

B.Com

| Semester | Subject Code | Subject |
|-----------------|---------------------|------------------------------------|
| Sem-I | BCG-101 | English (Compulsory) |
| Sem-I | BCG-102 | Punjabi Compulsory / Basic Punjabi |
| Sem-I | BCG-103 | Financial Accounting |
| Sem-I | BCG-104 | Business Organisation |
| Sem-I | BCG-105 | Business Communication |
| Sem-I | BCG-106 | Business Statistics |
| Sem-I | BCG-107 | Computer Fundamentals |
| Sem-III | BCG-301 | English (Compulsory) |
| Sem-III | BCG-302 | Punjabi Compulsory / Basic Punjabi |
| Sem-III | BCG-303 | Corporate Accounting |
| Sem-III | BCG-304 | Company Law |
| Sem-III | BCG-305 | Financial Management |
| Sem-III | BCG-306 | International Business |
| Sem-III | BCG-307 | Business Environment |
| Sem-V | BCG-501 | English (Compulsory) |
| Sem-V | BCG-502 | Punjabi Compulsory / Basic Punjabi |
| Sem-V | BCG-503 | Management Accounting |
| Sem-V | BCG-504 | Cost Accounting |
| Sem-V | BCG-505 | Operations Research |
| Sem-V | BCG-506 | Specialisation Course 1 |
| Sem-V | BCG-507 | Specialisation Course 2 |

LESSON PLAN B.COM. SEMESTER-I ENGLISH

July 2017

| Contents | Books | Plan | Activity | Assignment |
|-----------------|--|-------------|-----------------------------|---|
| 1.Short stories | Tales of life | Story no. 1 | Reading in class | Tests from each textbook carrying 10 marks each |
| 2.Essays | PROSE FOR YOUNG LEARNERS | Essay no. 1 | Oral tests | |
| 3.Grammar | English Grammar in use by Raymond Murphy | Unit 1 to 5 | Practice of exercises given | |

August 2017

| Books | Plan | Activity | Assignment |
|--------------------------|-----------------|------------------------------|-------------------------------|
| Tales of life | Story no. 1 & 2 | Loud reading | Class tests and oral revision |
| Prose for young learners | Essay no. 2 | Discussion of back exercises | |
| English Grammar | Unit 6 to 12 | Practice of grammar | |

September 2017

| Books | Plan | Activity | Assignment |
|--------------------------|--------------------|--------------------------------|---|
| Tales of life | Story no. 5 | Back exercises to be discussed | Regular class tests and composing of long questions |
| Prose for young learners | Essay no. 3 & no.5 | Back exercise to be discussed | |
| English grammar | Unit 13 to 30 | Practice of grammar exercises | |

October 2017

| Books | Plan | Activity | Assignment |
|--------------------------|---------------|--------------------------------|--|
| Tales of life | Story no. 6 | Back exercises to be discussed | Long questions based on syllabi and test of complete grammar exercises |
| Prose for young learners | Essay no. 6 | Reading of essays thoroughly | |
| English grammar | Unit 31 to 48 | Practice of grammar | |

November 2017

| Books | Plan | Activity |
|----------------|------------------------------------|-------------|
| 3 Books | Discussion on current affairs | Class tests |
| | University examination preparation | Revision |

LESSON PLAN B.COM. SEMESTER-I

GENERAL PUNJABI

| | | |
|----------|---|-----------------|
| ਆਤਮਅਨਾਤਮ | ਵਿਦਿਆਰਥੀਆਂ ਇਸ ਸਮੇਂ ਸਟਰ ਵਿੱਚ ਇਸ ਪਾਠ ਪੁਸਤਕ ਵਿੱਚੋਂ ਕਵਿਤਾ ਵਾਲਾ ਭਾਗ ਕਰਵਾਇਆ ਜਾਵੇਗਾ 1. ਪ੍ਰੇਮੇਹਣ ਸਿੰਘ | ਸਮਾਂ 1-3 ਦਿਨ |
| ਗਿਆਨਮਾਲਾ | ੧ ਪਹੀਆ ਪ੍ਰਸ਼ਣ | 1-3 ਦਿਨ |
| ਨਿਸ਼ਕਰਸ਼ | 1. ਸੈਦਾਂਤੇ ਸਬਜਾਂ 2. ਖਾਨਗਾਹੀ ਦੀ ਵਾਬਾਲ ਦੀਏ ਕਵਿਤਾ ਵਾਦ ਵਿਸ਼ੇ ਗਤ ਸਰੋਕਾਰਾਂ ਦਾ ਅਧਿਐਨ ਕਰੋ | |
| ਆਤਮਅਨਾਤਮ | 2 ਅਮਿਤਾ ਪ੍ਰੀਤਮ | 1-3 ਦਿਨ |
| ਗਿਆਨਮਾਲਾ | 2. ਭਰੂਣ ਹੱਤਿਆ ਦੇ ਦੇਸ਼ ਵਿੱਚ | |
| ਨਿਸ਼ਕਰਸ਼ | ੧ ਅਮਿਤਾ ਪ੍ਰੀਤਮ ਦੀਆਂ ਕਵਿਤਾਵਾਂ ਅੰਨ ਦਾ ਤਾਅਤੇ ਅੱਜ ਆਖਾਂ ਵਾਰਿਸ ਸ਼ਾਹ ਨੂੰ ਦੇ ਥੀ ਮਿਕ ਸਰੋਕਾਰਾਂ ਦਾ ਅਧਿਐਨ ਕਰੋ ੨ ਭਰੂਣ ਹੱਤਿਆ ਦੇ ਦੇਸ਼ ਵਿੱਚ ਨਿਬੰਧ ਦਾ ਸਾਰ ਆਪਣੇ ਸ਼ਬਦਾਂ ਵਿੱਚ ਲਿਖੋ | 1-3 ਦਿਨ |
| ਆਤਮਅਨਾਤਮ | ੩ ਸ਼ਿਵ ਕੁਮਾਰ ਬਟਾਲਵੀ | 1-3 ਦਿਨ |
| ਗਿਆਨਮਾਲਾ | ੩ ਨਾਰੀ ਸ਼ਕਤੀ | |
| ਨਿਸ਼ਕਰਸ਼ | 1 ਲੂਣਾ ਅਤੇ ਜੀ ਚਾਹੇ ਪੰਛੀ ਹੋ ਜਾਵਾਂ ਕਵਿਤਾ ਵਾਂਗ ਦਾ ਵਿਸੇਵ ਸਤੂਤਿ ਆਰਕਰ ਵਾਇਆ ਗਿਆ ੨ ਨਾਰੀ ਸ਼ਕਤੀ ਨਿਬੰਧ ਦਾ ਵਿਸ਼ਾ ਵ ਸਤੂਤਿ ਆਰਕਰ ਵਾਇਆ ਜਾਵੇਗਾ | 1-3 ਦਿਨ |

| | | |
|--------------|--|---------|
| ਆਤਮਅਨਾਤਮ | ੪ ਸੁਰਜੀਤਪਾਤਰ | 1-3 ਦਿਨ |
| ਗਿਆਨਮਾਲਾ | ੪ ਵਾਤਾਵਰਣੀ ਪ੍ਰਸ਼ਾਣ ਅਤੇ ਮਨੁੱਖ | |
| ਨਿਸ਼ਕਰਸ਼ | ੧ ਸੁਰਜੀਤਪਾਤਰ ਦੀਆਂ ਕਵਿਤਾਵਾਂ ਹੁਣਘਰਾਂ ਨੂੰ ਪਰਤਣਾਂ ਅਤੇ ਸੁੰਨੇ ਸੁੰਨੇ ਰਾਹਾਂ 'ਤੇ ਕੋਈ ਕੋਈ ਪੈੜ ਹੈ ਦਾ ਨਕਸਲੀ ਦਿਸ਼ਟੀ ਤੋਂ ਮੁਲਾਂਕਣ ਕੀਰਾ ਜਾ ਵੇਗਾ ੨ ਵਾਤਾਵਰਣੀ ਪ੍ਰਸ਼ਾਣ ਅਤੇ ਮਨੁੱਖ ਨਿਬੰਧ ਦਾ ਸਾਰ ਲਿਖੋ | 1-3 ਦਿਨ |
| ਆਤਮਅਨਾਤਮ | 5 ਪਾਸ਼ | 1-3 ਦਿਨ |
| ਗਿਆਨਮਾਲਾ | ਪਏਡ ਜ ੧ | 1-3 ਦਿਨ |
| ਨਿਸ਼ਕਰਸ਼ | ਪਾਸ਼ ਦੀਆਂ ਕਵਿਤਾਵਾਂ ਇਨਕਾਰ ਅਤੇ ਮੇਰੇ ਤੋਂ ਆਸ ਨਾ ਕਰੋ ਕਿ ਕਵਿਤਾਵਾਂ ਦਾ ਨਕਸਲੀ ਲਹਿਰ ਦੇ ਪਰਿਪੇਖ ਵਿੱਚ ਅਧਿਐਨ ੨ ਪਏਡ ਜ ਨਿਬੰਧ ਦਾ ਸਾਰ ਆਪਣੇ ਸ਼ਬਦਾਂ ਵਿੱਚ ਲਿਖੋ | |
| ਵਿਅਕਰਨ | 1 ਪੰਜਾਬੀ ਧੁਨੀ ਵਿਉਂਤ | |
| | ੳ. ਸਵਰ ਦੀ ਪਰਿਭਾਸ਼ਾ ਅ. ਸਵਰ ਦੀਆਂ ਕਿਸਮਾਂ ੲ. ਉਚਾਰਨ ਅੰਗ | 1-4 ਦਿਨ |
| ਪੈਰਾਰਚਨਾ | ਪੈਰਾਰਚਨਾ ਕੀ ਹੈ? ਚੰਗੀ ਪੈਰਾਰਚਨਾ ਦੇ ਗੁਣ | 1-3 ਦਿਨ |
| ਨਿਸ਼ਕਰਸ਼ | 1 ਸਵਰ ਉਪਰਨੇਟ ਲਿਖੋ 2 ਵਿਦਿਆਰਥੀ ਅਤੇ ਅਨੁਸ਼ਾਸਨ ਦੇ ਵਿਸ਼ੇ 'ਤੇ ਪੈਰਾਰਚਨਾ ਕਰੋ | |
| ਵਿਅਕਰਨ | ਸ. ਵਿਅੰਜਨ ਦੀ ਪਰਿਭਾਸ਼ਾ ਹ ਵਿਅੰਜਨ ਦੀਆਂ ਕਿਸਮਾਂ ਕ ਸੁਰਪ੍ਰਣਾਲੀ | 1-5 ਦਿਨ |
| ਅਣਡਿੱਠਾ ਪੈਰਾ | ਅਣਡਿੱਠਾ ਪੈਰੇ ਦਾ ਅਭਿਆਸ ਕਰਵਾਏ ਜਾਵੇਗਾ | 1-3 ਦਿਨ |
| ਨਿਸ਼ਕਰਸ਼ | ਧੁਨੀ ਵਿਉਂਤ ਉਪਰਨੇਟ ਲਿਖੋ | |

| | | |
|-------------------------------|---|----------------|
| <p>ਵਿਆਕਰਨ</p> <p>ਨਿਸ਼ਕਰਸ਼</p> | <p>ਪੰਜਾਬੀਭਾਸ਼ਾਅਤੇਉਪਭਾਸ਼ਾ ਉ.ਭਾਸ਼ਾਅਤੇਉਪਭਾਸ਼ਾਵਿਚਅੰਤਰ ਅ.ਭਾਸ਼ਾਵੰਨਗੀਆਂ ਬਪੰਜਾਬੀਦੀਆਂਉਪਭਾਸ਼ਾਵਾਂਅਤੇਉਹਨਾਂਦੇਪਛਾਣਚਿਨ ਸਟਕਸਾਲੀਭਾਸ਼ਾ</p> <p>ਭਾਸ਼ਾਅਤੇਉਪਭਾਸ਼ਾਦੇਅੰਤਰਨੂੰਸਪਸ਼ੱਟਕਰਦੇਹੋਏਉਪਭਾਸ਼ਾਵਾਂਦੇਪਛਾ ਣਚਿੰਨਨਿਸ਼ਚਿਤਕਰੋ</p> | <p>1-6 ਦਿਨ</p> |
| <p>ਵਿਆਕਰਨ</p> <p>ਨਿਸ਼ਕਰਸ਼</p> | <p>ਮਾਤਭਾਸ਼ਾ ਉ.ਮਾਤਭਾਸ਼ਾਕੀਹੁੰਦੀਹੈ? ਅ.ਮਾਤਭਾਸ਼ਾਪੜਨੀਕਿਓਜਰੂਰੀਹੈ? ਬ. ਮਾਤਭਾਸ਼ਾਦੇਅਧਿਐਨਦੀਆਂਕੀਸਮੱਸਿਆਵਾਂਹਨ?</p> <p>ਮਾਤਭਾਸ਼ਾਦੇਅਧਿਐਨ 'ਤੇਨੋਟਲਿਖੋ।</p> | <p>1-5 ਦਿਨ</p> |
| <p>ਵਿਆਕਰਨ</p> <p>ਨਿਸ਼ਕਰਸ਼</p> | <p>ਦੂਜੀਭਾਸ਼ਾ ਉ. ਦੂਜੀਭਾਸ਼ਾਕੀਹੁੰਦੀਹੈ? ਅਦੂਜੀਭਾਸ਼ਾਪੜਨੀਕਿਓਜਰੂਰੀਹੈ? ਬਦੂਜੀਭਾਸ਼ਾਦੇਅਧਿਐਨਦੀਆਂਸਮੱਸਿਆਵਾਂ 'ਤੇਨੋਟਲਿਖੋ</p> <p>ਦੂਜੀਭਾਸ਼ਾ'ਤੇਨੋਟਲਿਖੋ</p> | <p>1-4 ਦਿਨ</p> |

LESSON PLAN B.COM. SEMESTER -I

BASIC PUNJABI

| ਜਾਣ ਪਛਾਣ | | ਸਮਾਂ |
|----------|--|---------|
| ਵਿਆਕਰਨ | ਇਸ ਵਿਚ ਵਿਦਿਆਰਥੀਆਂ ਨੂੰ ਪੰਜਾਬੀ ਦੀ ਮੁੱਢਲੀ ਸਿਖਿਆ ਦਿੱਤੀ ਜਾਵੇਗੀ ਤਾਂ ਜੋ ਉਹ ਪੰਜਾਬੀ ਦੀ ਵਰਣਮਾਲਾ ਅਤੇ ਸ਼ਬਦ ਬਣਤਰ ਨੂੰ ਚੰਗੀ ਤਰ੍ਹਾਂ ਸਮਝ ਸਕਣ 1.ਪੈਂਤੀ ਅੱਖਰੀ 2.ਪੈਰ ਵਿਚ ਬਿੰਦੀ ਵਾਲੇ ਅੱਖਰ 3.ਲਗਾਂ ਮਾਤਰਾਂ | 1-6 ਦਿਨ |
| ਨਿਸ਼ਕਰਸ਼ | ਵਿਦਿਆਰਥੀਆਂ ਨੂੰ ਪੈਂਤੀ ਅੱਖਰੀ ਬਾਰੇ ਨੋਟ ਲਿਖਣ ਲਈ ਦਿੱਤਾ ਜਾਵੇਗਾ ਕਲਾਸ ਵਿਚ ਪੈਂਤੀ ਅੱਖਰੀ ਦਾ ਟੈਸਟ ਲਿਆ ਜਾਵੇਗਾ | 1-6 ਦਿਨ |
| ਵਿਆਕਰਨ | ਲਗਾਖਰ (ਬਿੰਦੀ, ਟਿੱਪੀ, ਅੱਧਕ) ਪੈਰ ਵਿਚ ਪੈਣ ਵਾਲੇ ਅੱਖਰ | 1-6 ਦਿਨ |
| ਨਿਸ਼ਕਰਸ਼ | ਪੈਂਤੀ ਅੱਖਰੀ ਦੀ ਤਰਤੀਬ ਅਤੇ ਬਣਤਰ ਬਾਰੇ ਪ੍ਰਸ਼ਨ ਪੈਰ ਵਿਚ ਪੈਣ ਵਾਲੇ ਅੱਖਰਾਂ ਬਾਰੇ ਕਲਾਸ ਟੈਸਟ ਲਿਆ ਜਾਵੇਗਾ | 1-6 ਦਿਨ |
| ਵਿਆਕਰਨ | ਵਿਸ਼ਰਾਮ ਚਿੰਨ੍ਹਾਂ ਦੀ ਵਰਤੋਂ ਨਾਂਵ | 1-6 ਦਿਨ |
| ਨਿਸ਼ਕਰਸ਼ | ਪੜਨਾਂਵ, ਵਿਸ਼ੇਸ਼ਣ ਵਿਸ਼ਰਾਮ ਚਿੰਨ੍ਹਾਂ ਬਾਰੇ ਕਲਾਸ ਟੈਸਟ ਲਿਆ ਜਾਵੇਗਾ | 1-3 ਦਿਨ |
| ਵਿਆਕਰਨ | ਕਿਰਿਆ ਲਿੰਗ ਅਤੇ ਵਚਨ | 1-3 ਦਿਨ |
| ਨਿਸ਼ਕਰਸ਼ | ਲਿੰਗ ਅਤੇ ਵਚਨ ਬਾਰੇ ਕਲਾਸ ਟੈਸਟ ਲਿਆ ਜਾਵੇਗਾ ਵਿਦਿਆਰਥੀਆਂ ਨੂੰ ਨਾਂਵ ਪੜਨਾਂਵ ਬਾਰੇ ਨੋਟ ਲਿਖਣ ਲਈ ਦਿੱਤਾ ਜਾਵੇਗਾ | 1-6 ਦਿਨ |
| ਵਿਆਕਰਨ | ਕਵਰਗ, ਚਵਰਗ, ਤਵਰਗ, ਪਵਰਗ | 1-6 ਦਿਨ |
| ਨਿਸ਼ਕਰਸ਼ | ਕਵਰਗ, ਚਵਰਗ, ਤਵਰਗ, ਪਵਰਗ ਬਾਰੇ ਵਿਸਤਾਰ ਵਿਚ ਚਰਚਾ ਅਤੇ ਅਭਿਆਸ ਕਰਵਾਇਆ ਜਾਵੇਗਾ ਇਮਤਿਹਾਨਾਂ ਦੀ ਤਿਆਰੀ ਕਰਵਾਈ ਜਾਵੇਗੀ | 1-3 ਦਿਨ |

LESSON PLAN B.COM. SEMESTER-I

FINANCIAL ACCOUNTING

| Topic | Notes/Strategies/Resources | Time |
|--|--|-------------|
| Financial Accounting – An introduction | After going through this lesson the learner will be able to: <ul style="list-style-type: none">• Define financial accounting• understand the objectives and limitations of accounting | 3 days |
| Book keeping, Accounting, Accountancy. Need and objectives of financial accounting. Groups interested in accounting information. | Financial Accounting, Sharma Publications. Tulsian's Accountancy, S. Chand Publications | |
| Conclusion | Assignment: Objectives and limitations of financial accounting | |
| Accounting Principles, concepts and conventions | To understand the Various types of accounting concepts and their implications. | 3 days |
| Capital and revenue items | The proper identification of capital and revenue items based on accounting principles. | 3 days |
| Characteristics of capital and revenue expenditure. Deferred revenue expenditure. Capital and revenue receipts. | Financial Accounting, Sharma Publications. Tulsian's Accountancy, S. Chand Publications | |
| Conclusion | Assignment: Distinction between capital and revenue expenditure by taking imaginary illustrations | |
| Final Accounts of Sole proprietorship | To know the profit/ loss of a business and its financial position for a particular period. | 3 weeks |

| | | |
|--|--|---------|
| Trading account, Profit and loss account, Balance Sheet, Adjustments in final accounts | Financial Accounting, Sharma Publications. Tulsian's Accountancy, S. Chand Publications | |
| Conclusion | Test of Back problems | |
| Joint venture | To understand the concept of joint venture, its relevance and maintaining accounts for joint ventures | 2 weeks |
| Difference between joint venture and partnership. Suitability of joint venture business. Accounting for joint ventures: without maintaining separate books and with maintaining separate books. Treatment of abnormal and normal losses, underwriting of shares and debentures. Memorandum joint venture account. | Financial Accounting, Sharma Publications. Tulsian's Accountancy, S. Chand Publications | |
| Conclusion | Assignment: Accounting Methods . | |
| Consignment Accounts | Understand the relevance of consignment and preparation of its accounts | 2 weeks |
| Features of consignment , Proforma invoice, account sales, Consignee's commission, consignment expenses. Advance by consignee, discounting of bill received on consignment. Distinction between consignment and sale. Books of consignor. Books of consignee. Treatment of normal and abnormal loss & invoice price. | Financial Accounting, Sharma Publications. Tulsian's Accountancy, S. Chand Publications | |
| Conclusion | Test: Back Problems. | |

| | | |
|---|---|---------|
| Voyage Accounts | To understand the preparation of accounts of shipping companies for each voyage separately. | 1 week |
| Specimen of voyage account: expenses and incomes discussed. Voyage in progress and its accounting treatment. | Financial Accounting, Sharma Publications. Tulsian's Accountancy, S. Chand Publications | |
| Conclusion | Assignment: Back Problems. | |
| Departmental accounts | To measure the efficiency of different departments, profit or loss of each department is calculated separately. | 1 week |
| Distinction between branches and departments. Allocation of expenses. Apportionment of the items of income. | Financial Accounting, Sharma Publications. Tulsian's Accountancy, S. Chand Publications | |
| Conclusion | Assignment: Back Problems. | |
| Branch Accounts | Recording of business transactions of a branch for calculating its profit or loss for an accounting period. | 2 weeks |
| Objects of branch accounting. Kinds of Branches: Dependent, independent and foreign. Accounting methods: Debtors system, stock and debtor method, final accounts system, wholesale branch system. | Financial Accounting, Sharma Publications. Tulsian's Accountancy, S. Chand Publications | |
| Conclusion | Assignment: Back Problems | |

LESSON PLAN B.COM. SEMESTER-I

BUSINESS ORGANISATION

| TOPIC | NOTES/STRATEGIES/RESOURCES | Time |
|---|--|---------------|
| Business Organisation | After going through this lesson learner will be able to understand- <ul style="list-style-type: none"> • Various types of business and profession • Objectives of Business • Importance of Business | 7 Days |
| Business: Meaning and types profession – meaning and importance of business organization | Chapter-Business Organisation Book- Singla, R.K., “Business Organisation & Management” Class room Activity- Name one company involve in each type of business. | |
| Conclusion | Homework- Differentiate between Business and profession | |

| TOPIC | NOTES/STRATEGIES/RESOURCES | Time |
|---|--|---------------|
| Social Responsibilities of Business | After going through this lesson learner will be able to understand- <ul style="list-style-type: none"> • Concept of Social Responsibility • Types of Social Responsibility • Various Stakeholders to whom business houses owe social responsibility | 8 Days |
| Meaning and Definition of Social responsibility, Kinds of social responsibility, Factors leading to the development of the concept of social responsibility, social responsibilities of business, Arguments in favor and against social responsibility | Chapter- Social Responsibilities of Business Book- Tulsian, P.C.and Pandey V., “Business Organisation and Management” Class room Activity- Corporate Social Responsibility OR Profits- Debate | |
| Conclusion | Assignment- Case study on one Indian Concern Doing Social Responsibility | |

| TOPIC | NOTES/STRATEGIES/RESOURCES | Time |
|--|---|---------------|
| Business Ethics | After going through this lesson learner will be able to answer <ul style="list-style-type: none"> • Scope of Business Ethics • Crisis and scope of improvement in corporate ethics • Difference between Business Ethics and Social Responsibility. | 5 Days |
| Introduction, meaning and definition of Business Ethics, The Role of Ethics in Business, Recognizing Ethical Issues in Business, Improving Ethical Behavior in Business | Chapter- Business Ethics Book- Singla, R.K., “Business Organisation & Management” Class room activity- Situation Analysis | |
| Conclusion | Homework- Difference between Social responsibility and business ethics | |

| TOPIC | NOTES/STRATEGIES/RESOURCES | Time |
|---|--|---------------|
| Forms of Business Organisation | After going through this lesson learner will be able to understand- <ul style="list-style-type: none"> • Various forms of Business Organisations • Factors affecting choice of business organisation | 2 Days |
| Various of forms of business organization, characteristics of business organisation, different forms of business organization, factors affecting choice of business organization | Chapter- Forms of Business Organisations Book- Tulsian, P.C.and Pandey V., “Business Organisation and Management” | |
| Conclusion | Homework- Comparative study of the various forms of business organisation | |

| TOPIC | NOTES/STRATEGIES/RESOURCES | Time |
|---|---|---------------|
| Sole Proprietorship | After going through this lesson learner will be able to <ul style="list-style-type: none"> • Define Sole Proprietorship • Suitability of sole proprietorship form of organisation | 5 Days |
| Meaning and definition, Advantages and disadvantages, suitability, expansion and growth prospects of sole-proprietorship | Chapter- Sole proprietorship Book- Bhusan, Y.K. "Fundamentals of Business Organisation and Management" | |
| Conclusion | Assignment on "Is one man control best in the world" | |

| TOPIC | NOTES/STRATEGIES/RESOURCES | Time |
|---|---|---------------|
| Partnership | After going through this lesson learner will be able to <ul style="list-style-type: none"> • Define Partnership • Suitability of Partnership form of Bus Organisation | 7 Days |
| Meaning, definition and characteristics of partnership, Kinds of partners, suitability, kinds of Partnership, Formation of partnership, Rights and obligation of partners, advantages and disadvantages of Partnership | Chapter- Partnership Book- Singla, R.K., "Business Organisation & Management" | |
| Conclusion | Homework- difference between Partnership and sole-proprietorship | |

| TOPIC | NOTES/STRATEGIES/RESOURCES | Time |
|--|---|---------------|
| Joint Hindu Family | After going through this lesson learner will be able to understand- <ul style="list-style-type: none"> • Meaning and schools of joint hindu family | 3 Days |
| Meaning, features, advantages and disadvantages of Joint Hindu Family | Chapter-Joint Hindu Family Book- Singla, R.K., “Business Organisation & Management” | |
| Conclusion | Homework- Distinction between Joint Hindu Family and Partnership | |

| TOPIC | NOTES/STRATEGIES/RESOURCES | Time |
|--|---|---------------|
| Joint Stock Company | After going through this lesson learner will be able to <ul style="list-style-type: none"> • Define Company • Types of companies | 5 Days |
| Meaning ,definition, nature, advantages and disadvantages of company, types of companies, difference between private and public company, Suitability of company form of business organisation | Chapter- Joint Stock Company Book- Tulsian, P.C.and Pandey V., “Business Organisation and Management” Class room Activity- Name one company for every type of company | |
| Conclusion | Homework- difference between Partnership and company | |

| TOPIC | NOTES/STRATEGIES/RESOURCES | Time |
|---|--|---------------|
| Co-operative Societies | After going through this lesson learner will be able to understand- <ul style="list-style-type: none"> • Meaning of co-operative societies • Significance of co-operative societies in India | 5 Days |
| Meaning, nature, objectives, types, advantages and disadvantages of co-operative societies and its suitability | Chapter- Co-operative societies Book- Singla, R.K., “Business Organisation & Management” Class room Activity- Name each type of Co-operative society | |
| Conclusion | Homework- Distinction between co-operative society and joint stock company | |

| TOPIC | NOTES/STRATEGIES/RESOURCES | Time |
|---|---|---------------|
| Public Utilities | After going through this lesson learner will be able to understand- <ul style="list-style-type: none"> • Meaning of public utility undertaking • Problems of public utility undertakings in India | 3 Days |
| Meaning, features, forms of public undertakings and its problems | Chapter- Public Utilities Book- Tulsian, P.C.and Pandey V., “Business Organisation and Management” | |
| Conclusion | Assignment on ownership and management of public utility concern | |

| TOPIC | NOTES/STRATEGIES/RESOURCES | Time |
|--|---|---------------|
| Public and Private Sector | After going through this lesson learner will be able to understand- <ul style="list-style-type: none"> • Meaning of private and public sector • Problem of private and public sector in India | 6 Days |
| Meaning, definition, features, objectives, role and problems of public and private sector. Performance evaluation and suggestions for the improvement of public sector in India | Chapter- Public and private sector Book- Singla, R.K., “Business Organisation & Management” Class room Activity- list major public and private sector companies in India | |
| Conclusion | Assignment- Case study of leading public sector undertaking | |

| TOPIC | NOTES/STRATEGIES/RESOURCES | Time |
|---|--|---------------|
| Location of Industry | After going through this lesson learner will be able to understand- <ul style="list-style-type: none"> • Need of location Decision • Factors affecting Location Decision | 4 Days |
| Meaning, need and factors affecting location decision, advantages and problems of location, essentials of good location decision | Chapter- Location of Industry Book- Tulsian, P.C.and Pandey V., “Business Organisation and Management” | |
| Conclusion | Homework- Assignment on various factors affecting location of business with examples | |

| TOPIC | NOTES/STRATEGIES/RESOURCES | Time |
|---|--|---------------|
| Size of Industry and Scale of Operations | After going through this lesson learner will be able to understand- <ul style="list-style-type: none"> • Factors determining the size of Industry • Optimum size of firm | 7 Days |
| size of industry, Factors determining the size of a Industry, optimum firm advantages of large scale operation limitation of small scale operation | Chapter- Size of Industry and Scale of Operations Book- Bhusan, Y.K. "Fundamentals of Business Organisation and Management" | |
| Conclusion | Homework- Assignment on optimum size of firm | |

| TOPIC | NOTES/STRATEGIES/RESOURCES | Time |
|--|---|---------------|
| Industrial Estates | After going through this lesson learner will be able to understand- | 5 Days |
| Introduction, Meaning, definition, features and objectives of Industrial Estates. Factors influencing Industrial estates. Advantages and problems faced by Industrial estates | Chapter- Industrial Estates Book- Singla, R.K., "Business Organisation & Management" | |
| Conclusion | List the industries in micro, small and medium enterprises. | |

| TOPIC | NOTES/STRATEGIES/RESOURCES | Time |
|---|---|---------------|
| District Industries Centre | After going through this lesson learner will be able to <ul style="list-style-type: none"> • Describe the meaning of DIC • Purpose and role of DICs | 4 Days |
| Meaning, definition, purpose, Functions and progress of DICs | Chapter- District Industries Centre Book- Bhusan, Y.K. "Fundamentals of Business Organisation and Management" | |
| Conclusion | Homework- Different schemes of DICs | |
| | | |

| TOPIC | NOTES/STRATEGIES/RESOURCES | Time |
|--|---|---------------|
| Stock Exchange | After going through this lesson learner will be able to understand- <ul style="list-style-type: none"> • Meaning of Stock Exchange • Working of stock exchange in India | 6 Days |
| Meaning, definition, functions and working of stock exchange. Procedure for dealing at stock exchange, Stock exchanges in India. Regulation of Stock Market in India. | Chapter- Stock Exchange Book- Singla, R.K., "Business Organisation & Management" | |
| Conclusion | Assignment- detail note on functioning of stock exchange in India | |

| TOPIC | NOTES/STRATEGIES/RESOURCES | Time |
|---|--|---------------|
| Business Combinations | After going through this lesson learner will be able to understand- <ul style="list-style-type: none"> • Meaning of Business combinations • Forms of business combinations | 5 Days |
| Meaning, definition, types and forms of business combinations. Reasons, advantages and problems faced through business combinations. | Chapter-Business Combinations Book- Tulsian, P.C. and Pandey V., "Business Organisation and Management" | |
| Conclusion | Homework- explain the economies of various forms of business combinations | |

| TOPIC | NOTES/STRATEGIES/RESOURCES | Time |
|--|--|---------------|
| Trade Associations and Chamber of Commerce | After going through this lesson learner will be able to understand- <ul style="list-style-type: none"> • Meaning of trade associations and chamber of commerce • Various trade associations and chamber of commerce in India | 7 Days |
| Meaning, objectives, functions of chamber of commerce and trade associations. Difference between trade associations and chamber of commerce | Chapter- Trade association and Chamber of Commerce Book- Singla, R.K., "Business Organisation & Management" Class room activity- Discussion on various Chamber of Commerce in India | |
| Conclusion | Case study on the working of FICCI | |

LESSON PLAN B.COM. SEMESTER- I BUSINESS COMMUNICATION

| Topic | Notes/Strategies/Resources | Time |
|---|---|---------|
| <p>Basics of communication Meaning & Importance, Communication Purpose, Process, Elements</p> <p>Forms & Models Forms of Communication, Basic Models of Communication, 7C's of Effective Business Communication</p> <p>Barriers to Communication Barriers and Conditions for Successful Communication.</p> | <p>Business Communication Skills provides a comprehensive overview of communication strategies and skills in business. It will encourage higher order thinking, peer engagement and interpersonal confidence.</p> <p>Chapters covered: 1.Basics of Communication 2.Forms of Communication 3.Barriers to communication 4.Basic models of communication 5.Principles of Effective Communication</p> <p>Websites http://rccmindore.com/wp-content/uploads/2015/06/Business-Communication.pdf</p> <p>http://www.bookganga.com/Preview/BookPreview.aspx?BookId=5243138493119638969&PreviewType=books</p> <p>TEXT BOOK:- 'BUSINESS COMMUNICATION TODAY' BY BOVEE C Assignment on : Barriers to Communication</p> | 3 weeks |
| <p>Organizational Communication Importance of Communication in Management, Formal and Informal Communication</p> <p>Presentation Skills Oral Presentations, Principles of Oral Presentations, Factors affecting presentations.</p> <p>Business Etiquette Meaning of Etiquette, Business manners. Business to Business Etiquette.</p> | <p>Chapters covered: 1.Orgaisational communication 2.Presentation Skills 3.Business Etiquettes 4.Cross–Cultural communication</p> <p>Website www.notesdesk.com</p> <p>BOOK: Unique Business Communication by Singh-Bhatia,Dr. Laxmi Kant, Surbhi Sharma BUSINESS COMMUNICATION BY KAUL A.</p> <p>Videos on Business Etiquettes http://www.dailymotion.com/video/xbpvk0 https://www.youtube.com/watch?v=wECyXeXyajY</p> | 1 month |

| | | |
|---|---|----------------|
| <p>Cross–Cultural Etiquette Cultural Diversities, Communication across Diversity, Developing Intercultural communication skills</p> | <p>Assignment on: Formal and Informal communication</p> | |
| <p>Internal Correspondence Modes Memos, Circulars, Notices, Office Orders, Circulars. Official Correspondence with Banks Regarding overdrafts, Cash credits, Loans. Drafting of sales letters, Circulars, Preparation of sales reports, Customers’ Correspondence– Complaints regarding dues, Follow up Letters</p> | <p>Chapters covered: 1.Internal Correspondence 2.Banks Correspondence 3.Sales and Circulars letters 4.Complaints and adjustment letters</p> <p>BOOK: Business Communication by Sri Jin Kushal</p> <p>A customer allowed a limit of Rs.100000 as overdraft. He crossed that limit. Prepare an official correspondence through bank.</p> | <p>1 month</p> |
| <p>Secretarial Correspondence Correspondence with shareholders, debenture holders regarding dividend, interest, transfer– transmission. Communicating with statutory authorities Stock exchange, RBI, SEBI Resume, Job application, CVs Drafting of Interview letters, Call letters, Final appointment orders.</p> | <p>Chapters covered: 1.Secretarial Correspondence 2.Job application, Resumes and CVs 3.Employment letters</p> <p>BOOK: Business Communication by Rai SM, Rai Urmila</p> <p>Website www.businessdictionary.com</p> <p>Prepare your resume and job application for applying to the post of Sales Manager.</p> | <p>1 month</p> |

LESSON PLAN B.COM. SEMESTER-I
BUSINESS STATISTICS

| Topic | Notes/Strategies/Resources | Time |
|---|---|-------------|
| Definition of Statistics | The topic will help the students to have in depth knowledge about nature, scope and limitations of Statistics | 1 week |
| Body of Lesson: <ul style="list-style-type: none"> • Functions of statistics • Scope of Statistics • Limitations of Statistics | Students will be given notes pertaining to the theory of the chapter. Definition of statistics in singular and plural sense will be discussed. Importance of Statistics in business and daily life will be discussed. The books consulted will be <ul style="list-style-type: none"> • Text book of “Statistics for Management by Levin, Richard and Rubin • “Practical Business Statistics” by Siegel and Andrew • “Business Statistics” by Modern publishers | |
| Conclusion | Assignments will be given. Tests will be conducted. | |

| Topic | Notes/Strategies/Resources | Time |
|---|--|-------------|
| Measures of central Tendency | The topic of central tendency will be discussed in detail to give students an overview of its various measures. Merits and demerits of every method will be discussed. | 3 weeks |
| Body of Lesson: <ul style="list-style-type: none"> • Arithmetic Mean • Median • Mode | Students will be given assignments related to the numerical problems of mean, median and mode. Notes will be given pertaining to the theory of the chapter. The books consulted will be | |

| | | |
|------------|---|--|
| | <ul style="list-style-type: none"> • Text book of “Statistics for Management by Levin, Richard and Rubin • “Practical Business Statistics” by Siegel and Andrew • “Business Statistics” by Modern publishers | |
| Conclusion | Assignments will be given. Tests will be conducted. | |

| Topic | Notes/Strategies/Resources | Time |
|---|--|-----------|
| Measures of Dispersion | Measures of dispersion in are very important for statistical analysis. The topic will help students measure the extent to which items vary from some central value. An average measured in the light of dispersion becomes more meaningful. Merits and demerits of every method will be discussed. | 2.5 weeks |
| Body of Lesson: <ul style="list-style-type: none"> • Range • Quartile deviation • Mean deviation • Standard deviation • Coefficient of variation | Students will be given assignments related to the numerical problems of quartile deviation, mean deviation, standard deviation and coefficient of variation. Notes will be given pertaining to the theory of the chapter. The books consulted will be <ul style="list-style-type: none"> • Text book of “Statistics for Management by Levin, Richard and Rubin • “Practical Business Statistics” by Siegel and Andrew • “Business Statistics” by Modern publishers | |
| Conclusion | Assignments will be given. Tests will be conducted. | |

| Topic | Notes/Strategies/Resources | Time |
|--|---|-------------|
| Simple correlation and Regression | Correlation is a statistical device which helps us in analyzing the co variation of two or more variables. Various methods of measuring correlation will be discussed. Simple regression analysis and its merits over correlation will be discussed. Merits and demerits of every method will be discussed. | 2.5 weeks |
| Body of Lesson: <ul style="list-style-type: none"> • Meaning of correlation • Types of correlation • Karl Pearson’s Method of correlation • Rank correlation • Probable error • Simple linear Regression | Students will be given assignments related to the numerical problems of correlation and regression. Notes will be given pertaining to the theory of the chapter. The books consulted will be <ul style="list-style-type: none"> • Text book of “Statistics for Management by Levin, Richard and Rubin • “Practical Business Statistics” by Siegel and Andrew • “Business Statistics” by Modern publishers | |
| Conclusion | Assignments will be given. Tests will be conducted. | |

| Topic | Notes/Strategies/Resources | Time |
|---------------|---|-------------|
| Index Numbers | The topic is imperative to have clarity about the index numbers as special types of averages which measure the changes in a variable or a group of related variables on the basis of time, place or any other special features. | 2.5 weeks |

| | | |
|--|--|--|
| <p>Body of Lesson:</p> <ul style="list-style-type: none"> • Meaning and importance of index numbers • Methods of construction of index numbers • Weighted Index numbers • Unweighted Index numbers • Time and Factor reversal tests • Consumer price Index | <p>Students will be given assignments related to the numerical problems based on various methods of index numbers. Notes will be given pertaining to the theory of the chapter.</p> <p>The books consulted will be</p> <ul style="list-style-type: none"> • Text book of “Statistics for Management by Levin, Richard and Rubin • “Practical Business Statistics” by Siegel and Andrew • “Business Statistics” by Modern publishers | |
| <p>Conclusion</p> | <p>Assignments will be given. Tests will be conducted.</p> | |

| Topic | Notes/Strategies/Resources | Time |
|--|--|------------------|
| <p>Time Series Analysis</p> | <p>This technique of statistical analysis will enable the students to study the past behavior of variable and make forecasting.</p> | <p>2.5 weeks</p> |
| <p>Body of Lesson:</p> <ul style="list-style-type: none"> • Components of time series • Estimation of trends • Graphical method • Semi Average Method • Moving Averages Method • Method of Least Squares | <p>Students will be given assignments related to the numerical problems based on various methods of Time series. Notes will be given pertaining to the theory of the chapter.</p> <p>The books consulted will be</p> <ul style="list-style-type: none"> • Text book of “Statistics for Management by Levin, Richard and Rubin | |

| | | |
|------------|--|--|
| | <ul style="list-style-type: none"> • “Practical Business Statistics” by Siegel and Andrew • “Business Statistics” by Modern publishers | |
| Conclusion | Assignments will be given. Tests will be conducted. | |

| Topic | Notes/Strategies/Resources | Time |
|---|--|---------|
| Probability | The theory of probability is a statistical technique dealing with all such events where the results are unpredictable. | 2 weeks |
| Body of Lesson: <ul style="list-style-type: none"> • Meaning and definition of index numbers • Theorems of probability • Addition theorem of Probability • Multiplication theorem of probability • Conditional probability | Students will be given assignments related to the numerical problems based on the chapter. Notes will be given pertaining to the theory of the chapter. The books consulted will be <ul style="list-style-type: none"> • Text book of “Statistics for Management by Levin, Richard and Rubin • “Practical Business Statistics” by Siegel and Andrew • “Business Statistics” by Modern publishers | |
| Conclusion | Assignments will be given. Tests will be conducted. | |

LESSON PLAN B.COM. SEMESTER-I
COMPUTER FUNDAMENTALS

| Topic | Notes/Strategies/ Resources | Time |
|-----------------------------|--|---------|
| Introduction to Computer | <ul style="list-style-type: none"> • Students will learn About What is Computer? • Features of Computer • Various Functional Units of Computer along with its block diagram ✓ From Fundamental of Computers by Anshuman Sharma | 1 Week |
| Classification of Computers | <ul style="list-style-type: none"> • Students will gain knowledge about classification of computer on basis of generations, data processing techniques and sizes • Generations of Computer • On basis of Data Processing Techniques • On basis of Sizes • Workstation • Mainframe Computer • Supercomputers ✓ From Computer Fundamentals by PK Sinha | 10 Days |
| Computer Applications | <ul style="list-style-type: none"> • Students will learn about applications of computer system • Data Processing • Information Processing • Commercial Sector • Office Automation • Industry & Engineering • Health Care • Education • Research • Graphics and Multimedia | 1 Week |

| | | |
|---------------------------|--|---------|
| | <ul style="list-style-type: none"> ✓ From Fundamental of Computers by Anshuman Sharma | |
| Computer Memory | <ul style="list-style-type: none"> • Students will gain knowledge about computer memory • Primary Memory • RAM • ROM • Cache • Secondary Memory <ul style="list-style-type: none"> ✓ From Fundamental of Computers and Information Technology by Unimax Publications | 1 Week |
| Secondary Storage Devices | <ul style="list-style-type: none"> • Students will be acquainted with various secondary storage devices • Magnetic Storage • Magnetic tape • Magnetic disk • Floppy disk • Optical Disk Storage • CD-ROM • DVD-ROM <ul style="list-style-type: none"> ✓ From Computer Fundamentals by PK Sinha | 1 Week |
| Input Devices | <ul style="list-style-type: none"> • Students will learn about what are input devices and different types of input devices • Keyboard • Mouse • Scanner • OMR • OCR • MICR <ul style="list-style-type: none"> ✓ From Fundamental of Computers by Anshuman Sharma ✓ From Computer Fundamentals by PK Sinha | 10 Days |

| | | |
|--|---|---------|
| Output Devices | <ul style="list-style-type: none"> • Students will be acquainted with what are output devices and different types of output devices • Monitor • Printers • Plotters <p>✓ From Fundamental of Computers by Anshuman Sharma</p> | 1 Week |
| Hardware and Software | <ul style="list-style-type: none"> • What is hardware and Software? • Milestones in Hardware and Software • Differentiate between Hardware & Software • Types of Software • Application Software • System Software • Service Software <p>✓ From Fundamental of Computers and Information Technology by Unimax Publications</p> | 10 Days |
| Computer Languages with its advantages & limitations | <ul style="list-style-type: none"> • Students will learn about the languages of computer system along with advantages & limitations • Machine Level Language • Assembly Language • High level Language <p>✓ From Computer Fundamentals by PK Sinha</p> | 1 Week |
| Operating System and its Types | <ul style="list-style-type: none"> • Students will be acquainted with what is Operating System • Functions of OS • Types of OS • Single User OS | 10 Days |

| | | |
|--------|--|---------|
| | <ul style="list-style-type: none"> • Multi User OS • Multiprogramming OS • Batch Processing System • Multiprocessing • Real Time OS • Time Sharing OS • Distributed OS <p>✓ From Fundamental of Computers and Information Technology by Unimax Publications</p> | |
| MS-DOS | <ul style="list-style-type: none"> • Students will learn about MS-DOS and its features • Booting in DOS • Cold & Hot Booting • Internal Commands • External Commands <p>✓ From Fundamental of Computers by Anshuman Sharma</p> | 10 Days |

LESSON PLAN B.COM. SEMESTER-III

ENGLISH

July 2017

| Contents | Books | Plan | Activity | Assignment |
|-----------------------------|----------------------------------|----------------------|-------------------|---------------------------------|
| 1. Vocabulary & textual Ex. | Making connections | First half of Unit 1 | Group discussions | Surprise tests on regular basis |
| 2. Poetry | Moments in time | Poem no. 1 & 2 | | |
| 3. Grammar | English Grammar in use by Murphy | Unit 98 to 101 | | |

August 2017

| Books | Plan | Activity | Assignment |
|----------------------------------|----------------------|--|-------------------------------|
| Making Connections | Completion of Unit 1 | Critical appreciation of poems to be discussed | Long questions based on poems |
| Moments in time | Poem no. 3 | | |
| English Grammar in use by Murphy | Unit 102 to 120 | | |

September 2017

| Books | Plan | Activity | Assignment |
|----------------------------------|----------------------|-------------|--------------------------------|
| Making connections | First half of Unit 2 | Class tests | Discussion of grammar in class |
| Moments in time | Poems no. 4 and 5 | | |
| English Grammar in use by Murphy | Unit 102 to 120 | | |

October 2017

| Books | Plan | Activity | Assignment |
|----------------------------------|----------------------|---------------------------------------|-----------------------------|
| Making connections | Completion of Unit 2 | Discussion of themes of all the poems | Class tests of full syllabi |
| Moments in time | Poem 6 | | |
| English Grammar in use by Murphy | Unit 132 to 145 | | |

November 2017

| Books | Plan | Activity |
|---------|------------------------------------|-------------|
| 3 Books | Discussion on Composition | Class tests |
| | University examination preparation | Revision |

LESSON PLAN B.COM. SEMESTER-III

GENERAL PUNJABI

| | | |
|---------------------|---|----------|
| ਜਾਣ - ਪਛਾਣ | ਇਸਸਮੈਸਟਰਵਿਚਵਿਦਿਆਰਥੀਆਂਨੂੰਕਵਿਤਾ, ਇਕਾਂਗੀਅਤੇਵਿਆਕਰਨਪੜਾਈਜਾਵੇਗੀ। 1.ਸਾਰ 2.ਵਿਸ਼ਾ-ਵਸਤੂ 3.ਪ੍ਰਸੰਗ ਸਹਿਤਵਿਆਖਿਆ 4.ਸੰਦੇਸ਼ | ਸਮਾਂ |
| ਕਵਿ-ਕੀਰਤੀ | 1.ਭਾਈ ਵੀਰਸਿੰਘਦੀਆਂਸੱਤਕਵਿਤਾਵਾਂਪੜਾਈਆਂਜਾਣਗੀਆਂ। | 1-6(ਦਿਨ) |
| ਨਿਸ਼ਕਰਸ਼ | ਕਵਿਤਾਵਾਂਦੇਸਾਰ/ਵਿਸ਼ਾ-ਵਸਤੂ ਕਰਵਾਏਜਾਣਗੇ। | |
| ਪਾਠਕ੍ਰਮਸੰਬੰਧੀਪ੍ਰਸ਼ਨ | 1.ਸਾਰ 2.ਵਿਸ਼ਾ-ਵਸਤੂ 3.ਪਾਤਰ-ਚਿਤਰਨ | |
| ਆਧੁਨਿਕਇਕਾਂਗੀ | 1.ਸੁਹਾਗ 1.ਸੁਹਾਗ ਇਕਾਂਗੀਦਾਸਾਰ/ਵਿਸ਼ਾ-ਵਸਤੂਲਿਖੋ। 2.ਮੇਲੋਦਾਪਾਤਰ-ਚਿਤਰਨਕਰੋ। | 1-6(ਦਿਨ) |
| ਨਿਸ਼ਕਰਸ਼ | | |
| ਵਿਆਕਰਨ | ਭਾਸ਼ਾਵੰਨਗੀਆਂ ਭਾਵਅੰਸ਼ਦੀਪਰਿਭਾਸ਼ਾ ਭਾਵਅੰਸ਼ਦਾਵਰਗੀਕਰਨ | 1-6(ਦਿਨ) |
| | ਕਲਾਸਵਿੱਚਵਿਆਕਰਨਦਾਟੈਸਟਵੀਲਿਆਜਾਵੇਗਾ। ਵਿਦਿਆਰਥੀਆਂਨੂੰਸ਼ਬਦਜੋੜਾਂਦਾਅਭਿਆਸਵੀਕਰਵਾਇਆਜਾਵੇਗਾ। | 1-2(ਦਿਨ) |
| ਨਿਸ਼ਕਰਸ਼ | 1.ਭਾਵਅੰਸ਼ ਉੱਤੇ ਨੋਟ ਲਿਖੋ | 1-2(ਦਿਨ) |
| ਪਾਠਕ੍ਰਮਸੰਬੰਧੀਪ੍ਰਸ਼ਨ | 1.ਸਾਰ 2.ਵਿਸ਼ਾ-ਵਸਤੂ 3.ਪ੍ਰਸੰਗ ਸਹਿਤਵਿਆਖਿਆ 4.ਸੰਦੇਸ਼ | |
| ਕਵਿ-ਕੀਰਤੀ | 1.ਧਨੀ ਰਾਮਚਾਤ੍ਰਕਅਤੇਪੂਰਨਸਿੰਘਦੀਆਂ ਛੇ ਕਵਿਤਾਵਾਂਪੜਾਈਆਂਜਾਣਗੀਆਂ। | |
| ਨਿਸ਼ਕਰਸ਼ | ਕਵਿਤਾਵਾਂਦੀਪ੍ਰਸੰਗਸਹਿਤਵਿਆਖਿਆਕਰਨੀਹੈ। | 1-6(ਦਿਨ) |
| ਪਾਠਕ੍ਰਮਸੰਬੰਧੀਪ੍ਰਸ਼ਨ | 1.ਸਾਰ 2.ਵਿਸ਼ਾ-ਵਸਤੂ 3.ਪਾਤਰ-ਚਿਤਰਨ | |
| ਆਧੁਨਿਕਇਕਾਂਗੀ | 1.ਜਫਰਨਾਮਾ | |

| | | |
|---|---|--------------------------|
| ਨਿਸ਼ਕਰਸ਼ | ਜਫਰਨਾਮਾਇਕਾਂਗੀਦਾ ਸਾਰ/ਵਿਸ਼ਾ-ਵਸਤੂਲਿਖੇ ਤੇਔਰੰਗਜੇਬਪਾਤਰ-ਚਿਤਰਨਕਰੋ। | 1-6(ਦਿਨ) |
| ਵਿਆਕਰਨ | ਭਾਸ਼ਾਵੰਨਗੀਆਂ ਸ਼ਬਦਦੀਪਰਿਭਾਸ਼ਾ ਸ਼ਬਦਦਾਵਰਗੀਕਰਨ ਕਲਾਸਵਿੱਚਵਿਆਕਰਨਦਾਟੈਸਟਵੀਲਿਆਜਾਵੇਗਾ। ਵਿਦਿਆਰਥੀਆਂਨੂੰਸ਼ਬਦਜੋੜਾਂਦਾਅਭਿਆਸਵੀਕਰਵਾਇਆਜਾਵੇਗਾ। | 1-6(ਦਿਨ) 1-2(ਦਿਨ) |
| ਨਿਸ਼ਕਰਸ਼ | 1.ਸ਼ਬਦਉੱਤੇ ਨੋਟ ਲਿਖੋ। | 1-2(ਦਿਨ) |
| ਪਾਠਕ੍ਰਮਸੰਬੰਧੀਪ੍ਰਸ਼ਨ ਕਵਿ-ਕੀਰਤੀ | 1.ਸਾਰ 2.ਵਿਸ਼ਾ-ਵਸਤੂ 3.ਪ੍ਰਸੰਗ ਸਹਿਤਵਿਆਖਿਆ 4.ਸੰਦੇਸ਼ 1.ਦੀਵਾਨ ਸਿੰਘਕਾਲੇਪਾਣੀਅਤੇਮੋਹਨਸਿੰਘਦੀਆਂ ਅੱਠ ਕਵਿਤਾਵਾਂਪੜਾਈਆਂਜਾਣਗੀਆਂ। | |
| ਨਿਸ਼ਕਰਸ਼ | ਕਵਿਤਾਵਾਂਦੀਪ੍ਰਸੰਗਸਹਿਤਵਿਆਖਿਆਕਰਨੀਹੈ। | 1-8(ਦਿਨ) |
| ਪਾਠਕ੍ਰਮਸੰਬੰਧੀਪ੍ਰਸ਼ਨ ਆਧੁਨਿਕਇਕਾਂਗੀ ਨਿਸ਼ਕਰਸ਼ | 1.ਸਾਰ 2.ਵਿਸ਼ਾ-ਵਸਤੂ 3.ਪਾਤਰ-ਚਿਤਰਨ 1.ਬੰਬ ਕੇਸ 1.ਬੰਬ ਕੇਸ ਇਕਾਂਗੀਦਾ ਸਾਰ/ਵਿਸ਼ਾ-ਵਸਤੂਲਿਖੋ। 2.ਵੀਰਾਂ ਵਾਲੀਦਾਪਾਤਰ-ਚਿਤਰਨਕਰੋ। | 1-6(ਦਿਨ) |
| ਵਿਆਕਰਨ | ਭਾਸ਼ਾਵੰਨਗੀਆਂ ਵਾਕਅੰਸ਼ਦੀਪਰਿਭਾਸ਼ਾ ਵਾਕਅੰਸ਼ਦਾਵਰਗੀਕਰਨ ਕਲਾਸਵਿੱਚਵਿਆਕਰਨਦਾਟੈਸਟਵੀਲਿਆਜਾਵੇਗਾ। ਵਿਦਿਆਰਥੀਆਂਨੂੰਸ਼ਬਦਜੋੜਾਂਦਾਅਭਿਆਸਵੀਕਰਵਾਇਆਜਾਵੇਗਾ। | 1-6(ਦਿਨ) 1-2(ਦਿਨ) |
| ਨਿਸ਼ਕਰਸ਼ | 1.ਵਾਕਅੰਸ਼ ਉੱਤੇ ਨੋਟ ਲਿਖੋ | 1-2(ਦਿਨ) |

| | | |
|---------------------|---|----------|
| ਪਾਠਕ੍ਰਮਸੰਬੰਧੀਪ੍ਰਸ਼ਨ | 1.ਸਾਰ 2.ਵਿਸ਼ਾ-ਵਸਤੂ 3.ਪ੍ਰਸੰਗ ਸਹਿਤਵਿਆਖਿਆ 4.ਸੰਦੇਸ਼ 1,ਅਮ੍ਰਿਤਾ ਪ੍ਰੀਤਮਅਤੇਪ੍ਰੀਤਮਸਿੰਘਸਫੀਰਦੀਆਂਸੱਤਕਵਿਤਾਵਾਂਪੜਾਈਆਂਜਾਣਗੀਆਂ। | 1-8(ਦਿਨ) |
| ਕਵਿ-ਕੀਰਤੀ | | |
| ਨਿਸ਼ਕਰਸ਼ | ਕਵਿਤਾਵਾਂਦੀਪ੍ਰਸੰਗਸਹਿਤਵਿਆਖਿਆਕਰਨੀਹੈ। | |
| ਪਾਠਕ੍ਰਮਸੰਬੰਧੀਪ੍ਰਸ਼ਨ | 1.ਸਾਰ 2.ਵਿਸ਼ਾ-ਵਸਤੂ 3.ਪਾਤਰ-ਚਿਤਰਨ 1.ਕਵਿਤਾਵਾਂ 2.ਜਫਰਨਾਮਾਂ 3.ਬੰਬਕੇਸ ਇਹਨਾਂਦੇਕਲਾਸਟੈਸਟ ਲਏ ਜਾਣਗੇ। | 1-6(ਦਿਨ) |
| ਆਧੁਨਿਕਇਕਾਂਗੀ | | |
| ਨਿਸ਼ਕਰਸ਼ | | |
| ਵਿਆਕਰਨ | ਭਾਸ਼ਾਵੰਨਗੀਆਂ ਉਪਵਾਕਦੀਪਰਿਭਾਸ਼ਾ ਉਪਵਾਕਦਾਵਰਗੀਕਰਨ ਵਾਕਅਤੇਉਪਵਾਕਅੰਤਰਅਤੇਸੰਬੰਧ। ਉਪਵਾਕਉੱਤੇ ਨੋਟ ਲਿਖੋ। ਅਕਤੂਬਰਮਹੀਨੇਵਿੱਚਪੇਪਰ ਲਏ ਜਾਣਗੇ। | 1-6(ਦਿਨ) |
| ਨਿਸ਼ਕਰਸ਼ | | |
| ਪਾਠਕ੍ਰਮਸੰਬੰਧੀਪ੍ਰਸ਼ਨ | 1.ਸਾਰ 2.ਵਿਸ਼ਾ-ਵਸਤੂ 3.ਪ੍ਰਸੰਗ ਸਹਿਤਵਿਆਖਿਆ 4.ਸੰਦੇਸ਼ 1.ਬਾਵਾ ਬਲਵੰਤਦੀਆਂਪੰਜਕਵਿਤਾਵਾਂਪੜਾਈਆਂਜਾਣਗੀਆਂ। | 1-6(ਦਿਨ) |
| ਕਵਿ-ਕੀਰਤੀ | | |
| ਨਿਸ਼ਕਰਸ਼ | ਕਵਿਤਾਵਾਂਦੇਸਾਰ/ਵਿਸ਼ਾ-ਵਸਤੂ ਕਰਵਾਏਜਾਣਗੇ। | |
| ਵਿਆਕਰਨ | ਭਾਸ਼ਾਵੰਨਗੀਆਂ ਵਾਕਦੀਪਰਿਭਾਸ਼ਾ ਵਾਕਦਾਵਰਗੀਕਰਨ ਵਾਕਅਤੇਉਪਵਾਕਅੰਤਰਅਤੇਸੰਬੰਧ। ਵਾਕਉੱਤੇ ਨੋਟ ਲਿਖੋ। ਨਵੰਬਰਮਹੀਨੇਵਿੱਚਪੇਪਰ ਲਏ ਜਾਣਗੇ। | 1-6(ਦਿਨ) |
| ਨਿਸ਼ਕਰਸ਼ | | |

LESSON PLAN B.COM. SEMESTER-III

BASIC PUNJABI

| | | |
|------------|--|--|
| ਜਾਣ - ਪਛਾਣ | ਇਸ ਵਿਚ ਵਿਦਿਆਰਥੀਆਂ ਨੂੰ ਪੰਜਾਬੀ ਦੀ ਮੁਢਲੀ ਸਿਖਿਆ ਦਿੱਤੀ ਜਾਵੇਗੀ ਤਾਂ ਜੋ ਉਹ ਪੰਜਾਬੀ ਦੀ ਵਰਣਮਾਲਾ ਤੇ ਸ਼ਬਦ-ਬਣਤਰ ਨੂੰ ਚੰਗੀ ਤਰ੍ਹਾਂ ਸਮਝ ਸਕਣ। 1. ਵਿਆਕਰਨਕ ਇਕਾਈਆਂ ਦੀ ਪਛਾਣ ਤੇ ਵਰਤੋਂ 2. ਵਾਕ ਅੰਸ਼ ਤੇ ਵਰਗੀਕਰਨ 3. ਉਪਵਾਕ ਤੇ ਵਰਗੀਕਰਨ | ਸਮਾਂ 1-3(ਦਿਨ) 1-3(ਦਿਨ) 1-6(ਦਿਨ) |
| ਵਿਆਕਰਨ | ਵਿਦਿਆਰਥੀਆਂ ਨੂੰ ਵਾਕ ਅੰਸ਼ ਤੇ ਨੋਟ ਲਿਖਣ ਲਈ ਦਿੱਤਾ ਜਾਵੇਗਾ। ਕਲਾਸ ਵਿੱਚ ਉਪਵਾਕ ਦਾ ਟੈਸਟ ਲਿਆ ਜਾਵੇਗਾ। | |
| ਨਿਸ਼ਕਰਸ਼ | | |
| ਵਿਆਕਰਨ | 1. ਵਾਕ ਤੇ ਵਰਗੀਕਰਨ 2. ਨਿੱਜੀ ਚਿੱਠੀ ਪੱਤਰ . ਦਫਤਰੀ ਚਿੱਠੀ ਪੱਤਰ | 1-6(ਦਿਨ) 1-6(ਦਿਨ) |
| ਨਿਸ਼ਕਰਸ਼ | 1. ਵਾਕ ਉੱਤੇ ਨੋਟ ਲਿਖਣ ਲਈ ਦਿੱਤਾ ਜਾਵੇਗਾ। 2. ਨਿੱਜੀ ਚਿੱਠੀ ਪੱਤਰ ਦਾ ਟੈਸਟ ਲਿਆ ਜਾਵੇਗਾ। | |
| ਵਿਆਕਰਨ | 1. ਅਖਾਣ ਮੁਹਾਵਰੇ 2. ਪੈਰਾ ਅਧਾਰਿਤ ਪ੍ਰਸ਼ਨਾਂ ਦੇ ਉੱਤਰ (ਅਣਡਿੱਠਾ ਪੈਰਾ) 3. ਪੈਰਾ ਰਚਨਾ | 1-3(ਦਿਨ) 1-3(ਦਿਨ) 1-3(ਦਿਨ) |
| ਨਿਸ਼ਕਰਸ਼ | 1. ਵਿਦਿਆਰਥੀਆਂ ਨੂੰ ਪੈਰਾ ਰਚਨਾ ਲਿਖਣ ਲਈ ਦਿੱਤਾ ਜਾਵੇਗਾ। ਕਲਾਸ ਵਿੱਚ ਅਖਾਣ ਮੁਹਾਵਰਿਆਂ ਦਾ ਟੈਸਟ ਲਿਆ ਜਾਵੇਗਾ। | |
| ਵਿਆਕਰਨ | 1. ਸੰਖੇਪ ਰਚਨਾ 2. ਨਿੱਜੀ ਚਿੱਠੀ ਪੱਤਰ . ਦਫਤਰੀ ਚਿੱਠੀ ਪੱਤਰ | 1-3(ਦਿਨ) 1-6(ਦਿਨ) |
| ਨਿਸ਼ਕਰਸ਼ | 1. ਸੰਖੇਪ ਰਚਨਾ ਉੱਤੇ ਨੋਟ ਲਿਖਣ ਲਈ ਦਿੱਤਾ ਜਾਵੇਗਾ। ਦਫਤਰੀ ਚਿੱਠੀ ਪੱਤਰ ਦਾ ਕਲਾਸ ਵਿੱਚ ਟੈਸਟ ਲਿਆ ਜਾਵੇਗਾ। | |
| ਵਿਆਕਰਨ | 1. ਵਾਕ, ਉਪਵਾਕ, ਵਾਕ ਅੰਸ਼ 2. ਸੰਖੇਪ ਰਚਨਾ, ਪੈਰਾ ਰਚਨਾ 3. ਅਣਡਿੱਠਾ ਪੈਰਾ | 1-3(ਦਿਨ) 1-3(ਦਿਨ) 1-3(ਦਿਨ) |
| ਨਿਸ਼ਕਰਸ਼ | ਪੈਰਾਂ ਦੀ ਤਿਆਰੀ ਕਰਵਾਈ ਜਾਵੇਗੀ। | |

LESSON PLAN B.COM. SEMESTER- III
CORPORATE ACCOUNTING

| Topic | Notes/strategies/resources | Time |
|---|--|-------------|
| Accounting for share capital | After going through the chapter students will be able to understand the issue forfeiture and reissue of shares | 1.5weeks |
| Issue of share capital on par and premium, issue of shares for consideration other than cash, types of shares, forfeiture of shares in different cases, reissue of forfeited shares | Chapter 1- accounting for share capital | |
| Conclusion | Revision and assignment of different cases in the chapter | |

| | | |
|--|--|--------|
| Redemption of preference shares Buy back of equity share capital | After going through the topic the students will understand the provisions of section 55 of companies act 2013 and provisions of buy back | 2weeks |
| Redemption of preference shares under different circumstances Buy back of equity shares | Chapter 2-redemption of preference share capital Chapter 3- buy back of equity shares | |
| Conclusion | Assignment on both the topics | |

| | | |
|---|---|----------|
| Issue of debentures Redemption of debentures | After going through these topics students will understand how to issue debentures n various ways to redeem them | 2.5weeks |
| Issue of debentures in all three ways, collateral security, consideration other than cash, Different methods of redemption of debentures | Chapter 4- issue of debentures Chapter 5-Redemption of debentures | |
| Conclusion | Assignment | |

| | | |
|-----------------------------|---|--------|
| Final accounts of companies | Preparation of final accounts of companies according to companies act | 1 week |
|-----------------------------|---|--------|

| | | |
|--|---|-----------|
| Accounting for amalgamation Internal reconstruction | Different methods of purchase consideration, maintaining books of vendor and purchaser Accounts in internal reconstruction | 1,5 weeks |
|--|---|-----------|

| | | |
|--|---|---------|
| Accounting for banking companies | After going through the topic students will understand the important accounts maintained by banking companies | 2 weeks |
| General information relating to bank accounts, legal requirements, concept of banking companies , asset classification and accounts of banking companies | Chapter 9-accounting for banking companies | |
| Conclusion | | |

| | | |
|--|--|---------|
| Accounting for insurance companies | After going through the topic the students will understand the concept of accounting for insurance companies | 2 weeks |
| Books maintained by insurance companies, various terms used in insurance business ,final accounts of insurance companies according to IRDA act | Chapter 10- accounting for insurance companies | |
| Conclusion | Assignment on practical questions of life and general insurance | |

LESSON PLAN B.COM. SEMESTER-III

COMPANY LAW

| <u>TOPIC</u> | <u>NOTES/STRATEGIES/RESOURCES</u> | <u>TIME</u> |
|---|---|--------------------|
| An Introduction to Company and Companies Act,2013 | After going through this lesson the learner will be able to: <ul style="list-style-type: none"> • Understand the meaning of a company • Appreciate the basic regulations of Companies and its characteristics as per Companies Act, 2013 | 15 Days |
| <u>LESSON BREAKDOWN</u> Nature and Scope of Company, Features, Classifications of Company, Formation and Names of a Company, Company and a body corporate, Difference between company and partnership, Corporate veil | <u>SUGGESTED READINGS</u> Avtar Singh, “Company Law” N.D. Kapoor, “Company Law and Secretarial Practice” http://www.corporatelaws.in | |
| <u>CONCLUSION</u> | Assignment: Preparation of glossary in relation to Basic Requirements of a Company. Case Studies | |
| <u>TOPIC</u> Promotion and Registration Preliminary Contracts | After going through this lesson the learner will be able to: <ul style="list-style-type: none"> • Understand the role of Promoters in a Company, Types, their functions • Define the Promoters liabilities in respect of Pre-incorporation contracts. | 12 Days |
| <u>LESSON BREAKDOWN</u> Meaning of a Promoter, main features, kinds of promoters, Remuneration, Legal Position of a Promoter, Pre-Incorporation contracts and provisional contracts. | <u>SUGGESTED READINGS</u> N.D. Kapoor, “Company Law and Secretarial Practice” eMinds Legal LLP , Lexis Nexis “Corporate Law Referencer” Singh, Harpal, “Indian Company Law”, Galgotia Publishing, Delhi. | |

| | | |
|---|---|----------------|
| <p><u>TOPIC</u> Memorandum of Association and Articles of Association</p> | <p>After going through this lesson the learner will be able to:</p> <ul style="list-style-type: none"> • Understand the Meaning and Purpose of MOA & AOA • Requirements to be fulfilled while drafting the company's MOA & AOA | <p>15 Days</p> |
| <p><u>LESSON BREAKDOWN</u></p> <p>Importance of MOA & AOA, Contents, Regulations to be complied while Alterating these documents, Doctrine of Ultra-Vires, Constructive notice of MOA & AOA, Doctrine of indoor management.</p> | <p><u>SUGGESTED READINGS</u></p> <p>https://www.google.co.in/amp/s/caknowledge.in/all-you-want-to-know-about-moa-and-aoa/amp/</p> <p>Companies Act 2013 with Rules – TAXMANN's "Bharat's Manual of Companies Act and Corporate Laws", 2011, Bharat Law House, New Delhi</p> | |
| <p><u>CONCLUSION</u></p> | <p>Assignment on Alterations in Memorandum and Articles of Association.</p> | |
| <p><u>TOPIC</u> Prospectus and Share capital</p> | <p>After going through this lesson the learner will be able to:</p> <ul style="list-style-type: none"> • Define and understand the kinds of prospectus and liability of Mis-Statement in prospectus • Understand the Kinds and classes of share capital, Issue of share capital | <p>12 Days</p> |
| <p><u>LESSON BREAKDOWN</u></p> <p>Meaning, Dating and registration of prospectus, types of prospectus, Statement in lieu of prospectus. Classes of capital, Alteration of Capital, Voting Rights, Transfer and transmission of Shares</p> | <p><u>SUGGESTED READINGS</u></p> <p>Avtar Singh, "Company Law"</p> <p>http://en.m.wikipedia.org/wiki/Prospectus_(finance)</p> <p>https://www.icsi.edu/Docs/</p> | |
| <p><u>CONCLUSION</u></p> | <p>Assignment : Drating of Prospectus</p> | |
| <p><u>TOPIC</u> Board of Directors</p> | <p>After going through this lesson the learner will be able to:</p> <ul style="list-style-type: none"> • Understand the Powers of directors • Director's appointment and duties | <p>10 Days</p> |
| <p><u>LESSON BREAKDOWN</u></p> <p>Meaning and Types of directors, Rules regarding directors, legal position and</p> | <p><u>SUGGESTED READINGS</u></p> <p>https://www.google.co.in/amp/caclues.com/companies-act-2013-handwritten-notes/amp/</p> | |

| | | |
|--|--|---------|
| appointment & disqualification of directors, Resignation and removal of directors, Powers of directors and the Restrictions on powers, Guidelines for Managerial remuneration, Board Meetings | CCH India – The Companies Act, 2013 Singh, Harpal, “Indian Company Law”, Galgotia Publishing, Delhi. | |
| <u>TOPIC</u> Company Meetings, Notice of Meetings, Quorum, Voting and Resolutions | After going through this lesson the learner will be able to: <ul style="list-style-type: none"> • Define the various classes of meetings • Understand the Secretarial Standards on General meeting • Ways to conduct Extra Ordinary General Meeting | 7 Days |
| <u>LESSON BREAKDOWN</u> Statutory, Annual General Meeting, Extraordinary meetings, Meetings of BOD, Provisions of Companies act in respect of Quorum, Chairman and Proxy for different meetings, kinds of resolution, Dividends and Bonus shares. | <u>SUGGESTED READINGS</u> https://www.slideshare.net/meetings-of-company https://www.icsi.edu/Docs/ | |
| <u>CONCLUSION</u> | Paper presentation on Provisions in respect of Quorum, Chairman and Proxy for a General Meeting. | |
| <u>TOPIC</u> Minutes of a Meeting Winding Up | After going through this lesson the learner will be able to: <ul style="list-style-type: none"> • Understand the meaning of Minutes • Secretarial Standards • Provisions in respect of Minutes • Modes of Winding Up | 10 Days |
| <u>LESSON BREAKDOWN</u> Meaning of Minutes, Types, Minutes of a general meeting, Various Provisions of Minutes General rules of Winding Up, Modes of Winding Up -By Tribunal -Member’s Voluntary -Ceditor’s Voluntary | <u>SUGGESTED READING</u> eMinds Legal LLP , Lexis Nexis “Corporate Law Referencer” https://www.google.co.in/amp/s/www.aubsp.com/latest-amended-ebook-on-companies-act-2013/amp/ | |
| <u>CONCLUSION</u> | Case Study | |

LESSON PLAN B.COM. SEMESTER-III
FINANCIAL MANAGEMENT

| | | |
|---|--|----------------|
| <p>TOPIC- Cost of capital</p> | <p>After going through this topic , learner would be able to understand</p> <ul style="list-style-type: none"> • Meaning of Cost of capital • Cost of various specific sources of finance • WACC • Relevance of cost of capital in financial decisions | <p>2 weeks</p> |
| <p>LESSON BREAKUP Concept, relevance of cost of capital, specific costs and weighted average cost, rationale of after tax weighted average cost of capital, marginal cost of capital</p> | <p>Suggested readings-</p> <ul style="list-style-type: none"> ➤ Financial Management: Text, Problems and Cases by M.Y. Khan, P K Jain ➤ Financial management theory and practice by Prasanna Chandra ➤ Financial Management by horne, J.CV Pearson | |
| <p>Conclusion</p> | <p>Test- A written test of the chapter to be taken</p> | |
| <p>TOPIC Capital Structure Decisions –</p> | <p>After going through this topic , learner would be able to understand-</p> <ul style="list-style-type: none"> • Meaning of capital structure and different components of capital structure • Need of optimum capital structure • Relation of optimum capital structure and WACC • Factors influencing capital structure decisions • EBIT AND EPS analysis in capital structuring • Different theories of capital structure | <p>2 weeks</p> |
| <p>LESSON BREAKUP Capital structure patterns, Designing optimum capital structure, Constraints, Various capital structure theories.</p> | <p>Suggested readings</p> <ul style="list-style-type: none"> ➤ Financial Management by Ravi M Kishore, Taxmann ➤ Essentials of Financial Management by I M Pandey , Vikas | |
| <p>Conclusion</p> | <p>Assignment- Critically examine different theories of capital structure -Prepare a glossary of terms used in the chapter</p> | |

| | | |
|---|---|--------|
| | | |
| TOPIC- Time Value of Money: | After going through this topic , learner would be able to understand- <ul style="list-style-type: none"> • Reasons for Time Value of Money • Simple and Compound interest • Present values and discount factors • Present value of annuity and perpetuity • Relationship between Risk and Return | 1 week |
| LESSON BREAKUP Compounding and Discounting techniques– Concepts of Annuity and Perpetuity. Risk–return relationship | Suggested readings <ul style="list-style-type: none"> ➤ Essentials of Financial Management by I M Pandey , Vikas ➤ Financial Management by Ravi M Kishore, Taxmann | |
| Conclusion | Test of the topic will be taken | |
| TOPIC- Sources of Finance | After going through this topic , learner would be able to understand- <ul style="list-style-type: none"> • Various sources of financing the long term and short term needs of the business | 1 week |
| LESSON BREAKUP Different sources of finance; long term and Short term sources | Suggested readings <ul style="list-style-type: none"> ➤ Financial Management by Ravi M Kishore, Taxmann Essentials of Financial Management by I M Pandey , Vikas | |
| Conclusion | Presentation – by students | |
| TOPIC- Leverage | After going through this topic , learner would be able to understand <ul style="list-style-type: none"> • The meaning of Leverage • Ascertainment of operating and financial leverages • Analysis of leverage ratios as regards the financial health of firm | 1 week |

| | | |
|--|--|----------------|
| <p>LESSON BREAKUP Leverage– Business Risk and Financial Risk – Operating and financial leverage, Trading on Equity</p> | <p>Suggested readings ➤ Financial Management by Ravi M Kishore, Taxmann Essentials of Financial Management by I M Pandey , Vikas</p> | |
| <p>Conclusion</p> | <p>A class test to be taken</p> | |
| <p>TOPIC- Dividend Decisions–</p> | <p>After going through this topic , learner would be able to understand-</p> <ul style="list-style-type: none"> • Meaning and types of Dividend • Impact of Dividend Policies on Value of firm • Factors determining the Dividend policy of a firm • Theories of dividend | <p>2 weeks</p> |
| <p>LESSON BREAKUP Meaning, Nature and Types of Dividend Some dividend policies and formulating a dividend policy. Dividend Theories: Walter’s Model, Gordon’s Model, Modigliani and Miller: Irrelevancy Theory (Introductory Level)</p> | <p>Suggested readings ➤ Financial Management by Ravi M Kishore, Taxmann ➤ Financial management theory and practice by Prasanna Chandra ➤</p> | |
| <p>Conclusion</p> | <p>After the chapter is taught in the class, a class presentation will be given .</p> | |
| <p>TOPIC- Capital Expenditure Decisions :)</p> | <p>After going through this topic , learner would be able to understand-</p> <ul style="list-style-type: none"> • Need of Capital Expenditure Appraisal • Process of Capital Budgeting • Different types of projects • Investment appraisal techniques • Meaning of Capital Rationing | <p>3 weeks</p> |
| <p>LESSON BREAKUP Purpose, Objectives & Process, Understanding different types of projects, Techniques of Decision making. Methods of Capital Budgeting – Traditional and Modern (Elementary Level)</p> | <p>Suggested readings ➤ Financial Management: Text, Problems and Cases by M.Y. Khan, P K Jain ➤ Essentials of Financial Management by I M Pandey , Vikas</p> | |

| | | |
|---|--|--------|
| Conclusion | Assignment on various techniques used in capital budgeting | |
| TOPIC- Working Capital Management – | <p>After going through this topic , learner would be able to understand-</p> <ul style="list-style-type: none"> • Meaning of Working Capital and Objectives of Working Capital Management • Working capital cycle • Methods used in estimation of Working Capital Requirements • Methods of financing Working Capital needs • Working Capital Management strategies | 3weeks |
| <p>LESSON BREAKUP Introduction; Meaning and Concept of Working Capital; Management of Working Capital and Issues in Working Capital; Estimating Working Capital Needs; Operating or Working Capital Cycle. Various sources of finance to meet working capital requirements Financing current assets: Strategies of financing (Matching, Conservative, and Aggressive policies) Bank financing: recommendations of Tandon committee and Chore committee Management of components of working capital (an introduction only)</p> | <p>Suggested readings</p> <ul style="list-style-type: none"> ➤ Financial Management by Ravi M Kishore, Taxmann ➤ Essentials of Financial Management by I M Pandey , Vikas ➤ Financial Management: Text, Problems and Cases by M.Y. Khan, P K Jain | |
| Conclusion | Test of theory and practical part of the topic will be taken | |

**LESSON PLAN B.COM. SEMESTER-III
INTERNATIONAL BUSINESS**

1.

| Topic | Notes / Strategies / Resources | Time |
|--|---|---------------|
| Globalization and introduction to International Business | After going through this lesson, the learner will be able to explore the concept of globalization and impact of international business on Indian economy. | 10 to 12 days |
| Globalization and its growing importance in world economy, impact of globalization, international business contrasted complexities & modes of entry into international business. | Chapter 1 – International Business Chapter 2 – Globalization Chapter 3 – Modes of Entering into International Business Suggested : International B/S – Justin Paul websites International B/S – TR Jain, Mukesh Trehan http://www.saylor.org/books | |
| Conclusion | Assignment – Explain the rationale of companies going global. | |

2.

| Topic | Notes / Strategies / Resources | Time |
|--|--|---------|
| International Business Environment | After going through this lesson, the students will be aware of factors affecting International Business, Recent trends in foreign trade, Impact of tariff and non tariff barrier and BOP on International B/W | 21 days |
| National & International environment and their components-economic, cultural, political legal, global trading environment, recent trends in world trade in goods and services, trends in India's foreign trade. Theories of international trade commercial policy instruments, balance of payment & its components. | Chapter 4 – International Business Chapter 5 – Food in World Trade Chapter 6 – Trends in India's Foreign trade Chapter 7 – Theories of Foreign Trade Chapter 8 – Commercial policy instruments Chapter 9 – Balance of payments Suggested : Import Export by DC Readings : Data : www.worldbank.org http://data.gov.in http://www.saylor.org/books | |
| Conclusion | Assignment on changing scenario of export and import in India and role of govt. in promoting International trade. | |

3.

| Topic | Notes / Strategies / Resources | Time |
|--|---|---------|
| International organization and arrangements | This topic emphasize on the role of various international trade organizations in promoting trade. | 15 days |
| Discussion of various international agencies, their objective organization | Chapter 11 – WTO – World Trade Organization Chapter 12 – United Nations Conference on Trade and Development (UNCTAD) | |

| | | |
|--|---|--|
| structure and functioning and their role in India. | Chapter 13 – World Bank Chapter 14 – International Monetary Fund Suggested : www.wto.org Readings : www.unctad.org www.inf.org International Business : T.R. Jain, Mukesh Trehan | |
| Conclusion | Class activity on role of international organizations in promoting India's foreign trade. | |

4.

| Topic | Notes / Strategies / Resources | Time |
|--|---|---------|
| Regional Economic cooperation and foreign exchange & Rule Mgt. | After going through this lesson students will learn about: Types of international investment Factors affecting foreign investment How & why Govt. encourage FDI Role of Reg Economic groups in promoting | 15 days |
| Forms of regional group integration efforts among countries in Europe, North America and Asia. | Chapter 15– Regional economic groups Chapter 16 – Foreign Exchange Market and Rule Mgt. Chapter 17 – Foreign Investment. Suggested : International business by K. Ashwathoppa International Business by Paul Fuetine Prentice Hall of India Readings : www.saylor.org/books International Business : T.R. Jain | |
| Conclusion | Assignment : Stable and strong financial is needed for the growth of international B/S CommentCase study: Discussion on topic BREXIT | |

5.

| Topic | Notes / Strategies / Resources | Time |
|--|---|------------|
| Foreign trade promotional measures | This lesson will guide students in understanding as how the export can be promoted.The role of EXIM policy in promoting trade. | 10-15 days |
| Foreign trade promotion measures and organizes in India, Special Economic Zones (SEZ) and 100% export oriented Units (EOUs), measures of promoting foreign investment in and from India. | Chapter 18– Export promotions measures and export oriented units Chapter 19 – Special economic zones Suggested : International business by K. Ashwathoppa International Business by Paul Fuetine Prentice Hall of India www.saylor.org/books International Business : T.R. Jain | |
| Conclusion | Discussion on foreign trade policy (2015-20) by Ministry of Commerce and Industry | |

LESSON PLAN B.COM. SEMESTER- III

BUSINESS ENVIRONMENT

| TOPIC | NOTES/ STRATEGIES/ RESOURCES | TIME |
|---|---|--------|
| Indian Business Environment | To understand the components and importance of business environment in India | 3 Days |
| Body of Lesson: <ul style="list-style-type: none"> • Meaning and definition of business & business environment • Components of business environment • Current Indian business environment • Significance of the study of business environment | <ul style="list-style-type: none"> • Notes will be provided for preparing different questions • Text Book-Business Environment by T.R. Jain | |
| Conclusion | Students will prepare assignments on components of business environment. | |

| TOPIC | NOTES/ STRATEGIES/ RESOURCES | TIME |
|--|--|--------|
| Trends in National Income, Saving & Investments | To understand the changes in the structure of national income, saving & investment in India since 1951 | 4 Days |
| Body of Lesson: <ul style="list-style-type: none"> • Meaning & definition of national income, per capita income • Estimates of national income, per capita income, saving & investment in India since 1951 • Different methods of measuring national income & difficulties in measuring national income • Changes in the structure of national income, per capita income, saving & investment since 1951 | <ul style="list-style-type: none"> • Notes will be provided to the students for preparing questions • Text Book- Business Environment by T.R. Jain • Reference Book- Indian Economy by I.C. Dhingra | |
| Conclusion | Discussion in the class about national income, saving & investment | |

| TOPIC | NOTES/ STRATEGIES/ RESOURCES | TIME |
|---|---|-------------|
| Trends in Industrial Development | Appraisal of industrial development in India | 4 Days |
| Body of Lesson: <ul style="list-style-type: none"> Industrial development during planning period Achievements of industrial development Weakness of industrial development | <ul style="list-style-type: none"> Latest data given to students on industrial development in India Text Book- Business Environment by T.R. Jain Reference Book- Indian Economy by A.N. Aggarwal | |
| Conclusion | Seminar on industrial development in India | |

| TOPIC | NOTES/ STRATEGIES/ RESOURCES | TIME |
|--|---|-------------|
| Balance of Trade and Balance of Payments | To understand the role of balance of payments in Indian economy | 3 Days |
| Body of Lesson: <ul style="list-style-type: none"> Meaning & definition of B.O.T and B.O.P Forms of B.O.P Trends in B.O.P (current accounts) Causes and solution of unfavorable B.O.P in India | <ul style="list-style-type: none"> Notes will be provided to the students for preparing questions Text Book- Business Environment by T.R. Jain Reference Book- Indian Economy by Ruddar Dutt | |
| Conclusion | Group discussion on B.O.P crisis in 1991 | |

| TOPIC | NOTES/ STRATEGIES/ RESOURCES | TIME |
|--|---|-------------|
| Money Supply & Inflation | To study the trends in money supply & price rise in India | 4 Days |
| Body of Lesson: <ul style="list-style-type: none"> Meaning of money supply & inflation Concepts of M1, M2, M3 and M4 Different types of inflation Causes of inflation Effects of inflation on economic development Price policy of government of India | <ul style="list-style-type: none"> Notes will be provided to the students for preparing questions Text Book- Business Environment by T.R. Jain Reference Book- Indian Economy by P.K. Dhar | |
| Conclusion | Class test on the price policy of the government of India | |

| TOPIC | NOTES/ STRATEGIES/ RESOURCES | TIME |
|---|--|-------------|
| Problems of Unemployment, Poverty & Parallel Economy | To understand the nature, extent, causes and solution of problems of unemployment, poverty and parallel economy | 3 Days |
| Body of Lesson: <ul style="list-style-type: none"> • Meaning & definition of unemployment, poverty & parallel economy • Nature and extent of these problems in India • Causes & solution of these problems | <ul style="list-style-type: none"> • Latest data given to the students • Text Book- Business Environment by T.R. Jain • Reference Book- Indian Economy by Mishra & Puri | |
| Conclusion | Lectures on these problems by three students | |

| TOPIC | NOTES/ STRATEGIES/ RESOURCES | TIME |
|--|---|-------------|
| Regional Imbalances | To study a few criteria for measuring regional inequality | 3 Days |
| Body of Lesson: <ul style="list-style-type: none"> • Meaning and definition of regional imbalances • Different indicators of regional imbalances • Causes & solution of the problems of regional imbalances | <ul style="list-style-type: none"> • Notes will be provided to the students for preparing questions • Text Book- Business Environment by T.R. Jain • Reference Book- Indian Economy by Rudrae Dutt | |
| Conclusion | Assignments will be given to students on these topics | |

| TOPIC | NOTES/ STRATEGIES/ RESOURCES | TIME |
|--|--|-------------|
| Social Injustice | To understand the present structure of development which resulted in social problems | 3 Days |
| Body of Lesson: <ul style="list-style-type: none"> • Meaning and definition of social injustice • Areas of social injustice in India • Causes & solution of the problem of social injustice | <ul style="list-style-type: none"> • Notes will be provided to the students for preparing questions • Text Book- Business Environment by T.R. Jain • Reference Book- Indian Economy by I.C. Dhingra | |
| Conclusion | Assignments will be given to students on the topic – “Care of both - higher growth and social injustice.” | |

| TOPIC | NOTES/ STRATEGIES/ RESOURCES | TIME |
|--|---|-------------|
| Industrial Sickness | To understand the signals of industrial sickness | 3 Days |
| Body of Lesson: <ul style="list-style-type: none"> • Meaning and different definitions of industrial sickness • Extent of industrial sickness • Causes & solution of the problem of industrial sickness | <ul style="list-style-type: none"> • Notes will be provided to the students for preparing questions • Text Book- Business Environment by T.R. Jain • Reference Book- Indian Economy by Mishra & Puri | |
| Conclusion | Seminar on Born sickness & Achieved sickness | |

| TOPIC | NOTES/ STRATEGIES/ RESOURCES | TIME |
|--|--|-------------|
| Monetary & Fiscal Policies | To understand the objectives and instruments of monetary & fiscal policies | 4 Days |
| Body of Lesson: <ul style="list-style-type: none"> • Meaning and definitions of monetary & fiscal policies • Objectives of these policies in India • Instruments of these policies used in India • Implementation of these policies in India • Latest changes in these policies | <ul style="list-style-type: none"> • Notes will be provided to the students for preparing questions • Text Book- Business Environment by T.R. Jain • Reference Book- Indian Economy by I.C. Dhingra | |
| Conclusion | Group discussion on GST and latest changes in repo rate, SLR, MSF and reverse repo rate | |

| TOPIC | NOTES/ STRATEGIES/ RESOURCES | TIME |
|--|---|-------------|
| Industrial Policy & Industrial Licensing Policy | To understand the rules, regulations & procedures to regulate industries in India | 5 Days |
| Body of Lesson: <ul style="list-style-type: none"> • Meaning of industrial and licensing policies • Importance of industrial and licensing policies • Features of the industrial policies of 1948, 1956, 1977, 1980 & 1991 • Implementation of industrial policy of 1991 | <ul style="list-style-type: none"> • Notes will be provided to the students for preparing questions • Text Book- Business Environment by T.R. Jain • Reference Book- Indian Economy by A.N. Aggarwal | |

| | | |
|--|--|--|
| <ul style="list-style-type: none"> • Comparison of industrial policy of 1956 & 1991 • Working of industrial licensing policy | | |
| Conclusion | Students will be given assignment on industrial policy of 1991 | |

| TOPIC | NOTES/ STRATEGIES/ RESOURCES | TIME |
|--|---|--------|
| Privatisation in India | To study the entrusting of public sector industries to private sector | 3 Days |
| Body of Lesson: <ul style="list-style-type: none"> • Meaning of privatisation • Objectives of privatisation • Advantages & disadvantages of privatisation | <ul style="list-style-type: none"> • Notes will be provided to the students for preparing questions • Text Book- Business Environment by T.R. Jain • Reference Book- Indian Economy by P.K. Dhar | |
| Conclusion | Seminar on privatisation in India | |

| TOPIC | NOTES/ STRATEGIES/ RESOURCES | TIME |
|--|---|--------|
| Devaluation | To study the drastic step of devaluation to solve the B.O.P problem | 3 Days |
| Body of Lesson: <ul style="list-style-type: none"> • Meaning of devaluation • Magnitude of devaluation in India • Causes & solution of devaluation problem in India • Effects of devaluation of rupee on economic development of India | <ul style="list-style-type: none"> • Notes will be provided to the students for preparing questions • Text Book- Business Environment by T.R. Jain • Reference Book- Indian Economy by Mishra & Puri | |
| Conclusion | Assignment will be given to students on the effects of devaluation of rupee on Indian economy | |

| TOPIC | NOTES/ STRATEGIES/ RESOURCES | TIME |
|---|---|-------------|
| Export-Import Policy and Regulation of Foreign Investment | To understand the EXIM policy and foreign investment | 3 Days |
| Body of Lesson: <ul style="list-style-type: none"> • Meaning of EXIM policy and foreign investment • Objectives of the latest EXIM policy of India • Features of the latest foreign trade policy of India (2015-20) • Contribution of foreign investment in the economic development of India | <ul style="list-style-type: none"> • Notes will be provided to the students for preparing questions • Text Book- Business Environment by T.R. Jain • Reference Book- Indian Economy by Ruddar Dutt | |
| Conclusion | Group discussions on foreign investment in India | |

| TOPIC | NOTES/ STRATEGIES/ RESOURCES | TIME |
|---|--|-------------|
| Deficit Financing | To understand why deficit financing is termed as inflation tax | 2 Days |
| Body of Lesson: <ul style="list-style-type: none"> • Meaning & extent of deficit financing • Objectives and effects of deficit financing on the economic development of India • Measures to control adverse effects of deficit financing | <ul style="list-style-type: none"> • Notes will be provided to the students for preparing questions • Text Book- Business Environment by T.R. Jain • Reference Book- Indian Economy by I.C. Dhingra | |
| Conclusion | Assignment on effects of deficit financing on Indian economy | |

| TOPIC | NOTES/ STRATEGIES/ RESOURCES | TIME |
|---|---|-------------|
| Government Budget | To understand the financial performance of the government during previous year and current year | 1 Day |
| Body of Lesson: <ul style="list-style-type: none"> • Meaning of government budget • Different types of budget • Key features of the union budget 2017-18 | <ul style="list-style-type: none"> • Notes will be provided to the students for preparing questions • Text Book- Business Environment by T.R. Jain • Reference Book- Indian Economy by P.K. Dhar | |
| Conclusion | Seminar on government budget 2017-18 | |

| TOPIC | NOTES/ STRATEGIES/ RESOURCES | TIME |
|--|---|-------------|
| Economic Planning | To study the process of planning in India since 1951 | 3 Days |
| Body of Lesson: <ul style="list-style-type: none"> • Meaning of economic planning • Difference between objectives and targets of a plan • Objectives of different plans • Achievements of economic planning in India • Failures of different plans in India • Strategy of economic planning in India • Resource mobilization for planning in India • Difference between planning commission and NITI AAYOG | <ul style="list-style-type: none"> • Notes will be provided to the students for preparing questions • Text Book- Business Environment by T.R. Jain • Reference Book- Indian Economy by Mishra & Puri | |
| Conclusion | Assignment will be given to students on the achievements and failures of 12 th 5 year plan | |
| TOPIC | NOTES/ STRATEGIES/ RESOURCES | TIME |
| Consumer Protection Act-1986, FEMA & Competition Act- 2002 | To study different Acts for enhancing the knowledge of consumer and producer | 2 Days |
| Body of Lesson: <ul style="list-style-type: none"> • Meaning of consumer protection, FEMA, competition act, FERA and MRTP Act • Need & importance of consumer protection • Provision of consumer protection Act – 1986 • Provisions of FEMA • Provisions of competition Act- 2002 | <ul style="list-style-type: none"> • Notes will be provided to the students for preparing questions • Text Book- Business Environment by T.R. Jain • Reference Book- Indian Economy by I.C. Dhingra | |
| Conclusion | Group discussions on consumer protection Act, FEMA competition Act | |

LESSON PLAN B.COM. SEMESTER-V

ENGLISH

July 2017

| Contents | Books | Plan | Activity | Assignment |
|---------------------------|-------------------------------------|------------------------------|------------------------------------|---|
| 1.Play | All my sons | Reading Act 1 | Film based on the play to be shown | Critical appreciation ,theme of the poems |
| 2.Poetry | Poems of nature and culture | Text reading and explanation | | |
| 3.Grammar &Writing Skills | Letters, Resume, Report Writing etc | Formats and practice | | |

August 2017

| Books | Plan | Activity | Assignment |
|-----------------------------|--------------------------------|---------------------------------------|--------------------------|
| All my sons | Reading Act 2 | Practice of Letter Writing | Questions based on Act 2 |
| Poems of nature and culture | 5 Poems | Discussion on themes of all the poems | |
| Letters etc | Resume Writing Informal Letter | Formats and practice | |

September 2017

| Books | Plan | Activity | Assignment |
|-----------------------------|----------------------------------|-------------------------|------------------------------|
| All my sons | Reading Act 3 | Discussion of full play | Role playing by the students |
| Poems of nature and culture | 7 poems | Class tests | |
| Letters etc | Report writing, business writing | Formats and practice | |

October 2017

| Books | Plan | Activity | Assignment |
|-----------------------------|-------------------|--------------------|--------------------------|
| All my sons | Revision of play | Clearing of doubts | Class tests and revision |
| Poems of nature and culture | Revision of poems | | |
| Letters Etc | Revision | | |

November 2017

| Books | Plan | Activity |
|---------|------------------------------------|-------------|
| 2 Books | Discussion on current affairs | Class tests |
| | University examination preparation | Revision |

LESSON PLAN B.COM SEMESTER-V

GENERAL PUNJABI

| | | |
|--|---|-----------------------------|
| ਜਾਣ - ਪਛਾਣ ਜੱਗ-ਬੀਤੀਹੱਡ-ਬੀਤੀ ਨਿਸ਼ਕਰਸ਼ | ਇਸਕਿਤਾਬਵਿਚੋਂਵਿਦਿਆਰਥੀਆਂਨੂੰਕਹਾਣੀਆਂਪੜਾਈਆਂਜਾਣੀਆਂਹਨ। 1.ਨਿਕੀ ਕਹਾਣੀਦੀਜਾਣ-ਪਛਾਣ। 2.ਹਲਵਾਹ ਸਾਰ/ਵਿਸ਼ਾ-ਵਸਤੂਤੇਇਸਸੰਬੰਧੀ ਛੋਟੇ ਪ੍ਰਸ਼ਨਵੀਕਰਵਾਏਜਾਣਗੇ। 3. ਕੁਲਫੀਸਾਰ/ਵਿਸ਼ਾ-ਵਸਤੂਤੇਇਸਸੰਬੰਧੀ ਛੋਟੇ ਪ੍ਰਸ਼ਨਵੀਕਰਵਾਏਜਾਣਗੇ। 1.ਹਲਵਾਹ 2. ਕੁਲਫੀਕਹਾਣੀਦਾਸਾਰ। | ਸਮਾਂ 1-6(ਦਿਨ) |
| ਗੱਦ-ਪ੍ਰਵਾਹ ਨਿਸ਼ਕਰਸ਼ | 1.ਗੰਡਾ ਸਿੰਘ 2.ਨਾਟਕ ਦੀਨਕੜਦਾਦੀ ਇਨ੍ਹਾਂਦਾਸਾਰ/ਵਿਸ਼ਾ-ਵਸਤੂਤੇਪਾਤਰ-ਚਿਤਰਨਵਿਦਿਆਰਥੀਆਂਨੂੰਇਸਸੰਬੰਧੀ ਛੋਟੇ ਪ੍ਰਸ਼ਨਵੀਕਰਵਾਏਜਾਣਗੇ। 1.ਗੰਡਾ ਸਿੰਘਦਾਪਾਤਰਚਿਤਰਨ। 2.ਨਾਟਕ ਦੀਨਕੜਦਾਦੀਵਿਸ਼ਾ-ਵਸਤੂਲਿਖੋ। | 1-6(ਦਿਨ) |
| ਵਿਆਕਰਨ ਨਿਸ਼ਕਰਸ਼ | ਨਾਂਵਵਾਕੰਸ਼ 1.ਨਾਂਵ ਵਾਕੰਸ਼ਦੀਪਰਿਭਾਸ਼ਾ 2.ਨਾਂਵ ਵਾਕੰਸ਼ਦੇਤੱਤ 3.ਨਾਂਵ ਵਾਕੰਸ਼ਦਾਵਰਗੀਕਰਨ 1.ਨਾਂਵ ਵਾਕੰਸ਼ਉੱਤੇ ਨੋਟ ਲਿਖੋ 2.ਕਲਾਸ ਵਿੱਚਵਿਦਿਆਰਥੀਆਂਨੂੰ ਦੋ ਹਿੱਸਿਆਂਵਿੱਚਵੰਡਕੇਵਿਆਕਰਨਸੰਬੰਧੀਪ੍ਰਤੀਯੋਗਤਾਕਰਵਾਈਜਾਵੇਗੀ। | 1-6(ਦਿਨ) |
| ਪਾਠਕ੍ਰਮਸੰਬੰਧੀਪ੍ਰਸ਼ਨ ਜੱਗ-ਬੀਤੀਹੱਡ-ਬੀਤੀ ਨਿਸ਼ਕਰਸ਼ | 1.ਸਾਰ 2.ਵਿਸ਼ਾ-ਵਸਤੂ 3. ਛੋਟੇ ਪ੍ਰਸ਼ਨਉੱਤਰ 1.ਸਫੈਦਪੋਸ਼ ਕਹਾਣੀਦਾਸਾਰ/ਵਿਸ਼ਾ-ਵਸਤੂਤੇਇਸਸੰਬੰਧੀ ਛੋਟੇ ਪ੍ਰਸ਼ਨਵੀਕਰਵਾਏਜਾਣਗੇ। 2.ਇਕ ਸਧਾਰਨਆਦਮੀਕਹਾਣੀਦਾਸਾਰ/ਵਿਸ਼ਾ-ਵਸਤੂਤੇਇਸਸੰਬੰਧੀ ਛੋਟੇ ਪ੍ਰਸ਼ਨਵੀਕਰਵਾਏਜਾਣਗੇ। 1. ਸਫੈਦਪੋਸ਼ਕਹਾਣੀਦਾਸਾਰ 2. ਇਕਸਧਾਰਨਆਦਮੀਕਹਾਣੀਦਾਵਿਸ਼ਾ-ਵਸਤੂਲਿਖੋ। | 1-6(ਦਿਨ) |
| ਪਾਠਕ੍ਰਮਸੰਬੰਧੀਪ੍ਰਸ਼ਨ | 1.ਸਾਰ | |

| | | |
|---------------------|--|----------|
| ਗੱਦ-ਪ੍ਰਵਾਹ | <p>2. ਵਿਸ਼ਾ-ਵਸਤੂ</p> <p>3. ਪਾਤਰ-ਚਿਤਰਨ</p> <p>4. ਛੋਟੇ ਪ੍ਰਸ਼ਨਉੱਤਰ</p> | |
| ਨਿਸ਼ਕਰਸ਼ | <p>1. ਪੂਰਨ ਸਿੰਘ</p> <p>2. ਨਿੱਕੀ ਕਹਾਣੀਦਾਬਾਦਸ਼ਾਹ</p> <p>ਇਨ੍ਹਾਂਦਾਸਾਰ/ਵਿਸ਼ਾ-ਵਸਤੂਤੇਪਾਤਰ-ਚਿਤਰਨਵਿਦਿਆਰਥੀਆਂਨੂੰਇਸਸੰਬੰਧੀ ਛੋਟੇ ਪ੍ਰਸ਼ਨਵੀਕਰਵਾਏਜਾਣਗੇ।</p> <p>1. ਪੂਰਨ ਸਿੰਘਦਾਪਾਤਰਚਿਤਰਨ।</p> <p>2. ਨਿੱਕੀ ਕਹਾਣੀਦਾਬਾਦਸ਼ਾਹਵਿਸ਼ਾ-ਵਸਤੂਲਿਖੋ।</p> | 1-6(ਦਿਨ) |
| ਵਿਆਕਰਨ | <p>ਮੇਲਤੇਅਧਿਕਾਰ</p> <p>1. ਮੇਲ ਤੇਅਧਿਕਾਰਦੀਪਰਿਭਾਸ਼ਾ</p> <p>2. ਮੇਲਤੇਅਧਿਕਾਰਦੇਤੱਤ</p> <p>3. ਮੇਲਤੇਅਧਿਕਾਰਵਰਗੀਕਰਨ</p> | |
| ਨਿਸ਼ਕਰਸ਼ | <p>1. ਮੇਲ ਤੇਅਧਿਕਾਰਉੱਤੇ ਨੋਟ ਲਿਖੋ।</p> <p>2. ਕਲਾਸ ਵਿੱਚਵਿਦਿਆਰਥੀਆਂਨੂੰ ਦੋ ਹਿੱਸਿਆਂਵਿੱਚਵੰਡਕੇਵਿਆਕਰਨਸੰਬੰਧੀਪ੍ਰਤੀਯੋਗਤਾਕਰਵਾਈਜਾਵੇਗੀ।</p> | 1-6(ਦਿਨ) |
| ਪਾਠਕ੍ਰਮਸੰਬੰਧੀਪ੍ਰਸ਼ਨ | <p>1. ਸਾਰ</p> <p>2. ਵਿਸ਼ਾ-ਵਸਤੂ</p> <p>3. ਛੋਟੇ ਪ੍ਰਸ਼ਨਉੱਤਰ</p> | |
| ਜੱਗ-ਬੀਤੀਹੱਡ-ਬੀਤੀ | <p>1. ਕਸ਼ਟ ਨਿਵਾਰਨਕਹਾਣੀਦਾਸਾਰ/ਵਿਸ਼ਾ-ਵਸਤੂਤੇਇਸਸੰਬੰਧੀ ਛੋਟੇ ਪ੍ਰਸ਼ਨਵੀਕਰਵਾਏਜਾਣਗੇ।</p> <p>2. ਪੈਰ੍ਹਾ ਰਚਨਾਕਰਵਾਈਜਾਵੇਗੀ।</p> | 1-3(ਦਿਨ) |
| ਨਿਸ਼ਕਰਸ਼ | <p>1. ਤਿੰਨ ਪੈਰ੍ਹਾਰਚਨਾਕਰਨਲਈਦਿੱਤੇਜਾਣਗੇ।</p> | 1-3(ਦਿਨ) |
| ਪਾਠਕ੍ਰਮਸੰਬੰਧੀਪ੍ਰਸ਼ਨ | <p>1. ਸਾਰ</p> <p>2. ਵਿਸ਼ਾ-ਵਸਤੂ</p> <p>3. ਪਾਤਰ-ਚਿਤਰਨ</p> <p>4. ਛੋਟੇ ਪ੍ਰਸ਼ਨਉੱਤਰ</p> | |
| ਗੱਦ-ਪ੍ਰਵਾਹ | <p>1. ਬਾਤਾਂ ਮੋਹਨਸਿੰਘਕੀਆਂ</p> | 1-6(ਦਿਨ) |
| ਨਿਸ਼ਕਰਸ਼ | <p>1. ਬਾਤਾਂਮੋਹਨਸਿੰਘਕੀਆਂਦਾਸਾਰ/ਵਿਸ਼ਾ-ਵਸਤੂਤੇਪਾਤਰ-ਚਿਤਰਨਵਿਦਿਆਰਥੀਆਂਨੂੰਇਸਸੰਬੰਧੀ ਛੋਟੇ ਪ੍ਰਸ਼ਨਵੀਕਰਵਾਏਜਾਣਗੇ।</p> | |
| ਵਿਆਕਰਨ | <p>1. ਧੁਨੀ ਵਿਉਂਤ</p> | 1-5(ਦਿਨ) |

| | | |
|--|---|--|
| ਨਿਸ਼ਕਰਸ਼ | <p>(ੳ) ਧੁਨੀਵਿਉਂਤਦੀਪਰਿਭਾਸ਼ਾ (ਅ) ਧੁਨੀਵਿਉਂਤਦਾਵਰਗੀਕਰਨ 2.ਅਨੁਵਾਦ</p> <p>1.ਧੁਨੀ ਵਿਉਂਤਉਤੇ ਨੋਟ ਲਿਖੋ। 2.ਕਲਾਸ ਵਿੱਚਵਿਦਿਆਰਥੀਆਂਨੂੰ ਦੋ ਹਿੱਸਿਆਂਵਿੱਚਵੰਡਕੇਵਿਆਕਰਨਸੰਬੰਧੀਪ੍ਰਤੀਯੋਗਤਾਕਰਵਾਈਜਾਵੇਗੀ। 3. ਅੰਗਰੇਜੀਦੇਪੈਰੇਦੇਕੋਪੰਜਾਬੀਵਿੱਚਅਨੁਵਾਦਕਰਵਾਇਆਜਾਵੇਗਾ। 4. ਅਕਤੂਬਰਮਹੀਨੇਵਿੱਚਹੋਣਵਾਲੇਪਰਾਂਦੀਤਿਆਰੀਵੀਕਰਵਾਈਜਾਵੇਗੀ। 5.ਕਲਾਸ ਵਿਚਵਿਦਿਆਰਥੀਆਂਤੋਂਟੈਸਟਵੀ ਲਏ ਜਾਣਗੇ।</p> | 1-2(ਦਿਨ) 1-2(ਦਿਨ) |
| ਪਾਠਕ੍ਰਮਸੰਬੰਧੀਪ੍ਰਸ਼ਨ ਜੱਗ-ਬੀਤੀਹਡ-ਬੀਤੀ ਨਿਸ਼ਕਰਸ਼ | <p>1.ਸਾਰ 2.ਵਿਸ਼ਾ-ਵਸਤੂ 3. ਛੋਟੇ ਪ੍ਰਸ਼ਨਉੱਤਰ</p> <p>1.ਭਾਗਾਂ ਦੀ ਡੋਰ 2.ਅੰਗਰੇਜੀਤੋਂਪੰਜਾਬੀਵਿੱਚਅਨੁਵਾਦ</p> <p>1.ਭਾਗਾਂ ਦੀ ਡੋਰ ਕਹਾਣੀਦਾਵਿਸ਼ਾਵਸਤੂਲਿਖੋ। 2. ਅੰਗਰੇਜੀਤੋਂਪੰਜਾਬੀਵਿੱਚਅਨੁਵਾਦਕਰਨਲਈਦਿੱਤਾਜਾਵੇਗਾ।</p> | 1-3(ਦਿਨ) 1-3(ਦਿਨ) |
| ਪਾਠਕ੍ਰਮਸੰਬੰਧੀਪ੍ਰਸ਼ਨ ਗੱਦ-ਪ੍ਰਵਾਹ ਨਿਸ਼ਕਰਸ਼ | <p>1.ਸਾਰ 2.ਵਿਸ਼ਾ-ਵਸਤੂ 3.ਪਾਤਰ-ਚਿਤਰਨ 4. ਛੋਟੇ ਪ੍ਰਸ਼ਨਉੱਤਰ</p> <p>1.ਨੰਗੀ ਮੁਸਕਾਨ 2. ਪੈਰਾਰਚਨਾ</p> <p>1.ਸ਼ਿਵ ਕੁਮਾਰਦਾਪਾਤਰਦਾਪਾਤਰਚਿਤਰਨ। 2.ਇਸ ਦੇ ਛੋਟੇ ਪ੍ਰਸ਼ਨਵੀਕਰਵਾਏਹੋਣਗੇ।</p> | 1-6(ਦਿਨ) |
| ਨਿਸ਼ਕਰਸ਼ | <p>1.ਨਾਂਵ ਵਾਕੰਸ਼ 2.ਮੇਲ ਤੇਅਧਿਕਾਰਦੇਕਲਾਸਟੈਸਟ ਲਏ ਜਾਣਗੇ।</p> <p>ਨਵੰਬਰਮਹੀਨੇਵਿੱਚਰਵੀਜਨਕਰਵਾਈਜਾਵੇਗੀ।</p> | 1-6(ਦਿਨ) |

LESSON PLAN B.COM SEMESTER- V
MANAGEMENT ACCOUNTING

| Topic | Notes/Strategies/Resources | Time |
|--|--|----------------|
| Nature & scope of Management Accounting | <ul style="list-style-type: none"> • Discussion on limitations of Financial Accounting & need of Management Accounting | 7 days |
| Financial Statements | <ul style="list-style-type: none"> • Notes on latest guidelines regarding preparation of financial statements • Making students understand Annual Reports | 7 days |
| Financial Statement Analysis | <ul style="list-style-type: none"> • Practical Problems from different books covering different concepts • Homework & assignment of practical problems | 7 days |
| Ratio Analysis | <ul style="list-style-type: none"> • Powerpoint presentation on formulae of different ratios • Practical Problems • Calculation of ratios from annual reports of selected companies | 7 days |
| Cash Flow Statement | <ul style="list-style-type: none"> • Detailed discussion on Accounting Standard-3 • Powerpoint presentation on format of Cash Flow statement • Practical Problems | 14 days |
| Funds Flow Statement | <ul style="list-style-type: none"> • Powerpoint presentation on format of Funds Flow statement • Practical Problems • Preparation of Funds Flow Statement from annual reports of selected companies | 14 days |
| Marginal Costing | <ul style="list-style-type: none"> • Powerpoint presentation on different formulae • Practical Problems | 14 days |
| Management Reporting | <ul style="list-style-type: none"> • Articles in journals on management reporting • Samples of different reports and their importance • Formats | 7 days |
| Responsibility Accounting | <ul style="list-style-type: none"> • Discussion on meaning, steps involved in responsibility accounting, Cost centre, Revenue centre, Profit centre • E books | 7 days |
| Activity based costing | <ul style="list-style-type: none"> • Articles in journals on activity based costing • Discussion on recent trends in the topic | 7 days |

LESSON PLAN B.COM. SEMESTER-V

COST ACCOUNTING

| Topic | Notes/ Strategies/ Resources | Time |
|--|--|--------|
| Introduction to Cost Accounting | After going through this the students will learn the meaning of Cost Accounting ,its nature ,meaning and a thorough Knowledge of this branch of accounting | 1 week |
| Definition , meaning ,need , scope of Cost Accounting , advantages of Cost Accounting Distinction between cost and Financial Accounting and cost classification | Chapter-1 Cost Accounting Chapter -2 elements and components of cost and cost classification | |
| conclusion | Assignment distinguish between cost and Financial Accounting | |

| Topic | Notes/Strategies/Resources | Time |
|---|--|--------|
| Unit costing , cost sheet | After going through the lessons the students will understand how to make cost sheet and how to reconcile cost and financial accounts | 2weeks |
| Cost sheet , direct and reversal method , reconciliation of cost and financial accounting | Chapter-10 unit costing Chapter-9 Reconciliation of Cost and Financial accounting | |

| Topic | Notes/Strategies/Resources | Time |
|---|--|---------|
| Process costing and equivalent costing | After going through the topics the students will know how inter process costing is done | 2 weeks |
| Process costing, inter process profits ,abnormal loss and effectiveness | Chapter -13 process costing 1 Chapter -14 job and batch costing Chapter -15equivalent production | |

| Topic | Notes/Strategies/Resources | Time |
|---|--|--------|
| Marginal costing and decision making | After going through the chapter students will understand the concept of marginal costing and how it helps in various decision making | 1 week |
| Marginal costing and its applications and break even analysis chapter | Chapter -16 Extra questions for practice | |
| Conclusion | Assignment on cost volume profit analysis and tools of marginal costing | |

| Topic | Notes/Strategies/Resources | Time |
|---|---|-------------|
| Cost control- budgetary control and standard costing | After going through the chapter the students will understand various types of budgets and various variances in standard costing | 2 weeks |
| Various types of budgets and standard costing with reference to material labour and overheads | Chapter -17 budgetary control Chapter -18 standard costing | |
| conclusion | Detailed discussion on difference between budgetary control and standard costing | |

| Topic | Notes/Strategies/Resources | Time |
|---|--|-------------|
| Job costing ,batch costing and contract costing | After going through the chapter the students will understand the concept of job batch and contract costing | 1 week |
| Various types of cases how to calculate profits when the contract is incomplete as well as when it is completed | Chapter -11 job and batch costing Chapter -12 contract costing | |

| Topic | Notes/Strategies/Resources | Time |
|--|--|-------------|
| Elements of cost – materials | After going through the chapter students will learn material valuation and storage and pricing methods | 1 week |
| Materials, purchase ,storage ,control and pricing Issue and evaluation of materials | Chapter -3 Material 1 Chapter-4 Material 2 | |

| Topic | Notes/Strategies/Resources | Time |
|--|--|-------------|
| Labour - components of labour cost ,overtime costs Activity based costing | After going through these topics student will learn to calculate labour cost including overtime cost and idle time control | 1.5weeks |
| Labour meaning, components of its cost accounting and control of idle time and overtime cost | Chapter -5 labour meaning components idle time and incentive plans Chapter 8 activity based costing | |

| Topic | Notes/Strategies/Resources | Time |
|---|--|-------------|
| Overheads classification and allocation | After going through the chapters the students will learn the overhead classifications and how are they absorbed Different methods of absorption and accounting of overheads | 2 weeks |

LESSON PLAN B.COM. SEMESTER-V
OPERATIONS RESEARCH

| TOPIC | NOTES/STRATEGIC RESOURCES | TIME |
|---|--|-------------|
| Introduction to Operations Research | After going through this lesson, learner will be able to <ul style="list-style-type: none"> • Understand meaning and Concept, scope, techniques and limitations of Operations Research • Appreciate the basic terminology used in Operations Research | 7 days |
| LESSON BREAKDOWN Definition and Scope, objectives of Operations Research , terms used in Operations Research , techniques ,uses and limitations of Operations Research . | SUGGESTED READINGS Kapoor, V.K., “Operations Research Techniques for Management Swaroop, K., Gupta, P.K. and Manmohan, “Operations Research”. | |
| Conclusion | ASSIGNMENT Prepare a glossary of new terms learnt in session | |
| TOPIC | NOTES/STRATEGIC RESOURCES | TIME |
| Conceptual Frame work of Linear Programming | After going through this lesson, learner will be able to <ul style="list-style-type: none"> • Know about formulation of Linear Programming problem. • Solve Linear Programming problem graphically. • Solve Linear Programming problem by Simplex method. | 20 days |
| LESSON BREAKDOWN Definition,terminology,applications and formulation of Linear Programming problem. Plotting the formulation of Linear Programming problem on the graph. Using Simplex method for | SUGGESTED READINGS Kapoor, V.K., “Operations Research Techniques for Management Swaroop, K., Gupta, P.K. and Manmohan, “Operations Research”. | |

| | | |
|--|--|-------------|
| Linear Programming problem. | Chawla, Gupta, Sharma, “Operations Research” | |
| Conclusion | ASSIGNMENT Apply the knowledge of formulation of Linear Programming problem in solving various problems. | |
| TOPIC | NOTES/STRATEGIC RESOURCES | TIME |
| Transportation Model | After going through this lesson, learner will be able to <ul style="list-style-type: none"> • Formulate and solve transportation problem . • Formulate and solve transshipment problem | 10 days |
| LESSON BREAKDOWN Meaning, assumptions, formulation and solution of transportation problem . Formulation and solution of transshipment problem. | Kapoor, V.K., “Operations Research Techniques for Management Chawla, Gupta & Sharma, “Operations Research” Nandra ,Sandhu & Kant, “Operations Research”. | |
| Conclusion | ASSIGNMENT Students may be given various transportation and transshipment problems . MCQs/True or False questions to examine their understanding | |
| TOPIC | NOTES/STRATEGIC RESOURCES | TIME |
| Assignment model | Students will learn about <ul style="list-style-type: none"> • Hungarian Method for assignment. • Travelling sales man concept | 10 days |
| INDICATIVE CONTENTS Meaning, assumptions, formulation of assignment problem . Problems concerning travelling salesman. | SUGGESTED READINGS Kapoor, V.K., “Operations Research Techniques for Management Nandra ,Sandhu & Kant, “Operations Research”. Gupta, P.K. and Hira, D.S., “Operations Research”. | |

| | | |
|---|--|-------------|
| Conclusion | ASSIGNMENT <ul style="list-style-type: none"> Inclass exercise given on Assignment Comparative analysis of Assignment and transportation problems | |
| TOPIC | NOTES/STRATEGIC RESOURCES | TIME |
| Queuing Models Game Theory – Theory of Games, Characteristics of Games, Rules – Look | Students will learn about <ul style="list-style-type: none"> Waiting Time and Idle Time Costs, Model I – Single Channel poisson Arrivals with Exponential Service Times. | 10 days |
| LESSON BREAKDOWN Application, Introduction, Elements, operating Characteristics, Waiting Time and Idle Time Costs, Model I – Single Channel poisson Arrivals with Exponential Service Times. Infinite Population; Assumption & Limitation Poisson of Queuing Model. | SUGGESTED READINGS Swaroop, K., Gupta, P.K. and Manmohan, “Operations Research”, Chawla, Gupta & Sharma, “ Operations Research” Nandra ,Sandhu & Kant,“ Operations Research”. | |
| Conclusion | ASSIGNMENT <ul style="list-style-type: none"> Inclass exercise given on Queuing Model. | |
| TOPIC | NOTES/STRATEGIC RESOURCES | TIME |
| Game Theory | LEARNING OUTCOMES <ul style="list-style-type: none"> Knowledge of important concepts of Theory of Games How to solve Game by Dominance and how mixed Strategies which can be used by players. | 7 days |
| LESSON BREAKDOWN Characteristics of Games, Rules – Look for a pure Strategy, Reduce Game by Dominance, Mixed Strategies (2 x 2 Games, 2 x n Games or m x 2 Games) | SUGGESTED READINGS Swaroop, K., Gupta, P.K. and Manmohan, “Operations Research”, Chawla, Gupta & Sharma, “ Operations Research” | |

| | | |
|--|--|-------------|
| | | |
| Conclusion | ASSIGNMENT <ul style="list-style-type: none"> • Students can be given various games. • Case Study analysis may be done. | |
| TOPIC | NOTES/STRATEGIC RESOURCES | TIME |
| Net Work Analysis | After this session, students will be in a position to <ul style="list-style-type: none"> • Do Project Planning scheduling, Cost Analysis and Crashing Exercises | 7 days |
| LESSON BREKDOWN Net Work Analysis in Project Planning, scheduling, CPM, PERT, Cost Analysis and Crashing the Network Exercises | SUGGESTED READINGS Kapoor, V.K., “Operations Research Techniques for Management Swaroop, K., Gupta, P.K. and Manmohan, “Operations Research”. Gupta, P.K. and Hira, D.S., “Operations Research”. | |
| Conclusion | ASSIGNMENT <ul style="list-style-type: none"> • Students may be given various net work analysis problems. • MCQs/True or False questions to examine their understanding | |

LESSON PLAN B.COM. SEMESTER-V
INSURANCE SERVICE MANAGEMENT

| Topic | Notes/Strategies/Resources | Time |
|---|---|------------------------------|
| <p style="text-align: center;">Part-1</p> <p>1).<u>Insurance Organisation And Management:</u></p> <ul style="list-style-type: none"> • Life Insurers Management • Insurance Documentation • Policies Contracts • Renewals | <p>Group Discussion On Life And Health Insurance</p> <p>Website:-Www.Policybazaar.Com</p> <p>Website:-Www.Myinsuranceclub.Com</p> <p>Reference Book:-</p> <ul style="list-style-type: none"> ✓ Life And Health Insurance, By Harold D. Skipper | <p>1 Week</p> <p>2 Weeks</p> |
| <p>2).<u>Role Of Insurance Intermediaries In Emerging Markets:</u></p> <ul style="list-style-type: none"> • Agency Regulation • Training Procedures For Becoming Agent • Remuneration • Functions Of An Agent | <p>Special Lecture Conducted By Resource Person</p> <p>Lecture Conducted By An Insurance Agent</p> <p>Internet:-Www.Google.Com</p> <p><u>Text Book</u>:-‘Indian Insurance Industry’ By Shashank Shrivastav</p> | <p>3 Weeks</p> |
| <p style="text-align: center;">Part-2</p> <p>1).<u>Underwriting And Claims:</u></p> <ul style="list-style-type: none"> • Computation Of Premium And Bonuses | <p>Reference Book:-</p> <p>Insurance Management By Ganguly, Anand</p> | <p>1 Week</p> |

| | | |
|--|--|----------------|
| <ul style="list-style-type: none"> • Role Of Surveyors • Opportunity To Appeal • Premium Rate Structure | <p>Market Survey Conducted By Students</p> <p>Case Study On Lic</p> <p>Visit To Kotak Mahindra Insurance Company For:-Comparison Of Prices</p> | <p>3 Weeks</p> |
| <p>Need For Underwriting</p> | <p>Debate Session Conducted On Insurance</p> | |
| <ul style="list-style-type: none"> • Principles In Underwriting | <p>Group Discussion On 'Underwriting Contracts'</p> | |
| <p>2).<u>Pricing Of Insurance Products:</u></p> | | |
| <ul style="list-style-type: none"> • Impact Of Competition On Pricing | | |
| <ul style="list-style-type: none"> • Taxation And Policies | | |
| <ul style="list-style-type: none"> • Cost Consciousness | | |
| <ul style="list-style-type: none"> • Accounting Practices | <p>Comparison Found By Students Between Various Insurance Companies</p> | <p>2 Weeks</p> |
| <ul style="list-style-type: none"> • Factors Having Impact On Demand For Insurance | <p>Information Obtained From Irda Website</p> <p>Statistics Received From Television Updates</p> | |
| <ul style="list-style-type: none"> • Rigidities In Pricing System | <p>Lecture On Accounting System For Insurance Companies</p> | |
| <ul style="list-style-type: none"> • Price Behaviour In Deregulated Market | <p>Group Discussion On 'Need For Insurance'</p> | <p>1 Week</p> |
| | <p>Internet:-Www.Google.Com</p> | <p>2 Weeks</p> |
| | <p>Reference Book:-</p> | |
| | <p>Insurance,By Julia Holyoake And Bill Weiper</p> | |

LESSON PLAN B.COM. SEMESTER-V

E-COMMERCE

| Topic | Notes/Strategies/ Resources | Time |
|---|--|---------|
| Introduction to E-Commerce | <ul style="list-style-type: none">• Students will Learn About meaning and concept of E-Commerce• E-Commerce Vs Traditional Commerce• History of E-Commerce• E-Commerce and E-Business along with its difference• EDI | 1 week |
| E-Commerce Concept | E-Commerce: <ul style="list-style-type: none">• Importance• Features• Benefits• Impacts• Challenges• Limitations | 10 days |
| E-Commerce Concept | <ul style="list-style-type: none">• E-Commerce & Supply Chain Management• E-Commerce Infrastructure | 2 Days |
| Business Models of E-Commerce | <ul style="list-style-type: none">• Students will gain knowledge about various models of E-Commerce• Business-to- Business (B2B)• Business-to-Consumer (B2C)• Consumer-to-Consumer (C2C)• Consumer-to-Business (C2B)• Business-to-Employee (B2E)• Business-to-Government (B2G) | 20 days |
| E-Commerce Strategies & Influencing factors | <ul style="list-style-type: none">• E-Commerce Strategy• Influencing factors of successful E-Commerce | 2Days |
| Marketing Strategies & E-Commerce | <ul style="list-style-type: none">• Students will be acquainted with E-Commerce Marketing Strategies & E-Commerce Website• E-Commerce Marketing strategies | 10 days |

| | | |
|--|--|---------|
| | <ul style="list-style-type: none"> • Website & its components • Designing Principles for E-Commerce Website • Corporate Website • Web Portal • Search Engine | |
| Internet Advertising & Mobile Commerce | <ul style="list-style-type: none"> • Students will learn about Internet advertising or online advertising • Emergence of the internet as a competitive advertising media • Models of Internet Advertising • Weaknesses in Internet Advertising • Mobile Commerce | 10 Days |
| Electronic Payment System | <ul style="list-style-type: none"> • Students will gain knowledge about electronic payment system and its types • Prepaid & Postpaid payment systems • E-cash • E-cheque • Debit Card • Credit Card • Electronic purse • Security issues on electronic payment system • Solution to security issues | 25 Days |
| Biometrics | <ul style="list-style-type: none"> • Students will learn about the basic concept of biometrics • Types of biometrics | 2 Days |
| Legal and Ethical Issues in E-Commerce | <ul style="list-style-type: none"> • Security Dimensions • Security Threats • Defensive measures of Security in E-Commerce • Regulatory Framework of E-Commerce | 3 Days |