

I.B. (PG) COLLEGE, PANIPAT

SESSION 2020-2021

Weekly Lesson Plan (Even Semester) UG (4th Semester)

Name of the Paper:- Corporate Accounting Class: B.Com II (A, B, C, Hons.)

Name of the Teachers (Section wise): Prof. Sunit Sharma, Prof. Ruchika Batra,

Prof. Aakansha Sharma

WEEK	DATE	TOPICS
1	April (19-20) , (22-24)	Introduction about syllabus
		Goodwill: Meaning, features and Factor Affecting
		Need and Methods of Valuation of Goodwill
		Average Profit Method
		Super Profit Method
HOIDAY - 21.04.2021 (Ram Navami)		
SUNDAY & Holiday (Mahavir Jayanti) 25.04.2021		
2	April (26 -30)	Capitalisation Method
		Purchase Consideration and Annuity Method
		Miscellaneous Illustrations
	May (1st)	Continue
		Problem Discussion
		Revision and Oral Test
SUNDAY - 02.05.2021		
3	May (03 - 08)	Meaning of Valuation Of Shares , Factors affecting and Methods
		Net Asset method
		Dividend Yield Method
		Earning Capacity Method
		Average Method
		Miscellaneous illustrations
SUNDAY - 09.05.2021		
4	May (10-13) (15)	Liquidation of Companies: Meaning and methods
		Format of Liquidator's Final Statement of Account
		Illustrations of Liquidation
		Distribution of Surplus, Treatment of Calls in Arrear and Calls in Advance
		Removing Disparity among Equity Shareholders
HOLIDAY - 14.05.2021 (Id-ul-Fitr / Parshuram Jayanti)		
SUNDAY - 16.05.2021		
5	May (17-22)	Receiver for Debentureholders
		List of Contributories
		Statement of Affairs
		Deficiency Or Surplus Account
		Continue
		Group Discussion

SUNDAY - 23.05.2021		
6	May (24-29)	1st Assignment: Valuation of Goodwill and Valuation of Shares
		Accounts of Banking companies: Meaning of Banks and their working
		Slip system
		Profit and Loss Account of Banks
		Continue
		Treatment of Rebate of Bill discounted
SUNDAY - 30.05.2021		
7	May (31)	Illustrations of Profit and loss Account
	June (1 - 5)	Non Performing Assets and their Treatment
		Format of Balance Sheet Of Banking Companies
		Continue
		Continue
		Problem Discussion
SUNDAY - 06.06.2021		
8	June (7-12)	Holding Companies: Introduction, Meaning, Advantages and Disadvantages
		Format of Consolidated Balance Sheet
		Calculation Of Cost of Control/Capital Reserve and Minority Interest
		Calculation of Pre Acquisition and Post Acquisition Profits
		Adjustment of Unrealised Profit
		Elimination of Mutual Owings
SUNDAY & Holiday (Maharana Pratap Jayanti) 13.06.2021		
9	June (14 -19)	Conditional test - Liquidation of companies
		Debentures in Subsidiary Company
		Preference Shares in subsidiary Companies
		Treatment of Proposed Dividend
		Treatment of Interim Dividend
		Revaluation Of Assets
SUNDAY - 20.06.2021		
10	June (21-23) (25 - 26)	Issue of Bonus Shares from Pre Acquisition of Profits
		Issue of Bonus Shares from Post Acquisition of Profits
		Problem Discussion
		Account of Insurance companies
		Insurance: Concept, Meaning and Types
HOLIDAY - 24.06.2021 (Sant Kabir Jayanti)		
SUNDAY - 27.06.2021		
11	June (28-30)	Second Assignment - Accounts of banking companies
	July (1-3)	Financial Statement Of Insurance Companies
		Policyholder's account, Shareholder's Account
		Balance sheet of Insurance Companies
		Explanation Of Premium, Reinsurance, Claims, Annuity and Surrender value
		Bonus and Bonus in reduction of Premium Determination of Profit and loss account of Life insurance Business

SUNDAY - 04.07.2021		
12	July (5 - 10)	Practical problems
		Financial Statement of General Insurance, Reserve for Unexpired risk and Acturial Valuation
		Practical Questions
		Revision
		Revision
		Revision
SUNDAY - 11 .07.2021		
13	July (12)	Revision

SUNDAY - 23.05.2021		
6	May (24-29)	Standard error of estimate
		Continue...
		Revision
		Probability:Concept and Approaches;
		Continue...
Continue...		
SUNDAY - 30.05.2021		
7	May (31)	Addition and Multiplication Laws of Probability
	June (1 - 5)	Continue...
		Continue...
		Continue...
		Continue...
Continue...		
SUNDAY - 06.06.2021		
8	June (7-12)	Continue...
		Assignment-1
		Conditional Probability
		Continue...
		Continue...
Continue...		
SUNDAY & Holiday (Maharana Pratap Jayanti) 13.06.2021		
9	June (14 -19)	Problem Discussion and Revision
		Bayes' Theorem
		Continue...
		Revision
		Conditional Test
Probability Distribution:Concept		
SUNDAY - 20.06.2021		
10	June (21-23) (25 - 26)	Binomial Distribution:Properties and Parameters
		Continue...
		Continue...
		Continue...
Continue...		
HOLIDAY - 24.06.2021 (Sant Kabir Jayanti)		
SUNDAY - 27.06.2021		
11	June (28-30)	Assignment-2
	July (1-3)	Poisson Distribution: Properties and Parameters
		Continue...
		Continue...
		Continue...
Revision		

SUNDAY - 04.07.2021		
12	July (5 - 10)	Normal Distribution: Properties and Parameters
		Continue...
		Continue...
		Continue...
		Continue...
		Problem Discussion and Revision
SUNDAY - 11 .07.2021		
13	July (12)	Revision

I.B. (PG) COLLEGE, PANIPAT**SESSION 2020-2021**

Weekly Lesson Plan (Even Semester)

UG :-

4th Semester

Name of the Paper:- BUSINESS LAW-II

Class: B.COM II (A, B, C, Hons.)

Name of the Teachers (Section wise): PROF. MANEET KAUR, PROF. AKANKSHA SHARMA

WEEK	DATE	TOPICS
1	April (19-20) , (22-24)	DISCUSSION ABOUT SYLLABUS
		Indian Partnership Act,1932: Introduction,Characteristics &Touchstone of Partnership
		Rights &Duties of partners
		Relation of partners to third parties
		Types of partners
HOIDAY - 21.04.2021 (Ram Navami)		
SUNDAY & Holiday (Mahavir Jayanti) 25.04.2021		
2	April (26 -30) May (1st)	Outgoing partner & its rights and liabilities
		Revocation of continuing guarantee
		Dissolution of partnership &firm
		Methods of dissolution of firm
		Rights & Liabilities of partners after dissolution
		Settlements of accounts after dissolution
SUNDAY - 02.05.2021		
3	May (03 - 08)	Registration of partnership firm
		Procedure &advantages of registration
		Partnership deed
		Continue
		Revision
		Limited Liability Partnership (LLP) Act, 2008: introduction and meaning
SUNDAY - 09.05.2021		
4	May (10-13) (15)	Features of LLP
		Merits of LLP
		Incorporation of LLP
		Continue
		Continue
HOLIDAY - 14.05.2021 (Id-ul-Fitr / Parshuram Jayanti)		
SUNDAY - 16.05.2021		
5	May (17-22)	Relations & Liability of limited liability partners
		Extent & Limitation of limited liability partnership and partner
		Unlimited liability in case of fraud
		Continue
		Meaning of negotiable instrument
		Features of a negotiable instrument

SUNDAY - 23.05.2021		
6	May (24-29)	Kinds of negotiable instruments
		Continue
		Crossing a cheque
		Types of crossing
		Continue
		CLASS ACTIVITY
SUNDAY - 30.05.2021		
7	May (31)	Assignment - 1st(indian partnership act, 1932)
	June (1 - 5)	Parties and Holder of a negotiable instruments
		Liabilities of parties to negotiable instruments
		Meaning & modes of negotiation
		Meaning of assignment
		Meaning of endorsement & its essentials
SUNDAY - 06.06.2021		
8	June (7-12)	Kinds of endorsement
		Continue
		Revision
		Meaning of acceptance & its types
		Continue
		Conditional Test (negotiable act 1881)
SUNDAY & Holiday (Maharana Pratap Jayanti) 13.06.2021		
9	June (14 -19)	Meaning of presentment
		Rules regarding presentment for payment
		Meaning of dishonor & discharge of negotiable instruments
		Right to Information Act, 2005: Introduction, Meaning and Objectives
		Procedure for obtaining information under right to information act
		Exemptions from disclosure of information
SUNDAY - 20.06.2021		
10	June (21-23) (25 - 26)	Information about the central information commission
		Information about the state information commission
		Obligations & Duties of public information officers
		Continue
		Revision
HOLIDAY - 24.06.2021 (Sant Kabir Jayanti)		
SUNDAY - 27.06.2021		
11	June (28-30) July (1-3)	Assignment - 2nd(right to information act, 2005)
		Meaning & Objectives of Information Technology Act, 2000
		Digital Signature & Electronic Signature
		Continue
		Security of electronic records & electronic signatures
		Electronic Signature Certificates

SUNDAY - 04.07.2021		
12	July (5 - 10)	Continue
		The Cyber Appellate Tribunal
		Continue
		Revision
		Revision
SUNDAY - 11 .07.2021		
13	July (12)	Revision

I.B. (PG) COLLEGE, PANIPAT

SESSION 2020-2021

Weekly Lesson Plan (Even Semester) (4th Semester)

Name of the Paper:- Company law - II Class: B.Com - II (A, B, C, Hons.)

Name of Teacher (Class Wise): Prof. Rajesh Bala, Prof. Sakshi Munjal, Prof. Reena Rani

WEEK	DATE	TOPICS
1	April (19-20) , (22-24)	discussion of syllabus
		membership in companies
		continue
		who may be members
		ways of acquiring membership
HOIDAY - 21.04.2021 (Ram Navami)		
SUNDAY & Holiday (Mahavir Jayanti) 25.04.2021		
2	April (26 -30)	termination of membership
		continue
		company management and administration
	May (1st)	continue
		classification of directors
		continue
SUNDAY - 02.05.2021		
3	May (03 - 08)	appointment of directors
		removal of directors
		legal position of directors
		powers , duties and liabilities of directors
		continue
		continue
SUNDAY - 09.05.2021		
4	May (10-13) (15)	continue
		continue
		managing director concepts and appointment
		continue
		continue
HOLIDAY - 14.05.2021 (Id-ul-Fitr / Parshuram Jayanti)		
SUNDAY - 16.05.2021		
5	May (17-22)	company secretary
		continue
		position of company secretary
		Powers and duties of company secretary
		continue
		liabilities of company secretary

SUNDAY - 23.05.2021		
6	May (24-29)	company meetings and resolutions
		continue
		kinds of meetings
		continue
		assignment 1
		continue
SUNDAY - 30.05.2021		
7	May (31)	resolution
	June (1 - 5)	continue
		requisites of valid meeting
		continue
		conditional test
		continue
SUNDAY - 06.06.2021		
8	June (7-12)	continue
		voting, proxy, polls
		continue
		dividend, accounts, audit of companies
		continue
		divisible profits
SUNDAY & Holiday (Maharana Pratap Jayanti) 13.06.2021		
9	June (14 - 19)	legal provisions regarding divisible profits
		dividend
		prevention and oppression of management
		continue
		procedure for oppression and mismanagement
		oral test
SUNDAY - 20.06.2021		
10	June (21-23) (25 - 26)	amalgamation and reconstruction
		continue
		legal provisions regarding reconstruction and amalgamation
		continue
		assignment 2
HOLIDAY - 24.06.2021 (Sant Kabir Jayanti)		
SUNDAY - 27.06.2021		
11	June (28-30)	winding up
		modes of winding up
		continue
	July (1-3)	duties of liquidators
		powers and rights of liquidators
		continue
SUNDAY - 04.07.2021		

12	July (5 - 10)	voluntary winding up
		continue
		revision
		revision
		revision
		revision
SUNDAY - 11 .07.2021		
13	July (12)	revision

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SESSION 2020-2021

Weekly Lesson Plan (Even Semester) UG (4th Semester)

Name of the Paper:- Computerised Accounting System Class: B.Com - II (A, B, C, Hons.)

Name of the Teachers (Section wise): Prof. Vinay Bharti, Prof. Ritika Jatana,
Prof. Neetu Manocha

WEEK	DATE	TOPICS
1	April (19-20) , (22-24)	Introduction-Accounting in Tally.ERP 9
		Contd.
		Contd.
		Installation Of Tally
		Contd.
HOIDAY - 21.04.2021 (Ram Navami)		
SUNDAY & Holiday (Mahavir Jayanti) 25.04.2021		
2	April (26 -30)	Tally Vault Password,Security Control in Tally
		Contd.
		Administration of company-Tally.ERP9
	May (Ist)	contd.
		Contd.
		Contd.
3	May (03 - 08)	Company setup features
		Contd.
		Contd.
		Contd.
		Contd.
		Revision
SUNDAY - 09.05.2021		
4	May (10-13) (15)	Statutory and taxation features
		Contd.
		Tally Software Services Feature
		Contd.
		Revision
HOLIDAY - 14.05.2021 (Id-ul-Fitr / Parshuram Jayanti)		
SUNDAY - 16.05.2021		
5	May (17-22)	Master Creation Accounts And Inventory
		Contd.
		Contd.
		Godown,Stock Group
		Contd.
		Revision

SUNDAY - 23.05.2021		
6	May (24-29)	Voucher Creation And Order Processing
		Contd.
		Contd.
		Contd.
		Contd.
		Revision
SUNDAY - 30.05.2021		
7	May (31)	Assignment-1
	June (1 - 5)	Management Information System
		Contd.
		Contd.
		Reports And Invoice Printing
		Contd.
SUNDAY - 06.06.2021		
8	June (7-12)	Contd.
		Revision
		Accounting Features-Valuable Application
		Contd.
		Contd.
		Contd.
SUNDAY & Holiday (Maharana Pratap Jayanti) 13.06.2021		
9	June (14 -19)	Revision
		Conditional Test
		Statutory and taxation features In Tally ERP 9
		Contd.
		Contd.
		Contd.
SUNDAY - 20.06.2021		
10	June (21-23) (25 - 26)	Contd.
		Revision
		Assignment-2
		Payroll In Tally. ERP 9
		Contd.
HOLIDAY - 24.06.2021 (Sant Kabir Jayanti)		
SUNDAY - 27.06.2021		
11	June (28-30)	Contd.
		Contd.
		Contd.
	July (1-3)	Contd.
		Contd.
		Revision

SUNDAY - 04.07.2021		
12	July (5 - 10)	Revision
		Revision
		Revision
		Revision
		Revision
		Revision
SUNDAY - 11 .07.2021		
13	July (12)	Revision

I.B. (PG) COLLEGE, PANIPAT

SESSION 2020-2021

Weekly Lesson Plan (Even Semester) UG (4th Semester)

Name of the Paper:- Advertising

Class: B.Com - II (A, B, C, Hons.)

Name of the Teachers : Dr. Poonam Madan, Prof. Ruhani Sharma, Prof. Sakshi Munjal

WEEK	DATE	TOPICS
1	April (19-20) , (22-24)	Advertising-Meaning
		Importance
		Scope
		Continue
		Advertising vs Publicity
HOIDAY - 21.04.2021 (Ram Navami)		
SUNDAY & Holiday (Mahavir Jayanti) 25.04.2021		
2	April (26 -30)	Promotion Mix
		Continue
		Advertising Process
	May (1st)	Continue
		Communication Process
		Continue
SUNDAY - 02.05.2021		
3	May (03 - 08)	Advertising Function
		Continue
		Types of Advertising
		Continue
		E-Advertising
		Continue
SUNDAY - 09.05.2021		
4	May (10-13) (15)	Economic and Social Aspects of Advertising
		Continue
		Continue
		Legal and Ethical Aspects of Advertising
		Continue
HOLIDAY - 14.05.2021 (Id-ul-Fitr / Parshuram Jayanti)		
SUNDAY - 16.05.2021		
5	May (17-22)	Continue
		Setting Advertising Objectives
		Continue
		Dagmar Approach
		Continue
		Advertising Budget

SUNDAY - 23.05.2021		
6	May (24-29)	Continue
		Continue
		Creative Aspects of Advertising
		Continue
		Copywriting
		Continue
SUNDAY - 30.05.2021		
7	May (31)	Headlines, Illustrations and Message
	June (1 - 5)	continue
		Continue
		1st Assignment
		Advertising Media and its Types
		Continue
SUNDAY - 06.06.2021		
8	June (7-12)	Merits and demerits of Advertising Media
		Revision
		Media Planning and Scheduling
		Continue
		Continue
		Conditional Test
SUNDAY & Holiday (Maharana Pratap Jayanti) 13.06.2021		
9	June (14 -19)	Concept of Advertising agency
		Its role and relationship with clients
		Continue
		Continue
		Advertising Department
		Continue
SUNDAY - 20.06.2021		
10	June (21-23) (25 - 26)	Continue
		Advertising and Consumer Behaviour
		Continue
		Continue
		Continue
HOLIDAY - 24.06.2021 (Sant Kabir Jayanti)		
SUNDAY - 27.06.2021		
11	June (28-30)	Concept of Advertising effectiveness
	July (1-3)	Continue
		2nd Assignment
		Benefits of Advertising effectiveness
		Continue
		Revision

SUNDAY - 04.07.2021		
12	July (5 - 10)	Measuring Advertising effectiveness
		Continue
		Continue
		Pre,post and Concurrent Tests
		Continue
		Continue
SUNDAY - 11 .07.2021		
13	July (12)	Revision

I.B. (PG) COLLEGE, PANIPAT

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Weekly Lesson Plan (Even Semester) UG (4th Semester)

Name of the Paper:- ENTREPRENEURSHIP DEVELOPMENT Class: B. COM-II (HONS.)

Name of the Teachers (Section wise): Prof . POOJA DUDEJA

WEEK	DATE	TOPICS
1	April (19-20) , (22-24)	DISCUSSION OF SYLLABUS
		LESSON-ENTREPRENEUR- AN INTRODUCTION
		TYPES OF ENTREPRENEURS
		FUNCTIONS OF ENTREPRENEUR
		QUALITIES AND NEED OF ENTREPRENEUR
HOIDAY - 21.04.2021 (Ram Navami)		
SUNDAY & Holiday (Mahavir Jayanti) 25.04.2021		
2	April (26 -30)	QUALITIES AND NEED OF ENTREPRENEUR
		LESSON-ENTREPRENEURSHIP
		NATURE AND CHARACTERSTICS OF ENTREPRENEURSHIP
		ROLE OF ENTREPRENEURSHIP DEVELOPMENT
	May (1st)	FACTORS AFFECTING ENTREPRENEURIAL GROWTH
		CONTINUE
SUNDAY - 02.05.2021		
3	May (03 - 08)	Ch- METHODS AND PROCEDURES TO START OR EXPAND ONES OWN BUSINESS
		STAGES OF STARTING A BUSINESS
		FORMS OF BUSINESS ENTREPRISES
		CONTINUE
		SELECTION OF AN APPROPRIATE FORM OF OWNERSHIP STRUCTURE
		CONTINUE
SUNDAY - 09.05.2021		
4	May (10-13) (15)	LESSON-ENVIRONMENTAL FACTORS AFFECTING THE SUCCESS OF NEW BUSINESS
		ENVIRONMENTAL FACTOR REASONS FOR FAILURE FOR BUSINESS
		REMEDIAL MEASURES
		LESSON-LIFE CYCLE OF A NEW BUSINESS
		RELATIONSHIP BETWEEN SMALL & LARGE ENTREPRISES
HOLIDAY - 14.05.2021 (Id-ul-Fitr / Parshuram Jayanti)		
Jan-00		
5	May (17-22)	LESSON-FORMULATION OF FEASIBILITY REPORT
		CONTINUE
		LESSON-FEASIBILITY ANALYSIS
		ECONOMIC FEASIBILITY
		TECHNICAL AND FINANCIAL FEASIBILITY
		LESSON-SELECTION OF FACTORY LOCATION

SUNDAY - 23.05.2021		
6	May (24-29)	IMPORTANCE AND STEPS IN SELECTION
		FACTORS AFFECTING SELECTION
		LESSON-DEMAND ANALYSIS AND MARKET POTENTIAL MEASUREMENT
		STEPS IN MARKET DEMAND ANALYSIS
		CONDUCT OF MARKET SURVEY
		MARKET PLANNING
SUNDAY - 30.05.2021		
7	May (31)	ASSIGNMENT-1
	June (1 - 5)	MARKET PLANNING
		MARKET POTENTIAL MEASUREMENT PROCESS
		LESSON-CAPITAL AND PROJECT COSTING
		ESTIMATION OF PROJECT CAPITAL COST
		ESTIMATION OF PROJECT OPERATING COST
SUNDAY - 06.06.2021		
8	June (7-12)	TYPES OF COST ESTIMATES IN PROJECT LIFE CYCLE
		CONTINUE
		LESSON-WORKING CAPITAL REQUIREMENTS
		CLASSIFICATION OF WORKING CAPITAL
		ADVANTAGES AND DISADVANTAGES OF ADEQUATE WORKING CAPITAL
		DETERMINANTS OF WORKING CAPITAL
SUNDAY & Holiday (Maharana Pratap Jayanti) 13.06.2021		
9	June (14 -19)	WORKING CAPITAL ANALYSIS
		CONTINUE
		CONTINUE
		METHODS OF CASH MANAGEMENT
		CONTINUE
		CONDITIONAL TEST
SUNDAY - 20.06.2021		
10	June (21-23) (25 - 26)	LESSON-SOURCES OF FINANCE
		CLASSIFICATION OF SOURCE OF FINANCE
		SOURCES OF RAISING FUNDS IN INTERNATIONAL MARKET
		LESSON-PROFIT PLANNING AND TAX PLANNING
		PROFIT PLANNING PROCESS
HOLIDAY - 24.06.2021 (Sant Kabir Jayanti)		
SUNDAY - 27.06.2021		
11	June (28-30)	BREAK EVEN ANALYSIS
	July (1-3)	TAX PLANNING
		ASSIGNMENT-2
		LESSON-GOVERNMENT SUPPORT TO ENTREPRENEUR
		CONTINUE
		CONTINUE

SUNDAY - 04.07.2021		
12	July (5 - 10)	LESSON-ROLE OF FINANCIAL AND PROMOTIONAL INSTITUTES
		CONTINUE
		CONTINUE
		LESSON-ENTREPRENEURSHIP DEVELOPMENT PROGRAMME
		CONTINUE
		CONTINUE
SUNDAY-11.07.2021		
13	July (12)	CONTINUE