**Lesson Plan**

**Name of Teacher**: Dr. Kamalpreet Kaur **Class**: B.Com Ist Year (odd)

**Paper**: **BCOM 103: PRINCIPLES OF BUSINESS MANAGEMENT Session**: 2023-24

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| **Sr.No.** | **Months** | **Weeks** | **Topics** |
| 1. | Aug | 1st Week  2nd Week  3rd Week  Last Week | 1. Business: Nature and scope of Business; Forms of Business, 2. Management: Definition, characteristics, scope and importance of management 3. Functional areas of management; Management and Administration 4. Levels of Management; Mintzberg’s Managerial Roles. |
| 2. | Sept | 1st Week    2nd Week  3rd Week    Last Week | 1. Approaches to Management: Classical and Neo classical approach, Behavioral approach 2. Management science approach, Systems approach and Contingency approach 3. Highlighting the contributions of Henry Fayol, F.W. Taylor and Peter F. Drucker 4. Contemporary developments in approaches; Theory Z, McKinsey -7’s, Quality Management. |
| 3. | Oct | 1st Week  2nd Week  3rd Week  Last Week | 1. Planning: Definition, Nature, Objectives and importance, Planning Process 2. Types of Plans, Barriers to Effective Planning. 3. Organizing: Definition, Nature, Principles of Organisation, Types of Organisation, 4. Organizational Structure, Authority, Delegation and Centralization vs. Decentralization |
| 4. | NOV | 1st Week    3rd Week    Last Week | 1. Staffing: Meaning, importance and scope, Matching job and people. Motivation: concept, objectives & significance. 2. Leadership: concept, significance & functions, Leadership styles, approaches to leadership. 3. Controlling: meaning and characteristics of control, process of control, prerequisites of an effective control system; controlling techniques. |

**Lesson Plan**

**Name of Teacher**:Dr. Kamalpreet Kaur **Class**: B.Com Ist Year (Even)

**Paper**: **BCOM 206: BUSINESS ENVIRONMENT Session**: 2023-24

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| **Sr.No.** | **Months** | **Weeks** | **Topics** |
| 1. | Jan | 1st Week  2nd Week  3rd Week  Last Week | 1. Business Environment – Meaning, Nature and Significance, A brief overview of business environments and their impact on business and strategic 2. political environment, socio-cultural environment, 3. Legal environment, economic environment, political environment, global environment. |
| 2. | Feb | 1st Week    2nd Week  3rd Week    Last Week | 1. Approaches to Management: Classical and Neo classical approach, Behavioral approach 2. Globalized Business Environment; Meaning and rationale for Globalization Composition and Direction of Foreign Direct Investments; 3. WTO and the trading blocks; Opportunities and challenges for MNCs in India; 4. Indian Foreign Trade and its Impact on Balance of Payment |
| 3. | March | 1st Week  2nd Week  3rd Week | 1. Concepts of Economic systems; Economic Reforms; Recent Monetary and Fiscal Policy and their impact on Business Environment; 2. Privatization in India; Public sector enterprises; Micro, Small and Medium Enterprises- growth, significance, problems and remedial. 3. Revision of syllabus covered in 1st and 2nd week of March |
| 4. | April | 1st Week    2nd Week  3rd Week    Last Week | 1. Social Responsibilities of Business; Social Responsibility Models; The Evolving Idea of Social Responsibility in Indian Scenario;. 2. Social Audit – Nature, Evolution and Benefits; Ethics and Business Environment, 3. Corporate Governance - factors influencing corporate governance, Regulatory framework. 4. Revision of whole syllabus |

**Lesson Plan**

**Name of Teacher**:Dr. Kamalpreet Kaur **Class**: B.Com IInd Year (Even)

**Paper**: **BCOM 402: BUSINESS STATISTICS-II Session**: 2023-24

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| **Sr.No.** | **Months** | **Weeks** | **Topics** |
| 1. | Jan | 1st Week  2nd Week  3rd Week  Last Week | 1. Probability: Concept and evolution, Terminology, Concept, Mathematical and statistical probability 2. Addition and multiplication theorem and mathematical expectations 3. Rule for the inverse probability 4. Revision |
| 2. | Feb | 1st Week    2nd Week  3rd Week    Last Week | 1. Theoretical distributions: Probability function and constants of binomial distribution 2. constants and utility of Poisson distribution, 3. Properties of Normal distribution, Relation between normal and Poisson distribution. 4. Revision and test |
| 3. | March | 1st Week  2nd Week  3rd Week | 1. Index Numbers- uses, types of index numbers, problems in the construction of index number 2. methods of constructing price and quantity index by different methods-simple and weighted, 3. Tests of consistency –unit test, time and factor reversal test. |
| 4. | April | 1st Week    2nd Week  3rd Week    Last Week | 1. Time Series: Components and models of time series 2. Measurement of trend by different methods-graphic method, least square method, 3. analysis of time series 4. Revision of whole syllabus |

**Lesson Plan**

**Name of Teacher**: Dr. Kamalpreet Kaur **Class**: B.Com IInd Year (odd)

**Paper**: **BCOM 302: BUSINESS STATISTICS-I Session**: 2023-24

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| **Sr.No.** | **Months** | **Weeks** | **Topics** |
|  | July | Last week | 1. Introduction of statistics: Development, Definition, Scope and Limitations |
|  | Aug | 1st Week  2nd Week  3rd Week  Last Week | 1. Collection of data-methods, methods of collecting primary data   1. classification –Functions, Rules and bases of classification, Frequency distribution and its types 2. Tabulation-meaning, types, parts and requisites of good table 3. Revision |
| 3. | Sept | 1st Week    2nd Week  3rd Week    Last Week | 1. Presentation through diagrams –general rules, types and choice of diagram. 2. Graphic presentation –general rules for graphing, graphs of frequency distribution and histograms. 3. Concept and measures of central tendency: Mathematical averages, positional average and partition values 4. Revision |
| 4. | Oct | 1st Week  2nd Week  3rd Week  Last Week | 1. Measures of dispersion in detail: Absolute and relative measures of dispersion-Range 2. Quartile deviation, Mean deviation, 3. Standard deviation ,Variance. 4. Measures of Skewness - Karl Pearson’s, Bowley’s and Kelly’s coefficient of skewness, coefficient of skewness based on moments. |
| 5. | NOV | 1st Week    3rd Week    Last Week | 1. Correlation -Types, methods-Scatter diagram method, 2. Karl Pearson’s coefficient of correlation, standard error of estimate, Co-efficient of determination. 3. Regression –Linear and non linear. Lines of regression 4. coefficients of regression, correlation vs. regression analysis |

**Lesson Plan**

**Name of Teacher**: Dr. Kamalpreet Kaur **Class**: B.Com IInd Year (odd)

**Paper BCOM 304: COMPUTERIZED ACCOUNTING SYSTEM Session**: 2023-24

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| **Sr.No.** | **Months** | **Weeks** | **Topics** |
|  | July | Last Week | Introduction |
|  | Aug | 1st Week  2nd Week  3rd Week  Last Week | 1. Installation of Tally, ERP9 – Licensing configurations 2. Tally Vault Password – Security Control in Tally 3. ERP9 – Splitting Company Data – Backup and Restore. 4. Revision and Practical |
|  | Sept | 1st Week    2nd Week  3rd Week    Last Week | 1. Accounting: voucher entry, budget 2. cost center, balance sheet, profit and loss account, 3. Currency, debit note, credit note, interest calculation. 4. Revision and practical |
| 4. | Oct | 1st Week  2nd Week  3rd Week  Last Week | 1. Payroll: Salary Accounting – Introduction to Payroll – Payroll Masters 2. Payroll Vouchers – Overtime Payment – Gratuity – Advanced Payroll Transactions Basic Salary 3. Overtime, Bonus, Gratuity, Loan, ESI, Provident Fund, Pension, Commission. 4. Revision and practical |
| 5. | NOV | 1st Week    3rd Week    Last Week | 1. Inventory: stock item, sales order 2. Purchase order, delivery note, and rejection out. 3. Computerized Tax Liability Calculation. |

**Lesson Plan**

**Name of Teacher**:Dr. Kamalpreet Kaur **Class**: B.Com IInd Year (Even)

**Paper**: **BCOM 403: AUDITING Session**: 2023-24

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| **Sr.No.** | **Months** | **Weeks** | **Topics** |
| 1. | Jan | 1st Week  2nd Week  3rd Week  Last Week | 1. Introduction: Meaning, Objectives and Scope of Auditing; 2. Types of Audit: Internal and External Audit, Proprietary and Efficiency Audit 3. Audit process: Audit programme; Audit Documentation and Evidences. 4. Revision |
| 2. | Feb | 1st Week    2nd Week  3rd Week    Last Week | 1. Internal Control; Internal check vs. internal control 2. Fraud and Responsibilities of the Auditor in this regard 3. Vouching: Meaning, Objectives and Importance 4. Verification of Assets and Liabilities. |
| 3. | March | 1st Week  2nd Week  3rd Week | 1. Audit of Limited Companies: Company Auditor – Appointment, Powers, Duties and Liabilities, 2. Directions of Comptroller and Auditor General of India, Audit of Banks 3. Audit Reports: various types of Audit Reports. |
| 4. | April | 1st Week    2nd Week  3rd Week    Last Week | 1. Investigation: Meaning, Nature, Procedure and Objectives 2. Investigation and Due Diligence. 3. Professional Ethics of Auditing. 4. Revision and test |

**Lesson Plan**

**Name of Teacher**: Dr. Kamalpreet Kaur **Class**: B.Com IIIrd Year (odd)

**Paper BCOM 502: FINANCIAL MANAGEMENT Session**: 2023-24

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| **Sr.No.** | **Months** | **Weeks** | **Topics** |
|  | July | Last Week | Introduction |
|  | Aug | 1st Week  2nd Week  3rd Week  Last Week | 1. Financial Management: Goals, functions and decisions. Time preference for money, 2. Organization of Finance Functions., 3. Financial goal: profit maximization vs. wealth maximization, 4. Agency problems: Managers vs. shareholder’s goals. Time value of money. |
|  | Sept | 1st Week    2nd Week  3rd Week    Last Week | 1. Capital Budgeting decisions –Introduction, Nature and types of investment decisions 2. methods: Pay-back period method, Net present value method, 3. Internal rate of return method, profitability index method, NPV vs. PI 4. Measures of operating and financial leverage |
| 4 | Oct | 1st Week  2nd Week  3rd Week  Last Week | 1. Management of working capital: Concept of working capital, Determinants of working capital. 2. Cash Management, Receivables Management: credit policy nature and goals. 3. Inventory Management: nature, need and objectives. Cost of capital of different sources of finance 4. Determining the components of cost of capital, the weighted average cost of capital. |
| 5. | NOV | 1st Week    3rd Week    Last Week | 1. Capital Structure Planning and Policy 2. Capital structure theories and its determinants, Dividend Policies Models: 3. Relevance and Irrelevance Models. Issues in Dividend Policies. |

**Lesson Plan**

**Name of Teacher**:Dr. Kamalpreet Kaur **Class**: B.Com IIIrd Year (Even)

**Paper**: **BCOM 602: FINANCIAL SERVICES Session**: 2023-24

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| **Sr.No.** | **Months** | **Weeks** | **Topics** |
| 1. | Jan | 1st Week  2nd Week  3rd Week  Last Week | 1. Financial services: Concept and nature. Indian Financial system- structure 2. functions; An overview of Financial markets in India 3. Money market and capital market- instruments, participants and segments. 4. Revision and test |
| 2. | Feb | 1st Week    2nd Week  3rd Week    Last Week | 1. Merchant banking: Meaning, functions and Regulatory framework 2. Mutual Funds: Meaning, functions and Regulatory framework 3. Insurance; Micro Finance Institutions. 4. Revision and test |
| 3. | March | 1st Week  2nd Week  3rd Week | 1. Fund-based Financial Services: Leasing 2. hire-purchase, Consumer and housing finance 3. Venture capital finance; 4. Factoring services, Securitization. |
| 4. | April | 1st Week    2nd Week  3rd Week    Last Week | 1. Fee-based Financial Services 2. Stock Broking, Custodial services 3. Portfolio management service, Wealth management service 4. Credit rating. |