

# Govt. College Nalwa

## Lesson Plan

Unit wise lesson plan for the Even Semester, 2021-22

Teacher: **Anil Kumar**  
Subject: **Income Tax - II**

Class: **B. Com-III**  
Semester: **6<sup>th</sup>**

<b>Sr. No.</b>	<b>Description of Chapters/Topics</b>	<b>Expected Duration</b>	<b>Assignment/Test</b>
<b>1</b>	Deductions u/s 80C to 80U	1 <sup>st</sup> week of April to 2 <sup>nd</sup> week of April	
<b>2</b>	Rebate and Relief, Advance Tax and TDS & TCS	3 <sup>rd</sup> Week of April to 4 <sup>th</sup> Week of April	1 <sup>st</sup> Assignment in the last week of April
<b>3</b>	Income Tax Authorities and their powers	1 <sup>st</sup> week of May to 2 <sup>nd</sup> week of May	Minor test in the second week of May
<b>4</b>	Recovery and Refund of Tax	3 <sup>rd</sup> week of May	
<b>5</b>	Penalties and Prosecutions, Appeals and Revision	4 <sup>th</sup> week of May	2 <sup>nd</sup> Assignment in the last week of May
<b>6</b>	Procedure for Assessment, Different types of Returns, E- filing and Revised Return	1 <sup>st</sup> Week of June to 3 <sup>rd</sup> week of June	
<b>7</b>	Assessment of Individual, H.U.F & Firm	4 <sup>th</sup> week of June	

**ANIL KUMAR**  
(Asst. Professor of Commerce)

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## Lesson Plan

Unit wise lesson plan for the Even Semester, 2021-22

Teacher: **Anil Kumar**  
Subject: **Corporate Accounting**

Class: **B. Com-II**  
Semester: **4<sup>th</sup>**

<b>Sr. No.</b>	<b>Description of Chapters/Topics</b>	<b>Expected Duration</b>	<b>Assignment/Test</b>
<b>1</b>	Valuation of Goodwill	1 <sup>st</sup> week of April to 2 <sup>nd</sup> week of April	
<b>2</b>	Valuation of Shares	3 <sup>rd</sup> Week of April to 4 <sup>th</sup> Week of April	1 <sup>st</sup> Assignment in the last week of April
<b>3</b>	Liquidation of Companies	1 <sup>st</sup> week of May to 2 <sup>nd</sup> week of May	Minor test in the second week of May
<b>4</b>	Accounts of Banking Companies	3 <sup>rd</sup> week of May to 4 <sup>th</sup> week of May	2 <sup>nd</sup> Assignment in the last week of May
<b>5</b>	Accounts of Insurance Companies	1 <sup>st</sup> Week of June to 2 <sup>nd</sup> week of June	
<b>6</b>	Accounts of Holding Companies	3 <sup>rd</sup> Week of June to 4 <sup>th</sup> week of June	

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## Lesson Plan

Unit wise lesson plan for the Even Semester, 2021-22

Teacher: **Anil Kumar**  
Subject: **Marketing Management**

Class: **B. Com-I**  
Semester: **2<sup>nd</sup>**

<b>Sr. No.</b>	<b>Description of Chapters/Topics</b>	<b>Expected Duration</b>	<b>Assignment/ Test</b>
<b>1</b>	Introduction: meaning, concepts & principles of marketing; marketing management; marketing mix. Analysis of marketing environment: internal environment, external environment: demographic, socio-cultural, political, economic, natural, technological, and legal.	1 <sup>st</sup> week of April to 3 <sup>rd</sup> week of April	
<b>2</b>	Market Segmentation: concept & bases of market segmentation; understanding consumer behaviour.	4 <sup>th</sup> Week of April	1 <sup>st</sup> Assignment in the last week of April
<b>3</b>	Product: meaning, classification, product mix and product line decisions; product life cycle; new product development process; branding; packaging; labelling	1 <sup>st</sup> week of May to 2 <sup>nd</sup> week of May	Minor test in the second week of May
<b>4</b>	Pricing: pricing objectives; factors influencing pricing; pricing strategies. Promotion: element of promotion mix.	3 <sup>rd</sup> week of May to 2 <sup>nd</sup> week of June	2 <sup>nd</sup> Assignment in the last week of May
<b>5</b>	Distribution channel: meaning, types, role and factors affecting choice of distribution channel.	3 <sup>rd</sup> Week of June to 4 <sup>th</sup> week of June	

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## Lesson Plan

Unit wise lesson plan for the Even Semester, 2021-22

Teacher: **Anil Kumar**  
Subject: **Company Law-II**

Class: **B.Com. 2<sup>nd</sup>**

<b>Sr. No.</b>	<b>Description of Chapters/Topics</b>	<b>Expected Duration</b>	<b>Assignment/ Test</b>
1	Membership in Companies, Directors, KMP, Company Secretary	1 <sup>st</sup> week of April to 3 <sup>rd</sup> week of April	
2	Legal Position, Qualification, Appointment, Removal, Power & Duties	4 <sup>th</sup> Week of April	1 <sup>st</sup> Assignment in the last week of April
3.	Meetings: Kind of Meetings, Requisites, Authority, Notice, Agenda, Quorum, Chairperson, Resolutions, Minutes & Proxy	1 <sup>st</sup> week of May to 2 <sup>nd</sup> week of May	Minor test in the second week of May
4	Dividend: Accounts of Companies, Audit & Auditors, Prevention of oppression & mis-management, compromise & arrangement	3 <sup>rd</sup> week of May to 2 <sup>nd</sup> week of June	2 <sup>nd</sup> Assignment in the last week of May
5	Reconstruction and Amalgamation, Winding Up	3 <sup>rd</sup> Week of June to 4 <sup>th</sup> week of June	

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## Lesson - Plan (2021-22)

Name - Smt Meena Pannu

Class - B. Com II<sup>nd</sup> (4<sup>th</sup> Sem.)

Subject - Business Law.

Months	Week	Topic
April 2022	1 <sup>st</sup>	Meaning of Negotiable Instruments. Kinds of N.I.
	2 <sup>nd</sup>	Parties of N.I Negotiation of N.I.
	3 <sup>rd</sup>	Dishonour of N.I Discharge of N.I.
	4 <sup>th</sup>	1 <sup>st</sup> Assignment and Collected. Revision of 1 <sup>st</sup> unit
May 2022	1 <sup>st</sup>	Indian Partnership Act 1932
	2 <sup>nd</sup>	Dissolution of Partnership and Firm
	3 <sup>rd</sup>	Registration of Partnership Firm
	4 <sup>th</sup>	LLP Act 2008 : An Overview
June 2022	1 <sup>st</sup>	LLP ; - Partners, their Relations & Liabilities.
	2 <sup>nd</sup>	Information Technology Act 20
	3 <sup>rd</sup>	Right to Information Act 20.
	4 <sup>th</sup>	Revision and test.

*M. Pannu*

# Lesson Plan of Even Semester

2021-22

Name : Smt Meena Pannu  
Class - B.Com 2nd Semester

Subject : Business Communication

Months	Week	Topic
<u>April 2022</u>	1st	Business Communication & Electra
	2nd	Theories and Audience Analysis
	3rd	Types of Comm. & Barriers in Communication
	4th	Effective Presentation of Skill
<u>May 2022</u>	1st	• 1st Assignment Given & Collected • Practices in Business Communication
	2nd	• Business Report writing
	3rd	Self Development & SWOT
	4th	- do - 2nd Assignment Given & Collected
<u>June 2022</u> [Unit Test] ✓	1st	• Non-Verbal Communication • Formal and Informal Comm.
	2nd	• Principles of effective listening • Interview skill
	3rd	Writing Business Letters and E-mail.
	4th	Etiquettes in Communication Revision & class tests

*Meena Pannu*

Lecture 11411 (2021-22)

Name - Smt Meera Pannu  
 Class - B.Com III<sup>rd</sup> (6th Sem.)  
 Subject - Management Accounting

Months.	Week	Topic
Oct 2022	1st	Introduction, & Financial Statements.
	2nd	Analysis of F. Statements.
	3 <sup>rd</sup>	Ratio Analysis with Sum.
	4th	Fund Flow Statement with Numerical
Nov 2022	1st	Cash Flow Statement
	2nd	Practice of Fund Flow & Cash Flow
	3 <sup>rd</sup>	Marginal Costing & Practice
	4th.	Cost-Volume-Profit Analysis.
Dec 2022	1st	Budget & Budgeting.
	2nd	Budgetary Control.
	3 <sup>rd</sup>	Sales Budget & Production Budget
	4th.	Management Reporting & Practice. Revision & Test

*Meera Pannu*

## Lesson Plan (2021-22)

Name : - Smt Meena Pannu  
 Class - B. Com III<sup>rd</sup> (6th Sem.)  
 Subject - Fundamental of Insurance

Months.	Week	Topic
April 2022 1st Assignment Given & Collected	1st	Introduction to Insurance (1st unit)
	2nd	Types of Insurance & Economic development.
	3rd	Life Insurance (2nd unit)
	4th.	- do -
May 2022 2nd Assignment Given & Collected	1st	Fire Insurance (3rd unit)
	2nd	- do -
	3rd	Marine Insurance (4th unit)
	4th.	- do -
June 2022 Unit Test	1st	Accident & Motor Insurance (5)
	2nd	- do -
	3rd	Insurance Intermediaries
	4th.	Continued - to Revision & Te.

*[Signature]*



## Lesson Plan (Session April 2022 to June 2022)

**Name of Teacher: Nirmala.R**  
**Class: B.Com. I**

**Semester: II**  
**Paper: Financial Accounting II**

<b>Month/Week</b>	<b>Topic</b>
<b>April</b>	
I	Introduction, Syllabus Discussion, Branch Accounts
II	Dependent Branch, Debtors System, Stock & Debtors System
III	Final Accounts System, Wholesale Branch, Test & Revision
IV	Hire Purchase Contract, Assignment-1
<b>May</b>	
I	Record for goods of substantial sale value, Test & Revision
II	Partnership Accounts, Adjustment after closing accounts
III	Goodwill, Joint life policy, Change in profit sharing ratio
IV	Test & Revision, Assignment-2, Admission of a Partner
<b>June</b>	
I	Admission & Retirement of a partner
II	Death of a partner, Test & Revision
III	Dissolution of Partnership Firm, G.D
IV	Dissolution of Partnership Firm, Revision Test

## Lesson Plan (Session April 2022 to June 2022)

Name of Teacher: Nirmala.R  
Class: B.Com. II

Semester: IV  
Paper: Advertising

Month/Week	Topic
<b>April</b>	
I	Introduction, Syllabus Discussion, Importance & Scope of Advertising
II	Advertising vs Publicity, Promotion mix, advertising process
III	Communication process, Functions & Types of Advertising
IV	E-Advertising, Economic, legal, ethical, social aspects of advertising, Assignment-1
<b>May</b>	
I	Dagmar Approach, Advertising Budget, Test & Revision
II	Advertising appeals, copy writing, headlines, illustrations & message
III	Types of media, Merits & Demerits, Test & Revision
IV	Media Scheduling, Advertising Agency-Concept & Role
<b>June</b>	
I	Client agency relationship, Advertising Department,
II	Consumer Behaviour-Elements, Factors, GD, Assignment-2
III	Buying Process, Buying Motives, Difficulties in studying C.B
IV	Measuring Advertising effectiveness – Concepts, Benefits, Pre, Post, Concurrent Tests

## Lesson Plan (Session April 2022 to June 2022)

**Name of Teacher: Nirmala.R**  
**Class: B.Com. III**

**Semester: VI**  
**Paper: Human Resource Management**

<b>Month/Week</b>	<b>Topic</b>
<b>April</b>	
I	Introduction, Syllabus Discussion, HRM-Nature, Importance
II	HRM-Scope, Functions, Diff-HRM,HRD, Personal mgt
III	HRM-Limitation, Qualities, Test & Revision
IV	HRP-Importance, Levels, Process
<b>May</b>	
I	Techniques of estimating HR demand, HRP- Barriers, Requisites, Assignment-1
II	Job Analysis-Contents, Uses, Process, Problems, GD.
III	Job Analysis-Methods, Job description, Job Specification
IV	Recruitment & Selection-Importance, Factors, Process, Types ,Test & Revision
<b>June</b>	
I	Placement- Types, Objectives, Problems, Induction-Process, Strategies
II	Internal Mobility-Promotion, Demotion, Transfer, Test & Revision
III	Training- Objectives, Policy, Process, Methods, Merits, Assignment-2
IV	Performance Appraisal-Characteristics , Process, Methods, Techniques, Debate.

## Lesson Plan (Session April 2022 to June 2022)

**Name of Teacher: Nirmala.R**  
**Class: B.Com. I**

**Semester: II**  
**Paper: Organisational Behaviour**

Month/Week	Topic
<b>April</b>	
I	Introduction, Syllabus Discussion, O.B-Concepts & Significance, Nature, concepts, Scope.
II	Approaches of O.B, Personality-Meaning and Determinants, Characteristics, Traits.
III	Theories, Types of Personality, Test & Revision.
IV	Perception-Nature, Process, Factors Affecting, Assignment-1
<b>May</b>	
I	Perception -Importance, Nature, Factors, Managing Perceptual process, Test & Revision.
II	Learning- Nature, Concepts, Scope, Theories, Principles, Significance.
III	Stress management-Features, Symptoms, Strategies, Types, Causes and Techniques to remove stress.
IV	Group and Group Dynamics; Types, Concept, Group Norms, Group Cohesion, Inter-Group Behavior, Test & Revision, Assignment-2.
<b>June</b>	
I	Group Decision-Making; Team: Types ; Team Building and Managing Effective Team, G.D.
II	Transactional Analysis; Features, Ego States and Different Strokes, Concept of Interpersonal Behavior: Essential Interpersonal Competencies for Managers, Importance, Test & Revision.
III	Organisational Culture-Characteristics, Functions, Types, Symptoms of weak culture G.D.
IV	Organisational Climate & Health-Characteristics, Factors Revision & Test.

## Lesson Plan(2021-22)

Name: Pardeep Kumar  
Class: B. Com 6<sup>th</sup> Semester  
Subject: Retail Management

### April-2022

#### Chapter-

1. Introduction to Retailing
2. Theories and models in Retail
3. Retail Strategic Planning and operations Management
4. Primary Retailing Strategies (planning location of retail business)
5. Merchandise Planning and Retail Communication

Test:-

### May-2022

#### Chapter-

6. Security Issues in Retailing
7. Stores Design
8. Store Layout
9. Organizational Structure in Retail Institutions
10. Application of Information Technology in Retailing

Test:-

Assignment:-

### June-2022

#### Chapter-

11. Foreign Direct Investment In Retail
12. Retail Store Management, Material Handling and Energy Management

Test:-

Assignment:-

### July -2022

REVISION AND TEST

## Lesson Plan(2021-22)

Name: Pardeep Kumar  
Class: B.Com 4<sup>TH</sup> Semester  
Subject: Business Statistics

### April-2022

Chapter-Simple correlation: concept, types; multiple and partial; linear and non –linear; Scatter diagram, Methods Karl Pearson's co- efficient of correlation. Spearman's Rank Correlation, Concurrent deviation method Probable and standard errors.

Chapter- Regression Analysis; meaning, difference between correlation and regression, regression coefficients, methods of calculation of simple regression, standard error of estimate.

Test:-

### May-2022

Chapter- Probability; concept and approaches; addition and multiplication law of probability: Conditional probability: Bayes' Theorem

Chapter- Probability distributions: concept, Binomial, Poisson and Normal distributions: their properties and parameters.

Test:-

Assignment:-

### june-2022

Chapter- Probability distributions: concept, Binomial, Poisson and Normal distributions: their properties and parameters.

Test:-

Assignment:-

### July -2020

REVISION AND TEST

## Lesson Plan (2021-22)

Name: Pardeep

Class: B. Com 6<sup>th</sup> Semester

Subject: Business Environment

### April-2022

Chapter-

1. Business Environment – Concept, Component's and Importance
2. Environmental and Organizational Scanning – concept, importance
3. Public Sector in India
4. Private sector in India
5. Joint Sector in India
6. Economic Systems- Capitalist, Socialist and Mixed Economy

### May-2022

7. Chapter- Economic Planning in India and NITI Aayog
8. Monetary Policy in India
9. Fiscal Policy in India
10. Foreign Investment in India
11. Multinational Corporation (MNCs)
12. Globalization

Test:-

Assignment:-

### June-2022

13. Chapter- Competition Act
14. Foreign Exchange Management Act (FEMA)
15. Foreign Exchange Market – An Overview

Test

Assignment :-

### July-2022

Test and Revision

## Lesson Plan(2021-22)

Name: Pardeep

Class: B. Com 4<sup>th</sup> Semester

Subject: Computerized accounting system

### April-2022

Chapter-

1. Tally. ERP 9 Introduction
2. Administration of Company – Tally.ERP 9
3. Company Setup Features
4. Master Creation – Accounts and Inventory

### May-2022

Chapter -

5. Voucher Creation and order processing
6. Management information system, Reports and invoice printing
7. Accounting Features - Valuable applications
8. Statutory and Taxation Features in Tally. ERP 9

Test

Assignment: -

### June-2022

Chapter

9. Payroll in Tally. ERP 9

Test

Assignment: -

Test and Revision

### July-2022

Test and Revision



## Lesson Plan(2021-22)

Name: Pardeep Kumar  
Class: B. Com 2<sup>nd</sup> Semester  
Subject: Business Environment

### April-2022

- Chapter- 1. Business Environment – An introduction
2. Environmental Scanning and importance of Business Environment
  3. Economic Systems
  4. Economic Planning in India
  5. Eleventh Five-year plan
  6. Twelfth five-year plan

Test:-

### May-2022

- Chapter- 7. Liberalization, privatization, and Globalization
8. Regional Economic grouping
  9. Monetary policy of India
  10. Fiscal policy of India
  11. Industrial policy and industrial licensing policy
  12. Export – Import policy

Test:-

Assignment:-

### June-2022

- Chapter- 13. Foreign Investment in India
14. Multinational Corporation and foreign colorations in India
  15. World Trade Organization
  16. United Nations Conference on trade and Development
  17. World Bank
  18. International monetary fund

Test:-

Assignment:-

### July -2022

REVISION AND TEST