

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

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

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

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

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

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

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

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

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



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

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

<b>Name of the associate/assistant professor: Ms. Leena</b> <b>Class and section: BBA III Sem</b> <b>Subject: Introduction To I.T</b> <b>Teaching term: 22nd july 2024 to 22nd nov 2024(excluding diwali break)</b>	
Week 1	Orientation Of The Students, Introduction To Word Screen Create and save documents, Apply pre-designed Styles and format text with fonts and colors
Week 2	<b>ASSIGNMENT</b> and Apply pre-designed Styles and format text with fonts and colors Documentation Using MS Word, Documentation Using Ms Word Tool Bars, Tool Bars, Header And Footer
Week 3	Formatting options, Drop Cap, Auto Text, Tool Bars
Week 4	<b>CLASS TEST</b> , Tool Bars, Menus, Creating And Editing Documents Formatting The Document
Week 5	Insert option ,Page layout option ,Auto Correct, Spelling And Grammar Tools Dictionary, Page Formatting
Week 6	<b>ASSIGNMENT</b> and Doubt clearing session, Page layout ,view option ,Mail Merge Revision
Week 7	Macros ,Tables ,File Management And Printing Electronic Spreadsheet Introduction ,Electronic Spreadsheet Toolbars
Week 8	<b>CLASS TEST</b> , Creating And Editing Worksheet, Formatting, , Functions Formatting, , Functions, Creating an electronic worksheet Introduction to formulas, Formatting Cells
Week 9	Moving And Copying Data, Formulas And Functions Formulas And Functions, Formulas And Functions Types Of Graph, Types Of Graph
Week 10	Creating Graph ,Creating Graph, Formatting Cells, Working with formulas, Conditional Formatting
Week 11	Revision/ PPPP Presentations Using MS-PowerPoint Introduction To Power Point, Menu bar PowerPoint
Week 12	<b>MOCK TEST</b> and Toolbar, Presentations Using MS-PowerPoint, Creating Slides, Manipulating Slides, Enhancing Slides
Week 13	Word Art, Layering And Objects ,Animation And Sounds, Inserting Pictures, Inserting Sound, Set up slide show, Revision
Week 14	Introduction To Tally, Tally User Classification, Features Of Tally, Creation Of Ledger, Creating A Stock Item, Creating A Purchase Entry, Creating A sales Entry
Week 15	Trial balance, Profit And Loss And Balance Sheet Preparation Revision

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

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

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

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

<b>Name of the Assistant Professor: Rekha</b> <b>Class And Section: M.Com. 3rd Sem</b> <b>Subject: Advanced Cost Accounting</b> <b>Teaching Term: 22nd July 2024 to 22nd Nov 2024(Excluding Diwali Break)</b>	
Week 1	Introduction of Inventory system: turnover of material: ABC analysis; VED analysis
Week 2	<b>ASSIGNMENT</b> and JIT, aims and objectives of JIT, Methodology in implementation of JIT, Impact of JIT on Production Price. JIT's effect on costing system.
Week 3	Material Requirement Planning (MRP-I), aims, methodology, methods of Operations, Requirement for Implementation of MRPI, MRPI and Inventory Management. Zero Inventory system.
Week 4	<b>CLASS TEST</b> , Manufacturing resource planning (MRP II), Evolution, essential elements. Enterprise resource planning (ERP)
Week 5	Lean Accounting
Week 6	<b>ASSIGNMENT</b> and Back flush Costing, Conditions for adopting Back flush Costing, different types of back flush Costing,
Week 7	Accounting for Variances, disposition of variances, difficulties in back flush costing, backflow costing in JIT system
Week 8	<b>CLASS TEST</b> , Process Costing; Work in Progress,
Week 9	Process Costing; Work in Progress
Week 10	Uniform costing, Concept, Scope of Uniform costing, Need for Uniform Costing,
Week 11	Inter firm comparison, Need for Inter Firm Comparison. Requirements of an Inter firm Comparison scheme, Types of Comparison.
Week 12	<b>MOCK TEST</b> and Cost records, Integral system, and preparation of accounts under integral system.
Week 13	Non integral system, preparation of accounts under non-integral system.
Week 14	Benefits and limitations of integral and non-integral system
Week 15	<b>Revision</b>



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

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

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

<b>Name of Assistant Professor: Komal</b> <b>Class &amp; Section: B.com (Pass) 5<sup>th</sup> Sem.</b> <b>Subject: Taxation Law</b> <b>Teaching Term: 22<sup>nd</sup> July 2024 to 22<sup>nd</sup> Nov 2024 (Excluding Diwali Break)</b>	
Week 1	Concept of Income Meaning of Income Tax Basic Concepts
Week 2	<b>ASSIGNMENT</b> and Agricultural Income Exempted Incomes
Week 3	Residential Status And Incidence of Tax Liability
Week 4	<b>CLASS TEST</b> , Income From Salary Head
Week 5	Income From Salary Head
Week 6	<b>ASSIGNMENT</b> and Income From House Property Head
Week 7	Income from Business and Profession Head
Week 8	<b>CLASS TEST</b> , Income from Capital Gains Head
Week 9	Income from other Sources Head
Week 10	Set off and Carry forward of losses
Week 11	Deemed Incomes and Clubbing of Incomes
Week 12	<b>MOCK TEST</b> and Deductions from 80C-80U
Week 13	Deductions from 80C-80U
Week 14	Doubt Classes
Week 15	Revision of Syllabus

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

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

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

<b>Name of the Assistant Professor: Madhu</b> <b>Class : B.com111 (C.A) 5<sup>th</sup> Sem. Section: D and E</b> <b>Subject: Income Tax</b> <b>Teaching Term: 22<sup>nd</sup> July 2024 to 22<sup>nd</sup> Nov 2024(Excluding Diwali Break)</b>	
Week 1	Concept of Income Meaning of Income Tax Basic Concepts
Week2	<b>ASSIGNMENT</b> and Agricultural Income Exempted Incomes
Week 3	Residential Status And Incidence of Tax Liability
Week 4	<b>CLASS TEST</b> , Income From Salary Head
Week 5	Income From Salary Head
Week 6	<b>ASSIGNMENT</b> and Income From House Property Head
Week 7	Income from Business and Profession Head
Week 8	<b>CLASS TEST</b> , Income from Capital Gains Head
Week 9	Income from other Sources Head
Week 10	Set off and Carry forward of losses
Week 11	Deemed Incomes and Clubbing of Incomes
Week 12	<b>MOCK TEST</b> and Deductions from 80C-80U
Week 13	Deductions from 80C-80U
Week 14	Doubt Classes
Week15	Revision of Syllabus



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

<b>Name of the Assistant Professor: Dr. Neetu Sharma</b> <b>Class And Section: B.Com (H) 3rd Semester</b> <b>Subject: Corporate Account</b> <b>Teaching Term: 22nd July 2024 to 22nd Nov 2024(Excluding Diwali Break)</b>	
Week 1	Issue of Share
Week 2	<b>ASSIGNMENT</b> and Forfeiture of shares, Pro rata allotment of shares
Week 3	Practical Questions, Buy back of shares, Right issue of shares,
Week 4	<b>CLASS TEST</b> , Redemption of Preference Shares,
Week 5	Issue of Debentures
Week 6	<b>ASSIGNMENT</b> and Valuation of Goodwill
Week 7	Valuation of Shares
Week 8	<b>CLASS TEST</b> , Profit and loss prior to incorporation and subsequent to incorporation
Week 9	Final Accounts of Companies
Week 10	Redemption of Debentures
Week 11	Methods of Redemption of Debentures
Week 12	<b>MOCK TEST</b> and Holding Companies
Week 13	Holding Companies
Week 14	Practical questions and doubts
Week 15	<b>Revision</b>

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

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

<b>Name of the Assistant Professor: Rekha Gulati</b> <b>Class &amp; Section: B.com (H) 5th Sem.</b> <b>Subject: Money &amp; Banking</b> <b>Teaching Term: 22nd July 2024 to 22nd Nov 2024 (Excluding Diwali Break)</b>	
Week 1	Barter System and limitations Introduction of Money Approaches of Money Nature of Money
Week 2	<b>ASSIGNMENT</b> and Functions of Money
Week 3	Classification of Money Circular flow of Money Significance of Money
Week 4	<b>CLASS TEST</b> , Evils of Money
Week 5	Quantity Theory of Money
Week 6	<b>ASSIGNMENT</b> and Inflation : causes, effects, measures to control Demand pull inflation Cost push inflation Inflationary Gap
Week 7	Commercial Banks & functions
Week 8	<b>CLASS TEST</b> , Central Bank & Its Functions
Week 9	Credit Creation & its Process Presentations
Week 10	Measures to Control Credit
Week 11	Inflation Presentations
Week 12	<b>MOCK TEST</b> and RBI-Its Role & Functions
Week 13	Role of RBI In Economic Development
Week 14	Presentations Doubt Classes
Week 15	Revision of Syllabus

<b>Name of the Assistant Professor: Rekha Gulati</b> <b>Class &amp; Section: B.com (H) 5th Sem.</b> <b>Subject: Income Tax</b> <b>Teaching Term: 22nd July 2024 to 22nd Nov 2024(Excluding Diwali Break)</b>	
Week 1	Concept of Income Meaning of Income Tax Basic Concepts
Week2	<b>ASSIGNMENT</b> and Agricultural Income Exempted Incomes
Week 3	Residential Status And Incidence of Tax Liability
Week 4	<b>CLASS TEST</b> , Income From Salary Head
Week 5	Income From Salary Head
Week 6	<b>ASSIGNMENT</b> and Income From House Property Head
Week 7	Income from Business and Profession Head
Week 8	<b>CLASS TEST</b> , Income from Capital Gains Head
Week 9	Income from other Sources Head
Week 10	Set off and Carry forward of losses
Week 11	Deemed Incomes and Clubbing of Incomes
Week 12	<b>MOCK TEST</b> and Deductions from 80C-80U
Week 13	Deductions from 80C-80U
Week 14	Doubt Classes
Week15	Revision of Syllabus

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

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



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

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

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

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

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

<b>Name of the Assistant Professor: Dr. Rina Parshad</b> <b>Class And Section: B.com (hons.) 5th sem</b> <b>Subject: Investment management</b> <b>Teaching Term: 22nd July 2024 to 22nd Nov 2024(Excluding Diwali Break)</b>	
Week 1	Investment
Week 2	<b>ASSIGNMENT</b> and Risk and return
Week 3	Identification of investment opportunities
Week 4	<b>T CLASS TEST</b> , ethnical analysis
Week 5	Chatting theory, dow theory, short sale theory
Week 6	<b>ASSIGNMENT</b> and Fundamental analysis
Week 7	Economy analysis
Week 8	<b>CLASS TEST</b> , Industry analysis
Week 9	Company analysis
Week 10	Efficient market theory
Week 11	Secondary market
Week 12	<b>MOCK TEST</b> and BSE, NSE, OTCEI
Week 13	Derivatives
Week 14	Option, forward, future and swap contract
Week 15	<b>Revision</b>

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

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



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

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

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

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

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

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

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

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



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

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

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

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

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

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

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

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



<b>Name of the Assistant Professor: Dr. Monika Singla</b> <b>Class And Section: B.com (pass) -5<sup>th</sup> sem</b> <b>Subject: Income Tax</b> <b>Teaching Term: 22<sup>nd</sup> July 2024 to 22<sup>nd</sup> Nov 2024(Excluding Diwali Break)</b>	
Week 1	Income tax: Introduction and Important Definitions, Residence and Tax Liability
Week 2	<b>ASSIGNMENT</b> and Agriculture Income, Exemption from Tax
Week 3	Income from House Property
Week 4	<b>CLASS TEST</b> , Profit and Gains from Business and Profession, Depreciation and Investment Allowance
Week 5	Capital Gain,
Week 6	<b>ASSIGNMENT</b> and Income from other sources
Week 7	Clubbing of income and aggregation of incomes or deemed incomes
Week 8	<b>CLASS TEST</b> , Set off or Carry Forward of losses, Deductions
Week 9	Doubts, revision
Week 10	Income from Salary Introduction
Week 11	Perquisites taxable under Salary
Week 12	<b>MOCK TEST</b> and Practical Questions from Salary
Week 13	Taxability of Retirement Benefits
Week 14	Doubts and revision
Week 15	Revision

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

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

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

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

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

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

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



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

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

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

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

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

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

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

<b>Name of the Assistant Professor: Leena Gauri</b> <b>Class And Section: BBA 3<sup>rd</sup> Sem</b> <b>Subject: EVS</b> <b>Teaching Term: 22<sup>nd</sup> July 2024 to 22<sup>nd</sup> Nov 2024(Excluding Diwali Break)</b>	
Week 1	Environmental studies :nature, scope and importance, need for public awareness, renewable and nonrenewable resources
Week 2	<b>ASSIGNMENT</b> and Natural resources, types of natural resources, renewable and non-renewable resources, over use of resources and consequences, conservation of natural resources.
Week 3	Water resources, types of water resources, exploitation, over use of resources and consequences, conservation of water resources, water shield management, water harvesting, conservation of water resources.
Week 4	<b>CLASS TEST</b> , Environmental pollutions: meaning, definitions, causes, consequences of different types of pollution. Air pollution, water pollution
Week 5	Thermal pollution, marine pollution, soil pollution: meaning, definition, causes and consequences and control measures.
Week 6	<b>ASSIGNMENT</b> and Meaning of eco system and its types, natural eco system and men made eco system, forest ecosystem, grass land eco system, aquatic eco system. Fresh water eco system, artificial eco system.
Week 7	Solid waste management: meaning and sources, management strategies of waste. Recycling of waste material and process of recycling of waste materials.
Week 8	<b>CLASS TEST</b> , Sustainable development, urban problems related to energy, water conservation, rain water harvesting, rehabilitation and resettlement of people
Week 9	Food resources: its nature and types, scarcity of food resources, causes of scarcity of food resources, energy Resources: nature and source of energy resources. Types of energy resources.
Week 10	Causes of global warming, effects of global warming, strategy to prevent global warming, ozone layer depletion: nature and causes of it.
Week 11	Effects of ozone layer depletion, preventive strategies for controlling ozone layer Depletion, nature of acid rain and its consequences.
Week 12	<b>MOCK TEST</b> and Nuclear accident: nature and types, controlling measures for it, holocaust, wetland reclamation, consumerism and waste product.
Week 13	Environmental legislation: environmental pollution act, air (prevention and control of air pollution)act, water(prevention and control of water pollution ) act. Need for environmental legislation.
Week 14	Wildlife protection act, forest conservation act, scope of these act and implementation.
Week 15	Revision of previous years question papers, doubts of students.



<b>Name of the Assistant Professor : Ms. Leena Bhatia</b> <b>Class And Section: B.Com 2nd Year (C.A) – D,E</b> <b>Subject: Structural Programming and Computer Graphics -I Teaching Term: 22<sup>nd</sup> July 2024 to 22<sup>nd</sup> Nov 2024 (Excluding Diwali Break)</b>	
Week 1	Introduction, Process of Programming (life cycle), Planning the computer Programming, Purpose of programming methods
Week 2	<b>ASSIGNMENT</b> and Methods of analyzing a program requirements, Program Life cycle Algorithm- Advantages & Disadvantages, Representation of Algorithms
Week 3	Flowcharts- symbols, level, Flowcharts rules, advantage & disadvantages Introduction to ‘C’ language – history , advantages, Concept of Structural Programming
Week 4	<b>CLASS TEST</b> , Basic Constructs of Structural Programming- Sequence ,Selection, Iterative Introduction to C program , Practical session
Week 5	Life cycle of C program, Data types, Constants, Variables ,Keywords
Week 6	<b>ASSIGNMENT</b> and Practical Session , Operators- Arithmetic , Relational, Logical, Conditional
Week 7	Bitwise Operators, Type Casting, If Statements
Week 8	<b>CLASS TEST</b> , Practical Session, Switch Statements, Goto Statements, Practical Session
Week 9	Loops- for, while, Practical Session
Week 10	Do-while, Arrays , Advantages, Single dimensional arrays Programs
Week 11	Two dimensional arrays, String functions ( strev,strupr, strcat, strcpy, strcmp), Practical Session
Week 12	<b>MOCK TEST</b> and String functions ( strev,strupr, strcat, strcpy, strcmp), Programming of these functions without using functions, Computer Graphics- Definition Role of Graphics in various fields
Week 13	Computer Aided Design / Drafting Package, Graphic, Functions, Animators
Week 14	DTP (Desktop Packages ), Types of Graphics, Hardware & Software used in Graphics, Graphics Primitives, Types of Graphics Card, Categories of Fonts, Style & Size
Week 15	Revision

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

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

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

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

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

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

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



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

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

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

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

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

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

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

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



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

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

<b>Name of the Assistant Professor: Ms. Vinita Yadav</b> <b>Class And Section: BCA, BBA, Home science - 1st Year</b> <b>Subject: Multi-Disciplinary - Financial literacy</b> <b>Teaching Term: 22<sup>nd</sup> July 2024 to 22<sup>nd</sup> Nov 2024(Excluding Diwali Break)</b>	
Week 1	Chapter 1: Financial literacy and Personal Financial Planning
Week 2	<b>ASSIGNMENT</b> and Chapter 2 : Financial Institution
Week 3	Chapter 3: Financial services
Week 4	<b>CLASS TEST</b> , Chapter 4: Banking System
Week 5	Chapter 5: Digital Financial Transactions
Week 6	<b>ASSIGNMENT</b> and Chapter 6: Post Office Savings Schemes; India post Payments Bank; Money transfer
Week 7	Revision of Unit 1 and 2
Week 8	<b>CLASS TEST</b> , Chapter 7 : Insurance Planning
Week 9	Chapter 8 : Insurance Policies
Week 10	Revision of full Unit -3
Week 11	Chapter 9: Stock Markets
Week 12	<b>MOCK TEST</b> and Chapter 9: Stock Markets
Week 13	Chapter 10: Mutual Funds
Week 14	Chapter 11: Tax Planning
Week 15	Full Syllabus Revision

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

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

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

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

<b>Name of the Assistant Professor: Ms. Sonam yadav</b> <b>Class And Section: B.Com Sec-F</b> <b>Subject: Business Communication</b> <b>Teaching Term: 1august 2024 to 22<sup>nd</sup> Nov 2024(Excluding Diwali Break)</b>	
Week 1	Basics of Communication
Week 2	<b>ASSIGNMENT</b> and Meaning and importance of effective Communication
Week 3	Types of business communication
Week 4	<b>CLASS TEST</b> , Barriers of communication
Week 5	Reading skills
Week 6	<b>ASSIGNMENT</b> and Reading
Week 7	Listening skills
Week 8	<b>CLASS TEST</b> , Note making
Week 9	Persuasive speaking
Week 10	Persuasive speaking
Week 11	Body language & gestures
Week 12	<b>MOCK TEST</b> and E-Mailing
Week 13	Business letter writing
Week 14	Business letter writing
Week 15	Revision



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

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

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