

Lesson Plan Session 2024-25 (Odd Semester)

Paper Code : C24MDC106T (i)
Nomenclature: Fundamentals of Banking

Name of Faculty: Satish Singla, Associate Professor

<i>Month</i>	<i>Topics to be covered</i>
22th July 2024	<ul style="list-style-type: none"> • Introduction of Bank and banking
August	<ul style="list-style-type: none"> • Evolution of Banking-Understanding the Concept, Definition and Evolution of Banking • Historical development of Banking Systems
September	<ul style="list-style-type: none"> • Regulatory frame work of Banking in India • Types of Banks and their Functions: Commercial Banks • Cooperative Banks and Central Bank (RBI).
October	<ul style="list-style-type: none"> • Role and Importance of Banking in Economic Development. • Banking products and services: Deposit accounts (savings, current, fixed deposits): Account opening and maintenance procedures. • LendingLoans:Introduction to loansandadvances.
November2024	<ul style="list-style-type: none"> • Core Banking Solutions(CBS)System: ATMandDigitalBanking:ATM usage and safety precautions • Online banking services. Fund transfers (NEFT, RTGS, IMPS) • Payment Systems: Cheques, demand drafts, and digital payment methods. • Bank Field Visit and Report Writing

Name of Teacher: Dr. Suman Bansal, Ms. Shaina Tehria

Class: B.Com. I

Paper: Basic Accounting I (C24BCM102T)

Month	Topics
July,2024	– Meaning, objective & scope, function and limitations of accounting, distinguish between book-keeping, accounting and accountancy.
August,2024	GAAP: Accounting concept and conventions, double entry system. Unit-II Accounting Cycle- Meaning and process, Journal: Meaning, features and Performa, Analyzing and journalizing of business transactions, Opening and Closing Entries. Ledger: Meaning and features, Ledger Posting and Balancing of Accounts. Subsidiary books: meaning, objectives and types.
September,2024	Preparation of Cash book. Meaning, objectives and preparation of Trial Balance. Depreciation-Concept, Features, Methods of charging depreciation; numerical problems on Straight Line Method &Written Down Value Method, Provisions, and Reserves; types of reserves.
October,2024	Accounting Errors: Types and accounting treatment of one-sided and two-sided errors. Final Accounts- Meaning of Final accounts; trading account, profit, and loss account, balance sheet, Final accounts with main adjustments.
November,2024	Accounts of Non-Profit Organizations: An Overview.

Lesson Plan
Fundamentals of Management (DSC A1)
B.Com. I Semester
2024-25 (odd Semester)

Month	Topics of Syllabus
July, 2024	<ul style="list-style-type: none"> • Introduction to Management: meaning, nature and importance of management, • Principles of Management.
August, 2024	<ul style="list-style-type: none"> • Approaches to Management; • Manager vs entrepreneur, managerial roles and skills, • Social responsibility of managers, challenges before modern managers; • Planning: meaning, nature, and scope of planning, planning process, • Types of plans, • Management by objectives; • Decision Making: steps and techniques of decision making
September, 2024	<ul style="list-style-type: none"> • Organizing: nature, principles of organization, organizational structures and departmentation, • Authority and responsibility, • Span of control, • Centralization and decentralization, • Delegation of authority. • Staffing: meaning, importance and scope;
October, 2024	<ul style="list-style-type: none"> • Directing: components, principles; • Communication: process and barriers, principles of business communication; • Leadership: concept and importance; Motivation: nature and importance. • Coordination: meaning, importance and principles;
November 2024	<ul style="list-style-type: none"> • Controlling: nature and objectives, types of control, • Steps in control process, • Characteristics of effective control, • Techniques of controlling. • Revision and Tests

Dr. Anita Taneja, Ms Heena Pahuja

Signature of Teacher

Class:B.ComI(1stSem)

Subject: Modern Advertising Tools (C24SEC102T)

Month	Topics to be Covered
22, July 2024	Introduction to Modern Advertising: Meaning, Scope, Regulation,
August	History and Ethics; Types of Advertising: Traditional vs. Digital Advertising, Print, Broadcast, Outdoor, and Digital Media. Role of Advertising in Business and Society.
September	Advertising Theories and Models: AIDA (Attention, Interest, Desire, Action) model, DAGMAR (Defining Advertising Goals for Measured Advertising Results) Digital Advertising and Programmatic Tools: Digital Advertising Tools and Platforms: Assignments
October	Search Engine Advertising (SEA): Google Ads, Bing Ads, Keyword Research and Selection, Pay-per-click (PPC) Campaigns, Social Media Advertising: Facebook, Instagram, Twitter, LinkedIn Ads, Targeting and Segmentation. Unit Test
November	Creative Design, Content Development, Analytics, and Ethics: Creative Design and Content Development: Advertising Design Principles: Visual Hierarchy, Typography, Color Theory, Branding and Brand Identity, Adobe Creative Suite (Photoshop, Canva, Pikto).

Lesson Plan (2024-25)

Class: B.Com II (IIIrd Sem)

Subject: Corporate Accounting (BC301)

Month	Topics to be Covered
22, July 2024	Valuation of goodwill: concepts and methods of its valuation
August	Valuation of shares: concepts and methods of its valuation Accounting for share capital and debentures: Issue, forfeiture and Re-issue of forfeited shares; Book Building: concept and process;
September	Issue of Right shares and Bonus shares; Buyback of shares; Redemption of preference shares; Issue and Redemption of debentures Final Accounts of Companies; Internal Reconstruction- Concept and Accounting treatment excluding scheme of reconstruction; Assignments
October	Accounts of Holding Companies- Preparation of Consolidated Balance Sheet with one Subsidiary Company, pre-acquisition and post-acquisition profits and reserves, Relevant Provisions of Accounting Standard 21 Unit test
November	Amalgamation of Companies- Concept, Intercompany Owings, Problem of Friction Shares and Accounting Treatment as per Accounting Standard 14 (excluding Intercompany Holdings) Revision and Class Presentation

Session : 2024-25 ODD SEMESTER

Lesson Plan of B.COM. II SEM-III

Subject BCOM-302: BUSINESS STATISTICS-I

Months	Topics to be covered
July, 2024	<ul style="list-style-type: none">• Introduction of statistics: Development, Definition, Scope and Limitations.
August, 2024	<ul style="list-style-type: none">• Collection of data- methods, methods of collecting primary data,• classification -Functions, Rules and bases of classification,• Frequency distribution and its types,• Tabulation-meaning, types, parts and requisites of good table.• Presentation through diagrams-general rules, types and choice of diagram.
September, 2024	<ul style="list-style-type: none">• Graphic presentation -general rules for graphing,• graphs of frequency distribution and histograms.• Concept and measures of central tendency: Mathematical averages, positional average and partition values.• Measures of dispersion in detail:• Absolute and relative measures of dispersion-Range,
October, 2024	<ul style="list-style-type: none">• Quartile deviation, Mean deviation,• Standard deviation, Variance.• Measures of Skewness - Karl Pearson's, Bowley's and Kelly's coefficient of skewness,• coefficient of skewness based on moments.• Correlation -Types, methods-Scatter diagram method,• Karl Pearson's coefficient of correlation, standard error of estimate,
November, 2024	<ul style="list-style-type: none">• Co-efficient of determination.• Regression-Linear and non-linear.• Lines of regression, coefficients of regression,• correlation vs. regression analysis

Lesson Plan

BUSINESSLAWS(BCOM303)

ExternalMarks:70

InternalMarks:30

Time:3 Hours

Teacher'sName: Sh.SatishPannu

Month	Topics
July	Indian Contract Act: Meaning and essentials of a valid contract;
August	Offer and acceptance; consideration; capacity to contract; consent and free consent; consideration;voidagreements;quasicontract;performanceofcontracts; differentmodeofdischargeofcontract;remediesforbreachof contract.
September	ContractsofIndemnityandGuarantee;bailmentandpledge;contractof agency.
October	SaleofGoodsAct–Definitionandessentialofacontractofsale,conditions andwarrantees,transferofproperty;performanceofcontractofsale;right ofunpaidssailor;remediesforbreachofcontract.
November	NegotiableInstrumentAct–Meaningandessentialelementsofanegotiable instruments;typesofnegotiableinstrument;holderandholderinduecourse; negotiationofnegotiableinstruments;dishonourofnegotiableinstruments. Meaning and scope of Information Technology Act; digital signature; electronicgovernance;regulationofcertifyingauthority;digitalsignature certificates;dutiesofsubscribers;penaltiesadjudicationand offences.

Lesson Plan
Computerized Accounting System (BCOM 304)

External Marks: 40

Internal Marks: 30

Practical: 30

Time: 3 Hours

Teacher's Name: Mr. Gagan

Month	Topics
July	Introduction: installation of Tally.ERP9
August	Introduction: installation of Tally, ERP9–Licensing configurations – Tally Vault Password, Security Control in Tally, ERP9–
September	Accounting: voucher entry, budget, cost center, balance sheet, profit and loss account, currency, debit note, credit note, and interest calculation.
October	Inventory: stock item, sales order, purchase order, delivery note, rejection out. Computerized. Tax Liability Calculation. Splitting Company Data–Backup and Restore.
November	Payroll: Salary Accounting– Introduction to Payroll– Payroll Masters – Payroll Vouchers – Overtime Payment – Gratuity – Advanced Payroll Transactions Basic Salary, Overtime, Bonus, Gratuity, Loan, ESI, Provident Fund, Pension, Commission

Session: 2024-25 ODD SEMESTER

Lesson Plan of B.COM. II SEM-III

Subject BCOM-305: INDIAN FINANCIAL SYSTEM

Months	Topics to be covered
July, 2024	<ul style="list-style-type: none">• Introduction: nature and role of financial system; Financial system and economic development;
August, 2024	<ul style="list-style-type: none">• An overview of Indian financial system.• Components of financial system:• Financial markets and financial instruments: money and capital markets:• Money market: meaning, constituents instruments and functions, recent developments in Indian money market;Capital market:• Primary and secondary market
September, 2024	<ul style="list-style-type: none">• Depository system, recent developments in Indian capital market;• SEBI: its formation, role and recent developments.• The Debt Market: meaning, features, participants, instruments; private,• PSUs & Government securities market.
October, 202	<ul style="list-style-type: none">• Financial institutions:• Reserve Bank of India: organization, management and functions;• credit creation and credit control.• Commercial banks; meaning and functions
November, 2024	<ul style="list-style-type: none">• structure and recent developments in commercial banking in India;• E-banking,• NPA's in Commercial Banks

Signature of Teacher

LessonPlan(Session2024-25)

CLASS: BCOM 3RD 306

SUBJECT:RURAL MARKETING

PREPARED BY: Kirti verma

<i>Month</i>	<i>Topicsto be covered</i>
22 th July 2024	<ul style="list-style-type: none">• RuralMarkets:CharacteristicsandDimensions.RuralvsUrbanMarkets.• Ruralmarketing:Definitionandrelevance.• Macroandmicroenvironmentalfactorsaffectingruralmarketing
August 2024	<ul style="list-style-type: none">• Constraintsinruralmarketingandstrategiestoovercome.• Ruralconsumerprofile,ruralconsumerdecisionmakingprocess.• Factorsaffectingruralconsumerdecisionmaking.• 4A'sofruralmarketing:Affordability,availability,awareness, and acceptability
September 2024	<ul style="list-style-type: none">• Segmentingruralmarkets:Basesand strategies.• Productstrategiesforruralmarkets, Branding,• Packaging,warrantiesandafter-sales service.• Pricingmethodsandstrategies forrural markets.
October 2024	<ul style="list-style-type: none">• Promotionstrategiesincludingadvertising,• Salespromotionandpersonalsellingfor ruralmarkets.• Traditional and emerging channels of distribution in rural markets. Marketing of agricultural inputs.
November 2024	Revision

LESSON PLAN (Session 2024-25)

CLASS: BCOM 5TH-501

SUBJECT: Management Accounting

Prepared by: Kirti Verma

Months	Topics to be covered
22 July 2024	Management Accounting: Meaning, Scope, Importance and Techniques, Distinction between Financial Accounting and Management Accounting, Distinction between Cost Accounting and Management Accounting.
August 2024	Budgeting and Budgetary Control: Concept of Budgeting and Budgetary Control, Objectives of Budgetary Control, Types of Budget, Essentials of Budgetary Control, Performance Budgeting and Zero Base Budgeting.
September 2024	Marginal Costing: Uses, Nature and Limitations, Break-Even Analysis, P/V Ratio, Margin of Safety, Angle of Incidence, Decision among Alternative Choices.
October 2024	Financial Analysis: Meaning and Importance, Ratio Analysis: Meaning and Importance, Limitations and Calculation of ratios, Cash Flow Statement: Meaning, Uses and Preparation.
November 2024	Revision

Session: 2024-25 ODD SEMESTER

Lesson Plan of B.COM. III SEM-V

Subject BCOM-502: FINANCIAL MANAGEMENT

Months	Topics to be covered
July, 2024	<ul style="list-style-type: none">• Financial Management:• Goals, functions and decisions.• Time preference for money,
August, 2024	<ul style="list-style-type: none">• Organization of Finance Functions., Financial goal: profit maximization vs. wealth maximization, Agency problems:• Managers vs. shareholder's goals. Time value of money.• Capital Budgeting decisions -Introduction,• Nature and types of investment decisions, methods:• Pay-back period method,
September, 2024	<ul style="list-style-type: none">• Net present value method, Internal rate of return method, profitability index method,• NPV vs. PI, Measures of operating and financial leverage• Management of working capital:• Concept of working capital,• Determinants of working capital.• Cash Management,
October, 202	<ul style="list-style-type: none">• Receivables Management: credit policy nature and goals• Inventory Management: nature, need and objectives.• Cost of capital of different sources of finance, determining the components of cost of capital, the weighted average cost of capital.• Capital Structure Planning and Policy,• Capital structure theories and its determinants,
November, 2024	<ul style="list-style-type: none">• Dividend Policies Models:• Relevance and Irrelevance Models.• Issues in Dividend Policies

Signature of Teacher

Lesson Plan (2024-25)

Class: B.Com III (Vth Sem)

Subject: Business Law and Practice (BCOM 503)

Month	Topics to be Covered
22, July 2024	Origin and Evolution of banks - Meaning and definition of banking;
August	Structure of Indian Banking System - Classifications of banks; Functions of commercial banks; Regulatory Framework and Compliances - Banking Regulation Act 1949, Prevention of Money Laundering Act, 2002.
September	Banker and Customer relationship; their mutual rights and duties - lien - Power to combine different accounts - Secrecy of account; Different Types of Accounts; Cheques: requisite of valid cheque, crossing of cheques; Meaning and types of Endorsement. Assignments
October	Types of securities and precautions taken for banker's advances and loans Guarantees, pledge, lien, mortgage, charge - subject matters of collateral security; Factoring; Bill Discounting; Bank Guarantees; Letters of Credit; Commercial Papers. Unit Test
November	Contemporary and Emerging issues in Banking- Problem of NPAs; Capital adequacy norms; Banking Ombudsman Scheme; Technology driven developments; Ethics and Corporate Governance in Banks.

Lesson Plan

Income Tax-I (BCOM-504)

External Marks:70

Internal Marks:30

Time:3 Hours

Teacher: Sh.SatishPannu

Month	Topics
July	BasicconceptsofIncomeTax:Assessee,Person; Income;
August	Agriculturalincome;Previousyear;Assessmentyear;Grosstotal income; Total income; Advance Tax; Tax deducted at source; Distinctionbetween Capital and Revenue Receipts and Expenditure.
September	Residential Status & Basis of Charge; Scope of Total Income;TaxRates;incomewhichdoesnotformpartoftotalincome;Tax Management:Taxevasion,AvoidanceandTaxplanning.
October	Computation of Income under Various Heads: Income from Salary; Income from House Property; Profit and Gains of BusinessorProfession;CapitalGains;IncomefromOther Sources.
November	Clubbing provisions and Set Off and Carry Forward of Losses; Deductions from Gross Total Income: Deductions in respect of certain payments; Specific deductions in respect of certain income; Rebates and Reliefs.

Lesson Plan

Session: 2024-25

Name of Teacher: Rakesh

Class: B.Com-III (5th Semester)

Paper : Business Ethics (BCOM-505)

Month	Topics
July	Business Ethics: Meaning and Nature, Growing significance of ethics in Business,
August	Ethical Principles in Business and Management, Theories of Business Ethics, Ethical Issues in Business
September	Ethics in various functional areas of Business: Ethics in Finance, Ethics in HRM, Ethics in Marketing, Ethics in Production and operational management. Ethics in Global business,
October	Ethics in IT, Ethical Decision making, Ethical dilemmas in organization, whistle blowing, Social Responsibility of Business and Corporate Governance, Corporate Social Responsibility under Companies Act 2013
November	Intellectual Property Rights: Patents, Copy-Rights, Trade Marks and Business Ethics, Ethical Value System

LESSON PLAN (Session 2024-25)

CLASS: BCOM 5TH-506(i)

SUBJECT: Supply Chain Management

Prepared by: Kirti Verma, Satish Pannu

Months	Topics to be covered
22 July 2024	Introduction to Logistics Management; Role, Scope and Evolution of Logistics Management, Operational Objectives of Logistics and its relation with Supply Chain Management, Customer service and Customer service measurement.
August 2024	Transportation decisions; Role of Transportation in Logistics, Elements of Transportation Cost, Selection of Transportation mode, Inventory management, Decision areas of Inventory management , Techniques of Inventory control, EOQ Under conditions of certainty an uncertainty.
September 2024	Concept of Warehousing and role of warehouses, Warehouses functions, Information and order processing, Role of Information in logistics Management, Order Processing , Process of Order Processing.
October 2024	Supply Chain Management: Nature and concept, Importance of Supply Chain, Value chain, Components of Supply Chain – Participants in Supply Chain, Role of a Manager in Supply Chain
November 2024	Revision

Lesson Plan of M.COM SEM-I

Session: 2024-25

Subject: MC-102: Business Environment

Duration: August to November,2024

- Time Allowed: 3 Hours M.M:60
- Note: Student has to attempt total five questions but Question No.1 is compulsory .
- All questions carry equal marks.

Name of Faculty: Satish Singla, Associate Professor

<i>Month</i>	<i>Topics to be covered</i>
August,2024	Indicators of Internal and External Business environment; Environmental scanning and risk assessment; Concepts of Economic systems;
September	New Industrial Policy-1991 and Recent Financial and Economic Reforms, Recent Monetary and Fiscal Policy and their impact on Business Environment. Impact of Political, Economic, Social and Technological Environment on the Emerging Sectors of Indian Economy: Public Sector, Private Sectors, Services Sector and SME Sector
October	Privatization in India; Public Private Partnership; Challenges and Opportunities in the Rural sector. Globalization Business Environment; Opportunities and challenges for MNCs in India; Foreign investment in India; Indian Foreign Trade and its Impact on Balance of Payment, Exchange rate Movements and India's Competitiveness in the world economy;

Lesson Plan-
2024-25(odd sem)

Class- M.Com.P

Subject- MPOB

Name of the Faculty- Ms. Heena Pahuja

August	Meaning-nature and scope of management Management Thoughts- Approaches of Management- Scientific Process, Decision Theory, Quantitative and System School, Contingency Theory, Managerial Skills and Social Responsibilities of managers. Assignment-1
September	Managerial Functions- Planning, Organizing, Staffing, Directing and Controlling. Assignment -2
October	Organization Behaviour: Concepts, Determinants, Challenges and opportunities, Contributing Disciplines to the OB, Organizational Culture and Climate Factors affecting OB, Understanding and managing individual Behaviour, Personality, Perception, Values, attitudes and Learning. Unit Test-1
November	Understanding and managing group behaviour, transactional Analysis, Applications of EI in Organizations, Communication Process, models and issues, Organizational Change ,Organizational Development Unit Test-2
December	Conflict management and Stress Management. Quiz.

Heena Pahuja

Lesson Plan of Session 2024-25 (Odd Sem.)

Class: M.Com. (P)

Subject: Business Statistics (MC-105)

Name of Teacher: Ms. Shaina Tehria

Month	Topics to be covered
August, 2024	<ul style="list-style-type: none">• Univariate analysis: central tendency, dispersion (theoretical concept)• Probability: Introduction, addition theorem, multiplication theorem• Conditional probability• Bayes Theorem• Assignment 1
September, 2024	<ul style="list-style-type: none">• Theoretical Probability Distribution: Binomial, Poisson, Normal Distribution; their characteristics and applications.• Assignment 2• Sampling: Probability and non-probability sampling methods• Sampling distribution and its characteristics• Unit Test 1• Hypothesis testing: hypothesis formulation and testing
October , 2024	<ul style="list-style-type: none">• Statistical Test: z-test, t-test, F-test, analysis of variance, chi-square test, Wilcoxon signed-rank test, Kruskal-wallis test• Unit Test 2• Correlation analysis: simple, partial, and multiple correlations• Regression Analysis: Simple linear regression model, ordinary least square method.
November, 2024	<ul style="list-style-type: none">• Time Series Analysis: Components of time series and their measurement and uses.• Index Number: Meaning and types, methods for measuring indices.• Viva• Statistical Quality Control: Causes of variation in quality, Control Charts, Acceptance sampling• Quiz
December, 2024	<ul style="list-style-type: none">• Revisionary Classes

Shaina Tehria

Assistant Professor of Commerce

Lesson Plan

Financial Accounting and Reporting (MC-104)
M.Com. Ist Semester
2024-25 (odd Semester)

Month	Topics of Syllabus
August, 2024	<ul style="list-style-type: none">• Introduction to Accounting: Meaning, nature and scope,• branches of accounting; Generally accepted accounting principles (GAAP);• Demand and supply of financial statement information: Parties demanding financial statement information,• Conflicts among parties,• factors affecting demand for financial statement information.• Accounting Cycle: Business transactions and source documents,• Analyzing transactions, Journalizing, and posting transactions,
September, 2024	<ul style="list-style-type: none">• preparing a trial balance, adjusting trial balance• Preparation of financial statements of trading concerns.• Final Accounts with adjustments. The conceptual framework of financial Statements: the purpose of the framework,• scope and coverage, Qualitative characteristics of financial statements,
October, 2024	<ul style="list-style-type: none">• Concept of capital and capital maintenance.• Preparation of financial statements of corporate entities.• Significance of notes to financial statements and accounting policies.• Other financial reports: Auditor's report, Directors report and corporate governance report. Quality of earnings: Window dressing,
November 2024	<ul style="list-style-type: none">• Creative financial practices,• impact of extraordinary items, Quality of disclosure in reported earnings. Financial Distress: meaning, indicators, models of distress prediction.• Revision and Test

Dr. Anita Taneja

Signature of Teacher

Lesson Plan

Session 2024-25 (Odd Semester)

Name of Teacher: Dr. Suman Bansal

Class: M.Com (P)

Paper: E Commerce (MC106)

Month	Topics
August,2024	Technology and Infrastructure for E-Commerce: Framework of E-commerce; Network Infrastructure for E-Commerce – Market Forces Influencing I-way, Network Access Equipment, Public Policy Issues Shaping the I-way; EDI - Applications in Business, Legal, Security and Privacy Issues of EDI; Components of EDI Standards, ASC X12 and EDIFACT.
September,2024	E-Commerce and Retailing: Changing Retail Industry Dynamics, Mercantile Models from the Consumer's Perspective, Management Challenges in Online Retailing. Intranets and Customer Asset Management: Basics of Customer Asset Management, Online Sales Force, Online Customer Service and Support, Technology and Marketing Strategy.
October,2024	Intranets and Manufacturing: Integrated Logistics, Agile Manufacturing, Emerging Business Requirements, Manufacturing Information Systems, Intranet-based Manufacturing, Logistics Management. E-Commerce and Online Publishing: Why Online Publishing, Online Publishing approaches, Advertising and Online Publishing. E-Commerce and Banking: Changing Dynamics in the Banking Industry, Home Banking Implementation Approaches, Management Issues in Online Banking.
November,2024	Intranets and Corporate Finance: An Introduction, Financial Systems, Financial Intranets, Software Modules in Financial Information Systems, Human Resource Management Systems, Size/Structure of Financial Software Market.

Lesson Plan of M.COM SEM-III Session: 2024-25

Subject: MCH-331: HUMAN RESOURCE PLANNING

Duration: 22July to November, 2024

- Time Allowed: 3 Hours M.M:60
- Note: Student has to attempt total five questions but Question No.1 is compulsory .All questions carry equal marks.

Name of Faculty: Satish Singla, Associate Professor

<i>Month</i>	<i>Topics to be covered</i>
22th July 2024	<ul style="list-style-type: none">• Human Resource Planning: Concept, Objectives, Benefits,• Problems
August	<ul style="list-style-type: none">• Strategic Human Resource Planning• Job Analysis• Human Resource Planning Process and Action Plans: Human Resource Demand Forecasting: Assessment and Techniques
September	<ul style="list-style-type: none">• Human Resource Supply Forecasting: Assessment and Techniques;• Action plans for Recruitment and Selection• Separation, Retention,• Training and Redeployment
October	<ul style="list-style-type: none">• Productivity Management and Human Resource Planning: Work Study, Method Study, Work Measurement,• Job Design, Work Scheduling.
November2024	<ul style="list-style-type: none">• Human Resource Planning in Changing Context: Human Resource Information System; Human Resource Accounting and Audit;• Structure of Labor Force and Demographic Changes: Problems and Challenges.

Session 2024-25 (Odd Sem.)

Lesson Plan

Class: M.Com. (F)

Subject: Personal Finance

Name of Teacher: Ms. Shaina Tehria

Month	Topics to be covered
July,2024	<ul style="list-style-type: none">• Personal Finance: Meaning and Importance• Financial Planning: Meaning, Process and role of financial planner.
August,2024	<ul style="list-style-type: none">• Risk Profiling: Client data analysis, life cycle, wealth cycle.• Asset Allocation: Strategic, Tactical, Fixed and Flexible.• Risk Management: Meaning, Process and Importance.• Distinguish between risk assessment, risk management and risk avoidance.• Assignment 1
September, 2024	<ul style="list-style-type: none">• Assessment of requirement of Health Insurance, Life Insurance and General Insurance.• Choice of products for risk coverage.• Unit Test 1• Investment Management: Meaning and Importance• Investment Avenues: Equity, Debt, gold, real estate, mutual funds, exchange traded funds.• Assignment 2
October, 2024	<ul style="list-style-type: none">• Portfolio management: Meaning, construction, evaluation and revision• Assignment 3• Loan Management: Meaning, types, Importance and assessment, personal, car loan, Home loan etc.• Unit Test 2
November,2024	<ul style="list-style-type: none">• Tax planning: basics terms of income tax, advance tax, tax deduction at source• Deductions under section 80 C, 80CCC, 80 D,80 G• Assignment 4• Taxation of investment products• Retirement planning: Management of nomination, power of attorney and will

Shaina Tehria

Assistant Professor of Commerce

Lesson Plan

Business Legislation (MC-302)

M.Com. IIIrd Semester

2024-25 (odd Semester)

Month	Topics of Syllabus
July, 2024	<ul style="list-style-type: none">• Indian Contract Act 1872 meaning and essentials of a valid contract, Classification of Contract• Offer and Acceptance,
August, 2024	<ul style="list-style-type: none">• Consideration,• Capacity to contract• Free consent• Void agreement and quasi contract,• Performance of Contracts• Different mode of discharge of contract,• Breach of contract.
September, 2024	<ul style="list-style-type: none">• Contract of Indemnity and Guarantee,• Contract of Bailment and Pledge,• Contract of Agency.• Sale of goods act – meaning and essentials,• Conditions and warranties,• Meaning and Classification of goods,• Right of unpaid seller, right of buyer, Caveat Emptor,• Negotiable Instrument Act – Meaning and essentials elements,• Types of Negotiable Instruments,• Holder and holder in due course,• Negotiation of negotiable instruments, Dishonour of negotiable instruments.
October, 2024	<ul style="list-style-type: none">• Companies Act 2013 – meaning and characteristics of a company,• Objects and applications of Companies Act 2013, and landmark provisions,• Classification of companies,• Formation of company,• Memorandum of Association and Article of Association,• Prospectus,• Allotment of shares and share capital, Membership of companies.
November 2023	<ul style="list-style-type: none">• Meetings of Companies – Meaning, principles and types,• Prevention of Oppression and Mismanagement, Winding up of company,• Consumer Protection Act -Consumer rights, provisions regarding complaints in consumer courts,• Unfair Trade Practices and Restrictive Trade Practices,• Consumer Protection Council, Consumer Forum.• Test and Revision

Dr. Anita Taneja

Signature of Teacher

Lesson Plan-
2024-25(odd sem)

Class- M.Com. Final

Subject : Sales and Distribution Management

July	Sales Management : Role of Sales Management in Marketing , Nature and Responsibilities of Sales Management. Modern Roles and Responsibility of sales Management, Required Skills for Sales Managers.
August	Theories of Selling. Sales Planning: Importance , approaches and process of sales planning ; sales forecasting ; Sales budgeting. Sales Organization : Purpose , principles and process of setting up a sales organization ; Sales organization structures ; Field sales organization ; Determining size of sales force .
September	Territory Management : Need , procedure for setting up sales territories ; Time management ; Routing . Sales Quotas : Purpose , types of quotas , administration of sales quotas.Sales Territory Managing the Sales force : Requirement , selection , training ,compensation, motivating and leading sales –firms ; Sales meetings and contests .
October	Control Process ; Analysis of sales ,costs and profitability : Management of sales expenses : Evaluating sales force performance ; Ethical issues in sales management.
November	Distribution Channels: Role of Distribution Channels , Number of Channels , Factors Affecting Choice of Distribution Channel, Channel Behavior And Organization , Channel Design Decision ;Channel Management Decision ; Distribution Intensity ; Partnering Channel Relationship .

Name of the Faculty- Ms. Heena Pahuja

Heena Pahuja

Lesson Plan

Consumer Behaviour (MCM-322)

Teacher's Name: Mr. Gagan

Month	Topics
July	Consumer Behaviour- Introduction to consumer behaviour;
August	Consumer Behaviour- Its Roots in Various Disciplines, Interrelationship between Consumer Behaviour and Marketing Strategy, Consumer Research; Process, Research Methods & Tools, Types and its Relevance.
September	Consumer as an Individual -Consumer Needs and Motivation; Goals, Dynamics of Motivation, Measurement of Motives, Personality and Consumer Behaviour; Nature, Theories of Personality and Self Concept, Consumer Perception and Information Processing; Dynamics of Perception, Consumer Imagery, and Perceived Risk, Learning & Consumer Involvement; Meaning, Behavioural & Cognitive Learning Theories and application to marketing, Consumer Attitude; Meaning, Attitude Formation & Change, Relationship in Behaviour & Attitude Formation, and Structural Models.
October	Group Dynamics and Consumer Behaviour - Reference Groups; Meaning, Types, Affects, Relevance and Applications, The Family; Functions, Decision Making and Family Life Cycle, Social Class; Meaning, Types of Status, Lifestyle Profiles and Mobility in Social Classes, Measurements, Influence of Culture; Characteristics, Measurements & Core Values of Culture, Sub Cultural Aspects on Consumer' Mind Set; Meaning, Types & Understanding of Multiple Sub cultural Membership Interaction & Influence.
November	Consumer Decision Making Process- Personal Influence and the Opinion Leadership; Meaning and Dynamics of Opinion Leadership Process, Measurement of Opinion Leadership, Diffusion of Innovations; Process of Diffusion & Adoption, Profile of Consumer Innovator, Consumer Decision Making; Meaning of Decision, Levels of Decision Making. Consumer Behaviour Models, Current trends and ethical issues in Consumer Behavioural Studies.

Lesson Plan

Session: 2024-25

Name of Teacher: Rakesh

Class: M.Com-III (3rd Semester)

Paper : Corporate Governance and Business Ethics (MC-301)

Month	Topics
July	Evolution of corporate governance; developments in India;
August	regulatory framework of corporate governance in India; SEBI guidelines on corporate governance; reforms in the Companies Act., Corporate management vs. governance
September	Internal constituents of the corporate governance; key managerial personnel (KMP); chairman- qualities of a chairman, powers, responsibilities and duties of a chairman; chief executive officer (CEO), role and responsibilities of the CEO.
October	Introduction to Business Ethics: The concept, nature and growing significance of Ethics in Business, Ethical Principles in Business, Ethics in Management, Theories of Business Ethics, Ethical Issues in Business, Business Ethics in 21 st Century.
November	Ethics in various functional areas of Business: Ethics in Finance, Ethics in HRM, Ethics in Marketing, Ethics in Production and Operation Management.

Lesson Plan
Session 2024-25 (Odd Semester)

Name of Teacher: Dr. Suman Bansal

Class: M.Com (F)

Paper: Compensation Management (MCH 335)

Month	Topics
July, 2024	Compensation Management- Concept, objectives, nature, types, compensation responsibilities, compensation philosophies & approaches.
August,2024	Bases for pay- traditional bases, incentive pay and person-focused pay; Pay for Performance, Competency Based Pay, Team rewards
September,2024	; Designing Compensation System- internal alignment (job analysis and job evaluation), external competitiveness and individual contribution.
October,2024	Employee Benefits- legally required benefits, discretionary benefits and key issues in employee benefits; Compensating Executives, Laws relating to Compensation.
November,2024	Contemporary Strategic Compensation Challenges- compensation practices of multinational corporations and working of different institutions related to reward system like wage boards, pay commissions