**GOVT. COLLEGE JASSIA (ROHTAK)**

**LESSON PLAN FOR THE SESSION 2024-25**

**SUBJECT: Corporate Law SEMESTER: 3rd**

**TEACHER’S NAME: Supriya Dhankhar**

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| **Lesson Plan for the session 2024-25** | **Remark**  |
| **JULY 2024** |
| Week 4 | Introduction to subject, syllabi, units, text book and references, Introduction to company law in India, Indian company Act, 1956 |  |
| Week5 | The company act 2013 Administration of company act 2013 Meaning of company and its needs Characteristics of a company Lifting to corporate veil and its expectations Under statuary provisions and Under judicial interpretations |  |
| **AUGUST 2024** |
| Week1 | Distinction between joint stock companies Advantages of joint stock companies Disadvantages of joint stock companies |  |
| Week2 | Types of companies on the basis of incorporation, transferability of shares , liability ,ownership etc |  |
| Week3 | Private company , how to convert private company into public company and public company into private company |  |
| Week4 | Formation of a company and Tests and Group Discussions |  |
| Week5 | Promotion and incorporation of company and problem taking |  |
| **September 2024** |
| Week1 | Tests and assignment |  |
| Week2 | Memorandum of association |  |
| Week3 | Memorandum of association |  |
| Week4 | Article of association |  |
| **October 2024** |
| Week1 | Prospectus  |  |
| Week2 | Group discussions , assignment and tests |  |
| Week3 | Borrowing powers : debentures and charges |  |
| Week4 | Borrowing powers : debentures and charges problems and tests |  |
| Week5 | Revisions of previous year question papers |  |
| **November 2024** |
| Week1 | Revision of unit 1 |  |
| Week2 | Revision of unit 2 |  |
| Week3 | Revision of unit3 |  |
| Week4 | Revision of unit 4 |  |

 **GOVT. COLLEGE JASSIA (ROHTAK)**

**LESSON PLAN FOR THE SESSION 2024-25**

**SUBJECT: Taxation Law SEMESTER: 5th**

**TEACHER’S NAME: Supriya Dhankhar**

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| **Lesson Plan for the session 2024-25** | **Remark**  |
| **JULY 2024** |
| Week 4 | Income tax overview and important definition |  |
| Week5 | Agricultural income , residential status |  |
| **AUGUST 2024** |
| Week1 | Income exempt from tax and problems of previous chapters |  |
| Week2 | Income from salary |  |
| Week3 | Income from salary |  |
| Week4 | Practical problems |  |
| Week5 | Income from house property |  |
| **September 2024** |
| Week1 | Income from house property with practical problems |  |
| Week2 | Profit and gains of business and profession |  |
| Week3 | Profit and gains of business and profession and determination of income on presumptive basis |  |
| Week4 | Depreciation allowance and capital gains , assignments |  |
| **October 2024** |
| Week1 | Capital gains with practical problems |  |
| Week2 | Income from other sources |  |
| Week3 | Clubbing and aggregation of income |  |
| Week4 | Set-off and carry forward of losses |  |
| Week5 | Deduction from gross total income |  |
| **November 2024** |
| Week1 | Deduction from gross total income |  |
| Week2 | Deduction from gross total income |  |
| Week3 | Revision of unit 1 and 2 |  |
| Week4 | Revision of unit 3 and 4 |  |

 **GOVT. COLLEGE JASSIA (ROHTAK)**

**LESSON PLAN FOR THE SESSION 2024-25**

**SUBJECT: Cost Accounting SEMESTER: 5th**

**TEACHER’S NAME: Supriya Dhankhar**

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| **Lesson Plan for the session 2024-25** | **Remark**  |
| **JULY 2024** |
| Week 4 | Cost accounting : meaning, features , scope , techniques ,methods |  |
| Week5 | Cost accounting :objectives , importance and limitations; costing cost accountancy, cost centres and profit centres |  |
| **AUGUST 2024** |
| Week1 | Cost accounting and financial accounting differences. Material control: meaning objectives , material purchase procedure, fixation of inventory levels |  |
| Week2 | Methods of valuing material issue . wastage of material |  |
| Week3 | Practical questions and problem taking , tests |  |
| Week4 | Labour cost control |  |
| Week5 | Wage systems , incentive wage plan with practical questions |  |
| **September 2024** |  |
| Week1 | Overheads : meaning and types , collection , classification ; Allocation |  |
| Week2 | Apportionment and absorption of overheads, presentation and group discussions. |  |
| Week3 | Problem taking , assignment and tests |  |
| Week4 | Problem taking , assignment and tests |  |
| **October 2024** |
| Week1 | Unit and output costing, cost sheets |  |
| Week2 | Determination of tender price , production account and doubt classes |  |
| Week3 | Reconciliation of cost and financial accounts |  |
| Week4 | Practical problems  |  |
| Week5 | Miscellaneous practical questions |  |
| **November 2024** |
| Week1 | Revision of unit 1 |  |
| Week2 | Revision of unit 2 |  |
| Week3 | Revision of unit3 |  |
| Week4 | Revision of unit 4 |  |

 **GOVT. COLLEGE JASSIA (ROHTAK)**

**LESSON PLAN FOR THE SESSION 2024-25**

**SUBJECT: Financial Market Operation SEMESTER: 5th**

**TEACHER’S NAME: Supriya Dhankhar**

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| **Lesson Plan for the session 2024-25** | **Remark**  |
| **JULY 2024** |
| Week4 | Indian Money Markets Composition and Structure |  |
| Week5 | Indian Money Markets Composition and Structure |  |
| **AUGUST 2024** |
| Week1 | Acceptance houses , Discount houses and Call money market. Recent trends in Indian money market. |  |
| Week2 | Capital Market : Security market- (a) New Issue Market (b) Secondary market; functions and role of stock exchange listing, |  |
| Week3 | Procedure and legal requirements Public issue pricing and marketing. Tests and problem taking. |  |
| Week4 | Stock exchange - National Stock Exchange and over the Counter exchangers.. |  |
| Week5 | Group discussions and presentations. |  |
| **September 2024** |
| Week1 | SEBI - Introduction, Role, Its powers, Objectives, Scope & Functions.Investors Protection:- Grievances concerning stock exchange and dealings and their removal; grievance cell in stock exchange |  |
| Week2 | SEBI: Company law Board: Press remedy through courts. |  |
| Week3 | Functionaries on stock exchanges:- Brokers, Sub brokers, Market makers, Jobbers, Portfolio Consultants, Institutional Investors, Depository. |  |
| Week4 | Tests , Assignment, Presentation |  |
| **October 2024** |
| Week1 | Financial Services:- Merchant Banking - Functions and Roles; SEBI guidelines; credit rating - concept, functions, and types. |  |
| Week2 | Role, Policy measures relating to Development Financial Institution in India. |  |
| Week3 | Products & Services offered by IFCI, IDBI,IIBI, SIDBI, IDFCL, EXIM, NABARD & ICICI. |  |
| Week4 | Products & Services offered by IFCI, IDBI,IIBI, SIDBI, IDFCL, EXIM, NABARD & ICICI. |  |
| Week5 | Meaning and benefits of mutual funds, types, SEBI guidelines. |  |
| **November 2024** |
| Week1 | REVISION OF UNIT 1 |  |
| Week2 | REVISION OF UNIT 2 |  |
| Week3 | REVISION OF UNIT 3 |  |
| Week4 | REVISION OF UNIT 4 |  |

**GOVT. COLLEGE JASSIA (ROHTAK)**

**LESSON PLAN FOR THE SESSION 2024-25**

**SUBJECT: Business Communication SEMESTER: 1st**

**TEACHER’S NAME: Supriya Dhankhar**

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| **Lesson Plan for the session 2024-25** | **Remark**  |
| **JULY 2024** |
| Week 4 | Meaning and process of Business communication, importance of business communication. |  |
| Week5 | Types of Business Communication |  |
| **AUGUST 2024** |
| Week1 | Barriers to business communication  |  |
| Week2 | Essentials of an effective communication system. Communication skills: Reading skill. |  |
| Week3 |  Reading skill and Listening skill  |  |
| Week4 | Group discussions and presentation |  |
| Week5 | Tests and assignment |  |
| **September 2024** |
| Week1 | Note making and persuasive speaking. |  |
| Week2 | Process of Email writing, writing style and skills with practice |  |
| Week3 | Email Etiquette and Email sample |  |
| Week4 | Tests and presentation. |  |
| **October 2024** |
| Week1 | Business Letter Writing: Points to be considered before writing business letters |  |
| Week2 | Tests , assignment and presentations. |  |
| Week3 | Types of Business Letters, Business letter Format and Samples |  |
| Week4 | Business letter Format and Samples |  |
| Week5 | Problem taking |  |
| **November 2024** |
| Week1 | REVISION OF UNIT 1 |  |
| Week2 | REVISION OF UNIT 2 |  |
| Week3 | REVISION OF UNIT 3 |  |
| Week4 | REVISION OF UNIT 4 |  |

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| **Lesson plan 2024-25 (odd Sem) (22 July-22 Nov.2025)** |
| **Name of Assistant professor** | **Dr. Babita** |
| **Class** | **B.Com 3rd sem.** |
| **Subject** | **BRF-1** |
| **Week, Month** | **Topics covered** | **Status/Remarks** |
| Week 1, 22 July - 27July  | Mercantile law, Indian contract act 1872 |  |
| Week 2, 29July- 03 August  | Valid contract and its elements |  |
| Week 3, 05August- 10 August | Proposal, acceptance and revocation |  |
| Week 4, 12 August-17August | Contractual capacity of parties, free consent of parties |  |
| Week 5, 19 August- 24 August | Lawful considerations and object, Class test 1 |  |
| Week 6, 26August- 31 August | Agreement expressly declared as void |  |
| Week 7, 02 September – 07 September | Legal formalities-written and registered  |  |
| Week 8, 09 September- 14 September | Contingent contracts, performance of contracts |  |
| Week 9, 16 September-21 September | Discharge of contract |  |
| Week 10,23 September-28 September  | Implied, quasi or constructive contracts |  |
| Week 11, 30 September- 05October  | Consequences of breach of contract |  |
| Week 12, 07 October- 12 October | Contracts of bailment |  |
| Week 13, 14 October-19 October  | Termination of bailment |  |
| Week 14, 21 October- 26 October  | Pledge and its essential |  |
| **Diwali break (27 October-03November)** |
| Week 15, 04 November - 09 November | Revision of the completed syllabus, Class test 2 |  |
| Week 16, 11 November-16 November | Assignments and presentations |  |
| Week 17, 18 November-22 November | Assignments and presentations |  |

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| **Lesson plan 2024-25 (odd Sem) (22 July-22 Nov.2025)** |
| **Name of Assistant professor** | **Dr. Babita** |
| **Class** | **B.Com 3rd sem.** |
| **Subject** | **Basics of Retailing** |
| **Week, Month** | **Topics covered** | **Status/Remarks** |
| Week 1, 22 July - 27July  | Retailing – introduction, meaning, features, Nature, scope and importance of retailing |  |
| Week 2, 29July- 03 August  | Retailing in practice, Indian retail sector growth, Difference between unorganized and organized sector, Present size & structure, future of retailing |  |
| Week 3, 05August- 10 August | Essential qualification for career in retailing, different career options in retailing, Technology Induction in retailing , Oral test |  |
| Week 4, 12 August-17August | Need, tools, advantages and limitation of IT in retailing, Different types of retailing, Retailing stores classified by owners and merchandising categories |  |
| Week 5, 19 August- 24 August | Written class test1, Traditional retailing formats, importance, Modern retailing format and difference between these two formats, Store and non-store based formats and difference, |  |
| Week 6, 26August- 31 August |  Cash and carry business- meaning , features, scope, advantages, Difference between cash and carry and other modern retail formats |  |
| Week 7, 02 September – 07 September | Retailing model- franchiser, franchisee, Classification and categories of franchising, Franchising model in India, advantages and disadvantages |  |
| Week 8, 09 September- 14 September | Directly owned model of retailing and assignments given on different topics, Features , advantages and disadvantages directly owned model of retailing |  |
| Week 9, 16 September-21 September | Retailing concepts, The wheel of retailing – features, stages, Retailing life cycle, Wheel of retailing vs. retailing life cycle, Conflict with other retailers |  |
| Week 10,23 September-28 September  | Sources of conflicts, Features of conflicts, Types of conflicts, Resolving retail channel conflicts |  |
| Week 11, 30 September- 05October  | Co-operation with other retailers, Benefits of co-operation, Retail operations- management, various dimensions |  |
| Week 12, 07 October- 12 October | Retailing management – introduction, features, functions, strategic retail mgt. |  |
| Week 13, 14 October-19 October  | Decision areas of retail strategy, Aspects of retail strategy |  |
| Week 14, 21 October- 26 October  | Retail mix, Retail communication mix, The total performance model, components, outcomes of total performance model |  |
| **Diwali break (27 October-03November)** |
| Week 15, 04 November - 09 November |  Retail planning – meaning, features, process, retail action plans, class test 2 |  |
| Week 16, 11 November-16 November | Retail price strategy, Retail location strategies, Revision and discussion on completed syllabus, Assignments, Presentations and discussions |  |
| Week 17, 18 November-22 November | Assignments, Presentations and discussions |  |

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| **Lesson plan 2024-25 (odd Sem) (22 July-22 Nov.2025)** |
| **Name of Assistant professor** | **Dr. Babita, Smt. Richa** |
| **Class** | **B.Com 5th sem.** |
| **Subject** | **ESSB Entrepreneurship and Small Scale Business** |
| **Week, Month** | **Topics covered** | **Status/Remarks** |
| Week 1, 22 July - 27July  | An Introduction to EntrepreneurEntrepreneurship |  |
| Week 2, 29July- 03 August  | Entrepreneurship and Environment ,Small Business |  |
| Week 3, 05August- 10 August | Small business cont...,Developing Entrepreneurial Competencies  |  |
| Week 4, 12 August-17August | Promotion and Development of Entrepreneurship, Oral class test |  |
| Week 5, 19 August- 24 August | Entrepreneurial Motivation, Written class test |  |
| Week 6, 26August- 31 August | Entrepreneurial Opportunities – Identification and Selection |  |
| Week 7, 02 September – 07 September | Entrepreneurial Opportunities – Identification and Selection cont. Oral class test |  |
| Week 8, 09 September- 14 September | Entrepreneurial Opportunities in Contemporary Business Environment |  |
| Week 9, 16 September-21 September | Entrepreneurial Opportunities in Contemporary Business Environment cont., Group Discussion |  |
| Week 10,23 September-28 September  | Setting up a new Venture, Project Report |  |
| Week 11, 30 September- 05October  | Market Survey, Preparation of Questionnaire,, Managing Business Growth, brainstorming Session |  |
| Week 12, 07 October- 12 October | Issues in Small Business Marketing, Written Test |  |
| Week 13, 14 October-19 October  | Incentives and Subsidy, General Discussion regarding Career Scope under Entrepreneurship |  |
| Week 14, 21 October- 26 October  | Institutional Support |  |
| **Diwali break (27 October-03November)** |
| Week 15, 04 November - 09 November | Practical Implications, Presentations and Assignments |  |
| Week 16, 11 November-16 November | Presentations and Assignments , Revision and Discussion on Completed Syllabus |  |
| Week 17, 18 November-22 November | Presentations and Assignments  |  |

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| **Lesson plan 2024-25 (odd Sem) (22 July-22 Nov.2025)** |
| **Name of Assistant professor** | **Dr. Babita** |
| **Class** | **B.Com 3rd sem.** |
| **Subject** | **Corporate Accounting-1** |
| **Week, Month** | **Topics covered** | **Status/Remarks** |
| Week 1, 22 July - 27July  | Orientation and introduction of Share capital |  |
| Week 2, 29July- 03 August  | Share capital- accounting treatment of issue of shares |  |
| Week 3, 05August- 10 August | Share capital- accounting treatment of issue of shares, forfeiture of shares and re-issue of shares |  |
| Week 4, 12 August-17August | Buy back of equity of shares,  |  |
| Week 5, 19 August- 24 August | Sweat shares , redemption of preference shares |  |
| Week 6, 26August- 31 August | Redemption of preference shares, issue of bonus shares |  |
| Week 7, 02 September – 07 September | Debenture: meaning, types, Class test 1 |  |
| Week 8, 09 September- 14 September | Issue of debentures |  |
| Week 9, 16 September-21 September | Redemption of debentures, Group discussion |  |
| Week 10,23 September-28 September  | Valuation of goodwill |  |
| Week 11, 30 September- 05October  | Determinates and main methods of goodwill |  |
| Week 12, 07 October- 12 October | Valuation of shares |  |
| Week 13, 14 October-19 October  | Determinates and main methods of valuation of shares, Class test 2 |  |
| Week 14, 21 October- 26 October  | Profit and loss before and after incorporation, |  |
| **Diwali break (27 October-03November)** |
| Week 15, 04 November - 09 November | Final accounts of Companies, Assignments and presentations |  |
| Week 16, 11 November-16 November | Revision of completed syllabus, Assignments and presentations |  |
| Week 17, 18 November-22 November | Assignments and presentations |  |

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| **Lesson plan 2024-25 (odd Sem) (22 July-22 Nov.2025)** |
| **Name of Assistant professor** | **Dr. Babita** |
| **Class** | **B.Com 5th sem.** |
| **Subject** | **IBE** |
| **Week, Month** | **Topics covered** | **Status/Remarks** |
| Week 1, 22 July - 27July  | Introduction of International Business and its dimensions |  |
| Week 2, 29July- 03 August  | Structure of international business environment, risk and motives for internationalisation |  |
| Week 3, 05August- 10 August | World trading system , exchange rate system |  |
| Week 4, 12 August-17August | International business information and communication |  |
| Week 5, 19 August- 24 August | Class test, Foreign market entry strategies  |  |
| Week 6, 26August- 31 August | Foreign investment decisions, impact of FDI on home and host countries |  |
| Week 7, 02 September – 07 September | Foreign collaborations, control mechanisms in IB |  |
| Week 8, 09 September- 14 September | Decisions concerning global manufacturing and material management, outsourcing factors |  |
| Week 9, 16 September-21 September | Managing global supply chain, product and branding decisions  |  |
| Week 10,23 September-28 September  | Managing distribution channels, international promotion mix and pricing decisions |  |
| Week 11, 30 September- 05October  | Counter trade practices, mechanism of international trade transactions |  |
| Week 12, 07 October- 12 October | Harmonising accounting difference across countries currency translation methods for consolidating financial statements |  |
| Week 13, 14 October-19 October  | Cross cultural challenges in IB, International staffing decisions  |  |
| Week 14, 21 October- 26 October  | Compensation and performance appraisal of expatriate staff, ethical dilemmas and social responsibility issues |  |
| **Diwali break (27 October-03November)** |
| Week 15, 04 November - 09 November | Revision of completed syllabus, Class test |  |
| Week 16, 11 November-16 November | Assignments and presentations |  |
| Week 17, 18 November-22 November | Assignments and presentations |  |

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| **Lesson plan 2024-25 (odd Sem) (22 July-22 Nov.2025)** |
| **Name of Assistant professor** | **Dr. Babita** |
| **Class** | **B.Com 1st sem.** |
| **Subject** | **Financial Accounting-1** |
| **Week, Month** | **Topics covered** | **Status/Remarks** |
| Week 1, 22 July - 27July  | Orientation and introduction of unit 1 |  |
| Week 2, 29July- 03 August  | Meaning and scope of Accounting  |  |
| Week 3, 05August- 10 August | Basics accounting terms and bases of accounting, AS 1 |  |
| Week 4, 12 August-17August | Accounting principles, Double entry system |  |
| Week 5, 19 August- 24 August | Recording of Accounting transactions |  |
| Week 6, 26August- 31 August | Accounting for Goods and Services tax , Trial Balance, Class Test |  |
| Week 7, 02 September – 07 September | Capital and revenue, Depreciation  |  |
| Week 8, 09 September- 14 September | Depreciation and Provisions & Reserves, AS10 |  |
| Week 9, 16 September-21 September | Errors and their rectification |  |
| Week 10,23 September-28 September  | Final Accounts |  |
| Week 11, 30 September- 05October  | Final Accounts with adjustments |  |
| Week 12, 07 October- 12 October | Computerised accounting system  |  |
| Week 13, 14 October-19 October  | Accounting for non-profit organisations |  |
| Week 14, 21 October- 26 October  | Accounting for non-profit organisations |  |
| **Diwali break (27 October-03November)** |
| Week 15, 04 November - 09 November | Revision of completed syllabus, Class test |  |
| Week 16, 11 November-16 November | Assignments and presentations |  |
| Week 17, 18 November-22 November | Assignments and presentations |  |

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| **Lesson plan 2024-25 (odd Sem) (22 July-22 Nov.2025)** |
| **Name of Assistant professor** | **Dr. Babita** |
| **Class** | **B. A. 1st sem.** |
| **Subject** | **Business organisation and mgt.** |
| **Week, Month** | **Topics covered** | **Status/Remarks** |
| Week 1, 22 July - 27July  | Introduction of business, commerce, trade and industry |  |
| Week 2, 29July- 03 August  | Forms of business organisation |  |
| Week 3, 05August- 10 August | Business combination |  |
| Week 4, 12 August-17August | Concept of business mgt. |  |
| Week 5, 19 August- 24 August | Management thoughts, approaches and theories,  |  |
| Week 6, 26August- 31 August | Class test, Planning and organising |  |
| Week 7, 02 September – 07 September | Different types of authority |  |
| Week 8, 09 September- 14 September | Principles of organising, group discussion |  |
| Week 9, 16 September-21 September | Staffing and directing |  |
| Week 10,23 September-28 September  | Selection and training  |  |
| Week 11, 30 September- 05October  | Leadership and Theories of leadership |  |
| Week 12, 07 October- 12 October | Motivation and control |  |
| Week 13, 14 October-19 October  | Motivation theories |  |
| Week 14, 21 October- 26 October  | Principles of effective control and techniques of control |  |
| **Diwali break (27 October-03November)** |
| Week 15, 04 November - 09 November | Revision of completed syllabus and class test |  |
| Week 16, 11 November-16 November | Assignments and presentations |  |
| Week 17, 18 November-22 November | Assignments and presentations |  |