|  |
| --- |
| **Lesson plan** **Govt. College Jassia, Rohtak** **Session -2021-22 (Even Semester)** |
| **Name of Teacher**  | **Dr. Rekha Rani**  |
| **Class** | **B.com 2nd Semester**  |
| **Subject** | **Business Management**  |
| **Week, Month** | **Topics covered** | **Status/Remarks** |
| Week 1 , 21 to 26 March | Motivation-concept, Theories-Maslow, Herzberg, |  |
| Week 2, 28 March to 2 April | Megregor and Quchi theory of motivation  |  |
| Week 3, 4 April to 9 April | concept and Leadership styles, |  |
| Week 4, 11 April to 16 April | Leadership Theories, **Test**  |  |
| Week 5, 18 April to 23 April | Staffing: concept, nature and scope, Matching job and people |  |
| Week 6, 25 April to 30 April |  Recruitment of employees. |  |
| Week 7, 2 May to 7 May | Selection and Training of employees, **Assignment**  |  |
| Week 8, 9 May to 14 May  | Communication Concept, Nature, Types |  |
| Week 9, 16 May to 21 May  | Process, Barriers and Remedies of communication  |  |
| Week 10, 23 May to 28 May  | Control: Concept, Process and Techniques, |  |
| Week 11, 30 May to 4 June | Effective Control System, **Test** |  |
| Week 12, 6 June to 11 June | Management of Change: Concept, Nature and Process of Planned Chang |  |
| Week 13, 13 June to 18 June | Resistance to Change; |  |
| Week 14, 20 June to 25 June | Emerging Horizons of management in a changing environment. |  |
| Week 15, 27 June to 1 July | Revision and **assignment**  |  |

|  |
| --- |
| **Lesson plan** **Govt. College Jassia, Rohtak** **Session -2021-22 (Even Semester)** |
| **Name of Assistant professor** | **Dr. Rekha Rani**  |
| **Class** | **B.com 6th Semester**  |
| **Subject** | **Taxation Law-II** |
| **Week, Month** | **Topics covered** | **Status/Remarks** |
| Week 1 , 21 to 26 March | Filling and Filing of return (ITR-I& II) |  |
| Week 2, 28 March to 2 April | Rebate & Relief of Tax, |  |
| Week 3, 4 April to 9 April | computation of Total income  |  |
| Week 4, 11 April to 16 April |  Tax liability of individuals, ,**Test**  |  |
| Week 5, 18 April to 23 April | Assessment of Hindu Undivided Families, |  |
| Week 6, 25 April to 30 April | Assessment of Firms & Association of Persons. |  |
| Week 7, 2 May to 7 May | **Numerical practice, Assignment**  |  |
| Week 8, 9 May to 14 May  | Income Tax authorities & their power |  |
| Week 9, 16 May to 21 May  | procedure for assessment; |  |
| Week 10, 23 May to 28 May  | Deduction of Tax at Source (TDS); |  |
| Week 11, 30 May to 4 June | Advance payment of tax. **Test** |  |
| Week 12, 6 June to 11 June | Recovery & refund of tax |  |
| Week 13, 13 June to 18 June | appeals & revision |  |
| Week 14, 20 June to 25 June | Penalties, offences & prosecutions. |  |
| Week 15, 27 June to 1 July | Revision and **assignment**  |  |

|  |
| --- |
| **Lesson plan** **Govt. College Jassia, Rohtak** **Session -2021-22 (Even Semester)** |
| **Name of Assistant professor** | **Dr. Rekha Rani**  |
| **Class** | **B.com 6th Semester**  |
| **Subject** | **Financial Management**  |
| **Week, Month** | **Topics covered** | **Status/Remarks** |
| Week 1 , 21 to 26 March | Scope of Finance, Finance functions, Financial Manager’s role |  |
| Week 2, 28 March to 2 April | Financial goal; Profit maximization Vs Wealth maximization, Objective of financial Management |  |
| Week 3, 4 April to 9 April | Finance and related disciples, Financial planning, **TEST**  |  |
| Week 4, 11 April to 16 April |  Relevance of capital structure; Net income and traditional views, Irrelevance of capital structure; |  |
| Week 5, 18 April to 23 April | NOI Approach and the MM Hypothesis without taxes, |  |
| Week 6, 25 April to 30 April | capital structure planning and policy, **Assignment**  |  |
| Week 7, 2 May to 7 May | Issues in dividend policy, Walter’s and Golden’s model of dividend  |  |
| Week 8, 9 May to 14 May  | Relevance objections of dividend policy, considerations in dividend policy, stability of dividends, forms of dividend. **Test** |  |
| Week 9, 16 May to 21 May  | Cost of capital : Significance and determination, capitalisation; |  |
| Week 10, 23 May to 28 May  | leverage analysis: operating, financial and composite leverage: EBIT-EPS Analysis.  |  |
| Week 11, 30 May to 4 June | Meaning, nature and planning of Working Capital. Permanent and variable Working Capital. Balanced working position, |  |
| Week 12, 6 June to 11 June | Determinates of working Capital, Issues of working Capital Management. |  |
| Week 13, 13 June to 18 June | Management of Cash  |  |
| Week 14, 20 June to 25 June | Marketable Securities and Receivables Management |  |
| Week 15, 27 June to 1 July | Revision and **Assignment**  |  |