

Lesson Plan

Name of The teacher Manoj Kumar
Halwasia

Class B.Com !V Sem

Paper	Marketing Management
4 April to 9 April	Introduction:- Nature. Scope Importance Of Marketing
11 April to 16 April	Marketing Concepts- Traditinal And Modern, 7 P'S Of Marketing
18 April To 23 April	Market Segmentation- Concept, Importance And Basis Of Market Segmentation,E-Marketing,
25 April To 30 April	Consumer Behavior- Nature Scope Importance,Factors Affecting Buyer Behavior Revision And Test
02 May To 07 May	Product Planning And Development, Importance And Scope Of Product Planning Marketing
9 May To 14 May	Stages Of New Product Devlopment, Revision And Test
16 May To 21 May	Product Lifecycle, Stages Of Product Life Cycle, Factors Affecting Product Life Cycle
23 May To 28 May	Branding And Trademark: Difference Between Brand And Trademark,Advantage And Critisim Of Branding, Tpes Of Branding Brand Policy And Strategies
30 May To 4 June	.Pricing-Meaning Importance Factor Affecting Pricing Pricing Objectives. Types Of Price Policy And Pricing Strtegies
6 June To 11 June	Advertising Concept Importance And Criticism Of Advertising Media Of Advertising Evaluating Advertising Effectiveness.
13 June To 18 June	Sales Promotion Importance Metods Function And Publicity
20 June To 25 June	REVISION
27 June To 30 June	TEST AND ASSIGNMENTS

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Class B.Com II Sem

Paper	Business Communication Skills
15 April to 17 April	Introduction: Basics of communication
18 April To 23 April	Seven C's of effective communication, barriers to communication
25 April To 30 April	ethical context of communication
02 May To 07 May	Business Communication at workplace: Letter writing- component, layout and process
9 May To 14 May	E- mail communication, bad news messages, Revision
16 May To 21 May	persuasive written communication, memos, notice, agenda and minutes of meeting
23 May To 28 May	Report Writing: Types of business reports, structure of reports
30 May To 4 June	short reports, long reports, Test and Assignments
6 June To 11 June	abstracts and summaries, proposals.
13 June To 18 June	Communication Skills: Reading skills, listening skills
20 June To 25 June	Note making, persuasive speaking. Body language, Gestures
27 June To 30 June	Revision, test and Assignments

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Paper Financial ~~Management~~ *Market operations*

11 April to 16 April	Money Market: Indian Money Market, Features, Functions and Components
18 April To 23 April	Money Market, Recent trends in Indian Money Market.
25 April To 30 April	Capital Market: Main Players in Indian Capital Market, Current Issues in Capital
02 May To 07 May	SEBI- Fundamentals, Powers, Objectives of SEBI, Scope and Functions of SEBI
9 May To 14 May	Investors Protection- Grievances concerning stock exchange and dealings and their removal, Grievance Cell in stock exchange SEBI: Company law Board, Press remedy through courts
16 May To 21 May	functionaries on stock exchanges:- Brokers, Sub brokers, Market makers and Jobbers, Portfolio Consultants, Institutional Investors, Depository.
23 May To 28 May	Financial Services- Meaning, Features, Types of Financial Services, Merchant Banking - Functions and Roles, SEBI Guidelines.
30 May To 4 June	Role of Development Financial Institutions in India, Policy measures, Revision, test and assignments
6 June To 11 June	Products & Services offered by IFCI, IDB, IIBI, SIDBI, IDFC, EXIM, NABARD and ICICI
13 June To 18 June	Revision, test and assignments

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Paper Financial Management

11 April to 16 April	Financial Management- Nature, Scope, Objectives of Financial Management Interface between Finance and Other Business Functions
18 April To 23 April	Sources of Finance- on the basis of period, ownership and sources of generation Financial Planning- Objectives, Scope, and Steps in Financial Planning, Capitalization- Over & Under: Causes and Remedies
25 April To 30 April	Time Value of Money- Practical Applications of Compounding and Present Value Techniques
02 May To 07 May	Concepts of Cost of Capital, Computation of cost and weighted average cost of capital, CAPM Approach, Agency Costs
9 May To 14 May	Capital Structure Theories- NI, NOi, Traditional and M-M approach, Revision, test and assignments
16 May To 21 May	Capital Budgeting- Nature, Process & Importance, Techniques & application
23 May To 28 May	Dividend Decision- Concept, Significance of Dividend, Factors affecting the dividend decision, Dividend decision models- Walter's Model, Gordon's Model and Modigliani Miller Model and their relevance
30 May To 4 June	Working Capital Management- concept, significance, determinants, approaches to working capital management, Sources of working capital,
6 June To 11 June	Cash Management, Receivables Management
13 June To 18 June	Revision, test and assignments

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Class B.Com VI Sem

Paper	Tax Procedures and Practices
11 April to 16 April	Rebate & Relief of Tax
18 April To 23 April	computation of Total income and Tax liability of individuals
25 April To 30 April	computation of Total income and Tax liability of individuals
02 May To 07 May	Assessment of Hindu Undivided Families tests and assignments
9 May To 14 May	Assessment of Firms & Association of Persons
16 May To 21 May	assessment of Firms & Association of Persons.
23 May To 28 May	Income Tax authorities & their powers; Procedure for Assessment
30 May To 4 June	deduction of Tax at Source Deduction of Tax at Source; Advance Payment of Tax.
6 June To 11 June	Recovery and Refund of Tax; Appeals & revision;
13 June To 18 June	penalties, offences & prosecutions revision and tests

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Class B.Com IV Sem

Banking and Banking Law

Paper	
4 April to 9 April	Definition Of Bank, Commercial Banks- Importance, Functions And Problems Of Non- Performing Assets, Structure Of Commercial Banking System In India
11 April to 16 April	Credit Creation Process Of Credit Creation And Its Limitations, E-Banking
18 April To 23 April	Regional Rural Banks, Cooperative Banking In India, Reserve Bank Of India: Functions, Regulation And Control Of Credit, Monetary Policy
25 April To 30 April	Determination And Regulation Of Interest Rates In India, Relationship Between Banker And Customer, Definition Of Customer, General Relationship Between Banker And Customer, Obligation Of Banker,
02 May To 07 May	Garnishee Order, Banker's Rights. Special Types Of Bankers Customer Minor Married Women Illiterate Persons, Lunatics Trustees, Executors And Administrators
9 May To 14 May	Dispersion: Concept And Its Absolute As Well As Relative Measures
16 May To 21 May	Customer's Attorney, Joint Account, Joint Hindu Family, Partnership Firm, Joint Stock Companies, Clubs, Societies And Charitable Institutions. revision and assignment
23 May To 28 May	Negotiable Instruments Definition Of Negotiable Instruments, Essential Feature Of Negotiable Instruments, Holder And Holder In Due Course. Rights And Liabilities Of Parties For Negotiable Instruments.
30 May To 4 June	Capacity Of Parties Minor's Position, Legal Representative, Liability Of Parties, Drawer Of Bill Or Cheque, Liability Of Maker Of Note And Acceptor Of Bill
6 June To 11 June	Liability Of Endorsed Negotiable Instruments Without Consideration, Instrument Obtained By Unlawful Means. Endorsements: Meaning Of Negotiation
13 June To 18 June	Definition Of Endorsement, Legal Provision Regarding Endorsement, General Rules Regarding Forms Of Endorsement, Regular Forms Of Endorsement, Kinds Of Endorsement
20 June To 25 June	Revision and test
27 June To 30 June	Revision and test

Manoj Halwasia

Paper	Business statistics
4 April to 9 April	Introduction:- Nature, Scope Importance Of Marketing Introduction Of Statistics Origin Development, Definition Scope Uses And Limitations. Statistical Data: Types Of Measurement Scales-Normal Ordinal, Interval And Ration Level Measurement; Collection, Classification And Tabulation Of Primary And Secondary Data
11 April to 16 April	Presentation Of Data Diagrammatic And Graphical Presentation Of Data-Bar, Squares, Rectangular And Circular Diagrams; Histogram, Frequency Polygon. Ogives, Stem And Leaf Displays Box Plots
18 April To 23 April	Central Tendency And Partition Values Concept And Measures Of Central Tendency Quartiles, Deciles, Percentiles
25 April To 30 April	Central Tendency And Partition Values Concept And Measures Of Central Tendency Quartiles, Deciles, Percentiles
02 May To 07 May	Dispersion: Concept And Its Absolute As Well As Relative Measures
9 May To 14 May	Dispersion: Concept And Its Absolute As Well As Relative Measures

16 May To 21 May	Index Numbers Meaning, Types And Uses; Methods Of Constructing Price And Quantity Indices(Simple And Aggregate); Test Of Adequacy; Chain Base Index Numbers, Base Shifting, Splicing And Deflating; Problems In Constructing Index Numbers; Consumer Price Index
23 May To 28 May	Analysis Of Bivariate Data: Correlation Concept, Scatter Diagram, Karl Pearson's Co- Efficient of Correlation and Its Properties, Sperman's Rank Correlation Concurrent Deviation Method
30 May To 4 June	Regression: Meaning And Definitio, Difference Between Correlation And Regression, Principle Of Least Squares And Fitting Of Aline Of Best Fit To The Given Data, Regression Lines, Properties Of Regression Coefficient And Regression Lines, Standard Error Of Estimate, Co-Efficient Of Determination
6 June To 11 June	Analysis Of Time Series: Causes Of Variation In Time Series Data; Components Of A Time Series Decomposition: Additive And Multiplicative Modes; Determination Of Trend Moving Averages Metho And Method Of Least Squares (Including Linear Second Degree, Parbolic And Exponential Trend) Computation Of Seasonal Indices By Simple Averages, Ratio To Trend, Ration To Moving Average And Link Relative Methods
13 June To 18 June	Theory Of Probability Probability As A Concept Approaches To Defining Probability, Addition And Multiplication Laws Of Probability Conditional Probability Bays's Theorem
20 June To 25 June	Probability Distribution Probability Distribution As A Concept Binomial Poisson And Normal Distribution : Their Properties And Parameters.
27 June To 30 June	Revision and test

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