

LESSON PLAN SESSION 2019-2020

CORPORATE ACCOUNTING (A&B)

S.No	WEEK	TOPIC	REMARK
1	16 July - 20 July	INTRODUCTION TO CORPORATE ACCOUNTING	
2	22 July -26 July	SHARE CAPITAL (INTRODUCTION TO COMPANY, SHARE CAPITAL)	
3	29 July -03 Aug.	PRIVATE PLACEMENT OF SHARES, BOOK BUILDING PROCESS	
4	05 Aug. - 10 Aug.	JOURNAL ENTRIES REGARDING ISSUE OF SHARE AND BUYBACK	
5	12 Aug.-17 Aug.	ISSUE OF RIGHT SHARES AND BONUS SHARES	
6	19 Aug. -24 Aug.	JOURNAL ENTRIES REGARDING ISSUE OF RIGHT SHARES AND BONUS SHARES	
7	26 Aug. -31 Aug.	REVISION	
8	02 Sept.- 07 Sept.	ISSUE OF DEBENTURES (TYPES AND PROCESS)	
9	09 Sept. -14 Sept.	JOURNAL ENTRIES REGARDING ISSUE OF DEBENTURES	
10	16 Sept. -21 Sept.	RIGHT OFF PROCESS OF DISCOUNT ON DEBENTURE	
11	23 Sept. -28 Sept.	REDEMPTION OF DEBENTURE	
12	01 Oct.-05 Oct.	TYPES OF REDEMPTION OF DEBENTURE	
13	07 Oct.-12 Oct.	JOURNAL ENTRIES REGARDING REDEMPTION OF DEBENTURE	
14	14 Oct. -19 Oct.	VALUATION OF GOODWILL, METHODS	
15	21 Oct.-23 Oct.	VALUATION OF SHARES	
	24 Oct. -30 Oct.	DIWALI BREAK	
16	04 Nov.-09 Nov.	PROFIT AND LOSS BEFORE AND AFTER INCORPORATION	
17	11 Nov.- 16 Nov.	FINAL ACCOUNTS OF COMPANY, REVISION	
18	19 Nov. onwards	EXAMINATION	

LESSON PLAN SESSION 2019-2020
CORPORATE ACCOUNTING
(A&B)

S.No	WEEK	TOPIC
1	01.01.2020-04.01.2020	INTRODUCTION TO CORPORATE ACCOUNTING
2	06.01.2020-11.01.2020	INTERNAL RECONSTRUCTION, OBJECTIVE
3	13.01.2020-18.01.2020	JOURNAL ENTRIES REGARDING INTERNAL RECONSTRUCTION
4	20.01.2020-25.01.2020	METHODS, REDUCTION OF SHARE CAPITAL AND ITS PROCEDURE
5	27.01.2020-31.01.2020	EXTERNAL RECONSTRUCTION AND ACQUISITIONS
6	03.02.2020-08.02.2020	AMALGAMATION, ABSORPTION AND RECONSTRUCTION (MERGER AND PURCHASE)
7	10.02.2020-15.02.2020	PURCHASE CONSIDERATION METHOD AND PREPARATION OF BOOKS OF ACCOUNT
8	17.02.2020-22.02.2020	LIQUIDATION OF A COMPANY, MEANING AND METHODS
9	24.02.2020-29.02.2020	PREPARATION OF LIQUIDATOR FINAL STATEMENT OF ACCOUNT,
10	02.03.2020-07.03.2020	LIST OF CONTRIBUTORS LIQUIDATION OF A COMPANY
11	08.03.2020-15.03.2020	HOLI BREAK
12	16.03.2020-21.03.2020	FINANCIAL REPORTING FOR FINANCIAL INSTITUTIONS. TYPES OF FINANCIAL INSTITUTIONS
13	23.03.2020-28.03.2020	NON- BANKING FINANCIAL INSTITUTION AND ITS REPORTING
14	01.04.2020-04.04.2020	FINAL ACCOUNTS OF BANKING COMPANIES. BANK BOOK KEEPING AND WORKING
15	06.04.2020-11.04.2020	SLIP SYSTEM: TELLER SYSTEM ADVANTAGES AND DISADVANTAGES
16	13.04.2020-18.04.2020	SCHEDULES OF PROFIT AND LOSS, SCHEDULES OF BALANCE SHEET
17	20.04.2020-25.04.2020	LEGAL DEFINITION AND REQUIREMENT, ADVANTAGES AND DISADVANTAGES
18	27.04.2020-30.04.2020	CONSOLIDATED FINANCIAL STATEMENT IN CASE OF PARTLY AND WHOLLY OWNED SUBSIDIARY, ACCOUNTS OF HOLDING COMPANIES
19	01.05.2020 onwards	EXAMINATION

LESSON PLAN SESSION 2019-2020

INTERNATIONAL BUSINESS ENVIRONMENT (A&B)

S.No	WEEK	TOPIC	REMARK
1	16 July - 20 July	INTRODUCTION TO INTERNATIONAL BUSINESS ENVIRONMENT	
2	22 July -26 July	RECENT GLOBAL TRENDS IN INTERNATIONAL TRADE AND FINANCE; DIMENSIONS AND MODES OF IB; STRUCTURE OF IB ENVIRONMENT; BARRIERS TO IB	
3	29 July -03 Aug.	RISK IN IB; MOTIVES FOR INTERNATIONALIZATION OF FIRMS; ORGANIZATIONAL STRUCTURE FOR IB	
4	05 Aug. - 10 Aug.	WORLD TRADING SYSTEM AND IMPACT OF WTO; EXCHANGE RATE SYSTEMS;;	
5	12 Aug.-17 Aug.	GLOBAL FINANCIAL SYSTEM	
6	19 Aug. -24 Aug.	INTERNATIONAL BUSINESS INFORMATION AND COMMUNICATION.	
7	26 Aug. -31 Aug.	FOREIGN MARKET ENTRY STRATEGIES; DECISIONS; TYPES AND MOTIVES FOR FOREIGN COLLABORATION;	
8	02 Sept.- 07 Sept.	COUNTRY EVALUATION AND SELECTION; FACTORS AFFECTING FOREIGN INVESTMENT	
9	09 Sept. -14 Sept.	IMPACT OF FDI ON HOME AND HOST COUNTRIES;	
10	16 Sept. -21 Sept.	CONTROL MECHANISMS IN IB.	
11	23 Sept. -28 Sept.	DECISIONS CONCERNING GLOBAL MANUFACTURING	
12	01 Oct.-05 Oct.	MATERIAL MANAGEMENT; OUTSOURCING FACTORS	
13	07 Oct.-12 Oct.	PRODUCT AND BRANDING DECISIONS, MANAGING DISTRIBUTION CHANNELS; INTERNATIONAL PROMOTION MIX AND PRICING DECISIONS	
14	14 Oct. -19 Oct.	MANAGING GLOBAL SUPPLY CHAINS, MECHANISM OF INTERNATIONAL TRADE	
15	21 Oct.-23 Oct.	COUNTER TRADE PRACTICES; TRANSACTIONS. HARMONIZING ACCOUNTING DIFFERENCE ACROSS COUNTRIES	
	24 Oct. -30 Oct.	DIWALI BREAK	
16	04 Nov.-09 Nov.	THE LESSARD-LORANGE MODEL, CROSS CULTURAL CHALLENGES IN IB, ETHICAL DILEMMAS AND SOCIAL RESPONSIBILITY ISSUES.	
17	11 Nov.- 16 Nov.	CURRENCY TRANSLATION METHODS FOR CONSOLIDATING FINANCIAL STATEMENTS	
18	19 Nov. onwards	EXAMINATION	

LESSON PLAN SESSION 2019-2020
International Marketing (A&B)

S.No	WEEK	TOPIC
1	01.01.2020-04.01.2020	Nature and Concept Domestic Vs International Marketing;
2	06.01.2020-11.01.2020	Opportunities and Challenges for International marketing
3	13.01.2020-18.01.2020	International marketing Environment
4	20.01.2020-25.01.2020	Foreign market selection and entry modes
5	27.01.2020-31.01.2020	International product life cycle
6	03.02.2020-08.02.2020	Marketing research and information's
7	10.02.2020-15.02.2020	Product designing and packaging; Pricing process and methods
8	17.02.2020-22.02.2020	International price quotations
9	24.02.2020-29.02.2020	Payment terms in International trade
10	02.03.2020-07.03.2020	Revision
11	08.03.2020-15.03.2020	Holi break
12	16.03.2020-21.03.2020	Channel structure and selection decisions
13	23.03.2020-28.03.2020	Managing channel conflicts
14	01.04.2020-04.04.2020	Selection and appointment of foreign sales agents
15	06.04.2020-11.04.2020	Basic export procedure and documentation.
16	13.04.2020-18.04.2020	Methods of International product Promotion
17	20.04.2020-25.04.2020	Challenges in International Advertising and Media Strategy
18	27.04.2020-30.04.2020	Web marketing, Organizing trade fairs and exhibitions, REVISION
19	01.05.2020 onwards	Examination

LESSON PLAN SESSION 2019-2020

CORPORATE LAW (A&B)

S.No	WEEK	TOPIC	REMARK
1	16 July - 20 July	Company- Meaning and Characteristics; Features of company.	
2	22 July -26 July	Types of companies, advantages and disadvantages of incorporation	
3	29 July -03 Aug.	Lifting of corporate veil.	
4	05 Aug. - 10 Aug.	Formation of Company: - Promotion of company; Functions of promoter; importance of promoter.	
5	12 Aug.-17 Aug.	Promoter's remuneration; legal status of Promoter , Rights of promoters; Duties of promoters; Liabilities of promoters;	
6	19 Aug. -24 Aug.	REVISION	
7	26 Aug. -31 Aug.	Prospectus: - definition; Public offer, contents;	
8	02 Sept.- 07 Sept.	Misleading prospectus and its consequences	
9	09 Sept. -14 Sept.	Pre- incorporation contracts	
10	16 Sept. -21 Sept.	Incorporation and commencement of Business	
11	23 Sept. -28 Sept.	Memorandum of Association: - Meaning; importance;	
12	01 Oct.-05 Oct.	Clauses of memorandum of association and their Alteration	
13	07 Oct.-12 Oct.	Doctrine of Ultra- virus	
14	14 Oct. -19 Oct.	Articles of Association: - Meaning; contents; Scope and alteration	
15	21 Oct.-23 Oct.	REVISION	
	24 Oct. -30 Oct.	DIWALI BREAK	
16	04 Nov.-09 Nov.	Alteration of articles of association; constructive notice and doctrine of indoor management.	
17	11 Nov.- 16 Nov.	Borrowing Powers; Debentures and Charges	
18	19 Nov. onwards	EXAMINATION	

LESSON PLAN SESSION 2019-2020
Corporate Law (A&B)

S.No	WEEK	TOPIC
1	01.01.2020-04.01.2020	Depository System –meaning and importance
2	06.01.2020-11.01.2020	Paperless Trading – Benefits and Procedure; Need for educating investors
3	13.01.2020-18.01.2020	Shares: - Types of shares; Allotment of Shares
4	20.01.2020-25.01.2020	Transfer and Transmission of shares
5	27.01.2020-31.01.2020	Share capital: - Meaning and forms of capital; Alteration of share capital; Reduction of share capital.
6	03.02.2020-08.02.2020	Further issue of share capital; Rights of pre-emption of shares
7	10.02.2020-15.02.2020	Shareholders and Members: - Difference between Shareholders and members; Modes of acquiring membership;
8	17.02.2020-22.02.2020	Termination of membership;
9	24.02.2020-29.02.2020	Rights and Liabilities of members.
10	02.03.2020-07.03.2020	REVISION
11	08.03.2020-15.03.2020	Holi break
12	16.03.2020-21.03.2020	Meeting of Company: - Essentials of valid meeting; Meetings of Shareholders
13	23.03.2020-28.03.2020	Annual general meeting; Extra-ordinary general meeting; meetings of board of directors;
14	01.04.2020-04.04.2020	Proxy; Voting, Notice, Agenda and
15	06.04.2020-11.04.2020	Minutes of meetings
16	13.04.2020-18.04.2020	Directors: - Duties, Powers, Liabilities,
17	20.04.2020-25.04.2020	Appointment and removal of directors
18	27.04.2020-30.04.2020	REVISION
19	01.05.2020 onwards	Examination

LESSON PLAN SESSION 2019-2020
Business Management I
(Dr. Ram Niwas)
Odd Sem.

S.No	WEEK	TOPIC	REMARK
1	16 July - 20 July	Business: concept	
2	22 July -26 July	Nature and spectrum of business activities	
3	29 July -03 Aug.	Business system, business objectives	
4	05 Aug. - 10 Aug.	Management: Introduction, concept	
5	12 Aug.-17 Aug.	Nature, process and significance	
6	19 Aug. -24 Aug.	Development of Management Thought	
7	26 Aug. -31 Aug.	Classical and Neo-Classical systems	
8	02 Sept.- 07 Sept.	Contingency approaches	
9	09 Sept. -14 Sept.	Planning: concept, types and process	
10	16 Sept. -21 Sept.	Decision Making: concept and process, Management by Objectives	
11	23 Sept. -28 Sept.	Corporate Planning and Strategic Formulation	
12	01 Oct.-05 Oct.	Organizing: concept, nature, process and significance	
13	07 Oct.-12 Oct.	Authority and Responsibility relationship	
14	14 Oct. -19 Oct.	Centralization and Decentralization	
15	21 Oct.-23 Oct.	Departmentation, Firms of Organizing structure	
	24 Oct. -30 Oct.	DIWALI BREAK	DIWALI BREAK
16	04 Nov.-09 Nov.	Revision and Practice Test - chapter wise	
17	11 Nov.- 16 Nov.	Revision and Practice Test - chapter wise	
18	19 Nov. onwards	EXAMINATION	
19	20 Dec. -31 Dec.	WINTER VACATION	

LESSON PLAN SESSION 2019-2020
Business Regulatory Framework I
(Dr. Ram Niwas)
Odd Sem.

S.No	WEEK	TOPIC	REMARK
1	16 July - 20 July	Indian Contract Act: - Valid contract and its elements; Void and void able agreements; Void and illegal agreements;	
2	22 July -26 July	Offer and acceptance; Contractual capacity of parties; Free consent of parties;	
3	29 July -03 Aug.	Lawful consideration and object; Agreements expressly declared as void.	
4	05 Aug. - 10 Aug.	Contingent Contracts: - Quasi contracts; Discharge of contracts:	
5	12 Aug.-17 Aug.	Methods of discharge of contracts; Consequences of Breach of contracts.	
6	19 Aug. -24 Aug.	Contract of Indemnity and guarantee: - Elements of contract of Indemnity;	
7	26 Aug. -31 Aug.	Rights of Indemnity Holder and indemnifier Guarantee:	
8	02 Sept.- 07 Sept.	features of contract of guarantee; Rights and Liabilities of surely;	
9	09 Sept. -14 Sept.	Discharge of surety; Difference between contract of indemnity and Guarantee.	
10	16 Sept. -21 Sept.	Contract of Bailment and Pledge: - Meaning; types of bailment, Termination of bailment,	
11	23 Sept. -28 Sept.	Duties and rights of bailor and bailee. Essentials of pledge,	
12	01 Oct.-05 Oct.	who nay pledge, Rights and Duties of Pawnor and pawnee	
13	07 Oct.-12 Oct.	Consumer protection Act 1986:	
14	14 Oct. -19 Oct.	- Salient features of consumer Protection Act; Rights of consumers;	
15	21 Oct.-23 Oct.	consumer Protection councils;	
	24 Oct. -30 Oct.	DIWALI BREAK	DIWALI BREAK
16	04 Nov.-09 Nov.	Consumer disputes redressal machinery.	
17	11 Nov.- 16 Nov.	Revision and Practice Test - chapter wise	
18	19 Nov. onwards	EXAMINATION	
19	20 Dec. -31 Dec.	WINTER VACATION	

LESSON PLAN SESSION 2019-2020**Business Management II****(Dr. Ram Niwas)**

Even Semester

S.No	WEEK	TOPIC
1	01.01.2020-04.01.2020	Staffing: Concept, Nature and Scope
2	06.01.2020-11.01.2020	Recruitment and Selection
3	13.01.2020-18.01.2020	Training of Employees
4	20.01.2020-25.01.2020	Motivation: Concept, Nature and Importance
5	27.01.2020-31.01.2020	Motivation Theories: Maslow, Herzber, Macgregor and Quchi
6	03.02.2020-08.02.2020	Financial and Non-Financial Incentives
7	10.02.2020-15.02.2020	Classical and Neo-classical Systems, Contingency Approaches
8	17.02.2020-22.02.2020	Communication: Concept, Nature, Types and Process
9	24.02.2020-29.02.2020	Communication: Barriers and Remedies
10	02.03.2020-07.03.2020	Control: Concept, Process and Techniques
11	08.03.2020-15.03.2020	HOLI BREAK
12	16.03.2020-21.03.2020	Effective Control System
13	23.03.2020-28.03.2020	Management of Change: Concept, Nature
14	01.04.2020-04.04.2020	Process of Planned Change
15	06.04.2020-11.04.2020	Resistance to Change
16	13.04.2020-18.04.2020	Emerging Horizons of Management in Changing Environment
17	20.04.2020-25.04.2020	Revision and Practice Test - chapter wise
18	27.04.2020-30.04.2020	Revision and Practice Test - chapter wise
19	01.05.2020 onwards	examination
20	20.05.2020-30.06.2020	Summer Vacation

LESSON PLAN SESSION 2019-2020**Secretarial Practice****(Dr. Ram Niwas)**

Even Semester

S.No	WEEK	TOPIC
1	01.01.2020-04.01.2020	Meaning, definitions and functions of a company secretary
2	06.01.2020-11.01.2020	Duties and responsibilities of a company secretary
3	13.01.2020-18.01.2020	Powers and appointment procedure of a company secretary
4	20.01.2020-25.01.2020	Qualifications and disqualifications of a company secretary
5	27.01.2020-31.01.2020	Position and removal of a company secretary
6	03.02.2020-08.02.2020	Duties of Secretary regarding formation of M/A & their alterations.
7	10.02.2020-15.02.2020	Duties of Secretary regarding formation of A/A & their alterations.
8	17.02.2020-22.02.2020	Duties of secretary regarding issue of share certificate, share warrant
9	24.02.2020-29.02.2020	Duties of secretary regarding share stock, calls-in-arrear, forfeiture and re-issue of shares
10	02.03.2020-07.03.2020	Duties of secretary regarding transfer and transmission of shares.
11	08.03.2020-15.03.2020	HOLI BREAK
12	16.03.2020-21.03.2020	Duties of secretary regarding meetings, Requisites of a valid meeting
13	23.03.2020-28.03.2020	Secretarial duties regarding meetings of shareholders
14	01.04.2020-04.04.2020	Meetings of Board of directors
15	06.04.2020-11.04.2020	Company secretary and motion & resolution.
16	13.04.2020-18.04.2020	Company secretary and voting & proxy.
17	20.04.2020-25.04.2020	Revision and Practice Test - chapter wise
18	27.04.2020-30.04.2020	Revision and Practice Test - chapter wise
19	01.05.2020 onwards	examination
20	20.05.2020-30.06.2020	Summer Vacation

LESSON PLAN SESSION 2019-2020

Odd Sem. Retailing 3rd sem

S.No	WEEK	TOPIC	REMARK
1	16 July - 20 July	Introduction: Meaning, nature, scope,	
2	22 July -26 July	importance, growth and present size.	
3	29 July -03 Aug.	Career option in retailing;	
4	05 Aug. - 10 Aug.	Technology induction in retailing;	
5	12 Aug.-17 Aug.	Future of retailing in India.	
6	19 Aug. -24 Aug.	Types of Retailing: Stores classified by owners; Stores classified by merchandising categories;	
7	26 Aug. -31 Aug.	Wheel of retailing; Traditional retail formats vs. modern retail formats in India;	
8	02 Sept.- 07 Sept.	Store and non-store based formats;	
9	09 Sept. -14 Sept.	Cash and carry business - Meaning, nature and scope;	
10	16 Sept. -21 Sept.	Retailing models – Franchiser - franchisee,	
11	23 Sept. -28 Sept.	Wheel of retailing and retailing life cycle;	
12	01 Oct.-05 Oct.	Co-operation and conflict with other retailers.	
13	07 Oct.-12 Oct.	Management of Retailing Operations:	
14	14 Oct. -19 Oct.	Retailing management and "the total performance model;	
15	21 Oct.-23 Oct.	Functions of retail management; Strategic retail management process.	
	24 Oct. -30 Oct.	Retail planning - importance and process;	
16	04 Nov.-09 Nov.	DIWALI BREAK	DIWALI BREAK
17	11 Nov.- 16 Nov.	Developing retailing strategies, objectives,	
18	19 Nov. onwards	action plans, pricing strategies and location strategies.	
19	20 Dec. -31 Dec.	EXAMINATION	
		WINTER VACATION	

LESSON PLAN SESSION 2019-2020
Odd Sem. Income Tax , Bcom 5th sem

S.No	WEEK	TOPIC	REMARK
1	16 July - 20 July	Income Tax: An introduction and Important Definitions	
2	22 July -26 July	Income Tax: An introduction and Important Definitions	
3	29 July -03 Aug.	Income Tax: An introduction and Important Definitions	
4	05 Aug. - 10 Aug.	Agriculture Income	
5	12 Aug.-17 Aug.	Agriculture Income	
6	19 Aug. -24 Aug.	Residential status	
7	26 Aug. -31 Aug.	Residential status	
8	02 Sept.- 07 Sept.	incidence of Tax Liability	
9	09 Sept. -14 Sept.	Exempted incomes.	
10	16 Sept. -21 Sept.	Income from Salaries	
11	23 Sept. -28 Sept.	Income from Salaries (including retirement benefits);	
12	01 Oct.-05 Oct.	Income from House property	
13	07 Oct.-12 Oct.	Profits and Gains from Business or Profession	
14	14 Oct. -19 Oct.	Depreciation; Capital Gains	
15	21 Oct.-23 Oct.	Income from other sources	
	24 Oct. -30 Oct.	DIWALI BREAK	DIWALI BREAK
16	04 Nov.-09 Nov.	clubbing of incomes & aggregation of incomes, set off and carry forward of losses	
17	11 Nov.- 16 Nov.	Deductions to be made in computing total income	
18	19 Nov. onwards	EXAMINATION	
19	20 Dec. -31 Dec.	WINTER VACATION	

LESSON PLAN SESSION 2019-2020

Odd Sem. Cost accounting 5th sem

S.No	WEEK	TOPIC	REMARK
1	16 July - 20 July	Cost Accounting : Meaning, Features, Scope	
2	22 July -26 July	Techniques, Methods, Objectives, Importance and Limitations.	
3	29 July -03 Aug.	Costing; cost accountancy; cost centres and profit centres,	
4	05 Aug. - 10 Aug.	Difference and similarities of cost accounting system with financial accounting system.	
5	12 Aug.-17 Aug.	Cost: main elements and types.	
6	19 Aug. -24 Aug.	Material Control: Meaning and objectives of material control	
7	26 Aug. -31 Aug.	material purchase procedure, fixation of inventory levels-	
8	02 Sept.- 07 Sept.	reorder level, Minimum level, Maximum level, Danger level. EOQ analysis. Methods of Valuing Material Issues.	
9	09 Sept. -14 Sept.	Labour Cost Control : Importance, methods of time keeping and Time Booking; Treatment and control of Labour Turnover,	
10	16 Sept. -21 Sept.	Idle Time, Overtime, Systems of Wage Payment-Time Wage System, Piece Wage System.	
11	23 Sept. -28 Sept.	Incentive Wage plans – Individual plans and group plans.	
12	01 Oct.-05 Oct.	Overheads : Meaning and Types.	
13	07 Oct.-12 Oct.	Collection, Classification; Allocation, Apportionment and Absorption of Overheads – Main methods.	
14	14 Oct. -19 Oct.	Unit and output costing : meaning and objectives; cost sheet – meaning, Performa, types preparation of cost sheet;	
15	21 Oct.-23 Oct.	determination of tender price; production account – types.	
	24 Oct. -30 Oct.	DIWALI BREAK	DIWALI BREAK
16	04 Nov.-09 Nov.	Reconciliation of cost and financial accounts	
17	11 Nov.- 16 Nov.	Reconciliation of cost and financial accounts : Meaning. Objectives and procedure.	
18	19 Nov. onwards	EXAMINATION	
19	20 Dec. -31 Dec.	WINTER VACATION	

LESSON PLAN SESSION 2019-2020
Even Semester **Cost accounting 6th sem**

S.No	WEEK	TOPIC
1	01.01.2020-04.01.2020	Process Costing : Meaning; Uses; Preparation of process account
2	06.01.2020-11.01.2020	Treatment of Normal Wastage, Abnormal Wastage, Abnormal Effectiveness;
3	13.01.2020-18.01.2020	Treatment of opening and closing stock (Excluding Work in Progress):
4	20.01.2020-25.01.2020	Joint - Product and By - Product: Main methods of apportionment of Joint cost. Inter process profits.
5	27.01.2020-31.01.2020	Contract Costing – meaning, main features, preparation of contract account, Escalation clause; contract near completion; cost plus contract.
6	03.02.2020-08.02.2020	Job and batch costing.
7	10.02.2020-15.02.2020	Budgetary control – meaning of budget and budgetary control, budgetary control as a management tool,
8	17.02.2020-22.02.2020	limitations of budgetary control, forecasts and budgets, installation of budgetary control system,
9	24.02.2020-29.02.2020	classification of budgets, fixed and flexible budgeting, performance budgeting, zero based budgeting and responsibility accounting.
10	02.03.2020-07.03.2020	Standard Costing : meaning, limitations, standard costs and budgeted costs,
11	08.03.2020-15.03.2020	HOLI BREAK
12	16.03.2020-21.03.2020	determination of standard cost, cost variances, direct material and direct labour only.
13	23.03.2020-28.03.2020	Marginal Costing and Profit planning: Marginal costing, Absorption costing,
14	01.04.2020-04.04.2020	Marginal cost, Cost volume Profit analysis,
15	06.04.2020-11.04.2020	BEP Analysis, Key factor, BE chart, angle of incidence,
16	13.04.2020-18.04.2020	Revision
17	20.04.2020-25.04.2020	incidence, concept of decision- making and steps involved,
18	27.04.2020-30.04.2020	determination of sales mix, make or buy Decisions.
19	01.05.2020 onwards	Examination
20	20.05.2020-30.06.2020	Summer Vacation

LESSON PLAN SESSION 2019-2020
Even Semester **Cost accounting 6th sem**

S.No	WEEK	TOPIC
1	01.01.2020-04.01.2020	Process Costing : Meaning; Uses; Preparation of process account
2	06.01.2020-11.01.2020	Treatment of Normal Wastage, Abnormal Wastage, Abnormal Effectiveness;
3	13.01.2020-18.01.2020	Treatment of opening and closing stock (Excluding Work in Progress):
4	20.01.2020-25.01.2020	Joint - Product and By - Product: Main methods of apportionment of Joint cost. Inter process profits.
5	27.01.2020-31.01.2020	Contract Costing – meaning, main features, preparation of contract account, Escalation clause; contract near completion; cost plus contract.
6	03.02.2020-08.02.2020	Job and batch costing.
7	10.02.2020-15.02.2020	Budgetary control – meaning of budget and budgetary control, budgetary control as a management tool,
8	17.02.2020-22.02.2020	limitations of budgetary control, forecasts and budgets, installation of budgetary control system,
9	24.02.2020-29.02.2020	classification of budgets, fixed and flexible budgeting, performance budgeting, zero based budgeting and responsibility accounting.
10	02.03.2020-07.03.2020	Standard Costing : meaning, limitations, standard costs and budgeted costs,
11	08.03.2020-15.03.2020	HOLI BREAK
12	16.03.2020-21.03.2020	determination of standard cost, cost variances, direct material and direct labour only.
13	23.03.2020-28.03.2020	Marginal Costing and Profit planning: Marginal costing, Absorption costing,
14	01.04.2020-04.04.2020	Marginal cost, Cost volume Profit analysis,
15	06.04.2020-11.04.2020	BEP Analysis, Key factor, BE chart, angle of incidence,
16	13.04.2020-18.04.2020	Revision
17	20.04.2020-25.04.2020	incidence, concept of decision- making and steps involved,
18	27.04.2020-30.04.2020	determination of sales mix, make or buy Decisions.
19	01.05.2020 onwards	Examination
20	20.05.2020-30.06.2020	Summer Vacation

LESSON PLAN SESSION 2019-2020 Even Semester		
S.No	WEEK	TOPIC – FINANCIAL ACCOUNT
F	01.01.2020-04.01.2020	Introduction to hire purchase system, Accounting records under hire purchase, Calculation of cash price, numerical
2	06.01.2020-11.01.2020	Calculation of interest – inverse progressive method, Product method, Numerical After sale services, Repossession of goods due to non-payment of installment, numerical
3	13.01.2020-18.01.2020	Transfer of asset to third party, Sale of asset by higher purchaser Purchase through financial institutions, Goods of small value Installment payment system, Numerical
4	20.01.2020-25.01.2020	Branch accounts, Branch account by direct method, Numerical
5	27.01.2020-31.01.2020	Branch account with petty cash with imprest system, Branch account with final account method, Numerical Memorandum branch stock account, Stock and debtor system of branch account, Numerical, Wholesale branch account, Numerical
6	03.02.2020-08.02.2020	Incorporation entries in the books of head office, Numerical, Treatment of in transit items
7	10.02.2020-15.02.2020	Foreign branches-conversion of trial balance, Numerical Test-1, Departmental accounts, General P&L and balance sheet Numerical
8	17.02.2020-22.02.2020	Dissolution of partnership firm, realization account Partner's loan account, capital account, cash and bank account Numerical, Insolvency of a partner
9	24.02.2020-29.02.2020	One partner solvent – numerical, Gradual realization of assets and piecemeal distribution, Numerical, Test 2
10	02.03.2020-07.03.2020	Amalgamation of partnership firm, Sale of partnership firm Numerical, Joint venture, Methods of maintaining joint venture records, Joint bank account- numerical
11	08.03.2020-15.03.2020	HOLI BREAK
12	16.03.2020-21.03.2020	Underwriting of shares of company, numerical No separate account of J.V – co-ventures keep record, numerical Memorandum method, numerical
13	23.03.2020-28.03.2020	Royalty account, Rent and royalty, Journal entries in the books of lessee, Royalty in connection with mines, Half yearly payment of royalty, numerical, Reduction of work due to strike- numerical
14	01.04.2020-04.04.2020	Lockout and receipts of subsidy, Numerical, Sub lease, Numerical
15	06.04.2020-11.04.2020	Royalties – oil wells, Royalties – brick making, Royalties – patents
16	13.04.2020-18.04.2020	Copyright royalties
17	20.04.2020-25.04.2020	Numerical problems solving
18	27.04.2020-30.04.2020	Revision
19	01.05.2020 onwards	EXAMINATION
20	20.05.2020-30.06.2020	SUMMER VACATION

LESSON PLAN SESSION 2019-2020

Odd Semester

S.No	WEEK	TOPIC – FINANCIAL ACCOUNT
1	16 July - 20 July	Introduction to the subject, Meaning and characteristics of accounting, Functions of accounting ,objectives of, accountancy, Book –keeping and accounting, accountanc, Users of accounting information
2	22 July -26 July	Advantages and limitations of accounting, Attributes of accounting information
3	29 July -03 Aug.	Basic accounting terms , Basis of accounting- cash and accrual
4	05 Aug. - 10 Aug.	Accounting principles –concepts, Accounting conventions, Double entry system-stage
5	12 Aug.-17 Aug.	Journal -entries , Types of accounts-rules, Advantages and disadvantages of double entry system
6	19 Aug. -24 Aug.	Ledger, Ledger and books of original entry, Rules of posting, Sub division of journal, Depreciation, Test-1
7	26 Aug. -31 Aug.	Trial balance, Types of errors, Types of errors, Capital and revenue expenditure, Capital and revenue expenditure-illustrations
8	02 Sept. - 07 Sept.	Methods of providing depreciation-fixed installment, numerical
9	09 Sept. -14 Sept.	Diminishing balance method Numerical, Trading account , Provisions , Reserves, numerical
10	16 Sept. -21 Sept.	Format of trading account, Profit and loss account, Format of Profit and loss account, Balance sheet, Classification of asset and liabilities, Numerical
11	23 Sept. -28 Sept.	Financial account with adjustment-numerical, Types of errors, Test 2
12	01 Oct.-05 Oct.	Rectification of error- two sided Rectification of error- one sided, Numerical
13	07 Oct.-12 Oct.	Accounts for nonprofit organizations, Receipt and payment account, The income and expenditure account
14	14 Oct. -19 Oct.	Balance sheet, Numerical
15	21 Oct.-23 Oct.	Assignment, Consignment accounts, Consignment accounts-principal terms, Books of consignor, numerical
	24 Oct. -30 Oct.	DIWALI BREAK
16	04 Nov.-09 Nov.	financial accounting, Consignment accounts - numerical
17	11 Nov.- 16 Nov.	Revision
18	19 Nov. onwards	EXAMINATION
19	20 Dec. -31 Dec.	WINTER VACATION

LESSON PLAN SESSION 2019-2020 Even Semester		
S.No	WEEK	TOPIC – FINANCIAL MANAGEMENT
1	01.01.2020-04.01.2020	Nature of Financial Management: Scope of Finance, Fin. Functions
2	06.01.2020-11.01.2020	Profit maximization Vs. Wealth Maximization, Objectives of F.M.
3	13.01.2020-18.01.2020	Financial Planning
4	20.01.2020-25.01.2020	Working Capital Management, Meaning, Nature & Planning
5	27.01.2020-31.01.2020	Permanent and variable working capital, balanced working position
6	03.02.2020-08.02.2020	Issues of working capital management
7	10.02.2020-15.02.2020	Management of cash, marketable securities
8	17.02.2020-22.02.2020	Receivable management,
9	24.02.2020-29.02.2020	Cost of Capital
10	02.03.2020-07.03.2020	Capitalization
11	08.03.2020-15.03.2020	HOLI BREAK
12	16.03.2020-21.03.2020	Leverage analysis: operating, financial and composite
13	23.03.2020-28.03.2020	Capital Structure: Theories and policy
14	01.04.2020-04.04.2020	NOI Approach, MM Hypothesis without tax
15	06.04.2020-11.04.2020	Capital structure: Planning and policy
16	13.04.2020-18.04.2020	Dividend Theory and policy
17	20.04.2020-25.04.2020	Revision
18	27.04.2020-30.04.2020	Revision
19	01.05.2020 onwards	EXAMINATION
20	20.05.2020-30.06.2020	SUMMER VACATION

LESSON PLAN SESSION 2019-2020

Odd Semester

S.No	WEEK	TOPIC – ACCOUNTING FOR MANAGEMENT
1	16 July - 20 July	Management Accounting: Nature and Scope of Management Accounting: Meaning, functions
2	22 July -26 July	Scope of Management Accounting, The Management Accountant, The Controller, The Treasurer, Management Accounting Principles
3	29 July -03 Aug.	Management Accounting vs Financial Accounting vs. Cost-Accounting, Utility of management Accounting, Limitations of Management Accounting, Tools of Management Accounting.
4	05 Aug. - 10 Aug.	Capital Budgeting : Meaning, nature, need, importance
5	12 Aug.-17 Aug.	Capital Budgeting : appraisal methods
6	19 Aug. -24 Aug.	Capital rationing
7	26 Aug. -31 Aug.	Financial planning
8	02 Sept.- 07 Sept.	Analysis and Interpretation of Financial Statements: meaning and types of financial statements, analysis and interpretation of financial statements
9	09 Sept. -14 Sept.	Types of financial analysis, steps involved in financial analysis
10	16 Sept. -21 Sept.	Techniques of financial analysis.
11	23 Sept. -28 Sept.	Ratio Analysis : meaning of ratios, classification of ratios
12	01 Oct.-05 Oct.	Ratio Analysis: advantages and limitations of ratio analysis.
13	07 Oct.-12 Oct.	Profitability ratios
14	14 Oct. -19 Oct.	Balance sheet ratios
15	21 Oct.-23 Oct.	Turnover ratios
	24 Oct. -30 Oct.	DIWALI BREAK
16	04 Nov.-09 Nov.	Cash Flow Statement : Meaning, objectives
17	11 Nov.- 16 Nov.	Cash Flow Statement : Limitations and accounting procedure
18	19 Nov. onwards	Revision
19	20 Dec. -31 Dec.	EXAMINATION

LESSON PLAN SESSION 2019-2020

Odd Semester

S.No	WEEK	TOPIC - HRM
1	16 July - 20 July	An introduction to Human Resource Management
2	22 July -26 July	Definitions of Human Resource Management (HRM)
3	29 July -03 Aug.	Importance of Human Resource Management (HRM)
4	05 Aug. - 10 Aug.	Objectives of Human Resource Management (HRM)
5	12 Aug.-17 Aug.	Scope of Human Resource Management (HRM)
6	19 Aug. -24 Aug.	Function of Human Resource Management
7	26 Aug. -31 Aug.	Managerial and Operative Functions
8	02 Sept.- 07 Sept.	Qualifications of a Human Resource Manager
9	09 Sept. -14 Sept.	Qualities of Human Resource manager in our organization
10	16 Sept. -21 Sept.	Evolution of Human Recourse Management (HRM) in India
11	23 Sept. -28 Sept.	Growth of Human Recourse Management (HRM) in India
12	01 Oct.-05 Oct.	Special incentives
13	07 Oct.-12 Oct.	Profit sharing
14	14 Oct. -19 Oct.	Group Discussion,
15	21 Oct.-23 Oct.	Revision
	24 Oct. -30 Oct.	TEST
16	04 Nov.-09 Nov.	DIWALI BREAK
17	11 Nov.- 16 Nov.	All Syllabus Revision ppt.
18	19 Nov. onwards	EXAMINATION
19	20 Dec. -31 Dec.	WINTER VACATION

GC Kharkhara (Rewari)

Class: B. Com 1 – IST Semester 2019 -20

Paper: BUSINESS ENVIRONMENT

Lesson Plan: EVEN SEM

AUGUST	
	Topics to be covered
Week 1	Bussiness Environment, Introduction
Week 2	Analysis and Importance of Bussiness Environment,
Week3	SWOT Analysis
Week 4	Revision
SEPTEMBER	
	Topics to be covered
Week 1	Trends in National Income
Week 2	Trends in Saving and Investment
Week 3	Trends in Industrial development
Week 4	Balance of Trade and BOP
OCTOBER	
	Topics to be covered
Week 1	Unemployment Problems IN India
Week 2	Regional Imbalance
Week 3	Inflation,
Week 4	Industrial sickness
Week 5	Monetary policy
NOVEMBER	
	Topics to be covered
Week 1	Fiscal policy
Week 2	Industrial policy
Week 3	Parallel Economy
Week 4	privatisation
DECEMBER	
Week 1	problem solving classes
Week 2	problem solving classes

Signature of teacher

Head of Department

GC Kharkhara (Rewari)

Class: B. Com 1 – IST Semester 2019-20

Paper: BUSINESS COMMUNICATION

Lesson Plan: ODD SEM

AUGUST	
	Topics to be covered
Week 1	Basic of communication, process
Week 2	Seven c's and Barriers
Week 3	Theories, Ethical context
Week 4	Revision
SEPTEMBER	
	Topics to be covered
Week 1	Business communication at workplace
Week 2	Letter writing
Week 3	Report writing
Week 4	Test and Revision
OCTOBER	
	Topics to be covered
Week 1	Business proposal
Week 2	Modern form of communication
Week 3	Note making,
Week 4	Body language
Week 5	Revision
NOVEMBER	
	Topics to be covered
Week 1	Abstract writing
Week 2	Understanding of gestures
Week 3	Revision
Week 4	Assignments
DECEMBER	
Week 1	problem solving classes
Week 2	problem solving classes

Signature of teacher

Head of Department

LESSON PLAN SESSION 2019-2020

Odd Sem.

S.No	WEEK	Business Statistics	REMARK
1	16 July - 20 July	Introduction of Statistics: Origin, Development, Definition, Scope,	
2	22 July -26 July	Statistical Data: Types of Measurement scales- normal, Ordinal, Interval and Ratio level measurement	
3	29 July -03 Aug.	Collection, Classification	
4	05 Aug. - 10 Aug.	Tabulation of primary and secondary data	
5	12 Aug.-17 Aug.	Presentation of data, Central Tendency	
6	19 Aug. -24 Aug.	Partition values; Concept and Measurement	
7	26 Aug. -31 Aug.	Central tendency, Quartiles, Deciles, Percentiles.	
8	02 Sept.- 07 Sept.	Dispersion: Concept and Its absolute as well as relative measures	
9	09 Sept. -14 Sept.	Moments ,Skewness, Kurtosis Moments about any point and about mean and the relationship between them	
10	16 Sept. -21 Sept.	Sheppard's Corrections for Moments, Concept of symmetrical distribution and skewness	
11	23 Sept. -28 Sept.	Measurement of skewness and concept of kurtosis	
12	01 Oct.-05 Oct.	Analysis of Bivariate data: Correlation-concept, scatter diagram, Degree of correlation.	
13	07 Oct.-12 Oct.	Karl Pearson's co-efficient of Correlation and its properties	
14	14 Oct. -19 Oct.	Spearman's rank Correlation, Concurrent deviation method and standard error.	
15	21 Oct.-23 Oct.	Regression: Meaning and Definition, Difference between Correlation and Regression	
	24 Oct. -30 Oct.	DIWALI BREAK	DIWALI BREAK
16	04 Nov.-09 Nov.	Principle of least squares and fitting of a line of best fit to the given data, Regression lines	
17	11 Nov.- 16 Nov.	Properties of regression Co-efficient and Regression lines	
18	19 Nov. onwards	EXAMINATION	
19	20 Dec. -31 Dec.	WINTER VACATION	

LESSON PLAN SESSION 2019-2020

Even Semester

S.No	WEEK	Business Statistics-I
1	01.01.2020-04.01.2020	Introduction of Index no.
2	06.01.2020-11.01.2020	price Index
3	13.01.2020-18.01.2020	Quqntity index
4	20.01.2020-25.01.2020	TRT test, FRT test, CIRCULAR test Value index
5	27.01.2020-31.01.2020	Test of adequacy, base shifting, splicing, Problems in constructing index no. consumer price index
6	03.02.2020-08.02.2020	Time series and its components, moving average
7	10.02.2020-15.02.2020	Least square method, parabolic and exponential trend
8	17.02.2020-22.02.2020	Computation of seasonal indices by various methods
9	24.02.2020-29.02.2020	Concept of probability
10	02.03.2020-07.03.2020	Addition and multiplication laws of probability
11	08.03.2020-15.03.2020	Holi break
12	16.03.2020-21.03.2020	Conditional probability, Bayes theoram
13	23.03.2020-28.03.2020	Probability distribution as a concept,
14	01.04.2020-04.04.2020	Binomial distribution
15	06.04.2020-11.04.2020	Possion distribution
16	13.04.2020-18.04.2020	Normal distribution
17	20.04.2020-25.04.2020	Properties of normal destribution
18	27.04.2020-30.04.2020	Revision
19	01.05.2020 onwards	examination
20	20.05.2020-30.06.2020	Summer Vacation

LESSON PLAN SESSION 2019-2020 Even Semester		
S.No	WEEK	Marketing Management
1	01.01.2020-04.01.2020	Marketing Introduction,scope,nature, approach, functions
2	06.01.2020-11.01.2020	Marketing concepts Old concepts New concept Limitations of marketing concept
3	13.01.2020-18.01.2020	Market segmentation Objective of market segmentation Methods
4	20.01.2020-25.01.2020	Test, consumer behaviour, types of consumers, determinants of consumers behaviour
5	27.01.2020-31.01.2020	Revision, product planning and development
6	03.02.2020-08.02.2020	Revision, Presentaiton in smart class room,test, development of new products
7	10.02.2020-15.02.2020	Product life cycle, stages,factors affecting the product life cycle, importance of product life cycle, limitations of product life cycle.
8	17.02.2020-22.02.2020	Branding , difference between brand and trade mark, advantage or importance of branding, brand classification
9	24.02.2020-29.02.2020	Product pricing , importance of price in marketing mix, factors affecting pricing decisions
10	02.03.2020-07.03.2020	Advertising, objective of advertising, functions, importance, limitations or disadvantage or criticism of advertising
11	08.03.2020-15.03.2020	Holi break
12	16.03.2020-21.03.2020	Advertising media, types of advertising media, factors affecting the selection of advertising media
13	23.03.2020-28.03.2020	Evaluation of advertising effectiveness, methods of evaluating advertising effectiveness,
14	01.04.2020-04.04.2020	pre testing methods
15	06.04.2020-11.04.2020	Sales promotion,tools of sales promotion, publicity
16	13.04.2020-18.04.2020	public relations
17	20.04.2020-25.04.2020	Assignment-II
18	27.04.2020-30.04.2020	Revision
19	01.05.2020 onwards	examination
20	20.05.2020-30.06.2020	Summer Vacation

LESSON PLAN (2019-2020)

B.Com IV Semester (A & B Sections)

Subject: ESSB

1.	Roles and functions of entrepreneurs in relation to the enterprise and in relation to the economy.	16.07.2019- 20.07.2019	
2.	Entrepreneurial motivation, performance and rewards.	22.07.2019- 26.07.2019	
3.	Entrepreneurship as a interactive process between the individual and the environment.	29.07.2019- 03.08.2019	
4.	Small business as the seedbed of entrepreneurship.	05.08.2019- 10.08.2019	
5.	Managerial roles in a small business.	12.08.2019- 17.08.2019	
6.	Functions in a small business	19.08.2019- 24.08.2019	
7.	Designing and redesigning business processes, location, layout, operations planning & control.	26.08.2019- 31.08.2019	
8.	Basic awareness of the issues impinging on quality, productivity and environment.	02.09.2019- 07.09.2019	
09.	Managing business growth. The pros and cons of alternative growth options: internal expansion, acquisitions & mergers, integration & diversification. Crises in business growth.	09.09.2019- 14.09.2019	
10.	Issues in small business marketing. The concept and application of product life cycle (ptc),	16.09.2019- 21.09.2021	
11.	Advertising & publicity, sales & distribution management. The idea of consortium marketing, competitive bidding/tender marketing, negotiation with principal customers.	23.09.2019- 28.09.2019	
12.	The contemporary perspectives on Infrastructure Development, Product and Procurement Reservation, Marketing Assistance	01.10.2019- 05.10.2019	
13.	Subsidies and other Fiscal & Monetary Incentives. National, state level and grass-root level financial and nonfinancial institutions in support of small business development.	07.10.2019- 12.10.2019	
14.	Opportunity scouting and idea generation: role of creativity & innovation and business research. Sources of business ideas.	14.10.2019- 19.10.2019	
15.	opportunities in network-marketing, Entrepreneurial opportunities in contemporary business environment, franchising, business process outsourcing in the early 21st century	21.10.2019- 24.10.2019	
16.	The process of setting up a small business: preliminary screening and aspects of the detailed study of the feasibility of the business idea and financing/non-financing support agencies Preparation of Project Report and Report on Experiential Learning of successful/unsuccessful entrepreneurs.	04.11.2019- 16.11.2019	

LESSON PLAN: 2019-20

B.Com IIIrd Semester (A & B Sections)

Subject: Goods and service tax

S.No.	Syllabus Contents to be done	Time	Remarks
1.	Introduction: - Salient feature of GST, Benefit of GST, Constitutional Framework of Goods and Services tax,	01.01.2020-04.01.2020	
2.	concept of GST; Important definitions; Supply under GST	06.01.2020-11.01.2020	
3.	GST:- Meaning and scope of supply including composite and mixed supply		
4.	levy and collection including reverse charge mechanism,	29 March to 4 April	
5.	Tax on electronic commerce operator (ECO);	5 April to 12 April	
6.	Exemption from GST; Composition levy;	13 to 18 April	
7.	Place of Supply:- Within state/Union territory, Interstate, Import and export;	19 to 25 April	
8.	Time of Supply of goods and services; Value of supply including valuation rules;	26 April to 02 May	
9.	Input tax credit:- Eligibility and conditions for taking Input Tax Credit,	03 May to 09 May	
10.	Apportionment of credit and blocked credit, ITC in case of banking company and financial institutions,	10 May to 16 May	
11.	ITC availability in special circumstances,	17 to 23 May	
12.	Reversal of ITC on switching to composition levy or exit from tax-paying status,	24 to 31 May	
13.	Transfer of ITC on account of change in constitution of registered person, Input service distributors;	01 June to 07 June	
14.	Registration; Issue of invoices:- tax invoice, revised tax invoice, credit note, debit note, bill of supply, receipt voucher, refund voucher, payment voucher, invoices in special cases.	14 to 26 June	
15.	E-way bill; Payment of Taxes; Returns; Job work; Provision of TDS and TCS; Record keeping, Assessment and Audit;	27 June to 06 July	
16.	Customs duty: Important definitions, types, importance, documents required for import and export procedure : Export Promotion Scheme.	07 to 10 July.	

Lesson Plan (2019-20)

Name of extension lecturer –

Class - B.com 6th Sem (A&B)

Subject – Auditing

January 1st week to February 2020

Unit – I

Auditing: Meaning, objectives, importance and types of Auditing.

Unit – IV

Audit Report and Investigation Audit Report: Meaning, objectives, contents and types. Investigation: Meaning, Nature and objectives.

February 2020

Unit – I

Audit Process: internal control, internal check & internal audit, audit programmer.

Unit – II

Audit Procedure: Routine checking

March 2020

Unit – III

Vouching, verification & valuation of assets & liabilities

Unit – IV

Audit of Public Company: Qualification, Appointment of company Auditors, their powers, duties and liabilities, Audit of depreciation and reserves, divisible profits & dividends

April 2020

Audit of depreciation and reserves, divisible profits & dividends

Revision

LESSON PLAN: 2019-20

B.Com vth Semester (A & B Sections)

Subject: Financial Market Operation

S.No.	Syllabus Contents to be done	Time	Remarks
1.	Indian Money Markets Composition Composition and Structure;	16.07.2019-20.07.2019	
2.	Acceptance houses , Discount houses	22.07.2019-26.07.2019	
3.	Call money market; Recent trends in Indian money market.	29.7.2019-03.08.2019	
4.	Security market- (a) New Issue Market (b) Secondary market;	05.08.2019-10.08.2019	
5.	functions and role of stock exchange listing,	12.08.2019-17.08.2019	
6.	procedure and legal requirements Public issue pricing and marketing,	19.08.2019-24.08.2019	
7.	Stock exchange – National Stock Exchange	26.08.2019-31.08.2019	
8.	Over the Counter exchangers.	02.09.2019-07.09.2019	
9.	SEBI – Introduction, Role, Its powers,	09.09.2019-14.09.2019	
10.	Objectives, Scope & Functions. Role, Policy measures relating to Development Financial Institution in India	16.09.2019-21.09.2019	
11.	Grievances concerning stock exchange Products & Services Offered by IFCI, IDBI, IIBI, SIDBI, IDFC, EXIM, and NABARD & ICICI.	23.09.2019-28.09.2019	
12.	dealings and their removal; grievance cell in stock exchange SEBI:	01.10.2019-05.10.2019	
13.	Company law Board: Press remedy through	07.10.2019-12.10.2019	
14.	Brokers, Sub brokers, Market makers,	14.10.2019-19.10.2019	
15.	Jobbers, Portfolio Consultants, Institutional Investors, Depository.	21.10.2019-23.10.2019	
16.	Merchant Banking – Functions and Roles; SEBI guidelines; credit rating –concept, functions, and types.	24.10.2019-30.10.2019	