

Lesson Plan

Name : Ms.Neha

Subject: Commerce

Lesson Plan:2018-21

Week	Date	M.com. II Sem. (Financial Mgt.and Policy)	M.com. II Sem. (Human Resource Management)	M.Com. IV Sem. (Sales Management)	M.Com. IV Sem. (Security Market Operations)	
1	1-Jan-18	Introduction	Introduction	Introduction	Introduction	
	2-Jan-18	Financial Management	HRM: concept and Importance	Sales Management: Concept and objectives	Security Market: concept	
	3-Jan-18	To be continue	Scope of HRM	Functions of sales management	Primary Market: Role	
	4-Jan-18	To be continue	Objectives of HRM	Integrated sales and marketing management	Functions Of Primary Market	
	5-Jan-18	To be continue	Functions of HRM	To be continued	Methods of selling securities in PMkt.	
	6-Jan-18	Functions of finance executive in an organization	Oral test	Oral test of sales management	To be continued	
	7-Jan-18	Sunday				
2	8-Jan-18	Time value of money: concept and techniques	HRM in dynamic environment	Personal Selling	Oral test of Primary Market	
	9-Jan-18	Annuity and its practical problems	Building up skill for effective HR manager	Concept and classifications of sales jobs	New Financial Instruments	
	10-Jan-18	Present value and its practical problems	Evolution of HRM	To be continued	To be continued	
	11-Jan-18	Practical applicability	To be continued	Buyer seller dyads	SEBI guidelines for public issues	
	12-Jan-18	Recent Development in financial management	Growth and Challenges in India	Personal Selling Process	To be continued	
	13-Jan-18	To be continued	Test	Feedback	To be continued	
	14-Jan-18	Sunday				
3	15-Jan-18	To be continued	International HRM	Theories of selling	TEST	
	16-Jan-18	To be continued	To be continued	Test	Secondary Market: concept	
	17-Jan-18	Capital asset pricing model	To be continued	Sales Planning: concept and importance	Stock exchanges in India	
	18-Jan-18	To be continued	Human Resource information system	Approaches of Sales Planning	Organisation of stock exchanges	
	19-Jan-18	Feedback	To be continued	Process of Sales Planning	Growth of stock exchange	
	20-Jan-18	Oral test	Feedback of weekly topics	Oral test	Review and feedback	
	21-Jan-18	Sunday				
4	22-Jan-18	Vasant Panchami				
	23-Jan-18	Test of Financial Management	GD	Discussion regarding assignment and presentation	Assignment and Presentation topic distribution	
	24-Jan-18	Sir Chhotu Ram Jayanti				
	25-Jan-18	Presentation topics discussion	Test	Motivational Lecture	Test of Security Market	
	26-Jan-18	Republic Day				
	27-Jan-18	GD	Presentation topics discussion	GD	Motivational lecture	

	28-Jan-18	Sunday			
5	29-Jan-18	Financial Planning: meaning and basic concepts	Human Resource Policy	Sales Forecasting	Trading in stock Mkt.
	30-Jan-18	Need and Importance of financial planning	To be continued	To be continued	To be Continued
	31-Jan-18	Financial Planning Process	Oral Test of HR Policy and HRIS	Sales Budget	Presentation (1 to 5)

Week	Date	M.com. II Sem. (Financial Mgt. and Policy)	M.com. IInd Sem. (Human Resource Management)	M.Com. IV Sem. (Sales Management)	M.Com. IV Sem. (Security Market Operations)
	1-Feb-18	Financial Forecasting: meaning and benefits	Human Resource Planning	To be continued	Trading Mechanism
	2-Feb-18	Techniques of financial forecasting	To be continued	Oral Test	Online Trading
	3-Feb-18	Feedback of FP & FF	To be continued	Presentation (1 to 5)	Screen Based Trading
	4-Feb-18	Sunday			
6	5-Feb-18	Source of finance: Ownership securities	Oral test of HR Planning	Sales Organisation: Concept and purpose	Oral Test
	6-Feb-18	Creditorship securities	Presentation (1 to 5)	Principles of setting up a sales organisation	National Stock Exchange Role and organisation
	7-Feb-18	Internal Financing	Job Analysis	Process of setting up a sales organisation	Management
	8-Feb-18	Loan Financing	To be continued	Sales Organisation Structures	Listing Procedure
	9-Feb-18	Innovative Sources of financing	To be continued	Feedback	Accounting Records and Nature of transactions
	10-Feb-18	Maharshi Dayanand Saraswati Jayanti			
	11-Feb-18	Sunday			
7	12-Feb-18	Test of source of finance	Motivational Lecture	Assignment submission and oral test	Settlement of Trade
	13-Feb-18	Maha Shivratri			
	14-Feb-18	Assignment Submission and test distribution	Discussion about assignment topics	Field sales organisation	Test of NSE
	15-Feb-18	Presentation (1 to 5)	Job Description	Determining size of sales force	Bombay Stock Exchange Role and organisation
	16-Feb-18	Motivational Lecture	Job Specification	Need and Procedure for setting up sales territories	Management
	17-Feb-18	Presentation (6 to 10)	Job Design	Time management	Listing Procedure of BSE
	18-Feb-18	Sunday			
8	19-Feb-18	Cost of capital: meaning and basic concept	Oral test of Job Analysis	Routing	Accounting records for buying and selling transactions
	20-Feb-18	Computation of cost of capital	Recruitment concept and Process	Presentation (6 to 10)	Nature of trade
	21-Feb-18	To be continue	Sources and Methods	Sales Quotas : Purpose And types	Settlement of trades
	22-Feb-18	To be continue	Challenges and Recent trends	Administration of sales quota	Feedback
	23-Feb-18	To be continue	Feedback	Test	Oral Test of BSE
	24-Feb-18	Class test of cost of capital	Presentation (6 to 10)	Presentation (11 to 15)	Presentation (6 to 10)
	25-Feb-18	Sunday			

9	26-Feb-18	Presentstion (11 to 15)	Selection	Sales Force Management: Recruitment	Share Price Indices: Need and Importance
	27-Feb-18	GD	To be continued	To be continued	To be continued
	28-Feb-18	Holiday			

Week	Date	M.com. II Sem. (Financial Mgt.and Policy)	M.com. IIInd Sem. (Human Resource Management)	M.Com. IV Sem. (Sales Management)	M.Com. IV Sem. (Security Market Operations)
	1-Mar-18	Guru Ravidas Birthday			
	2-Mar-18	Holi			
	3-Mar-18	Holiday			
	4-Mar-18	Sunday			
10	5-Mar-18	Working Capital Management:Need and Type	Placement	Selection	Assignment Submission and oral test of stock price indices
	6-Mar-18	Determinent and assessment of working capital requirement	Induction	Training	Comiling of Index Numbers and Interpretation
	7-Mar-18	To be continue	Promotion	Compensation	Presentation (11 to 15)
	8-Mar-18	Management of marketable securities	Demotion	Motivating and leading the sales force	Depository:Role and Need
	9-Mar-18	Managment of cash	Transfer	To be continued	National Securities Depository Ltd.(NSDL)
	10-Mar-18	Feedback	Sepration	feedback	To be continued
	11-Mar-18	Sunday			
11	12-Mar-18	Management of receivables	Test of last week topics	Sales Meeting and contests	The Depository Act 1996
	13-Mar-18	To be continue	Employees Training:concept and steps in training plan	To be continued	To be continued
	14-Mar-18	To be continue	Designing Training Programme	Test	SEBI(Custodian &Securities) Regulation 1996
	15-Mar-18	Feedback	Oral test of training	Presentation (16 to 20)	To be continued
	16-Mar-18	Presentation (16 to 20)	Executive Development	Presentation (21 to 25)	Test
	17-Mar-18	Motivational lecture	To be continued	GD	GD
	18-Mar-18	Sunday			
12	19-Mar-18	Test of Working Capital Management	Career Planning and Development	Control Process: Analysis of sales,cost and profitability	Derivative Trading: concept and types
	20-Mar-18	Presentation (21to25)	To be continued	To be continued	Future & options
	21-Mar-18	Presentation (26 to 30)	GD	Management of sales expenses	To be continued
	22-Mar-18	G D	Oral test of career Planning	Sales record and reporting system	Feedback
	23-Mar-18	Shaheedi Diwas of Bhagat Singh, Rajguru & Sukhdev			
	24-Mar-18	Test distribution	Presentstion (11 to 15)	Oral test and submission of assignment	Presentation (16 to 20)
	25-Mar-18	Sunday/ Ram Navami			

13	26-Mar-18	Capital budgeting	Performance and Potential Appraisal	Presentation (26 to 30)	Methods of trading
	27-Mar-18	To be continue	To be continue	Presentation (31 to 35)	Valuation of options
	28-Mar-18	To be continue	To be continue	Presentation (36 to 40)	To be continued
	29-Mar-18	Mahavir Jayanti			
	30-Mar-18	To be continue	Presentation (16 to 20)	Presentation 41 and absentees	Test
	31-Mar-18	To be continue	Empowerment	GD	Presentation (21 to 25)

Week	Date	M.com. II Sem. (Financial Mgt.and Policy)	M.com. IInd Sem. (Human Resource Management)	M.Com. IV Sem. (Sales Management)	M.Com. IV Sem. (Security Market Operations)
14	1-Apr-18	Sunday			
	2-Apr-18	Test	Presentation (21to25)	Evaluating sales-force performance	Presentation (26 to 30)
	3-Apr-18	Presentation(31 to 34)	Quality of life	To be continued	Raising Funds From International Mkts
	4-Apr-18	Presentation (35 to 37)	Compensation-nature and significance	To be continued	FII's
	5-Apr-18	Presentation of absentees	Incentives plans	Oral test	Euro issues- ADRs, GDRS
	6-Apr-18	Discussion of problems	Fringe benefits	Motivational lecture	FDI
	7-Apr-18	Discussion of problems	Test	GD	Presentation (31 to 35)
	8-Apr-18	Sunday			
15	9-Apr-18	Evaluation criteria and risk analysis	Presentation (26 to 30)	Ethical issues in sales management	SEBI Guidelines about IM
	10-Apr-18	To be continued	Job Satisfaction	To be continued	SEBI Guidelines
	11-Apr-18	Feedback	To be continued	To be continued	Feedback
	12-Apr-18	Guidance Lecture	Feedback	Oral test	Presentation (36 to 40)
	13-Apr-18	GD	Presentation(31 to 35)	Problem discussion	GD
	14-Apr-18	Dr Ambedkar Jayanti / Vaisakhi			
	15-Apr-18	Sunday			
16	16-Apr-18	Capital expenditure control	Job Stress Management	Discussion For viva	Presentation 41 & absentees
	17-Apr-18	To be continued	To be continued	Problem discussion	Motivational lecture
	18-Apr-18	Parashurama Jayanti			
	19-Apr-18	Feedback	Presentation (36 to 37) and absentees	Revision	Test of raising funds
	20-Apr-18	Revision	Discussion about viva voic and case study	To be continued	Discussion about viva voic and case study
	21-Apr-18	To be continued	Motivational lecture	To be continued	Problem discussion and test distribution
	22-Apr-18	Sunday			
17	23-Apr-18	To be continued	Problem Discussion	To be continued	Revision
	24-Apr-18	To be continued	Revision	To be continued	To be continued
	25-Apr-18	To be continued	To be continued	To be continued	To be continued

	26-Apr-18	To be continued	To be continued	To be continued	To be continued
	27-Apr-18	To be continued	To be continued	To be continued	To be continued
	28-Apr-18	To be continued	To be continued	To be continued	To be continued

Lesson Plan

Name: Ms.Pallavi

Subject: Commerce

Lesson Plan: 2018-21

Week	Date	M.Com II Sem (Business Statistics)	M.Com IV Sem (Service Marketing)	M.Com II Sem (International Business Environment)	M.Com IV Sem (Portfolio Management)	
1	1-Jan-18	Introduction to subject	Introduction to subject	Introduction to subject	Introduction to the subject	
	2-Jan-18	Probability: intro with basic concepts	Service Marketing: Concept, Characteristics and Classification	Nature, Importance & scope of IBE	Concept of Portfolio Management, elements	
	3-Jan-18	Defining probability and its importance	Buying process for services	Framework for analysis	Process of Portfolio Management	
	4-Jan-18	Rule of counting	Customer expectations for services	Multiplicity of legal environment	Portfolio construction, capital market instruments	
	5-Jan-18	Addition theorem for mutually exclusive events	Marketing mix in services	Multinational Corporations	Money market instruments, financial assets	
	6-Jan-18	Addition theorem for non-mutual exclusive events	Discussion on marketing mix	Oral Test of framework	Approaches in portfolio construction : introduction	
	7-Jan-18	Sunday				
2	8-Jan-18	Multiplication theorem: probability for independent events	Service Quality: Concept and dimensions	Benefits and drawbacks of MNC's	Oral test of financial instruments	
	9-Jan-18	Multiplication theorem: dependent events	Service Quality: models	Technological Environment	Traditional approach: determination of objectives of investors	
	10-Jan-18	Combined use of addition & multiplication theorem	Test of buying process of services	Hurdles in Technological Development	Selection of security according to investors' choice	
	11-Jan-18	Bernouli's theorem: use and mathematical expectation	Relationship Marketing: Meaning and goals	Transfer of technology	Risk and return analysis	
	12-Jan-18	Bayes theorem	Service Market Segmentation	Status in India and incentives by govt.	Distribution of presentations to students	
	13-Jan-18	Clearing doubts and Revision of chapter	Distribution of presentation topics	Technical Policy in India	allotment of assignment topic To students	
	14-Jan-18	Sunday				
3	15-Jan-18	Intro to probability distribution	Service market targeting	Foreign investments & collaborations	Diversification :forms of diversification	
	16-Jan-18	probability distribution: types & uses	Customer retention strategies: meaning and strategies	Types of foreign capital	Principles of diversification and problems of diversification	
	17-Jan-18	Binomial distribution: intro, conditions & properties	Oral discussion of service market segments	Current foreign investment policy	Modern portfolio theory : introduction, explaining the theory	
	18-Jan-18	Binomial distribution: application (1)	Service development: meaning and concept	Assignment on FDI	Traditional VS. Modern portfolio analysis	
	19-Jan-18	Binomial distribution: application (2)	Steps in service development	Foreign Collaborations & govt. policy	Return on portfolio with relation to risk	
	20-Jan-18	Fitting of binomial distribution	allocation of assignment topics roll no wise	Test of technological environment	Submission of assignment with oral exam	
	21-Jan-18	Sunday				
4	22-Jan-18	VasantPanchami				
	23-Jan-18	Poisson distribution: intro, uses	Discussion on service development	IMF: Introduction	Presentation of 1-5 students	
	24-Jan-18	Sir Chhotu Ram Jayanti				
	25-Jan-18	Poisson distribution: application (1)	Presentation of 1-5 students on case study	Historical Perspective & need for a new	Presentation of 5-10 students	

			of services of hotel industry	system	
	26-Jan-18	Republic Day			
	27-Jan-18	Poisson distribution: application (2)	Submission of assignment	Assignment submit & oral exam	Test of traditional theory
	28-Jan-18	Sunday			
5	29-Jan-18	Poisson distribution: fitting	Test of relationship marketing	Nature, Function & objectives of IMF	Risk on portfolio :explanation
	30-Jan-18	Normal distribution: intro	Service blueprinting: meaning and methods	Organization, structure of IMF	Diversification of investments : different assets, instruments, industries, companies
	31-Jan-18	Normal distribution: conditions to apply	Approaches to service delivery	Gold tranche & SDRs	Markowitz model : assumptions, parameters

	1-Feb-18	Normal distribution: application (1)	Customers feedback and service recovery	Achievement & shortcomings	Effects of combining securities
	2-Feb-18	Normal distribution: application (2)	Physical environment of services	India & IMF	Interactive risk through covariance : practical implications
	3-Feb-18	Normal distribution: fitting	Oral test of service blueprinting	Test of IMF	Practical practice
	4-Feb-18	Sunday			
6	5-Feb-18	Doubt clearing of probability	Communication and promotion of services	GATT: Introduction	Doubt clearing class
	6-Feb-18	Relationship between binomial, poisson and normal probability distribution	main problems	Evaluation & conversion	Coefficient of Correlation : theoretical portion
	7-Feb-18	Index numbers: intro, properties	Communication mix and strategies	Structure, functions and provisions of WTO	Coefficient of Correlation : practical implications
	8-Feb-18	Index numbers: types & problems in construction	Presentation of 6-10 students on case study of services of banking industry	Uruguay round agreements	Coefficient of Correlation : practical practice
	9-Feb-18	Topics of assignment given to students and queries on probability taken	Discussion on topic	Assignment on GATT	Doubt clearing class
	10-Feb-18	MaharshiDayanandSaraswatiJayanti			
	11-Feb-18	Sunday			
7	12-Feb-18	Test of probability	Allocation of assignment topics	Overview of GATT & WTO	Distribution of assignment topics
	13-Feb-18	MahaShivratri			
	14-Feb-18	Index numbers: methods – laspeyre, pashce	Pricing of strategies: meaning and concept, characteristics	Submission of assignments with oral exam	Test of covariance and coefficient of Correlation
	15-Feb-18	Index numbers: methods- dorbish, marshall, kelly	Pricing of strategies: approaches	Helping least developed countries	Discussion on Markowitz model
	16-Feb-18	Practical practice & assignment submission	Pricing of strategies: pricing strategies	TRIPS, TRIMS & anti-dumping measures	Presentation of 10-15 students
	17-Feb-18	Index numbers: Weighted average price relative method	Submission of assignments with oral exam	Ministerial conferences	Submission of assignment
	18-Feb-18	Sunday			
8	19-Feb-18	Quantity index numbers: intro	Test of pricing strategies	World bank: intro	Effect of holding two securities
	20-Feb-18	Quantity index numbers: weighted aggregate method (1)	Distribution of services: concept intro	Lending operations of bank	Change in portfolio proportions
	21-Feb-18	Quantity index numbers: weighted aggregate method (2)	Distribution of services: channels, key determinants	Structure of world bank	Concept of dominance
	22-Feb-18	Relative method & practical practice	Distribution of services: strategies for effective service delivery	World bank & IMF	Risk – return in a third security : practical implications

	23-Feb-18	Value index numbers	Presentation of 11-15 students on case study on services of insurance industry	Advisory functions and critical evaluation	Markowitz efficient frontier with diagrams
	24-Feb-18	Time reversal test	Oral exam of students on distribution of services	Discussion on WB	Presentation of 15-20 students
	25-Feb-18	Sunday			
9	26-Feb-18	Factor reversal test	Test on pricing strategies of services	Test of WTO	Sharpest single index model
	27-Feb-18	Circular test	Assigning some case studies as practical knowledge to students on particular companies	Discussion of IMF, WTO & WB	Characteristic lines
	28-Feb-18	Holiday			

	1-Mar-18	Guru Ravidas Birthday			
	2-Mar-18	Holi			
	3-Mar-18	Holiday			
	4-Mar-18	Sunday			
10	5-Mar-18	Practical problems	Presentation by 16-20 students on case study on services by transport industry	UNCTAD : Intro and reasons of establishment	Proportion of investments, market risk
	6-Mar-18	Test of index numbers	Collection of case studies with discussion of their knowledge on respective companies	Major recommendations, GATT & UNCTAD	Non market risk and return, portfolio characteristic line
	7-Mar-18	Index number II- intro	Managing service employees: introduction of concept and features	Stages of birth and functions	Risk – return practical implications
	8-Mar-18	Chain base index numbers, base conversion & shifting	Managing service employees: importance	Conferences of UNCTAD	Practical practice
	9-Mar-18	Splicing, deflating	Managing service employees: role of contact personnel	Appraisal of UNCTAD & UNCTAD report	Doubt clearing class
	10-Mar-18	Consumer price index numbers	Managing service delivery employees: case study on services of dominoz delivery employees	Test of UNCTAD	Presentation of 20-25 students
	11-Mar-18	Sunday			
11	12-Mar-18	Doubt clearing class	Presentation by 21-25 students on case study on services by financial institutions (banks)	Presentation of student on IMF	Capital Market Theory : introduction and assumptions
	13-Mar-18	Test of index number	Test on managing service employees	Feedback of students & queries	Explanation of theory with diagrams
	14-Mar-18	Multiple correlation: intro	Managing customers: meaning and importance	International trade agreements	Capital asset pricing model : introduction and explanation
	15-Mar-18	Practical practice	Strategies for enhancing customer participation: meaning and introduction	Generalized system of preference	Capital Market Line and Security Market Line
	16-Mar-18	Partial correlation: intro	Strategies for enhancing customer participation: strategies	Objectives and working of GSP	Asset Pricing Implications of CAPM, limitations of CAPM
	17-Mar-18	Practical practice	Discussion on managing customers	Growth of GSP	Presentation of 26-30 students
	18-Mar-18	Sunday			
12	19-Mar-18	Doubt clearing class	Test on managing customers and strategies	Effects of trade preferences	Test of CAPM

	20-Mar-18	Previous knowledge check of regression analysis	Presentation by 26-30 students on case study on services by non-banking financial institutions	Test of UNCTAD & IMF	Risk free rate of lending, Arbitrage pricing theory with example
	21-Mar-18	Multiple regression: intro	Customer protection: meaning, definitions, concepts with special focus on services	GSTP: intro	Single factor model and multiple factor model
	22-Mar-18	Shortcut method	Discussion of different acts for customer protection	Working & principles of GSTP	Deriving Arbitrage pricing theory
	23-Mar-18	Shaheedi Diwas of Bhagat Singh, Rajguru & Sukhdev			
	24-Mar-18	Multiple regression in simple equation terms	Consumer protection act: sections and rights of customers	Success of GSTP	Discussion of previous topic
	25-Mar-18	Sunday/ Ram Navami			
13	26-Mar-18		Consumer protection act: duties and responsibilities	Revision of GSTP & GSP	Presentation of 31-35 students
	27-Mar-18	Coefficient of multiple determination	Consumer protection act: forums for protection of customers, detailed discussion of district forum	Test of trade agreements	Practical application of APT
	28-Mar-18	Practical practice	Consumer protection act: detailed discussion of state forum	Presentation of students on WTO	Portfolio performance evaluation :introduction, methods
	29-Mar-18	Mahavir Jayanti			
	30-Mar-18	Doubt clearing class	Consumer protection act: detailed discussion of national forum	Regional economic cooperation: intro	Return per unit of risk
	31-Mar-18	Test of regression and correlation	Discussion of CPA	Advantages of regional groups	Differential return with numerical example

14	1-Apr-18	Sunday			
	2-Apr-18	Time series analysis: intro	Test of consumer protection	Implications of regional blocks in IB	Components of performance and methods of Portfolio evaluation
	3-Apr-18	Time series analysis: methods of measuring trend	Ethics in services: introduction, features	Major economic blocks: EEC, EU	Sharpe's reward to variability model with diagrams and examples
	4-Apr-18	Period of moving average	Code of conduct to be followed by service industry	Objectives, organization and impact of EEC	Treynor's reward to volatility model with diagrams and examples
	5-Apr-18	Practical practice and distribution of assignment	Presentation of 31-35 students on case study of services by travel industry	Historical roots of EU and Treaties of EU	Jenson's differential return model with diagrams and examples
	6-Apr-18	Doubt clearing class	Oral test on ethics in services	NAFTA: Intro, provisions	Review and monitoring portfolio
	7-Apr-18	Test of time series- I	Conclusion of syllabus: small important topics discussed	SAFTA: Intro, objectives	Portfolio revision and it's tools
	8-Apr-18	Sunday			
15	9-Apr-18	Measurement of seasonal variation	Test of whole syllabus	SAFTA: establishment, purpose	Formula plans : introduction, advantages and disadvantages
	10-Apr-18	Ratio to moving average method, link relatives	Revision of syllabus topic wise	ASEAN: intro, members	Types of formula plans : explanation
	11-Apr-18	Ratio to trend method	Presentation of 36-41 students on case study of services by advertising industry	ASEAN: community, criticism	Presentation of 36-41 students

	12-Apr-18	Practical practice	Revision Continued	Foreign exchange & foreign markets	Test of Portfolio revision
	13-Apr-18	Doubt clearing class and submission of assignments	Return of test with discussion of mistakes	Characteristics of FOREX	Discussion of previous year papers
	14-Apr-18	DrAmbedkarJayanti / Vaisakhi			
	15-Apr-18	Sunday			
16	16-Apr-18	Test of time series- II	Revision Continued	Types of markets, functions	Revision of syllabus topic wise
	17-Apr-18	Revision of whole syllabus topic wise	Revision Continued	Types of rates, determinants	Revision Continued
	18-Apr-18	ParashuramaJayanti			
	19-Apr-18	Revision	Revision Continued	Determination of rates	Revision Continued
	20-Apr-18	Revision	Revision Continued	Test of FOREX	Revision Continued
	21-Apr-18	Revision	Revision Continued	Discussion on all the problems of students	Revision Continued
	22-Apr-18	Sunday			
17	23-Apr-18	Revision	Revision Continued	Topic wise revision of whole syllabus	Revision Continued
	24-Apr-18	Revision	Revision Continued	Revision Continued	Revision Continued
	25-Apr-18	Revision	Revision Continued	Revision Continued	Revision Continued
	26-Apr-18	Test of whole syllabus	Revision Continued	Revision Continued	Revision Continued
	27-Apr-18	Doubt clearing class	Revision Continued	Revision Continued	Revision Continued
	28-Apr-18	Returning tests with discussion of mistakes	Revision Continued	Revision Continued	Revision Continued

Lesson Plan

Name: Ms. Divya

Subject: Commerce

Lesson Plan: 2018-21

Week	Date	B. Com 6 th Sem (Management Accounting)	B. Com 4 th Sem (Management of Sales Force)	B. Com 2 nd Sem (Fundamental of Marketing)	B. Com 4 th Sem (Company Law)
1	1-Jan-18	Management Accounting : Introduction, meaning, nature, scope	Meaning,Definition,Na ture,Functions of Sales Force Mgt	Introduction of Subjects to Students	Introduction to syllabus
	2-Jan-18	Functions/ role of mgt accounting	Importance,Difficulties of Sales Force Mgt	Introduction , Meaning , Concepts	Introduction of Company Law
	3-Jan-18	Tools and techniques of mgt accounting	Sales Manager definition , Types	Principles of Marketing , Marketing Management	Meaning and Characteristics of Company
	4-Jan-18	Oral test	Qualities of Sales Manager	Group Discussion with students on above topic	Advantages and disadvantages of company
	5-Jan-18	Cost control: introduction, meaning, nature and scope	Responsibilities of Sales Manager	Marketing Mix	Types of Companies
	6-Jan-18	Cost control: Tools, techniques, components	Oral Test on above Topic	A casual oral test given to students	Types of Companies
	7-Jan-18	Sunday			
2	8-Jan-18	Cost reduction: meaning, nature and scope	Meaning,Definition of Personal Selling and Salesmanship	Oral test of students on thr topic of Marketing Mix	Types of Companies
	9-Jan-18	Cost reduction: fields	Importance,Limitation s,Scope of Personal Selling	Analysis of Marketing Environment	Coverion of Private to Public Company
	10-Jan-18	Group Discussion	Classification of Sales Job,Types,Duties,Quali ties	Topics : Internal Environment , External Environment	Exemption for Private Company
	11-Jan-18	Budgetary control: introduction	Selling Process Stages in effective Personal Selling	Asking students about above topic	Difference between Private and Public company
	12-Jan-18	Budgetary control: meaning, objectives	Methods of handling objections,AIDA Theory of Selling	Internal Environment : its types	Clearing doubts
	13-Jan-18	Budgetary control: types of budget, importance, limitations	Group Discussion on Personal Selling	External Environment : Demographic , Social	Discussion in class on above topic
	14-Jan-18	Sunday			
3	15-Jan-18	Budgetary control: essentials of budgeting, installation of budgetary control	Meaning,Definition,Im portance of Sales Forecasting	Small presentation given to students on above topic	Promotion of the Company
	16-Jan-18	Budgetary control: Numerical part, sales budget	Factors affecting and steps in Sales Forecasting	Presentation is taken randomly from students	Role of a Promoter
	17-Jan-18	Production budget- Numerical , overhead budget	Methods of Sales Forecasting	External Environment : Cultural , Political , Economic	Duty and Liability of Promoter
	18-Jan-18	Cash budget	Levels,Length of Sales Forecasting	Natural , Technological and Legal	Position of Promoter

	19-Jan-18	Fixed and flexible budget: theories and Numerical	Responsibility, Limitation of Sales Forecasting	Revision day on previous topics	Incorporation of the Company
	20-Jan-18	Presentation on board	Presentation by students on Sales Forecasting	Written test (Topic) internal	Incorporation of the Company
	21-Jan-18	Sunday			
4	22-Jan-18	Vasant Panchami			
	23-Jan-18	Assignment given	Introduction, Meaning, Factors of Sales Budget	Written test of students	Written test on company and its types
	24-Jan-18	Sir Chhotu Ram Jayanti			
	25-Jan-18	Assignment test-1	Types of Sales Budget, Essential of effective Sales Budget	Test distribution, telling them their mistakes	Clearing doubts
	26-Jan-18	Republic Day			
	27-Jan-18	Standard costing: introduction,	Steps in Budgeting, Importance, Limitation of Sales Budget	Market Segmentation: concept & base of market segmentation	Group Discussion
	28-Jan-18	Sunday			
5	29-Jan-18	Standard Costing: meaning, features and objectives	Concluding the whole chapter	Group Discussions	Preincorporation contracts
	30-Jan-18	Standard Costing: essential condition	Distribution & Allocation of Assignment 1	Understanding Consumer Behaviour	Preincorporation contracts
	31-Jan-18	Standard Costing: methods	Class Test on Sales Budget	A Review of students on above topic	Memorandum of Association

Week	Date	B. Com 6th Sem (Management Accounting)	B. Com 4th Sem (Management of Sales Force)	B. Com 2 nd Sem (Fundamental of Marketing)	B. Com 4 th Sem (Company Law)
	1-Feb-18	Variance Analysis: introduction, meaning, importance & Classification	Meaning, Definition, Characteristics of Sales Organisation	1st assignment topic: Market Segmentation	Clauses of MOA
	2-Feb-18	Numericals of variance analysis	Departments in Sales Organisation	Introduction to product: Meaning, Concept	Doctrine of Ultra Vires
	3-Feb-18	Material cost Variance: Numericals	Factors affecting size of Sales Organisation	Base of Market Segmentation	Alteration of clauses
	4-Feb-18	Sunday			
6	5-Feb-18	Material cost Variance: Numericals	Principle, Structure of Sales Organisation	Written test of students on Market Segmentation	Alteration of clauses
	6-Feb-18	Material cost Variance: Numericals	Departmentation of Sales Organisation	Test distribution and telling students about their mistakes	Alteration of clauses
	7-Feb-18	Presentation on board	Departmentation of Sales Organisation	Product line decisions	Assignment on topic MOA

	8-Feb-18	Labour Cost Variance: Numerical	Departmentation of Sales Organisation	Product Life Cycle	Assignment on topic MOA
	9-Feb-18	Labour Cost Variance: Numerical	Presentation on above Topic - One group	Different stages of Product Life Cycle	Presentation by the students
	10-Feb-18	Maharshi Dayanand Saraswati Jayanti			
	11-Feb-18	Sunday			
7	12-Feb-18	Labour Cost Variance: Numerical	Presentation on Sales Organisation – lind group	Revision of previous topic : PLC	Presentation by the students
	13-Feb-18	Maha Shivratri			
	14-Feb-18	Clarification of doubts	Assignment Test – 1 Sales Budget 2 Sales Organisation	Taking Black Board presentation on the topic PLC	Articles of Association : Introduction
	15-Feb-18	Marginal Costing:introduction	Introduction of Sales Force Management	New Product Development : its process	Contents of AOA
	16-Feb-18	Marginal Costing: equation, high and low, least square method	Recruitment-Characteristic,Process, Nature	Define different steps of Product Development	Contents of AOA
	17-Feb-18	Marginal Costing: Numericals	Sources of Recruitment	Taking an Oral test of studentson above topic	Alteration of AOA
	18-Feb-18	Sunday			
8	19-Feb-18	Cost volume profit analysis: introduction	Selection of Sales Force:Principle , Responsibility	Branding : a brief explanation	Alteration of AOA
	20-Feb-18	Cost volume profit analysis: features & importance	Selection Process of Sales man	Packaging : Introduction , types	Doctrine of Indoor Management
	21-Feb-18	Cost volume profit analysis: contribution based Numericals	Group Dicuision on above topic	Labelling : a view given on this aspect	Binding forces of AOA
	22-Feb-18	Break even point Numericals	Introduction of Training Sales Personnel	Revision of above topic	Doctrine of constructive notice
	23-Feb-18	Margin of safety calculation	Characteristics,Objectives of Sales Personnel	A presentation given to students on different topics	Difference between Doctrine of IM & CN
	24-Feb-18	Sales at desired profit Numericals	Types of Sales Force Training	Presentation of some students on Branding	Difference between MOA & AOA
	25-Feb-18	Sunday			
9	26-Feb-18	Effect of change in fixed & variable cost	Methods of Sales Force Training	Next presentation topic : Packaging	Clearing doubts
	27-Feb-18	Cost on BEP, Calculation of profit on sales, distribution of assignment-2	Evaluation of Sales Force Training programme	Last presentation topic : Labelling	Discussion in class on above topic
	28-Feb-18	Holiday			

Week	Date	B. Com 6th Sem (Management Accounting)	B. Com 4th Sem (Management of Sales Force)	B. Com 2 nd Sem (Fundamental of Marketing)	B. Com 4 th Sem (Company Law)
	1-Mar-18	Guru Ravidas Birthday			
	2-Mar-18	Holi			
	3-Mar-18	Holiday			
	4-Mar-18	Sunday			
10	5-Mar-18	Numericals of P/V Ratio, B.E.Point	Meaning,Definition of Motivating Sales Personnel	2 nd Assignment topic : Product Mix , Product line decisions	Assignment test
	6-Mar-18	Numericals of P/V Ratio, B.E.Point	Methods of motivating Sales Force	Pricing : Introduction , objectives	Prospectus : meaning , contents
	7-Mar-18	Capacity utilization Numerical	Leading Sales Force ,Functions of Sales Leader	Factors influencing Pricing	Prospectus – Deemed , Shelf , red hearing prospectus
	8-Mar-18	Capacity & composite Numerical	Seminar on the above topic	Collecting assignment from students	Misrepresentation in Prospectus
	9-Mar-18	B.E.P Chart	Introduction,meaning of Sales Force Compensation Plan	Pricing Stategies	Remedies for misrepresentation
	10-Mar-18	Group Discussion	Objectives,Requiremnts of Compensation Plan	Revision Day	Clearing doubts
	11-Mar-18	Sunday			
11	12-Mar-18	Responsibility Accounting : introduction	Methods of Sales Force Compensation Plan	Written test (topic) : Pricing	Group Discusssion in the class
	13-Mar-18	Responsibility Accounting : meaning, features & importance	Factors affecting Remuneration , Selecting best method	Test held on above topic	Written test on the topic prospectus
	14-Mar-18	Responsibility Accounting : responsibility centres	Meaning,Definition of Sales Quota & Sales Territory	Promotion : Introduction of Promotion Mix	Share capital
	15-Mar-18	Divisional performance & it's measurement	Features , Objectives of Sales quota	Elements of Promotion Mix	Types of Share Capital
	16-Mar-18	Divisional Performance: Numerical	Types , Factors of Sales Quota	Explanation of each element	Allotment of Shares
	17-Mar-18	Group Discussion	Methods of Setting Sales Quota	Taking review from students	Allotment of Shares
	18-Mar-18	Sunday			
12	19-Mar-18	Zero based budgeting: introduction	Sales Territory : Meaning,Features,Obj ectives	Oral test topic : Promotion	Difference between Shareholders

	20-Mar-18	Steps involved in zero based budgeting	Principles, Factors determining size of Sales Territory	Oral test of first half Roll numbers	Rights of equity Shareholders
	21-Mar-18	Zero based budgeting Vs traditional budgeting	Procedure for establishing Sales Territory	Oral test of second half Roll Numbers	Share Certificate
	22-Mar-18	Zero Based Budgeting: advantages and limitations	Routing and Scheduling of S.T , Time Management Techniques	Explained them their mistakes in oral test	Assignment on topic Prospectus
	23-Mar-18	Shaheedi Diwas of Bhagat Singh, Rajguru & Sukhdev			
	24-Mar-18	Oral test	Group discussion on above topic	Distribution : Meaning , Types	Presentation by the students
	25-Mar-18	Sunday/ Ram Navami			
13	26-Mar-18	Programme & performance Budgeting: Introduction	Introduction. Definition, Feature of Evaluating Sales Personnel	Explanation of different types briefly	Presentation by the students
	27-Mar-18	Programme & performance Budgeting: steps involved, meaning & objectives	Sales Force Evaluating process	Role of Distribution Channels	Conversion of share in to stock
	28-Mar-18	Programme & performance Budgeting: traditional budgeting	Methods of Sales Force Performance Appraisal & limitation	Factors affecting choice of Distribution Channel	Conversion of stock in to share
	29-Mar-18	Mahavir Jayanti			
	30-Mar-18	Seminar on above topic	Managing expenses of Sales Personnel & Re-imbursement Methods	Revision of above topic and taking their problems	Difference between Share Certificate & Share Warrant
	31-Mar-18	Cost Management: introduction	Sales Record and Recording System	Questioning to students on Distribution Channel	Debentures

Week	Date	B. Com 6th Sem (Management Accounting)	B. Com 4th Sem (Management of Sales Force)	B. Com 2 nd Sem (Fundamental of Marketing)	B. Com 4 th Sem (Company Law)
14	1-Apr-18	Sunday			
	2-Apr-18	Activity Based costing: introduction, nature and scope	Meaning, Features of Ethica; Issue in Sales Management	Revision Topic : Marketing , its principles	Different types of Debentures
	3-Apr-18	Activity based costing: reasons	Social Responsibility / Ethical Concern for Salesman	Oral test on above topic	Clearing Doubts
	4-Apr-18	Activity based costing: Numericals	Types of Unethical / Unfair Sales Practices	A presentation given by students on Marketing Mix	Clearing Doubts
	5-Apr-18	Target Costing: introduction	Code of Conduct for Sales Ethics	Revision topic : Marketing Environment	Written test
	6-Apr-18	Target Costing: methodology	Group discussion on above topic	Written test on above topic	Group Discussion on topic Share Capital
	7-Apr-18	Total quantity management: introduction	Classification of Doubts	Problem solving day	Group Discussion on topic MOA & AOA

		Sunday			
	8-Apr-18				
15	9-Apr-18	Total quantity management: 4P's, essential requirements	Allocation of Assignment II	Revision topic wise	Seminar (class level)
	10-Apr-18	Total quantity management: 6 Sigma, criticism	Assesment Test II- 1 Recruitment , 2 Selection, 3 Training, 4 Motivating	Revision topic wise	Seminar (class level)
	11-Apr-18	Classroom discussion	Meaning,Definition of Role of IT in Sales Force	Revision topic wise	Solving last year university question paper
	12-Apr-18	Class test on discussion	Features, Importance of IT	Revision topic wise	Solving last year university question paper
	13-Apr-18	Revision schedule	It Tools in Sales Force mgt, Role of IT in Functional area	Revision topic wise	Solving last year university question paper
	14-Apr-18	Dr Ambedkar Jayanti / Vaisakhi			
	15-Apr-18	Sunday			
16	16-Apr-18	Revision of budgeting & budgeting control	Benefits of using IT Tools and its limitations	Class test on Revised topics	Written test and Revision
	17-Apr-18	Presentation on board of budgeting	Presentation on board on above topic	Revision : Topic wise	Written test and Revision
	18-Apr-18	Parashurama Jayanti			
	19-Apr-18	Revision of variance analysis (Numericals)	Revision of Ist & IInd Lesson	Revision : Topic wise	Written test and Revision
	20-Apr-18	Revision of material cost variance (Numericals)	Revision of IIIrd & IV Lesson	Revision : Topic wise	Written test and Revision
	21-Apr-18	Revision of labour cost variance (Numericals)	Revision of Vth & VIth Lesson	Revision : Topic wise	Written test
	22-Apr-18	Sunday			
17	23-Apr-18	Revision of CVP Analysis	Revision of VIIth & VIIIth Lesson	Written test on revised topic	Revision and Clearing Doubts
	24-Apr-18	Board presentation on CVP Analysis (group 1)	Revision of IX & X Lesson	Group Discussion	Revision and Clearing Doubts
	25-Apr-18	Board presentation on CVP Analysis (group 2)	Revision XI & XII Lesson	Oral test on revised topic	Revision and Clearing Doubts
	26-Apr-18	Revision	Revision of XIII Lesson	Revision	Revision
	27-Apr-18	Revision	Revision	Revision	Revision
	28-Apr-18	Revision	Revision	Revision	Revision

Lesson Plan

Name : Mrs. Minakshi Bansal

Subject: Commerce

Lesson Plan: 2018-21

Week	Date	B.Com 4 th Sem. (Business Law)	B.Com 6 th Sem. (International Marketing)	B.Com 6 th Sem. (Retail Management)	M.Com 4 th Sem. (Strategic Management)	
1	1-Jan-18	Introduction	Introduction	Concept of Retailing	Concept of Strategy	
	2-Jan-18	Partnership act	International marketing	Characteristics	Strategic Management	
	3-Jan-18	Definitions	Nature & Evaluations	Nature & Scope	Fundamentals	
	4-Jan-18	Characteristics	International marketing mix	Growth in India	Approaches	
	5-Jan-18	Touchstone	Difference	Oral Test	Evaluation	
	6-Jan-18	Differences Kinds	Scopes & Approaches	Group Discussion	Oral Test	
	7-Jan-18	Sunday				
2	8-Jan-18	Rights, Duties, Liabilities	Oral Test	Presentation	Strategic Management Process	
	9-Jan-18	Implied Authority	International Marketing Environment	Retailer & Classification	Strategists	
	10-Jan-18	Incoming Partner	Components	Function	Presentations	
	11-Jan-18	Outgoing Partner	Importance	Services	Process Implications	
	12-Jan-18	Dissolution	Group Discussion	Importance	Limitations	
	13-Jan-18	Methods of Dissolution	Presentation	Oral Test	Group Discussion	
	14-Jan-18	Sunday				
3	15-Jan-18	Settlements of Affairs	Assignment-1st	Presentations	Assignment-1st	
	16-Jan-18	Liabilities of Partners	Foreign Market Strategies	Organized & Unorganized Retailing	Concept of Mission & Goals	
	17-Jan-18	Settlements of Accounts	Foreign Market Strategies Continued	Theories	Objectives & its Features	
	18-Jan-18	Registration	Oral Test	Oral Test	Significance & Factors	
	19-Jan-18	Advantages	Main Factors	Development of Retailing	Presentations	
	20-Jan-18	Partnership Deed	Evaluation Matrix	Assignment-1st	Areas	
	21-Jan-18	Sunday				
4	22-Jan-18	Vasant Panchami				
	23-Jan-18	Class Test	Written Test	Strategy- Introduction	Written Test	
	24-Jan-18	Sir Chhotu Ram Jayanti				
	25-Jan-18	FENA-2002	Product & Its Classification	Strategy Planning	Environment	
	26-Jan-18	Republic Day				
	27-Jan-18	Objects Definition	Process of Product Development	Retail Mark. Strategy	Components	
	28-Jan-18	Sunday				
5	29-Jan-18	Regulation And Manage	Oral Test	Group Discussion	Industry Environment	
	30-Jan-18	Regulation And Manage Continued	Factors & Strategies	Written Test	Environmental Scanning	

	31-Jan-18	Regulation And Manage Continued	Test Marketing	Presentations	Significance & Factors
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	1-Feb-18	Regulation And Manage Continued	Assignment-2nd	Retail Store Location	Techniques
	2-Feb-18	Authorised Person	Group Discussion	Process & Methods	Internal Analysis
	3-Feb-18	Oral Test	Presentation	Assignment-2nd	Steps
	4-Feb-18	Sunday			
6	5-Feb-18	RBI Powers And Penalties	Concept of Branding	Presentations	Written Test
	6-Feb-18	Contravention	Strategies	Factors	Group Discussion
	7-Feb-18	Adjudicating Authority	Evaluation	Types	Synergy
	8-Feb-18	Spetial director-appeals	Concept of Packaging	Requirements	Strategy-Classification
	9-Feb-18	Presentations	Functions & Types	Oral Test	Direction & Mechanism
	10-Feb-18	Maharshi Dayanand Saraswati Jayanti			
	11-Feb-18	Sunday			
7	12-Feb-18	Appellate Tribunal	Labelling, Marketing & Trademark	Presentations	Mergers & Acquisitions
	13-Feb-18	Maha Shivratri			
	14-Feb-18	Composition	Written Test	Store Layout	Modes
	15-Feb-18	Directrate of Enforcement	International Pricing	Types	Assignment-2nd
	16-Feb-18	Assignment-1st	Objectives & Factors	Factors	Strategic Choice
	17-Feb-18	Miscellaneous Provisions	Process & Strategies	Process	Factors & Approaches
	18-Feb-18	Sunday			
8	19-Feb-18	Problem Solution	Oral Test	Written Test	Oral Test
	20-Feb-18	Assignment Test	Dumping & Transfer Pricing	Material Handling	Consideration
	21-Feb-18	Presentations	Group Discussion	Types & Principles	Strategy Implementation
	22-Feb-18	IT Act-2000	Int. Price Quotations	Formula	Approaches
	23-Feb-18	Definitions	Payment Terms & Factors	Material Handling Equipment	7-S Model
	24-Feb-18	Electronic Signature	Methods	Oral Test	Resource Allocation
	25-Feb-18	Sunday			
9	26-Feb-18	Electronic Governance	Oral Test	Retail Organization & Process	Corporate Structure
	27-Feb-18	Electronic Governance Continued	Mechanism of Payment	Classification	Importance
	28-Feb-18	Holiday			
	1-Mar-18	Guru Ravidas Birthday			
	2-Mar-18	Holi			
	3-Mar-18	Holiday			
	4-Mar-18	Sunday			

10	5-Mar-18	Certifying Authority	Written Test	Written Test	Written Test	
	6-Mar-18	Appointment & Fuction	Promotion of Product	Non-Store Retailing	Integration Mechanism	
	7-Mar-18	Application for license	Components	Types	Organizational Systems	
	8-Mar-18	Rejection of license	Trade Fairs & Exhibitions	Evaluation	Oral Test	
	9-Mar-18	Duties of Subscriber	Nail & Sales Literature	Difference	Corporate Culture	
	10-Mar-18	Penalties, Compensation	Group Discussion	Oral Test	Organizational Change	
	11-Mar-18	Sunday				
11	12-Mar-18	Assignment-2nd	Oral Test	Service Retailing	Group Discussion	
	13-Mar-18	Cybre Appellate Tribunal	International Advertising	Types & Importance	Management Conflict	
	14-Mar-18	Composition	Factors & Process	Presentations	Difference	
	15-Mar-18	Procedure & Powers	Types of Adv. Media	Foreign Direct Investment	Marketing Policies	
	16-Mar-18	Offences	Importance	Policy & Routes	Marketing Mix	
	17-Mar-18	Punishment	Difficulties & Guidelines	Importance	Positioning Strategies	
	18-Mar-18	Sunday				
12	19-Mar-18	Power of Controller	Presentation	Written Test	Written Test	
	20-Mar-18	Cyber Security	Personal Selling	Group Discussion	Production Policies	
	21-Mar-18	National Nodal Agency	Importance & Methods	Retail Store Management	Factors	
	22-Mar-18	Other Provisions & Penalties	Selling Process	Process Of Blue-Printing	Quality Management	
	23-Mar-18	Shaheedi Diwas of Bhagat Singh, Rajguru & Sukhdev				
	24-Mar-18	Group Discussion	Written Test	Oral Test	Sirc Sigma Strategy	
	25-Mar-18	Sunday/ Ram Navami				
13	26-Mar-18	Class Test	Physical Distribution	Store Layout Method	Presentations	
	27-Mar-18	Competition Act 2001	Components & Importance	Energy Management	Human Resource Policies	
	28-Mar-18	Objectives	Distribution Channels	Inventory Management	Financial Plans	
	29-Mar-18	Mahavir Jayanti				
	30-Mar-18	Sailent Features	Oral Test	Oral Test	Presentations	
	31-Mar-18	Definitions	Importance & Distribution Network	Security Issues	Integration Mechanism	
14	1-Apr-18	Sunday				
	2-Apr-18	Provisions	Presentation	Presentations	Written Test	
	3-Apr-18	Anti-Competitive Agreement	Agency	Information Technology	Strategy Education	
	4-Apr-18	Abuse of dominant Position	Factors	Factors	Barriers & Suggestions	
	5-Apr-18	Combination	Evaluation	Importance	Strategic Control	
	6-Apr-18	Competition Commission	Sources	Types	Process	
	7-Apr-18	Composition	Contract	Group Discussion	Techniques	
	8-Apr-18	Sunday				

15	9-Apr-18	Duties, Powers, Functions	Written Test	Oral Test	Oral Test
	10-Apr-18	Directorate General	Group Discussion	Merits	Evaluation Techniques
	11-Apr-18	Inquiry: Dominant Position	Motivating Agents	Demerits	Importance
	12-Apr-18	Inquiry: Combination	Oral Test	India Retail Study	Group Discussion
	13-Apr-18	Inquiry on Complaints	Presentation	Group Discussion	Presentations
	14-Apr-18	Dr Ambedkar Jayanti / Vaisakhi			
	15-Apr-18	Sunday			
16	16-Apr-18	Procedure for Investigation	Revision	Written Test	Written Test
	17-Apr-18	orders of Commission	Presentations	Group Discussion	Revision
	18-Apr-18	Parashurama Jayanti			
	19-Apr-18	Penalties	Revision	Revision	Revision
	20-Apr-18	Duties of Director General	Revision	Revision	Revision
	21-Apr-18	Competition Appellate Tribunal	Revision	Oral Test	Revision
	22-Apr-18	Sunday			
17	23-Apr-18	Miscellaneous Provisions	Oral Test	Revision	Group Discussion
	24-Apr-18	Problem Solution	Presentations	Presentations	Presentations
	25-Apr-18	Oral Test	Revision	Presentations Continued	Revision
	26-Apr-18	Revision	Oral Test	Group Discussion	Revision Continued
	27-Apr-18	Revision	Revision	Revision	Revision Continued
	28-Apr-18	Revision	Revision	Revision	Revision Continued

Lesson Plan

Name: Mrs.Monika Garg

Subject: Commerce

Lesson Plan: 2018-21

Week	Date	B. Com 6th Sem (Management Accounting)	B.Com 4th Sem (Management of sales force)	B.Com 4 th Sem (Corporate Accounting)	B.Com 6th Sem (International Marketing)
1	1-Jan-18	Management Accounting : Introduction, meaning, nature, scope	Meaning,Definition,Nature,Functions of Sales Force Mgt	Introduction of subject (corporate account)	Introduction
	2-Jan-18	Functions/ role of mgt accounting	Importance,Difficulties of Sales Force Mgt	Valuation of goodwill meaning ,method	International marketing
	3-Jan-18	Tools and techniques of mgt accounting	Sales Manager definition , Types	Practical practice (average profit method)	Nature & Evaluations
	4-Jan-18	Oral test	Qualities of Sales Manager	Practical practice (Super profit method)	International marketing mix
	5-Jan-18	Cost control: introduction, meaning, nature and scope	Responsibilities of Sales Manager	Practical practice (capitalization method)	Difference
	6-Jan-18	Cost control: Tools, techniques, components	Oral Test on above Topic	Practical practice (Purchase consideration & annuity Method)	Scopes & Approaches
	7-Jan-18	Sunday			
2	8-Jan-18	Cost reduction: meaning, nature and scope	Meaning,Definition of Personal Selling and Salesmanship	Revision of above methods	Oral Test
	9-Jan-18	Cost reduction: fields	Importance,Limitations,Scope of Personal Selling	Valuation of share (introduction of method)	International Marketing Environment
	10-Jan-18	Group Discussion	Classification of Sales Job,Types,Duties,Qualities	Practical practice (net assets method)	Components
	11-Jan-18	Budgetary control: introduction	Selling Process Stages in effective Personal Selling	Practical practice (Dividend Yield method)	Importance
	12-Jan-18	Budgetary control: meaning, objectives	Methods of handling objections,AIDA Theory of Selling	Practical practice (earning capacity method)	Group Discussion
	13-Jan-18	Budgetary control: types of budget, importance, limitations	Group Discussion on Personal Selling	Practical practice (implementation of average method)	Presentation
	14-Jan-18	Sunday			
3	15-Jan-18	Budgetary control: essentials of budgeting, installation of budgetary control	Meaning,Definition,Importance of Sales Forecasting	Problem solving day (above chapter)	Assignment-1st
	16-Jan-18	Budgetary control: Numerical part, sales budget	Factors affecting and steps in Sales Forecasting	Accounts of Holding Company Introduction	Foreign Market Strategies
	17-Jan-18	Production budget- Numerical , overhead budget	Methods of Sales Forecasting	Preparation of balance sheet	Foreign Market Strategies Continued
	18-Jan-18	Cash budget	Levels,Length of Sales Forecasting	Practical practice (Consolidated balance sheet)	Oral Test
	19-Jan-18	Fixed and flexible budget: theories and Numerical	Responsibility,Limitation of Sales Forecasting	Practical practice (Wholly owned company , Partly owned company)	Main Factors
	20-Jan-18	Presentation on board	Presentation by students on Sales Forecasting	Pre-acquisition & post-acquisition profits (Practical practice)	Evaluation Matrix

	21-Jan-18	Sunday			
4	22-Jan-18	Vasant Panchami			
	23-Jan-18	Assignment given	Introduction, Meaning, Factors of Sales Budget	Unrealized profits, elimination mutual owning, debenture in subsidiary company	Written Test
	24-Jan-18	Sir Chhotu Ram Jayanti			
	25-Jan-18	Assignment test-1	Types of Sales Budget, Essential of effective Sales Budget	Preference share in subsidiary company	Product & Its Classification
	26-Jan-18	Republic Day			
	27-Jan-18	Standard costing: introduction,	Steps in Budgeting, Importance, Limitation of Sales Budget	Revision of above topics, first assignment on holding company	Process of Product Development
	28-Jan-18	Sunday			
5	29-Jan-18	Standard Costing: meaning, features and objectives	Concluding the whole chapter	Interim dividend receipt from subsidiary company, proposed dividend	Oral Test
	30-Jan-18	Standard Costing: essential condition	Distribution & Allocation of Assignment 1	Revaluation of assets, issue of bonus share (Practical practice)	Factors & Strategies
	31-Jan-18	Standard Costing: methods	Class Test on Sales Budget	Problem solving day of above chapter	Test Marketing

	1-Feb-18	Variance Analysis: introduction, meaning, importance & Classification	Meaning, Definition, Characteristics of Sales Organisation	Class test (Valuation of goodwill & shares)	Assignment-2nd
	2-Feb-18	Numericals of variance analysis	Departments in Sales Organisation	Liquidation of company Intro. Liquidator Final statement of a/c	Group Discussion
	3-Feb-18	Material cost Variance: Numericals	Factors affecting size of Sales Organisation	Practical practice of above topic	Presentation
	4-Feb-18	Sunday			
6	5-Feb-18	Material cost Variance: Numericals	Principle, Structure of Sales Organisation	Liquidator remuneration on amount distributed to eq. shareholder	Presentations
	6-Feb-18	Material cost Variance: Numericals	Departmentation of Sales Organisation	Removing of disparity, call in advance and arrear	Factors
	7-Feb-18	Presentation on board	Departmentation of Sales Organisation	Call on eq. share, different categories have different nominal value	Types
	8-Feb-18	Labour Cost Variance: Numerical	Departmentation of Sales Organisation	Receiver for debenture holders Practical practice	Requirements
	9-Feb-18	Labour Cost Variance: Numerical	Presentation on above Topic - One group	Revision of above topics	Oral Test
	10-Feb-18	Maharshi Dayanand Saraswati Jayanti			
	11-Feb-18	Sunday			
7	12-Feb-18	Labour Cost Variance: Numerical	Presentation on Sales Organisation – Iind group	Oral test	presentations
	13-Feb-18	Maha Shivratri			
	14-Feb-18	Clarification of doubts	Assignment Test – 1 Sales Budget 2	Deficiency and surplus (Practical practice)	Types

			Sales Organisation		
	15-Feb-18	Marginal Costing: introduction	Introduction of Sales Force Management	Revision of above chapter	Store Layout
	16-Feb-18	Marginal Costing: equation, high and low, least square method	Recruitment-Characteristic, Process, Nature	Feedback from students	Factors
	17-Feb-18	Marginal Costing: Numericals	Sources of Recruitment	Presentation of above chapters	Process
	18-Feb-18	Sunday			
8	19-Feb-18	Cost volume profit analysis: introduction	Selection of Sales Force: Principle, Responsibility	Accounts of Banking Co. Revised format of P & L a/c.	Written Test
	20-Feb-18	Cost volume profit analysis: features & importance	Selection Process of Sales man	Explanation of schedules of P & L a/c	Material Handling
	21-Feb-18	Cost volume profit analysis: contribution based Numericals	Group Discussion on above topic	Practical practice	Types & Principles
	22-Feb-18	Break even point Numericals	Introduction of Training Sales Personnel	Non Performing assets & revised format of balance sheet	Formula
	23-Feb-18	Margin of safety calculation	Characteristics, Objectives of Sales Personnel	Explanation of schedules of balance sheet	Material Handling Equipment
	24-Feb-18	Sales at desired profit Numericals	Types of Sales Force Training	Practical practice of schedules	Oral Test
	25-Feb-18	Sunday			
9	26-Feb-18	Effect of change in fixed & variable cost	Methods of Sales Force Training	Revision day & problem solving day	Retail Organization & Process
	27-Feb-18	Cost on BEP, Calculation of profit on sales, distribution of assignment-2	Evaluation of Sales Force Training programme	Black board presentation of P & L a/c. and balance sheet	Classification
	28-Feb-18	Holiday			

	1-Mar-18	Guru Ravidas Birthday			
	2-Mar-18	Holi			
	3-Mar-18	Holiday			
	4-Mar-18	Sunday			
10	5-Mar-18	Numericals of P/V Ratio, B.E. Point	Meaning, Definition of Motivating Sales Personnel	Test (liquidation & banking company)	Written Test
	6-Mar-18	Numericals of P/V Ratio, B.E. Point	Methods of motivating Sales Force	Distribution of test and telling them their mistakes	Non-Store Retailing
	7-Mar-18	Capacity utilization Numerical	Leading Sales Force, Functions of Sales Leader	Account of insurance company (intro)	Types
	8-Mar-18	Capacity & composite Numerical	Seminar on the above topic	Regulation of insurance business	Evaluation
	9-Mar-18	B.E.P Chart	Introduction, meaning of Sales Force Compensation Plan	Practical aspects of above chapter	Difference
	10-Mar-18	Group Discussion	Objectives, Requirements of Compensation Plan	Oral revision	Oral Test
	11-Mar-18	Sunday			
11	12-Mar-18	Responsibility Accounting : introduction	Methods of Sales Force Compensation Plan	Presentation of students on valuation of goodwill	Service Retailing
	13-Mar-18	Responsibility Accounting : meaning, features &	Factors affecting Remuneration, Selecting best method	Do (valuation of share)	Types & Importance

		importance			
	14-Mar-18	Responsibility Accounting : responsibility centres	Meaning,Definition of Sales Quota & Sales Territory	Preparation of financial statement of life insurance business	Foreign Direct Investment
	15-Mar-18	Divisional performance & it's measurement	Features , Objectives of Sales quota	Review of above topics	Policy & Routes
	16-Mar-18	Divisional Performance: Numerical	Types , Factors of Sales Quota	Problem solving day	Importance
	17-Mar-18	Group Discussion	Methods of Setting Sales Quota	2 nd assignment (schedules of P & L a/c.)	Presentations
	18-Mar-18	Sunday			
12	19-Mar-18	Zero based budgeting: introduction	Sales Territory : Meaning,Features,Obj ectives	Do (schedules of balance sheet)	Written Test
	20-Mar-18	Steps involved in zero based budgeting	Principles,Factors determining size of Sales Teritory	Form A- RA, PL, bal. sheet	Group Discussion
	21-Mar-18	Zero based budgeting Vs traditional budgeting	Procedure for establishing Sales Territory	Preparation of policy holder a/c. share holder a/c.	Retail Store Management
	22-Mar-18	Zero Based Budgeting: advantages and limitations	Routing and Scheduling of S.T , Time Management Techniques	Balance sheet formation	Process Of Blue-Printing
	23-Mar-18	Shaheedi Diwas of Bhagat Singh, Rajguru & Sukhdev			
	24-Mar-18	Oral test	Group discussion on above topic	Group discussion	Oral Test
	25-Mar-18	Sunday/ Ram Navami			
13	26-Mar-18	Programme& performance Budgeting: Introduction	Introduction.Definition ,Feature of Evaluating Sales Personnel	Collection of assignment	Store Layout Method
	27-Mar-18	Programme& performance Budgeting: steps involved, meaning & objectives	Sales Force Evaluating process	Schedules forming parts of financial statements	Energy Management
	28-Mar-18	Programme& performance Budgeting: traditional budgeting	Methods of Sales Force Performance Appraisal & limitation	Explanation of 1 to 7 schedules	Inventory Management
	29-Mar-18	Mahavir Jayanti			
	30-Mar-18	Seminar on above topic	Managing expenses of Sales Personnel & Re-imburement Methods	Do (8 to 14 schedules)	Oral Test
	31-Mar-18	Cost Management: introduction	Sales Record and Recording System	Practical practice of 1 to 6 question.	Security Issues

14	1-Apr-18	Sunday			
	2-Apr-18	Activity Based costing: introduction, nature and scope	Meaning,Features of Ethica; Issue in Sales Management	Preparation of financial statement of insurance business	Presentations
	3-Apr-18	Activity based costing: reasons	Social Responsiblitty / Ethical Concern for Salesman	Revision (1 to 15 schedules)	Information Technology
	4-Apr-18	Activity based costing: Numericals	Types of Unethical / Unfair Sales Practices	Practical practice(7 to 12 question)	Factors
	5-Apr-18	Target Costing: introduction	Code of Conduct for Sales Ethics	Practical practice (13 to 18 question)	Importance
	6-Apr-18	Target Costing: methodology	Group discussion on above topic	Revision of above chapter	Types
	7-Apr-18	Total quantity management: introduction	Classification of Doubts	Group discussion	Group Discussion

		Sunday				
	8-Apr-18					
15		Total quantity management: 4P's, essential requirements	Allocation of Assignment II	Revision of chapter – 1 st	Oral Test	
	9-Apr-18					
		Total quantity management: 6 Sigma, criticism	Assesment Test II- 1 Recruitment , 2 Selection, 3 Training, 4 Motivating	Revision of chapter-2 nd	Merits	
	10-Apr-18					
		Classroom discussion	Meaning,Definition of Role of IT in Sales Force	Class test chapter- 1 st	Demerits	
	11-Apr-18					
		Class test on discussion	Features, Importance of IT	Class test chapter-2 nd	India Retail Study	
12-Apr-18						
	Revision schedule	It Tools in Sales Force mgt, Role of IT in Functional area	Revision (holding company)	Group Discussion		
13-Apr-18						
	14-Apr-18	Dr. Ambedkar Jayanti / Vaisakhi				
	15-Apr-18	Sunday				
16		Revision of budgeting & budgeting control	Benefits of using IT Tools and its limitations	Test of above chapter	Written Test	
	16-Apr-18					
		Presentation on board of budgeting	Presentation on board on above topic	Revision (banking company & liquidation)	Group Discussion	
	17-Apr-18					
		18-Apr-18	Parashurama Jayanti			
		Revision of variance analysis (Numericals)	Revision of Ist&IInd Lesson	Test of above chapter	Revision	
	19-Apr-18					
	Revision of material cost variance (Numericals)	Revision of IIIrd& IV Lesson	Revision of insurance company	Revision		
20-Apr-18						
	Revision of labour cost variance (Numericals)	Revision of Vth&VIth Lesson	Test of its schedules	Oral Test		
21-Apr-18						
	22-Apr-18	Sunday				
17		Revision of CVP Analysis	Revision of VIIth&VIIIth Lesson	Full syllabus test	Revision	
	23-Apr-18					
		Board presentation on CVP Analysis (group 1)	Revision of IX & X Lesson	Distribution of test and telling them their mistakes	Presentations	
	24-Apr-18					
		Board presentation on CVP Analysis (group 2)	Revision XI & XII Lesson	Revision	Presentations Continued	
	25-Apr-18					
	Group Discussion	Revision of XIII Lesson	Group Discussion	Group Discussion		
26-Apr-18						
	Group Discussion	Group Discussion	Group Discussion	Group Discussion		
27-Apr-18						
	Group Discussion	Group Discussion	Group Discussion	Group Discussion		
28-Apr-18						

Lesson Plan

Name : Mrs. Monika Mittal

Subject: Commerce

Lesson Plan: January 2018 – 21

Week	Date	B.Com 2nd Sem. (Financial Accounting)	B.Com 4th Sem. (Business Law)	B.Com 4th Sem. (Financial Management)	B.Com 6th Sem. (Auditing)	
1	1-Jan-18	Introduction	Introduction	Introduction	Introduction	
	2-Jan-18	Concept of branch	Partnership act	Financial management	Auditing	
	3-Jan-18	Types of branch	Definitions	Nature and objective	Elements and objectives	
	4-Jan-18	Debtor system	Characteristics	Functions	Qualities of auditor	
	5-Jan-18	Branch Accounts	Touchstone	Scope	Techniques	
	6-Jan-18	Numericals	Differences kinds	Organisation	Advantages	
	7-Jan-18	Sunday				
2	8-Jan-18	Imprest System	Rights, Duties and Liabilities	Role of Financial managers	Limitations	
	9-Jan-18	Numericals	Implied authority	Financial Planning	Oral Test	
	10-Jan-18	Final A/C Method	Incoming Partner	Drafting	Classification of audit	
	11-Jan-18	Sums of branch	Outgoing Partner	Principals	Differences between different types	
	12-Jan-18	Branch stock A/C	Dissolution	Determinants	Preparations of Audit	
	13-Jan-18	Stock and Debtor System	Methods of Dissolution	Limitations	Planning	
	14-Jan-18	Sunday				
3	15-Jan-18	Practicals	Settlements of Affairs	Assessing the funds	Audit Programme	
	16-Jan-18	Blackboard Test	Liabilities of Partner	Oral Test	Audit Notebook	
	17-Jan-18	Wholesale Print System	Settlements of accounts	Financial Forecasting	Audit Papers	
	18-Jan-18	Independent Branches	Registration	Need and differences	Audit Proposals	
	19-Jan-18	Related Numericals	Advantages	Step of forecasting	Audit Evidence	
	20-Jan-18	Problems Solution	Partnership deep	Importance	Meaning and Formation	
	21-Jan-18	Sunday				
4	22-Jan-18	Vasant Panchami				
	23-Jan-18	Class Test	Class Test	Class Test	Class Test	
	24-Jan-18	Sir Chhotu Ram Jayanti				
	25-Jan-18	Hire Purchase-concept	FEMA-2002	Limitations	Presentations	
	26-Jan-18	Republic Day				
	27-Jan-18	To be continue	Objects and Definitions	Source of Finance	Types of Evidence	
	28-Jan-18	Sunday				
5	29-Jan-18	Accounting Treatment	Regulation and Management	Types	Internal control	
	30-Jan-18	Sums of H.P	To be continue	Long term finance	Internal Check	
	31-Jan-18	Sums of H.P	To be continue	To be continue	Internal Audit	

	1-Feb-18	Cash Price	To be continue	Short term finance	Element and Characteristics
	2-Feb-18	Interest rate	Authorised person	Certificate of deposit	Advantages of internal check
	3-Feb-18	Numerical H.P	Oral test	Class test	Cash transaction
	4-Feb-18	Sunday			
6	5-Feb-18	Return of goods	RBI powers	Capitalisation	Internal check of wages
	6-Feb-18	Numerical H.P	Contravention and penalties	Theories	Internal check of purchases
	7-Feb-18	Asset Accrual Method	Adjudicating Authority	Over capitalisation	Internal check of sales
	8-Feb-18	Journal entries	Special director appeals	To be continue	Statutory requirement of internal audit
	9-Feb-18	H.P Trading A/C	Presentations	Under capitalisation	Class test
	10-Feb-18	Maharshi Dayanand Saraswati Jayanti			
	11-Feb-18	Sunday			
7	12-Feb-18	Instalment system	Appellate Tribunal	To be continue	Presentations
	13-Feb-18	Maha Shivratri			
	14-Feb-18	Sums of instalments	Composition	Watered capital	Vouching
	15-Feb-18	Problem solutions	Directorate of enforcement	Presentations	Objective, Types
	16-Feb-18	Assignment 1	Assignment1	Assignment 1	Assignment 1
	17-Feb-18	Class Test	Misc. Provisions	Cost of capital	Vouching of trading transaction
	18-Feb-18	Sunday			
8	19-Feb-18	Partnership	Problem Solution	Classification	To be continue
	20-Feb-18	Partner's account	Assessment Test	Cost of preference	To be continue
	21-Feb-18	Interest on drawing	Presentations	Sums	Vouching cash transactions
	22-Feb-18	Adjustments	IT Act-2000	Cost of equity	To be continue
	23-Feb-18	Profit guarantee	Definitions	Sums	Vouching of ledger
	24-Feb-18	Joint life policy	Electronic signature	Cost of debts	To be continue
	25-Feb-18	Sunday			
9	26-Feb-18	Admission of partner	Electronic Governance	Sums	Oral Test
	27-Feb-18	New ratio, goodwill	To be continue	Overall cost of capital	Presentations
	28-Feb-18	Holiday			
	1-Mar-18	Guru Ravidas Birthday			
	2-Mar-18	Holi			
	3-Mar-18	Holiday			
	4-Mar-18	Sunday			
10	5-Mar-18	Accounting treatment	Certifying authority	Numerical	Verification
	6-Mar-18	Revaluation	Appointment and function	Capital structure	Valuation of assets and liabilities

	7-Mar-18	Numerical	Application for licence	Theories	Meaning and differences
	8-Mar-18	Proportionate capital	rejection of licence	Net income approach	Auditor valuation
	9-Mar-18	Sums of admission	Duties of subscriber	Net operating income approach	Verification of assets
	10-Mar-18	Class test	Penalties, Compensation	Traditional approach	Verification of liabilities
	11-Mar-18	Sunday			
11	12-Mar-18	Assignment 2	Assignment2	Assignment2	Assignment2
	13-Mar-18	Retirement or death	Cyber Appellate Tribunal	MM Approach	Oral test
	14-Mar-18	Gaining ratio	Composition	Numerical	Group discussion
	15-Mar-18	Accounting treatment	Procedure and Powers	Capital Budgeting	Company audit
	16-Mar-18	Revaluation	Offences	Nature, kind, process	Need, Preliminary books
	17-Mar-18	Sums of retirement	Punishment	Pay back technique	Audit Procedure
	18-Mar-18	Sunday			
12	19-Mar-18	Settlement of loan	Power of controller	ARR technique	SEBI guidelines
	20-Mar-18	Sums of loan	Cyber security	NPV Method	Appointment of auditor
	21-Mar-18	Retirement and admission	National nodal agency	Profitability and IRR	Rights and duties
	22-Mar-18	Numerical	Other provisions Penalties	Practical Problems	Removal, Resignation
	23-Mar-18	Shaheedi Diwas of Bhagat Singh, Rajguru & Sukhdev			
	24-Mar-18	Death of partner	Group discussion	Assessment test	Auditor's lien
	25-Mar-18	Sunday/ Ram Navami			
13	26-Mar-18	Practical problems	Class test	Working capital management	Joint auditor
	27-Mar-18	Blackboard test	Competition Act 2002	Concept, Approaches	Liabilities of auditor
	28-Mar-18	Presentations	Objectives	Planning, need	Presentations
	29-Mar-18	Mahavir Jayanti			
	30-Mar-18	Written test	Salient features	Computation of Working capital	Criminal liability
	31-Mar-18	Dissolution of firm	Definitions	Numerical	Audit of govt. Company
14	1-Apr-18	Sunday			
	2-Apr-18	Modes of dissolution	Provisions	Cash management	Appointment, objectives
	3-Apr-18	Accounting procedure	anti-Competitive agreement	Objective, Factors	Audit report
	4-Apr-18	Accounts	Abuse of dominant position	Cash Budget	Importance, types
	5-Apr-18	Differences	Combination	Cash flow statement	Specimen of different reports
	6-Apr-18	Numerical	Competition Commission	Receivable Management	Class Test
	7-Apr-18	Numerical	Composition	Objectives, Aspects	Auditing of E-Commerce transactions
	8-Apr-18	Sunday			
15	9-Apr-18	Role of garner Vs. Murray	Duties, Powers, Functions	Inventory management	Effect in E-Commerce audit process

	10-Apr-18	Sums under this rule	Director general	Techniques	Effect of E-Commerce environment
	11-Apr-18	Sums when one partner remain solvent	Inquiry: Dominant position	Numerical	Group discussion
	12-Apr-18	Sums when all partners become insolvent	Inquiry: Combination	Dividend Policy	Investigation
	13-Apr-18	Problem Solution	Inquiry on complaints	Form of dividend	Approaches
	14-Apr-18	Dr Ambedkar Jayanti / Vaisakhi			
	15-Apr-18	Sunday			
16	16-Apr-18	Class test	Procedure of investigation	Importance policy	Objectives of investigation
	17-Apr-18	Presentations	Orders for commission	Types of dividend	Oral test
	18-Apr-18	Parashurama Jayanti			
	19-Apr-18	Quiz	Penalties	Determinants	Professional ethics and conduct
	20-Apr-18	Revision	Duties for director general	Walter model	Principals of professional ethic
	21-Apr-18	Revision	Competition Appellate Tribunal	Gorden model	Entry in professional conduct
	22-Apr-18	Sunday			
17	23-Apr-18	Revision	Misc. Provisions	MM Hypothesis	Group discussion
	24-Apr-18	Practice	Problems Solutions	Numerical	Presentations
	25-Apr-18	Practice	Oral Test	Revision	Revision
	26-Apr-18	Practice	Revision	Revision	Revision
	27-Apr-18	Practice	Revision	Revision	Revision
	28-Apr-18	Practice	Revision	Revision	Revision

Lesson Plan

Name: Ms. Neha

Subject: Commerce

Lesson Plan : 2018-21

Week	Date	B.Com 4 th Sem. (Financial Management)	B.Com 6 th Sem. (Security Market Operation)	M.com 2 nd Sem. (Corporate accounting)	M.Com 2 nd (Strategic Marketing)
1	1-Jan-18	Introduction to financial management	Introduction to subject	Introduction of subject	Introduction to the subject
	2-Jan-18	Nature of Financial Management.Objectives of Financial Management	Nature of primary market	Issue and forfeiture of shares: introduction	Concept of History of Strategy
	3-Jan-18	Functions/ Scope of Financial Management	Capital Market Structure and its role	Company: its meaning,definition,chart erstics	Strategic role of marketing
	4-Jan-18	Finance and Related Disciplines. Organisation of Finance Function	Government Securities Market & securiy types	Shares,type,meaning	Marketing strategic planning process
	5-Jan-18	Emerging Role of Finance Managers in India	Primary Dealers and prerequisites for dealers	Books building,placement of shares	Marketing strategy
	6-Jan-18	Chapter at a glance	Oral test	Accounting treatment	Strategic entry: BCG Matrix and GE Matrix
	7-Jan-18	Sunday			
2		Introduction to Financial Planning Need of Financial Planning	Corporate Securities Market and new issue market	Call in arrears, advance,forfairure	Profit impact of marketing : strength weaknesses
	9-Jan-18	Types of Financial Planning Significance of Financial Planning	Characterstics,function s& issue mechanism	Oversubscription of shares, accounting treatment	Strategic hierarchy : two levels
	10-Jan-18	Procedure of Financial Planning/Drafting a financial plan Principles of sound financial plan	SEBI Regulations 2009 for Right issue , Grey market	Practical practice of questions	Corporate strategic decisions : mission vision goals objectives
	11-Jan-18	Determinants of Financial Planning Limitations of Financial Planning	Bonus shares, Book Building ,Stock Options , BOD's	Surrender of shares,lien of shares	Features of goals, company examples
	12-Jan-18	Assessing the funds requirement for fixed assets	Qualified instnutional placement.	Buy back of shares and their accounting treatment	Distribution of presentations to students
	13-Jan-18	Assessing the funds requirement for current assets Assessing the funds requirement for intangible assets	Oral test	Doubt clearing classes	Oral test of strategic decisions, allotment of assignment topic To students
14-Jan-18	Sunday				
3	15-Jan-18	Test of 2 chapters	Capital Market Instruments , ownership securities.	Valuation of shares: intro.,determinants	Resource allocation : introduction, models

	16-Jan-18	Introduction to Financial Forecasting Difference between Financial Planning and Financial Forecasting Need of Financial Forecasting	Debt securities & Innovative Debentures	Methods of valuation, net asset valuation method	Formulating strategies : meaning, according to level explanations
	17-Jan-18	Procedure/steps of Financial Forecasting	Intermediaries in New issue Market	Yield method, fair value methods	Marketing strategies and policies : differentiated, undifferentiated concentrated
	18-Jan-18	Techniques of Financial Forecasting	Right of investors & problems of NIM	Exchange rate method, practical practice	Elements of marketing mix : Introduction, Product Mix
	19-Jan-18	Importance/advantage of Financial Forecasting Limitations/drawbacks of Financial Forecasting	Recommendation of committee of caller account convertibility	Doubt clearing class	Price Mix, Promotion Mix, Place Mix
	20-Jan-18	Chapters at a glance: Chapter 2 and 3. And assignment	Assignment issued on primary market	Taking test of this chapter	Submission of assignment
	21-Jan-18	Sunday			
4	22-Jan-18	Vasant Panchami			
	23-Jan-18	Oral test of assignment.	Introduction and role of Stock Exchange	Distributing test	Presentation of 1-5 students
	24-Jan-18	Sir Chhotu Ram Jayanti			
	25-Jan-18	Sources of Finance:- Introduction Types of Sources of Finance Long term financing	Difference between primary & Secondary market	Assignment to students on issue of shares	Presentation of 5-10 students
	26-Jan-18	Republic Day			
	27-Jan-18	Ordinary shares Term loan/debenture	Submission of assignment & oral test	Discussion of previous chapters	Test of Marketing Mix
	28-Jan-18	Sunday			
5	29-Jan-18	Hybrid financing Lease finance	Security contract Act ,1956, SEBI	Submission of assignment	Environmental Analysis and Scanning : Introduction
	30-Jan-18	Hire purchase Venture capital	Self regulatory organisation	Final accounts of companies: intro., meaning	Components of environment
	31-Jan-18	Short term financing Trade credit	Corporatisation and Demutualisation of stock exchange	Performance of balance sheet with detailed items	approaches to environmental scanning

	1-Feb-18	Bank credit Commercial papers	Security contract Act (Regulation) -2006	Starting of p and l account with explained items	Factors affecting environment, E-Top, PESTLE Analysis
	2-Feb-18	Certificate of deposits Factoring	Procedure for Dealing at stock Exchanges.	Dividend: types, CDI treatment	Models of env. analysis
	3-Feb-18	Chapter at a glance	Factors influencing Prices on Stock Exchange	P and l appropriation, and its items	Matrixes of environment
	4-Feb-18	Sunday			
6	5-Feb-18	Capitalisation: An introduction	Types of speculators & oral test	Practical practice of numerical	Market Segmentation
	6-Feb-18	Theories of	Provisions related to stock Exchanges.	Bonus share, accounting treatment	Segmentation: costs

		Capitalisation Cost theory of Capitalisation			
	7-Feb-18	Capitalised value of Capitalisation	Qualifications for membership & maintenance of books & documents	Practical practice	Target Marketing, alternative targeting strategies
	8-Feb-18	Over Capitalisation- causes, consequences and remedies	Listing of securities	Doubt clearing and assignments given	Differentiated marketing, concentrated marketing, selecting a viable strategy
	9-Feb-18	Under Capitalisation- causes, consequences and remedies	Evaluation of Listing	Test of final accounts and submission of assignment	Test of segmentation
	10-Feb-18	MaharshiDayanandSaraswatiJayanti			
	11-Feb-18	Sunday			
7	12-Feb-18	Watered capital Chapter at a glance	Insider trading & regulation 2015	Distribution of tests	Distribution of assignment topics
	13-Feb-18	MahaShivratri			
	14-Feb-18	An introduction to cost of capital Importance and Concept	Factors for Growth of capital market	Amalgamation, absorption and external reconstruction	Product positioning : Introduction, alternative, determinants
	15-Feb-18	Classification of Cost of capital	Major problems for secondary market	Purchase consideration: methods, treatment	Steps in positioning, errors in positioning
	16-Feb-18	Measurement of Specific Costs Cost of debt- practical problem	Reforms in capital market	Practical practice	Presentation of 10-15 students
	17-Feb-18	Cost of preference share capital- practical problem	R.H. Patil committee Report	Doubt clearing and assignments	Submission of assignment
	18-Feb-18	Sunday			
8	19-Feb-18	Cost of Equity share capital-1 (practical problem)	Trading mechanism at BSE	Practical practice of numerical	Market Entry Strategies
	20-Feb-18	Cost of Equity share capital-2(practical problem)	Process of placing & execution of order	Unrelized profit	Foreign production, joint ventures, epz
	21-Feb-18	Assignments issued	Assessment Test for secondary market	Assignment on external reconstruction	Case study of EPZ
	22-Feb-18	Oral test	Revision and feedback of BSE	Internal reconstruction: intro, objective,methods	Marketing strategy for new entries : pioneer strategies
	23-Feb-18	Overall cost of capital-1(practical problem)	Trading mechanism at NSE	Practical practice of questions	Follower strategy, determinants
	24-Feb-18	Overall cost of capital-2(practical problem)	Internet Trading	Doubt clearing class	Presentation of 15-20 students
	25-Feb-18	Sunday			
9	26-Feb-18	Capital structure theories- Net Income Approach-(practical problem)	Risk management measure	Alteration in internal reconstruction	Mass marketing penetration, niche penetration
	27-Feb-18	Assignment issued	Oral test	Submission of assignment	Skimming and early withdrawal

	28-Feb-18	Holiday			
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	1-Mar-18	Guru Ravidas Birthday			
	2-Mar-18	Holi			
	3-Mar-18	Holiday			
	4-Mar-18	Sunday			
10	5-Mar-18	Net Operating Income (NOI) Approach-(practical problem)	Test of primary & secondary market & trading mechanism	Reorganization of capital	Test of Environmental Analysis
	6-Mar-18	Traditional approach	BSE introduction	Practical practice and doubt clearing	Strategies for entering in international markets : Introduction, factors affecting
	7-Mar-18	Modigliani-Miller (MM) Approach-1(Arbitrage process)-practical problem	Role of BSE & Listing at BSE	HR accounting: intro.,charterstics, objective	Strategic alliances, licensing in international markets
	8-Mar-18	Modigliani-Miller (MM) Approach-2(Arbitrage process-Reverse Direction)-practical problem	Listing Procedure at BSE	Methods of valuation: based on costs	Franchising to international markets, types, advantages, disadvantages
	9-Mar-18	Practical problems on capital structure	NSE introduction,features,st ructures	Importance of HRA,limitations	Discussion of previous topics
	10-Mar-18	Determinants of Capital structure-1	Listing procedure &subsidiaries of NSE	Oral test of HRA	Presentation of 20-25 students
	11-Mar-18	Determinants of Capital structure-1			
11	12-Mar-18	Introduction to Capital Budgeting Nature of Capital Budgeting- Importance ,difficulties	Revision & oral test of NSE and BSE	Practical practice of numerical	Marketing strategy for growth market : introduction, opportunities, risks
	13-Mar-18	Kinds of Capital Budgeting decisions Capital budgeting process	SEBI Regulations ,2009	Practical practice of numerical	Strategies : fortress, position defense strategy, flanker, confrontation
	14-Mar-18	Introduction to Time Value of Money Capital Budgeting evaluation techniques: Classification	Revise regulations	Doubt clearing class	Market expansion, contraction or withdraw strategy
	15-Mar-18	DCF techniques NPV-practical problem	Custodian of securities introduction	Interim dividend,proposeddivide nd,bonus share	Growth strategy for followers : frontal attack, leapfrog, flanking and encirclement strategies, guerilla
	16-Mar-18	IRR- practical problem	Regulations of customers securities	Lease holding,meaning, terminology, differences	Discussion of previous topics
	17-Mar-18	NPV Vs IRR PI- practical problem	Obligation & responsibilities of custodian	Accounting treatment , disclosure	Presentation of 26-30 students
	18-Mar-18	Sunday			

12	19-Mar-18	Non-DCF techniques ARR- practical problem	Oral test of custodian and introduction of depository	Holding and subsidiary companies: meaning, types	Marketing strategy for mature markets : introduction, strategies	
	20-Mar-18	PB- practical problem	Promoters and structure of NSDL	Consolidated financial statements, after treatment	Developing marketing programs, evaluating effectiveness	
	21-Mar-18	Chapter at glance	Legal framework of NSDL	Practical practice of numerical	Strategic choices in mature market : methods of differentiation, maintaining market share	
	22-Mar-18	Working capital management-an introduction Concept of Working capital	Business partners & Linkages of exchanges	Practical practice of numerical	Extending volume growth : penetration strategy, extending use strategies, market expansion strategy	
	23-Mar-18	Shaheedi Diwas of Bhagat Singh, Rajguru & Sukhdev				
	24-Mar-18	Determining Financing mix Hedging approach Matching approach Conservative approach	Function , advantage of NSDL	Doubt clearing class	Marketing strategy for declining markets : conditions for demand, exit barriers, intensity of future rivalry	
	25-Mar-18	Sunday/ Ram Navami				
13	26-Mar-18	Planning of working capital Need of working capital Determinants of working capital	Test assignment of NSDI	Corporate financial reporting : meaning and objective	Presentation of 30-37 students	
	27-Mar-18	Computation of working capital-1 (practical problem)	Discussion of test & doubts of NSDL	Users of accounting, approaches, of reporting	Test of marketing strategies	
	28-Mar-18	Computation of working capital-2 (practical problem)	Assignment on BSE & NSE	Users, approaches, types of reporting	Business strategies and marketing mix: intro, contents, competence, marketing mix	
	29-Mar-18	Mahavir Jayanti				
	30-Mar-18	Computation of working capital-3 (practical problem)	Submission of assignment & oral test	Social reporting: intro, social responsibility	Discussion on elements of marketing mix and extended marketing mix of services	
	31-Mar-18	Class test preparation	Introduction of Derivative	Social accounting, approaches, treatment	Factors affecting marketing mix,	

14	1-Apr-18	Sunday			
	2-Apr-18	Class test	Characteristics & regulatory Framework of Derivative	Test of corporate financial responsibility and social reporting	Strategic Implementation : introduction, meaning, characteristics,
	3-Apr-18	Cash management-an introduction Motives for holding cash	Futures	Segment, periodic and environmental reporting	Techniques of implementation
	4-Apr-18	Objectives Cash management Factors determining cash needs	Forward	Explanatory notes, reporting	Mckinsey 7s framework
	5-Apr-18	Devices of Cash management Cash budget	Call option & Put option	Doubts clearing class	Test of strategic implementation

	6-Apr-18	Cash flow statement Cash flow ratios	Revision	Test of reporting topics	Discussion of test
	7-Apr-18	Cash management model-1	Oral test	Recent trends in corporate responsibility hu	Strategic evaluation and control :intro, meaning and need
	8-Apr-18	Sunday			
15	9-Apr-18	Cash management model-2	Introduction of Raising funds from International market	Financial statements	Techniques of evaluation
	10-Apr-18	Techniques of Cash management	FDI & its routes , various incentives	Harmonisation, advantages	Techniques of control
	11-Apr-18	Receivable Management-an introduction Objectives of Receivable Management Cost of Receivable Management	FII's & eligibility criteria	Harmonisation in corporate report	Test of evaluation and control
	12-Apr-18	Aspects of Receivable management-1	EUrro issues & FCCB's	Doubts clearing	Discussion of problems
	13-Apr-18	Aspects of Receivable management-2	ADR & GDR and their advantages	Taking test	Discussion of previous year papers
	14-Apr-18	DrAmbedkarJayanti / Vaisakhi			
	15-Apr-18	Sunday			
16	16-Apr-18	Inventory Management-an introduction Objective s of Inventory Management	Revision	Revision time	Revision of syllabus topic wise
	17-Apr-18	Techniques of Inventory Management-1	Revision	Revision of issue of shares	Continued
	18-Apr-18	ParashuramaJayanti			
	19-Apr-18	Techniques of Inventory Management-2	Revision	Revision of final accounts	Revision Continued
	20-Apr-18	An introduction to dividend Forms of dividend Importance of dividends	Revision	Revision of amlgation	Revision Continued
	21-Apr-18	Types of dividend policy	Revision	Revision of hra	Revision Continued
	22-Apr-18	Sunday			
17	23-Apr-18	Determinants of dividend policy	Revision	Revision of lease accounting	Revision Continued
	24-Apr-18	Theory of Relevance Walter's Model(practical problem	Revision	Revision of holding subsidiary	Revision Continued

	25-Apr-18	Gordon's Model(practical problem)	Revision	Revision of doubt clearing	Revision Continued
	26-Apr-18	Theory of Irrelevance M-M Hypothesis(practical problem)	Revision	Do	Revision Continued
	27-Apr-18	Revision	Revision	Do	Revision Continued
	28-Apr-18	Revision	Revision	Do	Revision Continued

Lesson Plan

Name: Mrs.Santosh

Subject: Commerce

Lesson Plan: 2018-21

Week	Date	B.Com 4th Sem. (Business Environment in Haryana)	B.Com 6th Sem. (Security Market Operation)	B.Com 6th Sem. (Income Tax)	
1	1-Jan-18	Introduction of subject	Introduction to subject	Introduction of subject	
	2-Jan-18	Business environment introduction,components	Nature of primary market	Introduction of income tax	
	3-Jan-18	Nature of Haryana economy, meaning of eco.development	Capital Market Structure and its role	Deductions of gross total income 80C	
	4-Jan-18	Determinants of economic development and non economic development	Government Securities Market & security types	Deductions of G.T.I 80 CCC,80 D, 80DD	
	5-Jan-18	Eve.ofit'sinception,nature,health and nutrition	Primary Dealers and prerequisites for dealers	Deductions of G.T.I 80 E,80G	
	6-Jan-18	Literacy in Haryana,banking in Haryana, industrialisation	Oral test	Deductions under section 80G,80GG	
	7-Jan-18	Sunday			
2	8-Jan-18	Revision on components,nature, determinants of environmental env.	Corporate Securities Market and new issue market	Description under section 80	
	9-Jan-18	Agriculture meaning, importance,productivity, trends	Characterstics,functions& issue mechanism	Description under section 80	
	10-Jan-18	Weaknes in agriculture sector and it's remedies	SEBI Regulations 2009 for Right issue , Grey market	Description under section 80	
	11-Jan-18	Measure employed to develop, trends of investing	Bonus shares, Book Building ,Stock Options , BOD's	Description under section 80	
	12-Jan-18	Agriculture credit, intro., sources, problems of agriculture credit	Qualified insttutional placement.	Description under section 80	
	13-Jan-18	Suggestions to remove rural credit, agriculture comitee	Oral test	Description under section 80	
	14-Jan-18	Sunday			
3	15-Jan-18	Revision of agriculture credit and productivity	Capital Market Instruments , ownership securities.	Numerical practice of sums	
	16-Jan-18	Taking test of agriculture credit	Debt securities & Innovative Debentures	Numerical practice of sums	
	17-Jan-18	Distributing test	Intermediaries in New issue Market	Computation of total income of an individual	
	18-Jan-18	Giving overview of NABARD	Right of investors & problems of NIM	Computation of an individual total income	
	19-Jan-18	Starting next chapter NABARD	Recommendation of committee of caller account convertibility	Numerical problem of total income of an individual	
	20-Jan-18	Introduction, features,obhectives	Assignment issued on primary market	Numerical problem of total income of an individual	
	21-Jan-18	Sunday			
4	22-Jan-18	VasantPanchami			
	23-Jan-18	Giving presentations to students Haryana economy and components	Introduction and role of Stock Exchange	Numrical problems of total income of an individual	
	24-Jan-18	Sir Chhotu Ram Jayanti			
	25-Jan-18	Revision day	Difference between primary & Secondary market	Written test of deduction u/s 80	
	26-Jan-18	Republic Day			
	27-Jan-18	Taking presentation randomly	Submission of assignment & oral test	Written test of deduction u/s 80	

	28-Jan-18	Sunday		
5	29-Jan-18	Class test on business environment factors, economic development	Security contract Act ,1956, SEBI	Tax liability of an individual
	30-Jan-18	First assignment on agriculture in Haryana	Self regulatory organisation	Tax liability of an individual
	31-Jan-18	Distributing class test and telling them about their Marks	Corportisation and Demutualisation of stock exchange	Numerical problem of tax liability of individual

	1-Feb-18	Collecting assignment from students	Security contract Act (Regulation) - 2006	Numerical problem of tax liability of an individual
	2-Feb-18	Organisaional structure of NABARD	Procedure for Dealing at stock Exchanges.	Discussion in class about dedcutions
	3-Feb-18	Taking overview from students	Factors influencing Prices on Stock Exchange	Discussion about deductions
	4-Feb-18	Sunday		
6	5-Feb-18	Rural indebtedness, meaning features, causes	Types of speculators & oral test	Assignment about H.U.F
	6-Feb-18	Consequence, solutions, conclusion	Provisions related to stock Exchanges.	Taking assignment
	7-Feb-18	Revision day	Qualifications for membership & maintenance of books & documents	Numerical practice of H.U.F
	8-Feb-18	Taking feedback from students	Listing of securities	Income tax authorities
	9-Feb-18	Small scale and cottage industry Haryana, meaning and it's type	Evaluation of Listing	Income tax authorities, power and duties
	10-Feb-18	MaharshiDayanandSaraswatiJayanti		
	11-Feb-18	Sunday		
7	12-Feb-18	Difference, importance, problems, suggestions	Insider trading & regulation 2015	Written test
	13-Feb-18	MahaShivratri		
	14-Feb-18	Revision day of this chpter	Factors for Growth of capital market	Procedure of assessment
	15-Feb-18	Government and small scale industries, new policy for small scale industries	Major problems for secondary market	Procedure of assessment
	16-Feb-18	Features and giving oral test	Reforms in capital market	Types of assessment
	17-Feb-18	Taking oral test	R.H. Patil committee Report	Types of assessment
	18-Feb-18	Sunday		
8	19-Feb-18	HSIDC meaning, objective, functions	Trading mechanism at BSE	Assignment topics assessment of an individual income
	20-Feb-18	Failure of HSIIDC, giving revision of HSIIDC	Process of placing & execution of order	Assignment topics of assessment of an individual income
	21-Feb-18	Taking oral test	Assessment Test for secondary market	Deductions of T.D.S at source
	22-Feb-18	SEZ, introduction, rules, objectives , incentive offered	Revision and feedback of BSE	Deductions of T.D.S at source
	23-Feb-18	Minimum land area required, approval for macanisam	Trading mechanism at NSE	T.D.S
	24-Feb-18	Functions, advantages and criticism of SEZ	Internet Trading	T.D.S

	25-Feb-18	Sunday		
9	26-Feb-18	Taking students problems	Risk management measure	Clearing doubts
	27-Feb-18	Taking test from students	Oral test	Group discussion
	28-Feb-18	Holiday		

	1-Mar-18	Guru Ravidas Birthday		
	2-Mar-18	Holi		
	3-Mar-18	Holiday		
	4-Mar-18	Sunday		
10	5-Mar-18	2nd assignment topics on various topics	Test of primary & secondary market & trading mechanism	Test of assessment procedure
	6-Mar-18	Revision of previous syllabus	BSE introduction	Test of types of assessment
	7-Mar-18	Distribution of tests	Role of BSE & Listing at BSE	Advance payment of tax
	8-Mar-18	Taking presentation from students	Listing Procedure at BSE	Advance payment of tax
	9-Mar-18	Presentation continued	NSE introduction, features, structures	Recovery of tax and refund of tax
	10-Mar-18	Discuss student's problems	Listing procedure & subsidiaries of NSE	Assessment test
	11-Mar-18	Sunday		
11	12-Mar-18	HFC, introduction, features, provisions, eligible units	Revision & oral test of NSE and BSE	Appeals
	13-Mar-18	Organizational structure of HFC, functions, failure	SEBI Regulations ,2009	Appelas
	14-Mar-18	Taking problems	Revise regulations	Penalties
	15-Mar-18	Giving them test of this chapter	Custodian of securities introduction	Penalties
	16-Mar-18	Taking test	Regulations of customers securities	Penalties
	17-Mar-18	Distribution of test and telling their problems	Obligation & responsibilities of custodian	Penalties
	18-Mar-18	Sunday		
	12	19-Mar-18	HAFED, introduction, features, objective, organisation	Oral test of custodian and introduction of depository
20-Mar-18		Functions, conclusion and giving revision	Promoters and structure of NSDL	Taking presentation from students
21-Mar-18		Taking oral test	Legal framework of NSDL	Taking presentation from students
22-Mar-18		Taking written test also	Business partners & Linkages of exchanges	Assessment of firms
23-Mar-18		Shaheedi Diwas of Bhagat Singh, Rajguru & Sukhdev		
24-Mar-18		Planning in Haryana ,intro , features, objective, functions	Function , advantage of NSDL	Assessment of firms
25-Mar-18		Sunday/ Ram Navami		
13	26-Mar-18	Structure, functions, performance, failure and revision of this	Test assignment of NSDI	Numerical problems of assessment of firms
	27-Mar-18	Process , performance of 12th plan in Haryana	Discussion of test & doubts of NSDL	Numerical problem of assessment of firms
	28-Mar-18	Taking oral test	Assignment on BSE & NSE	Taking written test
	29-Mar-18	Mahavir Jayanti		
	30-Mar-18	Haryana budget, meaning, features, funds, objective	Submission of assignment & oral test	Distribution of test
	31-Mar-18	Importance, structure, different concepts of budget	Introduction of Derivative	Submission of assignment

14	1-Apr-18	Sunday		
	2-Apr-18	Measure to control, balanced and unbalanced budget	Charaterstics& regulatory Framework of Derivative	Presentation
	3-Apr-18	Features of Haryana budget, receipt and expenditure	Futures	Presentation
	4-Apr-18	Revision of chapter 1st	Forward	Presentation
	5-Apr-18	Revision of chapter 2 nd	Call option & Put option	Assessment of companies
	6-Apr-18	Class test of chapter 1st and 2 nd	Revision	Assessment of companies
	7-Apr-18	A review of chapter to students	Oral test	Assessment of companies
	8-Apr-18	Sunday		
15	9-Apr-18	Revision about 3rd chapter	Introduction of Raising funds from International market	Assessment of companies
	10-Apr-18	Revision about 4th chapter	FDI & its routes , various incentives	Numrical problems of assessment of companies
	11-Apr-18	Taking test of 3rd and 4th chapter	FII's & eligibility creteria	Numerical problem of assessment of companies
	12-Apr-18	Revision of 5th chapter	EUrro issues & FCCB's	Numerical problem of companies
	13-Apr-18	Revision of 6th chapter	ADR & GDR and their advatages	Doubt class
	14-Apr-18	DrAmbedkarJayanti / Vaisakhi		
	15-Apr-18	Sunday		
16	16-Apr-18	Taking test of both chapters	Revision	Revision of dedcutions
	17-Apr-18	Revision of 7,8 chtpters	Revision	Revision of deduction
	18-Apr-18	ParashuramaJayanti		
	19-Apr-18	Revision of 9th chpter	Revision	Taking written test
	20-Apr-18	Test of these chpters	Revision	Revision of h.u.f
	21-Apr-18	Distribution of tests and telling them their problems	Revision	Taking written test of h.u.f
	22-Apr-18	Sunday		
	17	23-Apr-18	Taking feedback from students	Revision
24-Apr-18		Revision of chpter 12	Revision	Revision of computation of total income
25-Apr-18		Revision of chpter 13	Revision	Test of computation of total income
26-Apr-18		Revision of chpter 14	Revision	Doubt clearing
27-Apr-18		Taking test of these chapters	Revision	Revision
28-Apr-18		Distribution of tests	Revision	Revision

Lesson Plan

Name: Mrs. Suman Garg

Subject: Commerce

Lesson Plan : =2018-19

Week	Date	B.Com 4 th Sem. (Corporate accounting)	B.Com (Hons.) 2 nd Sem. (Supply chain management)	B.Com 6 th Sem. (Auditing)	B.Com 4 th Sem. (Business Environment in Haryana)
1	1-Jan-18	Introduction of subject (corporate account)	Introduction of subject(value chain analysis)	Intro to subject	Introduction of subject
	2-Jan-18	Valuation of goodwill meaning ,method	Concept, approach and importance	Introduction	Business environment introduction,components
	3-Jan-18	Practical practice (average profit method)	Taking review about value chain management	Auditing	Nature of Haryana economy, meaning of eco.development
	4-Jan-18	Practical practice (Super profit method)	Giving revision about importance	Elements and objectives	Determinants of economic development and non economic development
	5-Jan-18	Practical practice (capitalization method)	Concepts of value chain analysis	Qualities of auditor	Eve.ofit'sinception,nature,h health and nutrition
	6-Jan-18	Practical practice (Purchase consideration & annuity Method)	Oral test of concept	Techniques	Literacy in Haryana,banking in Haryana, industrialisation
	7-Jan-18	Sunday			
2	8-Jan-18	Revision of above methods	Physical distribution logistics	Limitations	Revision on components,nature, determinants of environmental env.
	9-Jan-18	Valuation of share (introduction of method)	Supply chain management	Oral Test	Agriculture meaning, importance,productivity, trends
	10-Jan-18	Practical practice (net assets method)	Role of scm in economy	Classification of audit	Weeknes in agriculture sector and it's remedies
	11-Jan-18	Practical practice (Dividend Yield method)	SCM and marketing mix	Differences between different types	Measure employed to develop, trends of investing
	12-Jan-18	Practical practice (earning capacity method)	SCM as coordination function	Preparations of Audit	Agriculture credit, intro., sources, problems of agriculture credit
	13-Jan-18	Practical practice (implementation of average method)	Integrated scm	Planning	Suggestions to remove rural credit, agriculture comitee
	14-Jan-18	Sunday			
3	15-Jan-18	Problem solving day (above chapter)	Learning work on above topics	Audit Programme	Revision of agriculture credit and productivity
	16-Jan-18	Accounts of Holding Company Introduction	Taking views of students	Audit Notebook	Taking test of agriculture credit
	17-Jan-18	Preparation of balance sheet	Total cost management approch	Audit Papers	Distributing test
	18-Jan-18	Practical practice (Consolidated balance sheet)	Strategic scm	Audit Proposals	Giving overview of NABARD
	19-Jan-18	Practical practice (Wholly owned company , Partly owned company)	Implimantation and management	Audit Evidence	Starting next chapter NABARD
	20-Jan-18	Pre-acquisition & post –acquisition profits (Practical practice)	Revision time	Meaning and Formation	Introduction, features,obhectives
	21-Jan-18	Sunday			

4	22-Jan-18	Vacant Panchami			
	23-Jan-18	Unrealized profits, elimination mutual owning, debenture in subsidiary company	Taking oral test of above topics	Class Test	Giving presentations to students Haryana economy and components
	24-Jan-18	Sir Chhotu Ram Jayanti			
	25-Jan-18	Preference share in subsidiary company	Discussing with students about their problems	Presentations	Revision day
	26-Jan-18	Republic Day			
	27-Jan-18	Revision of above topics, first assignment on holding company	Giving presentations to students	Types of Evidence	Taking presentation randomly
	28-Jan-18	Sunday			
5	29-Jan-18	Interim dividend receipt from subsidiary company, proposed dividend	Taking presentation from half students	Internal control	Class test on business environment factors, economic development
	30-Jan-18	Revaluation of assets, issue of bonus share (Practical practice)	Taking presentation from remaining students	Internal Check	First assignment on agriculture in Haryana
	31-Jan-18	Problem solving day of above chapter	Interrelationship of scm with management functions	Internal Audit	Distributing class test and telling them about their Marks

	1-Feb-18	Class test (Valuation of goodwill & shares)	Revision day	Element and Characteristics	Collecting assignment from students
	2-Feb-18	Liquidation of company Intro. Liquidator Final statement of a/c	Class test on various SCM function	Advantages of internal check	Organisational structure of NABARD
	3-Feb-18	Practical practice of above topic	Giving assignment to students	Cash transaction	Taking overview from students
	4-Feb-18	Sunday			
6	5-Feb-18	Liquidator remuneration on amount distributed to eq. shareholder	Distribution of test	Internal check of wages	Rural indebtedness, meaning features, causes
	6-Feb-18	Removing of disparity, call in advance and arrear	Collecting assignment from students	Internal check of purchases	Consequence, solutions, conclusion
	7-Feb-18	Call on eq. share, different categories have different nominal value	Elements of scm	Internal check of sales	Revision day
	8-Feb-18	Receiver for debenture holders Practical practice	Consideration of scm on right mode	Statutory requirement of internal audit	Taking feedback from students
	9-Feb-18	Revision of above topics	Group discussion on various topics	Class test	Small scale and cottage industry Haryana, meaning and it's type
	10-Feb-18	MaharshiDayanandSaraswatiJayanti			
	11-Feb-18	Sunday			
	7	12-Feb-18	Oral test	Multimodal, transportation, demonstration	Presentations
13-Feb-18		MahaShivratri			

	14-Feb-18	Deficiency and surplus (Practical practice)	Warehousing and it's type	Vouching	Revision day of this chapter
	15-Feb-18	Revision of above chapter	Site selection and management	Objective, Types	Government and small scale industries, new policy for small scale industries
	16-Feb-18	Feedback from students	Material handling and selection	Assignment 1	Features and giving oral test
	17-Feb-18	Presentation of above chapters	Customer service	Vouching of trading transaction	Taking oral test
	18-Feb-18	Sunday			
8	19-Feb-18	Accounts of Banking Co. Revised format of P & L a/c.	Oral test of above topics	To be continue	HSIDC meaning, objective, functions
	20-Feb-18	Explanation of schedules of P& L a/c	Customer service	To be continue	Failure of HSIIDC, giving revision of HSIIDC
	21-Feb-18	Practical practice	Stratigic and practice	Vouching cash transactions	Taking oral test
	22-Feb-18	Non Performing assets& revised format of balance sheet	Order processing	To be continue	SEZ, introduction, rules, objectives, incentive offered
	23-Feb-18	Explanation of schedules of balance sheet	Giving paper work to students	Vouching of ledger	Minimum land area required, approval for macanisam
	24-Feb-18	Practical practice of schedules	Collecting paper work from students	To be continue	Functions, advantages and criticism of SEZ
	25-Feb-18	Sunday			
9	26-Feb-18	Revision day & problem solving day	Distribution design	Oral Test	Taking students problems
	27-Feb-18	Black board presentation of P & L a/c. and balance sheet		Presentations	Taking test from students
	28-Feb-18	Holiday			

	1-Mar-18	Guru Ravidas Birthday			
	2-Mar-18	Holi			
	3-Mar-18	Holiday			
	4-Mar-18	Sunday			
10	5-Mar-18	Test (liquidation & banking company)	Second assignment topics on SCM , features of scm and function	Verification	2nd assignment topics on various topics
	6-Mar-18	Distribution of test and telling them their mistakes	Collecting assignment from students	Valuation of assets and liabilities	Revision of previous syllabus
	7-Mar-18	Account of insurance company (intro)	Revision day	Meaning and differences	Distribution of tests
	8-Mar-18	Regulation of insurance business	Group discussion	Auditor valuation	Taking presentation from students
	9-Mar-18	Practical aspects of above chapter	Taking presentation	Verification of assets	Presentation continued
	10-Mar-18	Oral revision	Taking presentation from remaining students	Verification of liabilities	Discuss student's problems
	11-Mar-18	Sunday			
11	12-Mar-18	Presentation of students on valuation of goodwill	Information systems in SCM	Assignment2	HFC, introduction, features, provisions, eligible units
	13-Mar-18	Do (valuation of share)	SCM and erp	Oral test	Organizational structure of HFC, functions, failure

	14-Mar-18	Preparation of financial statement of life insurance business	Blackboard work on differences	Group discussion	Taking problems
	15-Mar-18	Review of above topics	Students showing their blackboard work	Company audit	Giving them test of this chapter
	16-Mar-18	Problem solving day	Students create relationship between SCM and erp	Need, Preliminary books	Taking test
	17-Mar-18	2 nd assignment (schedules of P & L a/c.)	Revision day	Audit Procedure	Distribution of test and telling their problems
	18-Mar-18	Sunday			
12	19-Mar-18	Do (schedules of balance sheet)	Class test on various topics	SEBI guidelines	HAFED, introduction, features, objective, organisation
	20-Mar-18	Form A- RA, PL, bal. sheet	Distribution of class test	Appointment of auditor	Functions, conclusion and giving revision
	21-Mar-18	Preparation of policy holder a/c. share holder a/c.	Recent development in scm	Rights and duties	Taking oral test
	22-Mar-18	Balance sheet formation	Fourth party logistics	Removal, Resignation	Taking written test also
	23-Mar-18	Shaheedi Dias of Bhagat Singh, Rajguru&Sukhdev			
	24-Mar-18	Group discussion	Taking review from students	Auditor's lien	Planning in Haryana ,intro , features, objective,functions
	25-Mar-18	Sunday/ Ram Navami			
13	26-Mar-18	Collection of assignment	Business process outsourcing	Joint auditor	Structure, functions, performance, failure and revision of this
	27-Mar-18	Schedules forming parts of financial statements	Asking questions about this topic	Liabilities of auditor	Process , performance of 12th plan in Haryana
	28-Mar-18	Explanation of 1 to 7 schedules	Giving presentations about this topic	Presentations	Taking oral test
	29-Mar-18	MahavirJayanti			
	30-Mar-18	Do (8 to 14 schedules)	Taking presentation from students	Criminal liability	Haryana budget, meanung,fetures,funds, objective
	31-Mar-18	Practical practice of 1 to 6 question.	Telling them the weekday point to students	Audit of govt. Company	Importance, structure, different concepts of budget

14	1-Apr-18	Sunday			
	2-Apr-18	Preparation of financial statement of insurance business	International logistics an overview	Appointment, objectives	Measure to control, balanced and unbalanced budget
	3-Apr-18	Revision (1 to 15 schedules)	Revision from beginning Ch.1	Audit report	Features of Haryana budget, receipt and expenditure
	4-Apr-18	Practical practice(7 to 12 question)	Revision of chpter 2	Importance, types	Revision of chapter 1st
	5-Apr-18	Practical practice (13 to 18 question)	Written test of both chapters	Specimen of different reports	Revision of chapter 2 nd
	6-Apr-18	Revision of above chapter	Revision of different topics features, importance etc	Class Test	Class test of chapter 1st and 2 nd
	7-Apr-18	Group discussion	Group discussion	Auditing of E-Commerce transactions	A review of chapter to students
	8-Apr-18	Sunday			
15	9-Apr-18	Revision of chapter – 1 st	Taking written test of above topics	Effect in E-Commerce audit process	Revision about 3rd chapter
	10-Apr-18	Revision of chapter- 2 nd	Distribution of above tests	Effect of E-Commerce environment	Revision about 4th chapter

	11-Apr-18	Class test chapter- 1 st	Blackboard test on relationship between SCM and erp	Group discussion	Taking test of 3rd and 4th chapter
	12-Apr-18	Class test chapter- 2 nd	Taking presentation from students	Investigation	Revision of 5th chapter
	13-Apr-18	Revision (holding company)	Taking presentation from students	Approaches	Revision of 6th chapter
	14-Apr-18	DrAmbedkarJayanti / Vaisakhi			
	15-Apr-18	Sunday			
16	16-Apr-18	Test of above chapter	Revision of concepts and approaches	Objectives of investigation	Taking test of both chapters
	17-Apr-18	Revision (banking company & liquidation)	Asking questions about the concept and approaches	Oral test	Revision of 7,8 chapters
	18-Apr-18	ParashuramaJayanti			
	19-Apr-18	Test of above chapter	Revision of logistic management	Professional ethics and conduct	Revision of 9th chapter
	20-Apr-18	Revision of insurance company	Group discussion with students about logistics management	Principals of professional ethic	Test of these chapters
	21-Apr-18	Test of its schedules	Asking questions about logistics management	Entry in professional conduct	Distribution of tests and telling them their problems
	22-Apr-18	Sunday			
17	23-Apr-18	Full syllabus test	Telling them their problems	Group discussion	Taking feedback from students
	24-Apr-18	Distribution of test and telling them their mistakes	Revision of whole syllabus	Presentations	Revision of chapter 12
	25-Apr-18	Revision	Revision time	Revision	Revision of chapter 13
	26-Apr-18	Revision	Revision time	Revision	Revision of chapter 14
	27-Apr-18	Revision	Revision time	Revision	Taking test of these chapters
	28-Apr-18	Revision	Revision time	Revision	Distribution of tests

Lesson Plan

Name : Mrs. Meenakshi

Subject: Commerce

Lesson Plan:2018-21

Week	Date	M.com. II Sem. (Financial Mgt.and Policy)	M.com. II Sem. (Human Resource Management)	M.Com. IV Sem. (Sales Management)	M.Com. IV Sem. (Security Market Operations)	
1	1-Jan-18	Introduction	Introduction	Introduction	Introduction	
	2-Jan-18	Financial Management	HRM: concept and Importance	Sales Management: Concept and objectives	Security Market: concept	
	3-Jan-18	To be continue	Scope of HRM	Functions of sales management	Primary Market: Role	
	4-Jan-18	To be continue	Objectives of HRM	Integrated sales and marketing management	Functions Of Primary Market	
	5-Jan-18	To be continue	Functions of HRM	To be continued	Methods of selling securities in PMkt.	
	6-Jan-18	Functions of finance executive in an organization	Oral test	Oral test of sales management	To be continued	
	7-Jan-18	Sunday				
2	8-Jan-18	Time value of money: concept and techniques	HRM in dynamic environment	Personal Selling	Oral test of Primary Market	
	9-Jan-18	Annuity and its practical problems	Building up skill for effective HR manager	Concept and classifications of sales jobs	New Financial Instruments	
	10-Jan-18	Present value and its practical problems	Evolution of HRM	To be continued	To be continued	
	11-Jan-18	Practical applicability	To be continued	Buyer seller dyads	SEBI guidelines for public issues	
	12-Jan-18	Recent Development in financial management	Growth and Challenges in India	Personal Selling Process	To be continued	
	13-Jan-18	To be continued	Test	Feedback	To be continued	
	14-Jan-18	Sunday				
3	15-Jan-18	To be continued	International HRM	Theories of selling	TEST	
	16-Jan-18	To be continued	To be continued	Test	Secondary Market: concept	
	17-Jan-18	Capital asset pricing model	To be continued	Sales Planning: concept and importance	Stock exchanges in India	
	18-Jan-18	To be continued	Human Resource information system	Approaches of Sales Planning	Organisation of stock exchanges	
	19-Jan-18	Feedback	To be continued	Process of Sales Planning	Growth of stock exchange	
	20-Jan-18	Oral test	Feedback of weekly topics	Oral test	Review and feedback	
	21-Jan-18	Sunday				
4	22-Jan-18	Vasant Panchami				
	23-Jan-18	Test of Financial Management	GD	Discussion regarding assignment and presentation	Assignment and Presentation topic distribution	
	24-Jan-18	Sir Chhotu Ram Jayanti				
	25-Jan-18	Presentation topics discussion	Test	Motivational Lecture	Test of Security Market	
	26-Jan-18	Republic Day				
	27-Jan-18	GD	Presentation topics discussion	GD	Motivational lecture	

	28-Jan-18	Sunday			
5	29-Jan-18	Financial Planning: meaning and basic concepts	Human Resource Policy	Sales Forecasting	Trading in stock Mkt.
	30-Jan-18	Need and Importance of financial planning	To be continued	To be continued	To be Continued
	31-Jan-18	Financial Planning Process	Oral Test of HR Policy and HRIS	Sales Budget	Presentation (1 to 5)

Week	Date	M.com. II Sem. (Financial Mgt. and Policy)	M.com. IIInd Sem. (Human Resource Management)	M.Com. IV Sem. (Sales Management)	M.Com. IV Sem. (Security Market Operations)
	1-Feb-18	Financial Forecasting: meaning and benefits	Human Resource Planning	To be continued	Trading Mechanism
	2-Feb-18	Techniques of financial forecasting	To be continued	Oral Test	Online Trading
	3-Feb-18	Feedback of FP & FF	To be continued	Presentation (1 to 5)	Screen Based Trading
	4-Feb-18	Sunday			
6	5-Feb-18	Source of finance: Ownership securities	Oral test of HR Planning	Sales Organisation: Concept and purpose	Oral Test
	6-Feb-18	Creditorship securities	Presentation (1 to 5)	Principles of setting up a sales organisation	National Stock Exchange Role and organisation
	7-Feb-18	Internal Financing	Job Analysis	Process of setting up a sales organisation	Management
	8-Feb-18	Loan Financing	To be continued	Sales Organisation Structures	Listing Procedure
	9-Feb-18	Innovative Sources of financing	To be continued	Feedback	Accounting Records and Nature of transactions
	10-Feb-18	Maharshi Dayanand Saraswati Jayanti			
	11-Feb-18	Sunday			
7	12-Feb-18	Test of source of finance	Motivational Lecture	Assignment submission and oral test	Settlement of Trade
	13-Feb-18	Maha Shivratri			
	14-Feb-18	Assignment Submission and test distribution	Discussion about assignment topics	Field sales organisation	Test of NSE
	15-Feb-18	Presentation (1 to 5)	Job Description	Determining size of sales force	Bombay Stock Exchange Role and organisation
	16-Feb-18	Motivational Lecture	Job Specification	Need and Procedure for setting up sales territories	Management
	17-Feb-18	Presentation (6 to 10)	Job Design	Time management	Listing Procedure of BSE
	18-Feb-18	Sunday			
8	19-Feb-18	Cost of capital: meaning and basic concept	Oral test of Job Analysis	Routing	Accounting records for buying and selling transactions
	20-Feb-18	Computation of cost of capital	Recruitment concept and Process	Presentation (6 to 10)	Nature of trade
	21-Feb-18	To be continue	Sources and Methods	Sales Quotas : Purpose And types	Settlement of trades
	22-Feb-18	To be continue	Challenges and Recent trends	Administration of sales quota	Feedback
	23-Feb-18	To be continue	Feedback	Test	Oral Test of BSE
	24-Feb-18	Class test of cost of capital	Presentation (6 to 10)	Presentation (11 to 15)	Presentation (6 to 10)
	25-Feb-18	Sunday			

9	26-Feb-18	Presentstion (11 to 15)	Selection	Sales Force Management: Recruitment	Share Price Indices: Need and Importance
	27-Feb-18	GD	To be continued	To be continued	To be continued
	28-Feb-18	Holiday			

Week	Date	M.com. II Sem. (Financial Mgt.and Policy)	M.com. IIInd Sem. (Human Resource Management)	M.Com. IV Sem. (Sales Management)	M.Com. IV Sem. (Security Market Operations)
	1-Mar-18	Guru Ravidas Birthday			
	2-Mar-18	Holi			
	3-Mar-18	Holiday			
	4-Mar-18	Sunday			
10	5-Mar-18	Working Capital Management:Need and Type	Placement	Selection	Assignment Submission and oral test of stock price indices
	6-Mar-18	Determinent and assessment of working capital requirement	Induction	Training	Comiling of Index Numbers and Interpretation
	7-Mar-18	To be continue	Promotion	Compensation	Presentation (11 to 15)
	8-Mar-18	Management of marketable securities	Demotion	Motivating and leading the sales force	Depository:Role and Need
	9-Mar-18	Managament of cash	Transfer	To be continued	National Securities Depository Ltd.(NSDL)
	10-Mar-18	Feedback	Sepration	feedback	To be continued
	11-Mar-18	Sunday			
11	12-Mar-18	Management of receivables	Test of last week topics	Sales Meeting and contests	The Depository Act 1996
	13-Mar-18	To be continue	Employees Training:concept and steps in training plan	To be continued	To be continued
	14-Mar-18	To be continue	Designing Training Programme	Test	SEBI(Custodian &Securities) Regulation 1996
	15-Mar-18	Feedback	Oral test of training	Presentation (16 to 20)	To be continued
	16-Mar-18	Presentation (16 to 20)	Executive Development	Presentation (21 to 25)	Test
	17-Mar-18	Motivational lecture	To be continued	GD	GD
	18-Mar-18	Sunday			
12	19-Mar-18	Test of Working Capital Management	Career Planning and Development	Control Process: Analysis of sales,cost and profitability	Derivative Trading: concept and types
	20-Mar-18	Presentation (21to25)	To be continued	To be continued	Future & options
	21-Mar-18	Presentation (26 to 30)	GD	Management of sales expenses	To be continued
	22-Mar-18	G D	Oral test of career Planning	Sales record and reporting system	Feedback
	23-Mar-18	Shaheedi Diwas of Bhagat Singh, Rajguru & Sukhdev			
	24-Mar-18	Test distribution	Presentstion (11 to 15)	Oral test and submission of assignment	Presentation (16 to 20)
	25-Mar-18	Sunday/ Ram Navami			

13	26-Mar-18	Capital budgeting	Performance and Potential Appraisal	Presentation (26 to 30)	Methods of trading
	27-Mar-18	To be continue	To be continue	Presentation (31 to 35)	Valuation of options
	28-Mar-18	To be continue	To be continue	Presentation (36 to 40)	To be continued
	29-Mar-18	Mahavir Jayanti			
	30-Mar-18	To be continue	Presentation (16 to 20)	Presentation 41 and absentees	Test
	31-Mar-18	To be continue	Empowerment	GD	Presentation (21 to 25)

Week	Date	M.com. II Sem. (Financial Mgt.and Policy)	M.com. IInd Sem. (Human Resource Management)	M.Com. IV Sem. (Sales Management)	M.Com. IV Sem. (Security Market Operations)
14	1-Apr-18	Sunday			
	2-Apr-18	Test	Presentation (21to25)	Evaluating sales-force performance	Presentation (26 to 30)
	3-Apr-18	Presentation(31 to 34)	Quality of life	To be continued	Raising Funds From International Mkts
	4-Apr-18	Presentation (35 to 37)	Compensation-nature and significance	To be continued	FII's
	5-Apr-18	Presentation of absentees	Incentives plans	Oral test	Euro issues- ADRs, GDRS
	6-Apr-18	Discussion of problems	Fringe benefits	Motivational lecture	FDI
	7-Apr-18	Discussion of problems	Test	GD	Presentation (31 to 35)
	8-Apr-18	Sunday			
15	9-Apr-18	Evaluation criteria and risk analysis	Presentation (26 to 30)	Ethical issues in sales management	SEBI Guidelines about IM
	10-Apr-18	To be continued	Job Satisfaction	To be continued	SEBI Guidelines
	11-Apr-18	Feedback	To be continued	To be continued	Feedback
	12-Apr-18	Guidance Lecture	Feedback	Oral test	Presentation (36 to 40)
	13-Apr-18	GD	Presentation(31 to 35)	Problem discussion	GD
	14-Apr-18	Dr Ambedkar Jayanti / Vaisakhi			
	15-Apr-18	Sunday			
16	16-Apr-18	Capital expenditure control	Job Stress Management	Discussion For viva	Presentation 41 & absentees
	17-Apr-18	To be continued	To be continued	Problem discussion	Motivational lecture
	18-Apr-18	Parashurama Jayanti			
	19-Apr-18	Feedback	Presentation (36 to 37) and absentees	Revision	Test of raising funds
	20-Apr-18	Revision	Discussion about viva voic and case study	To be continued	Discussion about viva voic and case study
	21-Apr-18	To be continued	Motivational lecture	To be continued	Problem discussion and test distribution
	22-Apr-18	Sunday			
17	23-Apr-18	To be continued	Problem Discussion	To be continued	Revision
	24-Apr-18	To be continued	Revision	To be continued	To be continued
	25-Apr-18	To be continued	To be continued	To be continued	To be continued

	26-Apr-18	To be continued	To be continued	To be continued	To be continued
	27-Apr-18	To be continued	To be continued	To be continued	To be continued
	28-Apr-18	To be continued	To be continued	To be continued	To be continued