**Tentative Lesson Plan for the session 2024-25 (Odd Sem)**

**Sh. Satish Kumar, Associate Professor of Commerce**

**Class- B.com 3rd Pass Semester 5th**

**Subject: Cost Accounting**

|  |  |
| --- | --- |
| Week/Month | Topics to be covered |
|  4th week July | Introduction to cost accounting, nature,  |
| 5th week July | function, importance, Limitations |
| 1st week Aug | Classification/element of cost |
| 2nd week Aug | Revision of Last 2 week |
| 3rd week Aug  | Material cost control |
| 4th week Aug | Material issue techniques |
| 1st week Sept | Store ledger accounts: LIFO, FIFO, HIFO |
| 2nd week Sept | Labour cost control |
| 3rd week Sept | Practical problem |
| 4th week Sept | Unit costing  |
| 1st week Oct | Reconciliation statements |
| 2nd week Oct | Overheads: allocation, absorption, apportionment  |
| 3rd week Oct | Machine hour rate |
| 4th Week Oct | Practical problems of machine hour rate |
| 1st week Nov | Revision  |
| 2nd week Nov | Revision |
| 3rd week Nov | Test  |
| 4th week Nov | Test |

**Tentative Lesson Plan for the session 2024-25 (Odd Sem)**

**Sh. Satish Kumar, Associate Professor of Commerce**

**Class- B.com Second year Pass Semester 3rd**

**Subject: HRM**

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| Week/Month | Topics to be covered |
|  4th week July | Introduction to human resource, importance |
| 5th week July | Need, objectives of HRM, Limitation |
| 1st week Aug | Recruitment & selection |
| 2nd week Aug | Revision of Last 2 week |
| 3rd week Aug  | Training : on the job, off the job  |
| 4th week Aug | Development of personal  |
| 1st week Sept | Placement  |
| 2nd week Sept | Promotion, demotions |
| 3rd week Sept | Motivation |
| 4th week Sept | Social securities |
| 1st week Oct | Financial vs non-financial incentives |
| 2nd week Oct | Safety and security |
| 3rd week Oct | Industrial unrest and disputes |
| 4th Week Oct | Disputes settlements, strikes, layoff |
| 1st week Nov | Revision |
| 2nd week Nov | Revision |
| 3rd week Nov | Test |
| 4th week Nov | Test |

**Tentative Lesson Plan for the session 2024-25 (Odd Sem)**

**Sh. Satish Kumar, Associate Professor of Commerce**

**Class- B.com Pass final year Semester 5th**

**Subject: Secretarial Practices**

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| --- | --- |
| Week/Month | Topics to be covered |
|  4th week July | Introduction of Company Secretary, Meaning, relationship with company |
| 5th week July | Function, duties, responsibility, Power of Secretary |
| 1st week Aug | Appointment, Procedure, qualification, disqualification of Secretary |
| 2nd week Aug | Removal of Secretary, Promotion of Company and Secretary |
| 3rd week Aug  | Duties of Secretary regarding promotion of M/A, A/A and their alteration |
| 4th week Aug | Duties of Secretary regarding securities issue certificate |
| 1st week Sept | Calls in Arrear, Forfeiture of securities,  |
| 2nd week Sept | Re-issue of securities, transfer and transmission of securities  |
| 3rd week Sept | Company meeting and Secretary: duties of secretary; valid meeting  |
| 4th week Sept | Meeting of stakeholders and necessary arrangement , duties of secretary |
| 1st week Oct | Revision of last 10 weeks work |
| 2nd week Oct | Meeting of BODs, requirement, duties of secretary |
| 3rd week Oct | Motion: meaning, nature, definition, requirement, valid motion |
| 4th Week Oct | Motion and Resolution in detail |
| 1st week Nov | Revision |
| 2nd week Nov | Revison |
| 3rd week Nov | Test |
| 4th week Nov | Test |

**Tentative Lesson Plan for the session 2024-25 (Odd Sem)**

**Sh. Satish Kumar Associate Professor of Commerce And**

**Sh. Naveen, Assistant Professor of Commerce**

**Class- CBCS Paper Semester 5th**

**Subject: Principal of Management**

|  |  |
| --- | --- |
| Week/Month | Topics to be covered |
|  4th week July | Management Concept: Meaning, definition, nature, scope |
| 5th week July | Management Vs Ownership Vs Administration  |
| 1st week Aug | Role, function, duties and responsibilities of a manager |
| 2nd week Aug | Principles of Management, Levels of Management |
| 3rd week Aug  | Planning: Concept, meaning, scope, importance |
| 4th week Aug | Process of planning, plan vs budget vs program vs policy |
| 1st week Sept | Decision Making detailed concept, MBO |
| 2nd week Sept | Organizing: Meaning, Process, Nature, Importance,  |
| 3rd week Sept | Formal vs Informal organization, authority and power |
| 4th week Sept | Delegation of authority and responsibility in detail |
| 1st week Oct | Directing : Meaning, nature, importance, scope |
| 2nd week Oct | Leadership in detail with concept |
| 3rd week Oct | Theories of leadership |
| 4th Week Oct | Theories of leadership |
| 1st week Nov | Controlling in detail |
| 2nd week Nov | Revision |
| 3rd week Nov | Revision |
| 4th week Nov | Test |

**Tentative Lesson Plan for the session 2024-25 (Odd Sem)**

**Sh. Naveen, Assistant Professor of Commerce**

**Class- B.com Pass final year Semester 5th**

**Subject: Taxation Law**

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| --- | --- |
| Week/Month | Topics to be covered |
|  4th week July | Introduction and History of Income tax |
| 5th week July | Basic terms of income tax |
| 1st week Aug | Exemptions from income tax |
| 2nd week Aug | Revision Basic tax terms |
| 3rd week Aug  | Revision Tax heads, Slab rates |
| 4th week Aug | Agriculture income |
| 1st week Sept | Residential status  |
| 2nd week Sept | Income from salary |
| 3rd week Sept | Revision all previous work |
| 4th week Sept | Retirement benefits |
| 1st week Oct | House property head |
| 2nd week Oct | Business profession head, Depreciation |
| 3rd week Oct | Certain business income, Deductions from 80C to 80U |
| 4th Week Oct | Capital gains  |
| 1st week Nov | Other sources |
| 2nd week Nov | Set off and carry forwarded of losses |
| 3rd week Nov | Clubbing of income |
| 4th week Nov | Revision  |

**Tentative Lesson Plan for the session 2024-25 (Odd Sem)**

**Sh. Naveen, Assistant Professor of Commerce**

**Class- B.com Hons. final year Semester 5th**

**Subject: Income Tax**

|  |  |
| --- | --- |
| Week/Month | Topics to be covered |
|  4th week July | Introduction and History of Income tax |
| 5th week July | Basic terms of income tax |
| 1st week Aug | Exemptions from income tax |
| 2nd week Aug | Agriculture income |
| 3rd week Aug  | Revision basic tax terms |
| 4th week Aug | Revision tax slab, tax heads |
| 1st week Sept | Residential status  |
| 2nd week Sept | Income from salary |
| 3rd week Sept | Revision all previous work |
| 4th week Sept | Retirement benefits |
| 1st week Oct | House property head |
| 2nd week Oct | Business profession head, Depreciation |
| 3rd week Oct | Certain business income, Deductions from 80C to 80U |
| 4th Week Oct | Capital gains  |
| 1st week Nov | Other sources |
| 2nd week Nov | Set off and carry forwarded of losses |
| 3rd week Nov | Clubbing of income |
| 4th week Nov | Revision  |

**Tentative Lesson Plan for the session 2024-25 (Odd Sem)**

**Sh. Naveen, Assistant Professor of Commerce**

**Class- M.Com 1st year Semester 1st**

**Subject: Q.T. for Managerial Decision**

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| --- | --- |
| Week/Month | Topics to be covered |
|  4th week July |  QT introduction,Types, meaning, roles |
| 5th week July | Sampling meaning and introduction  |
| 1st week Aug | Sample vs Population |
| 2nd week Aug | Hypothesis testingLevel of significance |
| 3rd week Aug  | Last 4 week revision |
| 4th week Aug | Revision  |
| 1st week Sept | Type I & Type II errorAnd hypothesis testing process |
| 2nd week Sept | Numerical problem |
| 3rd week Sept | One tail, two tails test |
| 4th week Sept | Power of test, critical value |
| 1st week Oct | T-test, association of attributes |
| 2nd week Oct | Z-test, F-test |
| 3rd week Oct | ANOVA |
| 4th Week Oct | Non parametric tests |
| 1st week Nov | Chi-square test |
| 2nd week Nov | Revision |
| 3rd week Nov | Test |
| 4th week Nov | Test |

**Tentative Lesson Plan for the session 2024-25 (Odd Sem)**

**Sh. Naveen, Assistant Professor of Commerce**

**Class- B.com Pass final year Semester 5th**

**Subject: ESSB**

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| --- | --- |
| Week/Month | Topics to be covered |
|  4th week July | Entrepreneurship: Introduction, Meaning, Concept  |
| 5th week July | Importance and issues, Entrepreneurship Vs Management  |
| 1st week Aug | Entrepreneur meaning, role functions of Entrepreneur  |
| 2nd week Aug | Entrepreneur is process as a interactive process between individual and environment  |
| 3rd week Aug  | Small business meaning, definition, types, seedbed of entrepreneurship  |
| 4th week Aug | Opportunity scouting and idea generation, role of creativity |
| 1st week Sept | Innovation and business research, sources of business ideas,  |
| 2nd week Sept | Revisions |
| 3rd week Sept | Process of setting up small business, preliminary screening, feasibility of business ideas |
| 4th week Sept | Business plan and business report |
| 1st week Oct | Experimental learning of successful/unsuccessful business entrepreneur  |
| 2nd week Oct | Managerial role and function in small scale business, business process design and re-design |
| 3rd week Oct | Location, layout of business, productivity and environment for business growth, expansion, merger and acquire |
| 4th Week Oct | Diversification of business, crisis in business growth |
| 1st week Nov | Small business Marketing details study, tender marketing, consortium marketing, Marketing Assistance |
| 2nd week Nov | Fiscal monetary incentives for small business |
| 3rd week Nov | Revisions |
| 4th week Nov | tests |