

Name : Purnam Chahal
Class : B.Com I (A+B)

Subject : Company Law
Session : 2024-25

Month	Topics to be covered
January	• Historical development of Company Law • Company : Meaning, Characteristics & Nature
February	• Types of Companies. • Private Company • Formation, Promotion & Incorporation of Company • Memorandum of Association.
March	• Articles of Association • Prospectus • Shares & Stocks • Allotment & Issue of Shares.
April	• Share Capital of Company • Company Management & Administration • Company Secretary • Dividend
May	• Winding up of Company

Purnam

Name : Purnam Chahal
Class = B. Com II (A+B+H)
Semester = 2024-25

Subject : Entrepreneurship
Development

Month	Topics to be covered
January	Entrepreneurship : Concept, Importance, factors
February	Entrepreneur : Concept, Characteristics, Qualities, functions Entrepreneurship Development Startup & Skill India. Identifying Business Opportunity
March	- Project Planning - Market & Demand Analysis - Capital & Project cost - Source of finance
April	- Profit & Tax Planning - Entrepreneurship Development Programmes. - Institutional Support to ED
May	Government Support & Incentives to new enterprises.

• Test & Assignment will be conducted as per instructions.

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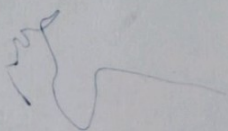
Name :- Sapna

Subject :- Retail Mgt

Class :- B.Com (A+B+Hns.)

Session :- 2024-25

Month	Topics to be covered
January	• Introduction to Retailing • Theories & Model.
February	• Retail Strategic Planning • Merchandise Planning & Retail Comm. • Security Issue in Retailing.
March	• Store Design • Store layout • Organisational Structure
April	• Application of IT in Retailing • FDI in Retail
May	Retail store mgt



Name : Sapna

Subject : Human Resource Mgt

Class : B. Com III (Hn.)

Semester : 2024-25

Month	Topics to be Covered
January	Nature & Scope of HRM
February	• HRD • MRP • Job Analysis
March	• Recruitment • Selection • Test & Interview • Placement & Induction
April	• Internal Mobility, Promotion • Training & Development I & II
May	Performance Appraisal

2024-25

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B.COM Ist

COMMERCE

Subject: COMPUTERIZED ACCOUNTING SYSTEM

Feb! - Meaning of CAS, Tally Prime, Installation of Tally Prime
Licensing Configuration in Tally, Tally Vault Password
Security Control in Tally. Data Backup & Restore, Export &
import of data, Edit log feature, Gateway of Tally.

March! Set-up feature, Accounting feature, Configuration, Setup
& deleting Company, Ledger creation, Creating
Simple & Multiple ledger, Altering invoice, Budget and
Cost Centre, Interest Calculation, Inventory - stock
items, Purchase and sale order Processing, godown.

April! Financial Statement:- Profit & Loss A/c, B/S, Debit
and credit notes, Tally Audit feature, Printing
feature, Management Information system, Different Reports
in Tally.

Assignment and unit Test

May! Income and GST in Tally, TDS, TCS & Pay
in Tally, Company creation.

Deepali

2024-25

VAC

Financial Literacy.

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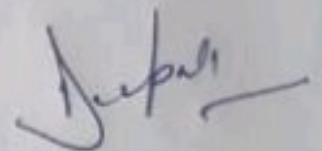
B.A 2nd Year & B.Com 2nd Year

Feb! - Financial Planning & Financial Product,
introduction to saving, Time Value of money
Management of spending and financial discipline
Banking Product & Services.

March! Digitisation of Financial Transaction: Debit card
ATM cards, Credit cards, Net banking & UPI
digital wallet, security and Protection against
Ponzi scheme and online fraud

April! - Investment opportunity & Financial Products
Insurance Planning - Life & Non-life included
Medical Insurance scheme Introduction
to basic Tax structure in India

May! - Aspect of Personal Tax Planning,
Exemption & deduction for individual
e-filing.



Lesson plan 2024-25

Name SANJEEV

Subject income tax

Class B.com 2ND A&B

Jan 2025	Deductions from Gross Total Income: Deductions (including rebates) applicable to individuals, HUFs and Firms u/s 80C to 80U for computation of total income.	Unit test & assignment According to university schedule
Feb	Computation of total income and tax liability of individuals, HUFs (including alternate tax regime) and total income & tax liability of firms; Authorities in income tax administration	
March	Computation of total income & tax liability of firms; Authorities in income tax administration Filing of returns: Types of returns (including online filing of return), deduction of tax at source, advance payment of tax; Recovery and refund of tax.	
April	Assessments, defaults and consequences: Types of Assessments (including e-Assessment), Penalties, offences and Prosecutions, Appeals (including Faceless) and Revisions,	
May	Tax Planning and saving techniques.	

Sanjeev

Lesson plan 2024-25

Name SANJEEV

Subject BUSINESS COMMUNICATION PAPER CODE: B23-SEC-202

Class B.A 2ND

Jan 2025	Meaning, process and functions. Need and importance. Medium: verbal & non-verbal communication. Channels: formal & informal. Levels of communication. Direction of communication: downward, upward, lateral, & diagonal. Effective communication: difficulties/barriers and solutions. Interactive and non-interactive techniques of communication. Listening as a tool of communication, Guidelines for effective listening.	Unit test & assignment According to university schedule
Feb	Guidelines for clear writing. References, bibliographical research tools. Citing methods, footnotes, discussion footnotes. Use of library and internet for collection, classification and interpretation of data and information.	
March	Need and importance of business letters. Office memorandum, office circulars, notices and orders. Technology for communication. Effective IT communication tools. Electronic mail: advantages, safety and smartness in email. E-mail etiquettes.	
April	Types of reports. Formal report: components and purpose. Organising information: outlining & numbering sections, section headings, sub-headings, & presentation. Writing reports on field work/visits to industries, business concerns. Summarising annual reports of companies:	
May	purpose, structure and principles. Drafting minutes.	

Sariv

Lesson Plan

Session-2024-25

Business Environment

Jan 16 - 31

1. Business Environment - Concept, Components and Importance
2. Environment and organisational scanning Concept, Importance and Techniques
3. Public sector in India

Feb-1 - 28

4. Private sector in India
5. Joint sector in India
6. Economic System - capitalist, Socialist and Mixed Economy.
7. Economic Planning in India and NITI Aayog.
8. Monetary Policy of India.
9. Fiscal Policy of India

March-1 - 31

10. Make in India Programme
11. Foreign Investment in India.
12. MNC's
13. Globalisation
14. Competition Act

April 1 - 30

15. FEMA
16. FEM - An overview

NOTE - Last of April Test and Presentation will be conducted as per Exam schedule.

M.N.P.
15/01/25.

Seen
15.01.25

Lesson Plan
session - 2024-25

HRM

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|-------------|--|
| Jan 16-31 | 1. HRM. |
| Feb 01-29 | 2. HRP |
| | 3. Job Analysis |
| March 01-31 | 4. Recruitment and Selection |
| | 5. Placement and Induction |
| | 6. Internal Mobility - Promotion Demotion & Transfer |
| April 01-30 | 7. Training |
| | 8. PAS and Potential Appraisal |

NOTE:- Last of session Test and Presentation will be conducted as per exam schedule.

M.N-1
15/01/25

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J. sw
15.01.25

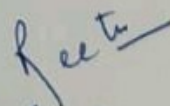
Lesson plan 2024-25 (IV Sem)

Name: Dr. Reetu

Subject: Consumer Protection In India

Class: B.com 2ND A & B

Month	Topic
Jan	Conceptual Framework: Concept and evolution of Consumerism, Profile of the consumer, Consumer Dynamics; Concept of Goods and Services
Feb	Restrictive and unfair trade practice; An overview of Prevention of Food Adulteration Act; Overview of Competition Act, 2002; Overview of Standards of Weights and Measures Act, 1976; Overview of Essential Commodities Act, 1955; Drugs and Magic Remedies (Objectionable Advertisement) Act, 1954 Consumer Education and Organizations: Objectives, purposes and role of consumer organizations; Role of media; Consumer education in India
March	International consumer organizations; Establishing a consumer organization; Investor Protection Measures of SEBI. The Consumer Protection Act, 2019: Salient features, important terms, consumer rights, consumer responsibilities, consumer and corporate social responsibility; United Nations and the guidelines for consumer protection, Comparison of the COPA, 1986 and 2019.
April	United Nations and the guidelines for consumer protection, Comparison of the COPA, 1986 and 2019. Redressal mechanism: Guidelines for filing consumer complaints, Grievance redressal mechanism and limitations; Role of Voluntary Consumer Organization (VCOs) in redressal of consumer
May	Alternative dispute redressal mechanism: National consumer helpline; Complaint to Ombudsman, Arbitration, Median, Conciliation.
• Test and Assignments will be taken as per university Guidelines	


Dr. Reetu
Assistant Professor
Department of commerce

Lesson plan 2024-25 (IV Sem)

Name: Dr. Reetu

Subject: Corporate Accounting

Class: B.com 2ND A & B

Month	Topic
Jan	Valuation of shares: Concept, need, factors affecting and methods of share valuation
Feb	Valuation of goodwill: Concept, factors affecting and methods of Goodwill valuation. Debentures: Concept, features and types; Provisions related to 13 issue of debentures, utilization of debenture capital, role and status of debenture holders in company, purchase of own debentures; Valuation of debentures: Concept, need, factors affecting and methods of debenture valuation
March	Concept and accounting treatment of banking companies; Concept and accounting treatment of insurance companies.
April	Accounts of holding companies: Preparation of consolidated balance sheet with one subsidiary company, relevant provisions of Accounting Standard 21
May	Liquidation of companies: Concept, need, types, process and accounting treatment.
• Test and Assignments will be taken as per university Guidelines	

Reetu
Dr. Reetu
Assistant Professor
Department of commerce

Lesson plan 2024-25 (VIth Sem.)

Name : Rakesh Kumar

Subject: Corporate Governance.

Class and Section: B.Com. IIIrd (Hons.)

Course Code	BC-606(ii)
Month	Topic.
Jan	Corporate governance: concept, structure and principles of corporate governance
Feb	Models of corporate governance, process and regulation, parties to corporate governance, mechanism and controls; requirements of effective corporate governance, insider trading.
March	Rating agencies, whistle blowing, shareholder's protection. Corporate governance in India: initiatives and present position, issues & problems in corporate governance; corporate disclosure practices, globalization and corporate governance in India, corporate governance reforms.
April	Organizational structure: Board of directors, composition and their role, powers and responsibilities, board meetings, board committees and their functions, SEBI norms, independent director.
May	Corporate governance and CSR; corporate governance and ethics. ICAI guidelines for corporate governance.
• Test and Assignments will be taken as per university Guidelines	

Rakesh Kumar

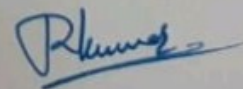
Lesson plan 2024-25 (IIInd Sem)

Name: Rakesh Kumar

Subject: Human Values and Ethics

Class: B.Com. A&B 2nd Sem

Course Code	B-21- VAC-101
Month	Topic
Jan	Course Introduction- Need, Content and Process for Value Education Understanding the need, content and process for Value Education. Classification of Value Education: understanding Personal Values, Social Values, and Moral Values& Spiritual Values; Understanding the difference between ideology and values. Understanding Harmony with self, Society and Nature.
Feb	Human Values and Ethics Meaning and nature of human values; Significance of human values in life;Relation between values and ethics. Relevance of Human values: Integrity, Empathy, Loksangrah, Brahmvihara.Theory of Naya (Jainism), Deontology, Virtue Ethics, Utilitarianism
March	Integrated Personality and Well-being Understanding the relationship among: Self, Identity and Personality. Understanding Integrated Personality – with the three gunas theory of Sankhya, the fourAntah-karanas (inner instruments) in Yoga, and Panchkosha (five sheaths) in Upanishad. Approaching comprehensive understanding of well-being and its relation to Happiness.
April	Professional Ethics and Global Citizenship Nature, characteristics and scope of professional ethics, Types of Professional Ethics; ProfessionalValues: Trusteeship, Inclusiveness, Commitment, Sustainability, Accountability, Transparency, Impartiality. Types of Competencies, Core Competencies: communication, teamwork, planning and achieving goals,
May	Values for Global Citizenship: Equality, Justice, and Human Dignity. Nature and need of competency based education, Functional Competencies: analytical thinking, knowledge sharing and learning, decision making, partnership building
• Test and Assignments will be taken as per university Guidelines	



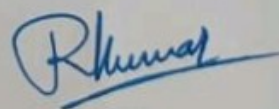
Lesson plan 2024-25 (VIth Sem.)

Name : Rakesh Kumar

Subject: Management Accounting.

Class and Section: B.Com. IIIrd (A,B And Hons.)

Course Code	BC-601
Month	Topic
Jan	Management accounting: concept, scope, techniques and significance, comparison between financial accounting, cost accounting and management accounting.
Feb	Analysis of financial statements: comparative statements, common size statements, ratio analysis: liquidity, solvency, profitability and turnover; trend analysis. Cash flow and funds flow statements: need and method of preparing statements.
March	Absorption V/S variable costing: features and income determination, cost volume profit analysis, breakeven analysis, contribution, P/V ratio, break-even point, Margin of safety, Angle of incidence, determination of cost indifference point.
April	Budgeting and budgetary control: need, methods and types of budgets, essentials of budgetary control system Management reporting: need and type of reports.
May	Management information system.
• Test and Assignments will be taken as per university Guidelines	



Lesson plan 2024-25

Name

VIRENDER SINGH

Subject income tax

Class B.com 2nd ABB & Hons

Jan 2025	Deductions from Gross Total Income: Deductions (including rebates) applicable to individuals, HUFs and Firms u/s 80C to 80U for computation of total income.	Unit test & assignment According to university schedule
Feb	Computation of total income and tax liability of individuals, HUFs (including alternate tax regime) and total income & tax liability of firms; Authorities in income tax administration	
March	Computation of total income & tax liability of firms; Authorities in income tax administration Filing of returns: Types of returns (including online filing of return), deduction of tax at source, advance payment of tax; Recovery and refund of tax.	
April	Assessments, defaults and consequences: Types of Assessments (including e-Assessment), Penalties, offences and Prosecutions, Appeals (including Faceless) and Revisions,	
May	Tax Planning and saving techniques.	

upto
beginning of Commerce

Lesson Plan - (2024-25)

Name: Virender Singh

Subject: Fundamentals of Insurance

Class: B. Com (F)

Section: A, B and Hons

UJ
Dept. of Commerce

Month	Topic to be Covered	
January	Introduction to Insurance - Purpose, need and principles of Insurance → Insurance as a social-security tool.	UT and Assignment as per University Norm
Feb	Life Insurance - Principle and practice of L.I. → Different parties related to L.I. → Rights duties & claim settlement procedures.	
March	Fire Insurance: - Principles of Fire Insurance - Contract Conditions, Assignment & claim settlement. Marine Insurance: Introduction	
April	Conditions of Marine Insurance - Double Insurance, Assignment, warranties, Voyage, total loss and measure of indemnity claim settlement Motor Insurance.	
May	Intermediaries → Role of Agents, Licence - Cancellation & Code of Conduct or unfair practices.	

Lesson plan 2024-25 (IIInd Sem)

Name: Sanjeev

Subject: Fundamentals of Banking and Insurance

Class: B.A. 2nd Sem

Month	Topic
Jan	Banking: Concept, features, functions, importance and principles of banking, Evolution of banking in India; Classifications of banks.
Feb	Banking instruments: Concept, types and crossing of cheques, Lending functions of a bank: Types of Advances: Secured & unsecured, loans- Short, medium and long Term Methods of granting advances, Utility services of a bank: Remittance through bank drafts, E Banking; Internet banking, Safe deposit lockers.
March	Insurance: Concept, need and principles of insurance; Insurance and economic development,
April	Life Insurance: Concept, features, importance, and types: procedure of taking life insurance policies, nomination and assignment. General insurance: concept, features, importance, and types; Procedure of taking general insurance: An overview of Fire insurance,.
May	Marine Insurance, Health Insurance.
• Test and Assignments will be taken as per university Guidelines	

Lesson plan 2024-25

Name KANTA

Subject BUSINESS COMMUNICATION Sem-7 cten

Class B.A 2ND Sem. (2024-25)

Jan 2025	Meaning, process and functions. Need and importance. Medium: verbal & non-verbal communication. Channels: formal & informal. Levels of communication. Direction of communication: downward, upward, lateral, & diagonal. Effective communication: difficulties/barriers and solutions. Interactive and non-interactive techniques of communication. Listening as a tool of communication, Guidelines for effective listening.	Unit test & assignment According to university schedule
Feb	Guidelines for clear writing. References, bibliographical research tools. Citing methods, footnotes, discussion footnotes. Use of library and internet for collection, classification and interpretation of data and information.	
March	Need and importance of business letters. Office memorandum, office circulars, notices and orders. Technology for communication. Effective IT communication tools. Electronic mail: advantages, safety and smartness in email. E-mail etiquettes.	
April	Types of reports. Formal report: components and purpose. Organising information: outlining & numbering sections, section headings, sub-headings, & presentation. Writing reports on field work/visits to industries, business concerns. Summarising annual reports of companies:	
May	purpose, structure and principles. Drafting minutes.	

Kanta

Name - KANTA. Dept of Commerce 2024-2025 Lesson Plan

Month
[16]
Jan

To Air

Sub → Principles of Marketing

Semester even

Marketing - An Introduction
Marketing Concepts

Feb → Marketing Environment + Marketing Segmentation + Consumer
Behaviour + Buying Motives + Consumer Behaviour + Product

March → Branding + Product Life Cycle + New Product Development
+ Product Pricing + Promotion Mix + Advertising + Personal
Selling.

April. Sales Promotion + Publicity & Public Relations, + Dis.
Channels. + Marketing Middlemen. + Wholesale + Direct
Marketing + online Marketing + Customer Relationship
Green Marketing

May → Recent Trends in Marketing → Test + Assg.
will be conducted as per exam. Schedule.

Unit I Marketing

Unit II Consumer Behaviour

Unit III → Product

Unit IV → Promotions

Kanta
15/2/2025

Name- KANTA USSON PLAN → 2024-25 CII & B
Subj: Fundamentals of Banking and Insurance
CLASS BA 2nd Sem.

<u>Month</u>	<u>Topic</u>
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<u>Jan</u> = 16-31	Banking: Concept, features, functions, Importance and Principles of Banking, Evolution of banking in India.
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<u>Feb</u> = 1-28	Banking Instruments: Concept, types and crossing of cheques Lending functions of a bank: Types of Advances: Secured & unsecured loans - short, medium and long term methods of granting advances Utility services of a bank: Remittance through bank drafts & E Banking Internet banking, Safe deposit lockers
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<u>March</u> 1-31	Insurance: concept, need and Principles of Insurance; Ins- economic development
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<u>April</u> 1-30	Life Insurance: - Concept, need and Principles of Insurance Importance and types, Procedure of taking life Ins. Policies, Nomination and Assignment. General Insurance Concepts, Features. Importance, types, Procedure of taking General Ins., An overview of fire Ins.
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<u>May</u> 1-15	Marine Insurance, Health Insurance.
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Kanta

Note → Test & Assig. will be taken as per University