOS (Practical)
Day 25	DOS (Practical)
Day 26	Threads , Multithreading concept
Day 27	Life cycle of Thread
Day 28	States transition of Thread
Day 29	Difference between Thread and Process
Day 30	Context Switching
Day 31	DOS (Practical)
Day 32	DOS (Practical)
Day 33	CPU Scheduling
Day 34	Types of Scheduler – short term , medium term , long –term
Day 35	Primitive, Non Primitive scheduler
Day 36	Scheduling Queues
Day 37	DOS file commands (Practical)
Day 38	DOS file commands (Practical)
Day 39	Scheduling Algorithms
Day 40	Dynamic Loading
Day 41	Memory Management-Introduction
Day 42	Address Binding
Day 43	DOS file commands (Practical)
Day 44	DOS file commands (Practical)
Day 45	Dynamic Linking
Day 46	Memory Partition
Day 47	Swapping
Day 48	Memory Paging
Day 49	DOS file commands (Practical)
Day 50	DOS file commands (Practical)
Day 51	Virtual Memory

Day 52	File Management - Introduction
Day 53	File Access Methods
Day 54	File Types
Day 55	DOS file commands (Practical)
Day 56	DOS file commands (Practical)
Day 57	File operations
Day 58	Test
Day 59	File Naming
Day 60	Revision
Day 61	DOS file commands (Practical)
Day 62	DOS file commands (Practical)
Day 63	File Protection & Security
Day 64	File Protection & Security
Day 65	Unix operating system – Overview ,features , architecture
Day 66	Unix operating system – Overview ,features , architecture
Day 67	Unix commands (Practical)
Day 68	Unix commands (Practical)
Day 69	User Management in Unix
Day 70	File types, Naming files
Day 71	Device Management Introduction
Day 72	Device Management Functions
Day 73	Unix commands (Practical)
Day 74	Unix commands (Practical)
Day 75	Input/output Device & Controllers
Day 76	Input/output Device & Controllers
Day 77	Interrupt Handlers
Day 78	Disk Scheduling
Day 79	Unix commands (Practical)
Day 80	Unix commands (Practical)
Day 81	Revision
Day 82	Revision
Day 83	Revision
Day 84	Revision
Day 85	Revision
Day 86	Discuss old question papers
Day 87	Discuss old question papers
Day 88	Discuss old question papers
Day 89	Discuss old question papers
Day 90	Discuss old question papers

Name of the professor: Ms. Leena Bhatia
Class And Section: B.com(CA) 1st Sem
Sec-E
Subject: Operating System

Day 1	Introduction to Operating System- Overview
Day 2	Definition & Concept of an Operating System
Day 3	Functions of an Operating System
Day 4	Functions of an Operating System
Day 5	Components of O.S with reference to DOS (Practical)
Day 6	Components of O.S with reference to DOS (Practical)
Day 7	Types of an Operating System
Day 8	Types of an Operating System
Day 9	Operating System as an Extended Machine & Resource Manager
Day 10	Operating System as an Extended Machine & Resource Manager
Day 11	DOS (Practical)
Day 12	DOS (Practical)
Day 13	Process Management - Definition of Process
Day 14	Process Life Cycle
Day 15	Process Model , Hierarchies and Implementation
Day 16	Multitasking ,Multiprogramming and Multithreading
Day 17	DOS (Practical)
Day 18	DOS (Practical)
Day 19	Test
Day 20	Multitasking
Day 21	Multiprogramming
Day 22	Multiprocessing
Day 23	Network and Distributed OS
Day 24	DOS (Practical)
Day 25	DOS (Practical)
Day 26	Threads , Multithreading concept
Day 27	Life cycle of Thread
Day 28	States transition of Thread
Day 29	Difference between Thread and Process
Day 30	Context Switching
Day 31	DOS (Practical)
Day 32	DOS (Practical)
Day 33	CPU Scheduling
Day 34	Types of Scheduler – short term , medium term , long –term
Day 35	Primitive, Non Primitive scheduler
Day 36	Scheduling Queues
Day 37	DOS file commands (Practical)
Day 38	DOS file commands (Practical)
Day 39	Scheduling Algorithms
Day 40	Dynamic Loading
Day 41	Memory Management-Introduction
Day 42	Address Binding
Day 43	DOS file commands (Practical)
Day 44	DOS file commands (Practical)
Day 45	Dynamic Linking
Day 46	Memory Partition
Day 47	Swapping
Day 48	Memory Paging
Day 49	DOS file commands (Practical)
Day 50	DOS file commands (Practical)
Day 51	Virtual Memory

Day 52	File Management - Introduction
Day 53	File Access Methods
Day 54	File Types
Day 55	DOS file commands (Practical)
Day 56	DOS file commands (Practical)
Day 57	File operations
Day 58	Test
Day 59	File Naming
Day 60	Revision
Day 61	DOS file commands (Practical)
Day 62	DOS file commands (Practical)
Day 63	File Protection & Security
Day 64	File Protection & Security
Day 65	Unix operating system – Overview ,features , architecture
Day 66	Unix operating system – Overview ,features , architecture
Day 67	Unix commands (Practical)
Day 68	Unix commands (Practical)
Day 69	User Management in Unix
Day 70	File types, Naming files
Day 71	Device Management Introduction
Day 72	Device Management Functions
Day 73	Unix commands (Practical)
Day 74	Unix commands (Practical)
Day 75	Input/output Device & Controllers
Day 76	Input/output Device & Controllers
Day 77	Interrupt Handlers
Day 78	Disk Scheduling
Day 79	Unix commands (Practical)
Day 80	Unix commands (Practical)
Day 81	Revision
Day 82	Revision
Day 83	Revision
Day 84	Revision
Day 85	Revision
Day 86	Discuss old question papers
Day 87	Discuss old question papers
Day 88	Discuss old question papers
Day 89	Discuss old question papers
Day 90	Discuss old question papers

Name of the professor: Ms. Leena Bhatia
Class And Section: B.com(Pass) 1st
Sem Sec-A,C
Subject: Basics of Computer

Day 1	Introduction to Computers:
Day 2	Definition of Computer
Day 3	Components of Computer
Day 4	Characteristics of Computers
Day 5	Practical lab
Day 6	Practical lab
Day 7	History evolution of Computers ,
Day 8	History evolution of Computers
Day 9	Generation of computers;
Day 10	Generation of computers;
Day 11	Revision / Test
Day 12	Practical lab
Day 13	Classification of Computers-According to Purpose,
Day 14	According to Technology
Day 15	Human being VS Computer
Day 16	According to Size and Storage Capacity
Day 17	Difference between Computer and Calculator.
Day 18	Practical lab
Day 19	Practical lab
Day 20	Input Devices: Mouse
Day 21	Input Devices: Keyboard
Day 22	Input Devices: Light pen, Track Ball
Day 23	Joystick, MICR,
Day 24	Practical lab
Day 25	Practical lab
Day 26	Optical Mark reader and Optical Character Reader Scanners
Day 27	Voice system, Web Camera.
Day 28	Output Devices: Hard Copy
Day 29	Output Devices; Line Printers, Character Printers
Day 30	Practical lab
Day 31	Practical lab
Day 32	Daisy Wheel Printer, Laser Printers
Day 33	Ink Jet Printers
Day 34	Chain Printers, Dot-matrix Printers
Day 35	Plotters
Day 36	Plotters,
Day 37	Ink Jet Printers; Plotters
Day 38	Soft Copy device –Monitor, Sound Cards and speakers
Day 39	Soft Copy device –Monitor, Sound Cards and speakers.
Day 40	Revision /Test
Day 41	Practical lab
Day 42	Practical lab
Day 43	Memory Hierarchy
Day 44	Types of Primary Memory
Day 45	RAM and ROM
Day 46	Secondary and Back-up;
Day 47	Memory and Mass Storage Devices:
Day 48	Practical lab

Day 49	Practical lab
Day 50	Magnetic Disks
Day 51	Characteristics and classification of Magnetic Disks
Day 52	Optical Disks; Magnetic Taps
Day 53	Revision / Test
Day 54	Fundamentals of MS-Word,
Day 55	Menus
Day 56	Features of MS-Word
Day 57	Tables
Day 58	Standard Toolbars
Day 59	Formatting Toolbars
Day 60	Macros
Day 61	Columns, Pictures
Day 62	Practical lab
Day 63	Practical lab
Day 64	Standard Toolbars
Day 65	Creation of document
Day 66	Practical of Scroll Bar, Ruler
Day 67	Practical of Editing, Saving
Day 68	Practical lab
Day 69	Practical lab
Day 70	Mail Merge
Day 71	Export and import files
Day 72	Inserting and copying the files,
Day 73	Working with frames,
Day 74	Revision / Test
Day 75	Paragraph formatting,
Day 76	Practical lab
Day 77	Practical lab
Day 78	Adding Hyperlink
Day 79	Adding Bookmarks
Day 80	Using Auto text
Day 81	Linking and Embedding Object
Day 82	Revision of unit -1
Day 83	Revision of unit -2
Day 84	Revision of unit -3
Day 85	Revision of unit -4
Day 86	Old question papers Revision
Day 87	Old question papers Revision
Day 88	Old question papers Revision
Day 89	Old question papers Revision
Day 90	Old question papers Revision

Name of the professor: Ms. Nalnee	
ClassAndSection: BBA 1stSem	
Subject: Business Communication	
Day 1	Business Communication-Introduction
Day 2	Meaning of Communication
Day 3	Meaning of Communication
Day 4	Types of Communication
Day 5	Types of Communication
Day 6	Types of Communication
Day 7	Communication Process
Day 8	Communication Process
Day 9	Communication Process
Day 10	Basic Forms of Communication
Day 11	Basic Forms of Communication
Day 12	Basic Forms of Communication
Day 13	Business Communication
Day 14	Role of Communication Skills In Business
Day 15	Role of Communication Skills In Business
Day 16	Benefits of Communication
Day 17	Benefits of Communication
Day 18	Main Forms of Communication
Day 19	Main Forms of Communication
Day 20	Main Forms of Communication
Day 21	Main Forms of Communication
Day 22	Test-Types & Forms of Communication
Day 23	Communication Network
Day 24	Communication Network
Day 25	Communication Network
Day 26	Communication Network
Day 27	Barriers to Communication
Day 28	Barriers to Communication
Day 29	Barriers to Communication
Day 30	Barriers to Communication
Day 31	Barriers to Communication
Day 32	Barriers to Communication
Day 33	Listening Skills In communication
Day 34	Listening Skills In communication
Day 35	Listening Skills In communication
Day 36	Listening Skills In communication
Day 37	Listening Skills In communication
Day 38	Assignment-Barriers to Communication
Day 39	Reading Skills in Communication
Day 40	Reading Skills in Communication
Day 41	Reading Skills in Communication
Day 42	Reading Skills in Communication
Day 43	Reading Skills in Communication
Day 44	Speaking Skills In Communication
Day 45	Speaking Skills In Communication

Day 46	Speaking Skills In Communication
Day 47	Speaking Skills In Communication
Day 48	Public Speaking ,voice Modulation and Body Language
Day 49	Public Speaking ,voice Modulation and Body Language
Day 50	Public Speaking ,voice Modulation and Body Language
Day 51	Public Speaking ,voice Modulation and Body Language
Day 52	Public Speaking ,voice Modulation and Body Language
Day 53	Test –Listening Skills in Communication
Day 54	Written Communication
Day 55	Written Communication
Day 56	Written Communication
Day 57	Written Communication
Day 58	Business Letters Formats
Day 59	Business Letters Formats
Day 60	Business Letters Formats
Day 61	Sales Letters Formats
Day 62	Sales Letters Formats
Day 63	Sales Letters Formats
Day 64	Claim Letters Formats
Day 65	Claim Letters Formats
Day 66	Claim Letters Formats
Day 67	Employment Letters Formats
Day 68	Employment Letters Formats
Day 69	Employment Letters Formats
Day 70	Memos,Circulars and Notice
Day 71	Memos,Circulars and Notice
Day 72	Memos,Circulars and Notice
Day 73	Business Reports Meaning and Types
Day 74	Business Reports Meaning and Types
Day 75	Business Reports Meaning and Types
Day 76	Business Reports Meaning and Types
Day 77	Test-Business Reports Meaning and Types
Day 78	Brochures
Day 79	Brochures
Day 80	Document of Meetings
Day 81	Notice and Formats
Day 82	Agenda and Formats
Day 83	Minutes of Meeting and Formats
Day 84	Minutes of Meeting and Formats
Day 85	Minutes of Meeting and Formats
Day 86	Revision
Day 87	Revision
Day 88	Revision
Day 89	Revision
Day 90	Revision

Name of the professor:Ayeesha	
Class And Section:BBA-1st Year	
Subject:Computer fundamentals	
Day 1	Digital and analog computers
Day 2	Evolution of digital computers
Day 3	Evolution of digital computers
Day 4	Major components of digital computers Hardware
Day 5	Hardware
Day 6	Software
Day 7	Firmware
Day 8	Middleware
Day 9	Freeware
Day 10	Computer applications
Day 11	Computer applications
Day 12	Input devices
Day 13	Input devices
Day 14	Output devices
Day 15	Output devices
Day 16	Printers
Day 17	Printers
Day 18	Plotters
Day 19	Plotters
Day 20	Other forms of output devices
Day 21	Other forms of output devices
Day 22	Main memory
Day 23	Main memory
Day 24	Primary memory
Day 25	Primary memory
Day 26	Secondary memory
Day 27	Secondary memory
Day 28	Backup memory
Day 29	Backup memory
Day 30	Doubt class
Day 31	Assignment day
Day 32	Test day
Day 33	Decimal number system
Day 34	Decimal number system
Day 35	Binary number system
Day 36	Binary number system
Day 37	Conversion of a Binary number to Decimal number
Day 38	Conversion of a Binary number to Decimal number
Day 39	Conversion of a Binary number to Decimal number
Day 40	Conversion of a Decimal number to Binary number
Day 41	Conversion of a Decimal number to Binary number
Day 42	Conversion of a Decimal number to Binary number
Day 43	Addition of binary numbers
Day 44	Addition of binary numbers
Day 45	Binary subtraction
Day 46	Binary subtraction
Day 47	Binary subtraction
Day 48	Hexadecimal number system
Day 49	Hexadecimal number system
Day 50	Hexadecimal number system
Day 51	Octal number system

Day 52	Octal number system
Day 53	Octal number system
Day 54	Doubt class
Day 55	Assignment day
Day 56	Test day
Day 57	Introduction to operating system
Day 58	Introduction to operating system
Day 59	Introduction to operating system
Day 60	History of operating system
Day 61	History of operating system
Day 62	Function of operating system
Day 63	Function of operating system
Day 64	Types of operating system
Day 65	Types of operating system
Day 66	Structure of operating system
Day 67	Structure of operating system
Day 68	Memory management
Day 69	Memory management
Day 70	Types of Memory management
Day 71	Types of Memory management
Day 72	File management system
Day 73	File management system
Day 74	File management system
Day 75	Doubt class
Day 76	Revision day
Day 77	Assignment
Day 78	Test
Day 79	Computer applications in offices
Day 80	Use of computers in books publishing
Day 81	Desktop publishing system
Day 82	Application of computers for data analysis
Day 83	Application of computers in education
Day 84	Application of computers in banks
Day 85	Application of computers in medical field
Day 86	Doubt class
Day 87	Assignment
Day 88	Revision
Day 89	Test
Day 90	Full length test

Name of the professor:Ms.Sonia	
Class And Section:B.Com(H) 3rd	
semSubject:Mathematics	
Day 1	Introduction of matrix and it's types
Day 2	Basic operations of matrix and it's questions
Day 3	Matrix multiplication and properties of matrix multiplication
Day 4	Transpose of matrix, symmetric and skew symmetric matrix
Day 5	Doubt discussion
Day 6	Test
Day 7	Introduction of determinant of second order and third order
Day 8	Minors and cofactors, singular and non-singular
Day 9	Properties of determinants
Day 10	Doubts discussion
Day 11	"
Day 12	Solution of linear equations using determinants
Day 13	Test
Day 14	Introduction of adjoint of a matrix
Day 15	Inverse of a square matrix
Day 16	Inverse of a matrix by using elementary operations
Day 17	Doubt discussion
Day 18	Solution of system of linear equations using matrix
Day 19	Test
Day 20	Introduction of leontief input-output model
Day 21	questions practice
Day 22	Compound interest
Day 23	Continuous compounding interest
Day 24	Problems on effective rate of interest, depreciation and population
Day 25	Doubts discussion
Day 26	Introduction of annuities and it's types
Day 27	Present value of an annuity and questions
Day 28	Solution of practical problems related to annuities
Day 29	"
Day 30	Doubts discussion
Day 31	Test
Day 32	Introduction of time value of money
Day 33	Future value technique Or compounding technique
Day 34	"
Day 35	Doubts
Day 36	Test
Day 37	Derivative of a function
Day 38	General theorems on diff.

Day 39	Diff. Of product of two functions and quotient of two functions
Day 40	Chain rule
Day 41	Differentiation of logarithmic and exponential function
Day 42	Diff. Of implicit functions
Day 43	Logarithmic differentiation
Day 44	Differentiation in case of parametric functions
Day 45	Derivatives of higher order
Day 46	Doubts
Day 47	"
Day 48	Test
Day 49	Indefinite integral
Day 50	Integration by substitution
Day 51	Integration by parts
Day 52	Partial fractions and their uses in integration
Day 53	Some standard integration
Day 54	Doubts
Day 55	Test
Day 56	Introduction of LPP and graphs of linear equations
Day 57	Types of LPP and mathematical model of LPP
Day 58	Solution of LPP
Day 59	Practical applications of LPP
Day 60	Doubts
Day 61	Test
Day 62	Simplex method
Day 63	Duality and dual problems
Day 64	"
Day 65	Doubts
Day 66	Test
Day 67	Introduction of set and it's types
Day 68	Subsets and questions
Day 69	Venn diagrams and questions
Day 70	Union and intersection on sets
Day 71	Practical applications of sets
Day 72	Doubts
Day 73	"
Day 74	Test
Day 75	Revision of ch-1, 2&3
Day 76	"
Day 77	"
Day 78	Test
Day 79	Revision of ch-5, 6 & 7
Day 80	"
Day 81	"
Day 82	Test
Day 83	Revision of ch-8&9
Day 84	"
Day 85	"
Day 86	Test
Day 87	Revision of ch-10, 11&12

Day 88	"
Day 89	"
Day 90	Test

Name of the professor: Ms. Puja Gupta Class And Section: B.COM (CA 1ST YEAR) “D” & “E” Subject: COMPUTER FUNDAMENTAL -I	
Day 1	Introduction to computer : Definition of Computer;
Day 2	Components of computer
Day 3	Components of computer
Day 4	Characteristics of Computer
Day 5	Limitation of Computer
Day 6	Generation of Computer
Day 7	Generation of Computer
Day 8	Classification of Computer
Day 9	Classification of Computer
Day 10	Difference between Computer and Calculator
Day 11	Application of computer; Computer in Commerce, Marketing
Day 12	Application of computer ; Computer in Education ,Weather forecasting
Day 13	Application of computer : Computer in Banking and Research
Day 14	Hardware, firmware ,Live-ware
Day 15	Discussion and doubt session of the above unit
Day 16	Input Device : Keyboard
Day 17	Mouse
Day 18	Light pen , Touch Screen ,
Day 19	Joystick ,Track ball
Day 20	MICR, OCR , OMR Scanners
Day 21	MICR, OCR , OMR Scanners
Day 22	Touch Screen
Day 23	Output Devices : Hard copy Devices
Day 24	Line printer
Day 25	Character printer
Day 26	Chain printer
Day 27	Dot -Matrix Printer
Day 28	Daisy-Wheel printer
Day 29	Laser printer , Ink-jet printer
Day 30	Plotters
Day 31	Soft Copy Device- Monitor
Day 32	Soft Copy Device- Monitor
Day 33	Screen Image Projector , voice Response Systems
Day 34	Doubt unit –II
Day 35	Test of Unit –II
Day 36	Memory and Mass Storage Devices: Concept of Memory
Day 37	Types of Memory
Day 38	Primary Memory –RAM and ROM
Day 39	Primary Memory –RAM and ROM
Day 40	Secondary Memory – Hard Disk and Floppy Disk
Day 41	Optical Disks – CD – ROM and WORM disks
Day 42	Revision of above
Day 43	Difference between Primary and Secondary Memory
Day 44	Concept of data, Information and data processing
Day 45	Need and Uses of Information
Day 46	Need and Uses of Information
Day 47	Characteristics of Information
Day 48	Revision / Test
Day 49	Levels of Information

Day 50	Revision of above
Day 51	Discussion and doubt session of above Topics
Day 52	Introduction to word processing
Day 53	characteristics of MS-Word
Day 54	Advantages and disadvantages of computer
Day 55	Practical - How to start MS-Word
Day 56	Practical - components of MS-Word window
Day 57	Practical – Menus
Day 58	Practical – Toolbars
Day 59	Practical –Ruler, Scrollbar
Day 60	Doubts in practical
Day 61	Practical - Creating, Editing, Saving a document
Day 62	Practical - Creating, Editing, Saving a document
Day 63	Practical - Working with Frames
Day 64	Practical - Columns, Pictures
Day 65	Revision of above
Day 66	Practical - Tables
Day 67	Practical – Macro
Day 68	Practical – Mail Merge
Day 69	Practical – Mail Merge
Day 70	Practical Doubts
Day 71	Standard Toolbars
Day 72	Practical :Export and import files
Day 73	Practical – Protecting File
Day 74	Practical – object linking and embedding
Day 75	Practical – Hyperlink
Day 76	Practical – Spelling & Grammar Check
Day 77	Practical Doubts
Day 78	Magnetic Tape and Cache Memory
Day 79	Types of Data Processing System
Day 80	Practical - Tables
Day 81	Revision / Test
Day 82	Internal Practical exam
Day 83	File correction
Day 84	Revision of Unit-1,2
Day 85	Revision of Unit -3,4
Day 86	Previous Year Paper Discussion
Day 87	Previous Year Paper Discussion
Day 88	Previous Year Paper Discussion
Day 89	Doubts(Theory Class)
Day 90	Doubts(Practical Class)

Name of the professor: Ms. Pooja Gupta Class And Section: B.Com CA 2nd year(D) Subject: Structured Programming & Computer Graphics I	
Day 1	Introduction
Day 2	Process of Programming (life cycle)
Day 3	Planning the computer Programming
Day 4	Purpose of programming methods
Day 5	Methods of analyzing a program requirements
Day 6	Program Life cycle
Day 7	Doubts
Day 8	Algorithm- Advantages & Disadvantages
Day 9	Representation of Algorithms
Day 10	Flowcharts- symbols, level
Day 11	Types of Flowchart
Day 12	Flowcharts rules, advantage & disadvantages
Day 13	Revision
Day 14	Test
Day 15	Introduction to 'C' language – history , advantages
Day 16	Concept of Structural Programming
Day 17	Basic Constructs of Structural Programming- Sequence ,Selection ,Iterative
Day 18	Introduction to C program (Demo)
Day 19	Life cycle of C program
Day 20	Data types
Day 21	Data types
Day 22	Constants
Day 23	Variables ,Keywords
Day 24	Practical Session
Day 25	Practical Session
Day 26	Operators- Arithmetic
Day 27	Relational, Assignment
Day 28	Increment & Decrement ,Logical
Day 29	Logical , Conditional
Day 30	Bitwise Operators
Day 31	Practical Session
Day 32	Practical Session
Day 33	Revision
Day 34	Test
Day 35	If Statements
Day 36	If Statements
Day 37	If Statements
Day 38	Practical Session
Day 39	Practical Session
Day 40	If Statements
Day 41	If Statements
Day 42	Switch Statements
Day 43	Switch Statements
Day 44	Practical Session
Day 45	Practical Session
Day 46	Goto Statements
Day 47	Loops- for, while
Day 48	Loops- for, while
Day 49	Loops- for, while
Day 50	Practical Session
Day 51	Practical Session
Day 52	do-while
Day 53	do-while

Day 54	Revision
Day 55	Practical Session
Day 56	Practical Session
Day 57	Arrays , advantages
Day 58	Single dimensional arrays
Day 59	Single dimensional arrays
Day 60	Single dimensional arrays
Day 61	Practical Session
Day 62	Practical Session
Day 63	Two dimensional arrays
Day 64	Character Array
Day 65	Character Array
Day 66	String Functions strlen, strcpy
Day 67	Practical Session
Day 68	Practical Session
Day 69	strcmp
Day 70	Strrev, Strupr, Strlwr
Day 71	strcmp
Day 72	Practical Session
Day 73	Practical Session
Day 74	Test
Day 75	Computer Graphics- Definition, Types of Graphics
Day 76	Role of Graphics in various fields
Day 77	Role of Graphics in various fields
Day 78	Computer Aided Design / Drafting Package
Day 79	Animators , DTP (Desktop Packages)
Day 80	Graphics Primitives, Graphic Functions
Day 81	Graphics Primitives, Graphic Functions
Day 82	Revision
Day 83	Practical Session
Day 84	Practical Session
Day 85	Doubt
Day 86	Hardware & Software used in Graphics
Day 87	Hardware & Software used in Graphics
Day 88	Types of Printer using in DTP
Day 89	Types of Graphics Card
Day 90	Categories of Fonts, Style & Size

Name of the professor: Ms. Pooja Gupta Class And Section: B.COM (HONS.) 2ND YEAR Subject: INTRODUCTION TO I.T	
Day 1	Introduction to Computers
Day 2	Essentials of Computers
Day 3	Concept of data, information and data processing
Day 4	Levels or type of information, Uses of information
Day 5	Business data Processing Cycle, Methods of data processing
Day 6	Application of Electronic data processing
Day 7	Introduction of Memory System
Day 8	Types of Memory-Primary and Secondary Memory
Day 9	RAM and ROM
Day 10	Types of Secondary Storage Devices
Day 11	Working with different views (Practical)
Day 12	Working with different Layouts (Practical)
Day 13	Types of Secondary Storage Devices
Day 14	Types of Secondary Storage Devices
Day 15	Software Concepts: Types of Software and their role
Day 16	Test/Revision/Assignment
Day 17	working with graphics in Power Point (Practical)
Day 18	System Languages
Day 19	Translators
Day 20	Functions of Operating System
Day 21	Functions of Operating System
Day 22	Types of Operating System
Day 23	Types of Operating System
Day 24	Doubt Class
Day 25	Data Communications: Basic elements of a Communication System, Forms of Data Transmission
Day 26	Data transmission speed
Day 27	Data transmission speed
Day 28	Modes of Data Transmission
Day 29	Data Transmission Media -Wire Cables
Day 30	Data Transmission Media -Wire Cables
Day 31	Microwave, Fiber-optics
Day 32	Introduction of Power-point (Practical)
Day 33	Creating presentation (Practical)
Day 34	Communication Satellites

Day 35	Emerging Trends in IT: Electronic Commerce(E- Commerce)
Day 36	Types of E-Commerce
Day 37	Advantages and Disadvantages of E-commerce
Day 38	Application of E-commerce, process in e- commerce
Day 39	Types of an Electronic Payment System,
Day 40	Security issues in E-commerce, Security Schemes;
Day 41	Security issues in E-commerce, Security Schemes;
Day 42	Electronic data Interchange (EDI);
Day 43	Wired and non-wired connection
Day 44	Mobile communication
Day 45	Data transmission speed
Day 46	Bluetooth Communication
Day 47	Infrared communication
Day 48	Smart Card
Day 49	Network layers
Day 50	Question answer session
Day 51	Computer Networks: Introduction to Computer Network,
Day 52	Types of Network
Day 53	Local Area Network, Wide Area Network
Day 54	Types of Public and Private Network
Day 55	Network devices
Day 56	Network Topology
Day 57	Network Topology
Day 58	Internet and its Application
Day 59	Internet and its Application
Day 60	Revision/Test/Assignment
Day 61	History of Internet,
Day 62	Benefits of Internet,
Day 63	ISP,
Day 64	Internet Accounts
Day 65	Internet Addressing
Day 66	Information Technology: Impact of IT on Business environment
Day 67	Applications of IT
Day 68	Multimedia: Concept of Multimedia
Day 69	Multimedia Components, Multimedia Applications
Day 70	Tables, Charting
Day 71	Features of Power-point, Basic tools
Day 72	Presentation with Power- Point
Day 73	Familiarizing students with PowerPoint screen
Day 74	Creating presentation the easy way
Day 75	Slide basics
Day 76	Applying theme
Day 77	Sound effects and Animations effects
Day 78	Applying transition
Day 79	Introduction to Accounting Packages-Tally, Features of Tally
Day 80	Tally practical knowledge, Company creation
Day 81	Creation of ledger
Day 82	Preparation of Vouchers,

Day 83	Sales entry, purchase entry
Day 84	Maintaining of Inventory records
Day 85	Groups in Tally (Practical)
Day 86	Maintenance of Accounting Books and final Accounts
Day 87	Generating and Printing reports
Day 88	Generating and Printing reports
Day 89	REVISION
Day 90	REVISION

Name of the professor : Ms. Diksha Chawla	
ClassAndSection:M.Com,SemesterI	
Subject:Managerial Economics	
Day 1	Introduction
Day 2	Nature, Scope and Significance of managerial Economics
Day 3	Nature, Scope and Significance of managerial Economics
Day 4	Nature, Scope and Significance of managerial Economics
Day 5	Relationship with other disciplines
Day 6	Role of managerial Economics in decision making
Day 7	Role of managerial Economics in decision making
Day 8	Fundamental economic concepts
Day 9	Consumer behavior and demand analysis
Day 10	Consumer behavior and demand analysis
Day 11	Consumer behavior and demand analysis
Day 12	Consumer behavior and demand analysis
Day 13	Consumer behavior and demand analysis
Day 14	Consumer behavior and demand analysis
Day 15	Consumer behavior and demand analysis
Day 16	Consumer behaviour and demand analysis
Day 17	Consumer behaviour and demand analysis
Day 18	Cardinal and ordinal Approach to consumer behaviour
Day 19	Cardinal and ordinal Approach to consumer behaviour
Day 20	Cardinal and ordinal Approach to consumer behaviour
Day 21	Cardinal and ordinal Approach to consumer behaviour
Day 22	Cardinal and ordinal Approach to consumer behaviour
Day 23	Demand Estimation and Forecasting
Day 26	Demand Estimation and Forecasting
Day 27	Test
Day 28	Managerial uses of production function
Day 29	Managerial uses of production function
Day 30	Short run production analysis
Day 31	Short run production analysis
Day 32	Short run production analysis
Day 33	Short run production analysis
Day 34	Long run production analysis
Day 35	Long run production analysis
Day 36	Isoquants
Day 37	Isoquants
Day 38	Optimal combination of inputs
Day 39	Empirical Estimation of production functions
Day 40	Empirical Estimation of production functions
Day 41	Empirical Estimation of production functions
Day 42	Traditional and modern theory of cost in short and long runs
Day 43	Traditional and modern theory of cost in short and long runs
Day 44	Traditional and modern theory of cost in short and long runs
Day 45	Traditional and modern theory of cost in short and long runs
Day 46	Economies of scale
Day 47	Economies of scale
Day 48	Economies of Scope
Day 49	Test
Day 50	Empirical Estimation of cost function
Day 51	Perfect competition

Day 52	Perfect competition
Day 53	Monopoly competition
Day 54	Monopoly competition
Day 55	Monopolistic competition
Day 56	Monopolistic competition
Day 57	Oligopoly
Day 58	Monopolistic competition
Day 59	Prisoners Dilemma
Day 60	Prisoners Dilemma
Day 61	Meaning, nature and scope of macro economics
Day 62	Meaning, nature and scope of macro economics
Day 63	Circular flow of income
Day 64	Circular flow of income
Day 65	Multiplier
Day 66	Accelerator
Day 67	MEC
Day 68	Economic Growth:measurement and determinants
Day 69	Inflation :defination and types
Day 70	Strategies to counter inflation
Day 71	Budget
Day 72	Budgetary deficit
Day 73	Deficit financing
Day 74	Public Debt operations and its management
Day 75	Public Debt operations and its management
Day 76	BOP management
Day 78	BOP management
Day 79	Management and internal and external balance
Day 80	Management and internal and external balance
Day 81	Foreign exchange reserves
Day 82	Foreign exchange rate management
Day 83	Its role in managerial decision making
Day 84	Foreign exchange flow
Day 85	Business cycles
Day 86	Business cycles
Day 87	Business cycles and its relevance
Day 88	Revision
Day 89	Revision
Day 90	Revision

*As per number of periods /week

Name of the professor: Shilpa Khetan
Class And Section: B.Com CA (sec E)
Subject: Business Mathematics

Day 1	Introduction of the syllabus
Day 2	Indices
Day 3	Problem based
Day 4	Problem based
Day 5	Problem based
Day 6	Problem based
Day 7	Doubt class
Day 8	Logarithms
Day 9	Problem based
Day 10	Problem based
Day 11	Problem based
Day 12	Problem based
Day 13	Doubt class
Day 14	Revision
Day 15	Theory of sets
Day 16	Definition of a set
Day 17	Elements
Day 18	Types of a sets
Day 19	Presentation
Day 20	Equality of sets
Day 21	Union and intersection of a set
Day 22	Complement and difference of a set
Day 23	Venn diagram
Day 24	Cartesian product of two sets
Day 25	Application of set theory
Day 26	Problem based
Day 27	Problem based
Day 28	Problem based
Day 29	Problem based
Day 30	Doubt class
Day 31	Doubt class
Day 32	Doubt class
Day 33	Doubt class
Day 34	Revision
Day 35	Revision
Day 36	Assignment
Day 37	Test
Day 38	Elementary Idea of permutations
Day 39	Problem based
Day 40	Problem based
Day 41	Doubt class
Day 42	Doubt class
Day 43	Revision
Day 44	Combination
Problem basedDay 45	Doubt class
Day 46	Doubt class
Day 47	Revision
Day 48	Revision

Day 49	Assignment
Day 50	Test
Day 51	Introduction about sequence and series
Day 52	Arithmetic series
Day 53	Doubt class
Day 54	Revision
Day 55	Revision
Day 56	Test
Day 57	Revision
Day 58	Assignment
Day 59	Data interpretation
Day 60	Problem based
Day 61	Problem based
Day 62	Approaches to data interpretation
Day 63	Problem based
Day 64	Problem based
Day 65	Problem based
Day 66	Tabulation
Day 67	Problem based
Day 68	Problem based
Day 69	Bar graph
Day 70	Problem based
Day 71	Problem based
Day 72	Problem based
Day 73	Doubt class
Day 74	Test
Day 75	Assignment
Day 76	Bar graph
Day 77	Problem based
Day 78	Pie chart
Day 79	Problem based
Day 80	Problem based
Day 81	Line graph
Day 82	Problem based
Day 83	Problem based
Day 84	Problem based
Day 85	Doubt class
Day 86	Doubt class
Day 87	Revision
Day 88	Test
Day 89	Revision
Day 90	Revision

Name of the professor: Ms. Samina
Class And Section: B.Com (C.A)III
Sem E section
Subject: DBMS I

Day 1	Introduction to Database system
Day 2	Database System: Basic concepts and definitions
Day 3	Introduction of SQL
Day 4	Data Dictionary, Types Of Data Dictionary,
Day 5	Meta Data, Database, DBMS : Introduction and Definition
Day 6	Operations performed on DBMS System,
Day 7	File Oriented System versus Database System,
Day 8	Lab: Data Manipulation In SQL
Day 9	Lab: Select Command , Column Alias , Concatenation Operator
Day 10	Database system Environment
Day 11	Component of Database system Environment,
Day 12	Advantages And Disadvantages of Database system Environment,
Day 13	Lab: Literal Strings , Eliminating Duplicate Rows, Arithmetic Operator
Day 14	Lab: Special operator and Logical operator
Day 15	Database Languages
Day 16	DDL, DML, Data Control Language(DCL),
Day 17	Transaction Control Language(TCL),
Day 18	Data Query Language(DQL),
Day 19	Advantage and Disadvantage of DBMS,
Day 20	DBA and defined the responsibility of DBA
Day 21	Introduction of DBMS ,Components of DBMS, Database users
Day 22	Lab: Practical File Checking
Day 23	Lab: Practical File Checking
Day 24	File Organization: Basic concept of Files: File Types.
Day 25	File Organization Techniques /Assignment On File Organisation ?
Day 26	Unit II Database System Architecture: Introduction,
Day 27	Lab : Introduction to function
Day 28	Lab : Single Row Function Group Row Function
Day 29	Schema ,Sub Schemas, Instances
Day 30	Data Independence,
Day 31	Data Models,
Day 32	Network And Herarchical Model
Day 33	Lab: Test What Is File Organization And What are the various Technique Of File Organization?
Day 34	Lab :Character Functions
Day 35	Relational Model
Day 36	Introduction of DBMS Structure,
Day 37	Components and Functions of DBMS,
Day 38	Lab: Number Function
Day 39	Lab: date Function
Day 40	Levels of Database Architecture
Day 41	Types of Database System(DBMS),
Day 42	Structure of Relational Database
Day 43	Keys of Relations
Day 44	Lab :Date Function
Day 45	Lab: Number Function Continue
Day 46	Introduction to Database Design Unit III
Day 47	: Software Development Life Cycle (SDLC)

Day 48	Development Cost and Structure System Analysis and Design (SSAD)
Day 49	Database Development Life Cycle (DDLC),
Day 50	Lab: What Is Development Cost and Structure System Analysis and Design (SSAD)? Explain?
Day 51	Lab: Introduction To Joins And Explain Its Various Types?
Day 52	Database Design/, Assignment On Database Development Life Cycle (DDLC)?
Day 53	Automated Design Tools,
Day 54	Normalization: Normal Forms: 1st, 2nd
Day 55	3rd NF, BCNF, 4NF and 5NF.
Day 56	Test On SDLC?
Day 57	Lab: Joins Continue , Group Function
Day 58	Functional Dependency and Decomposition Techniques
Day 59	Unit IV Query Processing
Day 60	Query Optimization: Techniques:
Day 61	Lab :Group By Clause
Day 62	Lab: having Clause , Insert Statement , Update Statement
Day 63	Transaction Processing/ Assignment On Functional Dependency and Decomposition Techniques
Day 64	Concurrency Control Methods
Day 65	Data Manipulation
Day 66	Test On Normalization ?
Day 67	Lab : Sub Queries, Delete Statement And Merge Statement
Day 68	Structured query language Introduction to Various Command DDL,DML,DCL
Day 69	Create, Modify,
Day 70	Insert, Delete and Update
Day 71	Lab: What Is Normalization? Explain Its Various Form?
Day 72	Lab :DDL Create Table ,Column Constraints ,Default Value
Day 73	Searching and Matching Data from Database
Day 74	Introduction to Oracle Functions
Day 75	Various functions continue....
Day 76	Lab : Alter table Statement
Day 77	Lab: Alter table Statement Continue....
Day 78	Introduction to Oracle Transactions
Day 79	Various command of oracle transaction Revoke, Rollback
Day 80	Various command of oracle transition Commit statements
Day 81	Lab: DCL Roll Back, Save Point, Commit.
Day 82	Lab :Grant And Revoke Statement
Day 83	Discussion of important topics
Day 84	Discussion of important topics
Day 85	Revision
Day 86	Revision
Day 87	Revision
Day 88	Revision
Day 89	Revision
Day 90	Revision

Name of the professor: Ms. Samina
Class And Section: B.Com(VOC)V Sem
Subject: CAD-I (D&E)

Day 1	Introduction: CAD/CAM
Day 2	Product cycle and CAD/CAM
Day 3	Automation and CAD/CAM
Day 4	Computer Technology: Introduction
Day 5	CPU
Day 6	Types of memory
Day 7	Types of memory
Day 8	Lab: Data Manipulation In SQL
Day 9	Lab: Select Command , Column Alias , Concatenation Operator
Day 10	Input/Output
Day 11	Input/Output
Day 12	Data epresentation
Day 13	Lab: Literal Strings , Eliminating Duplicate Rows, Arithmetic Operator
Day 14	Lab: Special operator and Logical operator
Day 15	Computer Programming Languages
Day 16	Operating the computer System
Day 17	Introduction to Mini computers
Day 18	Micro computers.
Day 19	programmable controllers.
Day 20	Computer- Aided Design: Fundamentals of CAD Introductions
Day 21	Design Process
Day 22	Lab: Practical File Checking
Day 23	Lab: Practical File Checking
Day 24	Application of computers for design
Day 25	Creating the manufacturing Data base
Day 26	TEST
Day 27	Lab : Introduction to function
Day 28	Lab : Single Row Function Group Row Function
Day 29	Benefits of Computer – Aided Design with examples
Day 30	Hardware in Computer – Aided Design: Introduction
Day 31	Design workstation
Day 32	Graphics terminal
Day 33	Lab: Test What Is File Organization And What are the various Technique Of File Organization?
Day 34	Lab :Character Functions
Day 35	Operator input devices
Day 36	Plotters and other output devices
Day 37	CPU, secondary storage.
Day 38	Lab: Number Function
Day 39	Lab: date Function
Day 40	TEST
Day 41	Computer Graphics Software
Day 42	Data Base : Introduction
Day 43	Software Configuration of a Graphics system
Day 44	Lab :Date Function
Day 45	Lab: Number Function Continue
Day 46	Functions of a Graphic Package
Day 47	REVISION

Day 48	Exchange of CAD Data
Day 49	Role of Multimedia
Day 50	Lab: What Is Development Cost and Structure System Analysis and Design (SSAD)? Explain?
Day 51	Lab: Introduction To Joins And Explain Its Various Types?
Day 52	Data warehousing Components
Day 53	Building a Data warehouse
Day 54	Building a Data warehouse
Day 55	Mapping the Data Warehouse
Day 56	Mapping the Data Warehouse to a Multiprocessor Architecture
Day 57	Lab: Joins Continue , Group Function
Day 58	DBMS Schemas for Decision Support
Day 59	DBMS Schemas for Decision Support
Day 60	Data Extraction
Day 61	Lab :Group By Clause
Day 62	Lab: having Clause , Insert Statement , Update Statement
Day 63	Cleanup
Day 64	Transformation Tools –Metadata
Day 65	Transformation Tools –Metadata
Day 66	REVISION
Day 67	Lab : Sub Queries, Delete Statement And Merge Statement
Day 68	Structured query language Introduction to Various Command DDL,DML,DCL
Day 69	Create, Modify,
Day 70	Insert, Delete and Update
Day 71	Lab: What Is Normalization? Explain Its Various Form?
Day 72	Lab :DDL Create Table ,Column Constraints ,Default Value
Day 73	Searching and Matching Data from Database
Day 74	Introduction to Oracle Functions
Day 75	Various functions continue....
Day 76	Lab : Alter table Statement
Day 77	Lab: Alter table Statement Continue....
Day 78	Introduction to Oracle Transactions
Day 79	Various command of oracle transaction Revoke, Rollback
Day 80	Various command of oracle transition Commit statements
Day 81	Lab: DCL Roll Back, Save Point, Commit.
Day 82	Lab :Grant And Revoke Statement
Day 83	Discussion of important topics
Day 84	Discussion of important topics
Day 85	Revision
Day 86	Revision
Day 87	Revision
Day 88	Revision
Day 89	Revision
Day 90	Revision

Name of the professor: Ms. Nalnee
Class and Section: B.Com (Voc) 3 SecE
Subject: CORPORATE LAW - I

Day 1	Topic to be Covered
Day 2	Introduction with students
Day 3	Meaning and Characteristics of Company
Day 4	Meaning and Characteristics of Company
Day 5	Advantages of Joint Stock Company
Day 6	Advantages of Joint Stock Company
Day 7	Disadvantage of Joint Stock Company
Day 8	Lifting the Corporate Veil
Day 9	Types of Companies
Day 10	Types of Companies
Day 11	Types of Companies
Day 12	Revision of the chapter
Day 13	Meaning of Article of Association and its Importance
Day 14	Features
Day 15	Obligations to register articles
Day 16	Forms or legal requirement of AOA
Day 17	Content of AOA
Day 18	Alteration of AOA
Day 19	Alteration of AOA
Day 20	Legal effects of MOA & AOA
Day 21	Legal effects of MOA & AOA
Day 22	Relationship between MOA & AOA
Day 23	Doctrine of Constructive Notice
Day 24	Doctrine of indoor management
Day 25	Doctrine of indoor management
Day 26	Doctrine of Ultra –Vires
Day 27	Doctrine of Ultra –Vires
Day 28	Doubts and revision
Day 29	Class test
Day 30	Privileges and Exemptions of Private Company
Day 31	Privileges and Exemptions of Private Company
Day 32	Privileges and Exemptions of Private Company
Day 33	Procedure of conversion
Day 34	Conversion of a private Company into Public Company
Day 35	Conversion of a private Company into Public Company
Day 36	Conversion of a private Company into Public Company
Day 37	Revision of chapter
Day 38	Assignment in class
Day 39	Test
Day 40	What is Formation of Company
Day 41	Stages of Formation of a Company

Day 42	Meaning and Definition of Promotion of a Company
Day 43	Stages of Promotion
Day 44	Who is Promoters, Meaning and Definition of Promoters
Day 45	Characteristics of Promoter
Day 46	Functions of promoters
Day 47	Legal Position of Promoter
Day 48	Legal Position of Promoter
Day 49	Importance of the Promoter
Day 50	Right of Promoters
Day 51	Liabilities of promoters
Day 52	Duties of promoters
Day 53	ASSIGNMENT
Day 54	Remuneration and Types of Promoters
Day 55	Preliminary Contracts
Day 56	Registration of a Company
Day 57	Registration of a Company
Day 58	Promoters and registration
Day 59	Registration of a Company
Day 60	Capital Subscription
Day 61	Presentation of Students (Roll No. 61-70)
Day 62	Presentation of Students (Roll No. 70-80)
Day 63	Presentation of Students (Roll No. 80-90)
Day 64	Presentation of Students (Roll No. 90-100)
Day 65	Presentation of Students (Roll No. 100-110)
Day 66	Presentation of Students (Roll No. 110-124)
Day 67	Discussion
Day 68	Prospectus of company
Day 69	Contents of Prospectus
Day 70	Misleading Prospectus
Day 71	Consequences of misleading statements in prospectus
Day 72	Consequences of misleading statements in prospectus
Day 73	Revision class
Day 74	Borrowing Powers of Company
Day 75	Lawful Borrowing
Day 76	Restrictions on Borrowing Powers of a Company
Day 77	Debentures
Day 78	Methods of issuing debentures
Day 79	Charges-meaning and registration
Day 80	Types of charges and effect of non-registration of charges
Day 81	Meaning of Memorandum of Association
Day 82	Its Importance
Day 83	Features of memorandum
Day 84	Forms & legal requirement of MOA
Day 85	Alteration in memorandum of association
Day 86	Alteration in memorandum of association

Day 87	Revision and doubts before exams
Day 88	Revision and doubts before exams
Day 89	Revision and doubts before exams
Day 90	Revision and doubts before exams

Name of the professor Dr. Preeti Vijay
ClassAndSection:B.Com(CA) 1ST Sem D, E
Subject: Financial Accounting

Day 1	Introduction of syllabus
Day 2	Introduction of Accounts
Day 3	Introduction of accounting
Day 4	Meaning of accounts and accounting
Day 5	Characteristics and functions of accounting
Day 6	different branches of accounting
Day 7	Objectives of accounting
Day 8	Uses of accounting
Day 9	Difference between book keeping, accounting and accountancy
Day 10	Advantages of accounting
Day 11	Limitations of accounting
Day 12	Basic terms of accounting
Day 13	Bases of accounting
Day 14	Meaning of accounting concept
Day 15	Different accounting concepts
Day 16	Accounting conventions
Day 17	Limitations of accounting principles
Day 18	Double entry system
Day 19	Basic concept of journal
Day 20	Rule of journal entries
Day 21	Practical problems regarding journal entries
Day 22	Practical problems regarding journal entries
Day 23	Practical problems regarding journal entries
Day 24	Ledger posting
Day 25	Class test
Day 26	Preparation of trial balance
Day 27	Capital and revenue items
Day 28	Depreciation meaning features and causes
Day 29	Fixed installment method
Day 30	practical problems
Day 31	Practical problems
Day 32	practical problems
Day 33	assignment
Day 34	diminishing balance method
Day 35	practical problems
Day 36	practical problems
Day 37	change in method of depreciation
Day 38	practical problems
Day 39	practical problems
Day 40	Maintain provision of depreciation
Day 41	Doubts
Day 42	Provision and reserve
Day 43	Performa of trading account and PL account
Day 44	Performa of balance sheet
Day 45	Various adjustments in final accounts
Day 46	practical problems
Day 47	practical problems
Day 48	practical problems
Day 49	practical problems
Day 50	practical problems
Day 51	practical problems

Day 52	practical problems
Day 53	practical problems
Day 54	Doubts
Day 55	Assignment
Day 56	class test
Day 57	Errors and their rectification theory
Day 58	two sided error
Day 59	one sided errors
Day 60	suspense account
Day 61	effect of rectification on net profit
Day 62	Rectification through profit and loss adjustment account
Day 63	introduction of non profit organisation
Day 64	practical problems
Day 65	practical problems
Day 66	practical problems
Day 67	practical problems
Day 68	practical problems
Day 69	practical problems
Day 70	practical problems
Day 71	practical problems
Day 72	Doubts
Day 73	Assignment
Day 74	meaning of consignment
Day 75	needs and accounting procedure of consignment
Day 76	principal terms
Day 77	practical problems
Day 78	bad debts loss of normal goods
Day 79	loss of abnormal goods
Day 80	combined loss problems
Day 81	Overriding Commission
Day 82	consignee expenses not reimbursed
Day 83	Goods returned by consignee
Day 84	Commission on net profit
Day 85	Loss due to consignee negligence recovery from consignee
Day 86	Doubts
Day 87	Doubts
Day 88	Revision
Day 89	revision
Day 90	revision

Name of the professor: Dr. Preeti Vijay
ClassAndSection: B.Com Pass 2nd Year Section - C
Subject: Basics of retailing

Day 1	Introduction, meaning and definition of retailing
Day 2	Characteristics of retailing
Day 3	Scope of retailing
Day 4	Importance of retailing
Day 5	Continue
Day 6	Introduction -Growth of retailing
Day 7	Difference between organized and unorganised retail sector
Day 8	Indian Retail Revolution -Growth and present size
Day 9	Continue
Day 10	Some top retailers in India
Day 11	Indian Retail Sector -some important facts
Day 12	Continue
Day 13	Reasons of growth of retail sector in India
Day 14	Present structure of retail in India
Day 15	Challenges for retail sector in present state
Day 16	Continue
Day 17	Future of retailing in India
Day 18	Career options in retailing -introduction
Day 19	Essential qualifications and skills required for a career in retailing
Day 20	Different career options in retailing
Day 21	Career as small retailer -entrepreneurship
Day 22	Institutes offering retail courses
Day 23	Technology induction in retailing -Introduction
Day 24	Need for IT induction in retailing ,IT induction in retailing
Day 25	Tools and techniques of IT
Day 26	Advantages and limitations of IT induction in retailing
Day 27	Assignment -Retailing meaning, nature and IT induction
Day 28	Retailing -types
Day 29	Different types Of retailing
Day 30	Continue
Day 31	Retailing stores – introduction
Day 32	Stores classified by owners
Day 33	Stores classified by merchandising categories
Day 34	Retail formats -Tradition and modern
Day 35	Store based formats
Day 36	Non store based formats
Day 37	Cash and carry business - introduction and nature
Day 38	Advantages and scope of cash and carry business
Day 39	Retailing model-franchisor franchisee
Day 40	Features of the Model
Day 41	Classification and Types of Franchising
Day 42	Franchising model in India
Day 43	Retailing model-directly owned
Day 44	Features of the model
Day 45	Advantages and disadvantages
Day 46	Retailing concepts - wheel of retailing

Day 47	Stages of the wheel of retailing
Day 48	Retailing life cycle
Day 49	Wheel of retailing vs. Retailing life cycle
Day 50	Conflicts with other retailers, sources and features
Day 51	Types of conflicts
Day 52	Cooperation with other retailers
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Day 54	Various dimensions of management of retailing operations
Day 55	Retail management – introduction and features
Day 56	Functions of retailing management
Day 57	Strategic retail management process
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Day 59	Implementing the retail strategy
Day 60	Test:wheel of retailing and retailing life cycle
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Day 66	Objectives of retail planning
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Day 69	Retail action plans -various types
Day 70	Developing retail strategy - introduction
Day 71	Types of retailing strategy
Day 72	Developing retailing strategy-steps
Day 73	Importance and objectives of retailing strategy
Day 74	Retail pricing strategy ,objectives in pricing
Day 75	Factors affecting retail pricing strategy
Day 76	Developing a retail pricing strategy
Day 77	Methods of pricing strategies
Day 78	Retail location strategies
Day 79	Importance of retail location strategies
Day 80	Retail location strategies and decisions
Day 81	Continue
Day 82	Location assessment techniques
Day 83	Continue
Day 84	Revision
Day 85	Revision
Day 86	Test :developing retailing strategies
Day 87	Revision
Day 88	Revision
Day 89	Test : Wheel of retailing
Day 90	Revision

Name of the professor: Dr. Preeti Vijay
ClassAndSection B.Com(P) 5th Sem Sec
A
Subject: Entrepreneurship & Small Scale Business

Day 1	Introduction about Entrepreneurship
Day 2	Introduction of entrepreneur and entrepreneurship
Day 3	Characteristics & Functions of Entrepreneur
Day 4	Types of Entrepreneurs
Day 5	Types of Entrepreneurs
Day 6	Difference between entrepreneur, manager and entrepreneur
Day 7	Concept of entrepreneurship
Day 8	The Entrepreneurial process
Day 9	Nature and Characteristics of Entrepreneurship
Day 10	Need and importance of Entrepreneurship
Day 11	Role of an Entrepreneurship in Economic Development
Day 12	Diff. between Entrepreneurship, Employment and Self employment
Day 13	Business Environment - Meaning and Features
Day 14	Components of business environment
Day 15	Components of business environment
Day 16	Environment Scanning and its approaches
Day 17	Techniques used for Environmental Analysis
Day 18	Environment Appraisal
Day 19	Large scale Entrepreneur and its problems
Day 20	Concept of small Enterprises
Day 21	Characteristics and scope of small Entrepreneur
Day 22	Importance of Small Entrepreneur
Day 23	Importance of Small Enterprises in Indian Economy
Day 24	Problems of Small Entrepreneurs
Day 25	Relationship and difference between large and Small Scale enterprise
Day 26	Assignment - Explain importance and problems of Small Scale enterprise
Day 27	Development of Entrepreneurship
Day 28	Objectives of EDPS
Day 29	Course Content of EDP , and Phases of EDPS
Day 30	Problems faced by EDPS and its criteria
Day 31	Consultancy organization and its role
Day 32	Consultancy organization and its role
Day 33	Entrepreneurial motivation
Day 34	Motivation process and Motivation Theories
Day 35	Motivation Theories
Day 36	Opportunity - Meaning and Elements
Day 37	Idea - sources , techniques for generating new business idea
Day 38	Techniques of generating new business idea
Day 39	Creativity and Innovation
Day 40	Types of Thinking mode
Day 41	Diff. or relationship between divergent and convergent thinking
Day 42	Assignment - explain methods of generating ideas
Day 43	Networking marketing
Day 44	Franchising
Day 45	Business Process outsourcing
Day 46	Steps for setting up a new enterprise

Day 47	Steps for setting up a new enterprise
Day 48	Test - Explain the process of setting up new venture
Day 49	Meaning and objectives of Project Report
Day 50	Importance of Project Report
Day 51	Content of project report
Day 52	Precautions while preparing project report
Day 53	Market survey – Introduction
Day 54	Objectives of market survey
Day 55	Process of market survey
Day 56	Preliminary project report
Day 57	Advantages and Content of PPR
Day 58	Meaning and features of management
Day 59	Management functions
Day 60	Functional Areas of Management
Day 61	Production Management - An Introduction
Day 62	key decisions under operation management
Day 63	Planning and Control of Production Process
Day 64	Quality control
Day 65	Growth – An Introduction and its need
Day 66	Retrenchment Strategies
Day 67	Combination Strategies, concentration strategies
Day 68	International Strategies and Crisis in Business Growth
Day 69	Marketing Management and introduction
Day 70	Marketing mix and product mix
Day 71	Product life cycle
Day 72	Price mix, promotion mix and place mix
Day 73	Marketing Consortium
Day 74	Tender Marketing and Incentives and Subsidies
Day 75	Various subsidies in operation & Various assistance program
Day 76	Advantages and problems of incentives and subsidies
Day 77	Taxation benefits to small scale industries
Day 78	Assignment - subsidies for small scale industries in India
Day 79	Institutional support -Introduction & Need
Day 80	Small industries development organization
Day 81	National small industries corporation and small industries service institute
Day 82	District industries center and their functions
Day 83	Small industries development Bank of India and their functions
Day 84	Small scale industries board
Day 85	State industrial development corporations
Day 86	State financial corporation and their functions
Day 87	Revision
Day 88	Revision
Day 89	Revision
Day 90	Revision

Name of the professor: Rachna

Class And Section: B.Com Pass First Year Sec – B & C

Subject: Business Communication

Day 1	Orientation Of The Students
Day 2	Introduction of syllabus
Day 3	Meaning of communication
Day 4	What is business communication?
Day 5	Functions of business communication
Day 6	Basic forms of communication
Day 7	Communication process in detail
Day 8	Assignment on the topic business communication and its functions
Day 9	Prerequisites of successful effective communication
Day 10	Prerequisites of successful effective communication
Day 11	Principles of effective communication
Day 12	Principles of effective communication
Day 13	What is miscommunication?
Day 14	How does miscommunication arise?
Day 15	Barriers in effective business communication
Day 16	Different types of barriers
Day 17	How to remove barriers?
Day 18	How to improve communication?
Day 19	Presentation on types of barriers
Day 20	Introduction of ethical communication, meaning of ethical communication
Day 21	Significance of ethical communication
Day 22	Factors influencing ethical communication
Day 23	Organization values and communication ethics dilemma
Day 24	Advantages of ethical communication
Day 25	Introduction of letter writing in business communication
Day 26	Planning the business letter
Day 27	Physical appearances of business letter and its layout or formats
Day 28	Format or letter writing and parts of a business letter
Day 29	History of technological developments for modern forms of communication
Day 30	Challenges by new technologies
Day 31	What is E-mail? Uses of E-mail
Day 32	How E-mail works ?
Day 33	Advantages and disadvantages of E-mail
Day 34	Guidelines and etiquette for writing E-mail
Day 35	Understanding the internet, E-mail signs and symbols
Day 36	What is a bad news letter?
Day 37	Purpose of a bad news letter
Day 38	Tone of a bad news letter
Day 39	Planning for a bad news letter
Day 40	Types of bad news letter
Day 41	What is persuasiveness
Day 42	Foundation of persuasive letters
Day 43	Planning for persuasive letters
Day 44	AIDA formula
Day 45	Types of persuasive letters
Day 46	Sales letter
Day 47	Collection letter
Day 48	Test of AIDA formula
Day 49	Format of a memorandum

Day 50	Conditions for a good memorandum
Day 51	Types of memorandums
Day 52	Advantages of memorandum
Day 53	Why people don't read?
Day 54	Definition-meetings
Day 55	Notice and agenda of the meeting
Day 56	Agenda
Day 57	Minutes of meeting
Day 58	Minutes of meeting
Day 59	Class test
Day 60	Prepare for the meeting
Day 61	Introduction of Report Writing
Day 62	Short Report, Long Report
Day 63	Abstracts, Summary, Proposal
Day 64	What is reading?
Day 65	Reading context and process of reading
Day 66	Reading context and process of reading
Day 67	What are Reading Skills ? Reading Group of words
Day 68	Efficient reading Strategy,SQ3R reading methods
Day 69	Speed Reading, 3C'S of reading Skill
Day 70	Importance & Nature of Listening
Day 71	Poor Listening Habits
Day 72	Cost of ineffective Listening
Day 73	Cost of ineffective Listening
Day 74	How to listen ?
Day 75	Advantages & Barriers to Listening
Day 76	Tips for effective Note Making
Day 77	Methods of Note Making
Day 78	Understand what you want to achieve, uncomfortable phase
Day 79	Basic principals & ways of delivering message
Day 80	Consideration of personal aspects & audience analysis
Day 81	Hints & tips for effective persuasive speaking
Day 82	Use of voice ,adapting the style , final phase
Day 83	Types of non verbal communication, Body Language
Day 84	Nature of Body Language
Day 85	Types of Body Language
Day 86	Function & Significance of body language
Day 87	Ethical dilemmas in communication
Day 88	In communication challenges to the organization made by new technologies
Day 89	REVISION
Day 90	REVISION

Name of the professor: Rachna	
ClassAndSection: B.Com Pass Final Year Section- (C)	
Subject: Financial Market Operation	
Day 1	introduction of the subject
Day 2	introduction of financial system
Day 3	features and functions of financial system
Day 4	Classification of financial system
Day 5	introduction of money market
Day 6	introduction of money market
Day 7	features of money market
Day 8	continue
Day 9	objectives of money market
Day 10	prerequisites for an efficient money market
Day 11	importance of money market
Day 12	continue
Day 13	institutions of money market
Day 14	continue
Day 15	Indian money market
Day 16	Unorganized money market
Day 17	introduction of organized money market
Day 18	various instruments of money market
Day 19	continue
Day 20	The Discount Markets
Day 21	1. SBI. DFHI Ltd.
Day 22	2. STCI
Day 23	limitations of Indian money market
Day 24	measures to reform the Indian money market
Day 25	test - " instruments of money market"
Day 26	introduction of capital market
Day 27	meaning and features of capital market
Day 28	importance and functions of capital market
Day 29	introduction of Indian capital market
Day 30	features of Indian capital market
Day 31	role of capital market in industrial growth
Day 32	Gilt edged market
Day 33	primary dealers and government securities market
Day 34	explanation of new issue market
Day 35	features of new issue market
Day 36	functions of new issue market
Day 37	continue
Day 38	various methods of new issue
Day 39	explanations of public issue through prospectus, offer for sale
Day 40	explanation of private placement IPO right issue
Day 41	explanation of bonus shares and book building
Day 42	Test " explain the various methods of new issue market"
Day 43	explanation of stock option and bought out deals
Day 44	explanation of qualified institutional placement
Day 45	Intermediaries in NIM

Day 46	assignment- " explain the book building process in detail?"
Day 47	meaning and features of stock exchange
Day 48	functions of stock exchange
Day 49	regulations of stock exchange
Day 50	procedure for dealing at stock exchanges
Day 51	continue
Day 52	types of speculators
Day 53	provisions and powers of recognised stock exchange
Day 54	procedure of listing of securities
Day 55	Revision of Stock Exchanges
Day 56	OTCEI
Day 57	NSE
Day 58	assignment- Stock exchange
Day 59	introduction of SEBI
Day 60	guidelines of SEBI
Day 61	guidelines of SEBI
Day 62	Revision
Day 63	meaning of investor and investor protection
Day 64	grievances of investors
Day 65	stock exchange and investor protection
Day 66	company law board
Day 67	SEBI and investor protection
Day 68	assignment - "redressal machinery for investors"
Day 69	Stock Broker - a detail note
Day 70	continue
Day 71	sub broker
Day 72	Market makers
Day 73	Jobbers , Portfolio consultants
Day 74	investment institutions
Day 75	meaning and features of merchant banking
Day 76	functions of merchant banking
Day 77	roles and objectives of merchant banking
Day 78	defaults of merchant bankers and penalty points
Day 79	self-regulatory organization
Day 80	meaning and importance of credit rating agencies
Day 81	credit rating process and its drawbacks
Day 82	credit rating agencies in India
Day 83	development banks features and objectives
Day 84	types of development banks
Day 85	industrial development banks
Day 86	continue
Day 87	Meaning and concept of mutual fund
Day 88	types of mutual fund
Day 89	SEBI guidelines regarding mutual fund
Day 90	Revision

Name of the professor: Rachna
ClassAndSection: B.Com Pass 2nd Year Section - B
Subject: Basics of retailing

Day 1	Introduction, meaning and definition of retailing
Day 2	Characteristics of retailing
Day 3	Scope of retailing
Day 4	Importance of retailing
Day 5	Continue
Day 6	Introduction -Growth of retailing
Day 7	Difference between organized and unorganized retail sector
Day 8	Indian Retail Revolution -Growth and present size
Day 9	Continue
Day 10	Some top retailers in India
Day 11	Indian Retail Sector -some important facts
Day 12	Continue
Day 13	Reasons of growth of retail sector in India
Day 14	Present structure of retail in India
Day 15	Challenges for retail sector in present state
Day 16	Continue
Day 17	Future of retailing in India
Day 18	Career options in retailing -introduction
Day 19	Essential qualifications and skills required for a career in retailing
Day 20	Different career options in retailing
Day 21	Career as small retailer -entrepreneurship
Day 22	Institutes offering retail courses
Day 23	Technology induction in retailing -Introduction
Day 24	Need for IT induction in retailing ,IT induction in retailing
Day 25	Tools and techniques of IT
Day 26	Advantages and limitations of IT induction in retailing
Day 27	Assignment -Retailing meaning, nature and IT induction
Day 28	Retailing -types
Day 29	Different types Of retailing
Day 30	Continue
Day 31	Retailing stores – introduction
Day 32	Stores classified by owners
Day 33	Stores classified by merchandising categories
Day 34	Retail formats -Tradition and modern
Day 35	Store based formats
Day 36	Non store based formats
Day 37	Cash and carry business - introduction and nature
Day 38	Advantages and scope of cash and carry business
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Day 79	Importance of retail location strategies
Day 80	Retail location strategies and decisions
Day 81	Continue
Day 82	Location assessment techniques
Day 83	Continue
Day 84	Revision
Day 85	Revision
Day 86	Test :developing retailing strategies
Day 87	Revision
Day 88	Revision
Day 89	Test : Wheel of retailing
Day 90	Revision

Name of the professor:Dr. Vandana
Class And Section:B.Com CA (sec D)
Subject: Business Mathematics

Day 1	Introduction of the syllabus
Day 2	Indices
Day 3	Problem based
Day 4	Problem based
Day 5	Problem based
Day 6	Problem based
Day 7	Doubt class
Day 8	Logarithms
Day 9	Problem based
Day 10	Problem based
Day 11	Problem based
Day 12	Problem based
Day 13	Doubt class
Day 14	Revision
Day 15	Theory of sets
Day 16	Definition of a set
Day 17	Elements
Day 18	Types of a sets
Day 19	Presentation
Day 20	Equality of sets
Day 21	Union and intersection of a set
Day 22	Complement and difference of a set
Day 23	Venn diagram
Day 24	Cartesian product of two sets
Day 25	Application of set theory
Day 26	Problem based
Day 27	Problem based
Day 28	Problem based
Day 29	Problem based
Day 30	Doubt class
Day 31	Doubt class
Day 32	Doubt class
Day 33	Doubt class
Day 34	Revision
Day 35	Revision
Day 36	Assignment
Day 37	Test
Day 38	Elementary Idea of permutations
Day 39	Problem based
Day 40	Problem based
Day 41	Doubt class
Day 42	Doubt class
Day 43	Revision
Day 44	Combination
Day 45	Doubt class
Day 46	Doubt class
Day 47	Revision
Day 48	Revision
Day 49	Assignment

Day 50	Test
Day 51	Introduction about sequence and series
Day 52	Arithmetic series
Day 53	Doubt class
Day 54	Revision
Day 55	Revision
Day 56	Test
Day 57	Revision
Day 58	Assignment
Day 59	Data interpretation
Day 60	Problem based
Day 61	Problem based
Day 62	Approaches to data interpretation
Day 63	Problem based
Day 64	Problem based
Day 65	Problem based
Day 66	Tabulation
Day 67	Problem based
Day 68	Problem based
Day 69	Bar graph
Day 70	Problem based
Day 71	Problem based
Day 72	Problem based
Day 73	Doubt class
Day 74	Test
Day 75	Assignment
Day 76	Bar graph
Day 77	Problem based
Day 78	Pie chart
Day 79	Problem based
Day 80	Problem based
Day 81	Line graph
Day 82	Problem based
Day 83	Problem based
Day 84	Problem based
Day 85	Doubt class
Day 86	Doubt class
Day 87	Revision
Day 88	Test
Day 89	Revision
Day 90	Revision