**Lesson Plan**

**Name of Teacher:Mrs Jyoti Beniwal Class: B.Com Ist Year (2nd sem)**

**Paper: BCOM 201: FINANCIAL ACCOUNTING-II Session: 2023-24**

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| Sr.No. | Months | Weeks | Topics |
| 1. | Feb | 1st Week  2nd Week  3rd Week  Last Week | 1. Royalty Accounts: Meaning of royalty, lessor, lessee, minimum rent, short working, re-coupment of short workings, Journal entries and ledger accounts in the books of lessee 2. Sub Lease – meaning. Consignment Accounts: Features, need and importance of consignment, Difference between consignment and sale, Accounting procedure, Valuation of unsold stock. 3. Joint Venture Accounts: Meaning and features, Joint Venture 4. Branch Accounts: Types of home branches- Dependent branch, Accounting procedure for dependent branches, Independent branch; Foreign Branch: Meaning, conversion of branch trial balance. |
| 2. | March | 1st Week  2nd Week  3rd Week | 1. Characteristics of hire-purchase system, accounting treatment regarding hire-purchase, 2. Accounting treatment in case return of goods due to non-payment of installments, Difference between hire purchase system and credit sale, 3. Meaning and characteristics, difference between hire purchase system and installment payment system   Accounting treatment of Installment payment system |
| 3. | April | 1st Week  2nd Week  3rd Week    Last Week | 1. Features of partnership, partnership deed, fixed v/s fluctuating capital accounts, Methods of valuation of goodwill of a partnership firm, 2. Admission of a partner 3. Retirement and Death of a partner 4. Dissolution of Partnership firm- Insolvency of partners |

**Lesson Plan**

**Name of Teacher: Mrs Jyoti Beniwal Class: B.Com Ist Year (2nd sem)**

**Paper: BCOM 205: ORGANISATIONAL BEHAVIOUR Session: 2023-24**

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| Sr.No. | Months | Weeks | Topics |
| 1. | Feb | 1st Week  2nd Week  3rd Week  Last Week | 1. Organizational behavior: concepts, determinants, challenges and opportunities of OB. Contributing disciplines of OB. Organizational behavior Models. 2. Individual behavior: Nature of People, Factors affecting Individual behavior, 3. Personality: Determinants, Traits and Theories of personality. 4. Learning: Characteristics and theories of learning. |
| 2. | March | 1st Week  2nd Week  3rd Week | 1. Perception: Perceptual Process, Factors Affecting Perception, Theories of Perception and Perceptual Errors. 2. Attitudes: Definition, Theories of Attitude Formation.   Interpersonal behavior: Transactional Analysis   1. Group Formation and Group Development Process, Group Decision Making. Group Dynamics: Meaning and Concept, Group Roles, Group Norms, Group Cohesiveness and its relation to productivity. |
| 3. | April | 1st Week  2nd Week  3rd Week    Last Week | 1. Organizational Behavior in changing Environment: Organizational Change 2. Organizational Conflict, Organizational Development 3. Organizational Culture and Climate, Managing Employee Stress 4. Managing Emotions in Organizations: Emotional Intelligence |

**Lesson Plan**

**Name of Teacher: Mrs Jyoti Beniwal Class: B.Com 2nd Year (4th sem)**

**Paper: BCOM** 404: COMPANY LAW **Session: 2023-24**

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| Sr.No. | Months | Weeks | Topics |
| 1. | Feb | 1st Week  2nd Week  3rd Week  Last Week | 1. Meaning and nature of company, kinds of companies, formation and incorporation of company 2. Memorandum of Association; Articles of Association, Doctrine of indoor management. 3. Meaning and definition of prospectus; misstatement in a prospectus and their consequences 4. Membership of a company, Meaning, need and requisitions of valid meeting, voting, proxy and resolutions |
| 2. | March | 1st Week  2nd Week  3rd Week | 1. Meaning, qualification, appointment and removal of directors; duties and liabilities of directors; remuneration of directors 2. Distinction between managing director and manager; distinction between managing director and whole time director 3. Meetings of board of directors. Inspection and investigation. |
| 3. | April | 1st Week  2nd Week  3rd Week  Last Week | 1. Compromise, arrangements and amalgamations: 2. Prevention of oppression and mismanagement. 3. Meaning and modes of winding up of a company 4. power and duties of a liquidator in winding up |

**Lesson Plan**

**Name of Teacher: Mrs Jyoti Beniwal lass: B.Com 3rd Year (6th sem)**

**Paper: BCOM** **601: SALES MANAGEMENT Session: 2023-24**

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| Sr.No. | Months | Weeks | Topics |
| 1. | Feb | 1st Week  2nd Week  3rd Week  Last Week | 1. Concept of Sales and Sales Management. Sales vs marketing  2. Modern Roles and Required Skills for Sales Managers.   1. Sales Planning: Importance, approaches and process of sales planning. 2. Sales Organization: Purpose and structures. |
| 2. | March | 1st Week  2nd Week  3rd Week | 1. Meaning, qualification, appointment and removal of directors; duties and liabilities of directors; remuneration of directors 2. Determining size of sales force,Territory Management: Need, procedure for setting up sales territories 3. Time management; Routing. Sales Quotas: Purpose, types of quotas, administration of sales quotas. |
| 3. | April | 1st Week  2nd Week  3rd Week  Last Week | 1. Managing the Sales-force: Recruitment, selection 2. Training, and compensation 3. Evaluating sales force performance 4. Ethical issues in sales management |