

B. Com (1st YEAR)

Business communication

Manisha Dalal

Assistant professor

Commerce

Month	Contents
Oct. 2021	1. syllabus and content introduction 2. Business communication: basic forms and model 3. Theories of communication 4. revision of business communication and theories 5. Audience analysis 6. Corporate communication : intro, formal, type
Nov. 2021	7. Corporate communication ; - difference between formal and informal Grapevine- types and significance of c.c 8. Miscommunication - barrier and improvement [<u>1st Assignment</u>] 9. Effective presentation skills - basic start with revision of miscommunication 10. Ways , basic principles, physical delivery final ways & visual aids with google notes and presentation of eps 11. Practices in business communication



Ms
22/10/21

Dec.2021	12. Self development & communication+test 13. Non. Verbal aspects of communication 14. Effective listening+2 nd assignment + Test
Jan. 2021	15. Interviewing skills with revision of el & non- verbal aspects of communication 16.writing and forms of electronic communication- basic and writing skills 17. Revision of forms of electronic communication 18. Revision

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01/10/21

B. Com II YEAR
RURAL MARKETING

Manisha Dalal

Assistant professor

Commerce

Month	Contents
Oct. 2021	<ol style="list-style-type: none">1. Syllabus & contents of introduction2. Introduction starts basics3. Introduction to rural marketing4. Rural marketing environment-basis5. Rural marketing environment- types etc.6. Rural consumer behavior
Nov. 2021	<ol style="list-style-type: none">7. Revision of introduction and environment8. Assignment- I (revision of consumer behavior)9. Segmenting of rural market10. Types of segmenting and etc.11. Strategies for rural marketing12. Rural marketing mix
Dec 2021	<ol style="list-style-type: none">13. Revision of segmenting, strategies, marketing mix14. Marketing of consumer durables15. Marketing of consumer non-durables16. revision of durable and non - durables



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2/10/21

Jan 2021

17. Planning and organising

Personal selling in rural markets

18. Revision starts

19. Assignment II +revision starts for exam.

du
01/10/21

Lesson Plan for Company Law for ~~2nd~~ 3rd Sem.

2021-22

Name: VIRENDER SINGH

Class: B.Com II A & C, B, HONS

Month	Topics
Oct, 2021	1. History Development of Company Law in India → History of Companies → New Company Act, 2013 2. Company: meaning + characteristics + Nature
Nov.	3. Types of Companies 4. Private Companies 5. Formation, Promotion & Incorporation of a Company → Assignment 1
Dec.	6. Memorandum of Association 7. Articles of Association 8. Prospectus 9. Share Capital of a Company 10. Issue & Allotment of Shares & debentures
Jan.	11. Share capital Certificate & warrant 12. Transfer & Transmission of Shares → Assignment-2 13. Depository System & Borrowing Powers → Unit Test



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01/10/2021

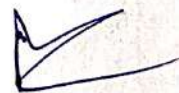
Lesson plan 2021-22

Name of college P.I.G.GCW JIND

Name of assistant professor virender singh

Class B.COM 3rd sec. A and hon

MONTH	TOPIC	
Oct 2021	Basis of charges: scope of total income, residence and tax liability, income which does not form part of total income. Heads of income: income from salary,	1 st assignment
Nov.	Heads of income: income from salary(Rerirement), income from house property;	2nd assignment
Dec.	profit and gains from business and profession, capital gains and other sources.	Test
Jan.	Clubbing and aggregation of income. Provisions regarding set-off and carry forward of losses.	Revise



virender singh
01/10/2021

- ① Accounting for share capital & Debentures → Issuance
forfeiture and Re-Issuance → Concepts & Problems
Important Redemption of debentures, Redemption of
Preference shares. → + Test
- ② Final Accounts of Companies → Excluding Computations
of managerial Remuneration. → Test
- ③ Amalgamation of companies → Concepts and
Accounting Treatment → Test
- ④ Internal Reconstruction → Concepts and
Accounting Treatment excluding scheme
of Reconstruction. → Test
Two mode → online + offline

Name - Kanty

Dept of Commerce

Asst. Prof P.L.G. G.C.U. Jind

Kanty



P.I. 61. GOVT. COLLEGE FOR WOMEN, JIND
Lesson Plan (Session-2021-22)

Name of Teacher Bhauna Grover
Designation Assistant Professor
Subject Financial Accounting (first semester)
Class B.Com I (B) & B.Com (Honours)

Sr.No.	Month	Topics To be Covered
1.	October	① Meaning and Scope of Accounting ② Basic Accounting Terms, ③ Accounting Principles ④ Accounting Equation ⑤ Double Entry System
2.	November	⑥ Trial Balance ⑥ Recording of Accounting Transactions ⑦ Trial Balance ⑧ Errors and their Rectification ⑨ Capital and Revenue
3.	December	⑩ Depreciation Provision and Reserve ⑪ Final Account ⑫ Final Account with Adjustment ⑬ Accounts of Non Profit Organisation
4.	January	Consignment Accounts Test & Assignment

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Bhauna

P.I.G. GOVT. COLLEGE FOR WOMEN JIND
Lesson Plan (Session - 2021-22)

Name of Teacher: Bhavana Grewal
Designation: Assistant Professor
Subject: Statistics
Class: B.Com IInd (B) and (A)

Sr No.	Month	Topics to be Covered
1.	October	Introduction of Statistics: Concept, Scope, usefulness & Limitations of Statistics, Disturb of Statistics, Collection of primary and secondary data, methods of Collection of data Measure of Central Tendency: Mean
2.	November	Measure of Central Tendency: Median, Mode, Harmonic Mean, Geometric Mean, Measure of Dispersion, Range, Interquartile range, Quartile Deviation, Mean Deviation, Standard Deviation, Coefficient of Variation, Lorenz Curve
3.	December	Index Numbers: Meaning, Types and Uses of index numbers, methods of preparation of index numbers, Simple and weighted index number, Problems in index number, Test of adequacy, Chain Base Index, Base shifting, Splicing and deflating, Consumer Price Index

Analysis of Time Series :- Causes of variations in
Time Series data, additive and multiplicative
Models, trend, moving average method and
method of least square, Composition of
seasonal indices by simple average, ratio
to moving average, ratio to trend and link
relative method

January

Revision, Test & Assignment

Sham

P.I.G. GOVT. COLLEGE FOR WOMEN, JIND
LESSON-PLAN (Session 2021-22) 5th SEMESTER

Name of Teacher: Poonam Chahal
Designation: Assistant Professor
Subject: Fundamental of Stock Market
Class: B.Com

Subject/Paper: Sr. No.	Months	Topics to be covered
1	Oct.	Security markets: Primary Market
2	Nov.	Security markets: Capital Market trading mechanism National stock exchange and Bombay stock exchange
3	Dec.	SEBI (Depositories and Participants) Regulations 1996 SEBI (Custodian of Securities) Regulations, 1996 National Securities Depository Ltd. Derivative Trading: Futures and Options
4	Jan.	Option Pricing Raising funds from international markets

*Vacation as per university calendar

- 2 assignments and 01 unit test will be taken as per schedule.

Poonam



P.I.G. GOVT. COLLEGE FOR WOMEN, JIND
LESSON-PLAN (Session 2021-22) 5th SEMESTER

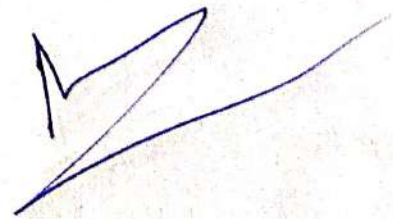
Name of Teacher: Poonam Chahal
Designation: Assistant Professor
Subject: Auditing
Class: B.Com

Subject/Paper: Sr. No.	Months	Topics to be covered
1	Oct.	Introduction: Meaning, Objectives and Advantages of auditing Types of audit
2	Nov.	Audit process Audit of e-commerce transactions Methods of audit work Vouching
3	Dec.	Verification of Assets and Liabilities Audit of limited companies Audit reports
4	Jan.	Investigation Professional ethics of auditing

*Vacation as per university calendar

- 2 assignments and 01 unit test will be taken as per schedule.

Poonam



Lesson plan 2021-22

Name of College P.I.G.GCW JIND

Name of Teacher Rakesh Kumar

Class B.COM. ~~1st~~ Sem, Section A and B

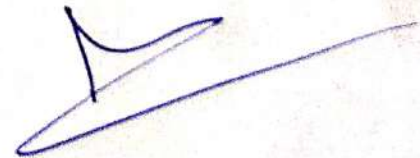
Subject :- Cost Accounting

MONTH	TOPIC	
Oct.2021	Introduction:- nature and scope of cost accounting, cost concepts & classification, methods & techniques. Materials:- material planning & purchasing, pricing of material issue, treatment of material losses, material & inventory control:- concept and techniques	
Nov.	Labour:- labour cost control procedure, labour turnover, Idle time and overtime, Methods of wage payment:- time and piece rate, incentive schemes.	1 st Assignment
Dec.	Overheads:-classification, allocation, apportionment and absorption of overheads, under and overabsorption. Methods of costing:- unit costing, job costing, contract costing, process costing (process losses, valuation of work in progress, joint and by-products) service costing (only transport).	2 nd Assignment
Jan.2022	Standard costing and variance analysis:- material and labour. Cost control and cost reduction, cost audit, an overview of cost audit standards	Unit Test

* Vacation as Per University Calendar

* Assignment and Unit test will be taken as Per schedule

Rakesh Kumar
01/10/2021



Lesson plan 2021-22

Name of College P.I.G.GCW JIND

Name of Teacher Rakesh Kumar

Class B.COM. 1st Sem , Section A and C

Subject :- Financial Accounting

MONTH	TOPIC	
Oct.2021	Financial accounting: meaning, need, objectives & scope; book-keeping and accounting; branches of Accounting. Accounting principles: concepts and conventions; accounting cycle and accounting equation;	
Nov.	journal; rules of journalizing; ledger & trial balance. Rectification of Errors: suspense account; effect on profit. Capital and Revenue: Concept and classification of income; expenditure; receipts.	1 st Assignment
Dec.	Depreciation provisions and reserves: concept and classification; Methods of depreciation accounting. Final Accounts: manufacturing, trading, profit & loss account; Balance sheet Final Accounts: adjustment entries.	2 nd Assignment
Jan.2022	Accounts of Non-profit Organizations. Consignment Accounts: accounting records; Normal and abnormal Loss: Valuation of unsold stock.	Unit Test

* Vacation as Per University Calendar
* Assignment and Unit Test will be taken
as per schedule

Rakesh Kumar
1/10/2021

Lesson Plan

Name of college P. I. S. S. S., JIND

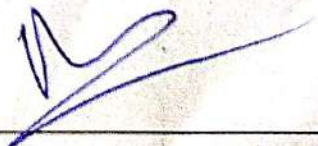
Name of the assistant/Associate Professor DEEPA K

Class and section B. COM III Goods & Services Tax 2021-2022

Month

Week	Date	Topics
1	Oct. 2021	GST Meaning :- Taxable Person Registration :- Procedure and document Required. levy & collection of GST.
2	Nov. 2021	Time & Place of supply of goods & services, Value of Taxable supply, Computation of Input Tax and Transfer of ITC
3	Dec. 2021	Tax invoices, Debit & credit note Various Return to be filled under GST.
4	Jan. 2022	Payment of Tax including TDS, Interest, Provision on delayed payment offences & Penalties.
5		


Deepa K
11/1/22



Lesson Plan

Name of college P. I. G. GCW, JIND.
 Name of the assistant/Associate Professor DEEPAJI
 Class and section COMPTIA' Business 1st 2021-22
 Month IFS

Week	Date	topics
1	<u>Oct. 2021</u>	<u>Introduction: Nature & Role of financial system, & Economic development an overview, Component of financial system, Market, Financial Instruments.</u>
2	<u>Nov. 2021</u>	<u>Capital Market:- Primary & Secondary Market Depository, Recent development in Capital Market SEBI, debt Market, PSU & govt securities Market.</u>
3	<u>Dec</u>	<u>Financial Institution - RBI, organization. Credit creation & credit control, Commercial Bank:- Meaning, function, Recent development in Commercial Bank, E,-Banking.</u>
4	<u>Jan. 2022</u>	<u>Payment Bank, Development Bank:- objectives & functions, Recent development in Development Bank.</u>
5		


Deepali
11/10/2021

Lesson Plan for Financial Management (2021-22)
Ms. Manju, Asstt. Prof. of Commerce (GCU Jind)

Class - B.Com III (A, B) Sem V

Month

Topic

October 2021

Nature, scope, objectives and significance of financial management, recent developments in financial management.

Financial Planning: Need and importance, Capitalisation - meaning, concept and theories of Capitalisation.

Nov. 2021

Financial forecasting - Meaning, features of financial forecasting. Sources of finance: long term - Equity shares, preference shares, ploughing back of profits, debentures, short term - public deposits, cash credit, overdraft, term loans and medium term sources of finance.

Dec. 2021

Cost of Capital - Meaning, significance, factors. Capital structure - Meaning, importance, Theories of Capital structure - HI approach, NAI approach, traditional, HM - approach.

Jan. 2022

Capital Budgeting - Meaning, nature, techniques, Management of working Capital, factors affecting working Capital, management of Cash: methods or devices of Cash management.

Revision & Test.

(Manju)
Ms. Manju
Asstt. Prof. of Commerce
GCU Jind

Lesson Plan for Rural Marketing (2021-22)

Ms. Manju, Asstt. Prof. of Commerce (GCH Jind)

Class - B.Com II (C and Hons.)

Month	Topic
Oct. 2021	Syllabus & Contents of introduction, introduction to rural marketing, rural marketing environment, Rural consumer behaviour.
Nov. 2021	Segmenting of rural market, types of segmenting, strategies of rural marketing, rural marketing mix - meaning, importance, product, price, place, promotion mix.
Dec. 2021	Marketing of consumer durables, marketing of consumer non-durables, techniques of marketing of consumer durables and non-durables.
Jan. 2021	Planning and organising, personal selling in rural markets - techniques of personal selling.

Revision and Test

(Manju)
Ms. Manju
Asstt. Prof. of Commerce
GCH Jind




P.I.G. GOVT. COLLEGE FOR WOMEN, JIND
LESSON-PLAN (Session 2021-22) 3rd SEMESTER

Name of Teacher: Sapna
Designation: Assistant Professor (Extension)
Subject: Indian Financial System
Class: B.Com

Subject/Paper: Sr. No.	Months	Topics to be covered	Remarks if any,
1	Oct.	Introduction: nature and role of financial system Financial system and economic development An overview of Indian financial system Components of financial system: Financial markets and financial instruments	
2	Nov.	Depository system Recent developments in Indian capital market SEBI: its formation, role and recent developments Debt Market Financial institutions: Reserve Bank of India: organization, management and functions	
3	Dec.	Credit creation and Credit control Commercial banks: meaning and functions Commercial banking in India E-banking, NPA's in Commercial Banks	
4	Jan.	Payment Banks Development banks	

*Vacation as per university calendar

- 2 assignments and 01 unit test will be taken as per schedule.


Sapna
01/10/2021

P.I.G. GOVT. COLLEGE FOR WOMEN, JIND
LESSON-PLAN (Session 2021-22) 5th SEMESTER

Name of Teacher: Sapna

Designation: Assistant Professor (Extension)

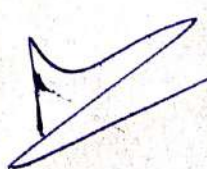
Subject: Fundamental of Stock Market

Class: B.Com

Subject/Paper: Sr. No.	Months	Topics to be covered	Remarks if any,
1	Oct.	Security markets: Primary Market	
2	Nov.	Security markets: Capital Market trading mechanism National stock exchange and Bombay stock exchange	
3	Dec.	SEBI (Depositories and Participants) Regulations 1996 SEBI (Custodian of Securities) Regulations, 1996 National Securities Depository Ltd. Derivative Trading: Futures and Options	
4	Jan.	Option Pricing Raising funds from international markets	

*Vacation as per university calendar

- 2 assignments and 01 unit test will be taken as per schedule.


Sapna
01/10/2021

Lesson plan 2021-22

Name of college P.I.G.GCW JIND

Name of assistant professor SANJEEV

Class B.COM 2nd sec A,B,C AND HON.

B.Law

MONTH	TOPIC	
Oct.2021	Law of Contract (1872): nature and classification of contract; offer and acceptance; capacity of parties to contract; free consent; consideration; legality of object; agreement declared void.	1 st ASSIGNMENT
NOV.	performance of contract; discharge of contract, remedies for breach of contract; Contingent contracts; Quasi contracts. Special contracts: indemnity & guarantee; bailment and pledge; contract of agency.	2nd ASSIGNMENT
DEC.	Sale of Goods Act 1930: formation of contract of sale; goods and their classification, price; conditions and warranties; transfer of property in goods; performance of the contract of Sale; Remedies: unpaid seller and his rights, buyer's remedies; Auction sale	Test
JAN.2022	Consumer Protection Act 1986.	revise

Sanjeev



Lesson plan - 2021-22

Name of college P.I.G.GCW JIND

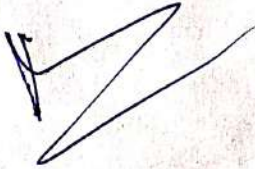
Name of assistant professor SANJEEV

Class B.COM 3rd sec. B and C

Law
Income Tax

MONTH	TOPIC	
Oct 2021	Basis of charges: scope of total income, residence and tax liability, income which does not form part of total income. Heads of income: income from salary,	1 st assignment
Nov.	Heads of income: income from salary(Retirement), income from house property;	2nd assignment
Dec.	profit and gains from business and profession, capital gains and other sources.	Test
Jan.	Clubbing and aggregation of income. Provisions regarding set-off and carry forward of losses.	Revise

Sanjeev



Lesson Plan for Financial Management (2021-22)
 class: - B.Com III (C) and B.Com III (Hons.) Sem. Vth

Month	Topics
October, 2021	Nature, Scope, Objectives and Significance of Financial Management Recent Development in Financial Management Need & Importance, Drafting a Financial Plan Capitalisation, Theories of Capitalisation.
November, 2021	Financial Forecasting! - Meaning, Benefits and Techniques of Financial Forecasting. Sources of Finance! - Long Term Source Medium and Short-term Sources
December, 2021	Cost of Capital! Significance, Computation of Cost of Debt, Computation of Cost of Equity & Pref. Share Capital. Cost of Retained Earning & Weighted Average Cost of Capital Meaning and Determination of Capital structure and Theories of Capital structure.
January, 2022	Nature, Importance, Factors Influencing Capital Expenditure Decisions, Techniques of Capital Budgeting. Need, Types & Determinants, Forecasting of Working Capital Requirements Management of Cash. Test, Revisions and Assignments.

Pooja

Month	Topics
October, 2021	Business and Commerce - An Introduction. Management! An Introduction Management as Sciences, Art and Profession. Approaches to Management.
November, 2021	Planning! Concept and Importance Types of Plans. Organising! Principles and Formal vs. Informal Organisation. Organisation structure! Meaning and Types.
December, 2021	Delegation of Authority! Meaning, Advantages and Barriers. Decentralisation and Centralisation. Staffing! Concept and Process Directing! Principles and Elements.
January, 2021	Motivation! Meaning, Importance and Approaches Leadership Approaches and styles. Controlling! Meaning and Process. Control Techniques! Traditional and Modern. Test, Revisions and Assignments



Lesson Plan (2021-2022)

Name of Teacher :- Dr Manji

Subject :- Cost Accounting

Class :- B Com IIIrd

Months

Topic

1. week

Introduction, nature and scope of Cost Accounting, Cost Concept & Classification, methods and technique.

2nd week

Accounting for material - Pricing of material issues, treatment of mat losses. mat control, concept and technique

3rd week.

Accounting for Labour:- Labour Cost Control procedure, Labour Turnover, Idle time and overtime, Methods of wages payment

4th week :-

Time and place rate, Incentive scheme overheads classification, allocation, apportionment and absorption of overhead

Under and over absorption

5th week :-

Method of costing Unit costing, Job costing, Contract costing, Process costing (Process losses valuation of work in progress, joint and by products) Service costing (only transport)

According to university calendar variation be followed even Test, Assignment also taken.

 M.N.P.

Lesson Plan (2021-2022)

Name of Teacher :- Dr Manju

Subject :- Cost Accounting

Class :- B Com IIIrd

Months	Topic
1. week	Introduction, nature and scope of Cost Accounting, Cost Concept & Classification, methods and technique
2 nd week	Accounting for material - Pricing of material issues, treatment of mat losses, mat control, concept and technique
3 rd week	Accounting for Labour:- Labour Cost Control procedure, Labour Turnover, Idle time and overtime, Methods of wages payment
4 th week :-	Time and place rate, Incentive scheme overheads classification, allocation, apportionment and absorption of overhead Under and over absorption
5 th week :-	Method of costing Unit costing, Job costing, Contract costing, Process costing (Process losses valuation of work in progress, joint and by products) Service costing (only transport)

According to urgency calendar valuation be followed even Test, Assignment also taken.

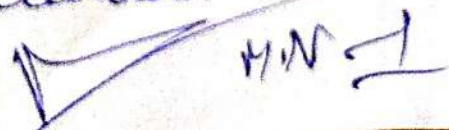
✓ M.N.P

PIG Govt College for Women Jind
Lesson Plan (Session 2024-25) Odd Sem

Name of teacher : Dr Manju
Subject - Business stat
Class - B. Com IInd

Sr. No.	Months	Topic
1.	1 st month	Introduction of stat, - Concept Scope, useful, limitations of stat Distinction of stat
2.	2 nd month	collection of data, primary and secondary data Method of collection of data
3.	3 rd month	Measure of Central Tendency Mean, median, mode
4.	4 th month	Harmonic mean and Geometric mean measure of dispersion, Range Interquartile range, mean deviation Standard deviation, Lorenz curve Coef of variation.
5.	5 th month	Meaning, type and use of Index Number Simple and weighted Index Number Test of Adequacy Base shifting, spacing and deflating Consumer Price Index.
6 th month		Analysis of Time series

Vacation as per university calendar.

 H.N. 1