

Teaching Plan Summer Semester 2016-17

Name of the Teacher: Dr. Abhay Jain

Course Name: B. Com (Hons)

Paper Title: Business Laws

Semester/Year: I semester/1st year

S. No.	Month	Week No.	Unit/Topic	Resource/References/Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
1.	July	3	Introduction: Business Laws Introduction: Indian Contract Act, 1872 Contract – meaning, characteristics and kinds	1. Singh, Avtar.(2018). The Principles of Mercantile Law. Lucknow. Eastern Book Company. 2. Sharma, J.P. and Kanojia S. (2019). Business Laws. New Delhi. Bharat Law House Pvt. Ltd. 3. Tulsian P.C. (2018). Business Law. New Delhi. Tata McGraw Hill. 4. Jagota R. (2019). Business Laws. MKM Publishers ScholarTech Press. 5. Kuchhal, M C. (2018). Business Laws. New	5	1	N.A	Discuss the case laws related to the topics covered week by week.

				Delhi. Vikas Publishing House. 6. Arora, S. (2015). Business Laws. New Delhi. Taxmann 7. Indian Contract Act, 1872 (Bare Act)				
		4	Unit 1: Offer and Acceptance, Consideration	Same as above	3+2	1		

2.	August	1	Unit 1: Capacity of Parties	Same as Above	5	1		

		2	Unit 1: Free Consent	Same as Above	5	1		
		3	Unit 1: Legality of object and consideration, Void agreements	Same as Above	2+3	1		
		4	Unit 1: Discharge of contract, Quasi Contract, Remedies for the breach of contract	Same as Above	2 1 2	1	Test 1 from the syllabus covered	Discuss the case laws related to the topics covered week by week. Discussion of previous years question papers
3.	September	1	Unit II: Special Contracts: Indemnity & Guarantee,	Same as Above	5	1		

			Bailment and pledge				
	2	Unit II: Special contracts: Agency	Same as Above	5	1		
	3	Unit-III Sale of goods: Introduction, Conditions and warranties, Performance of contract of sale	Same as Above Additional: Sale of Goods Act, 1932 (Bare Act)	1+3+1	1	Test 2 from the syllabus covered	
	4	Unit-III Sale of goods: Transfer of property, Rights of unpaid seller	Same as above	2+3	1		

	October	1	<p>Unit-IV LLP Act, 2008: Salient Features of LLP, Difference between LLP and Partnership, LLP and Company LLP Agreement. Nature of LLP, Partners and Designated Partners, Incorporation Document, Incorporation by Registration,</p>	<p>Same as Above Additional: LLP Act, 2008 (Bare Act)</p>	5	1		
		2	<p>Unit-IV LLP Act, 2008: Registered office of LLP and change therein. Change of name, Partners and their Relations. Extent and limitation of liability of LLP and partners. Whistle blowing. Taxation of LLP. Conversion into LLP. Winding up and dissolution of LLP.</p>	<p>Same as Above</p>	5	1		<p>Discuss the case laws related to the topics covered week by week and viva-voce of the same.</p> <p>Revision of the earlier Chapters.</p> <p>Discussion of previous years question papers</p>

		3	Mid- Semester Break					
		4	Unit V: The Information Technology Act 2000 Definitions under the Act. Digital signature. Electronic governance. Attribution, acknowledgement and dispatch of electronic records.	Same as above Additional: IT Act, 2000 (Bare Act)	5	1		

5	November	1	Unit V: The Information Technology Act 2000 Regulation of certifying authorities. Digital signatures certificates. Duties of subscribers under the Act. Penalties and adjudication. Offences as per the Act.	Same as above	5	1	Discuss the case laws related to the topics covered week by week. Discussion of previous years question papers
		2	Revision	Revision	5	1	

Teaching Plan Summer Semester 2017-18

Name of the Teacher: Dr. Abhay Jain

Course Name: B. Com (Hons)

Paper Title: Business Laws

Semester/Year: I semester/1st year

S. No.	Month	Week No.	Unit/Topic	Resource/References/Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
1.	July	3	Introduction: Business Laws Introduction: Indian Contract Act, 1872 Contract – meaning, characteristics and kinds	1. Singh, Avtar.(2018). The Principles of Mercantile Law. Lucknow. Eastern Book Company. 2. Sharma, J.P. and Kanojia S. (2019). Business Laws. New Delhi. Bharat Law House Pvt. Ltd. 3. Tulsian P.C. (2018). Business Law. New Delhi. Tata McGraw Hill. 4. Jagota R. (2019). Business Laws. MKM Publishers ScholarTech Press. 5. Kuchhal, M C. (2018). Business Laws. New	5	1	N.A	Discuss the case laws related to the topics covered week by week.

				Delhi. Vikas Publishing House. 6. Arora, S. (2015). Business Laws. New Delhi. Taxmann 7. Indian Contract Act, 1872 (Bare Act)				
		4	Unit 1: Offer and Acceptance, Consideration	Same as above	3+2	1		
2.	August	1	Unit 1: Capacity of Parties	Same as Above	5	1		
		2	Unit 1: Free Consent	Same as Above	5	1		

		3	Unit 1: Legality of object and consideration, Void agreements	Same as Above	2+3	1		
		4	Unit 1: Discharge of contract, Quasi Contract, Remedies for the breach of contract	Same as Above	2 1 2	1	Test 1 from the syllabus covered	Discuss the case laws related to the topics covered week by week.
3.	September	1	Unit II: Special Contracts: Indemnity & Guarantee, Bailment and pledge	Same as Above	5	1		

		2	Unit II: Special contracts: Agency	Same as Above	5	1	
		3	Unit-III Sale of goods: Introduction, Conditions and warranties, Performance of contract of sale	Same as Above Additional: Sale of Goods Act, 1932 (Bare Act)	1+3+1	1	Test 2
September		4	Unit-III Sale of goods: Transfer of property, Rights of unpaid seller	Same as above	2+3	1	
October		1	Unit-IV LLP Act, 2008: Salient Features of LLP, Difference between LLP and Partnership, LLP and Company LLP Agreement. Nature of LLP, Partners	Same as Above Additional: LLP Act, 2008 (Bare Act)	5	1	

			and Designated Partners, Incorporation Document, Incorporation by Registration,					
		2	Unit-IV LLP Act, 2008: Registered office of LLP and change therein. Change of name, Partners and their Relations. Extent and limitation of liability of LLP and partners. Whistle blowing. Taxation of LLP. Conversion into LLP. Winding up and dissolution of LLP.	Same as Above	5	1	Discuss the case laws related to the topics covered week by week. Revision of the earlier Chapters.	
		3	Mid- Semester Break					

		4	Unit V: The Information Technology Act 2000 Definitions under the Act. Digital signature. Electronic governance. Attribution, acknowledgement and dispatch of electronic records.	Same as above Additional: IT Act, 2000 (Bare Act)	5	1		
5	November	1	Unit V: The Information Technology Act 2000 Regulation of certifying authorities. Digital signatures certificates. Duties of subscribers under the Act. Penalties and adjudication. Offences as per the Act.	Same as above	5	1		Discussion of previous years question papers
		2	Revision	Revision	5	1		

Teaching Plan Summer Semester 2018-19

Name of the Teacher: Dr. Abhay Jain

Course Name: B. Com (Hons)

Paper Title: Business Laws

Semester/Year: I semester/1st year

S. No.	Month	Week No.	Unit/Topic	Resource/References/Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
1.	July	3	Introduction: Business Laws Introduction: Indian Contract Act, 1872 Contract – meaning, characteristics and kinds	1. Singh, Avtar.(2018). The Principles of Mercantile Law. Lucknow. Eastern Book Company. 2. Sharma, J.P. and Kanojia S. (2019). Business Laws. New Delhi. Bharat Law House Pvt. Ltd. 3. Tulsian P.C. (2018). Business Law. New Delhi. Tata McGraw Hill. 4. Jagota R. (2019). Business Laws. MKM Publishers ScholarTech Press. 5. Kuchhal, M C. (2018). Business Laws. New	5	1	N.A	Discuss the case laws related to the topics covered week by week.

				Delhi. Vikas Publishing House. 6. Arora, S. (2015). Business Laws. New Delhi. Taxmann 7. Indian Contract Act, 1872 (Bare Act)				
		4	Unit 1: Offer and Acceptance, Consideration	Same as above	3+2	1		
2.	August	1	Unit 1: Capacity of Parties	Same as Above	5	1		
		2	Unit 1: Free Consent	Same as Above	5	1		
		3	Unit 1: Legality of object and consideration, Void agreements	Same as Above	2+3	1		

		4	Unit 1: Discharge of contract, Quasi Contract, Remedies for the breach of contract	Same as Above	2 1 2	1	Test 1 from the syllabus covered Discussion of previous years question papers
3.	September	1	Unit II: Special Contracts: Indemnity & Guarantee, Bailment and pledge	Same as Above	5	1	
		2	Unit II:	Same as Above	5	1	

		Special contracts: Agency					
	3	Unit-III Sale of goods: Introduction, Conditions and warranties, Performance of contract of sale	Same as Above Additional: Sale of Goods Act, 1932 (Bare Act)	1+3+1	1	Test 2 covered	
	4	Unit-III Sale of goods: Transfer of property, Rights of unpaid seller	Same as above	2+3	1		
October	1	Unit-IV LLP Act, 2008: Salient Features of LLP, Difference between LLP and Partnership, LLP and Company LLP Agreement. Nature of LLP, Partners and Designated Partners, Incorporation Document,	Same as Above Additional: LLP Act, 2008 (Bare Act)	5	1		

			Incorporation by Registration,					
		2	<p>Unit-IV</p> <p>LLP Act, 2008:</p> <p>Registered office of LLP and change therein. Change of name, Partners and their Relations.</p> <p>Extent and limitation of liability of LLP and partners. Whistle blowing. Taxation of LLP. Conversion into LLP. Winding up and dissolution of LLP.</p>	Same as Above	5	1		
		3	Mid- Semester Break					

		4	Unit V: The Information Technology Act 2000 Definitions under the Act. Digital signature. Electronic governance. Attribution, acknowledgement and dispatch of electronic records.	Same as above Additional: IT Act, 2000 (Bare Act)	5	1		
5	November	1	Unit V: The Information Technology Act 2000 Regulation of certifying authorities. Digital signatures certificates. Duties of subscribers under the Act. Penalties and adjudication. Offences as per the Act.	Same as above	5	1		Discuss the case laws related to the topics covered week by week and viva-voce of the same. Discussion of previous years question papers
		2	Revision	Revision	5	1		

Teaching Plan Summer Semester 2019-20

Name of the Teacher: Dr. Abhay Jain

on deputation from April 2019 till August 2020

Teaching Plan Odd Semester 2020-21

Name of the Teacher: Dr. Abhay Jain

Course Name: B. Com (Hons)

Paper Title: Business Laws

Semester/Year: I semester/1st year

S. No.	Month	Week No.	Unit/Topic	Resource/References/Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
1.	November	3	Introduction: Business Laws Introduction: Indian Contract Act, 1872 Contract – meaning, characteristics and kinds	1. Singh, Avtar.(2018). The Principles of Mercantile Law. Lucknow. Eastern Book Company. 2. Sharma, J.P. and Kanojia S. (2019). Business Laws. New Delhi. Bharat Law House Pvt. Ltd.	5	1	N.A	Discuss the case laws related to the topics covered week by week and viva-voce of the same. Movie Recommendation: 12 angry Men, The man from Earth

				<p>3. Tulsian P.C. (2018). Business Law. New Delhi. Tata McGraw Hill.</p> <p>4. Jagota R. (2019). Business Laws. MKM Publishers ScholarTech Press.</p> <p>5. Kuchhal, M C. (2018). Business Laws. New Delhi. Vikas Publishing House.</p> <p>6. Arora, S. (2015). Business Laws. New Delhi. Taxmann</p> <p>7. Indian Contract Act, 1872 (Bare Act)</p>				
		4	Unit 1: Offer and Acceptance, Consideration	Same as above	3+2	1		
2.	December	1	Unit 1: Capacity of Parties	Same as Above	5	1		
		2	Unit 1: Free Consent	Same as Above	5	1		

		3	Unit 1: Legality of object and consideration, Void agreements	Same as Above	2+3	1	
		4	Unit 1: Discharge of contract, Quasi Contract, Remedies for the breach of contract	Same as Above	2 1 2	1	Test 1 from the syllabus covered
3.	January	1	Unit II: Special Contracts: Indemnity & Guarantee, Bailment and pledge	Same as Above	5	1	Discuss the case laws related to the topics covered week by week.

		2	Unit II: Special contracts: Agency	Same as Above	5	1	
		3	Unit-III Sale of goods: Introduction, Conditions and warranties, Performance of contract of sale	Same as Above Additional: Sale of Goods Act, 1932 (Bare Act)	1+3+1	1	Test 2
January		4	Unit-III Sale of goods: Transfer of property, Rights of unpaid seller	Same as above	2+3	1	
February		1	Unit-IV LLP Act, 2008:	Same as Above Additional: LLP Act, 2008 (Bare Act)	5	1	

			Salient Features of LLP, Difference between LLP and Partnership, LLP and Company LLP Agreement. Nature of LLP, Partners and Designated Partners, Incorporation Document, Incorporation by Registration,				
		2	Unit-IV LLP Act, 2008: Registered office of LLP and change therein. Change of name, Partners and their Relations. Extent and limitation of liability of LLP and partners. Whistle blowing. Taxation of LLP. Conversion into LLP. Winding up and dissolution of LLP.	Same as Above	5	1	Discuss the case laws related to the topics covered week by week.

		3	Unit V: The Information Technology Act 2000 Definitions under the Act. Digital signature. Electronic governance. Attribution, acknowledgement and dispatch of electronic records.	Same as above Additional: IT Act, 2000 (Bare Act)	5	1		
		4	Unit V: The Information Technology Act 2000 Regulation of certifying authorities. Digital signatures certificates. Duties of subscribers under the Act. Penalties and adjudication. Offences as per the Act.	Same as above	5	1		Discuss the case laws related to the topics covered week by week.
5	March	1	Revision of the earlier Acts		5	1		

Teaching Plan Winter Semester 2016-17

Name of the Teacher: Dr. Abhay Jain

Course Name: B Com (Hons)

Paper Title: Corporate Laws

Semester/Year: 2nd semester/1st year

S. No	Month	Week No.	Unit/Topic	Resource/ References/Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
1.	January	1	Unit-1 Introduction- Meaning and characteristics of a company; Lifting of corporate veil; Administration of Company Law [including National Company Law Tribunal (NCLT), National Company Law Appellate Tribunal (NCLAT), Special Courts];	<ol style="list-style-type: none"> Hicks, Andrew & Goo S.H., Cases and Material on Company Law, Oxford University Press. Chadha R. & Chadha, S. Company Laws. Scholar Tech Press, Delhi. Gowar, LCB, principles of modern company Law. Steven & Sons, London. Majumdar, A.K., and Kapoor, G.K. Company Law & Practice, Taxmann, New Delhi. Kumar, A., Corporate Laws, Taxmann Pvt Ltd. Sharma, J.P. An Easy Approach to Corporate Laws, Ane Books Pvt. Ltd., New Delhi 	5	1		
		2	Unit-1 Introduction-Types of companies	<ol style="list-style-type: none"> Chadha R. & Chadha, S. Company Laws. Scholar Tech Press, Delhi. 				

			including private and public company, government company, foreign company, one person company, small company, associate company, dormant company and producer company; Association not for profit; Illegal association.	<ol style="list-style-type: none"> 2. Gowar, LCB, principles of modern company Law. Steven & Sons, London. 3. Majumdar, A.K., and Kapoor, G.K. Company Law & Practice, Taxmann, New Delhi. 4. Kumar, A.,Corporate Laws, Taxmann Pvt Ltd. 5. Ramaiya. A guide to companies Act. LexisNexis Buttersworth wadhwa 6. Companies Act, 2013 (Bare Act) 	5	2		
	3	Unit-1 Introduction- Formation of company, promoters, their legal position and pre incorporation contracts; Online registration of a company.	<ol style="list-style-type: none"> 1. Hicks, Andrew & Goo S.H.,Cases and Material on Company Law, Oxford University Press. 2. Chadha R. & Chadha, S. Company Laws. Scholar Tech Press, Delhi. 3. Kumar, A.,Corporate Laws, Taxmann Pvt Ltd. 4. Sharma, J.P. An Easy Approach to Corporate Laws, Ane Books Pvt. Ltd., New Delhi 5. Ramaiya. A guide to companies Act. LexisNexis Buttersworth wadhwa 6. Companies Act, 2013 (Bare Act) 	5	1			

		4	Unit-II Documents - Memorandum of Association and its alteration, Articles of Association and its alteration, doctrine of constructive notice, doctrine of ultra vires and indoor management	Same as Above	5	3		
2.	February	1	Unit-II Documents - Prospectus, Shelf and Red herring prospectus, misstatement in prospectus; GDR; book building	Same as Above	5	2		
		2	Unit-II Documents - Allotment and Forfeiture of share, Calls on Shares, Public offer & private placement, Sweat Equity, ESOPs, Bonus issue, transmission of shares, buyback	Same as Above	5	1		

			and provisions regarding buyback				
		3	Unit-II Documents- Share Certificate, D-mat system, Membership of company	Same as Above	2	1	
		4	Unit III Management and Meetings- Classification of directors- Additional, Alternate and Ad- hoc directors, Women directors, Independent director, Small shareholder's director		3		
		4	Unit III	Same as Above	5	1	Test1

			Management and Meetings-Director Identity Number (DIN); Appointment, Disqualifications, Removal of directors; Legal positions, Powers and Duties					
3.	March	1	Unit III Management and Meetings- Key managerial personnel, Managing director, Manager, Board Meetings: meeting through video conferencing	Same as Above	5	1		
		2	Unit III Management and Meetings- Shareholder meetings: AGM and EGM. Convening and Conduct of meetings:	Same as Above	5	1		

			Requisites of a valid meeting; Resolutions; Postal ballot; e-voting. Committees of board directors, Prohibition of insider trading.				
		3	Unit-IV Dividends, Accounts Audit - Provisions relating to payment of Dividend, provision related to books of accounts, provisions relating to Audit, Auditor's appointment, Rotation of auditors, Auditors' report, Secretarial standards and Secretarial audit, online filing of documents.	Same as Above	5	1	Internal Assessment - Class Test
April		1	Unit-IV Dividends, Accounts, Audit –	Same as Above	3	1	

			Winding up- concepts and modes of winding up.					
		2	Unit V The Depositories Act 1996- Definitions; Rights and obligations of depositories; Participants issuers and beneficial owners; Inquiry and inspections; Penalties.	Same as Above The Depositories Act 1996 (Bare Act)	5	1		
		3rd week onwar ds	Revision Classes					

Teaching Plan Winter Semester 2017-18

Name of the Teacher: Dr. Abhay Jain

Course Name: B Com (Hons)

Paper Title: Corporate Laws

Semester/Year: 2nd semester/1st year

S. No.	Month	Week No.	Unit/Topic	Resource/ References/Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
1.	January	1	Unit-1 Introduction-Meaning and characteristics of a company; Lifting of corporate veil; Administration of Company Law [including National Company Law Tribunal (NCLT), National Company Law Appellate Tribunal (NCLAT), Special Courts];	<ul style="list-style-type: none">● Hicks, Andrew & Goo S.H., Cases and Material on Company Law, Oxford University Press.● Chadha R. & Chadha, S. Company Laws. Scholar Tech Press, Delhi.● Gowar, LCB, principles of modern company Law. Steven & Sons, London.● Majumdar, A.K., and Kapoor, G.K. Company Law & Practice, Taxmann, New Delhi.● Kumar, A., Corporate Laws, Taxmann Pvt Ltd.● Sharma, J.P. An Easy Approach to Corporate Laws, Ane Books Pvt. Ltd., New Delhi● Ramaiya. A guide to companies Act. LexisNexis Buttersworth wadhwa	5	1		

				<ul style="list-style-type: none"> ● Companies Act, 2013 (Bare Act) 				
		2	<p>Unit-1</p> <p>Introduction-Types of companies including private and public company, government company, foreign company, one person company, small company, associate company, dormant company and producer company; Association not for profit; Illegal association.</p>	<ul style="list-style-type: none"> ● Hicks, Andrew & Goo S.H., Cases and Material on Company Law, Oxford University Press. ● Chadha R. & Chadha, S. Company Laws. Scholar Tech Press, Delhi. ● Gowar, LCB, principles of modern company Law. Steven & Sons, London. ● Majumdar, A.K., and Kapoor, G.K. Company Law & Practice, Taxmann, New Delhi. ● Kumar, A., Corporate Laws, Taxmann Pvt Ltd. ● Sharma, J.P. An Easy Approach to Corporate Laws, Ane Books Pvt. Ltd., New Delhi ● Ramaiya. A guide to companies Act. LexisNexis Buttersworth wadhwa ● Companies Act, 2013 (Bare Act) 	5	2		

	3	<p>Unit-1</p> <p>Introduction- Formation of company, promoters, their legal position and pre incorporation contracts; Online registration of a company.</p>	<ul style="list-style-type: none"> ● Hicks, Andrew & Goo S.H., Cases and Material on Company Law, Oxford University Press. ● Chadha R. & Chadha, S. Company Laws. Scholar Tech Press, Delhi. ● Gowar, LCB, principles of modern company Law. Steven & Sons, London. ● Majumdar, A.K., and Kapoor, G.K. Company Law & Practice, Taxmann, New Delhi. ● Kumar, A., Corporate Laws, Taxmann Pvt Ltd. ● Sharma, J.P. An Easy Approach to Corporate Laws, Ane Books Pvt. Ltd., New Delhi ● Ramaiya. A guide to companies Act. LexisNexis Buttersworth wadhwa ● Companies Act, 2013 (Bare Act) 	5	1		
	4	<p>Unit-II</p> <p>Documents - Memorandum of Association and its alteration, Articles of Association and its alteration, doctrine of constructive notice, doctrine of ultra vires and indoor management</p>	Same as Above	5	3		

2.	Februar y	1	Unit-II Documents - Prospectus, Shelf and Red herring prospectus, misstatement in prospectus; GDR; book building	Same as Above	5	2		
		2	Unit-II Documents - Allotment and Forfeiture of share, Calls on Shares, Public offer & private placement, Sweat Equity, ESOPs, Bonus issue, transmission of shares, buyback and provisions regarding buyback	Same as Above	5	1		
		3	Unit-II Documents- Share Certificate, D- mat system, Membership of company Unit III	Same as Above	2	1		

			Management and Meetings- Classification of directors-Additional, Alternate and Ad-hoc directors, Women directors, Independent director, Small shareholder's director		3			
		4	Unit III Management and Meetings-Director Identity Number (DIN); Appointment, Disqualifications, Removal of directors; Legal positions, Powers and Duties	Same as Above	5	1	Test	
3.	March	1	Unit III Management and Meetings- Key managerial personnel, Managing director, Manager, Board Meetings: meeting	Same as Above	5	1		

			through video conferencing				
		2	Unit III Management and Meetings- Shareholder meetings: AGM and EGM. Convening and Conduct of meetings: Requisites of a valid meeting; Resolutions; Postal ballot; e-voting. Committees of board directors, Prohibition of insider trading.	Same as Above	5	1	
		3	Unit-IV Dividends, Accounts Audit - Provisions relating to payment of Dividend, provision related to books of accounts, provisions relating to Audit,	Same as Above	5	1	Internal Assessment- Class Test

			Auditor's appointment, Rotation of auditors, Auditors' report, Secretarial standards and Secretarial audit, online filing of documents.					
April	1	Unit-IV Dividends, Accounts, Audit – Winding up- concepts and modes of winding up. Students' Presentation	Same as Above	3	1			
				2				

		2	Unit V The Depositories Act 1996-Definitions; Rights and obligations of depositories; Participants issuers and beneficial owners; Inquiry and inspections; Penalties.	Same as Above The Depositories Act 1996 (Bare Act)	5	1		
		3rd week onwards	Revision Classes					

Teaching Plan Winter Semester 2018-19

Name of the Teacher: Dr. Abhay Jain

Course Name: B Com (Hons)

Paper Title: Corporate Laws

Semester/Year: 2nd semester/1st year

S. No.	Month	Week No.	Unit/Topic	Resource/References/Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
1.	January	1	Unit-1 Introduction- Meaning and characteristics of a company; Lifting of corporate veil; Administration of Company Law [including National Company Law Tribunal (NCLT), National Company Law Appellate Tribunal (NCLAT), Special Courts];	<ul style="list-style-type: none"> ● Hicks, Andrew & Goo S.H., Cases and Material on Company Law, Oxford University Press. ● Chadha R. & Chadha, S. Company Laws. Scholar Tech Press, Delhi. ● Gowar, LCB, principles of modern company Law. Steven & Sons, London. ● Majumdar, A.K., and Kapoor, G.K. Company Law & Practice, Taxmann, New Delhi. 	5	1		
		2	Unit-1 Introduction-Types of companies	<ul style="list-style-type: none"> ● Hicks, Andrew & Goo S.H., Cases and Material on Company Law, 				

		including private and public company, government company, foreign company, one person company, small company, associate company, dormant company and producer company; Association not for profit; Illegal association.	<p>Oxford University Press.</p> <ul style="list-style-type: none"> ● Chadha R. & Chadha, S. Company Laws. Scholar Tech Press, Delhi. ● Gowar, LCB, principles of modern company Law. Steven & Sons, London. ● Majumdar, A.K., and Kapoor, G.K. Company Law & Practice, Taxmann, New Delhi. ● Kumar, A., Corporate Laws, Taxmann Pvt Ltd. ● Sharma, J.P. An Easy Approach to Corporate Laws, Ane Books Pvt. Ltd., New Delhi ● Ramaiya. A guide to companies Act. LexisNexis Buttersworth wadhwa ● Companies Act, 2013 (Bare Act) 	5	2		
	3	Unit-1 Introduction- Formation of company, promoters, their legal position and	<ul style="list-style-type: none"> ● Hicks, Andrew & Goo S.H., Cases and Material on Company Law, Oxford University Press. ● Chadha R. & Chadha, S. Company Laws. 	5	1		

			<p>pre incorporation contracts; Online registration of a company.</p>	<p>Scholar Tech Press, Delhi.</p> <ul style="list-style-type: none"> ● Gower, LCB, principles of modern company Law. Steven & Sons, London. ● Majumdar, A.K., and Kapoor, G.K. Company Law & Practice, Taxmann, New Delhi. ● Kumar, A., Corporate Laws, Taxmann Pvt Ltd. ● Sharma, J.P. An Easy Approach to Corporate Laws, Ane Books Pvt. Ltd., New Delhi ● Ramaiya. A guide to companies Act. LexisNexis Buttersworth wadhwa ● Companies Act, 2013 (Bare Act) 				
	4	Unit-II	<p>Documents - Memorandum of Association and its alteration, Articles of Association and its alteration, doctrine of constructive notice, doctrine of ultra</p>	Same as Above	5	3		

			vires and indoor management				
2.	February	1	Unit-II Documents - Prospectus, Shelf and Red herring prospectus, misstatement in prospectus; GDR; book building	Same as Above	5	2	
		2	Unit-II Documents - Allotment and Forfeiture of share, Calls on Shares, Public offer & private placement, Sweat Equity, ESOPs, Bonus issue, transmission of shares, buyback and provisions regarding buyback	Same as Above	5	1	

		3	Unit-II Documents- Share Certificate, D-mat system, Membership of company	Same as Above	2	1		
			Unit III Management and Meetings- Classification of directors- Additional, Alternate and Ad- hoc directors, Women directors, Independent director, Small shareholder's director		3			
		4	Unit III Management and Meetings-Director Identity Number	Same as Above	5	1		

			(DIN); Appointment, Disqualifications, Removal of directors; Legal positions, Powers and Duties				
3.	March	1	Unit III Management and Meetings- Key managerial personnel, Managing director, Manager, Board Meetings: meeting through video conferencing	Same as Above	5	1	
		2	Unit III Management and Meetings- Shareholder meetings: AGM and EGM. Convening and Conduct of meetings: Requisites of a valid meeting; Resolutions; Postal	Same as Above	5	1	

			ballot; e-voting. Committees of board directors, Prohibition of insider trading.				
		3	Unit-IV Dividends, Accounts Audit - Provisions relating to payment of Dividend, provision related to books of accounts, provisions relating to Audit, Auditor's appointment, Rotation of auditors, Auditors' report, Secretarial standards and Secretarial audit, online filing of documents.	Same as Above	5	1	Internal Assessment- Class Test
April		1	Unit-IV Dividends, Accounts, Audit – Winding up-	Same as Above	3	1	

			<p>concepts and modes of winding up.</p> <p>Provisions of winding up under Insolvency and Bankruptcy Code 2016.</p> <p>Students' Presentation</p>	<p>Additional: Insolvency and Bankruptcy Code 2016. (Bare Act)</p> <p>https://www.ibbi.gov.in/</p>	2			
		2	<p>Unit V</p> <p>The Depositories Act 1996- Definitions; Rights and obligations of depositories; Participants issuers and beneficial owners; Inquiry and inspections; Penalties.</p>	<p>Same as Above</p> <p>The Depositories Act 1996 (Bare Act)</p>	5	1		

		3rd week onwar ds	Revision Classes					
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Teaching Plan Winter Semester 2019-20

Name of the Teacher: Dr. Abhay Jain

Course Name: B Com (Hons)

Paper Title: Corporate Laws

Semester/Year: 2nd semester/1st year

S. No.	Month	Week No.	Unit/Topic	Resource/References/Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
1.	January	1	Unit-1 Introduction- Meaning and characteristics of a company; Lifting of corporate veil; Administration of Company Law [including National Company Law Tribunal (NCLT), National Company Law Appellate Tribunal (NCLAT), Special Courts];	1. Hicks, Andrew & Goo S.H., (2017) Cases and Material on Company Law, Oxford University Press. 2. Sharma, J.P. (2018). An Easy Approach to Corporate Laws, Ane Books Pvt. Ltd., New Delhi 3. Kumar, A., (2019)Corporate Laws, Taxmann Pvt Ltd 4. Chadha R. & Chadha, S. (2018). Company Laws. Scholar Tech Press, Delhi. 5. Companies Act, 2013 (Bare Act)	5	1		

		2	<p>Unit-1</p> <p>Introduction-Types of companies including private and public company, government company, foreign company, one person company, small company, associate company, dormant company and producer company; Association not for profit; Illegal association.</p>	<ol style="list-style-type: none"> 1. Hicks, Andrew & Goo S.H., (2017) Cases and Material on Company Law, Oxford University Press. 2. Sharma, J.P. (2018). An Easy Approach to Corporate Laws, Ane Books Pvt. Ltd., New Delhi 3. Kumar, A., (2019)Corporate Laws, Taxmann Pvt Ltd 4. Chadha R. & Chadha, S. (2018). Company Laws. Scholar Tech Press, Delhi. 5. Companies Act, 2013 (Bare Act) 6. http://www.mca.gov.in/MinistryV2/acquiredsc.html 	5	2		
		3	<p>Unit-1</p> <p>Introduction- Formation of company, promoters, their legal position and</p>	<ol style="list-style-type: none"> 1. Hicks, Andrew & Goo S.H., (2017) Cases and Material on Company Law, Oxford University Press. 	5	1		

			pre incorporation contracts; Online registration of a company.	<p>2. Chadha R. & Chadha, S. (2018). Company Laws. Scholar Tech Press, Delhi.</p> <p>3. Companies Act, 2013 (Bare Act)</p> <p>4. http://www.mca.gov.in/MinistryV2/acquiredsc.html</p>				
		4	<p>Unit-II</p> <p>Documents and Shares- Memorandum of Association and its alteration, Articles of Association and its alteration, doctrine of constructive notice, doctrine of ultra vires and indoor management</p>	Same as Above	5	3		
2.	February	1	<p>Unit-II</p> <p>Documents and Shares-Prospectus, Shelf and Red herring prospectus, misstatement in prospectus; book building</p>	Same as Above	5	2		
		2	Unit-II	Same as Above	5	1		

			Documents and Shares-Allotment and Forfeiture of share, Sweat Equity, ESOPs, Bonus issue, and Further issue of shares, buyback and provisions regarding buyback				
		3	<p>Unit-II</p> <p>Documents and Shares- Membership of company</p> <p>Unit III</p> <p>Management and Meetings- Classification of directors- Additional, Alternate and Casual directors, Women directors, Independent director, Small shareholder's director</p>	<p>Same as Above</p> <p>Additional: https://www.icai.org/post.html?post_id=16944</p>	2	1	
					3		

		4	Unit III Management and Meetings-Director Identity Number (DIN); Appointment, Disqualifications, Removal of directors; Legal positions, Powers and Duties	Same as Above Additional: https://www.icai.org/post.html?post_id=16944	5	1		

3.	March	1	Unit III Management and Meetings- Key managerial personnel, Managing director, Manager and Whole Time Director; Board Meetings: meeting through video conferencing	Same as Above Additional: https://www.icaai.org/post.html?post_id=16944	5	1		
		2	Unit III Management and Meetings- Shareholder meetings: AGM and EGM. Convening and Conduct of meetings: Requisites of a valid meeting; Resolutions; Postal ballot; e-voting.	Same as Above Additional: https://www.icaai.org/post.html?post_id=16944	4	1		
		3	Unit-IV Dividends, Audit and Winding up- Provisions relating	Same as Above	5	1	Internal Assessment- Class Test	

		2	Unit V The Depositories Act 1996 Definitions; Depositories system; Rights and obligations of depositories; Participants issuers and beneficial owners; Inquiry and inspections; Penalty	Same as Above The Depositories Act 1996 (Bare Act)	5	1		
		3rd week onwards	Revision Classes					

Teaching Plan Even Semester 2020-21

Name of the Teacher: Dr. Abhay Jain

On deputation from April 2019 till August 2020.

Teaching Plan for Summer Semester 2016-17

Name of the Teacher: ALKA GOYALE

Course Name: B.COM(H)

Paper Title: MANAGEMENT PRINCIPLES AND APPLICATIONS

Semester/Year: 3rd Semester, 2nd Year. 2 Sections & 4 Tutorial Groups

S. No.	Month	Week No.	Unit/Topic	Resource/ References/ Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
1.	JULY	2	UNIT 1: Introduction	1. Koontz, H. and Weihrich, H. Essentials of Management. Pearson Education	5 Lectures per week for each section throughout the semester	1 Tutorial every week for each of the 4 groups throughout the semester	Presentations, Assignments, Oral tests, Discussions throughout the semester	Group Discussions and Case Studies on various topics throughout the semester.
				2. Robbins, S. and Coulter, M. Management. Pearson Education				
				3. Robbins, S.P., Decenzo, D.A., Bhattacharya, S. and Agarawal, M.M. Fundamentals of Management: Essentials, Concepts and Applications. Pearson Education				
				4. Drucker P.F., Practice of Management. Mercury Books, London				
				5. Chhabra, T.N. Essentials of Management 6. Griffin, R.W. Management Principles and Application. Cengage Learning 7. Luthans, F. Introduction to Management. McGraw Hill.				

S. No.	Month	Week No.	Unit/Topic	Resource/ References/ Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
				8 The.Economic Times. 9. Business Standard. (Same references have been used for all units of the syllabus)				
2.	AUGUST	4	Unit 1: Introduction Unit 2: Planning	1. 2. 3. 4. 5.				
3.	SEPTEMBER	4	Unit 2: Planning Unit 3: Organising	1. 2. 3. 4. 5.				
4.	OCTOBER (1 week Mid Semester Break)	3	Unit 4:Staffing and Directing	1. 2. 3. 4. 5.			Written Test	
5.	NOVEMBER	3	Unit 5:Control	1. 2. 3. 4. 5.				Discussion of Problems and Revision. Discussion of last 10 years' questions.

Teaching Plan for Winter Semester 2016-17

Name of the Teacher: ALKA GOYALE

Course Name: B,COM (H)

Paper Title: CORPORATE LAWS

Semester/Year: 2ND Semester, 1st Year. 2 Sections & 4 Tutorial Groups

S. No.	Month	Week No.	Unit/Topic	Resource/ References/ Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
1.	JANUARY	4	Unit 1: Introduction Unit 2: Documents	1.Hicks, Andrew & Goo S. H., Cases and Material on Company Law, Oxford University Press.	5 Lectures per week for each section throughout the semester	1 Tutorial every week for each of the 4 groups throughout the semester	Presentations, Assignments, Oral tests, Discussions throughout the semester	Group Discussions on various topics throughout the semester.
				2. An Sharma, J.P., Easy Approach to Corporate Laws.				
				3.Kumar, A., Corporate Laws, Taxmann Pvt Ltd.				
				4.Chadha R. & Chadha S., Company Laws. Scholar Tech Press, Delhi.				
				5.The Depositories Act, 1996. Bare Act. 6. Ramaiya. A Guide to Companies Act. Nagpur. Wasdhw Book Company. 7. The Economic Times. (Same references have been used for all units of the syllabus)				

2.	FEBRUARY	4	Unit 2: Documents Unit 3: Management and Meetings	1.				
				2.				
				3.				
				4.				
				5.				
3.	MARCH (1 week Mid Sem Break)	3	Unit 3: Management and Meetings Unit 4: Dividends, Accounts, Audit	1.			Written Test	
				2.				
				3.				
				4.				
				5.				
4.	April	3	Unit 4: Dividends, Accounts, Audit Unit 5: The Depositories Act 1996	1.				Discussion of Problems and Revision. Discussion of last 10 years' questions.
				2.				
				3.				
				4.				
				5.				
5.				1.				
				2.				
				3.				
				4.				
				5.				

Teaching Plan for Summer Semester 2017-18

Name of the Teacher: ALKA GOYALE

Course Name: B.COM9H)

Paper Title: MANAGEMENT PRINCIPLES AND APPLICATIONS

Semester/Year: 3rd Semester, 2nd Year 2 Sections & 4 Tutorial Groups

S. No.	Month	Week No.	Unit/Topic	Resource/ References/ Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
1.	JULY	2	UNIT 1: Introduction	1. Koontz, H. and Weihrich, H. Essentials of Management. Pearson Education	5 Lectures per week for each section throughout the semester	1 Tutorial every week for each of the 4 groups throughout the semester	Presentations, Assignments, Oral tests, Discussions throughout the semester	Group Discussions and Case Studies on various topics throughout the semester.
				2. Robbins, S. and Coulter, M. Management. Pearson Education				
				3. Robbins, S.P., Decenzo, D.A., Bhattacharya, S. and Agarwal, M.M. Fundamentals of Management: Essentials, Concepts and Applications. Pearson Education				
				4. Drucker P.F., Practice of Management. Mercury Books, London				
				5. Chhabra, T.N. Essentials of Management 6. Griffin, R.W. Management Principles and Application. Cengage Learning 7. Luthans, F. Introduction to Management. McGraw Hill.				

S. No.	Month	Week No.	Unit/Topic	Resource/ References/ Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
				8.The Economic Times. 9. Business Standard. (Same references have been used for all units of the syllabus)				
2.	AUGUST	4	Unit 1: Introduction Unit 2: Planning	1. 2. 3. 4. 5.				
3.	SEPTEMBER	4	Unit 2: Planning Unit 3: Organising	1. 2. 3. 4. 5.				
4.	OCTOBER (1 week Mid Semester Break)	3	Unit 4:Staffing and Directing	1. 2. 3. 4. 5.			Written Test	
5.	NOVEMBER	3	Unit 5:Control	1. 2. 3. 4. 5.				Discussion of Problems and Revision. Discussion of last 10 years' questions.

Teaching Plan for Winter Semester 2017-18

Name of the Teacher: ALKA GOYALE

Course Name: B.COM(H)

Paper Title: : CORPORATE LAWS

Semester/Year: : 2ND Semester,1st Year. 2 Sections & 4 Tutorial Groups

S. No	Month	Week No.	Unit/Topic	Resource/ References/ Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
1.	JANUARY	4	Unit 1: Introduction Unit 2: Documents	1.Hicks, Andrew & Goo S. H.,Cases and Material on Company Law,Oxford University Press.	5 Lectures per week for each section throughout the semester	1 Tutorial every week for each of the 4 groups throughout the semester	Presentations,Assignments,Oral tests,Discussions throughout the semester	Group Discussions on various topics throughout the semester.
				2. . An Sharma, J.P., Easy Approach to Corporate Laws.				
				3. Kumar,A., Corporate Laws, Taxmann Pvt Ltd.				
				4. Chadha R. & Chadha S., Company Laws. Scholar Tech Press,Delhi.				
				5. The Depositories Act,1996. Bare Act. 6. Ramaiya. A Guide to Companies Act.Nagpur.Wasdhwa Book Company. 7. The Economic Times. (Same references have been used for all units of the syllabus)				
2.	FEBRUARY	4		1.				
				2.				

S. No.	Month	Week No.	Unit/Topic	Resource/ References/ Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
			Unit 2: Documents Unit 3: Management and Meetings	3. 4. 5.				
3.	MARCH (1 Week Mid Sem Break)	3	Unit 3: Management and Meetings Unit 4: Dividends, Accounts, Audit	1. 2. 3. 4. 5.			Written Test	
4.	APRIL	3	Unit 4: Dividends, Accounts, Audit Unit 5: The Depositories Act 1996	1. 2. 3. 4. 5.				Discussion of Problems and Revision. Discussion of last 10 years' questions.
5.				1. 2. 3. 4. 5.				

Teaching Plan for Summer Semester 2018-19

Name of the Teacher: ALKA GOYALE

Course Name: B.COM(H)

Paper Title: MANAGEMENT PRINCIPLES AND APPLICATIONS

Semester/Year: 3rd Semester, 2nd Year. 2 Sections & 4 Tutorial Groups

S. No.	Month	Week No.	Unit/Topic	Resource/ References/ Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
1.	JULY	2	UNIT 1: Introduction	1. Koontz, H. and Weihrich, H. Essentials of Management. Pearson Education	5 Lectures per week for each section throughout the semester	1 Tutorial every week for each of the 4 groups throughout the semester	Presentations, Assignments, Oral tests, Discussions throughout the semester	Group Discussions and Case Studies on various topics throughout the semester.
				2. Robbins, S. and Coulter, M. Management. Pearson Education				
				3. Robbins, S.P., Decenzo, D.A., Bhattacharya, S. and Agarwal, M.M. Fundamentals of Management: Essentials, Concepts and Applications. Pearson Education				
				4. Drucker P.F., Practice of Management. Mercury Books, London				
				5. Chhabra, T.N. Essentials of Management 6. Griffin, R.W. Management Principles and Application. Cengage Learning				

S. No.	Month	Week No.	Unit/Topic	Resource/ References/ Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
				7. Luthans,F. Introduction to Management. McGraw Hill. 8.The Economic Times. 9. Business Standard. (Same references have been used for all units of the syllabus)				
2.	AUGUST	4	Unit 1: Introduction Unit 2: Planning	1. 2. 3. 4. 5.				
3.	SEPTEMBER	4	Unit 2: Planning Unit 3: Organising	1. 2. 3. 4. 5.				
4.	OCTOBER (1 week Mid Semester Break)	3	Unit 4:Staffing and Directing	1. 2. 3. 4. 5.			Written Test	
5.	NOVEMBER	3	Unit 5:Control	1. 2. 3. 4. 5.				Discussion of Problems and Revision. Discussion of last 10 years' questions.

Teaching Plan for Winter Semester 2018-19

Name of the Teacher: ALKA GOYALE

Course Name: B.COM(H)

Paper Title: : CORPORATE LAWS

Semester/Year: : 2ND Semester,1st Year. 2 Sections & 4 Tutorial Groups

S. No	Month	Week No.	Unit/Topic	Resource/ References/ Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
1.	JANUARY	4	Unit 1: Introduction Unit 2: Documents	1.Hicks, Andrew & Goo S. H.,Cases and Material on Company Law,Oxford University Press.	5 Lectures per week for each section throughout the semester	1 Tutorial every week for each of the 4 groups throughout the semester	Presentations,Assignments,Oral tests,Discussions throughout the semester	Group Discussions on various topics throughout the semester.
				2. . An Sharma, J.P., Easy Approach to Corporate Laws.				
				3. Kumar,A., Corporate Laws, Taxmann Pvt Ltd.				
				4. Chadha R. & Chadha S., Company Laws. Scholar Tech Press,Delhi.				
				5. The Depositories Act,1996. Bare Act. 6. Ramaiya. A Guide to Companies Act.Nagpur.Wasdhwa Book Company. 7. The Economic Times. (Same references have been used for all units of the syllabus)				
2.	FEBRUARY	4		1.				
				2.				

S. No.	Month	Week No.	Unit/Topic	Resource/ References/ Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
			Unit 2: Documents Unit 3: Management and Meetings	3. 4. 5.				
3.	MARCH (1 week Mid Sem Break)	3	Unit 3: Management and Meetings Unit 4: Dividends, Accounts, Audit	1. 2. 3. 4. 5.			Written Test	
4.	APRIL	3	Unit 4: Dividends, Accounts, Audit Unit 5: The Depositories Act 1996	1. 2. 3. 4. 5.				Discussion of Problems and Revision. Discussion of last 10 years' questions.
5.				1. 2. 3. 4. 5.				

Teaching Plan for Summer Semester 2019-20

Name of the Teacher: ALKA GOYALE

Course Name: B.COM(H)

Paper Title: MANAGEMENT PRINCIPLES AND APPLICATIONS

Semester/Year: 3rd Semester, 2nd Year. 2 Sections & 4 Tutorial Groups

S. No.	Month	Week No.	Unit/Topic	Resource/ References/ Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
1.	JULY	2	UNIT 1: Introduction	1. Koontz, H. and Weihrich, H. Essentials of Management. Pearson Education	5 Lectures per week for each section throughout the semester	1 Tutorial every week for each of the 4 groups throughout the semester	Presentations, Assignments, Oral tests, Discussions throughout the semester	Group Discussions and Case Studies on various topics throughout the semester.
				2. Robbins, S. and Coulter, M. Management. Pearson Education				
				3. Robbins, S.P., Decenzo, D.A., Bhattacharya, S. and Agarwal, M.M. Fundamentals of Management: Essentials, Concepts and Applications. Pearson Education				
				4. Drucker P.F., Practice of Management. Mercury Books, London				
				5. Chhabra, T.N. Essentials of Management 6. Griffin, R.W. Management Principles and Application. Cengage Learning				

S. No.	Month	Week No.	Unit/Topic	Resource/ References/ Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
				7. Luthans,F. Introduction to Management. McGraw Hill. 8.The Economic Times. 9. Business Standard. (Same references have been used for all units of the syllabus)				
2.	AUGUST	4	Unit 1:Introduction Unit 2: Planning	1.				
				2.				
				3.				
				4.				
				5.				
3.	SEPTEMBER	4	Unit 2: Planning Unit 3: Organising	1.				
				2.				
				3.				
				4.				
				5.				
4.	OCTOBER (1 week Mid Semester Break)	3	Unit 4:Staffing and Directing	1.			Written Test	
				2.				
				3.				
				4.				
				5.				
5.	NOVEMBER	3	Unit 5: Control	1.				Discussion of Problems and Revision. Discussion of last 10 years' questions.
				2.				
				3.				
				4.				
				5.				

Teaching Plan for Winter Semester 2019-20

Name of the Teacher: ALKA GOYALE

Course Name: B.COM(H)

Paper Title: : CORPORATE LAWS

Semester/Year: : 2ND Semester,1st Year. 2 Sections & 4 Tutorial Groups

S. No.	Month	Week No.	Unit/Topic	Resource/ References/ Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
1.	JANUARY	4	Unit 1: Introduction Unit 2: Documents	1.Hicks, Andrew & Goo S. H.,Cases and Material on Company Law,Oxford University Press.	5 Lectures per week for each section throughout the semester	1 Tutorial every week for each of the 4 groups throughout the semester	Presentations,Oral tests,Discussions.	Group Discussions on various topics throughout the semester.
				2. . An Sharma, J.P., Easy Approach to Corporate Laws.				
				3. Kumar,A., Corporate Laws, Taxmann Pvt Ltd.				
				4. Chadha R. & Chadha S., Company Laws. Scholar Tech Press,Delhi.				
				5. The Depositories Act,1996. Bare Act. 6. Ramaiya. A Guide to Companies Act.Nagpur.Wasdhwa Book Company. 7. The Economic Times. (Same references have been used for all units of the syllabus)				
2.	FEBRUARY	4		1.			Presentations,Oral	
				2.				

S. No.	Month	Week No.	Unit/Topic	Resource/ References/ Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
			Unit 2: Documents Unit 3: Management and Meetings	3. 4. 5.			tests, Discussions.	
3.	MARCH (1 week Mid Sem Break) TEACHING IN ONLINE MODE AFTER MID SEM BREAK DUE TO COVID 19.	3	Unit 3: Management and Meetings Unit 4: Dividends, Accounts, Audit	1. 2. 3. 4. 5.			Discussions, Assignments	
4.	APRIL TEACHING IN ONLINE MODE DUE TO COVID 19.	4	Unit 4: Dividends, Accounts, Audit Unit 5: The Depositories Act 1996	1. 2. 3. 4. 5.			Discussions, Assignments	Discussion of Problems and Revision. Discussion of last 10 years' questions.
5.				1. 2. 3. 4.				

S. No	Month	Week No.	Unit/Topic	Resource/ References/ Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
				5.				

Teaching Plan for Summer Semester 2020-21

Name of the Teacher: ALKA GOYALE

Course Name: B.COM(H)

Paper Title: MANAGEMENT PRINCIPLES AND APPLICATIONS

Semester/Year: 3rd Semester, 2nd Year. 2 Sections & 4 Tutorial Groups

S. No.	Month	Week No.	Unit/Topic	Resource/ References/ Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
1.	AUGUST Semester started from 10 th August 2020 Teaching in online mode on MS TEAMS throughout the semester due to Covid 19.	3	UNIT 1: Introduction	1. Koontz, H. and Weihrich, H. Essentials of Management. Pearson Education	5 Lectures per week for each section throughout the semester	1 Tutorial every week for each of the 4 groups throughout the semester	Presentations, Discussions throughout the semester	Group Discussions and Case Studies on various topics throughout the semester.
				2. Robbins, S. and Coulter, M. Management. Pearson Education				
				3. Robbins, S.P., Decenzo, D.A., Bhattacharya, S. and Agarwal, M.M. Fundamentals of Management: Essentials, Concepts and Applications. Pearson Education				
				4. Drucker P.F., Practice of Management. Mercury Books, London				
				5. Chhabra, T.N. Essentials of Management 6. Griffin, R.W. Management Principles and Application. Cengage Learning				

S. No	Month	Week No.	Unit/Topic	Resource/ References/ Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
				7. Luthans,F. Introduction to Management. McGraw Hill. 8.The Economic Times. 9. Business Standard. (Same references have been used for all units of the syllabus)				
2.	SEPTEMBER	4	Unit 2: Planning Unit 3:Organising	1. 2. 3. 4. 5.				
3.	OCTOBER (1 week Mid Semester Break)	3	Unit 3: Organising Unit 4:Directing and Controlling	1. 2. 3. 4. 5.				
4.	NOVEMBER	4	Unit 5:Salient Developments and Contemporary Issues in Management	1. 2. 3. 4. 5.			ASSIGNMENTS	Discussion of Problems and Revision. Discussion of last 10 years' questions.
5.				1.				

S. No	Month	Week No.	Unit/Topic	Resource/ References/ Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
				2.				
				3.				
				4.				
				5.				

Teaching Plan for Winter Semester 2020-21

Name of the Teacher: ALKA GOYALE

Course Name: B.COM(H)

Paper Title: AUDITING AND CORPORATE GOVERNANCE

Semester/Year: : 6th Semester, 3rd Year. 2 Sections & 4 Tutorial Groups

S. No.	Month	Week No.	Unit/Topic	Resource/ References/ Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
Arora	JANUARY Semester started from 2 ND Jan 2021 Teaching in online mode on MS TEAMS due to Covid 19.	4	Unit 1: Auditing	1. Institute of Chartered Accountants of India, Auditing and Assurance Standards, ICAI, New Delhi	5 Lectures per week for each section throughout the semester	1 Tutorial every week for each of the 4 groups throughout the semester	Presentations, Discussions throughout the semester	Group Discussions on various topics throughout the semester.
				2. Gupta, Kamal and Arora, Ashok. Fundamentals of Auditing, Tata Mc-Graw Hill Publishing Co. Ltd, New Delhi				
				3. Anil Kumar, Loveleen Gupta, Jyotsna Rajan Arora- Auditing and Corporate Governance, Taxmann				
				4. Aruna Jha- Auditing and Corporate Governance, Taxmann				
				5. Mallin, Christine A., Corporate Governance (Indian Edition), Oxford University Press, New Delhi 6. Tricker, Bob. Corporate Governance- Principles, Policies and Practice (Indian Edition), Oxford University Press, New Delhi				

S. No.	Month	Week No.	Unit/Topic	Resource/ References/ Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
				7.Sharma,J.P., Corporate Governance,Business Ethics and CSR, Ane Books Pvt Ltdd, New Delhi 8. The Economic Times (Same references have been used for all units of the syllabus)				
2.	FEBRUARY Teaching in online mode on MS TEAMS due to Covid 19.	4	Unit 1: Auditing Unit 2: Corporate Governance	1. 2. 3. 4. 5.				
3.	MARCH (1 week Mid Sem Break) Teaching in online mode on MS TEAMS due to Covid 19.	3	Unit 3: Major Corporate Governance Failures. Unit 4: Business Ethics.	1. 2. 3. 4. 5.				Web Articles
4.	APRIL	4		1.				

S. No.	Month	Week No.	Unit/Topic	Resource/ References/ Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
			Unit 4: Business Ethics	2.				Discussion of Problems and Revision. Discussion of last 10 years' questions.
				3.				
				4.				
			Unit 5: Corporate Social Responsibility	5.				
5.				1.				
				2.				
				3.				
				4.				
				5.				

Teaching Plan for Winter Semester 2016-17

Name of the Teacher: Dr. Alok kumar

Course Name: B Com (Hons)

Paper Title: Corporate Accounting

Semester/Year: II/ 1st year

S. No.	Month	Week No.	Unit/Topic	Resource/ References/ Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity-GD, documentary etc.)
1.	January	1.	Accounting for Share Capital: Introduction to issue of shares and debentures. Issue of rights and Bonus shares	<ul style="list-style-type: none"> • Kumar, Alok. <i>Corporate Accounting</i>. Kitab Mahal. Goyal, Bhushan Kumar. <i>Corporate Accounting</i>. Taxmann, New Delhi. • Sehgal Ashok & Sehgal Deepak. <i>Corporate Accounting</i> • Tulsian P. C. <i>Corporate Accounting</i>. S Chand & Co. New Delhi 	5	1		Suggested Readings are same throughout the semester
		2.	Accounting for Share Capital: ESOPs and buyback of shares, book building.		5	1		
		3.	Underwriting of shares and debentures		5	1		
		4.	Redemption of Preference shares					

								S covered	
		4.	Introduction to the Insolvency and Bankruptcy Code, 2016 and other relevant provisions. Preparation of Statement of Affairs as per the format prescribed by the Act and Deficiency Account			5	1		

Teaching Plan for Winter Semester 2017-18

Name of the Teacher: Dr. Alok kumar

Course Name: B Com (Hons)

Paper Title: Corporate Accounting

Semester/Year: II/ 1st year

S. No.	Month	Week No.	Unit/Topic	Resource/ References/ Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity-GD, documentary etc.)
1.	January	1.	Accounting for Share Capital: Introduction to issue of shares and debentures. Issue of rights and Bonus shares	<ul style="list-style-type: none"> • Kumar, Alok. <i>Corporate Accounting</i>. Kitab Mahal. Goyal, Bhushan Kumar. <i>Corporate Accounting</i>. Taxmann, New Delhi. • Sah, Raj Kumar, <i>Concept Building Approach to Corporate Accounting</i>, Cengage • Sehgal Ashok & Sehgal Deepak. <i>Corporate Accounting</i> • Tulsian P. C. <i>Corporate Accounting</i>. S Chand & Co. New Delhi 	5	1		
								Suggested Readings

								are same throughout the semester
		2.	Accounting for Share Capital: ESOPs and buyback of shares, book building.		5		1	
		3.	Underwriting of shares and debentures		5		1	
		4.	Redemption of Preference shares					
					5		1	
					5		1	
	February	1.	Redemption of debentures: sinking/debenture redemption fund, open market purchase and conversion of debentures		5		1	
		2.	Redemption of debentures: sinking/debenture redemption fund, open market purchase and conversion of debentures					
					5		1	
		3.	Financial Statements of a Company					
		4.	Financial Statements of a Company and Cash Flow Statement					
					5		1	
	March	1.	Accounts of Holding Companies/Parent Companies		5		1	
		2.	Accounts of Holding Companies/Parent Companies					
					5		1	
		3.	Accounts of Holding Companies/Parent Companies					
					5		1	
	April	1.	Amalgamation of Companies		5		1	

		2.	Amalgamation of Companies		5	1	IA conduct ed for the syllabu s covered	
		3.	Accounting for Liquidation of Companies.		5	1		
		4.	Introduction to the Insolvency and Bankruptcy Code, 2016 and other relevant provisions. Preparation of Statement of Affairs as per the format prescribed by the Act and Deficiency Account		5	1		

Teaching Plan for Winter Semester 2018-19

Name of the Teacher: Dr. Alok kumar

Course Name: B Com (Hons.)

Paper Title: Corporate Accounting

Semester/Year: II/ 1st year

S. No.	Month	Week No.	Unit/Topic	Resource/ References/ Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity-GD, documentary etc.)
1.	January	1.	Accounting for Share Capital: Introduction to issue of shares and debentures. Issue of rights and Bonus shares	<ul style="list-style-type: none"> • Kumar, Alok. <i>Corporate Accounting</i>. Kitab Mahal. • Monga, J. R. <i>Fundamentals of Corporate Accounting</i>. Mayur Paper Backs, New Delhi • Sehgal Ashok & Sehgal Deepak. <i>Corporate Accounting</i> • Tulsian P. C. <i>Corporate Accounting</i>. S Chand & Co. New Delhi • Goyal, Bhushan Kumar. <i>Corporate Accounting</i>. Taxmann, New Delhi. 	5	1		
								Suggested Readings are same throughout
					5			

		2.	Accounting for Share Capital: ESOPs and buyback of shares, book building.			1		the semester
		3.	Underwriting of shares and debentures		5	1		
		4.	Redemption of Preference shares					
					5	1		
					5	1		
	February	1.	Redemption of debentures: sinking/debenture redemption fund, open market purchase and conversion of debentures		5	1		
		2.	Redemption of debentures: sinking/debenture redemption fund, open market purchase and conversion of debentures		5	1		
		3.	Financial Statements of a Company		5	1		
		4.	Financial Statements of a Company and Cash Flow Statement		5	1		
	March	1.	Accounts of Holding Companies/Parent Companies		5	1		
						1		
		2.	Accounts of Holding Companies/Parent Companies		5			
		3.	Accounts of Holding Companies/Parent Companies					
					5	1		
	April	1.	Amalgamation of Companies		5	1		

					1	IA conduct ed for the syllabu s covered	
	2.	Amalgamation of Companies		5			
	3.	Accounting for Liquidation of Companies.		5	1		
	4.	Introduction to the Insolvency and Bankruptcy Code, 2016 and other relevant provisions. Preparation of Statement of Affairs as per the format prescribed by the Act and Deficiency Account		5	1		

Teaching Plan for Winter Semester 2019-20

Name of the Teacher: Dr. Alok kumar

Course Name: B Com (Hons)

Paper Title: Corporate Accounting

Semester/Year: II/ 1st year

S. No.	Month	Week No.	Unit/Topic	Resource/ References/ Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, document ary etc.)
1.	January	1.	Accounting for Share Capital: Introduction to issue of shares and debentures. Issue of rights and Bonus shares	<ul style="list-style-type: none"> • Kumar, Alok. <i>Corporate Accounting</i>. Kitab Mahal. • Monga, J. R. <i>Fundamentals of Corporate Accounting</i>. Mayur Paper Backs, New Delhi • Sah, Raj Kumar, <i>Concept Building Approach to Corporate Accounting</i>, Cengage • Sehgal Ashok & Sehgal Deepak. <i>Corporate Accounting</i> • Tulsian P. C. <i>Corporate Accounting</i>. S Chand & Co. New Delhi 	5	1		
								Suggested Readings are same throughout
					5			

					1	IA conduct ed for the syllabu s covered	
	2.	Amalgamation of Companies		5			
	3.	Accounting for Liquidation of Companies.		5	1		
	4.	Introduction to the Insolvency and Bankruptcy Code, 2016 and other relevant provisions. Preparation of Statement of Affairs as per the format prescribed by the Act and Deficiency Account		5	1		

Teaching Plan for Winter Semester 2020-21

Name of the Teacher: Dr. Alok kumar

Course Name: B Com (Hons)

Paper Title: Corporate Accounting

Semester/Year: II/ 1st year

S. No.	Month	Week No.	Unit/Topic	Resource/ References/ Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity-GD, documentary etc.)
1.	January	1.	Accounting for Share Capital: Introduction to issue of shares and debentures. Issue of rights and Bonus shares	<p>Goyal, Bhushan Kumar. <i>Corporate Accounting</i>. Taxmann, New Delhi.</p> <ul style="list-style-type: none"> • Kumar, Alok. <i>Corporate Accounting</i>. Kitab Mahal. • Monga, J. R. <i>Fundamentals of Corporate Accounting</i>. Mayur Paper Backs, New Delhi • Sah, Raj Kumar, <i>Concept Building Approach to Corporate Accounting</i>, Cengage • Sehgal Ashok & Sehgal Deepak. <i>Corporate Accounting</i> • Tulsian P. C. <i>Corporate Accounting</i>. S Chand & Co. New Delhi 	5	1		
								Suggested Readings

								are same throughout the semester
		2.	Accounting for Share Capital: ESOPs and buyback of shares, book building.		5		1	
		3.	Underwriting of shares and debentures		5		1	
		4.	Redemption of Preference shares					
					5		1	
					5		1	
	February	1.	Redemption of debentures: sinking/debenture redemption fund, open market purchase and conversion of debentures		5		1	
		2.	Redemption of debentures: sinking/debenture redemption fund, open market purchase and conversion of debentures					
					5		1	
		3.	Financial Statements of a Company					
		4.	Financial Statements of a Company and Cash Flow Statement					
					5		1	
	March	1.	Accounts of Holding Companies/Parent Companies		5		1	
		2.	Accounts of Holding Companies/Parent Companies					
					5		1	
		3.	Accounts of Holding Companies/Parent Companies					
					5		1	
	April	1.	Amalgamation of Companies		5		1	

		2.	Amalgamation of Companies		5	1	IA conduct ed for the syllabu s covered	
		3.	Accounting for Liquidation of Companies.		5	1		
		4.	Introduction to the Insolvency and Bankruptcy Code, 2016 and other relevant provisions. Preparation of Statement of Affairs as per the format prescribed by the Act and Deficiency Account		5	1		

Teaching Plan for Summer Semester 2016-17

Name of the Teacher: Dr. Alok Kumar

Course Name: B Com (Hons)

Paper Title: Financial accounting

Semester/Year: I/1st year

S. No.	Month	Week No.	Unit/Topic	Resource/ References/ Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
1	July	3	Theoretical Framework of accounting, financial accounting principles, financial accounting standards and International Financial Reporting Standards (IFRS)	<p>1. Goyal, Bhushan Kumar and H.N. Tiwari, Financial Accounting, Taxmann.</p> <p>2. Kumar, Alok. Financial Accounting, Singhal Publication.</p> <p>3. Monga, J R. Financial Accounting: concept and Applications. Mayur paper Backs, New Delhi</p> <p>4. Sehgal, Ashok & Deepak Sehgal. Fundamentals of Financial Accounting, Taxmann.</p> <p>5. Charles, T Horngren, Gart L. Sundem, John A. Elliot and Donna R. Philbrick. Introduction</p>	5	1		Resource/ References/ Recommended readings are same throughout the semester.

				to Financial Accounting, Pearson.				
		4	Accounting Process		5	1		
2	AUGUST	1	Final accounts		5	1		
		2	Depreciation: The accounting concept of depreciation. Factors in the measurement of depreciation. Methods of computing depreciation: straight line method and diminishing balance method		5	1		
		3	Depreciation: Disposal of depreciable assets- change of method		5	1		
		4	Inventories: Meaning. Significance of inventory valuation. Inventory Record Systems: periodic and perpetual. Methods: FIFO, LIFO and Weighted Average.		5	1		
3	SEP.	1	Preparation of financial statements of not for profit organization.		5	1		
		2	Accounting for Hire Purchase and Installment System: Calculation of interest, partial and full repossession		5	1		
		3	Accounting for Hire Purchase and Installment System: Hire purchase trading (total cash price basis), stock and debtors system.		5	1		
		4	Accounting for Inland Branches: Concept of dependent branches; accounting aspects; debtors system, stock and debtors system, branch final accounts system (only theory)		5	1		

			and whole sale basis system (Theory only)					
4	OCT.	1	Accounting for Inland Branches: Concept of dependent branches; accounting aspects, branch final accounts system (only theory) and whole sale basis system (Theory only)		5	1		
		2	Accounting for Inland Branches: Independent branches (theory only); Concept-accounting treatment: important adjustment entries and preparation of consolidated profit and loss account and balance sheet		5	1		
		3		Mid semester week				
5	NOV.	1	Accounting for Dissolution of the Partnership Firm: sale to a limited company and piecemeal distribution		5	1		
		2	Computerized Accounting System		5	1		

		4	Accounting Process		5	1		
2	AUGUST	1	Final accounts		5	1		
		2	Depreciation: The accounting concept of depreciation. Factors in the measurement of depreciation. Methods of computing depreciation: straight line method and diminishing balance method		5	1		
		3	Depreciation: Disposal of depreciable assets- change of method		5	1		
		4	Inventories: Meaning. Significance of inventory valuation. Inventory Record Systems: periodic and perpetual. Methods: FIFO, LIFO and Weighted Average.		5	1		
3	SEP.	1	Preparation of financial statements of not for profit organization.		5	1		
		2	Accounting for Hire Purchase and Installment System: Calculation of interest, partial and full repossession		5	1		
		3	Accounting for Hire Purchase and Installment System: Hire purchase trading (total cash price basis), stock and debtors system.		5	1		
		4	Accounting for Inland Branches: Concept of dependent branches; accounting aspects; debtors system,		5	1		

			stock and debtors system, branch final accounts system (only theory) and whole sale basis system (Theory only)					
4	OCT.	1	Accounting for Inland Branches: Concept of dependent branches; accounting aspects, branch final accounts system (only theory) and whole sale basis system (Theory only)		5	1		
		2	Accounting for Inland Branches: Independent branches (theory only); Concept-accounting treatment: important adjustment entries and preparation of consolidated profit and loss account and balance sheet		5	1		
		3		Mid semester week				
5	NOV.	1	Accounting for Dissolution of the Partnership Firm: sale to a limited company and piecemeal distribution		5	1		
		2	Computerized Accounting System		5	1		

		4	Accounting Process		5	1		
2	AUGUST	1	Final accounts		5	1		
		2	Depreciation: The accounting concept of depreciation. Factors in the measurement of depreciation. Methods of computing depreciation: straight line method and diminishing balance method		5	1		
		3	Depreciation: Disposal of depreciable assets- change of method		5	1		
		4	Inventories: Meaning. Significance of inventory valuation. Inventory Record Systems: periodic and perpetual. Methods: FIFO, LIFO and Weighted Average.		5	1		
3	SEPT.	1	Preparation of financial statements of not for profit organization.		5	1		
		2	Accounting for Hire Purchase and Installment System: Calculation of interest, partial and full repossession		5	1		
		3	Accounting for Hire Purchase and Installment System: Hire purchase trading (total cash price basis), stock and debtors system.		5	1		
		4	Accounting for Inland Branches: Concept of dependent branches; accounting aspects; debtors system, stock and debtors system, branch final accounts system (only theory)		5	1		

			and whole sale basis system (Theory only)					
4	OCT.	1	Accounting for Inland Branches: Concept of dependent branches; accounting aspects, branch final accounts system (only theory) and whole sale basis system (Theory only)		5	1		
		2	Accounting for Inland Branches: Independent branches (theory only); Concept-accounting treatment: important adjustment entries and preparation of consolidated profit and loss account and balance sheet		5	1		
		3		Mid semester week				
5	NOV.	1	Accounting for Dissolution of the Partnership Firm: sale to a limited company and piecemeal distribution		5	1		
		2	Computerized Accounting System		5	1		

Teaching Plan for Summer Semester 2019-20

Name of the Teacher: Dr. Alok Kumar

Course Name: B Com (Hons)

Paper Title: Financial accounting

Semester/Year: I/1st year

S. No.	Month	Week No.	Unit/Topic	Resource/ References/ Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
1	July	3	Theoretical Framework of accounting, financial accounting principles, financial accounting standards and International Financial Reporting Standards (IFRS)	<p>1. Goyal, Bhushan Kumar and H.N. Tiwari, Financial Accounting, Taxmann.</p> <p>2. Kumar, Alok. Financial Accounting, Singhal Publication.</p> <p>3. Lt Bhupinder. Financial Accounting – Concepts and Applications, Cengage</p> <p>5. Sehgal, Ashok & Deepak Sehgal. Fundamentals of Financial Accounting, Taxmann.</p> <p>6. Charles, T Horngren, Gart L. Sundem, John A. Elliot and Donna R. Philbrick. Introduction</p>	5	1		Resource/ References/ Recommended readings are same throughout the semester.

				to Financial Accounting, Pearson.				
		4	Accounting Process		5	1		
2	AUGUST	1	Final accounts		5	1		
		2	Depreciation: The accounting concept of depreciation. Factors in the measurement of depreciation. Methods of computing depreciation: straight line method and diminishing balance method		5	1		
		3	Depreciation: Disposal of depreciable assets- change of method		5	1		
		4	Inventories: Meaning. Significance of inventory valuation. Inventory Record Systems: periodic and perpetual. Methods: FIFO, LIFO and Weighted Average.		5	1		
3	SEPT.	1	Preparation of financial statements of not for profit organization.		5	1		
		2	Accounting for Hire Purchase and Installment System: Calculation of interest, partial and full repossession		5	1		
		3	Accounting for Hire Purchase and Installment System: Hire purchase trading (total cash price basis), stock and debtors system.		5	1		
		4	Accounting for Inland Branches: Concept of dependent branches; accounting aspects; debtors system, stock and debtors system, branch final accounts system (only theory)		5	1		

			and whole sale basis system (Theory only)					
4	OCT.	1	Accounting for Inland Branches: Concept of dependent branches; accounting aspects, branch final accounts system (only theory) and whole sale basis system (Theory only)		5	1		
		2	Accounting for Inland Branches: Independent branches (theory only); Concept-accounting treatment: important adjustment entries and preparation of consolidated profit and loss account and balance sheet		5	1		
		3		Mid semester week				
5	NOV.	1	Accounting for Dissolution of the Partnership Firm: sale to a limited company and piecemeal distribution		5	1		
		2	Computerized Accounting System		5	1		

Teaching Plan for Summer Semester 2020-21

Name of the Teacher: Dr. Alok Kumar

Course Name: B Com (Hons)

Paper Title: Financial accounting

Semester/Year: I/1st year

S. No.	Month	Week No.	Unit/Topic	Resource/ References/ Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
1	July	3	Theoretical Framework of accounting, financial accounting principles, financial accounting standards and International Financial Reporting Standards (IFRS)	<p>1. Goyal, Bhushan Kumar and H.N. Tiwari, Financial Accounting, Taxmann.</p> <p>2. Kumar, Alok. Financial Accounting, Singhal Publication.</p> <p>3. Monga, J R. Financial Accounting: concept and Applications. Mayur paper Backs, New Delhi</p> <p>4. Sehgal, Ashok & Deepak Sehgal. Fundamentals of Financial Accounting, Taxmann.</p> <p>5. Charles, T Horngren, Gart L. Sundem, John A. Elliot and Donna R. Philbrick. Introduction</p>	5	1		Resource/ References/ Recommended readings are same throughout the semester.

				to Financial Accounting, Pearson.				
		4	Accounting Process		5	1		
2	AUGUST	1	Final accounts		5	1		
		2	Depreciation: The accounting concept of depreciation. Factors in the measurement of depreciation. Methods of computing depreciation: straight line method and diminishing balance method		5	1		
		3	Depreciation: Disposal of depreciable assets- change of method		5	1		
		4	Inventories: Meaning. Significance of inventory valuation. Inventory Record Systems: periodic and perpetual. Methods: FIFO, LIFO and Weighted Average.		5	1		
3	SEPT.	1	Preparation of financial statements of not for profit organization.		5	1		
		2	Accounting for Hire Purchase and Installment System: Calculation of interest, partial and full repossession		5	1		
		3	Accounting for Hire Purchase and Installment System: Hire purchase trading (total cash price basis), stock and debtors system.		5	1		
		4	Accounting for Inland Branches: Concept of dependent branches; accounting aspects; debtors system, stock and debtors system, branch final accounts system (only theory)		5	1		

			and whole sale basis system (Theory only)					
4	OCT.	1	Accounting for Inland Branches: Concept of dependent branches; accounting aspects, branch final accounts system (only theory) and whole sale basis system (Theory only)		5	1		
		2	Accounting for Inland Branches: Independent branches (theory only); Concept-accounting treatment: important adjustment entries and preparation of consolidated profit and loss account and balance sheet		5	1		
		3		Mid semester week				
5	NOV.	1	Accounting for Dissolution of the Partnership Firm: sale to a limited company and piecemeal distribution		5	1		
		2	Computerized Accounting System		5	1		

Teaching Plan for Summer Semester 2016-17

Name of the Teacher: Amanpreet Kaur Mishra

Course Name: B.Com (H)

Paper Title: Mangement Principles & Application

Semester/Year: III/2nd Yr

S. No.	Month	Week No.	Unit/Topic	Resource/ References/ Recommended readings	No. of lectures	No. of Tutorial s	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
1	July	1	Introduction of Management	Meaning and importance of management (Koontz, H., & Weihrich, H. (2012). Essentials of Management: An International and Leadership Perspective. Paperback.)	1	0	NA	<ul style="list-style-type: none"> - Case Discussion - Project allocation
				Coordination mechanisms in organisations (Drucker, P. F. (1954). The Practice of Management. Newyork: Harper & Row.)	1	0		
				Theory base of management-classical (Koontz, H., & Weihrich, H. (2012). Essentials of Management: An International and Leadership Perspective. Paperback.)	1	0		
				Neo-classical and modern constructions of management (Koontz, H., & Weihrich, H. (2012). Essentials of Management: An International and Leadership Perspective. Paperback.)	1	0		
				Case Discussion -Theories of management	1			

S. No	Month	Week No.	Unit/Topic	Resource/ References/ Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
		2	Unit 1	Managerial functions, roles (Mintzberg) Online readings- Wiley	2	2		
				Levels and competencies for a manager (Koontz, H., & Wehrich, H. (2012). Essentials of Management: An International and Leadership Perspective. Paperback.)	2	2		
				Case discussion	1			
		3	Unit 1	Case discussions	2	2 +2		
				Group Discussions	2			
				Wrap up Case	1			
		4	Unit 2	Introduction to planning- Organisational objective setting(Koontz, H., & Wehrich, H. (2012). Essentials of Management: An International and Leadership Perspective. Paperback.)	1	2		
				Decision Making: environment (certainty, risk, uncertainty)	2	1		
				Group Decision making (Koontz, H., & Wehrich, H. (2012). Essentials of Management: An International and Leadership Perspective. Paperback.)	2	1		

2	August	1	Unit 2	Techniques for individual and group decision-making	2	1		<ul style="list-style-type: none"> - Class participation - Presentations - GDs
				Group Dynamics(Koontz, H., & Wehrich, H. (2012). Essentials	2	1		

				of Management: An International and Leadership Perspective. Paperback.)			
				Case Discussion – Group decision making	1	2	
		2	Unit 2	Forecasting and Scheduling	1	2	
				Planning visà-vis Strategy- meaning and elements of environment of business firm – micro (immediate) meso (intermediate e.g. industry), macro (domestic)	3	2	
				Case discussion – SWOT, ETOP	1	1	
		3	Unit 2	Industry structure, Business-level strategic planning	3	2	
				Group discussions	2	1	
		4	Unit 3	Introduction case- Organizing	1	2	
				Division of Labor; Decentralization and Delegation	3	1	
				Importance of Delegation- Caselet	1	1	
3	September	1	Unit 3	Organisational forms (Mintzberg)	1	2	
				Factors affecting organisational design; Departmentalization	2	2	
				Case discussion – organizatons	1	1	
		2	Unit 3	Organisational structures and Organograms- traditional and modern	3	1	
				Comparative suitability and changes over time (case)	2	1	
		3	Unit 3	Formal- informal organisations' interface.	3	1	
				Project Discussion	2	1	
		4	Unit 2, 3	Wrap discussions	4	1	
				Caselets	1	2	

4	October	1	Unit 4	Directing and Controlling – Introduction case	2	2	- MCQs IA	- Role plays - Case discussions	
				Motivation- meaning, importance	2	2			
				factors affecting motivation	1	1			
		2	Unit 4	Leadership – meaning, importance	2	1			- Caselets - Chinese whispers
				factors affecting leadership	2	1			
				Leadership case discussion	1	1			
		3	Unit 4	leadership styles, and followership	3	2			
				Role plays- Leadership styles	2	2			
		4	Unit 4	Principles of controlling	3	2			
				Why control – process	2	1			
5	November	1	Unit 4	planning, organizing, directing and controlling	2	1	Class Presentation		
				Measures of controlling and accountability for performance	3	2			
		2	Unit 5	Management challenges of the 21st Century	2	2			
				Factors reshaping and redesigning management performance and reward perceptions	1	2			
				internationalization; Digitalization;	1	0			
		3	Unit 5	Entrepreneurship & innovation	1	1	- Improvement test	-	
				Values & ethics, holistic purpose and measures of firm performance	1	1		-	
				Workplace diversity; Democracy and Sociocracy	1	1		-	
				Subaltern management ideas from India.	2	1			

Individual interaction with students till preparatory leave (optional)

Readings : Kumar, Pardeep. Management : Principles and Applications. JSR Publication House LP, Delhi. • Mahajan, J.P. and Mahajan Anupama. Management Principles and applications. Vikas Publications • Drucker, P. F. (1954). The Practice of Management. Newyork: Harper & Row. • Drucker, P. F. (1999). Management Challenges for the 21st Century. HarperCollins Publishers Inc. • Griffin, R. W., Phillips, J. M., & Gully, S. M.

(2017). Organisational Behavior: Managing People and Organisations. Cengage Learning. • Griffin. Management Principles and Application. Cengage. • Koontz, H., & Weihrich, H. (2012). Essentials of Management: An International and Leadership Perspective. Paperback.

S. No.	Month	Week No.	Unit/Topic	Resource/ References/ Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
1.	Jan	1	Meaning, elements, determinants and importance of entrepreneurship	1. Holt, D. H. Entrepreneurship: New Venture Creation. New Delhi: Prentice Hall of India	2	-		Interactive class room teaching method along with practical cases
				2. Case study	2			
		2	Entrepreneurship and creative response to the society's problem and at work. (Opportunities in the context of existing deficiencies in the society)	1. Roy, R. (2011). Entrepreneurship. Oxford University Press.	2			
				2. case lets	2			
		3	Entrepreneurial Challenges. (Sustainability, survival, acceptance, continuity, finance and management challenges etc.	1. Brandt, S. C. Entrepreneurship: The Ten Commandments for Building a Growth Company. MacMillan Business Books.	2			
				2. HBR cases	2			
		4	Dimensions of Entrepreneurship	1. Brandt, S. C. Entrepreneurship: The Ten Commandments for Building a Growth Company. MacMillan Business Books.	2			
				2. case discussion	2			
2.	February	1	MSME : Roles, Sectoral Configuration, recent Census results etc	Vaspar, K. H. New Venture Strategies. New Jersey: Prentice-Hall.	4			Interactive class room teaching method along with practical cases
				HBR publishing				
		2	Concept of business houses and role of family business	Brandt, S. C. Entrepreneurship: The Ten Commandments for Building a Growth Company. MacMillan Business Books.	4			
		3	Concept of business houses and role of family business	Brandt, S. C. Entrepreneurship: The Ten Commandments for Building a Growth Company. MacMillan Business Books.	2			

			Cases of family businesses, their philosophical, survival and strategy	HBR + MIT publishing	2			
		4	Entrepreneur as the Manager	Explaining also how more of managerial talent leads to entrepreneurship.	2			
3	March	1	Public and Private system.....support and sustainability of Entrepreneurship	Brandt, S. C. Entrepreneurship: The Ten Commandments for Building a Growth Company. MacMillan Business Books.	2			
			Cases	HBR	2			
		2	Requirement, availability and access to finance, marketing assistance	Holt, D. H. Entrepreneurship: New Venture Creation. New Delhi: Prentice Hall of India.	2			
			Group discussion		2			
		3	Role of self help groups/entrepreneur's associations (Examples of such organization eg. Women entrepreneurs Association, Young entrepreneurs' Asson. Etc. operating in India to be discussed)	Brandt, S. C. Entrepreneurship: The Ten Commandments for Building a Growth Company. MacMillan Business Books.	3			Presentations
			Role play		1			
		4	Business Incubators, Angel investors, venture capital and private equity funds	Taneja, S., & Gupta, S. L. Entrepreneurship Development- New Venture creation. New Delhi: Galgotia Publishing House.	2			
			Discussion about NSIC, NIESBUD etc. institutes	Online resources	2			

4	April	1	Business Plan Preparations: Feasibility study and writing a business plan	how to write a business plan/project report , developing business ideas and preparation of project report	3			Review project reports
			Project reports review		1			
		2	Contents of a business plan.....cases of preparing business plan	Detailed on contents of Business Plan is to be carried out through business cases	4			
		3	Project appraisal	Reviewing the blue prints	3		End term Project report submission	
			Reviews	-	1			
		4	Mobilizing resources for start up	Online resdings	2			Videos dicussion
			Contract Management: Basic start up problem	Taneja, S., & Gupta, S. L. Entrepreneurship Development- New Venture creation. New Delhi: Galgotia Publishing House.	1			
			Funding opportunities	Online resources	1			

Teaching Plan for Winter Semester 2016-17

Name of the Teacher: Amanpreet Kaur Mishra

Course Name: B.Com (H)

Paper Title: Entrepreneurship Development

Semester/Year: IV/ 2nd yr

Teaching Learning Process: Direct interactive class room teaching method along with practical cases may be put before the learners so as to promote entrepreneurial propensity among the students.

Teaching Plan for Summer Semester 2017-18

Name of the Teacher: Amanpreet Kaur Mishra

Course Name: B. Com (H)

Paper Title: Human Resource Management

Semester/Year: III /2nd yr

S. No.	Month	Week No.	Unit/Topic	Resource/ References/ Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
1.	July	1	Introduction-unit 1	Meaning, importance and scope of HRM, Evolution of HRM- Decenzo, D. A., & Robbins, S. P. (2011). Fundamentals of Human Resource Management . India: Wiley.	2	0		Interactive class room sessions with the help of power point presentations, case discussions and group discussions
				functions, status and competencies of HR manager- Muller-Camen, M., Croucher, R., & Leigh, S. (2016). Human Resource Management: A Case Study Approach . CIPD. Viva Books.	2	0		
				case	1	0		
		2	HRP	Human Resource Planning - quantitative and qualitative dimensions; Decenzo, D. A., & Robbins, S. P. (2011). Fundamentals of Human Resource Management . India: Wiley.	2	2		
				Job analysis—job description and job specification- Muller-Camen, M., Croucher, R., & Leigh, S. (2016). Human Resource Management: A Case Study Approach . CIPD. Viva Books.	2	2		
				HR Policies.	1	2		
		3	Unit 2- Introduction	Recruitment, Selection & Development- Decenzo, D. A., & Robbins, S. P. (2011). Fundamentals of Human Resource Management . Decenzo, D. A., & Robbins,	2	2		

S. No	Month	Week No.	Unit/Topic	Resource/ References/ Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
				S. P. (2011). Fundamentals of Human Resource Management . India: Wiley.				
				induction, and socialization – an overview	2	2		
				Developing Human Resources	1	2		
		4	Unit 2	Training – need, types, and evaluation - Decenzo, D. A., & Robbins, S. P. (2011). Fundamentals of Human Resource Management . India: Wiley.	2	2		
				Role specific and competency based training	2	2		
				Taining vs development - Dessler, G. (2017). Human Resource Management. Pearson	1	2		
2	August	1	Unit 2 +3	Role plays	2	2		Interactive class room sessions with the help of power point presentations, case discussions and group discussions
				Case studies- HBR	3	2		
		2	Unit 3	Performance Appraisal- Introduction- caseDecenzo, D. A., & Robbins, S. P. (2011). Fundamentals of Human Resource Management . India: Wiley.	2	2		
				nature and objectives- Policies	2	2		
				Ways and techniques - Dessler, G. (2017). Human Resource Management. Pearson	1	2		
		3		Methods of performance appraisal- Contemporary - Decenzo, D. A., & Robbins, S. P. (2011). Fundamentals of Human Resource Management . India: Wiley.	2	2		
				potential appraisal – Google , Amazon, facebook	2	2		
				Group Discussion	1	2		
		4		Discussion about Glassdoor.com	1	2		

S. No	Month	Week No.	Unit/Topic	Resource/ References/ Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
				Employee counseling;- Dessler, G. (2017). Human Resource Management. Pearson	2	2		
				Job changes—transfers and promotions HR Audits -Decenzo, D. A., & Robbins, S. P. (2011). Fundamentals of Human Resource Management . India: Wiley.	2	2		

3	September	1	Unit 4 -	Compensation- Introduction- Concept and policies- Dessler, G. (2017). Human Resource Management. Pearson	2	2	Interactive class room sessions with the help of power point presentations, case discussions and group discussions	
				Job evaluation - concept and policies techniques	2	2		
				Cases -2	1	2		
		2			Base and supplementary compensation- techniques - Dessler, G. (2017). Human Resource Management. Pearson	2		2
					Compensation decision making- Dessler, G. (2017). Human Resource Management. Pearson	2		2
					Role plays	1		2
		3			Performance linked compensation	2		2
					Compensation structure	2		
					Cases	1		
		4			Individual, group, and organisation level	2		
					Job evaluation based compensation	2		
					Discussions	1		
4	October	1	Unit 4	Compensation - I A	1	2	case discussions and group discussions	
			Unit 5	Employee Maintenance and Emerging Issues in HRM	3			
		2			cases			1
					Employee health and safety			2
					employee welfare			2
					Case studies			1
		3	Mid- sem break	■ -- ---	0			0
4		Group discussion	4					
5	November	1	Unit 5	social security (excluding legal provisions)	1			
				Grievance handling and redressal, Industrial disputes and settlement machinery	1			
				downsizing, work- life balance	2			
				use of technology in HRM functions	1			

		2	Unit 5	e-HRM, green-HRM, outsourcing HRM, ethics in HRM (surveillance vs. privacy)	4			case discussions and group discussions
				Internal assessment discussion	1			

Teaching Plan for Winter Semester 2017-18

Name of the Teacher: Amanpreet Kaur Mishra

Course Name: B.Com (H)

Paper Title: Entrepreneurship Development

Semester/Year: IV/ 2nd yr

S. No.	Month	Week No.	Unit/Topic	Resource/ References/ Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
1.	Jan	1	Meaning, elements, determinants and importance of entrepreneurship	1. Holt, D. H. Entrepreneurship: New Venture Creation. New Delhi: Prentice Hall of India	2	-		Interactive class room teaching method along with practical cases
				2. Case study	2			
		2	Entrepreneurship and creative response to the society's problem and at work. (Opportunities in the context of existing deficiencies in the society	1. Roy, R. (2011). Entrepreneurship. Oxford University Press.	2			
				2. case lets	2			
		3	Entrepreneurial Challenges. (Sustainability, survival, acceptance, continuity, finance and management challenges etc.	1. Brandt, S. C. Entrepreneurship: The Ten Commandments for Building a Growth Company. MacMillan Business Books.	2			
				2. HBR cases	2			
		4	Dimensions of Entrepreneurshi	1. Brandt, S. C. Entrepreneurship: The Ten Commandments for Building a Growth Company. MacMillan Business Books.	2			
				2. case discussion	2			

2.	February	1	MSME : Roles, Sectoral Configuration, recent Census results etc	Vasper, K. H. New Venture Strategies. New Jersey: Prentice-Hall.	4			Interactive class room teaching method along with practical cases
				HBR publishing				
		2	Concept of business houses and role of family business	Brandt, S. C. Entrepreneurship: The Ten Commandments for Building a Growth Company. MacMillan Business Books.	4			
		3	Concept of business houses and role of family business	Brandt, S. C. Entrepreneurship: The Ten Commandments for Building a Growth Company. MacMillan Business Books.	2			
			Cases of family businesses, their philosophical, survival and strategy	HBR + MIT publishing	2			
		4	Entrepreneur as the Manager	Explaining also how more of managerial talent leads to entrepreneurship.	2			
3	March	1	Public and Private system.....support and sustainability of Entrepreneurship	Brandt, S. C. Entrepreneurship: The Ten Commandments for Building a Growth Company. MacMillan Business Books.	2			
			Cases	HBR	2			
		2	Requirement, availability and access to finance, marketing assistance	Holt, D. H. Entrepreneurship: New Venture Creation. New Delhi: Prentice Hall of India.	2			
			Group discussion		2			
		3	Role of self help groups/entrepreneur's associations (Examples of such organization eg. Women entrepreneurs	Brandt, S. C. Entrepreneurship: The Ten Commandments for Building a Growth Company. MacMillan Business Books.	3			Presentations

			Association, Young entrepreneurs' Asson. Etc. operating in India to be discussed)				
			Role play		1		
		4	Business Incubators, Angel investors, venture capital and private equity funds	Taneja, S., & Gupta, S. L. Entrepreneurship Development- New Venture creation. New Delhi: Galgotia Publishing House.	2		
			Discussion about NSIC, NIESBUD etc. institutes	Online resources	2		
4	April	1	Business Plan Preparations: Feasibility study and writing a business plan	how to write a business plan/project report , developing business ideas and preparation of project report	3		Review project reports
			Project reports review		1		
		2	Contents of a business plan.....cases of preparing business plan	Detailed on contents of Business Plan is to be carried out through business cases	4		
		3	Project appraisal	Reviewing the blue prints	3		End term Project report submission
			Reviews	-	1		
		4	Mobilizing resources for start up	Online resdings	2		Videos dicussion
			Contract Management: Basic start up problem	Taneja, S., & Gupta, S. L. Entrepreneurship Development- New Venture creation. New Delhi: Galgotia Publishing House.	1		
			Funding opportunities	Online resources	1		

Teaching Learning Process: Direct interactive class room teaching method along with practical cases may be put before the learners so as to promote entrepreneurial propensity among the students.

Teaching Plan for Summer Semester 2018-19 (CCL)

Name of the Teacher: Amanpreet Kaur Mishra

Course Name: B.Com (H)

Paper Title: Management Principles & Application

Semester/Year: III/2nd Yr

S. No.	Month	Week No.	Unit/Topic	Resource/ References/ Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
1	July	1	Introduction of Management	Meaning and importance of management (Koontz, H., & Weihrich, H. (2012). Essentials of Management: An International and Leadership Perspective. Paperback.)	1	0	NA	- Case Discussion - Project allocation
				Coordination mechanisms in organisations (Drucker, P. F. (1954). The Practice of Management. Newyork: Harper & Row.)	1	0		
				Theory base of management-classical (Koontz, H., & Weihrich, H. (2012). Essentials of Management: An International and Leadership Perspective. Paperback.)	1	0		
				Neo-classical and modern constructions of management (Koontz, H., & Weihrich, H. (2012). Essentials of Management: An International and Leadership Perspective. Paperback.)	1	0		

S. No.	Month	Week No.	Unit/Topic	Resource/ References/ Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
				Case Discussion -Theories of management	1			
		2	Unit 1	Managerial functions, roles (Mintzberg) Online readings- Wiley	2	2		
				Levels and competencies for a manager (Koontz, H., & Wehrich, H. (2012). Essentials of Management: An International and Leadership Perspective. Paperback.)	2	2		
				Case discussion	1			
		3	Unit 1	Case discussions	2	2 +2		
				Group Discussions	2			
				Wrap up Case	1			
		4	Unit 2	Introduction to planning- Organisational objective setting(Koontz, H., & Wehrich, H. (2012). Essentials of Management: An International and Leadership Perspective. Paperback.)	1	2		
				Decision Making: environment (certainty, risk, uncertainty)	2	1		
				Group Decision making (Koontz, H., & Wehrich, H. (2012). Essentials of Management: An International and Leadership Perspective. Paperback.)	2	1		

2	August	1	Unit 2	Techniques for individual and group decision-making	2	1		- Class participation - Presentations
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				Group Dynamics(Koontz, H., & Weihrich, H. (2012). Essentials of Management: An International and Leadership Perspective. Paperback.)	2	1		- GDs
				Case Discussion – Group decision making	1	2		
		2	Unit 2	Forecasting and Scheduling	1	2		
				Planning visà-vis Strategy-meaning and elements of environment of business firm – micro (immediate) meso (intermediate e.g. industry), macro (domestic)	3	2		
				Case discussiom – SWOT, ETOP	1	1		
		3	Unit 2	Industry structure, Business-level strategic planning	3	2		
				Group discussions	2	1		
		4	Unit 3	Introduction case- Organizing	1	2		
				Division of Labor; Decentralization and Delegation	3	1		
				Importance of Delegation- Caselet	1	1		
3	September	1	Unit 3	Organisational forms (Mintzberg)	1	2		
				Factors affecting organisational design; Departmentalization	2	2		
				Case discussion – organizatons	1	1		
		2	Unit 3	Organisational structures and Organograms- traditional and modern	3	1		
				Comparative suitability and changes over time (case)	2	1		
		3	Unit 3	Formal- informal organisations' interface.	3	1		
				Project Discussion	2	1		

		4	Unit 2, 3	Wrap discussions	4	1			
				Caselets	1	2			
4	October	1	Unit 4	Directing and Controlling – Introduction case	2	2	- MCQs IA	-Role plays - Case discusions	
				Motivation- meaning, importance	2	2			
				factors affecting motivation	1	1			
		2	Unit 4	Leadership – meaning, importance	2	1			- Caselets - Chinese whispers
				factors affecting leadership	2	1			
				Leadership case discussion	1	1			
		3	Unit 4	leadership styles, and followership	3	2			
				Role plays- Leadership styles	2	2			
		4	Unit 4	Principles of controlling	3	2			
				Why control – process	2	1			
5	November	1	Unit 4	planning, organizing, directing and controlling	2	1	Class Presentation		
				Measures of controlling and accountability for performance	3	2			
		2	Unit 5	Management challenges of the 21st Century	2	2			
				Factors reshaping and redesigning management					
				performance and reward perceptions	1	2		-	
				internationalization; Digitalization;	1	0		-	
		3	Unit 5	Entrepreneurship & innovation	1	1	- Improvement test	-	
				Values & ethics, holistic purpose and measures of firm performance	1	1			-
				Workplace diversity; Democracy and Sociocracy	1	1			-
				Subaltern management ideas from India.	2	1			
Individual interaction with students till preparatory leave (optional)									

Readings : Kumar, Pardeep. Management : Principles and Applications. JSR Publication House LP, Delhi. • Mahajan, J.P. and Mahajan Anupama. Management Principles and applications. Vikas Publications • Drucker, P. F. (1954). The Practice of Management. Newyork: Harper & Row. • Drucker, P. F. (1999). Management Challenges for the 21st Century. HarperCollins Publishers Inc. • Griffin, R. W., Phillips, J. M., & Gully, S. M. (2017). Organisational Behavior: Managing People and Organisations. Cengage Learning. • Griffin. Management Principles and Application. Cengage. • Koontz, H., & Weihrich, H. (2012). Essentials of Management: An International and Leadership Perspective. Paperback.

Teaching Plan for Winter Semester 2018-19

Name of the Teacher: Amanpreet Kaur Mishra

Course Name: B.Com (H)

Paper Title: Entrepreneurship Development

Semester/Year: IV/ 2nd yr

S. No.	Month	Week No.	Unit/Topic	Resource/ References/ Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
	Jan	1	Meaning, elements, determinants and importance of entrepreneurship	1. Holt, D. H. Entrepreneurship: New Venture Creation. New Delhi: Prentice Hall of India 2. Case study	2 2	-		Interactive class room teaching method along with practical cases
		2	Entrepreneurship and creative response to the society's problem and at work. (Opportunities in the context of existing deficiencies in the society)	1. Roy, R. (2011). Entrepreneurship. Oxford University Press. 2. case lets	2 2			
		3	Entrepreneurial Challenges. (Sustainability, survival, acceptance, continuity, finance and management challenges etc.	1. Brandt, S. C. Entrepreneurship: The Ten Commandments for Building a Growth Company. MacMillan Business Books. 2. HBR cases	2 2			
		4	Dimensions of Entrepreneurshi	1. Brandt, S. C. Entrepreneurship: The Ten Commandments for Building a Growth Company. MacMillan Business Books. 2. case discussion	2 2			

2.	February	1	MSME : Roles, Sectoral Configuration, recent Census results etc	Vasper, K. H. New Venture Strategies. New Jersey: Prentice-Hall.	4			Interactive class room teaching method along with practical cases
				HBR publishing				
		2	Concept of business houses and role of family business	Brandt, S. C. Entrepreneurship: The Ten Commandments for Building a Growth Company. MacMillan Business Books.	4			
		3	Concept of business houses and role of family business	Brandt, S. C. Entrepreneurship: The Ten Commandments for Building a Growth Company. MacMillan Business Books.	2			
			Cases of family businesses, their philosophical, survival and strategy	HBR + MIT publishing	2			
		4	Entrepreneur as the Manager	Explaining also how more of managerial talent leads to entrepreneurship.	2			
3	March	1	Public and Private system.....support and sustainability of Entrepreneurship	Brandt, S. C. Entrepreneurship: The Ten Commandments for Building a Growth Company. MacMillan Business Books.	2			
			Cases	HBR	2			
		2	Requirement, availability and access to finance, marketing assistance	Holt, D. H. Entrepreneurship: New Venture Creation. New Delhi: Prentice Hall of India.	2			
			Group discussion		2			
		3	Role of self help groups/entrepreneur's associations (Examples of such organization eg. Women entrepreneurs	Brandt, S. C. Entrepreneurship: The Ten Commandments for Building a Growth Company. MacMillan Business Books.	3			Presentations

			Association, Young entrepreneurs' Asson. Etc. operating in India to be discussed)				
			Role play		1		
		4	Business Incubators, Angel investors, venture capital and private equity funds	Taneja, S., & Gupta, S. L. Entrepreneurship Development- New Venture creation. New Delhi: Galgotia Publishing House.	2		
			Discussion about NSIC, NIESBUD etc. institutes	Online resources	2		
4	April	1	Business Plan Preparations: Feasibility study and writing a business plan	how to write a business plan/project report , developing business ideas and preparation of project report	3		Review project reports
			Project reports review		1		
		2	Contents of a business plan.....cases of preparing business plan	Detailed on contents of Business Plan is to be carried out through business cases	4		
		3	Project appraisal	Reviewing the blue prints	3		End term Project report submission
			Reviews	-	1		
		4	Mobilizing resources for start up	Online resdings	2		Videos dicussion
			Contract Management: Basic start up problem	Taneja, S., & Gupta, S. L. Entrepreneurship Development- New Venture creation. New Delhi: Galgotia Publishing House.	1		
			Funding opportunities	Online resources	1		

Teaching Learning Process: Direct interactive class room teaching method along with practical cases may be put before the learners so as to promote entrepreneurial propensity among the students.

Teaching Plan for Summer Semester 2019-20

Name of the Teacher: Amanpreet Kaur Mishra

Course Name: B.Com (H)

Paper Title: Management Principles & Application

Semester/Year: III/2nd Yr

S. No.	Month	Week No.	Unit/Topic	Resource/ References/ Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
1	July	1	Introduction of Management	Meaning and importance of management (Koontz, H., & Weihrich, H. (2012). Essentials of Management: An International and Leadership Perspective. Paperback.)	1	0	NA	- Case Discussion - Project allocation
				Coordination mechanisms in organisations (Drucker, P. F. (1954). The Practice of Management. Newyork: Harper & Row.)	1	0		
				Theory base of management-classical (Koontz, H., & Weihrich, H. (2012). Essentials of Management: An International and Leadership Perspective. Paperback.)	1	0		
				Neo-classical and modern constructions of management (Koontz, H., & Weihrich, H. (2012). Essentials of Management: An International and Leadership Perspective. Paperback.)	1	0		

S. No.	Month	Week No.	Unit/Topic	Resource/ References/ Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
				Case Discussion -Theories of management	1			
		2	Unit 1	Managerial functions, roles (Mintzberg) Online readings- Wiley	2	2		
				Levels and competencies for a manager (Koontz, H., & Wehrich, H. (2012). Essentials of Management: An International and Leadership Perspective. Paperback.)	2	2		
				Case discussion	1			
		3	Unit 1	Case discussions	2	2 +2		
				Group Discussions	2			
				Wrap up Case	1			
		4	Unit 2	Introduction to planning- Organisational objective setting(Koontz, H., & Wehrich, H. (2012). Essentials of Management: An International and Leadership Perspective. Paperback.)	1	2		
				Decision Making: environment (certainty, risk, uncertainty)	2	1		
				Group Decision making (Koontz, H., & Wehrich, H. (2012). Essentials of Management: An International and Leadership Perspective. Paperback.)	2	1		

2	August	1	Unit 2	Techniques for individual and group decision-making	2	1		- Class participation - Presentations
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				Group Dynamics(Koontz, H., & Weihrich, H. (2012). Essentials of Management: An International and Leadership Perspective. Paperback.)	2	1		- GDs
				Case Discussion – Group decision making	1	2		
		2	Unit 2	Forecasting and Scheduling	1	2		
				Planning visà-vis Strategy-meaning and elements of environment of business firm – micro (immediate) meso (intermediate e.g. industry), macro (domestic)	3	2		
				Case discussion – SWOT, ETOP	1	1		
		3	Unit 2	Industry structure, Business-level strategic planning	3	2		
				Group discussions	2	1		
		4	Unit 3	Introduction case- Organizing	1	2		
				Division of Labor; Decentralization and Delegation	3	1		
				Importance of Delegation- Caselet	1	1		
3	September	1	Unit 3	Organisational forms (Mintzberg)	1	2		
				Factors affecting organisational design; Departmentalization	2	2		
				Case discussion – organizations	1	1		
		2	Unit 3	Organisational structures and Organograms- traditional and modern	3	1		
				Comparative suitability and changes over time (case)	2	1		
		3	Unit 3	Formal- informal organisations' interface.	3	1		
				Project Discussion	2	1		

		4	Unit 2, 3	Wrap discussions	4	1			
				Caselets	1	2			
4	October	1	Unit 4	Directing and Controlling – Introduction case	2	2	- MCQs IA	-Role plays - Case discusions	
				Motivation- meaning, importance	2	2			
				factors affecting motivation	1	1			
		2	Unit 4	Leadership – meaning, importance	2	1			- Caselets - Chinese whispers
				factors affecting leadership	2	1			
				Leadership case discussion	1	1			
		3	Unit 4	leadership styles, and followership	3	2			
				Role plays- Leadership styles	2	2			
		4	Unit 4	Principles of controlling	3	2			
				Why control – process	2	1			
5	November	1	Unit 4	planning, organizing, directing and controlling	2	1	Class Presentation		
				Measures of controlling and accountability for performance	3	2			
		2	Unit 5	Management challenges of the 21st Century	2	2			
				Factors reshaping and redesigning management					
				performance and reward perceptions	1	2		-	
				internationalization; Digitalization;	1	0		-	
		3	Unit 5	Entrepreneurship & innovation	1	1	- Improvement test	-	
				Values & ethics, holistic purpose and measures of firm performance	1	1			-
				Workplace diversity; Democracy and Sociocracy	1	1			-
				Subaltern management ideas from India.	2	1			
Individual interaction with students till preparatory leave (optional)									

Readings : Kumar, Pardeep. Management : Principles and Applications. JSR Publication House LP, Delhi. • Mahajan, J.P. and Mahajan Anupama. Management Principles and applications. Vikas Publications • Drucker, P. F. (1954). The Practice of Management. Newyork: Harper & Row. • Drucker, P. F. (1999). Management Challenges for the 21st Century. HarperCollins Publishers Inc. • Griffin, R. W., Phillips, J. M., & Gully, S. M. (2017). Organisational Behavior: Managing People and Organisations. Cengage Learning. • Griffin. Management Principles and Application. Cengage. • Koontz, H., & Wehrich, H. (2012). Essentials of Management: An International and Leadership Perspective. Paperback.

Teaching Plan for Winter Semester 2019-20

Name of the Teacher: Amanpreet Kaur Mishra

Course Name: B.Com (H)

Paper Title: Entrepreneurship Development

Semester/Year: IV/ 2nd yr

S. No.	Month	Week No.	Unit/Topic	Resource/ References/ Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
	Jan	1	Meaning, elements, determinants and importance of entrepreneurship	1. Holt, D. H. Entrepreneurship: New Venture Creation. New Delhi: Prentice Hall of India 2. Case study	2 2	-		Interactive class room teaching method along with practical cases
		2	Entrepreneurship and creative response to the society's problem and at work. (Opportunities in the context of existing deficiencies in the society)	1. Roy, R. (2011). Entrepreneurship. Oxford University Press. 2. case lets	2 2			
		3	Entrepreneurial Challenges. (Sustainability, survival, acceptance, continuity, finance and management challenges etc.)	1. Brandt, S. C. Entrepreneurship: The Ten Commandments for Building a Growth Company. MacMillan Business Books. 2. HBR cases	2 2			
		4	Dimensions of Entrepreneurshi	1. Brandt, S. C. Entrepreneurship: The Ten Commandments for Building a Growth Company. MacMillan Business Books. 2. case discussion	2 2			

2.	February	1	MSME : Roles, Sectoral Configuration, recent Census results etc	Vasper, K. H. New Venture Strategies. New Jersey: Prentice-Hall.	4			Interactive class room teaching method along with practical cases
				HBR publishing				
		2	Concept of business houses and role of family business	Brandt, S. C. Entrepreneurship: The Ten Commandments for Building a Growth Company. MacMillan Business Books.	4			
		3	Concept of business houses and role of family business	Brandt, S. C. Entrepreneurship: The Ten Commandments for Building a Growth Company. MacMillan Business Books.	2			
			Cases of family businesses, their philosophical, survival and strategy	HBR + MIT publishing	2			
		4	Entrepreneur as the Manager	Explaining also how more of managerial talent leads to entrepreneurship.	2			
3	March	1	Public and Private system.....support and sustainability of Entrepreneurship	Brandt, S. C. Entrepreneurship: The Ten Commandments for Building a Growth Company. MacMillan Business Books.	2			
			Cases	HBR	2			
		2	Requirement, availability and access to finance, marketing assistance	Holt, D. H. Entrepreneurship: New Venture Creation. New Delhi: Prentice Hall of India.	2			
			Group discussion		2			
		3	Role of self help groups/entrepreneur's associations (Examples of such organization eg. Women entrepreneurs	Brandt, S. C. Entrepreneurship: The Ten Commandments for Building a Growth Company. MacMillan Business Books.	3			Presentations

			Association, Young entrepreneurs' Asson. Etc. operating in India to be discussed)				
			Role play		1		
		4	Business Incubators, Angel investors, venture capital and private equity funds	Taneja, S., & Gupta, S. L. Entrepreneurship Development- New Venture creation. New Delhi: Galgotia Publishing House.	2		
			Discussion about NSIC, NIESBUD etc. institutes	Online resources	2		
4	April	1	Business Plan Preparations: Feasibility study and writing a business plan	how to write a business plan/project report , developing business ideas and preparation of project report	3		Review project reports
			Project reports review		1		
		2	Contents of a business plan.....cases of preparing business plan	Detailed on contents of Business Plan is to be carried out through business cases	4		
		3	Project appraisal	Reviewing the blue prints	3		End term Project report submission
			Reviews	-	1		
		4	Mobilizing resources for start up	Online resdings	2		Videos dicussion
			Contract Management: Basic start up problem	Taneja, S., & Gupta, S. L. Entrepreneurship Development- New Venture creation. New Delhi: Galgotia Publishing House.	1		
			Funding opportunities	Online resources	1		

Teaching Learning Process: Direct interactive class room teaching method along with practical cases may be put before the learners so as to promote entrepreneurial propensity among the students.

Teaching Plan for Summer Semester 2020-21

Name of the Teacher: Amanpreet Kaur Mishra

Course Name: B. Com (H)

Paper Title: Principles of Marketing

Semester/Year: V / IIIrd yr

S. No.	Month	Week No.	Unit/Topic	Resource/ References/ Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
1.	July	1	Introduction-unit 1- Introduction to Marketing	Meaning, Nature, Scope and Importance; Marketing, Core concepts of marketing; Marketing Philosophies- Kotler, P., Armstrong, G. and Agnihotri, P. (2018). Principles of Marketing (17th Edition), Pearson Education. Indian edition.	2	0		Interactive class room sessions with the help of power point presentations, case discussions and group discussions
				Services Marketing: Meaning and distinctive characteristics; Marketing Mix	2	0		
				case - Analysis	1	0		
		2	Marketing Environment	Need for studying marketing environment; Micro environmental factors- company, suppliers, marketing intermediaries, customers, competitors, publics- Kotler, P., Armstrong, G. and Agnihotri, P. (2018). Principles of Marketing (17th Edition), Pearson Education. Indian edition.	2	2		
				Macro environmental factors – demographic, economic, natural, technological, politico-legal and sociocultural- Kotler, P., Armstrong, G. and Agnihotri, P. (2018). Principles of Marketing (17th Edition), Pearson Education. Indian edition.	2	2		

S. No.	Month	Week No.	Unit/Topic	Resource/ References/ Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
				Group discussion – SWOT, ETOP	1	2		
		3	Unit 2- Consumer Behaviour	Need for studying consumer behaviour - Introductory case - Kotler, P., Keller, K. L., Koshy, A., & Jha, M. (2013). Principles of Marketing: A South Asian Perspective (13thed.). Pearson Education.	2	2		
				Types; Stages in Consumer buying decision process	2	2		
				Developing consumer behaviour theory	1	2		
		4	Unit 2	Factors influencing consumer buying decisions - Kotler, P., Keller, K. L., Koshy, A., & Jha, M. (2013). Principles of Marketing: A South Asian Perspective (13thed.). Pearson Education.	2	2		
				Market Selection – Introduction- specifics. Choosing market value through STP Kotler, P., Keller, K. L., Koshy, A., & Jha, M. (2013). Principles of Marketing: A South Asian Perspective (13thed.). Pearson Education.	2	2		
				Market Segmentation- Levels and bases of segmenting consumer markets	1	2		
2	August	1	Unit 2 +3	Market Targeting- concept and criteria- Kotler, P., Keller, K. L., Koshy, A., & Jha, M. (2013). Principles of Marketing: A South Asian Perspective (13thed.). Pearson Education.	2	2		Interactive class room sessions with the help of power point presentations, case discussions and group discussions
				Product Positioning – concept and bases; Product differentiation- concept and bases	3	2		
		2	Unit 3- Product Decisions	Product Decisions: Concept and classification- Mahajan, J.P. and Mahajan Anupama. Principles of Marketing. Vikas Publications.	2	2		

S. No.	Month	Week No.	Unit/Topic	Resource/ References/ Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
		3		Levels of Product- Mahajan, J.P. and Mahajan Anupama. Principles of Marketing. Vikas Publications.	2	2		
				Designing value- Product-mix dimensions, strategies and types	1	2		
				Branding- functions, strategies, types and qualities of good brand name- Mahajan, J.P. and Mahajan Anupama. Principles of Marketing. Vikas Publications.	2	2		
				Packaging and Labeling- functions, types and ethical aspect	2	2		
				Case Discussion -Packages	1	2		
		4		New Product Development	1	2		
		Product life cycle – concept and marketing strategies- Kotler, P., Keller, K. L., Koshy, A., & Jha, M. (2013). Principles of Marketing: A South Asian Perspective (13thed.). Pearson Education		2	2			
		New product development- concept and process New product development- concept and process – Examples and cases		2	2			
3	September	1	Unit 4 - Pricing Decisions	Pricing Objectives; Factors affecting price of a product- Kotler, P., Keller, K. L., Koshy, A., & Jha, M. (2013). Principles of Marketing: A South Asian Perspective (13thed.). Pearson Education	2	2		Interactive class room sessions with the help of power point presentations, case discussions and group discussions
				Pricing methods- Kotler, P., Keller, K. L., Koshy, A., & Jha, M. (2013). Principles of Marketing: A South Asian Perspective (13thed.). Pearson Education	2	2		
				Cases -2 : Pricing decisions	1	2		
		2		Pricing strategies Kotler, P., Armstrong, G. and Agnihotri, P. (2018). Principles of Marketing (17th	2	2		

S. No.	Month	Week No.	Unit/Topic	Resource/ References/ Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)	
				Edition), Pearson Education. Indian edition.					
				Ethical issues in pricing decisions	2	2			
				Decisions: Channels of distribution - Kotler, P., Armstrong, G. and Agnihotri, P. (2018). Principles of Marketing (17th Edition), Pearson Education. Indian edition.	1	2			
		3			Delivering value- factors affecting choice of distribution channel- Kotler, P., Armstrong, G. and Agnihotri, P. (2018). Principles of Marketing (17th Edition), Pearson Education. Indian edition.	2	2		
		Distribution strategies; Distribution logistics - – concept, importance and major logistics decisions			2				
		Cases			1				
		4			Wholesaling and retailing; Types of retail format	2			
		Management of retailing operations: an overview			2				
		Discussions			1				
		4	October	1	Unit 4	Emerging distribution trends- Online resources and cases	1	2	
Unit 5- Promotion Decisions:	Communication process- Kotler, P., Armstrong, G. and Agnihotri, P. (2018). Principles of Marketing (17th Edition), Pearson Education. Indian edition.	3							
	Importance of Promotion. Communicating value Decision	1							
	2	Promotion mix tools including advertising, personal selling, sales promotion, public relations, publicity and direct marketing;		2					
Factors influencing promotion mix	2								

S. No.	Month	Week No.	Unit/Topic	Resource/ References/ Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
				Integrated Marketing Communication approach.	1			
		3	Mid- sem break	■ ---	0	0		
		4	Unit 5 - Developments in Marketing	Relationship Marketing- concept and dimensions; Sustainable Marketing- concept and issues. Rural marketing- characteristics, drivers of growth in rural marketing, rural marketing mix.	4			
5	November	1	Unit 5 - Developments in Marketing	Social marketing- concept, tools and issues Online resources	1			Lectures, case study discussions, individual, group presentation and projects
				Digital marketing concept, tools and issues.- Kotler, P., Armstrong, G. and Agnihotri, P. (2018). Principles of Marketing (17th Edition), Pearson Education. Indian edition.	1			
				Digital marketing concept, tools and issues- Discussion.	2			
				cases	1			
		2	Unit 5	Class presentation- discussions	4		Class test- MCQs	case discussions and group discussions
				Internal assessment discussion	1			

Teaching Plan for Winter Semester 2020-21

Name of the Teacher: Amanpreet Kaur Mishra

Course Name: B.Com (H)

Paper Title: Leadership and team development

Semester/Year: IV/ 2nd yr

S. No.	Month	Week No.	Unit/Topic	Resource/ References/ Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
	Jan	1	Unit 1- Leadership	Styles and attributes of Leadership; Transactional and transformational leadership	2	-		Interactive class room teaching method along with practical cases
				Case study	2			
		2	Ethical leadership	Ethical leadership- concept and cultural influence on leadership- Hersey, P. K., Blanchard, D., & Johnson, D. Management of Organisational Behavior: Leading Human Resources. Pearson Education	2	-		
				case lets	2			
		3	culture and leadership (the emerging trends in leadership will be discussed with case studies and projects)	Online resources- Hersey, P. K., Blanchard, D., & Johnson, D. Management of Organisational Behavior: Leading Human Resources. Pearson Education	2			
				2. HBR cases	2			
		4	Leadership styles and traits	Styles and attributes of Leadership-Hersey, P. K., Blanchard, D., & Johnson, D. Management of Organisational Behavior: Leading Human Resources. Pearson Education	2			
				2. case discussion	2			
2.	Feburary	1		The nature and types of groups;	4			

			Groups and Group Processes- Introductory cases	Types, needs and group development				Interactive class room teaching method along with practical cases
				Group leadership games	1			
		2	Group dynamics- group cohesion; group roles and group norms	Gratton, L. E. (2007). Eig Hersey, P. K., Blanchard, D., & Johnson, D. Management of Organisational Behavior: Leading Human Resources. Pearson Education	4			
		3	threat to group effectiveness; Managing group and inter-group dynamics	Gratton, L. E. (2007). Eig Hersey, P. K., Blanchard, D., & Johnson, D. Management of Organisational Behavior: Leading Human Resources. Pearson Education	2			
			Managing culturally diverse groups	HBR + MIT publishing cases	2			
		4	Unit 3- Leaders and Group Decisions	Group decision making- process and techniques	2			
3	March	1	Power and influence in teams	Hersey, P. K., Blanchard, D., & Johnson, D. Management of Organisational Behavior: Leading Human Resources. Pearson Education	2			
			Cases	HBR	2			
		2	Leadership and team empowerment;	Griffin, R. W., Phillips, J. M., & Gully, S. M. (2017). Organisational Behavior: Managing People and Organisations. Cengage Learning	2			

			Challenges in team decision making- cases discussion	Griffin, R. W., Phillips, J. M., & Gully, S. M. (2017). Organisational Behavior: Managing People and Organisations. Cengage Learning	2			
		3	Unit IV: Team Building and Team Effectiveness	Team Building - Hersey, P. K., Blanchard, D., & Johnson, D. Management of Organisational Behavior: Leading Human Resources	3			Presentations
			Group vs. team; Evolution of group into teams	Griffin, R. W., Phillips, J. M., & Gully, S. M. (2017). Organisational Behavior: Managing People and Organisations. Cengage Learning	1			
		4	Stages of team development (team development case studies)	Online resources	2			
			Emotionally intelligent team	Online resources	2			
4	April	1	Characteristics of effective team; Collaborative communication in teams	Lakes, F. Leadership: Theory and Practice by Peter G. Northouse .Sage Publication (6th edition). New Jersey: Career Press. I	3			Review project reports
			Problem solving and conflict resolution in teams	Project reviews	1			
		2	Unit V: Emerging Trends in Leadership	Women in leadership Leadership skills- coaching and mentoring;	4			

		3	Project report appraisal	leadership and social media	3		End term Project report submission	
			Reviews	-	1			
		4	Practical Case studies	Online readings	4			Videos dicussion

Readings: Hogg, M. & Vaughan, G.M. (2008). Social Psychology. Prentice Hall. • Kohn, S. E., & O’Connell, V. D. (2007). 6 Habits of Highly Effective Teams. • Lakes, F. Leadership: Theory and Practice by Peter G. Northouse .Sage Publication (6th edition). New Jersey: Career Press.

TEACHING PLAN FOR WINTER SEMESTER 2019-20

Name of the Teacher : **Amarjeet**
Course Name : **B COM(H)**
Paper Title : **COST ACCOUNTING**
Semester/Year : **4th Semester**

S. No.	Month	Week No.	Unit/Topic	Resource/ References/ Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks
1.	Jan	3.	Unit 1- 2	1. Arora, M.N. Cost Accounting-principles and practice. Vikas Publishing House, New Delhi. Chapter- Introduction 2. Singh, Surender. Fundamentals of Cost Accounting. Kitab Mahal, Allahabad/New Delhi. Chapter- Introduction	5	1	Internal Assessment of 20 marks in the last week of January	
		4.		1. Arora, M.N. Cost Accounting-principles and practice. Vikas Publishing House, New Delhi. Chapter- Introduction 2. Singh, Surender. Fundamentals of Cost Accounting. Kitab Mahal, Allahabad/New Delhi. Chapter- Introduction	5	1		
2.	February	1.	Unit-2 Contd. , Unit- 3	1. Arora, M.N. Cost Accounting-principles and practice. Vikas Publishing House, New Delhi. Chapter- Labour Cost 2. Singh, Surender. Fundamentals of Cost Accounting. Kitab Mahal, Allahabad/New Delhi. Chapter- Labour Cost	5	1		
		2		1. Arora, M.N. Cost Accounting-principles and practice. Vikas Publishing House, New Delhi. Chapter- Overhead Cost 2. Singh, Surender. Fundamentals of Cost Accounting. Kitab Mahal, Allahabad/New Delhi. Chapter- Overhead Cost	5	1		

		3.		<p>1. Arora, M.N. Cost Accounting-principles and practice. Vikas Publishing House, New Delhi. Chapter- Overhead Cost</p> <p>2. Singh, Surender. Fundamentals of Cost Accounting. Kitab Mahal, Allahabad/New Delhi. Chapter- Overhead Cost</p>	5	1		
		4		<p>1. Arora, M.N. Cost Accounting-principles and practice. Vikas Publishing House, New Delhi. Chapter- Overhead Cost</p> <p>2. Singh, Surender. Fundamentals of Cost Accounting. Kitab Mahal, Allahabad/New Delhi. Chapter- Overhead Cost</p>	5	1		
3.	March	1.	Unit-3 Contd. , Unit-4	<p>1. Arora, M.N. Cost Accounting-principles and practice. Vikas Publishing House, New Delhi. Chapter- ABC</p> <p>2. Singh, Surender. Fundamentals of Cost Accounting. Kitab Mahal, Allahabad/New Delhi. Chapter- ABC</p>	5	1		
		2		<p>1. Arora, M.N. Cost Accounting-principles and practice. Vikas Publishing House, New Delhi. Chapter- Unit Costing</p> <p>2. Singh, Surender. Fundamentals of Cost Accounting. Kitab Mahal, Allahabad/New Delhi. Chapter- Unit Costing</p>	5	1		
		3		<p>1. Arora, M.N. Cost Accounting-principles and practice. Vikas Publishing House, New Delhi. Chapter- Job Costing</p> <p>2. Singh, Surender. Fundamentals of Cost Accounting. Kitab Mahal, Allahabad/New Delhi. Chapter- Job Costing</p>	5	1		
		4		<p>1. Arora, M.N. Cost Accounting-principles and practice. Vikas Publishing House, New Delhi. Chapter- Process Costing</p> <p>2. Singh, Surender. Fundamentals of Cost Accounting. Kitab Mahal, Allahabad/New Delhi. Chapter- Process Costing</p>	5	1		

4.	April	1.	Unit-4 Contd. Unit-5	1. Arora, M.N. Cost Accounting-principles and practice. Vikas Publishing House, New Delhi. Chapter- Process Costing 2. Singh, Surender. Fundamentals of Cost Accounting. Kitab Mahal, Allahabad/New Delhi. Chapter- Process Costing	5	1		
		2.		1. Arora, M.N. Cost Accounting-principles and practice. Vikas Publishing House, New Delhi. Chapter- Service Costing 2. Singh, Surender. Fundamentals of Cost Accounting. Kitab Mahal, Allahabad/New Delhi. Chapter- Service Costing	5	1		
		3.		1. Arora, M.N. Cost Accounting-principles and practice. Vikas Publishing House, New Delhi. Chapter- Integral and Non- Integral System. 2. Singh, Surender. Fundamentals of Cost Accounting. Kitab Mahal, Allahabad/New Delhi. Chapter- Integral and Non – Integral System	5	1		
		4		1. Arora, M.N. Cost Accounting-principles and practice. Vikas Publishing House, New Delhi. Chapter- Reconciliation of cost accounting records with financial accounts. 2. Singh, Surender. Fundamentals of Cost Accounting. Kitab Mahal, Allahabad/New Delhi. Chapter-Reconciliation of cost accounting records with financial accounts.	5	1		

TEACHING PLAN FOR SUMMER SEMESTER 2019-20

Name of the Teacher: Amarjeet

Course Name: B. COM (H)

Paper Title: GST

Semester/Year: 6th Semester

S. No.	Month	Week No.	Unit/Topic	Resource/ References/ Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks
1.	August	2	Unit-1	GST BAR ACT: Constitutional framework of indirect taxes before GST is covered briefly	5	1		
		3.		GST BAR ACT: Provisions on Registration, emphasis should be laid on liability to register i.e. Section 22-27 along with Rule 10 need to be covered	5	1		
		4		GST BAR ACT: Provisions in respect of Amendment and Cancellation of Registration	5	1		
2.	September	1.	Unit-2 ,	GST BAR ACT: Levy and collection of GST	5	1	Internal Assessment of 20 marks in the last week.	
		2.		Unit-3	GST BAR ACT: Levy and collection of GST	5		
		3.	GST BAR ACT : In respect of exemptions notified for services, the following areas are to be covered broadly (i.e. health, education, agriculture, law, renting of immovable property and transportation of passengers.)		5	1		
		4	GST BAR ACT : Input Tax Credit	5	1			
3.	October	1.	Unit-3,	GST BAR ACT : Input Tax Credit				
		2		Unit-4	GST BAR ACT : Input Tax Credit			
		3	GST BAR ACT : Provisions of penalty in respect of following will be covered in detail- Late filing of return and delayed payment of tax.					
		4	GST BAR ACT : Provisions in respect of appeals to be discussed very briefly.					
4.	November	1	Unit-5	CUSTOMS BAR ACT : Basic concepts in respect of following be covered in detail- Indian customs waters, Indian territorial waters, Exclusive economic zones, high seas & taxable event in case of import				

S. No.	Month	Week No.	Unit/Topic	Resource/ References/ Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks
		2.		CUSTOMS BAR ACT : Types of custom duties to be covered- Basic customs duty, anti-dumping duty, safeguards duty & protective duty				
		3.		CUSTOMS BAR ACT : Valuation for Import duty (A practical question on computation of assessable value (customs value) based on transaction value maybe asked.) Baggage rules and exemptions				
		4.		Previous Years Papers Discussion				

TEACHING PLAN FOR WINTER SEMESTER 2020-21

Name of the Teacher : Amarjeet
Course Name : B. A. (H) Eco.
Paper Title : Basic of Accounting
Semester/Year : 4th Semester

S. No.	Month	Week No.	Unit/Topic	Resource/ References/ Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks
1.	November	3.	Unit 1	NCERT 11 th Class Book, Chapter : Introduction	5	1	MCQ – 10 Marks	
		4.		NCERT 11 th Class Book, Chapter : Accountitng Theory	5	1		
2.	December	1.	Unit-1	NCERT 11 th Class Book, Chapter: Accountitng Theory	5	1	MCQ- 10 Marks	
		2.	Contd. ,	NCERT 11 th Class Book, Chapter: Financial Statement	5	1		
		3.	Unit- 2	NCERT 11 th Class Book, Chapter Financial Statement with Adjustemnts	5	1		
		4.		NCERT 11 th Class Book, Chapter: Financial Statement with Adjustments.	5	1		
3.	January	1.	Unit-3 Unit-4	Arora, M.N. Cost Accounting-principles and practice. Vikas Publishing House, New Delhi. Chapter- Inventroy Valuation	5	1		

		2		Arora, M.N. Cost Accounting-principles and practice. Vikas Publishing House, New Delhi. Chapter-Inventory Valuation.	5	1		
		3		NCERT Book, Chapter : Finacial Statement of Comapny	5	1		
		4		NCERT Book, Chapter : Finacial Statement of Comapny	5	1		
4.	Feburary	1.	Unit-4 cont.	NCERT Book, Chapter : Finacial Statement of Comapny	5	1	Assignment 10 marks	
		2.		NCERT Book, Chapter : Ratio Anaylsis	5	1		
		3.	Unit-5	NCERT Book, Chapter : Ratio Anaylsis	5	1		
		4		NCERT Book, Chapter : Ratio Anaylsis	5	1		
	March	1.	Pervious Year Papers	Pervious Year Papers	4	1		

Teaching Plan Winter Semester 2020-21

Name of the Teacher: ANISHA

Course Name: B.Com.(H)

Paper Title: AUDITING AND CORPORATE GOVERNANCE

Semester/Year: VI/6th

S. No.	Month	Week No.	Unit	Topics	Resource/References/Recommended readings	Teaching Pedagogy	No. of Lectures
1.	January	1	Unit 4	1. Morality and Ethics; Business Values and Ethics; Various Approaches to Business Ethics 2. Ethical Theories: Utilitarian Theory, Virtues Theory, Deontological Theory. 3. Ethical Governance. 4. Corporate Ethics	<ul style="list-style-type: none"> • Fernando, A.C. (2013) Business Ethics and Corporate Governance, Pearson • Howard, R.A & Clinton, D. K. (2008) Ethics of the Real World. Harvard Business Press. 	Classroom teaching- Lectures, Case Analysis,	20
		2	Unit 4/6	1. CSR- Extension of Business Ethics; Benefits of adopting Ethics in Business. 2. Ethics Programmed; Code of Ethics: Ethics Committee (Major Emphasis is to be given).	<ul style="list-style-type: none"> • Fernando, A.C. (2013) Business Ethics and Corporate Governance, Pearson 	Lectures, Case Analysis	
		3		1. Process of Ethical Decision- Making. 2. Cases and Discussions.	<ul style="list-style-type: none"> • Online resources and links. 		
		4		1. Corporate Philanthropy; Meaning of CSR; CSR and CR; CSR and Corporate Sustainability; CSR. and Business Ethics; CSR and Corporate Governance. 2. CSR Models: Stakeholders Model and Carroll Model; Drivers of CSR (Why Companies Adopting CSR). 3. CSR Committees.			
2.	February	1	Unit 6 and Unit 3	1.Environmental Aspect of CSR; CSR Provisions under the Companies Act, 2013 (Section 135). 2. Field Reality- KPMG survey	<ul style="list-style-type: none"> • Journal Articles and Reports. • Online resources and links. 	Lectures, Case Analysis, Role Play, Short Videos. Students'	20

		2		1. Codes and Standards on CSR; Global Reporting Initiative (GRI), Triple Bottom Line (Meaning and Concept), ISO 26000.		involvement through class presentations	
		3		1. Maxwell Communication (UK), 2. Enron (USA), 3. WorldCom (USA), Satyam Computer Services Limited (all need to be more emphasized);			
		4.		1. BCCI (UK), 2. Anderson Worldwide (USA), Vivendi (France), 3. Harshad Mehta and 4. Kingfisher Airlines Scam 5. Other Scams such as Sahara investor Fraud Scam etc.			
4.	March	1	Unit 3 & Unit 2	1. Codes and Standards on Corporate Governance: Cadbury, OECD, Oxley Act; Initiatives in India: CII, SEBI, Clause 49 of Listing Agreement, Kumar Mangalam Committee, Naresh Chandra Committee, Narayan Murthy Committee, LODR	<ul style="list-style-type: none"> • Fernando, A.C. (2013) Business Ethics and Corporate Governance, Pearson • Journal Articles. • Bloomfield, S. (2013), Theory and Practices of Corporate Governance- An Integrated Approach. Cambridge University Press. 	Lectures and Case analysis, Presentations- Students Participation. Videos.	13
		2	1. Corporate Governance Meaning, Models Their Functions- Audit Committee, 2. Remuneration and Nomination Committee, Risk Committee, CSR Committee, Stakeholder Grievance Committee. 3. Insider Trading; Rating Agencies- Role of Credit Rating Agencies (to be covered in brief); Green Governance/E-Governance				
		3	1. Corporate Funding of Political Parties (to be covered in brief); Class Action as per provisions of Companies Act, 2013; 2. Whistle Blowing; Shareholder Activism. 3. Internal Assessment- Test or Presentation.				
5.	April	1	Unit 1	1. Basic Principles and Techniques 2. Audit Procedure-Vouching: Cash Book, Sales Book, Purchases Book; Verification of Assets:	<ul style="list-style-type: none"> • Institute of Chartered Accountants of India, Auditing and 	Lectures, Students Participation through Presentations.	12

			3. Statutory Audit, Internal Audit and Government Audit; Audit Planning; Internal Control and Internal Check	Assurance Standards, ICAI, New Delhi.		
		2	1. Company Audit 2. Remuneration, Rights & Duties; Auditor's Report and others.			
		3	1.Special Areas of Audit (To be Covered briefly) - Cost Audit, 2. Tax Audit and Management Audit; Recent Trends in Auditing: 3. Basic Considerations of Audit in EDP Environment; Relevant Auditing and Assurance Standards (AASs).			
		4	Question Paper Discussions and General Interaction			

Teaching Plan Summer Semester 2016-17

Name of the Teacher: ANISHA

Course Name: B.Com.(H)

Paper Title: Human Resource Management

Semester/Year: III/2nd

S. No.	Month	Week No.	Unit	Topics	Resource/ References/Recommended readings	Teaching Pedagogy	No. of Lectures
1.	August	1	Unit 1	1. Evolution of HRM 2. Concepts and Functions, 3.Competencies of HR manager	<ul style="list-style-type: none"> • Dessler, G. (2017). Human Resource Management. Pearson Chapter 1). • Marina. R Pinto Management Thinkers- (Chapter 6) • Online Resources 	Classroom teaching- Lectures, Videos.	20
		2	Unit 1 & 2	1. Workforce Diversity, Downsizing, Work Life Balance 2. HR policies	<ul style="list-style-type: none"> • Awasthappa, K. Human Resource Management Text and Cases- 6th Edition. Tata McGraw Hill Education (Chapter 4, p.87). • Dessler, G. & Varkkey, B. (2009). Fundamentals of Human Resource Management Content, Competencies & Applications. Pearson (Chapter 4, pp. 70-79, 85-90 & Chapter 5, pp. 117-130). 		
		3		1.HRP 2.Job Analysis			
		4		1. Recruitment- Process 2. Recruitment- Sources. 3. Selection Concepts and Process.			
2.	September	1	Unit 2 & 3	1. Placement and Induction	Decenzo, D. A., & Robbins, S. P. (2010). Fundamentals of Human Resource Management. India: Wiley (Chapter 8, pp. 182-188). • Dessler, G. & Varkkey, B. (2009). Fundamentals of Human Resource Management Content, Competencies & Applications. Pearson (Chapter 6 pp.151-171, Chapter 7 pp. 177-192). Dessler, G. & Varkkey, B. (2010). Human Resource Management Twelfth Edition Pearson (Chapter 6 pp.333-335).	Lectures, Case Analysis, Role Play, Short Videos. (sharing videos followed by discussions- topic training methods)	20
		2		2.Induction (socialization) process and its types 3. Training and Development- Introduction			
		3		1. Training Process 2. Types of Training 3. Management Development Prog. 4. Training Outsourcing			
		4.	Unit 4	1. Performance appraisal- methods. 2. Performance appraisal- potential 3. Employee Counselling. 4. Transfers and promotions			
4.	October	1	Unit 4 &5	1. Compensation Concept and Policies 2. Base and supplementary compensation & Performance linked compensation	• Rao, V. Human Resource Management: Text and Cases. Excel (Chapter 7, pp. 382-390).	Lectures and Case analysis, Presentations- Students Participation	15

		2		1. Job Evaluation- Introduction 2. Job Evaluation- Methods	<ul style="list-style-type: none"> Decenzo, D. A., & Robbins, S. P. (2010). Human Resource Management-Tenth Edition. India: Wiley (Chapter 11, 12, 13). 	(Students are asked to make presentation on topics such as elements of compensation & performance linked pay) Classroom assessment through Objective or Subjective tests or case study method of assessment is used.	
		3		1. Revision, Question Paper Review, and Interactions. 2. Internal Assessment- Test or Presentations.			
5.	November	1		1. Employee health, safety, welfare, and social security (excluding legal provisions); 2. Grievance handling and redressal.	<ul style="list-style-type: none"> Decenzo, D. A., & Robbins, S. P. (2010). Human Resource Management-Tenth Edition. India: Wiley (Chapter 11, 12, 13). Online Resources. 	Lectures.	10
		2		1. Industrial Disputes 2. E- HRM, HRIS. HR Audit 3. Other Contemporary issues in HRM.			

Teaching Plan Summer Semester 2020-21

Name of the Teacher: ANISHA

Course Name: B.Com.(H)

Paper Title: Human Resource Management

Semester/Year: III/2nd

S. No.	Month	Week No.	Unit	Topics	Resource/References/Recommended readings	Teaching Pedagogy	No. of Lectures
1.	August	1	Unit 1	1. Evolution of HRM 2. Concepts and Functions 3. Competencies of HR manager	<ul style="list-style-type: none"> • Dessler, G. (2017). Human Resource Management. Pearson Chapter 1). • Marina. R Pinto Management Thinkers- (Chapter 6) 	Classroom teaching- Lectures	20
		2	Unit 1 & 2	1. HRP 2. Job Analysis	<ul style="list-style-type: none"> • Awasthappa, K. Human Resource Management Text and Cases- 6th Edition. Tata McGraw Hill Education (Chapter 4, p.87). • Dessler, G. & Varkkey, B. (2009). Fundamentals of Human Resource Management Content, Competencies & Applications. Pearson (Chapter 4, pp. 70-79, 85-90 & Chapter 5, pp. 117-130). 	Lectures, Case Analysis, Class activities (Cases are used to teach topics such as Job analysis and its difficulties and effective selection mechanisms)	
		3		1. Recruitment- Introduction 2. Process and Sources of Recruitment			
		4		1. Selection- Introduction 2. Selection- Process			
2.	September	1	Unit 2, 3 & 4	1. Placement and Induction	Decenzo, D. A., & Robbins, S. P. (2010). Fundamentals of Human Resource Management. India: Wiley (Chapter 8, pp. 182-188). <ul style="list-style-type: none"> • Dessler, G. & Varkkey, B. (2009). Fundamentals of Human Resource Management Content, Competencies & Applications. Pearson (Chapter 6 pp.151-171, Chapter 7 pp. 177-192). Dessler, G. & Varkkey, B. (2010). Human Resource 	Lectures, Case Analysis, Role Play, Short Videos. (sharing videos followed by discussions- Topics such as kinds or training and development used in organizations.)	20
		2		1. Induction (socialization) process and its types 2. Training and Development- Introduction			
		3		1. Training Process 2. Types of Training 3. Revision and Internal Assessment.			
		4.		1. Performance appraisal- nature and objectives 2. Performance appraisal- methods. 3. Performance appraisal- potential			

					Management Twelfth Edition Pearson (Chapter 6 pp.333-335).		
4.	October	1	Unit 3/ 4/5	1. Employee Counselling. 2. Transfers and promotions & HR Audit	<ul style="list-style-type: none"> • Rao, V. Human Resource Management: Text and Cases. Excel (Chapter 7, pp. 382-390). • Decenzo, D. A., & Robbins, S. P. (2010). Human Resource Management- Tenth Edition. India: Wiley (Chapter 11, 12, 13). 	Lectures and Case analysis, Presentations- Students Participation (Students are asked to make presentation on topics such as elements of compensation & performance linked pay)	15
		2		1. Job Evaluation- introduction process 2. Job Evaluation- Methods 3. Base and supplementary compensation & Performance linked compensation			
		3		1. Employee health, safety, welfare, and social security (excluding legal provisions); 2. Grievance handling and redressal.			
5.	November	1	Unit 5	1. Emerging issues and challenges in HRM- 2. Employee empowerment, Downsizing, 3. 3. Work-life Balance, and others	Notes and Journal Articles.	Lectures, Case Analysis and Students Participation through Presentations.	10
		2	Unit 5	1. e-HRM, Green HRM, Ethics in HRM 2. Important questions and discussion on old question papers			

Teaching Plan for Summer Semester 2016-17

Name of the Teacher: Anju Verma

Course Name: B.Com (Hons.)

Paper Title: E-Commerce

Semester: III

S. No.	Month	Week No.	Unit/Topic	Resource/References/Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity-GD, documentary etc.)
1.	July	1	<u>Unit I: Introduction</u> (Introduction to E Commerce and Definition, E-Commerce based activities, Goals of E-Commerce, Technical Components of E-Commerce, Functions, Advantages and disadvantages of E-Commerce)	1. Agarwala, Kamlesh N., Amit Lal and Deeksha Agarwala, <i>Business on the Net: An Introduction to the Whats and Hows of E -Commerce</i> , Macmillan India Ltd.	4	1		
2.	August	1	<u>Unit I: Introduction</u> (Scope of E-Commerce, Electronic Commerce Applications, Framework of E-Commerce, Supply Chain Management, Electronic Commerce and Electronic Business)	2. Bajaj, Deobyani Nag, <i>E-Commerce</i> , Tata McGraw Hill Company, New Delhi.	4	1		a) Articles b) Case Study
		2	<u>Unit II: Planning Online-Business</u> (Nature and dynamics of the internet. Electronic business models: B2B, B2C, C2C, C2B. Web-site Design)	3. Turban, E., et. al., <i>Electronic commerce: A Managerial Perspective</i> , Pearson Education Asia.	4	1		a) Case Study
		3	<u>Unit II: Planning Online-Business</u> (Web sites as market place. E – commerce, pure online vs. brick and click business)	4. Diwan, Prag and Sunil Sharma,	4	1		a) Industrial Reports b) Articles
		4	<u>Unit II: Planning Online-Business</u> (Assessing requirement for an online business designing, developing and deploying the system)		4	1	1 st Internal Assessment (On completion of Unit I and Unit II)	Pattern for Internal Test: Written Test

S. No.	Month	Week No.	Unit/Topic	Resource/References/Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity-GD, documentary etc.)
3.	September	1	<u>Unit III: Technology for Online-Business</u> (Internet and its Evolution, IT Infrastructure, Middleware, Domain names, Contents: Text and Integrating E-business applications)	<i>Electronic Commerce -A Manager's Guide to E-Business</i> , Vanity Books International, Delhi. 5. Dietel, Harvey M., Dietel, Paul J., and Kate Steinbuhler., <i>E-business and E-commerce for managers</i> , Pearson Education	4	1		a) Industrial Reports
		2	<u>Unit III: Technology for Online-Business</u> (Component of Internet Information technology structure, Development of Intranet, Extranet and their Difference)		4	1		a) Industrial Reports b) Articles
		3	<u>Unit IV: Operations of E Commerce</u> (Online-payment mechanism; Electronic Payment systems; payment Gateways)		4	1		a) Group Discussion
		4	<u>Unit IV: Operations of E Commerce</u> (Visitors to website; Tools for promoting websites; Risk management options for e - payment systems)		4	1	2nd Internal Assessment (On completion of Unit III and Unit IV)	Pattern for Internal Test: Written Test
4.	October	1	<u>Unit V: Security and Legal Aspects of E-Commerce</u> (Threats in E-Commerce, Security of Clients and Service-Provider)	7. Kosiur, David, <i>Understanding Electronic Commerce</i> , Prentice Hall of India Private Ltd., New Delhi. 8. Whiteley, David, <i>E-commerce</i> , McGraw Hill, New York.	4	1		a) Industrial Reports b) Articles
		2	<u>Unit V: Security and Legal Aspects of E-Commerce</u> (Cyber Laws – Relevant provisions of Information Technology Act 2000, offences, secure electronic records and digital signatures penalties and adjudication)		4	1		a) Articles b) Group Discussion
		3	<u>Revision (Doubt Classes)</u>		4	1		

S. No.	Month	Week No.	Unit/Topic	Resource/References/Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity-GD, documentary etc.)
MID SEMESTER BREAK								
5.	November	1	Presentations		4	1	3rd Internal Assessment (On completion of the syllabus)	Pattern for Internal Test: Presentations
End of Lectures; Individual Interaction with Students (Optional) till Exam Preparatory Leave.								

Teaching Plan for Winter Semester 2016-17

Name of the Teacher: Anju Verma

Course Name: B.Com (Hons.)

Paper Title: Computer Applications in Business

Semester: IV

S. No.	Month	Week No.	Unit/Topic	Resource/References/Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity-GD, documentary etc.)
1.	Jan	1	<u>Unit II: Introduction to essential tools</u> (Excel: Creating a work book, Rearranging Worksheet, Organizing Charts and graphs, Ranges and Functions & Formulae: Mathematical, Statistical Financial Functions such as NPV (Net present value), Future value, IRR (Internal Rate of Return), EMI (Equated Monthly Installments, Compounding Yearly, periodic and monthly))	1. Jain Hem Chand and Tiwari H. N. (2019), Computer Applications in Business, Taxmann	8	0		
		2	<u>Unit II: Introduction to essential tools</u> (Excel: Auto Calculate Using Names in a Formula, Formula Editing, Macros, Consolidation of Data & Data Analysis - Sorting List, Filter & More Filtering Techniques - Consolidate data in multiple worksheets)	2. Boockholdt, J.L. <i>Accounting Information System: Transaction Processing and Control</i> , Irwin Mcraw-Hill.	8	0		
		3	<u>Unit II: Introduction to essential tools</u> (Excel: What-if analysis, Goal Seek Scenario Manager, Solver, Lookup Function - Sub Totals, Nested-IF, Statistical Analysis; Data Validation & Protection - Create a drop-down list from a range of cells)	3. Hall, J.A., <i>Accounting Information System</i> , South-Western College Publishing.	8	0		
		4	<u>Unit II: Introduction to essential tools</u> (Excel: Apply data validation to cells - Copy data validation setting, remove data validation - Find cell that have data validation, protect cell data, using password to protect sheet and workbook.					

S. No.	Month	Week No.	Unit/Topic	Resource/ References/ Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
			- Use validation to create dependent list; Pivot table Reports & Pivot Chart Reports)					
2.	February	1	<u>Unit III: Using MS Excel for Data Analysis & Reporting Features</u> (Loan & Lease statement, Ratio Analysis)	4. Gelinas, Ulric J., and Steve G. Sutton, <i>Accounting Information System</i> , South Western Thomson Learning.	8	0		
		2	<u>Unit III: Using MS Excel for Data Analysis & Reporting Features</u> (Payroll statements, Capital Budgeting)		8	0		
		3	<u>Unit III: Using MS Excel for Data Analysis & Reporting Features</u> (Depreciation Accounting, Graphical representation of data)		8	0		
		4	<u>Unit III: Using MS Excel for Data Analysis & Reporting Features</u> (Frequency distribution and its statistical parameters; Correlation and Regression Analysis)		8	0	1 st Internal Assessment (On completion of Unit II and Unit III)	Pattern for Internal Test: Practical Test
3.	March	1	<u>Unit I: Introduction</u>	7. Madan, Sushila, <i>Computer Applications</i> ,	8	0	2 nd Internal Assessment (On completion of Unit I)	a) Presentations Pattern for Internal Test: Written Test
		2	<u>Unit II: Introduction to essential tools (MS:Word: Creating Business Documents)</u>		8	0		

S. No.	Month	Week No.	Unit/Topic	Resource/References/Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity-GD, documentary etc.)
		3	<u>Unit II: Introduction to essential tools</u> (MS Powerpoint: Creating Business Presentations)	Mayur Paperbacks, New Delhi.	8	0		
MID SEMESTER BREAK								
4.	April	1	<u>Unit IV: RDBMS Concepts & Access</u> (DBMS Software)		8	0		a) Presentations
		2	<u>Unit V: Structured Query Language (SQL)</u> (SQL and Retrieval of Information)		8	0		
		3	<u>Unit VI: CAAT Tools</u>		5	0	3 rd Internal Assessment (On completion of syllabus)	Pattern for Internal Test: Presentations
			Revision		3	0		
End of Lectures; Individual Interaction with Students (Optional) till Exam Preparatory Leave.								

Teaching Plan for Summer Semester 2017-18

Name of the Teacher: Anju Verma

Course Name: B.Com (Hons.)

Paper Title: E-Commerce

Semester: III

S. No.	Month	Week No.	Unit/Topic	Resource/References/Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity-GD, documentary etc.)
1.	July	1	<u>Unit I: Introduction</u> (Introduction to E Commerce and Definition, E-Commerce based activities, Goals of E-Commerce, Technical Components of E-Commerce, Functions, Advantages and disadvantages of E-Commerce)	1. Agarwala, Kamlesh N., Amit Lal and Deeksha Agarwala, <i>Business on the Net: An Introduction to the Whats and Hows of E -Commerce</i> , Macmillan India Ltd.	4	1		
2.	August	1	<u>Unit I: Introduction</u> (Scope of E-Commerce, Electronic Commerce Applications, Framework of E-Commerce, Supply Chain Management, Electronic Commerce and Electronic Business)	2. Bajaj, Deobyani Nag, <i>E-Commerce</i> , Tata McGraw Hill Company, New Delhi.	4	1		a) Articles b) Case Study
		2	<u>Unit II: Planning Online-Business</u> (Nature and dynamics of the internet. Electronic business models: B2B, B2C, C2C, C2B. Web-site Design)	3. Turban, E., et. al., <i>Electronic commerce: A Managerial Perspective</i> , Pearson Education Asia.	4	1		a) Case Study
		3	<u>Unit II: Planning Online-Business</u> (Web sites as market place. E – commerce, pure online vs. brick and click business)	4. Diwan, Prag and Sunil Sharma,	4	1		a) Industrial Reports b) Articles
		4	<u>Unit II: Planning Online-Business</u> (Assessing requirement for an online business designing, developing and deploying the system)		4	1	1 st Internal Assessment (On completion of Unit I and Unit II)	Pattern for Internal Test: Written Test

S. No.	Month	Week No.	Unit/Topic	Resource/References/Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity-GD, documentary etc.)
3.	September	1	<u>Unit III: Technology for Online-Business</u> (Internet and its Evolution, IT Infrastructure, Middleware, Domain names, Contents: Text and Integrating E-business applications)	<i>Electronic Commerce -A Manager's Guide to E-Business</i> , Vanity Books International, Delhi. 5. Dietel, Harvey M., Dietel, Paul J., and Kate Steinbuhler., <i>E-business and E-commerce for managers</i> , Pearson Education	4	1		a) Industrial Reports
		2	<u>Unit III: Technology for Online-Business</u> (Component of Internet Information technology structure, Development of Intranet, Extranet and their Difference)		4	1		a) Industrial Reports b) Articles
		3	<u>Unit IV: Operations of E Commerce</u> (Online-payment mechanism; Electronic Payment systems; payment Gateways)		4	1		a) Group Discussion
		4	<u>Unit IV: Operations of E Commerce</u> (Visitors to website; Tools for promoting websites; Risk management options for e - payment systems)		4	1	2nd Internal Assessment (On completion of Unit III and Unit IV)	Pattern for Internal Test: Written Test
4.	October	1	<u>Unit V: Security and Legal Aspects of E-Commerce</u> (Threats in E-Commerce, Security of Clients and Service-Provider)	7. Kosiur, David, <i>Understanding Electronic Commerce</i> , Prentice Hall of India Private Ltd., New Delhi. 8. Whiteley, David, <i>E-commerce</i> , McGraw Hill, New York.	4	1		a) Industrial Reports b) Articles
		2	<u>Unit V: Security and Legal Aspects of E-Commerce</u> (Cyber Laws – Relevant provisions of Information Technology Act 2000, offences, secure electronic records and digital signatures penalties and adjudication)		4	1		a) Articles b) Group Discussion
		3	<u>Revision (Doubt Classes)</u>		4	1		

S. No.	Month	Week No.	Unit/Topic	Resource/References/Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity-GD, documentary etc.)
MID SEMESTER BREAK								
5.	November	1	Presentations		4	1	3rd Internal Assessment (On completion of the syllabus)	Pattern for Internal Test: Presentations
End of Lectures; Individual Interaction with Students (Optional) till Exam Preparatory Leave.								

Teaching Plan for Winter Semester 2017-18

Name of the Teacher: Anju Verma

Course Name: B.Com (Hons.)

Paper Title: Computer Applications in Business

Semester: IV

S. No.	Month	Week No.	Unit/Topic	Resource/References/Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity-GD, documentary etc.)
1.	Jan	1	<u>Unit II: Introduction to essential tools</u> (Excel: Creating a work book, Rearranging Worksheet, Organizing Charts and graphs, Ranges and Functions & Formulae: Mathematical, Statistical Financial Functions such as NPV (Net present value), Future value, IRR (Internal Rate of Return), EMI (Equated	1. Jain Hem Chand and Tiwari H. N. (2019), Computer Applications in	8	0		

S. No.	Month	Week No.	Unit/Topic	Resource/ References/ Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
			Monthly Installments, Compounding Yearly, periodic and monthly))	Business, Taxmann				
		2	<u>Unit II: Introduction to essential tools</u> (Excel: Auto Calculate Using Names in a Formula, Formula Editing, Macros, Consolidation of Data & Data Analysis - Sorting List, Filter & More Filtering Techniques - Consolidate data in multiple worksheets)	2. Boockholdt, J.L. <i>Accounting Information System: Transaction Processing and Control</i> , Irwin Mcraw-Hill.	8	0		
		3	<u>Unit II: Introduction to essential tools</u> (Excel: What-if analysis, Goal Seek Scenario Manager, Solver, Lookup Function - Sub Totals, Nested-IF, Statistical Analysis; Data Validation & Protection - Create a drop-down list from a range of cells)	3. Hall, J.A., <i>Accounting Information System</i> , South-Western College Publishing.	8	0		
		4	<u>Unit II: Introduction to essential tools</u> (Excel: Apply data validation to cells - Copy data validation setting, remove data validation - Find cell that have data validation, protect cell data, using password to protect sheet and workbook. - Use validation to create dependent list; Pivot table Reports & Pivot Chart Reports)	4. Gelinas, Ulric J., and Steve G. Sutton, <i>Accounting Information System</i> , South Western Thomson Learning.				
2.	February	1	<u>Unit III: Using MS Excel for Data Analysis & Reporting Features</u> (Loan & Lease statement, Ratio Analysis)		8	0		

S. No.	Month	Week No.	Unit/Topic	Resource/ References/ Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity-GD, documentary etc.)
		2	<u>Unit III: Using MS Excel for Data Analysis & Reporting Features</u> (Payroll statements, Capital Budgeting)	5. Rajaraman, V., <i>Introduction to Information Technology</i> , PHI.	8	0		
		3	<u>Unit III: Using MS Excel for Data Analysis & Reporting Features</u> (Depreciation Accounting, Graphical representation of data)		8	0		
		4	<u>Unit III: Using MS Excel for Data Analysis & Reporting Features</u> (Frequency distribution and its statistical parameters; Correlation and Regression Analysis)		8	0	1 st Internal Assessment (On completion of Unit II and Unit III)	Pattern for Internal Test: Practical Test
3.	March	1	<u>Unit I: Introduction</u>	6. Bharihoka, Deepak, <i>Fundamentals of Information Technology</i> , Excel Book.	8	0	2 nd Internal Assessment (On completion of Unit I)	a) Presentations Pattern for Internal Test: Written Test
		2	<u>Unit II: Introduction to essential tools (MS:Word: Creating Business Documents)</u>		8	0		
		3	<u>Unit II: Introduction to essential tools (MS Powerpoint: Creating Business Presentations)</u>		8	0		
MID SEMESTER BREAK								
4.	April	1	<u>Unit IV: RDBMS Concepts & Access (DBMS Software)</u>		8	0		a) Presentations
		2	<u>Unit V: Structured Query Language (SQL)</u> (SQL and Retrieval of Information)		8	0		
		3	<u>Unit VI: CAAT Tools</u>		5	0	3 rd Internal Assessment	Pattern for Internal Test: Presentations

S. No.	Month	Week No.	Unit/Topic	Resource/References/Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity-GD, documentary etc.)
							(On completion of syllabus)	
			Revision	Doubts Classes	3	0		
End of Lectures; Individual Interaction with Students (Optional) till Exam Preparatory Leave.								

Teaching Plan for Summer Semester 2018-19

Name of the Teacher: Anju Verma

Course Name: B.Com (Hons.)

Paper Title: Human Resource Management

Semester: III

S. No.	Month	Week No.	Unit/Topic	Resource/References/Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity-GD, documentary etc.)
1.	July	1	<u>Unit I: Human Resource Management</u> (Concept and functions; Role, status and competencies of HR manager; HR policies; Evolution of HRM)	1. Mondy, A. W. and Noe, R. M., <i>Human Resource Management</i> , Pearson Education.	5	1		a) Articles
2.	August	1	<u>Unit I: Human Resource Management</u> (Emerging challenges of human resource management - Workforce diversity, empowerment, downsizing, VRS, work life balance)	2. Decenzo, D.A. and Robbins, S. P., <i>Fundamentals of Human Resource Management</i> , Wiley, India	5	1		a) Articles b) Case Study c) Team –building activity
		2	<u>Unit II: Acquisition of Human Resource</u> (Human resource planning- Quantitative and qualitative dimensions; Job analysis – Job description and job specification)		5	1		a) Case Study b) Team –building activity
		3	<u>Unit II: Acquisition of Human Resource</u> (Recruitment – concept and sources; Selection – concept and process; Test and interview; Placement, induction and socialization; Retention)	3. Dessler, G. and Varkkey, B., <i>Human Resource Management</i> , Pearson Education, Delhi.	5	1	1 st Internal Assessment (On completion of Unit I and Unit II)	Pattern for Internal Test: Written Test
		4	<u>Unit III: Training and Development</u> (Concept and importance; Role specific and competency based training)		5	1		a) Industrial Reports b) Case Study c) Articles
3.	September	1	<u>Unit III: Training and Development</u> (Training and development methods –		5	1		a) Industrial Reports

S. No.	Month	Week No.	Unit/Topic	Resource/References/Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity-GD, documentary etc.)
			Apprenticeship, understudy, job rotation, vestibule training, case study, role playing, sensitivity training, In-basket, management games, conferences and seminars, coaching and mentoring, management development programs)	4. Chhabra, T.N., <i>Human Resource Management</i> , Dhanpat Rai & Co., Delhi.				b) Case Study c) Articles
		2	<u>Unit III: Training and Development</u> (Training process outsourcing)		5	1		a) Industrial Reports b) Articles c) Case Study
		3	<u>Unit IV: Performance Appraisal and Compensation Management</u> (Performance appraisal- Nature, objectives and process; Performance management; Methods of performance appraisal; Potential appraisal)	5. Aswathappa, K., <i>Human Resource Management</i> , Tata McGraw-Hill, New Delhi.	5	1		a) Role-play b) Group Discussion
		4	<u>Unit IV: Performance Appraisal and Compensation Management</u> (Employee counselling; Job changes - Transfers and promotions, Human resource audit; Compensation - Concept and policies, Base and supplementary compensation; Individual, group and organization incentive plans)	6. French, W. L., <i>Human Resource Management</i> , Haughten Miffin, Boston.	5	1		a) Role-play b) Group Discussion c) Case Study d) Team- Building Activity
4.	October	1	<u>Unit IV: Performance Appraisal and Compensation Management</u> (Fringe benefits; Performance linked compensation; Employee stock option; Pay band compensation system; Job evaluation)	7. Gupta, C.B., <i>Human Resource Management</i> , Sultan Chand & Sons, Delhi.	5	1	2nd Internal Assessment (On completion of Unit III and Unit IV)	Pattern for Internal Test: Written Test
		2	<u>Unit V: Maintenance of employees and Emerging Horizons of HRM</u> (Employee health and safety; Employee welfare; Social security (excluding legal provisions); Employer-employee	8. Rao, V. S. P., <i>Human</i>	5	1		a) Articles b) Group Discussion c) Case Study

S. No.	Month	Week No.	Unit/Topic	Resource/References/Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity-GD, documentary etc.)
			relations- An overview; Grievance handling and redressal; Industrial disputes: Causes and settlement machinery)	<i>Resource Management: Text and Cases, Excel Books.</i>				
		3	<u>Unit V: Maintenance of employees and Emerging Horizons of HRM</u> (E-HRM; Human Resource Information System and e-HRM; Impact of HRM practices on organisational performance; HR audit, Contemporary issues in human resource management)		5	1		a) Articles b) Case Study
MID SEMESTER BREAK								
5.	November	1	Revision	Doubts Classes	5	1	3rd Internal Assessment (On completion of the syllabus)	Pattern for Internal Test: Presentations
End of Lectures; Individual Interaction with Students (Optional) till Exam Preparatory Leave.								

Teaching Plan for Winter Semester 2018-19

Name of the Teacher: Anju Verma

Course Name: B.Com (Hons.)

Paper Title: Computer Applications in Business

Semester: IV

S. No.	Month	Week No.	Unit/Topic	Resource/ References/ Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
1.	Jan	1	Unit II: Introduction to essential tools (Excel: Creating a work book, Rearranging Worksheet, Organizing Charts and graphs, Ranges and Functions & Formulae: Mathematical, Statistical Financial Functions such as NPV (Net present value), Future value, IRR (Internal Rate of Return), EMI (Equated Monthly Installments, Compounding Yearly, periodic and monthly))	1. Jain Hem Chand and Tiwari H. N. (2019), Computer Applications in Business, Taxmann	8	0		
		2	Unit II: Introduction to essential tools (Excel: Auto Calculate Using Names in a Formula, Formula Editing, Macros, Consolidation of Data & Data Analysis - Sorting List, Filter & More Filtering Techniques - Consolidate data in multiple worksheets)	2. Boockholdt, J.L. <i>Accounting Information System: Transaction Processing and Control</i> , Irwin Mcraw-Hill.	8	0		
		3	Unit II: Introduction to essential tools (Excel: What-if analysis, Goal Seek Scenario Manager, Solver, Lookup Function - Sub Totals, Nested-IF, Statistical Analysis; Data Validation & Protection - Create a drop-down list from a range of cells)	3. Hall, J.A., <i>Accounting Information System</i> , South-Western College Publishing.	8	0		
		4	Unit II: Introduction to essential tools (Excel: Apply data validation to cells - Copy data validation setting, remove data validation - Find cell that have data validation, protect cell data, using password to protect sheet and workbook.					

S. No.	Month	Week No.	Unit/Topic	Resource/References/Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity-GD, documentary etc.)
			- Use validation to create dependent list; Pivot table Reports & Pivot Chart Reports)					
2.	February	1	<u>Unit III: Using MS Excel for Data Analysis & Reporting Features</u> (Loan & Lease statement, Ratio Analysis)	4. Gelinas, Ulric J., and Steve G. Sutton, <i>Accounting Information System</i> , South Western Thomson Learning.	8	0		
		2	<u>Unit III: Using MS Excel for Data Analysis & Reporting Features</u> (Payroll statements, Capital Budgeting)		8	0		
		3	<u>Unit III: Using MS Excel for Data Analysis & Reporting Features</u> (Depreciation Accounting, Graphical representation of data)		8	0		
		4	<u>Unit III: Using MS Excel for Data Analysis & Reporting Features</u> (Frequency distribution and its statistical parameters; Correlation and Regression Analysis)		8	0	1 st Internal Assessment (On completion of Unit II and Unit III)	Pattern for Internal Test: Practical Test
3.	March	1	<u>Unit I: Introduction</u>	7. Madan, Sushila, <i>Computer Applications</i> ,	8	0	2 nd Internal Assessment (On completion of Unit I)	a) Presentations Pattern for Internal Test: Written Test
		2	<u>Unit II: Introduction to essential tools (MS:Word: Creating Business Documents)</u>		8	0		

S. No.	Month	Week No.	Unit/Topic	Resource/References/Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity-GD, documentary etc.)
		3	<u>Unit II: Introduction to essential tools</u> (MS Powerpoint: Creating Business Presentations)	Mayur Paperbacks, New Delhi.	8	0		
MID SEMESTER BREAK								
4.	April	1	<u>Unit IV: RDBMS Concepts & Access</u> (DBMS Software)		8	0		a) Presentations
		2	<u>Unit V: Structured Query Language (SQL)</u> (SQL and Retrieval of Information)		8	0		
		3	<u>Unit VI: CAAT Tools</u>		5	0	3 rd Internal Assessment (On completion of syllabus)	Pattern for Internal Test: Presentations
			Revision		3	0		
End of Lectures; Individual Interaction with Students (Optional) till Exam Preparatory Leave.								

Teaching Plan for Summer Semester 2019-20

Name of the Teacher: Anju Verma

Course Name: B.Com.(Hons.)

Paper Title: Human Resource Management

Semester: III

S. No.	Month	Week No.	Unit/Topic	Resource/References/Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity-GD, documentary etc.)
1.	July	1	<u>Unit I: Introduction</u> (Meaning, importance and scope of HRM; Evolution of HRM; functions, status and competencies of HR manager)	1. Decenzo, D. A., & Robbins, S. P. (2011). <i>Fundamentals of Human Resource Management</i> . India: Wiley.	5	1		a) Articles
2.	August	1	<u>Unit I: Introduction</u> (Human Resource Planning - quantitative and qualitative dimensions; Job analysis—job description and job specification; HR Policies)	2. Dessler, G. (2017). <i>Human Resource Management</i> . Pearson.	5	1		a) Articles b) Case Study c) Team –building activity
		2	<u>Unit II: Recruitment, Selection & Development</u> (Recruitment, selection, placement, induction, and socialization – an overview; Developing Human Resources)		5	1		a) Case Study b) Team –building activity
		3	<u>Unit II: Recruitment, Selection & Development</u> (Training – need, types, and evaluation; Role specific and competency based training)		5	1	1 st Internal Assessment (On completion of Unit I and Unit II)	Pattern for Internal Test: Written Test
		4	<u>Unit III: Performance Appraisal</u> (Performance appraisal- nature and objectives)		5	1		a) Industrial Reports b) Case Study c) Articles
3.	September	1	<u>Unit III: Performance Appraisal</u>		5	1		a) Industrial Reports b) Case Study

S. No.	Month	Week No.	Unit/Topic	Resource/References/Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity-GD, documentary etc.)
			(Methods of performance appraisal, potential appraisal & employee counseling)	4. Pattanayak, B. (2018). <i>Human Resource Management</i> . Delhi. Prentice Hall of India. 5. Rao, V. <i>Human Resource Management: Text and Cases</i> . Excel.				c) Articles
		2	<u>Unit III: Performance Appraisal</u> (Job changes—transfers and promotions; HR audit)		5	1		a) Industrial Reports b) Articles c) Case Study
		3	<u>Unit IV: Compensation</u> (Job evaluation; Compensation—concept and policies, base and supplementary compensation)		5	1		a) Role-play b) Group Discussion
		4	<u>Unit IV: Compensation</u> (Performance linked compensation—individual, group, and organisation level)		5	1	2nd Internal Assessment (On completion of Unit III and Unit IV)	Pattern for Internal Test: Written Test
4.	October	1	<u>Unit V: Employee Maintenance and Emerging Issues in HRM</u> (Employee health and safety, employee welfare, social security (excluding legal provisions); Grievance handling and redressal; Industrial disputes and settlement machinery)	6. Rastogi, S. <i>Management of Human Resources</i> . Sun India.	5	1		a) Role-play b) Group Discussion c) Case Study d) Team- Building Activity
		2	<u>Unit V: Employee Maintenance and Emerging Issues in HRM</u> (Emerging issues and challenges of HRM— employee empowerment, downsizing, work- life balance, use of technology in HRM functions)		5	1		a) Articles b) Case Study
		3	<u>Unit V: Employee Maintenance and Emerging Issues in HRM</u> (E-HRM, green-HRM, outsourcing HRM, ethics in HRM (surveillance vs. privacy))		5	1		a) Articles b) Case Study
MID SEMESTER BREAK								
5.	November	1	Revision	Doubts Classes	5	1	3rd Internal Assessment	Pattern for Internal Test: Presentations

S. No.	Month	Week No.	Unit/Topic	Resource/References/Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity-GD, documentary etc.)
							(On completion of the syllabus)	
End of Lectures; Individual Interaction with Students (Optional) till Exam Preparatory Leave.								

Teaching Plan for Winter Semester 2019-20

Name of the Teacher: Anju Verma

Course Name: B.Com (Hons.)

Paper Title: Computer Applications in Business

Semester: IV

S. No.	Month	Week No.	Unit/Topic	Resource/References/Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity-GD, documentary etc.)
1.	Jan	1	<u>Unit IV: Spreadsheet and its Business Applications</u> (Spreadsheet concepts: Managing worksheets; Formatting, conditional formatting, Entering data, Editing, and Printing and Protecting worksheets)	1. Jain Hem Chand and Tiwari H. N. (2019), Computer Applications in Business, Taxmann 2. Madan Sushila, Computer Applications in Business, Scholar Tech Press. 3. Elmasari, Ranez and Shamkant B. Navathe, <i>Fundamentals of Database Systems</i> , Pearson Education	8	0		
		2	<u>Unit IV: Spreadsheet and its Business Applications</u> (Spreadsheet concepts: Handling operators in formula, Project involving multiple spreadsheets, Organizing Charts and graphs; Working with Multiple worksheets; controlling worksheet views, naming cells and cell ranges)		8	0		
		3	<u>Unit IV: Spreadsheet and its Business Applications</u> (Spreadsheet functions: Mathematical, Statistical, Financial, Logical, Date and Time, Lookup and reference, Database functions, Text functions and Error functions)		8	0		
		4	<u>Unit IV: Spreadsheet and its Business Applications</u> (Working with Data: Sort and filter; Consolidate; Tables; Pivot tables; What-if-analysis: Goal seek, Data tables and Scenario manager)					

S. No.	Month	Week No.	Unit/Topic	Resource/References/Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity-GD, documentary etc.)
2.	February	1	<u>Unit IV: Spreadsheet and its Business Applications</u> (Working with Data: Data analysis ToolPak: Descriptive Statistics, Moving averages, Histogram, Covariance, correlation and Regression analysis (only for projection))	4. Mathur Shruti and Jain Pooja, Computer Applications in Business, Galgotia Publishing Company	8	0		
		2	<u>Unit IV: Spreadsheet and its Business Applications</u> (Creating business spreadsheet: Loan and Lease statement; Ratio Analysis; Payroll statements; Capital Budgeting)		8	0		
		3	<u>Unit IV: Spreadsheet and its Business Applications</u> (Creating business spreadsheet: Constraint optimization, Assignment Problems)		8	0		
		4	<u>Unit IV: Spreadsheet and its Business Applications</u> (Creating business spreadsheet: Depreciation Accounting; Graphical representation of data; Frequency distribution and its statistical parameters; Correlation and Regression Analysis)		8	0	1 st Internal Assessment (On completion of Unit IV)	Pattern for Internal Test: Practical Test
3.	March	1	<u>Unit I: Data Processing, Networking and Recent trends in computing</u> (Computing, Computer Networks, Basic Internet Terminology, Recent trends in computing)	6. Wayne Winston, Data Analysis & Business Modeling, PHI.	8	0	2 nd Internal Assessment (On completion of Unit I)	a) Presentations Pattern for Internal Test: Written Test
		2	<u>Unit II: Word Processing</u> (MS-Word: Creating Business Documents)		8	0		
		3	<u>Unit III: Preparing Presentations</u> (MS- Powerpoint: Creating Business Presentations)		8	0		a) Presentations
				7. Simon Benninga, Financial				

S. No.	Month	Week No.	Unit/Topic	Resource/References/Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity-GD, documentary etc.)
				Modeling, The MIT Press				
MID SEMESTER BREAK								
4.	April	1	<u>Unit V: Database Management System</u> (DBMS Software)		8	0		
		2	<u>Unit V: Database Management System</u> (SQL and Retrieval of Information)		8	0		
		3	<u>Unit V: Database Management System (Theory)</u> (Theoretical background of Database Designs for Accounting and Business Applications)		5	0	3 rd Internal Assessment (On completion of Unit V)	a) Presentations Pattern for Internal Test: Written Test
			Revision		Doubts Classes	3	0	
End of Lectures; Individual Interaction with Students (Optional) till Exam Preparatory Leave.								

Teaching Plan for Summer Semester 2020-21

Name of the Teacher: Anju Verma

Course Name: B.Com (Hons.)

Paper Title: Human Resource Management

Semester: III

S. No.	Month	Week No.	Unit/Topic	Resource/References/Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity-GD, documentary etc.)
1.	July	1	<u>Unit I: Introduction</u> (Meaning, importance and scope of HRM; Evolution of HRM; functions, status and competencies of HR manager)	1. Decenzo, D. A., & Robbins, S. P. (2011). <i>Fundamentals of Human Resource Management</i> . India: Wiley.	5	1		a) Articles
2.	August	1	<u>Unit I: Introduction</u> (Human Resource Planning - quantitative and qualitative dimensions; Job analysis—job description and job specification; HR Policies)	2. Dessler, G. (2017). <i>Human Resource Management</i> . Pearson.	5	1		a) Articles b) Case Study c) Team –building activity
		2	<u>Unit II: Recruitment, Selection & Development</u> (Recruitment, selection, placement, induction, and socialization – an overview; Developing Human Resources)		5	1		a) Case Study b) Team –building activity
		3	<u>Unit II: Recruitment, Selection & Development</u> (Training – need, types, and evaluation; Role specific and competency based training)		5	1	1 st Internal Assessment (On completion of Unit I and Unit II)	Pattern for Internal Test: Written Test
		4	<u>Unit III: Performance Appraisal</u> (Performance appraisal- nature and objectives)		5	1		a) Industrial Reports b) Case Study c) Articles
3.	September	1	<u>Unit III: Performance Appraisal</u>		5	1		a) Industrial Reports b) Case Study

S. No.	Month	Week No.	Unit/Topic	Resource/References/Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity-GD, documentary etc.)
			(Methods of performance appraisal, potential appraisal & employee counseling)	4. Pattanayak, B. (2018). <i>Human Resource Management</i> . Delhi. Prentice Hall of India. 5. Rao, V. <i>Human Resource Management: Text and Cases</i> . Excel.				c) Articles
		2	Unit III: Performance Appraisal (Job changes—transfers and promotions; HR audit)		5	1		a) Industrial Reports b) Articles c) Case Study
		3	Unit IV: Compensation (Job evaluation; Compensation—concept and policies, base and supplementary compensation)		5	1		a) Role-play b) Group Discussion
		4	Unit IV: Compensation (Performance linked compensation—individual, group, and organisation level)		5	1	2nd Internal Assessment (On completion of Unit III and Unit IV)	Pattern for Internal Test: Written Test
4.	October	1	Unit V: Employee Maintenance and Emerging Issues in HRM (Employee health and safety, employee welfare, social security (excluding legal provisions); Grievance handling and redressal; Industrial disputes and settlement machinery)	6. Rastogi, S. <i>Management of Human Resources</i> . Sun India.	5	1		a) Role-play b) Group Discussion c) Case Study d) Team- Building Activity
		2	Unit V: Employee Maintenance and Emerging Issues in HRM (Emerging issues and challenges of HRM— employee empowerment, downsizing, work- life balance, use of technology in HRM functions)		5	1		a) Articles b) Case Study
		3	Unit V: Employee Maintenance and Emerging Issues in HRM (E-HRM, green-HRM, outsourcing HRM, ethics in HRM (surveillance vs. privacy))		5	1		a) Articles b) Case Study
MID SEMESTER BREAK								
5.	November	1	Revision	Doubts Classes	5	1	3rd Internal Assessment	Pattern for Internal Test: Presentations

S. No.	Month	Week No.	Unit/Topic	Resource/References/Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity-GD, documentary etc.)
							(On completion of the syllabus)	
End of Lectures; Individual Interaction with Students (Optional) till Exam Preparatory Leave.								

Teaching Plan for Winter Semester 2020-21

Name of the Teacher: Anju Verma

Course Name: B.Com (Hons.)

Paper Title: Computer Applications in Business

Semester: IV

S. No.	Month	Week No.	Unit/Topic	Resource/References/Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity-GD, documentary etc.)
1.	Jan	1	<u>Unit IV: Spreadsheet and its Business Applications</u> (Spreadsheet concepts: Managing worksheets; Formatting, conditional formatting, Entering data, Editing, and Printing and Protecting worksheets)	1. Jain Hem Chand and Tiwari H. N. (2019), Computer Applications in Business, Taxmann 2. Madan Sushila, Computer Applications in Business, Scholar Tech Press. 3. Elmasari, Ranez and Shamkant B. Navathe, <i>Fundamentals of Database Systems</i> , Pearson Education	8	0		
		2	<u>Unit IV: Spreadsheet and its Business Applications</u> (Spreadsheet concepts: Handling operators in formula, Project involving multiple spreadsheets, Organizing Charts and graphs; Working with Multiple worksheets; controlling worksheet views, naming cells and cell ranges)		8	0		
		3	<u>Unit IV: Spreadsheet and its Business Applications</u> (Spreadsheet functions: Mathematical, Statistical, Financial, Logical, Date and Time, Lookup and reference, Database functions, Text functions and Error functions)		8	0		
		4	<u>Unit IV: Spreadsheet and its Business Applications</u> (Working with Data: Sort and filter; Consolidate; Tables; Pivot tables; What-if-analysis: Goal seek, Data tables and Scenario manager)					

S. No.	Month	Week No.	Unit/Topic	Resource/References/Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity-GD, documentary etc.)
2.	February	1	<u>Unit IV: Spreadsheet and its Business Applications</u> (Working with Data: Data analysis ToolPak: Descriptive Statistics, Moving averages, Histogram, Covariance, correlation and Regression analysis (only for projection))	4. Mathur Shruti and Jain Pooja, Computer Applications in Business, Galgotia Publishing Company	8	0		
		2	<u>Unit IV: Spreadsheet and its Business Applications</u> (Creating business spreadsheet: Loan and Lease statement; Ratio Analysis; Payroll statements; Capital Budgeting)		8	0		
		3	<u>Unit IV: Spreadsheet and its Business Applications</u> (Creating business spreadsheet: Constraint optimization, Assignment Problems)		8	0		
		4	<u>Unit IV: Spreadsheet and its Business Applications</u> (Creating business spreadsheet: Depreciation Accounting; Graphical representation of data; Frequency distribution and its statistical parameters; Correlation and Regression Analysis)		8	0	1 st Internal Assessment (On completion of Unit IV)	Pattern for Internal Test: Practical Test
3.	March	1	<u>Unit I: Data Processing, Networking and Recent trends in computing</u> (Computing, Computer Networks, Basic Internet Terminology, Recent trends in computing)	6. Wayne Winston, Data Analysis & Business Modeling, PHI.	8	0	2 nd Internal Assessment (On completion of Unit I)	a) Presentations Pattern for Internal Test: Written Test
		2	<u>Unit II: Word Processing</u> (MS-Word: Creating Business Documents)		8	0		
		3	<u>Unit III: Preparing Presentations</u> (MS-Powerpoint: Creating Business Presentations)		8	0		a) Presentations
				7. Simon Benninga, Financial				

S. No.	Month	Week No.	Unit/Topic	Resource/References/Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity-GD, documentary etc.)
				Modeling, The MIT Press				
MID SEMESTER BREAK								
4.	April	1	<u>Unit V: Database Management System</u> (DBMS Software)		8	0		
		2	<u>Unit V: Database Management System</u> (SQL and Retrieval of Information)		8	0		
		3	<u>Unit V: Database Management System (Theory)</u> (Theoretical background of Database Designs for Accounting and Business Applications)		5	0	3 rd Internal Assessment (On completion of Unit V)	a) Presentations Pattern for Internal Test: Written Test
			Revision		Doubts Classes	3	0	
End of Lectures; Individual Interaction with Students (Optional) till Exam Preparatory Leave.								

Teaching Plan for Summer Semester 2016-17

Name of the Teacher: Ankita Tomar

Course Name: B.Com(H)

Paper Title: Income Tax Law and Practice

Semester/Year: III Semester/ II Year

S. No.	Month	Week No.	Unit/Topic	Resource/References/Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
1.	July	1	Unit – I Basic Concepts: Income, person, assessee, assessment year, previous year, gross total income, total income, agricultural income and maximum marginal rate of tax	1. Students' Guide to Income tax, Authors: Vinod K. Singhania and Monica Singhania 2. Simplified approach to Income Tax Authors: Dr. Girish Ahuja and Dr. Ravi Gupta	3	1		Discussion on Union budget and proposed amendments 6 lectures consists of 4 theory classes and 2 practical classes per week Doubt solving sessions to be conducted every week
			Unit - I Residential status	1. Students' Guide to Income tax, Authors: Vinod K. Singhania and Monica Singhania 2. Simplified approach to Income Tax Authors: Dr. Girish Ahuja and Dr. Ravi Gupta	3			
2.	Aug	Week 1	Unit - I Concept of Indian income and foreign income; Exempted income	1. Students' Guide to Income tax, Authors: Vinod K. Singhania and Monica Singhania 2. Simplified approach to Income Tax	2	1		

S. No.	Month	Week No.	Unit/Topic	Resource/References/Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
			Unit – II Income from salaries -	Authors: Dr. Girish Ahuja and Dr. Ravi Gupta	4			
		Week 2	Unit – II Income from salaries	1. Students' Guide to Income tax, Authors: Vinod K. Singhania and Monica Singhania 2. Simplified approach to Income Tax Authors: Dr. Girish Ahuja and Dr. Ravi Gupta	6	1		
		Week 3	Unit- II- Income from Salary	1. Students' Guide to Income tax, Authors: Vinod K. Singhania and Monica Singhania 2. Simplified approach to Income Tax Authors: Dr. Girish Ahuja and Dr. Ravi Gupta	6	1		
		Week 4	Unit II- Income from Salary	1. Students' Guide to Income tax, Authors: Vinod K. Singhania and Monica Singhania	6	1		

S. No.	Month	Week No.	Unit/Topic	Resource/References/Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
				2. Simplified approach to Income Tax Authors: Dr. Girish Ahuja and Dr. Ravi Gupta				
3.	Sep	Week 1	Unit – II 2. Income from House Property – Basis of Charge, Computation of Income under different cases,	1. Students' Guide to Income tax, Authors: Vinod K. Singhania and Monica Singhania 2. Simplified approach to Income Tax Authors: Dr. Girish Ahuja and Dr. Ravi Gupta	6	1		Discussion of relevant news articles/ editorials relating to tax amendments

S. No.	Month	Week No.	Unit/Topic	Resource/References/Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
		Week 4	Unit-III- Income under the head Capital gains	<p>1. Students' Guide to Income tax, Authors: Vinod K. Singhania and Monica Singhania</p> <p>2. Simplified approach to Income Tax Authors: Dr. Girish Ahuja and Dr. Ravi Gupta</p>	6	1		
4.	Oct	Week 1	<p>Unit – III Income under the head Capital gains</p> <p>Unit-III Income from other sources</p>	<p>1. Students' Guide to Income tax, Authors: Vinod K. Singhania and Monica Singhania</p> <p>2. Simplified approach to Income Tax Authors: Dr. Girish Ahuja and Dr. Ravi Gupta</p>	4 2	1	First Internal assessment to be conducted	

S. No.	Month	Week No.	Unit/Topic	Resource/References/Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
		Week 2	Unit – IV Clubbing Provisiosn	1. Students' Guide to Income tax, Authors: Vinod K. Singhania and Monica Singhania 2. Simplified approach to Income Tax Authors: Dr. Girish Ahuja and Dr. Ravi Gupta	1	1		
			Unit-IV Set off and carry forward of losses		1			
			Unit-IV Deductions under Section 80C to 80U		4			
		Week 3	Unit-IV Computation of tax liability of individual and firm	1. Students' Guide to Income tax, Authors: Vinod K. Singhania and Monica Singhania 2. Simplified approach to Income Tax Authors: Dr. Girish Ahuja and Dr. Ravi Gupta	2		Optional Internal assessment to be conducted	Revision class and doubt solving session
			Unit-IV: Leading cases of Supreme court		1			
			Unit-V: Filing of return of Income		3			

S. No.	Month	Week No.	Unit/Topic	Resource/References/Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
5.	Nov	Week 1	Unit-V : Filing of return of income	<p>1. Students' Guide to Income tax, Authors: Vinod K. Singhania and Monica Singhania</p> <p>2. Simplified approach to Income Tax Authors: Dr. Girish Ahuja and Dr. Ravi Gupta</p>	6	1		

Teaching Plan for Winter Semester 2016-17

Name of the Teacher: Ankita Tomar

Course Name: B.Com(H)

Paper Title: International Business

Semester/Year: VI Sem/ 3rd year

S. No.	Month	Week No.	Unit/Topic	Resource/ References/Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
1.	January	1	Unit-1 Introduction to International Business: Globalization and its growing importance in world economy; Impact of globalization; International business contrasted with domestic business.	<ol style="list-style-type: none"> 1. Charles, W L Hill and Jain, Arun Kumar, International Business, New Delhi: Tata McGraw Hill 2. Daniels John. D. Lee H. Radenbaugh and David P Sullivan. International Business, Pearson Education. 3. Sumati Varma International Business <p>Additional Resources Economic Survey; WTO; World Bank and IMF report; RBI issues and newspaper editorials</p>	5	1		<p>Group discussions to be held</p> <p>Doubt solving sessions to be conducted every week</p>
		2	Unit-1 Complexities of international business; Internationalization stages and orientation (EPRG framework); Modes of entry into international business.	<ol style="list-style-type: none"> 1. Charles, W L Hill and Jain, Arun Kumar, International Business, New Delhi: Tata McGraw Hill 2. Daniels John. D. Lee H. Radenbaugh and David P Sullivan. International Business, Pearson Education. 3. Sumati Varma International Business <p>Additional Resources Economic Survey; WTO; World Bank and IMF report; RBI issues and newspaper editorials</p>	5	1		

		3	Unit-1 International Business Environment: National and foreign environments and their components- physical, economic, demographic, cultural and politico-legal environments.	<ol style="list-style-type: none"> 1. Charles, W L Hill and Jain, Arun Kumar, International Business, New Delhi: Tata McGraw Hill 2. Daniels John. D. Lee H. Radenbaugh and David P Sullivan. International Business, Pearson Education. 3. Sumati Varma International Business <p>Additional Resources Economic Survey; WTO; World Bank and IMF report; RBI issues and newspaper editorials</p>	5	1		
		4	Unit-I Global trading environment- recent trends in world trade in goods and services and trends in India's foreign trade	<ol style="list-style-type: none"> 1. Charles, W L Hill and Jain, Arun Kumar, International Business, New Delhi: Tata McGraw Hill 2. Daniels John. D. Lee H. Radenbaugh and David P Sullivan. International Business, Pearson Education. 3. Sumati Varma International Business <p>Additional Resources Economic Survey; WTO; World Bank and IMF report; RBI issues and newspaper editorials</p>	5	1		
2.	February	1	Unit-II International Trade: Theories of international trade, tariff and non-tariff measures (diagrammatic explanation)	<ol style="list-style-type: none"> 1. Charles, W L Hill and Jain, Arun Kumar, International Business, New Delhi: Tata McGraw Hill 2. Daniels John. D. Lee H. Radenbaugh and David P Sullivan. International Business, Pearson Education. 3. Sumati Varma International Business <p>Additional Resources</p>	5	1		Students presentations to be held on several topics

				Economic Survey; WTO; World Bank and IMF report; RBI issues and newspaper editorials				
		2	Unit-II Balance of Payment account (as per latest IMF standards) and its components (structure, components, equilibrium and disequilibrium)	<ol style="list-style-type: none"> 1. Charles, W L Hill and Jain, Arun Kumar, International Business, New Delhi: Tata McGraw Hill 2. Daniels John. D. Lee H. Radenbaugh and David P Sullivan. International Business, Pearson Education. 3. Sumati Varma International Business <p>Additional Resources Economic Survey; WTO; World Bank and IMF report; RBI issues and newspaper editorials</p>	5	1		
		3	Unit-II International and Economic Organizations: WTO (also WTO and India), UNCTAD, World Bank and IMF (only short notes). Regional Economic Integration: Forms of regional integration; Integration efforts among countries in Europe (EU), North America (NAFTA) and Asia (SAARC and ASEAN); cost and benefit of regional economic integration.	<ol style="list-style-type: none"> 1. Charles, W L Hill and Jain, Arun Kumar, International Business, New Delhi: Tata McGraw Hill 2. Daniels John. D. Lee H. Radenbaugh and David P Sullivan. International Business, Pearson Education. 3. Sumati Varma International Business <p>Additional Resources Economic Survey; WTO; World Bank and IMF report; RBI issues and newspaper editorials</p>	5	1		Documentary on functioning of WTO and its Doha round negotiations

		4	Unit III International Financial Environment: International financial system and institutions; Foreign exchange markets, spot market, spot rate quotations, bid-ask spreads, trading in spot markets, cross exchange rates, forward market: forward rate, long and short forward positions, forward premium and discount.	<ol style="list-style-type: none"> 1. Charles, W L Hill and Jain, Arun Kumar, International Business, New Delhi: Tata McGraw Hill 2. Daniels John. D. Lee H. Radenbaugh and David P Sullivan. International Business, Pearson Education. 3. Sumati Varma International Business <p>Additional Resources Economic Survey; WTO; World Bank and IMF report; RBI issues and newspaper editorials</p>	5	1		
3.	March	1	Unit III Arbitrage, hedging and speculation; Foreign investments-types and flows;	<ol style="list-style-type: none"> 1. Charles, W L Hill and Jain, Arun Kumar, International Business, New Delhi: Tata McGraw Hill 2. Daniels John. D. Lee H. Radenbaugh and David P Sullivan. International Business, Pearson Education. 3. Sumati Varma International Business <p>Additional Resources Economic Survey; WTO; World Bank and IMF report; RBI issues and newspaper editorials</p>	5	1	Internal assessment to be conducted	
		2	Unit III Foreign investment in Indian perspective (only policy decisions post liberalization.	<ol style="list-style-type: none"> 1. Charles, W L Hill and Jain, Arun Kumar, International Business, New Delhi: Tata McGraw Hill 2. Daniels John. D. Lee H. Radenbaugh and David P Sullivan. International Business, Pearson Education. 	3			

			<p>Unit IV Exchange Rate Determination: Factors affecting exchange rate- relative inflation rates, relative interest rates, relative income levels, government controls (only overview), expectations (only overview), etc.</p>	<p>3. Sumati Varma International Business Additional Resources Economic Survey; WTO; World Bank and IMF report; RBI issues and newspaper editorials</p>	2			
		3	<p>Unit-IV Government intervention and government influence on exchange rates (only fixed and floating exchange rates and convertibility).</p>	<p>1. Charles, W L Hill and Jain, Arun Kumar, International Business, New Delhi: Tata McGraw Hill 2. Daniels John. D. Lee H. Radenbaugh and David P Sullivan. International Business, Pearson Education. 3. Sumati Varma International Business Additional Resources Economic Survey; WTO; World Bank and IMF report; RBI issues and newspaper editorials</p>	5	1		
4.	April	1	<p>Unit-IV Theories of exchange rate- Purchasing Power Parity, Interest Rate Parity and Fisher's Effect.</p>	<p>1. Charles, W L Hill and Jain, Arun Kumar, International Business, New Delhi: Tata McGraw Hill 2. Daniels John. D. Lee H. Radenbaugh and David P Sullivan. International Business, Pearson Education. 3. Sumati Varma International Business Additional Resources Economic Survey; WTO; World Bank and IMF report; RBI issues and newspaper editorials</p>	5	1	Optional internal assessment to be conducted	

		2	<p>Unit V Foreign Trade Promotion Measures and Organizations in India: Special economic zones (SEZs) and 100% export-oriented units (EOUs); Measures for promoting foreign investments into and from India; Indian joint ventures and acquisitions abroad.</p>	<ol style="list-style-type: none"> 1. Charles, W L Hill and Jain, Arun Kumar, International Business, New Delhi: Tata McGraw Hill 2. Daniels John. D. Lee H. Radenbaugh and David P Sullivan. International Business, Pearson Education. 3. Sumati Varma International Business <p>Additional Resources Economic Survey; WTO; World Bank and IMF report; RBI issues and newspaper editorials</p>	5	1	
		3	<p>Unit V Foreign Trade Promotion Measures and Organizations in India: Special economic zones (SEZs) and 100% export-oriented units (EOUs); Measures for promoting foreign investments into and from India; Indian joint ventures and acquisitions abroad.</p>	<ol style="list-style-type: none"> 1. Charles, W L Hill and Jain, Arun Kumar, International Business, New Delhi: Tata McGraw Hill 2. Daniels John. D. Lee H. Radenbaugh and David P Sullivan. International Business, Pearson Education. 3. Sumati Varma International Business <p>Additional Resources Economic Survey; WTO; World Bank and IMF report; RBI issues and newspaper editorials</p>	5	1	Revision class to be conducted

Teaching Plan for Summer Semester 2017-18

Name of the Teacher: Ankita Tomar
Course Name: B.Com(H)

Paper Title: Income Tax Law and Practice**Semester/Year: III Sem/ II year**

S. No.	Month	Week No.	Unit/Topic	Resource/References/Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
1.	July	1	Unit – I Basic Concepts: Income, person, assessee, assessment year, previous year, gross total income, total income, agricultural income and maximum marginal rate of tax	1. Students' Guide to Income tax, Authors: Vinod K. Singhania and Monica Singhania 2. Simplified approach to Income Tax Authors: Dr. Girish Ahuja and Dr. Ravi Gupta	3	1	N.A	Discussion on Union budget and proposed amendments 6 lectures consists of 4 theory classes and 2 practical classes per week Doubt solving sessions to be conducted every week
			Unit - I Residential status	1. Students' Guide to Income tax, Authors: Vinod K. Singhania and Monica Singhania 2. Simplified approach to Income Tax Authors: Dr. Girish Ahuja and Dr. Ravi Gupta	3			

S. No.	Month	Week No.	Unit/Topic	Resource/References/Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
2.	Aug	Week 1	Unit - I Concept of Indian income and foreign income; Exempted income Unit – II Income from salaries -	1. Students' Guide to Income tax, Authors: Vinod K. Singhania and Monica Singhania 2. Simplified approach to Income Tax Authors: Dr. Girish Ahuja and Dr. Ravi Gupta	2 4	1		
		Week 2	Unit – II Income from salaries	1. Students' Guide to Income tax, Authors: Vinod K. Singhania and Monica Singhania 2. Simplified approach to Income Tax Authors: Dr. Girish Ahuja and Dr. Ravi Gupta	6	1		
		Week 3	Unit- II- Income from Salary	1. Students' Guide to Income tax, Authors: Vinod K. Singhania and Monica Singhania 2. Simplified approach to Income Tax Authors: Dr. Girish Ahuja and Dr. Ravi Gupta	6	1		

S. No.	Month	Week No.	Unit/Topic	Resource/References/Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
		Week 4	Unit II- Income from Salary	1. Students' Guide to Income tax, Authors: Vinod K. Singhanian and Monica Singhanian 2. Simplified approach to Income Tax Authors: Dr. Girish Ahuja and Dr. Ravi Gupta	6	1		
3.	Sep	Week 1	Unit – II 2. Income from House Property – Basis of Charge, Computation of Income under different cases,	1. Students' Guide to Income tax, Authors: Vinod K. Singhanian and Monica Singhanian 2. Simplified approach to Income Tax Authors: Dr. Girish Ahuja and Dr. Ravi Gupta	6	1		Discussion of relevant news articles/ editorials relating to tax amendments to be discussed

S. No.	Month	Week No.	Unit/Topic	Resource/References/Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
		2	<p>Unit – II</p> <p>2. Income from House Property – Basis of Charge, Computation of Income under different cases</p> <p>Unit – III</p> <p>1. Profits and Gains from Business or Profession: Basic Introduction</p>	<p>1. Students' Guide to Income tax, Authors: Vinod K. Singhania and Monica Singhania</p> <p>2. Simplified approach to Income Tax Authors: Dr. Girish Ahuja and Dr. Ravi Gupta</p>	2	1		
		Week 3	<p>Unit – III</p> <p>1. Profits and Gains from Business or Profession –</p>	<p>1. Students' Guide to Income tax, Authors: Vinod K. Singhania and Monica Singhania</p> <p>2. Simplified approach to Income Tax Authors: Dr. Girish Ahuja and Dr. Ravi Gupta</p>	6	1		

S. No.	Month	Week No.	Unit/Topic	Resource/References/Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
		Week 4	Unit-III- Income under the head Capital gains	<p>1. Students' Guide to Income tax, Authors: Vinod K. Singhania and Monica Singhania</p> <p>2. Simplified approach to Income Tax Authors: Dr. Girish Ahuja and Dr. Ravi Gupta</p>	6	1		
4.	Oct	Week 1	<p>Unit – III Income under the head Capital gains</p> <p>Unit-III Income from other sources</p>	<p>1. Students' Guide to Income tax, Authors: Vinod K. Singhania and Monica Singhania</p> <p>2. Simplified approach to Income Tax Authors: Dr. Girish Ahuja and Dr. Ravi Gupta</p>	<p>4</p> <p>2</p>	1	First Internal assessment to be conducted	

S. No.	Month	Week No.	Unit/Topic	Resource/References/Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
		Week 2	Unit – IV Clubbing Provisiosn	1. Students' Guide to Income tax,Authors: Vinod K. Singhanian and Monica Singhanian 2. Simplified approach to Income Tax Authors: Dr. Girish Ahuja and Dr. Ravi Gupta	1	1		
			Unit-IV Set off and carry forward of losses		1			
			Unit-IV Deductions under Section 80C to 80U		4			
		Week 3	Unit-IV Computation of tax liability of individual and firm	1. Students' Guide to Income tax,Authors: Vinod K. Singhanian and Monica Singhanian 2. Simplified approach to Income Tax Authors: Dr. Girish Ahuja and Dr. Ravi Gupta	2		Optional Internal assessment to be conducted	Revision class and doubt solving session
			Unit-IV: Leading cases of Supreme court		1			
			Unit-V: Filing of return of Income		3			

S. No.	Month	Week No.	Unit/Topic	Resource/References/Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
5.	Nov	Week 1	Unit-V : Filing of return of income	<p>1. Students' Guide to Income tax, Authors: Vinod K. Singhania and Monica Singhania</p> <p>2. Simplified approach to Income Tax Authors: Dr. Girish Ahuja and Dr. Ravi Gupta</p>	6	1		

Teaching Plan for Winter Semester 2017-18

Name of the Teacher: Ankita Tomar

Course Name: B.Com(H)

Paper Title: GST and Customs Laws

Semester/Year: VI Sem/ 3rd year

S. No.	Month	Week No.	Unit/Topic	Resource/ References/ Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity-GD, documentary etc.)
1.	January	1	Unit 1: Introduction Constitutional framework of indirect taxes before GST (taxation powers of Union & State Government); Concept of VAT: meaning, variants and methods; Major defects in the structure of indirect taxes prior to GST; Rationale for GST; Structure of GST (SGST, CGST, UTGST & IGST); GST Council; GST Network; State compensation mechanism.	<p>1. Ahuja, Girish, Gupta Ravi, GST & Customs Law.</p> <p>2. Babbar, Sonal, Kaur, Rasleen and Khurana, Kritika. Goods and Service Tax (GST) and Customs Law. Scholar Tech Press.</p> <p>3. Bansal, K. M., GST & Customs Law, Taxmann Publication.</p> <p>4. Gupta, S.S. , GST- How to meet your obligations (April 2017), Taxmann Publications</p> <p>5. Gupta, S.S., Vastu and Sevakar, Taxmann Publications, 2017</p> <p>6. Singhania V. K , GST & Customs Lax, Taxmann Publication.</p> <p>Additional Resources • The Central Goods and Services Tax, 2017 • The Constitution (One hundred and First Amendment) Act, 2016 • The Goods and Services Tax (Compensation to States), 2017 • The Integrated Goods and Services Tax, 2017 • The Union Territory Goods and Services Tax, 2017 • Vastu and Sevakar Vidhan, by Government of India</p>	5	1		<p>Discussion on relevant news articles and editorials to be held</p> <p>Doubt soving sessions to be held every week</p>
		2	Unit 1: Introduction Constitutional framework of indirect taxes before GST (taxation powers of Union & State Government); Concept of VAT: meaning, variants and	Same as above	5	1		

S. No.	Month	Week No.	Unit/Topic	Resource/ References/ Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
			methods; Major defects in the structure of indirect taxes prior to GST; Rationale for GST; Structure of GST (SGST, CGST, UTGST & IGST); GST Council; GST Network; State compensation mechanism.					
		3	Unit 2: Levy and collection of GST Taxable event- “Supply” of goods and services; Place of supply: intra-state, inter-state, import and export; Time of supply; Valuation for GST-valuation rules; Taxation of reimbursement of expenses; Exemption from GST: Small supplies and Composition scheme; Classification of goods and services: Composite and Mixed supplies.	Same as above	5	1		Presentation by students on contemporary GST topics
		4	Unit 2: Levy and collection of GST Taxable event- “Supply” of goods and services; Place of supply: intra-state, inter-state, import and export; Time of supply; Valuation for GST-valuation rules; Taxation of reimbursement of expenses; Exemption from GST: Small supplies and Composition scheme; Classification of goods and services: Composite and Mixed supplies.	Same as above	5	1		
2.	February	1	Unit 2: Levy and collection of GST Taxable event- “Supply” of goods and services; Place of supply: intra-state, inter-state, import and export; Time of	Same as above	5	1		

S. No.	Month	Week No.	Unit/Topic	Resource/ References/ Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
			supply; Valuation for GST-valuation rules; Taxation of reimbursement of expenses; Exemption from GST: Small supplies and Composition scheme; Classification of goods and services: Composite and Mixed supplies.					
		2	Unit 2: Levy and collection of GST Taxable event- "Supply" of goods and services; Place of supply: intra-state, inter-state, import and export; Time of supply; Valuation for GST-valuation rules; Taxation of reimbursement of expenses; Exemption from GST: Small supplies and Composition scheme; Classification of goods and services: Composite and Mixed supplies.	Same as above	5	1		
		3	Unit 2: Levy and collection of GST Taxable event- "Supply" of goods and services; Place of supply: intra-state, inter-state, import and export; Time of supply; Valuation for GST-valuation rules; Taxation of reimbursement of expenses; Exemption from GST: Small supplies and Composition scheme; Classification of goods and services: Composite and Mixed supplies.	Same as above	5	1		

S. No.	Month	Week No.	Unit/Topic	Resource/ References/ Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
		4	Unit-3: Eligible and ineligible input tax credit; Apportionments of credit and blocked credits; Tax credit in respect of capital goods; Recovery of excess tax credit; Availability of tax credit in special circumstances; Transfer of input credit (Input Service Distribution); Payment of taxes; Refund; Doctrine of unjust enrichment; TDS; TCS; Reverse Charge Mechanism; Job work.	Same as above	5	1		
3.	March	1	Unit-3: Eligible and ineligible input tax credit; Apportionments of credit and blocked credits; Tax credit in respect of capital goods; Recovery of excess tax credit; Availability of tax credit in special circumstances; Transfer of input credit (Input Service Distribution); Payment of taxes; Refund; Doctrine of unjust enrichment; TDS; TCS; Reverse Charge Mechanism; Job work.	Same as above	5	1	Internal assessment to be held	
		2	Unit-3: Eligible and ineligible input tax credit; Apportionments of credit and blocked credits; Tax credit in respect of capital goods; Recovery of excess tax credit; Availability of tax credit in special circumstances; Transfer of input credit (Input Service Distribution); Payment of taxes; Refund; Doctrine of unjust	Same as above	5	1		

S. No.	Month	Week No.	Unit/Topic	Resource/ References/ Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
			enrichment; TDS; TCS; Reverse Charge Mechanism; Job work.					
		3	Unit 4: Procedures and Special Provisions under GST Registration; Tax Invoice; Credit and debit notes; Returns; Audit in GST; Assessment: Selfassessment; Summary and scrutiny; Taxability of e-Commerce; Anti-profiteering; Avoidance of dual control; e-way bills; Zero-rated supply; Offences and penalties; Appeals	Same as above	5	1		Group discussion on eway bill and anti-profiteering to be held
4.	April	1	Unit 4: Procedures and Special Provisions under GST Registration; Tax Invoice; Credit and debit notes; Returns; Audit in GST; Assessment: Selfassessment; Summary and scrutiny; Taxability of e-Commerce; Anti-profiteering; Avoidance of dual control; e-way bills; Zero-rated supply; Offences and penalties; Appeals	Same as above	5	1	Optional internal assessment to be held	
		2	Unit 5: Customs Law Basic concepts; Territorial waters; High seas; Types of custom duties; Valuation; Baggage rules & exemptions.	Same as above	5	1		

S. No.	Month	Week No.	Unit/Topic	Resource/ References/ Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity-GD, documentary etc.)
		3	Unit 5: Customs Law Basic concepts; Territorial waters; High seas; Types of custom duties; Valuation; Baggage rules & exemptions.	Same as above	5	1		

Teaching Plan for Summer Semester 2018-19

Name of the Teacher: Ankita Tomar

Course Name: B.Com(H)

Paper Title: Income Tax Law and Practice

Semester/Year: III Sem/ II year

S. No.	Month	Week No.	Unit/Topic	Resource/References/Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
1.	July	1	Unit – I Basic Concepts: Income, person, assessee, assessment year, previous year, gross total income, total income, agricultural income and maximum marginal rate of tax	1. Students' Guide to Income tax, Authors: Vinod K. Singhania and Monica Singhania 2. Simplified approach to Income Tax Authors: Dr. Girish Ahuja and Dr. Ravi Gupta	3	1	N.A	Discussion on Union budget and proposed amendments 6 lectures consists of 4 theory classes and 2 practical classes per week Doubt solving sessions to be conducted every week
			Unit - I Residential status	1. Students' Guide to Income tax, Authors: Vinod K. Singhania and Monica Singhania 2. Simplified approach to Income Tax Authors: Dr. Girish Ahuja and Dr. Ravi Gupta	3			
2.	Aug	Week 1	Unit - I Concept of Indian income and foreign income; Exempted income	1. Students' Guide to Income tax, Authors: Vinod K. Singhania and Monica Singhania	2	1		

S. No.	Month	Week No.	Unit/Topic	Resource/References/Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
			Unit – II Income from salaries -	2. Simplified approach to Income Tax Authors: Dr. Girish Ahuja and Dr. Ravi Gupta	4			
		Week 2	Unit – II Income from salaries	1. Students' Guide to Income tax, Authors: Vinod K. Singhania and Monica Singhania 2. Simplified approach to Income Tax Authors: Dr. Girish Ahuja and Dr. Ravi Gupta	6	1		
		Week 3	Unit- II- Income from Salary	1. Students' Guide to Income tax, Authors: Vinod K. Singhania and Monica Singhania 2. Simplified approach to Income Tax Authors: Dr. Girish Ahuja and Dr. Ravi Gupta	6	1		
		Week 4	Unit II- Income from Salary	1. Students' Guide to Income tax, Authors: Vinod K. Singhania and Monica Singhania	6	1		

S. No.	Month	Week No.	Unit/Topic	Resource/References/Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
				2. Simplified approach to Income Tax Authors: Dr. Girish Ahuja and Dr. Ravi Gupta				
3.	Sep	Week 1	Unit – II 2. Income from House Property – Basis of Charge, Computation of Income under different cases,	1. Students' Guide to Income tax, Authors: Vinod K. Singhania and Monica Singhania 2. Simplified approach to Income Tax Authors: Dr. Girish Ahuja and Dr. Ravi Gupta	6	1		Discussion of relevant news articles/ editorials relating to tax amendments to be discussed

S. No.	Month	Week No.	Unit/Topic	Resource/References/Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
		Week 4	Unit-III- Income under the head Capital gains	<p>1. Students' Guide to Income tax, Authors: Vinod K. Singhania and Monica Singhania</p> <p>2. Simplified approach to Income Tax Authors: Dr. Girish Ahuja and Dr. Ravi Gupta</p>	6	1		
4.	Oct	Week 1	<p>Unit – III Income under the head Capital gains</p> <p>Unit-III Income from other sources</p>	<p>1. Students' Guide to Income tax, Authors: Vinod K. Singhania and Monica Singhania</p> <p>2. Simplified approach to Income Tax Authors: Dr. Girish Ahuja and Dr. Ravi Gupta</p>	<p>4</p> <p>2</p>	1	First Internal assessment to be conducted	

S. No.	Month	Week No.	Unit/Topic	Resource/References/Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
		Week 2	Unit – IV Clubbing Provisiosn	1. Students' Guide to Income tax,Authors: Vinod K. Singhanian and Monica Singhanian 2. Simplified approach to Income Tax Authors: Dr. Girish Ahuja and Dr. Ravi Gupta	1	1		
			Unit-IV Set off and carry forward of losses		1			
			Unit-IV Deductions under Section 80C to 80U		4			
		Week 3	Unit-IV Computation of tax liability of individual and firm	1. Students' Guide to Income tax,Authors: Vinod K. Singhanian and Monica Singhanian 2. Simplified approach to Income Tax Authors: Dr. Girish Ahuja and Dr. Ravi Gupta	2		Optional Internal assessment to be conducted	Revision class and doubt solving session
			Unit-IV: Leading cases of Supreme court		1			
			Unit-V: Filing of return of Income		3			

S. No.	Month	Week No.	Unit/Topic	Resource/References/Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
5.	Nov	Week 1	Unit-V : Filing of return of income	<p>1. Students' Guide to Income tax, Authors: Vinod K. Singhania and Monica Singhania</p> <p>2. Simplified approach to Income Tax Authors: Dr. Girish Ahuja and Dr. Ravi Gupta</p>	6	1		

Teaching Plan for Winter Semester 2018-19

Name of the Teacher: Ankita Tomar

Course Name: B.Com(H)

Paper Title: GST and Customs Laws

Semester/Year: VI Sem/ 3rd year

S. No.	Month	Week No.	Unit/Topic	Resource/ References/ Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity-GD, documentary etc.)
1.	January	1	Unit 1: Introduction Constitutional framework of indirect taxes before GST (taxation powers of Union & State Government); Concept of VAT: meaning, variants and methods; Major defects in the structure of indirect taxes prior to GST; Rationale for GST; Structure of GST (SGST, CGST, UTGST & IGST); GST Council; GST Network; State compensation mechanism.	<p>1. Ahuja, Girish, Gupta Ravi, GST & Customs Law.</p> <p>2. Babbar, Sonal, Kaur, Rasleen and Khurana, Kritika. Goods and Service Tax (GST) and Customs Law. Scholar Tech Press.</p> <p>3. Bansal, K. M., GST & Customs Law, Taxmann Publication.</p> <p>4. Gupta, S.S. , GST- How to meet your obligations (April 2017), Taxmann Publications</p> <p>5. Gupta, S.S., Vastu and Sevakar, Taxmann Publications, 2017</p> <p>6. Singhania V. K , GST & Customs Lax, Taxmann Publication.</p> <p>Additional Resources • The Central Goods and Services Tax, 2017 • The Constitution (One hundred and First Amendment) Act, 2016 • The Goods and Services Tax (Compensation to States), 2017 • The Integrated Goods and Services Tax, 2017 • The Union Territory Goods and Services Tax, 2017 • Vastu and Sevakar Vidhan, by Government of India</p>	5	1		<p>Discussion on relevant news articles and editorials to be held</p> <p>Doubt solving sessions to be held every week</p>

S. No.	Month	Week No.	Unit/Topic	Resource/ References/ Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
		2	Unit 1: Introduction Constitutional framework of indirect taxes before GST (taxation powers of Union & State Government); Concept of VAT: meaning, variants and methods; Major defects in the structure of indirect taxes prior to GST; Rationale for GST; Structure of GST (SGST, CGST, UTGST & IGST); GST Council; GST Network; State compensation mechanism.	Same as above	5	1		
		3	Unit 2: Levy and collection of GST Taxable event- “Supply” of goods and services; Place of supply: intra-state, inter-state, import and export; Time of supply; Valuation for GST-valuation rules; Taxation of reimbursement of expenses; Exemption from GST: Small supplies and Composition scheme; Classification of goods and services: Composite and Mixed supplies.	Same as above	5	1		Presentation by students on contemporary GST topics
		4	Unit 2: Levy and collection of GST Taxable event- “Supply” of goods and services; Place of supply: intra-state, inter-state, import and export; Time of supply; Valuation for GST-valuation rules; Taxation of reimbursement of expenses; Exemption from GST: Small supplies and Composition scheme; Classification of goods	Same as above	5	1		

S. No.	Month	Week No.	Unit/Topic	Resource/ References/ Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
			and services: Composite and Mixed supplies.					
2.	February	1	Unit 2: Levy and collection of GST Taxable event- "Supply" of goods and services; Place of supply: intra-state, inter-state, import and export; Time of supply; Valuation for GST-valuation rules; Taxation of reimbursement of expenses; Exemption from GST: Small supplies and Composition scheme; Classification of goods and services: Composite and Mixed supplies.	Same as above	5	1		
		2	Unit 2: Levy and collection of GST Taxable event- "Supply" of goods and services; Place of supply: intra-state, inter-state, import and export; Time of supply; Valuation for GST-valuation rules; Taxation of reimbursement of expenses; Exemption from GST: Small supplies and Composition scheme; Classification of goods and services: Composite and Mixed supplies.	Same as above	5	1		
		3	Unit 2: Levy and collection of GST Taxable event- "Supply" of goods and services; Place of supply: intra-state, inter-state, import and export; Time of supply; Valuation for GST-valuation rules; Taxation of	Same as above	5	1		

S. No.	Month	Week No.	Unit/Topic	Resource/ References/ Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity-GD, documentary etc.)
			reimbursement of expenses; Exemption from GST: Small supplies and Composition scheme; Classification of goods and services: Composite and Mixed supplies.					
		4	Unit-3: Eligible and ineligible input tax credit; Apportionments of credit and blocked credits; Tax credit in respect of capital goods; Recovery of excess tax credit; Availability of tax credit in special circumstances; Transfer of input credit (Input Service Distribution); Payment of taxes; Refund; Doctrine of unjust enrichment; TDS; TCS; Reverse Charge Mechanism; Job work.	Same as above	5	1		
3.	March	1	Unit-3: Eligible and ineligible input tax credit; Apportionments of credit and blocked credits; Tax credit in respect of capital goods; Recovery of excess tax credit; Availability of tax credit in special circumstances; Transfer of input credit (Input Service Distribution); Payment of taxes; Refund; Doctrine of unjust enrichment; TDS; TCS; Reverse Charge Mechanism; Job work.	Same as above	5	1	Internal assessment to be held	
		2	Unit-3: Eligible and ineligible input tax credit; Apportionments of credit and blocked credits; Tax credit in respect of capital goods; Recovery of excess tax credit;	Same as above	5	1		

S. No.	Month	Week No.	Unit/Topic	Resource/ References/ Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity-GD, documentary etc.)
			Availability of tax credit in special circumstances; Transfer of input credit (Input Service Distribution); Payment of taxes; Refund; Doctrine of unjust enrichment; TDS; TCS; Reverse Charge Mechanism; Job work.					
		3	Unit 4: Procedures and Special Provisions under GST Registration; Tax Invoice; Credit and debit notes; Returns; Audit in GST; Assessment: Selfassessment; Summary and scrutiny; Taxability of e-Commerce; Anti-profiteering; Avoidance of dual control; e-way bills; Zero-rated supply; Offences and penalties; Appeals	Same as above	5	1		Group discussion on e-way bill and anti-profiteering to be held
4.	April	1	Unit 4: Procedures and Special Provisions under GST Registration; Tax Invoice; Credit and debit notes; Returns; Audit in GST; Assessment: Selfassessment; Summary and scrutiny; Taxability of e-Commerce; Anti-profiteering; Avoidance of dual control; e-way bills; Zero-rated supply; Offences and penalties; Appeals	Same as above	5	1	Optional internal assessment to be held	
		2	Unit 5: Customs Law Basic concepts; Territorial waters; High seas; Types of custom duties; Valuation; Baggage rules & exemptions.	Same as above	5	1		

S. No.	Month	Week No.	Unit/Topic	Resource/ References/ Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity-GD, documentary etc.)
		3	Unit 5: Customs Law Basic concepts; Territorial waters; High seas; Types of custom duties; Valuation; Baggage rules & exemptions.	Same as above	5	1		

Teaching Plan for Summer Semester 2019-20

Name of the Teacher: Ankita Tomar

Course Name: B.Com(H)

Paper Title: Income Tax Law and Practice

Semester/Year: 3rd Sem/ 2nd year

S. No.	Month	Week No.	Unit/Topic	Resource/References/Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
1.	July	1	Unit – I Basic Concepts: Income, person, assessee, assessment year, previous year, gross total income, total income, agricultural income and maximum marginal rate of tax	1. Students' Guide to Income tax, Authors: Vinod K. Singhania and Monica Singhania 2. Simplified approach to Income Tax Authors: Dr. Girish Ahuja and Dr. Ravi Gupta	3	1	N.A	Discussion on Union budget and proposed amendments 6 lectures consists of 4 theory classes and 2 practical classes per week Doubt solving sessions to be conducted every week
			Unit - I Residential status	1. Students' Guide to Income tax, Authors: Vinod K. Singhania and Monica Singhania 2. Simplified approach to Income Tax Authors: Dr. Girish Ahuja and Dr. Ravi Gupta	3			
2.	Aug	Week 1	Unit - I Concept of Indian income and foreign income; Exempted income	1. Students' Guide to Income tax, Authors: Vinod K. Singhania and Monica Singhania	2	1		

S. No.	Month	Week No.	Unit/Topic	Resource/References/Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
			Unit – II Income from salaries -	2. Simplified approach to Income Tax Authors: Dr. Girish Ahuja and Dr. Ravi Gupta	4			
		Week 2	Unit – II Income from salaries	1. Students' Guide to Income tax, Authors: Vinod K. Singhania and Monica Singhania 2. Simplified approach to Income Tax Authors: Dr. Girish Ahuja and Dr. Ravi Gupta	6	1		
		Week 3	Unit- II- Income from Salary	1. Students' Guide to Income tax, Authors: Vinod K. Singhania and Monica Singhania 2. Simplified approach to Income Tax Authors: Dr. Girish Ahuja and Dr. Ravi Gupta	6	1		
		Week 4	Unit II- Income from Salary	1. Students' Guide to Income tax, Authors: Vinod K. Singhania and Monica Singhania	6	1		

S. No.	Month	Week No.	Unit/Topic	Resource/References/Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
				2. Simplified approach to Income Tax Authors: Dr. Girish Ahuja and Dr. Ravi Gupta				
3.	Sep	Week 1	Unit – II 2. Income from House Property – Basis of Charge, Computation of Income under different cases,	1. Students' Guide to Income tax, Authors: Vinod K. Singhania and Monica Singhania 2. Simplified approach to Income Tax Authors: Dr. Girish Ahuja and Dr. Ravi Gupta	6	1		Discussion of relevant news articles/ editorials relating to tax amendments to be discussed

S. No.	Month	Week No.	Unit/Topic	Resource/References/Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
		Week 4	Unit-III- Income under the head Capital gains	1. Students' Guide to Income tax, Authors: Vinod K. Singhania and Monica Singhania 2. Simplified approach to Income Tax Authors: Dr. Girish Ahuja and Dr. Ravi Gupta	6	1		
4.	Oct	Week 1	Unit – III Income under the head Capital gains Unit-III Income from other sources	1. Students' Guide to Income tax, Authors: Vinod K. Singhania and Monica Singhania 2. Simplified approach to Income Tax Authors: Dr. Girish Ahuja and Dr. Ravi Gupta	4 2	1	First Internal assessment to be conducted	

S. No.	Month	Week No.	Unit/Topic	Resource/References/Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
		Week 2	Unit – IV Clubbing Provisiosn	1. Students' Guide to Income tax,Authors: Vinod K. Singhanian and Monica Singhanian 2. Simplified approach to Income Tax Authors: Dr. Girish Ahuja and Dr. Ravi Gupta	1	1		
			Unit-IV Set off and carry forward of losses		1			
			Unit-IV Deductions under Section 80C to 80U		4			
		Week 3	Unit-IV Computation of tax liability of individual and firm	1. Students' Guide to Income tax,Authors: Vinod K. Singhanian and Monica Singhanian 2. Simplified approach to Income Tax Authors: Dr. Girish Ahuja and Dr. Ravi Gupta	2		Optional Internal assessment to be conducted	Revision class and doubt solving session
			Unit-IV: Leading cases of Supreme court		1			
			Unit-V: Filing of return of Income		3			

S. No.	Month	Week No.	Unit/Topic	Resource/References/Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
5.	Nov	Week 1	Unit-V : Filing of return of income	<p>1. Students' Guide to Income tax, Authors: Vinod K. Singhania and Monica Singhania</p> <p>2. Simplified approach to Income Tax Authors: Dr. Girish Ahuja and Dr. Ravi Gupta</p>	6	1		

Teaching Plan for Winter Semester 2019-20

Name of the Teacher: Ankita Tomar

Course Name: B.Com(H)

Paper Title: GST and Customs Laws

Semester/Year: VI Sem/ 3rd year

S. No.	Month	Week No.	Unit/Topic	Resource/ References/ Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity-GD, documentary etc.)
1.	January	1	Unit 1: Introduction Constitutional framework of indirect taxes before GST (taxation powers of Union & State Government); Concept of VAT: meaning, variants and methods; Major defects in the structure of indirect taxes prior to GST; Rationale for GST; Structure of GST (SGST, CGST, UTGST & IGST); GST Council; GST Network; State compensation mechanism.	<p>1. Ahuja, Girish, Gupta Ravi, GST & Customs Law.</p> <p>2. Babbar, Sonal, Kaur, Rasleen and Khurana, Kritika. Goods and Service Tax (GST) and Customs Law. Scholar Tech Press.</p> <p>3. Bansal, K. M., GST & Customs Law, Taxmann Publication.</p> <p>4. Gupta, S.S. , GST- How to meet your obligations (April 2017), Taxmann Publications</p> <p>5. Gupta, S.S., Vastu and Sevakar, Taxmann Publications, 2017</p> <p>6. Singhania V. K , GST & Customs Lax, Taxmann Publication.</p> <p>Additional Resources • The Central Goods and Services Tax, 2017 • The Constitution (One hundred and First Amendment) Act, 2016 • The Goods and Services Tax (Compensation to States), 2017 • The Integrated Goods and Services Tax, 2017 • The Union Territory Goods and Services Tax, 2017 • Vastu and Sevakar Vidhan, by Government of India</p>	5	1		<p>Discussion on relevant news articles and editorials to be held</p> <p>Doubt solving sessions to be held every week</p>

S. No.	Month	Week No.	Unit/Topic	Resource/ References/ Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
		2	Unit 1: Introduction Constitutional framework of indirect taxes before GST (taxation powers of Union & State Government); Concept of VAT: meaning, variants and methods; Major defects in the structure of indirect taxes prior to GST; Rationale for GST; Structure of GST (SGST, CGST, UTGST & IGST); GST Council; GST Network; State compensation mechanism.	Same as above	5	1		
		3	Unit 2: Levy and collection of GST Taxable event- “Supply” of goods and services; Place of supply: intra-state, inter-state, import and export; Time of supply; Valuation for GST-valuation rules; Taxation of reimbursement of expenses; Exemption from GST: Small supplies and Composition scheme; Classification of goods and services: Composite and Mixed supplies.	Same as above	5	1		Presentation by students on contemporary GST topics
		4	Unit 2: Levy and collection of GST Taxable event- “Supply” of goods and services; Place of supply: intra-state, inter-state, import and export; Time of supply; Valuation for GST-valuation rules; Taxation of reimbursement of expenses; Exemption from GST: Small supplies and Composition scheme; Classification of goods	Same as above	5	1		

S. No.	Month	Week No.	Unit/Topic	Resource/ References/ Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
			and services: Composite and Mixed supplies.					
2.	February	1	Unit 2: Levy and collection of GST Taxable event- “Supply” of goods and services; Place of supply: intra-state, inter-state, import and export; Time of supply; Valuation for GST-valuation rules; Taxation of reimbursement of expenses; Exemption from GST: Small supplies and Composition scheme; Classification of goods and services: Composite and Mixed supplies.	Same as above	5	1		
		2	Unit 2: Levy and collection of GST Taxable event- “Supply” of goods and services; Place of supply: intra-state, inter-state, import and export; Time of supply; Valuation for GST-valuation rules; Taxation of reimbursement of expenses; Exemption from GST: Small supplies and Composition scheme; Classification of goods and services: Composite and Mixed supplies.	Same as above	5	1		
		3	Unit 2: Levy and collection of GST Taxable event- “Supply” of goods and services; Place of supply: intra-state, inter-state, import and export; Time of supply; Valuation for GST-valuation rules; Taxation of	Same as above	5	1		

S. No.	Month	Week No.	Unit/Topic	Resource/ References/ Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity-GD, documentary etc.)
			reimbursement of expenses; Exemption from GST: Small supplies and Composition scheme; Classification of goods and services: Composite and Mixed supplies.					
		4	Unit-3: Eligible and ineligible input tax credit; Apportionments of credit and blocked credits; Tax credit in respect of capital goods; Recovery of excess tax credit; Availability of tax credit in special circumstances; Transfer of input credit (Input Service Distribution); Payment of taxes; Refund; Doctrine of unjust enrichment; TDS; TCS; Reverse Charge Mechanism; Job work.	Same as above	5	1		
3.	March	1	Unit-3: Eligible and ineligible input tax credit; Apportionments of credit and blocked credits; Tax credit in respect of capital goods; Recovery of excess tax credit; Availability of tax credit in special circumstances; Transfer of input credit (Input Service Distribution); Payment of taxes; Refund; Doctrine of unjust enrichment; TDS; TCS; Reverse Charge Mechanism; Job work.	Same as above	5	1	Internal assessment to be held	
		2	Unit-3: Eligible and ineligible input tax credit; Apportionments of credit and blocked credits; Tax credit in respect of capital goods; Recovery of excess tax credit;	Same as above	5	1		

S. No.	Month	Week No.	Unit/Topic	Resource/ References/ Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity-GD, documentary etc.)
			Availability of tax credit in special circumstances; Transfer of input credit (Input Service Distribution); Payment of taxes; Refund; Doctrine of unjust enrichment; TDS; TCS; Reverse Charge Mechanism; Job work.					
		3	Unit 4: Procedures and Special Provisions under GST Registration; Tax Invoice; Credit and debit notes; Returns; Audit in GST; Assessment: Selfassessment; Summary and scrutiny; Taxability of e-Commerce; Anti-profiteering; Avoidance of dual control; e-way bills; Zero-rated supply; Offences and penalties; Appeals	Same as above	5	1		Group discussion on e-way bill and anti-profiteering to be held
4.	April	1	Unit 4: Procedures and Special Provisions under GST Registration; Tax Invoice; Credit and debit notes; Returns; Audit in GST; Assessment: Selfassessment; Summary and scrutiny; Taxability of e-Commerce; Anti-profiteering; Avoidance of dual control; e-way bills; Zero-rated supply; Offences and penalties; Appeals	Same as above	5	1	Optional internal assessment to be held	
		2	Unit 5: Customs Law Basic concepts; Territorial waters; High seas; Types of custom duties; Valuation; Baggage rules & exemptions.	Same as above	5	1		

S. No.	Month	Week No.	Unit/Topic	Resource/ References/ Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity-GD, documentary etc.)
		3	Unit 5: Customs Law Basic concepts; Territorial waters; High seas; Types of custom duties; Valuation; Baggage rules & exemptions.	Same as above	5	1		

Teaching Plan for Summer Semester 2020-21

Name of the Teacher: Ankita Tomar

Course Name: B.Com(H)

Paper Title: Income Tax Law and Practice

Semester/Year: 3rd Sem/ 2nd year

S. No.	Month	Week No.	Unit/Topic	Resource/References/Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
1.	July	1	Unit – I Basic Concepts: Income, person, assessee, assessment year, previous year, gross total income, total income, agricultural income and maximum marginal rate of tax	1. Students' Guide to Income tax, Authors: Vinod K. Singhania and Monica Singhania 2. Simplified approach to Income Tax Authors: Dr. Girish Ahuja and Dr. Ravi Gupta	3	1	N.A	Discussion on Union budget and proposed amendments 6 lectures consists of 4 theory classes and 2 practical classes per week Doubt solving sessions to be conducted every week
			Unit - I Residential status	1. Students' Guide to Income tax, Authors: Vinod K. Singhania and Monica Singhania 2. Simplified approach to Income Tax Authors: Dr. Girish Ahuja and Dr. Ravi Gupta	3			
2.	Aug	Week 1	Unit - I Concept of Indian income and foreign income; Exempted income	1. Students' Guide to Income tax, Authors: Vinod K. Singhania and Monica Singhania	2	1		

S. No.	Month	Week No.	Unit/Topic	Resource/References/Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
			Unit – II Income from salaries -	2. Simplified approach to Income Tax Authors: Dr. Girish Ahuja and Dr. Ravi Gupta	4			
		Week 2	Unit – II Income from salaries	1. Students' Guide to Income tax, Authors: Vinod K. Singhania and Monica Singhania 2. Simplified approach to Income Tax Authors: Dr. Girish Ahuja and Dr. Ravi Gupta	6	1		
		Week 3	Unit- II- Income from Salary	1. Students' Guide to Income tax, Authors: Vinod K. Singhania and Monica Singhania 2. Simplified approach to Income Tax Authors: Dr. Girish Ahuja and Dr. Ravi Gupta	6	1		
		Week 4	Unit II- Income from Salary	1. Students' Guide to Income tax, Authors: Vinod K. Singhania and Monica Singhania	6	1		

S. No.	Month	Week No.	Unit/Topic	Resource/References/Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
				2. Simplified approach to Income Tax Authors: Dr. Girish Ahuja and Dr. Ravi Gupta				
3.	Sep	Week 1	Unit – II 2. Income from House Property – Basis of Charge, Computation of Income under different cases,	1. Students' Guide to Income tax, Authors: Vinod K. Singhania and Monica Singhania 2. Simplified approach to Income Tax Authors: Dr. Girish Ahuja and Dr. Ravi Gupta	6	1		Discussion of relevant news articles/ editorials relating to tax amendments to be discussed

S. No.	Month	Week No.	Unit/Topic	Resource/References/Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
		2	Unit – II 2. Income from House Property – Basis of Charge, Computation of Income under different cases Unit – III 1. Profits and Gains from Business or Profession: Basic Introduction	1. Students' Guide to Income tax, Authors: Vinod K. Singhania and Monica Singhania 2. Simplified approach to Income Tax Authors: Dr. Girish Ahuja and Dr. Ravi Gupta	2 4	1		
		Week 3	Unit – III 1. Profits and Gains from Business or Profession –	1. Students' Guide to Income tax, Authors: Vinod K. Singhania and Monica Singhania 2. Simplified approach to Income Tax Authors: Dr. Girish Ahuja and Dr. Ravi Gupta	6	1		

S. No.	Month	Week No.	Unit/Topic	Resource/References/Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
		Week 4	Unit-III- Income under the head Capital gains	<p>1. Students' Guide to Income tax, Authors: Vinod K. Singhania and Monica Singhania</p> <p>2. Simplified approach to Income Tax Authors: Dr. Girish Ahuja and Dr. Ravi Gupta</p>	6	1		
4.	Oct	Week 1	<p>Unit – III Income under the head Capital gains</p> <p>Unit-III Income from other sources</p>	<p>1. Students' Guide to Income tax, Authors: Vinod K. Singhania and Monica Singhania</p> <p>2. Simplified approach to Income Tax Authors: Dr. Girish Ahuja and Dr. Ravi Gupta</p>	4 2	1	First Internal assessment to be conducted	

S. No.	Month	Week No.	Unit/Topic	Resource/References/Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
		Week 2	Unit – IV Clubbing Provisiosn	1. Students' Guide to Income tax,Authors: Vinod K. Singhanian and Monica Singhanian 2. Simplified approach to Income Tax Authors: Dr. Girish Ahuja and Dr. Ravi Gupta	1	1		
			Unit-IV Set off and carry forward of losses		1			
			Unit-IV Deductions under Section 80C to 80U		4			
		Week 3	Unit-IV Computation of tax liability of individual and firm	1. Students' Guide to Income tax,Authors: Vinod K. Singhanian and Monica Singhanian 2. Simplified approach to Income Tax Authors: Dr. Girish Ahuja and Dr. Ravi Gupta	2		Optional Internal assessment to be conducted	Revision class and doubt solving session
			Unit-IV: Leading cases of Supreme court		1			
			Unit-V: Filing of return of Income		3			

S. No.	Month	Week No.	Unit/Topic	Resource/References/Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
5.	Nov	Week 1	Unit-V : Filing of return of income	<p>1. Students' Guide to Income tax, Authors: Vinod K. Singhania and Monica Singhania</p> <p>2. Simplified approach to Income Tax Authors: Dr. Girish Ahuja and Dr. Ravi Gupta</p>	6	1		

Teaching Plan for Winter Semester 2020-21

Name of the Teacher: Ankita Tomar

Course Name: B.Com (H)

Paper Title: GST and Customs Laws

Semester/Year: VI sem/ 3rd year

S. No.	Month	Week No.	Unit/Topic	Resource/ References/ Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity-GD, documentary etc.)
1.	January	1	Unit 1: Introduction Constitutional framework of indirect taxes before GST (taxation powers of Union & State Government); Concept of VAT: meaning, variants and methods; Major defects in the structure of indirect taxes prior to GST; Rationale for GST; Structure of GST (SGST, CGST, UTGST & IGST); GST Council; GST Network; State compensation mechanism.	<p>1. Ahuja, Girish, Gupta Ravi, GST & Customs Law.</p> <p>2. Babbar, Sonal, Kaur, Rasleen and Khurana, Kritika. Goods and Service Tax (GST) and Customs Law. Scholar Tech Press.</p> <p>3. Bansal, K. M., GST & Customs Law, Taxmann Publication.</p> <p>4. Gupta, S.S. , GST- How to meet your obligations (April 2017), Taxmann Publications</p> <p>5. Gupta, S.S., Vastu and Sevakar, Taxmann Publications, 2017</p> <p>6. Singhania V. K , GST & Customs Lax, Taxmann Publication.</p> <p>Additional Resources • The Central Goods and Services Tax, 2017 • The Constitution (One hundred and First Amendment) Act, 2016 • The Goods and Services Tax (Compensation to States), 2017 • The Integrated Goods and Services Tax, 2017 • The Union Territory Goods and Services Tax, 2017 • Vastu and Sevakar Vidhan, by Government of India</p>	5	1		<p>Discussion on relevant news articles and editorials to be held</p> <p>Doubt solving sessions to be held every week</p>

S. No.	Month	Week No.	Unit/Topic	Resource/ References/ Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
		2	Unit 1: Introduction Constitutional framework of indirect taxes before GST (taxation powers of Union & State Government); Concept of VAT: meaning, variants and methods; Major defects in the structure of indirect taxes prior to GST; Rationale for GST; Structure of GST (SGST, CGST, UTGST & IGST); GST Council; GST Network; State compensation mechanism.	Same as above	5	1		
		3	Unit 2: Levy and collection of GST Taxable event- “Supply” of goods and services; Place of supply: intra-state, inter-state, import and export; Time of supply; Valuation for GST-valuation rules; Taxation of reimbursement of expenses; Exemption from GST: Small supplies and Composition scheme; Classification of goods and services: Composite and Mixed supplies.	Same as above	5	1		Presentation by students on contemporary GST topics
		4	Unit 2: Levy and collection of GST Taxable event- “Supply” of goods and services; Place of supply: intra-state, inter-state, import and export; Time of supply; Valuation for GST-valuation rules; Taxation of reimbursement of expenses; Exemption from GST: Small supplies and Composition scheme; Classification of goods	Same as above	5	1		

S. No.	Month	Week No.	Unit/Topic	Resource/ References/ Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
			and services: Composite and Mixed supplies.					
2.	February	1	Unit 2: Levy and collection of GST Taxable event- "Supply" of goods and services; Place of supply: intra-state, inter-state, import and export; Time of supply; Valuation for GST-valuation rules; Taxation of reimbursement of expenses; Exemption from GST: Small supplies and Composition scheme; Classification of goods and services: Composite and Mixed supplies.	Same as above	5	1		
		2	Unit 2: Levy and collection of GST Taxable event- "Supply" of goods and services; Place of supply: intra-state, inter-state, import and export; Time of supply; Valuation for GST-valuation rules; Taxation of reimbursement of expenses; Exemption from GST: Small supplies and Composition scheme; Classification of goods and services: Composite and Mixed supplies.	Same as above	5	1		
		3	Unit 2: Levy and collection of GST Taxable event- "Supply" of goods and services; Place of supply: intra-state, inter-state, import and export; Time of supply; Valuation for GST-valuation rules; Taxation of	Same as above	5	1		

S. No.	Month	Week No.	Unit/Topic	Resource/ References/ Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity-GD, documentary etc.)
			reimbursement of expenses; Exemption from GST: Small supplies and Composition scheme; Classification of goods and services: Composite and Mixed supplies.					
		4	Unit-3: Eligible and ineligible input tax credit; Apportionments of credit and blocked credits; Tax credit in respect of capital goods; Recovery of excess tax credit; Availability of tax credit in special circumstances; Transfer of input credit (Input Service Distribution); Payment of taxes; Refund; Doctrine of unjust enrichment; TDS; TCS; Reverse Charge Mechanism; Job work.	Same as above	5	1		
3.	March	1	Unit-3: Eligible and ineligible input tax credit; Apportionments of credit and blocked credits; Tax credit in respect of capital goods; Recovery of excess tax credit; Availability of tax credit in special circumstances; Transfer of input credit (Input Service Distribution); Payment of taxes; Refund; Doctrine of unjust enrichment; TDS; TCS; Reverse Charge Mechanism; Job work.	Same as above	5	1	Internal assessment to be held	
		2	Unit-3: Eligible and ineligible input tax credit; Apportionments of credit and blocked credits; Tax credit in respect of capital goods; Recovery of excess tax credit;	Same as above	5	1		

S. No.	Month	Week No.	Unit/Topic	Resource/ References/ Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity-GD, documentary etc.)
			Availability of tax credit in special circumstances; Transfer of input credit (Input Service Distribution); Payment of taxes; Refund; Doctrine of unjust enrichment; TDS; TCS; Reverse Charge Mechanism; Job work.					
		3	Unit 4: Procedures and Special Provisions under GST Registration; Tax Invoice; Credit and debit notes; Returns; Audit in GST; Assessment: Selfassessment; Summary and scrutiny; Taxability of e-Commerce; Anti-profiteering; Avoidance of dual control; e-way bills; Zero-rated supply; Offences and penalties; Appeals	Same as above	5	1		Group discussion on e-way bill and anti-profiteering to be held
4.	April	1	Unit 4: Procedures and Special Provisions under GST Registration; Tax Invoice; Credit and debit notes; Returns; Audit in GST; Assessment: Selfassessment; Summary and scrutiny; Taxability of e-Commerce; Anti-profiteering; Avoidance of dual control; e-way bills; Zero-rated supply; Offences and penalties; Appeals	Same as above	5	1	Optional internal assessment to be held	
		2	Unit 5: Customs Law Basic concepts; Territorial waters; High seas; Types of custom duties; Valuation; Baggage rules & exemptions.	Same as above	5	1		

S. No.	Month	Week No.	Unit/Topic	Resource/ References/ Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity-GD, documentary etc.)
		3	Unit 5: Customs Law Basic concepts; Territorial waters; High seas; Types of custom duties; Valuation; Baggage rules & exemptions.	Same as above	5	1		

Teaching Plan for Summer Semester 2016-17

Name of the Teacher: Anu Malhotra

Course Name: B Com(Hons)

Paper Title: Human Resource Management

Semester/Year: 4th semester/2nd year

S. No.	Month	Week No.	Unit/Topic	Resource/ References/Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
1.	July	4	Unit-1	<ol style="list-style-type: none"> 1. VSP, Rao, Human Resource Management 2. J. P, Mahajan, Human Resource Management 	10	6		
2.	August	1-4	Unit-1,2	<ol style="list-style-type: none"> 1. VSP, Rao, Human Resource Management 2. J. P, Mahajan, Human Resource Management 3. David A, Decanzo; John Wiley, Human Resource Management 	36	28	Class Test 1	
3.	september	1-4	Unit 2 and Unit 3	<ol style="list-style-type: none"> 1. VSP, Rao, Human Resource Management 2. J. P, Mahajan, Human Resource Management 	36	28		Presentation and Viva

				3. David A, Decanzo; John Wiley, Human Resource Management				
4.	October	1-4	Unit 3 and Unit 4	<ol style="list-style-type: none"> 1. VSP, Rao, Human Resource Management 2. J. P, Mahajan, Human Resource Management 3. David A, Decanzo; John Wiley, Human Resource Management 	26	22	Class test 2	Presentation and Viva
5.	November	1-3	Unit 5	<ol style="list-style-type: none"> 1. VSP, Rao, Human Resource Management 2. J. P, Mahajan, Human Resource Management 3. David A, Decanzo; John Wiley, Human Resource Management 	22	20		

Teaching Plan for Summer Semester 2017-18

Name of the Teacher: Anu Malhotra

Course Name: B Com(Hons)

Paper Title: Human Resource Management

Semester/Year: 4th semester/2nd year

S. No.	Month	Week No.	Unit/Topic	Resource/References/Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity-GD, documentary etc.)
1.	July	4	Unit-1	<p>3. VSP, Rao, Human Resource Management</p> <p>4. J. P, Mahajan, Human Resource Management</p>	10	6		
2.	August	1-4	Unit-1,2	<p>4. VSP, Rao, Human Resource Management</p> <p>5. J. P, Mahajan, Human Resource Management</p> <p>6. David A, Decanzo; John Wiley, Human Resource Management</p>	36	28	Class Test 1	
3.	september	1-4	Unit 2 and Unit 3	<p>4. VSP, Rao, Human Resource Management</p> <p>5. J. P, Mahajan, Human Resource Management</p>	36	28		Presentation and Viva

				6. David A, Decanzo; John Wiley, Human Resource Management				
4.	October	1-4	Unit 3 and Unit 4	4. VSP, Rao, Human Resource Management 5. J. P, Mahajan, Human Resource Management 6. David A, Decanzo; John Wiley, Human Resource Management	26	22	Class test 2	Presentation and Viva
5.	November	1-3	Unit 5	4. VSP, Rao, Human Resource Management 5. J. P, Mahajan, Human Resource Management 6. David A, Decanzo; John Wiley, Human Resource Management	22	20		

Teaching Plan for Summer Semester 2018-19

Name of the Teacher: Anu Malhotra

Course Name: B Com(Hons)

Paper Title: Human Resource Management

Semester/Year: 4th semester/2nd year

S. No.	Month	Week No.	Unit/Topic	Resource/ References/Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
1.	July	4	Unit-1	5. VSP, Rao, Human Resource Management 6. J. P, Mahajan, Human Resource Management	10	6		
2.	August	1-4	Unit-1,2	7. VSP, Rao, Human Resource Management 8. J. P, Mahajan, Human Resource Management 9. David A, Decanzo; John Wiley, Human Resource Management	36	28	Class Test 1	
3.	september	1-4	Unit 2 and Unit 3	7. VSP, Rao, Human Resource Management 8. J. P, Mahajan, Human Resource Management	36	28		Presentation and Viva

				9. David A, Decanzo; John Wiley, Human Resource Management				
4.	October	1-4	Unit 3 and Unit 4	7. VSP, Rao, Human Resource Management 8. J. P, Mahajan, Human Resource Management 9. David A, Decanzo; John Wiley, Human Resource Management	26	22	Class test 2	Presentation and Viva
5.	November	1-3	Unit 5	7. VSP, Rao, Human Resource Management 8. J. P, Mahajan, Human Resource Management 9. David A, Decanzo; John Wiley, Human Resource Management	22	20		

Teaching Plan for Summer Semester 2019-20

Name of the Teacher: Anu Malhotra

Course Name: B Com(Hons)

Paper Title: Human Resource Management

Semester/Year: 4th semester/2nd year

S. No.	Month	Week No.	Unit/Topic	Resource/ References/Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
1.	July	4	Unit-1	<p>7. VSP, Rao, Human Resource Management</p> <p>8. J. P, Mahajan, Human Resource Management</p>	10	6		
2.	August	1-4	Unit-1,2	<p>10. VSP, Rao, Human Resource Management</p> <p>11. J. P, Mahajan, Human Resource Management</p> <p>12. David A, Decanzo; John Wiley, Human Resource Management</p>	36	28	Class Test 1	
3.	september	1-4	Unit 2 and Unit 3	<p>10. VSP, Rao, Human Resource Management</p> <p>11. J. P, Mahajan, Human Resource Management</p>	36	28		Presentation and Viva

				12. David A, Decanzo; John Wiley, Human Resource Management				
4.	October	1-4	Unit 3 and Unit 4	10. VSP, Rao, Human Resource Management 11. J. P, Mahajan, Human Resource Management 12. David A, Decanzo; John Wiley, Human Resource Management	26	22	Class test 2	Presentation and Viva
5.	November	1-3	Unit 5	10. VSP, Rao, Human Resource Management 11. J. P, Mahajan, Human Resource Management 12. David A, Decanzo; John Wiley, Human Resource Management	22	20		

Teaching Plan for Summer Semester 2020-21

Name of the Teacher: Anu Malhotra

Course Name: B Com(Hons)

Paper Title: Human Resource Management

Semester/Year: 4th semester/2nd year

S. No.	Month	Week No.	Unit/Topic	Resource/References/Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity-GD, documentary etc.)
1.	August	2-4	Unit-1,2	<p>13. VSP, Rao, Human Resource Management</p> <p>14. J. P, Mahajan, Human Resource Management</p> <p>15. David A, Decanzo; John Wiley, Human Resource Management</p>	28	21	Class Test 1	
2.	september	1-4	Unit 2 and Unit 3	<p>13. VSP, Rao, Human Resource Management</p> <p>14. J. P, Mahajan, Human Resource Management</p> <p>15. David A, Decanzo; John Wiley, Human Resource Management</p>	36	28		Presentation and Viva
3.	October	1-4	Unit 3 and Unit 4	<p>13. VSP, Rao, Human Resource</p>	36	28	Class test 2	Presentation and Viva

				<p>Management</p> <p>14. J. P, Mahajan, Human Resource Management</p> <p>15. David A, Decanzo; John Wiley, Human Resource Management</p>				
4.	November	1-3	Unit 4 and 5	<p>13. VSP, Rao, Human Resource Management</p> <p>14. J. P, Mahajan, Human Resource Management</p> <p>15. David A, Decanzo; John Wiley, Human Resource Management</p>	30	21		

Teaching Plan for Winter Semester 2016-17

Name of the Teacher: Anu Malhotra

Course Name: B Com(Hons)

Paper Title: Auditing and Corporate Governance

Semester/Year: 6th semester/ 3rd year

S. No.	Month	Week No.	Unit/Topic	Resource/ References/Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
1.	Jan	1-4	Unit-1 and unit 2	<p>9. Anil Kumar; Lovleen gupta; Jyotsana rajan Arora, Auditing and Corporate Governanace</p> <p>10. Aruna Jha, Auditing and Corporate Governanace</p> <p>11. J.P Sharma, Corporate Governance, Business Ethics And CSR</p> <p>12. Bob Tricker, Corporate Governance</p>	36	28		
2.	Feb	1-4	Unit-2and unit 3	<p>1. Anil Kumar; Lovleen gupta; Jyotsana rajan Arora, Auditing and Corporate Governanace</p> <p>2. Aruna Jha, Auditing and Corporate Governanace</p> <p>3. J.P Sharma, Corporate Governance, Business Ethics And CSR</p> <p>4. Bob Tricker, Corporate Governance</p>	36	28	Class Test 1	Presentation and Viva

3.	March	1-4	Unit 3 and Unit 4	<p>16. Anil Kumar; Lovleen gupta; Jyotsana rajan Arora, Auditing and Corporate Governanace</p> <p>17. Aruna Jha, Auditing and Corporate Governanace</p> <p>18. J.P Sharma, Corporate Governance, Business Ethics And CSR</p> <p>19. Bob Tricker, Corporate Governance</p>	28	21	Class test 2	Presentation and Viva
4.	April	1-4	Unit 4 and Unit 5	<p>16. Anil Kumar; Lovleen gupta; Jyotsana rajan Arora, Auditing and Corporate Governance</p> <p>17. Aruna Jha, Auditing and Corporate Governance</p> <p>18. J.P Sharma, Corporate Governance, Business Ethics And CSR</p> <p>19. Bob Tricker, Corporate Governance</p>	30	21		

Teaching Plan for Winter Semester 2017-18

Name of the Teacher: Anu Malhotra

Course Name: B Com(Hons)

Paper Title: Auditing and Corporate Governance

Semester/Year: 6th semester/ 3rd year

S. No.	Month	Week No.	Unit/Topic	Resource/ References/Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
1.	Jan	1-4	Unit-1 and Unit 2	13. Anil Kumar; Lovleen gupta; Jyotsana rajan Arora, Auditing and Corporate Governanace 14. Aruna Jha, Auditing and Corporate Governanace 15. J.P Sharma, Corporate Governance, Business Ethics And CSR 16. Bob Tricker, Corporate Governance	36	28		
2.	Feb	1-4	Unit-2 and unit 3	5. Anil Kumar; Lovleen gupta; Jyotsana rajan Arora, Auditing and Corporate Governanace 6. Aruna Jha, Auditing and Corporate Governanace 7. J.P Sharma, Corporate Governance, Business Ethics And CSR 8. Bob Tricker, Corporate Governance	36	28	Class Test 1	Presentation and Viva

3.	March	1-4	Unit 3 and Unit 4	<p>20. Anil Kumar; Lovleen gupta; Jyotsana rajan Arora, Auditing and Corporate Governanace</p> <p>21. Aruna Jha, Auditing and Corporate Governanace</p> <p>22. J.P Sharma, Corporate Governance, Business Ethics And CSR</p> <p>23. Bob Tricker, Corporate Governance</p>	28	21	Class test 2	Presentation and Viva
4.	April	1-4	Unit 4 and Unit 5	<p>20. Anil Kumar; Lovleen gupta; Jyotsana rajan Arora, Auditing and Corporate Governance</p> <p>21. Aruna Jha, Auditing and Corporate Governance</p> <p>22. J.P Sharma, Corporate Governance, Business Ethics And CSR</p> <p>23. Bob Tricker, Corporate Governance</p>	30	21		

Teaching Plan for Winter Semester 2018-19

Name of the Teacher: Anu Malhotra

Course Name: B Com(Hons)

Paper Title: Auditing and Corporate Governance

Semester/Year: 6th semester/ 3rd year

S. No.	Month	Week No.	Unit/Topic	Resource/ References/Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
1.	Jan	1-4	Unit-1 and Unit 2	17. Anil Kumar; Lovleen gupta; Jyotsana rajan Arora, Auditing and Corporate Governanace 18. Aruna Jha, Auditing and Corporate Governanace 19. J.P Sharma, Corporate Governance, Business Ethics And CSR 20. Bob Tricker, Corporate Governance	36	28		
2.	Feb	1-4	Unit-2 and Unit 3	9. Anil Kumar; Lovleen gupta; Jyotsana rajan Arora, Auditing and Corporate Governanace 10. Aruna Jha, Auditing and Corporate Governanace 11. J.P Sharma, Corporate Governance, Business Ethics And CSR 12. Bob Tricker, Corporate Governance	36	28	Class Test 1	Presentation and Viva

3.	March	1-4	Unit 3 and Unit 4	<p>24. Anil Kumar; Lovleen gupta; Jyotsana rajan Arora, Auditing and Corporate Governanace</p> <p>25. Aruna Jha, Auditing and Corporate Governanace</p> <p>26. J.P Sharma, Corporate Governance, Business Ethics And CSR</p> <p>27. Bob Tricker, Corporate Governance</p>	28	21	Class test 2	Presentation and Viva
4.	April	1-4	Unit 4 and Unit 5	<p>24. Anil Kumar; Lovleen gupta; Jyotsana rajan Arora, Auditing and Corporate Governance</p> <p>25. Aruna Jha, Auditing and Corporate Governance</p> <p>26. J.P Sharma, Corporate Governance, Business Ethics And CSR</p> <p>27. Bob Tricker, Corporate Governance</p>	30	21		

Teaching Plan for Winter Semester 2019-20

Name of the Teacher: Anu Malhotra

Course Name: B Com(Hons)

Paper Title: Auditing and Corporate Governance

Semester/Year: 6th semester/ 3rd year

S. No.	Month	Week No.	Unit/Topic	Resource/ References/Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
1.	Jan	1-4	Unit-1 and Unit 2	21. Anil Kumar; Lovleen gupta; Jyotsana rajan Arora, Auditing and Corporate Governanace 22. Aruna Jha, Auditing and Corporate Governanace 23. J.P Sharma, Corporate Governance, Business Ethics And CSR 24. Bob Tricker, Corporate Governance	36	28		
2.	Feb	1-4	Unit-2 and Unit 3	13. Anil Kumar; Lovleen gupta; Jyotsana rajan Arora, Auditing and Corporate Governanace 14. Aruna Jha, Auditing and Corporate Governanace 15. J.P Sharma, Corporate Governance, Business Ethics And CSR 16. Bob Tricker, Corporate Governance	36	28	Class Test 1	Presentation and Viva

3.	March	1-4	Unit 3 and Unit 4	<p>28. Anil Kumar; Lovleen gupta; Jyotsana rajan Arora, Auditing and Corporate Governanace</p> <p>29. Aruna Jha, Auditing and Corporate Governanace</p> <p>30. J.P Sharma, Corporate Governance, Business Ethics And CSR</p> <p>31. Bob Tricker, Corporate Governance</p>	28	21	Class test 2	Presentation and Viva
4.	April	1-4	Unit 4 and Unit 5	<p>28. Anil Kumar; Lovleen gupta; Jyotsana rajan Arora, Auditing and Corporate Governance</p> <p>29. Aruna Jha, Auditing and Corporate Governance</p> <p>30. J.P Sharma, Corporate Governance, Business Ethics And CSR</p> <p>31. Bob Tricker, Corporate Governance</p>	30	21		

Teaching Plan for Winter Semester 2016-17

Name of the Teacher: Anu Malhotra

Course Name: B Com(Hons)

Paper Title: Industrial Relations and Labour laws

Semester/Year: 6th semester/ 3rd year

S. No.	Month	Week No.	Unit/Topic	Resource/ References/Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
1.	Jan	1-4	Unit-1 and Unit 2	<ol style="list-style-type: none"> 1. Venkat Ratnam, C.S , Industrial Relations 2. Sharma , J.P, Simplified approach to Labour Laws 3. Salamon, Michael, Industrial Relations: Theory and Practice 	36	28		
2.	Feb	1-4	Unit-2 and 3	<ol style="list-style-type: none"> 1. Venkat Ratnam, C.S , Industrial Relations 2. Sharma , J.P, Simplified approach to Labour Laws 3. Salamon, Michael, Industrial Relations: Theory and Practice 	36	28	Class Test 1	Presentation and Viva
3.	March	1-4	Unit 3 and Unit 4	<ol style="list-style-type: none"> 1. Venkat Ratnam, C.S , Industrial Relations 2. Sharma , J.P, Simplified approach to Labour Laws 3. Salamon, Michael, Industrial Relations: Theory and Practice 	28	21	Class test 2	Presentation and Viva

4.	April	1-4	Unit 4 and Unit 5	4. Venkat Ratnam, C.S , Industrial Relations 5. Sharma , J.P, Simplified approach to Labour Laws 6. Salamon, Michael, Industrial Relations: Theory and Practice	30	21		
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Teaching Plan for Winter Semester 2016-17

Name of the Teacher: Anu Malhotra

Course Name: B Com(Hons)

Paper Title: Financial Reporting and Analysis

Semester/Year: 6th semester/ 3rd year

S. No.	Month	Week No.	Unit/Topic	Resource/ References/Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
1.	Jan	1-4	Unit-1 and Unit 2	4. Lal, Jawahar, Corporate Financial Reporting: theory and practice 5. Hennie , V.G, International Financial Reporting Stanadards: a practical guide, Washigton: World Bank 6. Singh, N.T, Agarwal P, Corporate Financial Reporting in India	36	28		
2.	Feb	1-4	Unit-2 And Unit 3	7. Lal, Jawahar, Corporate Financial Reporting: theory and practice 8. Hennie , V.G, International Financial Reporting Stanadards: a practical guide, Washigton: World Bank 9. Singh, N.T, Agarwal P, Corporate Financial Reporting in India	36	28	Class Test 1	Presentation and Viva
3.	March	1-4	Unit 3 and Unit 4	10. Lal, Jawahar, Corporate Financial Reporting: theory and practice 11. Hennie , V.G, International Financial Reporting Stanadards: a practical	28	21	Class test 2	Presentation and Viva

				<p>guide, Washigton: World Bank</p> <p>12. Singh, N.T, Agarwal P, Corporate Financial Reporting in India</p>				
4.	April	1-4	Unit 4 and Unit 5	<p>13. Lal, Jawahar, Corporate Financial Reporting: theory and practice</p> <p>14. Hennie , V.G, International Financial Reporting Stanadards: a practical guide, Washigton: World Bank</p> <p>15. Singh, N.T, Agarwal P, Corporate Financial Reporting in India</p>	30	21		

S. No.	Month	Week No.	Unit/Topic	Resource/References/Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
2.	Aug	1	Unit - I Concept of Indian income and foreign income; Exempted income	1. Students' Guide to Income tax, Authors: Vinod K. Singhanian and Monica Singhanian 2. Simplified approach to Income Tax Authors: Dr. Girish Ahuja and Dr. Ravi Gupta	3	1		
			Unit – II Income from salaries		3			
		2	Unit – II Income from salaries	1. Students' Guide to Income tax, Authors: Vinod K. Singhanian and Monica Singhanian	6	1		
		3	Unit- II- Income from Salary	2. Simplified approach to Income Tax Authors: Dr. Girish Ahuja and Dr. Ravi Gupta	6	1		
		4	Unit II- Income from Salary		6	1		
3.	Sep	1	Unit – II 2. Income from House Property – Basis of Charge, Computation of Income under different cases,	1. Students' Guide to Income tax, Authors: Vinod K. Singhanian and Monica Singhanian 2. Simplified approach to Income Tax Authors: Dr. Girish Ahuja and Dr. Ravi Gupta	6	1		

S. No.	Month	Week No.	Unit/Topic	Resource/References/Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
		2	Unit – II 2. Income from House Property – Basis of Charge, Computation of Income under different cases	1. Students' Guide to Income tax, Authors: Vinod K. Singhanian and Monica Singhanian 2. Simplified approach to Income Tax Authors: Dr. Girish Ahuja and Dr. Ravi Gupta	2	1	1 st internal Assessment on completion of Unit 1 & Unit II	
			Unit – III 1. Profits and Gains from Business or Profession: Basic Introduction		4			
		3	Unit – III 1. Profits and Gains from Business or Profession		6	1		
		4	Unit-III- Income under the head Capital gains		6	1		
4.	Oct	1	Unit – III Income under the head Capital gains	1. Students' Guide to Income tax, Authors: Vinod K. Singhanian and Monica Singhanian 2. Simplified approach to Income Tax Authors: Dr. Girish Ahuja and Dr. Ravi Gupta	4	1	Assignments were taken and asked to come prepared for a test from Capital Gains chapter	

S. No.	Month	Week No.	Unit/Topic	Resource/References/Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
			Unit-III Income from other sources		2			
		2	Unit – IV Clubbing Provisiosn	1. Students' Guide to Income tax,Authors: Vinod K. Singhanian and Monica Singhanian 2. Simplified approach to Income Tax Authors: Dr. Girish Ahuja and Dr. Ravi Gupta	1	1		
			Unit-IV Set off and carry forward of losses		1			
			Unit-IV Deductions under Section 80C to 80U		4			
		3	Unit-IV Computation of tax liability of individual and firm	1. Students' Guide to Income tax,Authors: Vinod K. Singhanian and Monica Singhanian 2. Simplified approach to Income Tax Authors: Dr. Girish Ahuja and Dr. Ravi Gupta	2		1 st internal Assessment on completion of Unit III & Unit IV	Revision class and doubt solving session
			Unit-IV: Leading cases of Supreme court		1			

S. No.	Month	Week No.	Unit/Topic	Resource/References/Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
			Unit-V: Filing of return of Income		3			
MID SEMESTER BREAK								
5.	Nov	1	Unit-V : Filing of return of income	1. Students' Guide to Income tax, Authors: Vinod K. Singhania and Monica Singhania 2. Simplified approach to Income Tax Authors: Dr. Girish Ahuja and Dr. Ravi Gupta	6	1		

Teaching Plan Winter Semester 2020-21

Name of the Teacher: Anuradha Agarwal

Course Name: B.Com. Hons.

Paper Title: Computer Application in Business

Semester/Year: IV/II

S. No.	Month	Week No.	Unit/Topic	Resource/ References/Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
1.	January	1	Unit 4 Spreadsheet and its Business Applications: • Spreadsheet Concepts • Spreadsheet Functions	1. Jain Hem Chand and Tiwari H. N. , Computer Application in Business, Taxmann Publications Pvt Ltd., Ed. 6, January 2021.		0		
					2	0		
		2, 3 & 4	Unit 4 Spreadsheet and its Business Applications: • Creating Business Spread sheets : • Payroll Accounting • Loan Accounting • Depreciation Accounting • Frequency distribution • Regression Analysis			0		<p>Functions and applications have been taught in different versions, to give them a feel that the Functions can be used for simpler as well as difficult applications.</p> <p>Later on the completion of the application, a surprise inspection (surprise test for those who have not been interactive in the class) to see whether the student has been able to understand the topic or not.</p>
						0		
					1	0		
					5			
					5			
					4			
					4			
					2			

2.	February	1	<p>Unit 4 Spreadsheet and its Business Applications:</p> <p>Creating Business Spread sheets</p> <ul style="list-style-type: none"> • Capital budgeting • Working with data • What if Analysis: Goal Seek, Data Tables, Scenario Manager 	<ul style="list-style-type: none"> • Jain Hem Chand and Tiwari H. N. , Computer Application in Business, Taxmann Publications Pvt Ltd., Ed. 6, January 2021. 	4 1 6	0		
		2, 3 & 4	<ul style="list-style-type: none"> • Solver • Data Analysis: histogram, Covariance, Correlation, Moving Average • Pivot Tables • Dashboard (Slicer) 	<ul style="list-style-type: none"> • Jain Hem Chand and Tiwari H. N. , Computer Application in Business, Taxmann Publications Pvt Ltd., Ed. 6, January 2021. 	4 2 4 2	0		

3.	March	1	<ul style="list-style-type: none"> •Unit 1 : Data Processing and Recent Trends in computing: •Computing, •Computer •Networks 	<ol style="list-style-type: none"> 1. Jain, Hem Chand and Tiwari, H. N. , Computer Application in Business, Taxmann Publications Pvt Ltd., Ed. 6, January 2021. 2. Tannenbaum, Andrew, Computer Networks, Pearsons, 5th Edition, January 2013 	4	4	0		
		2 & 3	Unit 5 <ul style="list-style-type: none"> •Database Management System: •Theoretical background of database designs for accounting & Business Applications •Entity Relationship Model •Normal Forms 	<ol style="list-style-type: none"> 1. Jain Hem Chand and Tiwari H. N. , Computer Application in Business, Taxmann Publications Pvt Ltd., Ed. 6, January 2021. 2. Ramez Elmasri and Shamkant B. Navathe, Fundamentals of Database Systems, Pearson, 7th Edition, 2016. 3. Bipin C Desai, An Introduction to Database System, Paperback, January 2012. 	2	0	0	The concepts of DBMS like keys, integrity rules taught as theory and while designing the database. Again here, a surprise test on preparation of tables, relationship and reports has been asked.	
					4	0	0		
					4	0	0		
4	8								
MID SEMESTER BREAK									
4.	April	1	Unit 1 Theory	<ol style="list-style-type: none"> 1. Jain Hem Chand and Tiwari H. N. , Computer Application in 	4	0	0		
						0			

		2	<ul style="list-style-type: none"> • Internet Terminology & Recent Trends 	<p>Business, Taxmann Publications Pvt Ltd., Ed. 6, January 2021.</p> <p>2. Madan, Sushila, Computer Applications in Business, Stock Press Tech, 2017.</p>	8			
		3	<p>Unit 2</p> <ul style="list-style-type: none"> • MS-Word • Including Mail Merge <p>Unit 3</p> <ul style="list-style-type: none"> • Preparing Business Presentation Slides 		4		Articles on Internet of Things, Artificial Intelligence to be discussed	
		4	<ul style="list-style-type: none"> • Revision & Doubts Clearing Session 		4			
					6			

Teaching Plan for Summer Semester 2019-20

Name of the Teacher: Anuradha Agarwal

Course Name: B.Com(Hons.)

Paper Title: Income Tax law & Practice

Semester/Year: III / II

S. No.	Month	Week No.	Unit/Topic	Resource/ References/ Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
1.	July	1	Unit – I 1. Basic Concepts: Income, agricultural income, person, assessee, assessment year, previous year, GTI, NTI, marginal rate	1. Students' Guide to Income tax, University Edition, Authors: Vinod K. Singhania and Monica Singhania Publisher: Taxmann Publications Pvt. Ltd., New Delhi 2. Simplified approach to Income Tax Authors: Dr. Girish Ahuja and Dr. Ravi Gupta Publisher: Flair Publication Pvt. Ltd.	2	1		6 lectures include 4 theory classes and 2 practical classes per week.
			Unit - I 2.Residential status – Individual, HUF, Company, Firm, AOP, BOI etc.		4			
2.	August	1	Unit – I 3. Scope of total income based on residential status	1. Students' Guide to Income tax, University Edition, Authors: Vinod K. Singhania and Monica Singhania Publisher: Taxmann Publications Pvt. Ltd., New Delhi 2. Simplified approach to Income Tax Authors: Dr. Girish Ahuja and Dr. Ravi Gupta Publisher: Flair Publication Pvt. Ltd.	5	1		Taken doubts and so that they can sit for the test and thus revise Unit I.
			Unit - I 4. Exempted incomes u/s 10		1			
		2	Unit – II Computation of income under different heads – 1 1. Income from salaries – Basics	1	1			

S. No.	Month	Week No.	Unit/Topic	Resource/ References/ Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
			Unit – II 1. Income from salaries - Allowances		4			
			Unit – II 1. Income from salaries - Retirement Benefits		1			
		3	Unit – II 1. Income from salaries - Retirement benefits		4	1		
			Unit – II 1. Income from salaries - Perquisites		2			
		4	Unit – II 1. Income from salaries - Perquisites		3	1		
			Unit – II 1. Income from salaries - Deductions from Gross Salary u/s 16		1			
			Unit – II 1. Income from salaries - Practical Questions on Salaries		2			

S. No.	Month	Week No.	Unit/Topic	Resource/ References/ Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
3.	September	1	Unit – II 1. Income from salaries – Practice Questions	1. Students’ Guide to Income tax, University Edition, Authors: Vinod K. Singhanian and Monica Singhanian Publisher: Taxmann Publications Pvt. Ltd., New Delhi	1	1		Taken doubts and so that they can sit for the test and thus revise Unit II.
			Unit – II 2. Income from House Property – Basis of Charge, Computation of Income under different cases, deduction u/s 24.	2. Simplified approach to Income Tax Authors: Dr. Girish Ahuja and Dr. Ravi Gupta Publisher: Flair Publication Pvt. Ltd.	5			
		2	Unit – II 2. Income from House Property – Practice Questions	1. Students’ Guide to Income tax, University Edition, Authors: Vinod K. Singhanian and Monica Singhanian Publisher: Taxmann Publications Pvt. Ltd., New Delhi	2	1	1 st internal Assessment on completion of Unit 1 & Unit II	
			Unit – III Computation of Income under different heads – 2 1. Profits and Gains from Business or Profession – Provisions	2. Simplified approach to Income Tax Authors: Dr. Girish Ahuja and Dr. Ravi Gupta Publisher: Flair Publication Pvt. Ltd.	4			
		3	Unit – III 1. Profits and Gains from Business or Profession - Provisions		4	1		Taken doubts and so that they can sit for the test and thus revise Unit III

S. No.	Month	Week No.	Unit/Topic	Resource/ References/ Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
			Unit – III 1. Profits and Gains from Business or Profession – Practice questions.		2			
		4	Unit – III 2. Capital gains – Basics Computation of capital gains under different cases	1. Students’ Guide to Income tax, University Edition, Authors: Vinod K. Singhanian and Monica Singhanian Publisher: Taxmann Publications Pvt. Ltd., New Delhi 2. Simplified approach to Income Tax Authors: Dr. Girish Ahuja and Dr. Ravi Gupta Publisher: Flair Publication Pvt. Ltd.	6	1		
4.	October	1	Unit – III Capital Gains – Exemption u/s 54, Practice questions	1. Students’ Guide to Income tax, University Edition, Authors: Vinod K. Singhanian and Monica Singhanian Publisher: Taxmann Publications Pvt. Ltd., New Delhi	4	1		
			Unit – III Income from Other Sources		2			
		2	Unit – IV Income of other persons included in assessee’s total income	2. Simplified approach to Income Tax Authors: Dr. Girish Ahuja and Dr. Ravi Gupta Publisher: Flair Publication Pvt. Ltd.	1	1		
			Unit – IV Set-off and carry forward of losses		1			
Unit – IV	3							

S. No.	Month	Week No.	Unit/Topic	Resource/ References/ Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
			Deductions from Gross total Income – Rebates & reliefs					
			Unit – IV Computation of Total Income of Individual and firm		1			
		3	Unit – IV Computation of Total Income of Individual and firm	1. Students’ Guide to Income tax, University Edition, Authors: Vinod K. Singhanian and Monica Singhanian Publisher: Taxmann Publications Pvt. Ltd., New Delhi	1	1	2 nd internal Assessment on completion of Unit III and IV	Taken doubts of unit IV and so that they can sit for the test and thus revise Unit IV.
			Unit – IV Computation of Tax Liability of Individual and firm	2. Simplified approach to Income Tax Authors: Dr. Girish Ahuja and Dr. Ravi Gupta Publisher: Flair Publication Pvt. Ltd.	2			
			Unit - IV Five leading cases of Supreme Court		1			
			Unit – V Filling of return of income manually, Online Filling of Income – Provisions & Procedures		2			
MID SEMESTER BREAK								
5.	November	1	Unit – V Online Filing return of Income - Procedure, TDS	1. Students’ Guide to Income tax, University Edition, Authors: Vinod K. Singhanian and Monica Singhanian	1	1		Also taken Revision & doubts

S. No.	Month	Week No.	Unit/Topic	Resource/ References/ Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
			Unit – V Filling of income tax return– Practice questions	Publisher: Taxmann Publications Pvt. Ltd., New Delhi 2. Simplified approach to Income Tax	2			
			Revision of Syllabus Practice of questions from Past years question papers	Authors: Dr. Girish Ahuja and Dr. Ravi Gupta Publisher: Flair Publication Pvt. Ltd.	3			

Teaching Plan Winter Semester 2019-20

Name of the Teacher: Anuradha Agarwal

Course Name: B.Com. (Hons)

Paper Title: Computer Application in Business

Semester/Year: IV/II

S. No.	Month	Week No.	Unit/Topic	Resource/ References/Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
1.	January	1,2,3,4	Unit 4 Spreadsheet and its Business Applications: <ul style="list-style-type: none"> • Spreadsheet Concepts • Spreadsheet Functions Creating Business Spread sheets : <ul style="list-style-type: none"> • Payroll Accounting • Loan Accounting • Depreciation Accounting • Frequency distribution • Regression Analysis • Capital budgeting 	1. Jain Hem Chand and Tiwari H. N. , Computer Application in Business, Taxmann Publications Pvt Ltd., Ed. 5, January 2020.	1	0		Functions and their usage through the applications had been taught in different versions format, to give them a feel that the Functions can be used for simpler as well as for difficult applications. On the completion of the applications like payroll, depreciation, regression, a surprise inspection (surprise test) to see whether the student has been able to understand the topic or not.
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						0		
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					6	0		
					6			
					5			
4								
3								
4								
2.	February	1	<ul style="list-style-type: none"> • Working with data • : What if Analysis: 	1. Jain Hem Chand and Tiwari H. N. , Computer Application in Business, Taxmann	2	0		
					6			

			Goal Seek, Data Tables, Scenario Manager	Publications Pvt Ltd., Ed. 5, January 2020.				
		2	<ul style="list-style-type: none"> • Solver • Data Analysis: histogram, Covariance, Correlation, Moving Average • Pivot Tables 		4			
		3 & 4	Unit 5 Database Management System: <ul style="list-style-type: none"> • Theoretical background of database designs for accounting & Business Applications • Entity Relationship Model • Normal Forms 	<ol style="list-style-type: none"> 1. Jain Hem Chand and Tiwari H. N. , Computer Application in Business, Taxmann Publications Pvt Ltd., Ed. 5, January 2020. 2. Ramez Elmasri and Shamkant B. Navathe, Fundamentals of Database Systems, Pearson, 7th Edition, 2016. 3. Bipin C Desai, An Introduction to Database System, Paperback, January 2012. 	4	0		The concepts of DBMS like keys, integrity rules taught as theory and while designing the database. Again here, a surprise test on preparation of tables, relationship and reports has been asked.

3.	March	1 & 2	Access • Creating Tables • Relationship • Queries SQL • Forms	1. Jain Hem Chand and Tiwari H. N. , Computer Application in Business, Taxmann Publications Pvt Ltd., Ed. 5, January 2020.	5	0		
		3	Access: • Forms (Complex) • Reports	2. Jain Hem Chand and Tiwari H. N. , Computer Application in Business, Taxmann Publications Pvt Ltd., Ed. 5, January 2020.	3	0		
MID SEMESTER BREAK								
	April	2	Unit 2 MS-Word • Including Mail Merge Unit 3 • Preparing Business Presentation Slides	1. Jain Hem Chand and Tiwari H. N. , Computer Application in Business, Taxmann Publications Pvt Ltd., Ed. 5, January 2020. 2. Madan, Sushila, Computer Applications in Business, Stock Press Tech, 2017.	4	0		
					3	0		

Teaching Plan for Summer Semester 2018-19

Name of the Teacher: Anuradha Agarwal

Course Name: B.Com(Hons.)

Paper Title: Income Tax law & Practice

Semester/Year: III / II

S. No.	Month	Week No.	Unit/Topic	Resource/ References/ Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
1.	July	1	Unit – I 1. Basic Concepts: Income, agricultural income, person, assessee, assessment year, previous year, GTI, NTI, marginal rate	1. Students' Guide to Income tax, University Edition, Authors: Vinod K. Singhania and Monica Singhania Publisher: Taxmann Publications Pvt. Ltd., New Delhi 2. Simplified approach to Income Tax Authors: Dr. Girish Ahuja and Dr. Ravi Gupta Publisher: Flair Publication Pvt. Ltd.	2	1		6 lectures includes 4 theory classes and 2 practical classes per week.
			Unit - I 2.Residential status – Individual, HUF, Company, Firm, AOP, BOI etc.		4			
2.	August	1	Unit – I 3. Scope of total income based on residential status	1. Students' Guide to Income tax, University Edition, Authors: Vinod K. Singhania and Monica Singhania Publisher: Taxmann Publications Pvt. Ltd., New Delhi 2. Simplified approach to Income Tax Authors: Dr. Girish Ahuja and Dr. Ravi Gupta Publisher: Flair Publication Pvt. Ltd.	5	1		Taken doubts and so that they can sit for the test and thus revise Unit I.
			Unit - I 4. Exempted incomes u/s 10		1			
		2	Unit – II Computation of income under different heads – 1 1. Income from salaries – Basics	1	1			

S. No.	Month	Week No.	Unit/Topic	Resource/ References/ Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
			Unit – II 1. Income from salaries - Allowances		4			
			Unit – II 1. Income from salaries - Retirement Benefits		1			
		3	Unit – II 1. Income from salaries - Retirement benefits		4	1		
			Unit – II 1. Income from salaries - Perquisites		2			
		4	Unit – II 1. Income from salaries - Perquisites		3	1		
			Unit – II 1. Income from salaries - Deductions from Gross Salary u/s 16		1			
			Unit – II 1. Income from salaries - Practical Questions on Salaries		2			

S. No.	Month	Week No.	Unit/Topic	Resource/ References/ Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
3.	September	1	Unit – II 1. Income from salaries – Practice Questions	1. Students’ Guide to Income tax, University Edition, Authors: Vinod K. Singhanian and Monica Singhanian Publisher: Taxmann Publications Pvt. Ltd., New Delhi	1	1		Taken doubts and so that they can sit for the test and thus revise Unit II.
			Unit – II 2. Income from House Property – Basis of Charge, Computation of Income under different cases, deduction u/s 24.	2. Simplified approach to Income Tax Authors: Dr. Girish Ahuja and Dr. Ravi Gupta Publisher: Flair Publication Pvt. Ltd.	5			
		2	Unit – II 2. Income from House Property – Practice Questions	1. Students’ Guide to Income tax, University Edition, Authors: Vinod K. Singhanian and Monica Singhanian Publisher: Taxmann Publications Pvt. Ltd., New Delhi	2	1	1 st internal Assessment on completion of Unit 1 & Unit II	
			Unit – III Computation of Income under different heads – 2 1. Profits and Gains from Business or Profession – Provisions	2. Simplified approach to Income Tax Authors: Dr. Girish Ahuja and Dr. Ravi Gupta Publisher: Flair Publication Pvt. Ltd.	4			
		3	Unit – III 1. Profits and Gains from Business or Profession - Provisions		4	1		Taken doubts and so that they can sit for the test and thus revise Unit III

S. No.	Month	Week No.	Unit/Topic	Resource/ References/ Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
			Unit – III 1. Profits and Gains from Business or Profession – Practice questions.		2			
		4	Unit – III 2. Capital gains – Basics Computation of capital gains under different cases	1. Students’ Guide to Income tax, University Edition, Authors: Vinod K. Singhanian and Monica Singhanian Publisher: Taxmann Publications Pvt. Ltd., New Delhi 2. Simplified approach to Income Tax Authors: Dr. Girish Ahuja and Dr. Ravi Gupta Publisher: Flair Publication Pvt. Ltd.	6	1		
4.	October	1	Unit – III Capital Gains – Exemption u/s 54, Practice questions	1. Students’ Guide to Income tax, University Edition, Authors: Vinod K. Singhanian and Monica Singhanian Publisher: Taxmann Publications Pvt. Ltd., New Delhi	4	1		
			Unit – III Income from Other Sources		2			
		2	Unit – IV Income of other persons included in assessee’s total income	2. Simplified approach to Income Tax Authors: Dr. Girish Ahuja and Dr. Ravi Gupta Publisher: Flair Publication Pvt. Ltd.	1	1		
			Unit – IV Set-off and carry forward of losses		1			
			Unit – IV		3			

S. No.	Month	Week No.	Unit/Topic	Resource/ References/ Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
			Deductions from Gross total Income – Rebates & reliefs					
			Unit – IV Computation of Total Income of Individual and firm		1			
		3	Unit – IV Computation of Total Income of Individual and firm	1. Students’ Guide to Income tax, University Edition, Authors: Vinod K. Singhanian and Monica Singhanian Publisher: Taxmann Publications Pvt. Ltd., New Delhi	1	1	2 nd internal Assessment on completion of Unit III and IV	Taken doubts of unit IV and so that they can sit for the test and thus revise Unit IV.
			Unit – IV Computation of Tax Liability of Individual and firm	2. Simplified approach to Income Tax Authors: Dr. Girish Ahuja and Dr. Ravi Gupta Publisher: Flair Publication Pvt. Ltd.	2			
			Unit - IV Five leading cases of Supreme Court		1			
			Unit – V Filling of return of income manually, Online Filling of Income – Provisions & Procedures		2			
MID SEMESTER BREAK								
5.	November	1	Unit – V Online Filing return of Income - Procedure, TDS	1. Students’ Guide to Income tax, University Edition, Authors: Vinod K. Singhanian and Monica Singhanian	1	1		Also taken Revision & doubts

S. No.	Month	Week No.	Unit/Topic	Resource/ References/ Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
			Unit – V Filling of income tax return– Practice questions	Publisher: Taxmann Publications Pvt. Ltd., New Delhi 2. Simplified approach to Income Tax	2			
			Revision of Syllabus Practice of questions from Past years question papers	Authors: Dr. Girish Ahuja and Dr. Ravi Gupta Publisher: Flair Publication Pvt. Ltd.	3			

Teaching Plan Winter Semester 2018-19

Name of the Teacher: Anuradha Agarwal

Course Name: B.Com. Hons.

Paper Title: Computer Application in Business

Semester/Year: IV/II

S. No.	Month	Week No.	Unit/Topic	Resource/ References/Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
1.	January	1 & 2	Unit 5 <ul style="list-style-type: none"> • Database Management System: • Theoretical background of database designs for accounting & Business Applications • Entity Relationship Model • Normal Forms 	1. Jain Hem Chand and Tiwari H. N. , Computer Application in Business, Taxmann Publications Pvt Ltd., Ed. 4, January 2019. 2. Ramez Elmasri and Shamkant B. Navathe, Fundamentals of Database Systems, Pearson, 7th Edition, 2016. 3. Bipin C Desai, An Introduction to Database System, Paperback, January 2012.	2	0		The concepts of DBMS like keys, integrity rules taught as theory and while designing the database. Again here, a surprise test on preparation of tables, relationship and reports has been asked.
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					4	0		
		4						
		3 & 4	Access <ul style="list-style-type: none"> • Creating Tables 		4	0		
					4	0		

			<ul style="list-style-type: none"> • Relationship • Queries SQL • Forms • Reports <p>Unit 2</p> <ul style="list-style-type: none"> • MS- Word • Including Mail Merge 		1	0		
2.	February	1,2,3,4	<p>Unit 4 Spreadsheet and its Business Applications:</p> <ul style="list-style-type: none"> • Spreadsheet Concepts • Spreadsheet Functions • Creating Business Spread sheets : • Payroll Accounting • Loan Accounting • Depreciation Accounting • Frequency distribution • Regression Analysis • Capital budgeting 	<p>1. Jain Hem Chand and Tiwari H. N. , Computer Application in Business, Taxmann Publications Pvt Ltd., , Ed. 4, January 2019.</p>	1			
					2			
					1			
					4			
					6			
					6			
					4			
					3			
					3			

3.	March	1&2	Unit 4 Spreadsheet and its Business Applications: <ul style="list-style-type: none"> • Working with data • What if Analysis: Goal Seek, Data Tables, Scenario Manager 	<ul style="list-style-type: none"> • Jain Hem Chand and Tiwari H. N. , Computer Application in Business, Taxmann Publications Pvt Ltd., ., Ed. 4, January 2019. 	2	0		
		3 & 4	<ul style="list-style-type: none"> • Solver • Data Analysis: histogram, Covariance, Correlation, Moving Average • Pivot Tables • Pivot Charts 	Jain Hem Chand and Tiwari H. N. , Computer Application in Business, Taxmann Publications Pvt Ltd., Ed. 4, January 2019	4	0		
MID SEMESTER BREAK								

4.	April	1 & 2	Unit 1 : Data Processing: <ul style="list-style-type: none"> • Computing, • Computer Networks LAN, MAN, WAN Client-Server Peer2Peer Distributed • Internet Modem Firewall Proxy Server 	<ol style="list-style-type: none"> 1. Jain, Hem Chand and Tiwari, H. N. , Computer Application in Business, Taxmann Publications Pvt Ltd., Ed. 4, January 2019. 2. Tannenbaum, Andrew, Computer Networks, Pearsons,5th Edition, January 2013 3. Madan, Sushila, Computer Applications in Business, Stock Press Tech, 2017. 	4 6 4	0	Computer practical Exam was taken as home examination of the syllabus covered before mid-sem break	
		3 & 4	Unit 1 Theory Evolution Components System and application software Unit 3 <ul style="list-style-type: none"> • Preparing Business Presentation Slides • Revision & Doubts Clearing Session 	Jain Hem Chand and Tiwari H. N. , Computer Application in Business, Taxmann Publications Pvt Ltd., Ed. 4, January 2019	4 2 9	0 0	Workbooks in the form of a CD was taken	

Teaching Plan for Summer Semester 2017-18

Name of the Teacher: Anuradha Agarwal

Course Name: B.Com(Hons.)

Paper Title: Income Tax law & Practice

Semester/Year: III / II

S. No.	Month	Week No.	Unit/Topic	Resource/ References/ Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
1.	July	1	Unit – I 1. Basic Concepts: Income, agricultural income, person, assessee, assessment year, previous year, GTI, NTI, marginal rate	1. Students' Guide to Income tax, University Edition, Authors: Vinod K. Singhanian and Monica Singhanian Publisher: Taxmann Publications Pvt. Ltd., New Delhi 2. Simplified approach to Income Tax Authors: Dr. Girish Ahuja and Dr. Ravi Gupta Publisher: Flair Publication Pvt. Ltd.	2	1		6 lectures includes 4 theory classes and 2 practical classes per week.
			Unit - I 2.Residential status – Individual, HUF, Company, Firm, AOP, BOI etc.		4			
2.	August	1	Unit – I 3. Scope of total income based on residential status	1. Students' Guide to Income tax, University Edition, Authors: Vinod K. Singhanian and Monica Singhanian Publisher: Taxmann Publications Pvt. Ltd., New Delhi 2. Simplified approach to Income Tax Authors: Dr. Girish Ahuja and Dr. Ravi Gupta Publisher: Flair Publication Pvt. Ltd.	5	1		Taken doubts and so that they can sit for the test and thus revise Unit I.
			Unit - I 4. Exempted incomes u/s 10		1			
		2	Unit – II Computation of income under different heads – 1 1. Income from salaries – Basics	1	1			

S. No.	Month	Week No.	Unit/Topic	Resource/ References/ Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
			Unit – II 1. Income from salaries - Allowances		4			
			Unit – II 1. Income from salaries - Retirement Benefits		1			
		3	Unit – II 1. Income from salaries - Retirement benefits		4	1		
			Unit – II 1. Income from salaries - Perquisites		2			
		4	Unit – II 1. Income from salaries - Perquisites		3	1		
			Unit – II 1. Income from salaries - Deductions from Gross Salary u/s 16		1			
			Unit – II 1. Income from salaries - Practical Questions on Salaries		2			

S. No.	Month	Week No.	Unit/Topic	Resource/ References/ Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
3.	September	1	Unit – II 1. Income from salaries – Practice Questions	1. Students’ Guide to Income tax, University Edition, Authors: Vinod K. Singhanian and Monica Singhanian Publisher: Taxmann Publications Pvt. Ltd., New Delhi	1	1		Taken doubts and so that they can sit for the test and thus revise Unit II.
			Unit – II 2. Income from House Property – Basis of Charge, Computation of Income under different cases, deduction u/s 24.	2. Simplified approach to Income Tax Authors: Dr. Girish Ahuja and Dr. Ravi Gupta Publisher: Flair Publication Pvt. Ltd.	5			
		2	Unit – II 2. Income from House Property – Practice Questions	1. Students’ Guide to Income tax, University Edition, Authors: Vinod K. Singhanian and Monica Singhanian Publisher: Taxmann Publications Pvt. Ltd., New Delhi	2	1	1 st internal Assessment on completion of Unit 1 & Unit II	
			Unit – III Computation of Income under different heads – 2 1. Profits and Gains from Business or Profession – Provisions	2. Simplified approach to Income Tax Authors: Dr. Girish Ahuja and Dr. Ravi Gupta Publisher: Flair Publication Pvt. Ltd.	4			
		3	Unit – III 1. Profits and Gains from Business or Profession - Provisions		4	1		Taken doubts and so that they can sit for the test and thus revise Unit III

S. No.	Month	Week No.	Unit/Topic	Resource/ References/ Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
			Unit – III 1. Profits and Gains from Business or Profession – Practice questions.		2			
		4	Unit – III 2. Capital gains – Basics Computation of capital gains under different cases	1. Students’ Guide to Income tax, University Edition, Authors: Vinod K. Singhanian and Monica Singhanian Publisher: Taxmann Publications Pvt. Ltd., New Delhi 2. Simplified approach to Income Tax Authors: Dr. Girish Ahuja and Dr. Ravi Gupta Publisher: Flair Publication Pvt. Ltd.	6	1		
4.	October	1	Unit – III Capital Gains – Exemption u/s 54, Practice questions	1. Students’ Guide to Income tax, University Edition, Authors: Vinod K. Singhanian and Monica Singhanian Publisher: Taxmann Publications Pvt. Ltd., New Delhi	4	1		
			Unit – III Income from Other Sources	2. Simplified approach to Income Tax Authors: Dr. Girish Ahuja and Dr. Ravi Gupta Publisher: Flair Publication Pvt. Ltd.	2			
		2	Unit – IV Income of other persons included in assessee’s total income		1	1		
			Unit – IV Set-off and carry forward of losses		1			
			Unit – IV		3			

S. No.	Month	Week No.	Unit/Topic	Resource/ References/ Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
			Deductions from Gross total Income – Rebates & reliefs					
			Unit – IV Computation of Total Income of Individual and firm		1			
		3	Unit – IV Computation of Total Income of Individual and firm	1. Students’ Guide to Income tax, University Edition, Authors: Vinod K. Singhanian and Monica Singhanian Publisher: Taxmann Publications Pvt. Ltd., New Delhi	1	1	2 nd internal Assessment on completion of Unit III and IV	Taken doubts of unit IV and so that they can sit for the test and thus revise Unit IV.
			Unit – IV Computation of Tax Liability of Individual and firm	2. Simplified approach to Income Tax Authors: Dr. Girish Ahuja and Dr. Ravi Gupta Publisher: Flair Publication Pvt. Ltd.	2			
			Unit - IV Five leading cases of Supreme Court		1			
			Unit – V Filling of return of income manually, Online Filling of Income – Provisions & Procedures		2			
MID SEMESTER BREAK								
5.	November	1	Unit – V Online Filing return of Income - Procedure, TDS	1. Students’ Guide to Income tax, University Edition, Authors: Vinod K. Singhanian and Monica Singhanian	1	1		Also taken Revision & doubts

S. No.	Month	Week No.	Unit/Topic	Resource/ References/ Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
			Unit – V Filling of income tax return– Practice questions	Publisher: Taxmann Publications Pvt. Ltd., New Delhi 2. Simplified approach to Income Tax	2			
			Revision of Syllabus Practice of questions from Past years question papers	Authors: Dr. Girish Ahuja and Dr. Ravi Gupta Publisher: Flair Publication Pvt. Ltd.	3			

Teaching Plan Winter Semester 2017-18

Name of the Teacher: Anuradha Agarwal

Course Name: B.Com. Hons.

Paper Title: Computer Application in Business

Semester/Year: IV/II

S. No.	Month	Week No.	Unit/Topic	Resource/ References/Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
1.	January	1 & 2	Unit 5 • Database Management System: • Theoretical background of database designs for accounting & Business Applications • Entity Relationship Model • Normal Forms	4. Jain Hem Chand and Tiwari H. N. , Computer Application in Business, Taxmann Publications Pvt Ltd., Ed. 3, January 2018. 5. Ramez Elmasri and Shamkant B. Navathe, Fundamentals of Database Systems, Pearson, 7th Edition, 2016. 6. Bipin C Desai, An Introduction to Database System, Paperback, January 2012.	2	0		The concepts of DBMS like keys, integrity rules taught as theory and while designing the database. Again here, a surprise test on preparation of tables, relationship and reports has been asked.
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					4	0		
		4						
		3 & 4	Access • Creating Tables		4	0		
					4	0		

			<ul style="list-style-type: none"> • Relationship • Queries SQL • Forms • Reports <p>Unit 2</p> <ul style="list-style-type: none"> • MS- Word • Including Mail Merge 		1 4 4 3 1 2	0		
2.	February	1,2,3,4	<p>Unit 4 Spreadsheet and its Business Applications:</p> <ul style="list-style-type: none"> • Spreadsheet Concepts • Spreadsheet Functions • Creating Business Spread sheets : • Payroll Accounting • Loan Accounting • Depreciation Accounting • Frequency distribution • Regression Analysis • Capital budgeting 	<p>Jain Hem Chand and Tiwari H. N. , Computer Application in Business, Taxmann Publications Pvt Ltd, Ed. 3, January 2018.</p>	1 2 1 4 6 6 4 3 3			

3.	March	1&2	<p>Unit 4 Spreadsheet and its Business Applications:</p> <ul style="list-style-type: none"> • Working with data • What if Analysis: Goal Seek, Data Tables, Scenario Manager 	<p>Jain Hem Chand and Tiwari H. N. , Computer Application in Business, Taxmann Publications Pvt Ltd., Ed. 3, January 2018.</p>	2	0		
		3 & 4	<ul style="list-style-type: none"> • Solver (using 3-4 illustrations) • Data Analysis: histogram, Covariance, Correlation, Moving Average • Pivot Tables • Pivot Charts 	<p>Jain Hem Chand and Tiwari H. N. , Computer Application in Business, Taxmann Publications Pvt Ltd., Ed. 3, January 2018.</p>	4	0		
MID SEMESTER BREAK								

4.	April	1 & 2	<p>Unit 1 : Data Processing:</p> <ul style="list-style-type: none"> • Computing, • Computer Networks LAN, MAN, WAN Topology Client- Server Peer2Peer Distributed • Internet Modem Firewall Proxy Server Browser Internet Protocols like TCP/IP FTP, HTTP Search Engine 	<ol style="list-style-type: none"> 1. Jain, Hem Chand and Tiwari, H. N. , Computer Application in Business, Taxmann Publications Pvt Ltd., Ed. 3, January 2018. 2. Tannenbaum, Andrew, Computer Networks, Pearsons, 5th Edition, January 2013 3. Madan, Sushila, Computer Applications in Business, Stock Press Tech, 2017. 	4	6	0	Computer practical Exam was taken as home examination of the syllabus covered before mid-sem break
		3 & 4	Unit 1 Theory	Jain Hem Chand and Tiwari H. N. ,	4	0	WorkBook of the work	

		<p>Evolution Components System and application software</p> <p>Unit 3</p> <ul style="list-style-type: none"> • Preparing Business Presentation Slides • Revision & Doubts Clearing Session 	<p>Computer Application in Business, Taxmann Publications Pvt Ltd., Ed. 3, January 2018.</p>	<p>4</p> <p>7</p>	<p>0</p>	<p>done so far in the practical classes was given in the form of a Compact disk.</p>	
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Teaching Plan for Summer Semester 2016-17

Name of the Teacher: Anuradha Agarwal

Course Name: B.Com(Hons.)

Paper Title: Income Tax law & Practice

Semester/Year: III / II

S. No.	Month	Week No.	Unit/Topic	Resource/ References/ Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
1.	July	1	Unit – I 1. Basic Concepts: Income, agricultural income, person, assessee, assessment year, previous year, GTI, NTI, marginal rate	1. Students' Guide to Income tax, University Edition, Authors: Vinod K. Singhania and Monica Singhania Publisher: Taxmann Publications Pvt. Ltd., New Delhi 2. Simplified approach to Income Tax Authors: Dr. Girish Ahuja and Dr. Ravi Gupta Publisher: Flair Publication Pvt. Ltd.	2	1		6 lectures includes 4 theory classes and 2 practical classes per week.
			Unit - I 2.Residential status – Individual, HUF, Company, Firm, AOP, BOI etc.		4			
2.	August	1	Unit – I 3. Scope of total income based on residential status	1. Students' Guide to Income tax, University Edition, Authors: Vinod K. Singhania and Monica Singhania Publisher: Taxmann Publications Pvt. Ltd., New Delhi 2. Simplified approach to Income Tax Authors: Dr. Girish Ahuja and Dr. Ravi Gupta Publisher: Flair Publication Pvt. Ltd.	5	1		Taken doubts and so that they can sit for the test and thus revise Unit I.
			Unit - I 4. Exempted incomes u/s 10		1			
		2	Unit – II Computation of income under different heads – 1 1. Income from salaries – Basics		1	1		

S. No.	Month	Week No.	Unit/Topic	Resource/ References/ Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
			Unit – II 1. Income from salaries - Allowances		4			
			Unit – II 1. Income from salaries - Retirement Benefits		1			
		3	Unit – II 1. Income from salaries - Retirement benefits		4	1		
			Unit – II 1. Income from salaries - Perquisites		2			
		4	Unit – II 1. Income from salaries - Perquisites		3	1		
			Unit – II 1. Income from salaries - Deductions from Gross Salary u/s 16		1			
			Unit – II 1. Income from salaries - Practical Questions on Salaries		2			

S. No.	Month	Week No.	Unit/Topic	Resource/ References/ Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
3.	September	1	Unit – II 1. Income from salaries – Practice Questions	1. Students’ Guide to Income tax, University Edition, Authors: Vinod K. Singhanian and Monica Singhanian Publisher: Taxmann Publications Pvt. Ltd., New Delhi	1	1		Taken doubts and so that they can sit for the test and thus revise Unit II.
			Unit – II 2. Income from House Property – Basis of Charge, Computation of Income under different cases, deduction u/s 24.	2. Simplified approach to Income Tax Authors: Dr. Girish Ahuja and Dr. Ravi Gupta Publisher: Flair Publication Pvt. Ltd.	5			
		2	Unit – II 2. Income from House Property – Practice Questions	1. Students’ Guide to Income tax, University Edition, Authors: Vinod K. Singhanian and Monica Singhanian Publisher: Taxmann Publications Pvt. Ltd., New Delhi	2	1	1 st internal Assessment on completion of Unit 1 & Unit II	
			Unit – III Computation of Income under different heads – 2 1. Profits and Gains from Business or Profession – Provisions	2. Simplified approach to Income Tax Authors: Dr. Girish Ahuja and Dr. Ravi Gupta Publisher: Flair Publication Pvt. Ltd.	4			
		3	Unit – III 1. Profits and Gains from Business or Profession - Provisions		4	1		Taken doubts and so that they can sit for the test and thus revise Unit III

S. No.	Month	Week No.	Unit/Topic	Resource/ References/ Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
			Unit – III 1. Profits and Gains from Business or Profession – Practice questions.		2			
		4	Unit – III 2. Capital gains – Basics Computation of capital gains under different cases	1. Students’ Guide to Income tax, University Edition, Authors: Vinod K. Singhanian and Monica Singhanian Publisher: Taxmann Publications Pvt. Ltd., New Delhi 2. Simplified approach to Income Tax Authors: Dr. Girish Ahuja and Dr. Ravi Gupta Publisher: Flair Publication Pvt. Ltd.	6	1		
4.	October	1	Unit – III Capital Gains – Exemption u/s 54, Practice questions	1. Students’ Guide to Income tax, University Edition, Authors: Vinod K. Singhanian and Monica Singhanian Publisher: Taxmann Publications Pvt. Ltd., New Delhi	4	1		
			Unit – III Income from Other Sources		2			
		2	Unit – IV Income of other persons included in assessee’s total income	2. Simplified approach to Income Tax Authors: Dr. Girish Ahuja and Dr. Ravi Gupta Publisher: Flair Publication Pvt. Ltd.	1	1		
			Unit – IV Set-off and carry forward of losses		1			
	Unit – IV		3					

S. No.	Month	Week No.	Unit/Topic	Resource/ References/ Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
			Deductions from Gross total Income – Rebates & reliefs					
			Unit – IV Computation of Total Income of Individual and firm		1			
		3	Unit – IV Computation of Total Income of Individual and firm	1. Students' Guide to Income tax, University Edition, Authors: Vinod K. Singhanian and Monica Singhanian Publisher: Taxmann Publications Pvt. Ltd., New Delhi	1	1	2 nd internal Assessment on completion of Unit III and IV	Taken doubts of unit IV and so that they can sit for the test and thus revise Unit IV.
			Unit – IV Computation of Tax Liability of Individual and firm	2. Simplified approach to Income Tax Authors: Dr. Girish Ahuja and Dr. Ravi Gupta Publisher: Flair Publication Pvt. Ltd.	2			
			Unit - IV Five leading cases of Supreme Court		1			
			Unit – V Filling of return of income manually, Online Filling of Income – Provisions & Procedures		2			
MID SEMESTER BREAK								
5.	November	1	Unit – V Online Filing return of Income - Procedure, TDS	1. Students' Guide to Income tax, University Edition, Authors: Vinod K. Singhanian and Monica Singhanian	1	1		Also taken Revision & doubts

S. No.	Month	Week No.	Unit/Topic	Resource/ References/ Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
			Unit – V Filling of income tax return– Practice questions	Publisher: Taxmann Publications Pvt. Ltd., New Delhi 2. Simplified approach to Income Tax	2			
			Revision of Syllabus Practice of questions from Past years question papers	Authors: Dr. Girish Ahuja and Dr. Ravi Gupta Publisher: Flair Publication Pvt. Ltd.	3			

Teaching Plan Winter Semester 2016-17

Name of the Teacher: Anuradha Agarwal

Course Name: B.Com. Hons.

Paper Title: Computer Application in Business

Semester/Year: IV/II

S. No.	Month	Week No.	Unit/Topic	Resource/ References/Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
1.	January	1 & 2	Unit 5 • Database Management System: • Theoretical background of database designs for accounting & Business Applications • Entity Relationship Model • Normal Forms	Jain Hem Chand and Tiwari H. N. , Computer Application in Business, Taxmann Publications Pvt Ltd., Ed. 2, January 2017. Ramez Elmasri and Shamkant B. Navathe, Fundamentals of Database Systems, Pearson, 7th Edition, 2016. Bipin C Desai, An Introduction to Database System, Paperback, January 2012.	2	0		The concepts of DBMS like keys, integrity rules taught as theory and while designing the database. Again here, a surprise test on preparation of tables, relationship and reports has been asked.
						0		
					4	0		
					4			
		4						
		3 & 4	Access • Creating Tables		4	0		
					4	0		

			<ul style="list-style-type: none"> • Relationship • Queries SQL • Forms • Reports <p>Unit 2</p> <ul style="list-style-type: none"> • MS- Word • Including Mail Merge 		1 4 4 3 1 2	0		
2.	February	1,2,3,4	<p>Unit 4 Spreadsheet and its Business Applications:</p> <ul style="list-style-type: none"> • Spreadsheet Concepts • Spreadsheet Functions • Creating Business Spread sheets : • Payroll Accounting • Loan Accounting • Depreciation Accounting • Frequency distribution • Regression Analysis • Capital budgeting 	<p>Jain Hem Chand and Tiwari H. N. , Computer Application in Business, Taxmann Publications Pvt Ltd, Ed. 2, January 2017.</p>	1 2 1 4 6 6 4 3 3			

3.	March	1&2	<p>Unit 4 Spreadsheet and its Business Applications:</p> <ul style="list-style-type: none"> • Working with data • What if Analysis: Goal Seek, Data Tables, Scenario Manager 	<p>Jain Hem Chand and Tiwari H. N. , Computer Application in Business, Taxmann Publications Pvt Ltd, Ed. 2, January 2017.</p>	2	0		
		3 & 4	<ul style="list-style-type: none"> • Solver (using 3-4 illustrations) • Data Analysis: histogram, Covariance, Correlation, Moving Average • Pivot Tables • Pivot Charts 	<p>Jain Hem Chand and Tiwari H. N. , Computer Application in Business, Taxmann Publications Pvt Ltd., Ed. 2, January 2017.</p>	4	0		
MID SEMESTER BREAK								

4.	April	1 & 2	Unit 1 : Data Processing: <ul style="list-style-type: none"> • Computing, • Computer Networks LAN, MAN, WAN Topology Client-Server Peer2Peer Distributed • Internet Modem Firewall Proxy Server Browser Internet Protocols like TCP/IP FTP, HTTP Search Engine 	Jain, Hem Chand and Tiwari, H. N. , Computer Application in Business, Taxmann Publications Pvt Ltd., Ed. 2, January 2017. 4. Tannenbaum, Andrew, Computer Networks, Pearsons, 5 th Edition, January 2013 5. Madan, Sushila, Computer Applications in Business, Stock Press Tech, 2017.	4	6	0	Computer practical Exam was taken as home examination of the syllabus covered before mid-semester break
		3 & 4	Unit 1 Theory	Jain Hem Chand and Tiwari H. N. ,	4	0	WorkBook of the work	

		<p>Evolution Components System and application software</p> <p>Unit 3</p> <ul style="list-style-type: none"> • Preparing Business Presentation Slides • Revision & Doubts Clearing Session 	<p>Computer Application in Business, Taxmann Publications Pvt Ltd., Ed. 2, January 2017.</p>	<p>4</p> <p>7</p>	<p>0</p>	<p>done so far in the practical classes was given in the form of a Compact disk.</p>	
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Teaching Plan for Summer Semester 2016-17

Name of the Teacher: Dr. Arjun Mittal

Course Name: B. Com (H)

Paper Title: E Commerce 5.3(b)

Semester/Year: V

S. No.	Month	Week No.	Unit/Topic	Resource/ References/ Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
1.	July	4	Unit 1	1 Amor, Daniel – Pearson Edude E Business (Evolution)	5	5		
				2.Greenslein & Feinman, Electronic Commerce, THM				
				3.David Whitley, E-Comerce Stratergy, Technology and Applications				
				4.Ecommerce : Dr.Susila Madan				
				4 Joseph, PT E Commerce A Managerial Perspective				
2.	August	1 to 4	Unit 2, 3 and Part C	1 Amor, Daniel – Pearson Edude E Business (Evolution)	20	5		
				2.Greenslein & Feinman, Electronic Commerce, THM				
				3.David Whitley, E-Comerce Stratergy, Technology and Applications				
				4.Ecommerce : Dr.Susila Madan				
				4 Joseph, PT E Commerce A Managerial Perspective				
3.	September	1 to 4	Unit 3, 4 and Part C	1 Amor, Daniel – Pearson Edude E Business (Evolution)	20	5	Class Test 1	
				2.Greenslein & Feinman, Electronic Commerce, THM				
				3.David Whitley, E-Comerce Stratergy, Technology and Applications				
				4.Ecommerce : Dr.Susila Madan				
				4 Joseph, PT E Commerce A Managerial Perspective				
4.	October	1 to 4	Unit 4 & Part C	1 Amor, Daniel – Pearson Edude E Business (Evolution)	20	5		
				2.Greenslein & Feinman, Electronic Commerce, THM				

				3.David Whitley, E-Commerce Strategy, Technology and Applications				
				4.Ecommerce : Dr.Susila Madan				
				4 Joseph, PT E Commerce A Managerial Perspective				
5.	November	1 to 3	Unit 5 & 6 and Part C	1 Amor, Daniel – Pearson Edude E Business (Evolution)	20	5	Class Test 2	
				2.Greenslein & Feinman, Electronic Commerce, THM				
				3.David Whitley, E-Commerce Strategy, Technology and Applications				
				4.Ecommerce : Dr.Susila Madan				
				4 Joseph, PT E Commerce A Managerial Perspective				

Teaching Plan for Winter Semester 2016-17

Name of the Teacher: Dr. Arjun Mittal

Course Name: B.Com (H)

Paper Title: INTERNATIONAL BUSINESS 6.1

Semester/Year: VI

S. No.	Month	Week No.	Unit/Topic	Resource/ References/ Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
1.	January	1 to 4	Units 1, 2	Charles, Hill and Jain : International Business	20	4		
				Daniels John, International Business				
				Sumati Verma: International Business				
				RBI, UNCTAD, WTO Reports				
2.	February	1 to 4	Units 2.3	Charles, Hill and Jain : International Business	20	4	Class Test - 1	
				Daniels John, International Business				
				Sumati Verma: International Business				
				RBI, UNCTAD, WTO Reports				
3.	March	1 to 5	Unit 3 , 4	Charles, Hill and Jain : International Business	23	5		
				Daniels John, International Business				
				Sumati Verma: International Business				
				RBI, UNCTAD, WTO Reports				
4.	April	1to 4	Unit 4, 5	Charles, Hill and Jain : International Business	20	4	Class test -2	
				Daniels John, International Business				
				Sumati Verma: International Business				
				RBI, UNCTAD, WTO Reports				

Teaching Plan for Summer Semester 2017-18

Name of the Teacher: Dr. Arjun Mittal

Course Name: B. Com (H)

Paper Title: ORGANIZATIONAL BEHAVIOUR 5.4 DSE GROUP (A)

Semester/Year: V

S. No.	Month	Week No.	Unit/Topic	Resource/ References/ Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
1.	July	4	Unit 1	1 Robbins. S.P. : Organizational Behavior	5	5 – OB 5 - ADVT		
				2.Luthans, Fred : Organizational Behavior				
				3.Jerald Greenberg : Organizational Behavior				
				4.Chhabra T.N. : Organizational Behavior				
2.	August	1 to 4	Unit 1, 2	1 Robbins. S.P. : Organizational Behavior	20	5 – OB 5- ADVT.		
				2.Luthans, Fred : Organizational Behavior				
				3.Jerald Greenberg : Organizational Behavior				
				4.Chhabra T.N. : Organizational Behavior				
3.	September	1 to 4	Unit 2, 3	1 Robbins. S.P. : Organizational Behavior	20	5 – OB 5- ADVT		
				2.Luthans, Fred : Organizational Behavior				
				3.Jerald Greenberg : Organizational Behavior				
				4.Chhabra T.N. : Organizational Behavior				
4.	October	1 to 4	Unit 3, 4,	1 Robbins. S.P. : Organizational Behavior	20	5 – OB 5- ADVT.	Class Test 1	
				2.Luthans, Fred : Organizational Behavior				

Teaching Plan for Winter Semester 2017-18

Name of the Teacher: Dr. Arjun Mittal

Course Name: B.Com (H)

Paper Title: INTERNATIONAL BUSINESS 6.4 DSE Group B (d)

Semester/Year: VI

S. No.	Month	Week No.	Unit/Topic	Resource/ References/ Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
1.	January	1 to 4	Units 1, 2	Charles, Hill and Jain : International Business	20	4 IB 4 CACC		
				Daniels John, International Business				
				Sumati Verma: International Business				
				RBI, UNCTAD, WTO Reports				
				Chaturvedi DD, Mittal Arjun : International Business				
2.	February	1 to 4	Units 2	Charles, Hill and Jain : International Business	20	4 IB 4 CACC	Class Test - 1	
				Daniels John, International Business				
				Sumati Verma: International Business				
				RBI, UNCTAD, WTO Reports				
				Chaturvedi DD, Mittal Arjun : International Business				
3.	March	1 to 5	Unit 2,3	Charles, Hill and Jain : International Business	23	5 CACC 5 IB	Class Test -1	
				Daniels John, International Business				
				Sumati Verma: International Business				
				RBI, UNCTAD, WTO Reports				
				Chaturvedi DD, Mittal Arjun : International Business				
4.	April	1to 4	Unit 4 , 5	Charles, Hill and Jain : International Business	20	4 IB 4 CACC	Class test -2 REVISION	

Teaching Plan for Summer Semester 2018-19

Name of the Teacher: Dr. Arjun Mittal

Course Name: B. Com (H)

Paper Title: ORGANIZATIONAL BEHAVIOUR 5.4 DSE GROUP (A)

Semester/Year: V

S. No.	Month	Week No.	Unit/Topic	Resource/ References/ Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
1.	July	4	Unit 1	1 Robbins. S.P. : Organizational Behavior	5	5 OB 5 HRM		
				2.Luthans, Fred : Organizational Behavior				
				3.Jerald Greenberg : Organizational Behavior				
				4.Chhabra T.N. : Organizational Behavior				
2.	August	1 to 4	Unit 4, 5	1 Robbins. S.P. : Organizational Behavior	20	5 OB 5 HRM		
				2.Luthans, Fred : Organizational Behavior				
				3.Jerald Greenberg : Organizational Behavior				
				4.Chhabra T.N. : Organizational Behavior				
3.	September	1 to 4	Unit 5, 3	1 Robbins. S.P. : Organizational Behavior	20	5 OB 5 HRM	Class Test 1	
				2.Luthans, Fred : Organizational Behavior				
				3.Jerald Greenberg : Organizational Behavior				
				4.Chhabra T.N. : Organizational Behavior				
4.	October	1 to 4	Unit 2, 3	1 Robbins. S.P. : Organizational Behavior	20	5 OB 5 HRM	Class Test 2	
				2.Luthans, Fred : Organizational Behavior				

Teaching Plan for Summer Semester 2019-20

Name of the Teacher: Dr. Arjun Mittal

Course Name: B. Com (H)

Paper Title: ORGANIZATIONAL BEHAVIOUR 5.4 DSE GROUP (A)

Semester/Year: V

S. No.	Month	Week No.	Unit/Topic	Resource/ References/ Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
1.	July	4	Unit 1	1 Robbins. S.P. : Organizational Behavior	5	5		
				2.Luthans, Fred : Organizational Behavior				
				3.Jerald Greenberg : Organizational Behavior				
				4.Chhabra T.N. : Organizational Behavior				
2.	August	1 to 4	Unit 2,	1 Robbins. S.P. : Organizational Behavior	20	5		
				2.Luthans, Fred : Organizational Behavior				
				3.Jerald Greenberg : Organizational Behavior				
				4.Chhabra T.N. : Organizational Behavior				
3.	September	1 to 4	Unit 3, 4	1 Robbins. S.P. : Organizational Behavior	20	5		
				2.Luthans, Fred : Organizational Behavior				
				3.Jerald Greenberg : Organizational Behavior				
				4.Chhabra T.N. : Organizational Behavior				
4.	October	1 to 4	Unit 4,5	1 Robbins. S.P. : Organizational Behavior	20	5	Internal Assessment Test 1	
				2.Luthans, Fred : Organizational Behavior				

				3.Jerald Greenberg : Organizational Behavior				
				4.Chhabra T.N. : Organizational Behavior				
5.	November	1 to 3	Unit 5, 6	1 Robbins. S.P. : Organizational Behavior	20	5	Internal Assessment Test 2	
				2.Luthans, Fred : Organizational Behavior				
				3.Jerald Greenberg : Organizational Behavior				
				4.Chhabra T.N. : Organizational Behavior				

Teaching Plan for Winter Semester 2019-20

Name of the Teacher: Dr. Arjun Mittal

Course Name: B.Com (H)

Paper Title: INTERNATIONAL BUSINESS 6.4 DSE Group B (d)

Semester/Year: VI

S. No.	Month	Week No.	Unit/Topic	Resource/ References/ Recommended readings	No. of lectures	No. of Tutorial s	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
1.	January	1-4	Unit 1,2	Charles, Hill and Jain : International Business	22	5		
				Daniels John, International Business				
				Sumati Verma: International Business				
				RBI, UNCTAD, WTO Reports				
				Chaturvedi DD, Mittal Arjun : International Business				
				Balance of Payments of India				
	Feburary	1-4	Unit 2,3	Charles, Hill and Jain : International Business	20	4		
				Daniels John, International Business				
				Sumati Verma: International Business				
				RBI, UNCTAD, WTO Reports				
				Chaturvedi DD, Mittal Arjun : International Business				
	March	1-3	Unit 3,4	Charles, Hill and Jain : International Business	15	2		
				Daniels John, International Business				
				Sumati Verma: International Business				
				RBI, UNCTAD, WTO Reports				
						IA - 1		

S. No.	Month	Week No.	Unit/Topic	Resource/ References/ Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
				Chaturvedi DD, Mittal Arjun : International Business				
	April	1-4	Unit 4,5	Charles, Hill and Jain : International Business	20	4	I A – 2 & Revision	
			Daniels John, International Business					
			Sumati Verma: International Business					
			RBI, UNCTAD, WTO Reports					
			Chaturvedi DD, Mittal Arjun : International Business					

Teaching Plan for Summer Semester 2020-21

Name of the Teacher: Dr. Arjun Mittal

Course Name: B. Com (H)

Paper Title: ORGANIZATIONAL BEHAVIOUR 5.4 DSE GROUP (A)

Semester/Year: V

S. No.	Month	Week No.	Unit/Topic	Resource/ References/ Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
1.	August	2 to 4	Unit 1,2	1 Robbins. S.P. : Organizational Behavior	15	2		
				2.Luthans, Fred : Organizational Behavior				
				3.Jerald Greenberg : Organizational Behavior				
				4.Chhabra T.N. : Organizational Behavior				
2.	September	1 to 5	Unit 2,3	1 Robbins. S.P. : Organizational Behavior	22	5		
				2.Luthans, Fred : Organizational Behavior				
				3.Jerald Greenberg : Organizational Behavior				
				4.Chhabra T.N. : Organizational Behavior				
3.	October	1 to 4	Unit 3,4	1 Robbins. S.P. : Organizational Behavior	21	5		
				2.Luthans, Fred : Organizational Behavior				
				3.Jerald Greenberg : Organizational Behavior				
				4.Chhabra T.N. : Organizational Behavior				
4.	November	1 to 4	Unit 5,6	1 Robbins. S.P. : Organizational Behavior	20	5	Internal Assessment	
				2.Luthans, Fred : Organizational Behavior				

				3.Jerald Greenberg : Organizational Behavior				
				4.Chhabra T.N. : Organizational Behavior				

Teaching Plan for Winter Semester 2020-21

Name of the Teacher: Dr. Arjun Mittal

Course Name: B.Com (H)

Paper Title: INTERNATIONAL BUSINESS 6.4 DSE Group B (d)

Semester/Year: VI

S. No.	Month	Week No.	Unit/Topic	Resource/ References/ Recommended readings	No. of lectures	No. of Tutorial s	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
1.	January	1-4	Unit 1,2	Charles, Hill and Jain : International Business	21	5		
				Daniels John, International Business				
				Sumati Verma: International Business				
				RBI, UNCTAD, WTO Reports				
				Chaturvedi DD, Mittal Arjun : International Business				
	Feburary	1-4	Unit 2,3	Charles, Hill and Jain : International Business	20	4		
				Daniels John, International Business				
				Sumati Verma: International Business				
				RBI, UNCTAD, WTO Reports				
				Chaturvedi DD, Mittal Arjun : International Business				
	March	1-3	Unit 3,4	Charles, Hill and Jain : International Business	12	2	Internal Assessment	
				Daniels John, International Business				
				Sumati Verma: International Business				
				RBI, UNCTAD, WTO Reports				
				Chaturvedi DD, Mittal Arjun : International Business				

S. No.	Month	Week No.	Unit/Topic	Resource/ References/ Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
	April	1-4	Unit 4,5	Charles, Hill and Jain : International Business	20	4	I A – 2 & Revision	
			Daniels John, International Business					
			Sumati Verma: International Business					
			RBI, UNCTAD, WTO Reports					
			Chaturvedi DD, Mittal Arjun : International Business Balance of Payments of India					

Teaching Plan 2019-20_Even Semester									
Name : Aruna Jha									
Course : B.Com (Hons) 6th Semester									
Subject : Auditing and Corporate Governance									
Unit	Month	Week No.	Topic	Resource/References/Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)	
Auditing	January	1	Basic Principles and Techniques and Classification of Audit	Rittenberg and Schweiger	1				
			Audit Planning	Ricchuite	1	1			
			Audit Procedure	Messier	3	1			
		2	Company Auditor and Auditor's Report		https://www.mca.gov.in/Ministry/pdf/CompaniesAct2013.pdf	5	1		
					https://resource.cdn.icai.org/46533bosinter-p6-cp10.pdf		1		
					https://resource.cdn.icai.org/46534bosinter-p6-cp11.pdf		1		
		3	Liabilities of Auditor		Thomas and Henke	2	1		
					https://www.mca.gov.in/Ministry/pdf/CompaniesAct2013.pdf		1		
			Special Areas of Audit	Ricchuite	2	1			

			EDP Audit	https://resource.cdn.icai.org/46529bosinter-p6-cp6.pdf	1	1		
Corporate Governance		4	Standards on Auditing	https://www.icai.org/post.html?post_id=13814	3	1		
			Introduction and Meaning	Bob Tricker	2	1		
	Feb	1	Models and Benefits	Bob Tricker; Machold,S., & Vasudevan,A.K. (2004)	3	1		https://www.corporate.siemenshealthineers.com/investor-relations/corporategovernance
			Board Committees and their functions	https://www.mca.gov.in/Ministry/pdf/CompaniesAct2013.pdf	2	1		Refer to Annual Reports of any three companies in SENSEX and observe the composition of Board Committees
		2	Insider Trading	Macey; https://www.sebi.gov.in/legal/regulations/jan-2015/sebiprohibition-of-insider-tradingregulations-2015-issued-on15-jan-2015-_28884.html	2	1		Rajat Gupta and Martha Stewart's cases to be discussed; Role playing activity to be undertaken
			Rating agencies	Sharma, J.P	1	1		IL&FS and Amtek Auto Cases to be Discussed
			Green Governance	E- Governace Handbook, ICSI	1	1		
			CG in PSUs	Corporate Governance of Central Public-Sector Enterprises, 2010 (World Bank); DPE Guidelines	1	1		

	3	Corporate Funding of Political Parties	Sharma, J.P	1	1		Links to be shared with students relating to electoral bonds and shell companies role in political funding
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Major Governance Failures		Class Action Suits	https://www.mca.gov.in/Ministry/pdf/CompaniesAct2013.pdf	1.5	1		Satyam's Case ; TCS's Case; Enron's case to be discussed
		Whistle blowing	Kumar, Gupta and Arora	1.5	1		https://www.youtube.com/watch?v=jRaVW19OR2o ; Students told to watch movie - "The Insider"
		Shareholders' Activism	Sjöström, E. (2008); Bainbridge, S.M. Lipton, M., & Rosenblum, S. A. (1991)	1	1		Students to debate on pros and cons of shareholder activism
	4	IA		1	1	Unit 1	
	BCCI	Sharma, J.P	1	1			
	Maxwell	Clarke, Thomas (1993)	1	1		https://onlinelibrary.wiley.com/doi/abs/10.1111/j.1467-8683.1993.tb00028.x	
	Enron	Vinten,Gerald (2002)	1	1		https://www.emerald.com/insight/content/doi/10.1108/14720700210447632/full/html?fullSc=1&mbSc=1	
	Worldcom	https://www.boardoptions.com/headline_111303.htm	1	1			

March	1	Vivendi	Sharma, J.P	1	1		
		Miscellaneous		1	1		Discussion on the common features of all the scams
		Codes and Standards (World)		3	1		

		2	IA		1	1	Unit 2	Quiz on Legal Aspects and case studies	
			Harshad Mehta Scam	Sharma, J.P	1	1		https://www.cnbctv18.com/market/scam-1992harshad-mehta-scamexplained-7417101.htm#:~:text=The%20bank%20did%20not%20have,from%20his%20Grindlay's%20Bank%20account.	
			Satyam	Kumar, Gupta and Arora	2	1		http://www.publishingindia.com/GetBrochure.aspx?query=UERGQnJvY2h1cmVzfC80NTk2LnBkZnwvNDU5Ni5wZGY=	
			Kingfisher Airlines	Sharma & Goyal (2017)	1	1			
		3	Miscellaneous		1	1		Discussion on the common features of all the scams	
			Initiatives in India		3	1			
					1	1		Group discussion on the topic - The shadow of Satyam Scam over the Companies Act,2013	
		4	IA		1	1	Unit 3		
		Business Ethics	April	1	All the topics	Crane and Matten 6th Edition	3	1	

CSR		All the topics	Sharma, J.P	2	1		
	2	do		4	1		
				1	1	Unit 4 and 5	
	3rd week onwards	Doubt and revision Classes					

Teaching Plan 2020-21_Even Semester

Name : Aruna Jha

Course : B.Com (Hons) 6th Semester

Subject : Auditing and Corporate Governance

Unit	Month	Week No.	Topic	Resource/References/Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
Auditing	January	1	Basic Principles and Techniques and Classification of Audit	Rittenberg and Schweiger	1			
			Audit Planning	Ricchuite	1	1		
			Audit Procedure	Messier	3	1		
	2	Company Auditor and Auditor's Report	https://www.mca.gov.in/Ministry/pdf/CompaniesAct2013.pdf	5	1			

			https://resource.cdn.icai.org/46533bosinter-p6-cp10.pdf		1		
			https://resource.cdn.icai.org/46534bosinter-p6-cp11.pdf		1		
	3	Liabilities of Auditor	Thomas and Henke https://www.mca.gov.in/Ministry/pdf/CompaniesAct2013.pdf	2	1		
		Special Areas of Audit	Ricchuite	2	1		
		EDP Audit	https://resource.cdn.icai.org/46529bosinter-p6-cp6.pdf	1	1		

Corporate Governance		4	Standards on Auditing	https://www.icai.org/post.html?post_id=13814	3	1	
			Introduction and Meaning	Bob Tricker	2	1	
	Feb	1	Models and Benefits	Bob Tricker; Machold,S., & Vasudevan,A.K. (2004)	3	1	https://www.corporate.siemenshealthineers.com/investor-relations/corporategovernance
			Board Committees and their functions	https://www.mca.gov.in/Ministry/pdf/CompaniesAct2013.pdf	2	1	Refer to Annual Reports of any three companies in SENSEX and observe the composition of Board Committees

2	Insider Trading	Macey; https://www.sebi.gov.in/legal/regulations/jan-2015/sebiprohibition-of-insider-tradingregulations-2015-issued-on15-jan-2015-_28884.html	2	1		Rajat Gupta and Martha Stewart's cases to be discussed; Role playing activity to be undertaken
	Rating agencies	Sharma, J.P	1	1		IL&FS and Amtek Auto Cases to be Discussed
	Green Governance	E- Governace Handbook, ICSI	1	1		
	CG in PSUs	Corporate Governance of Central Public-Sector Enterprises, 2010 (World Bank); DPE Guidelines	1	1		
3	Corporate Funding of Political Parties	Sharma, J.P	1	1		Links to be shared with students relating to electoral bonds and shell companies role in political funding

	Class Action Suits	https://www.mca.gov.in/Ministry/pdf/CompaniesAct2013.pdf	1.5	1		Satyam's Case ; TCS's Case; Enron's case to be discussed
	Whistle blowing	Kumar, Gupta and Arora	1.5	1		https://www.youtube.com/watch?v=jRaVW19OR2o ; Students told to watch movie - "The Insider"

			Shareholders' Activism	Sjöström, E. (2008); Bainbridge, S.M. Lipton, M., & Rosenblum, S. A. (1991)	1	1		Students to debate on pros and cons of shareholder activism
Major Governance Failures	4		IA		1	1	Unit 1	
			BCCI	Sharma, J.P	1	1		
			Maxwell	Clarke, Thomas (1993)	1	1		https://onlinelibrary.wiley.com/doi/abs/10.1111/j.1467-8683.1993.tb00028.x
			Enron	Vinten,Gerald (2002)	1	1		https://www.emerald.com/insight/content/doi/10.1108/14720700210447632/full/html?fullSc=1&mbSc=1
			Worldcom	https://www.boardoptions.com/headline_111303.htm	1	1		
March	1		Vivendi	Sharma, J.P	1	1		
			Miscellaneous		1	1		Discussion on the common features of all the scams
			Codes and Standards (World)		3	1		
		2	IA		1	1	Unit 2	Quiz on Legal Aspects and case studies

			Harshad Mehta Scam	Sharma, J.P	1	1		https://www.cnbctv18.com/market/scam-1992harshad-mehta-scamexplained-7417101.htm#:~:text=The%20bank%20did%20not%20have,from%20his%20Grindlay's%20Bank%20account.
			Satyam	Kumar, Gupta and Arora	2	1		http://www.publishingindia.com/GetBrochure.aspx?query=UERGQnJvY2h1cmVzfc80NTk2LnBkZnwvNDU5Ni5wZGY=
			Kingfisher Airlines	Sharma & Goyal (2017)	1	1		
		3	Miscellaneous		1	1		Discussion on the common features of all the scams
			Initiatives in India		3	1		
					1	1		Group discussion on the topic - The shadow of Satyam Scam over the Companies Act,2013
		4	IA		1	1	Unit 3	
Business Ethics	April	1	All the topics	Crane and Matten 6th Edition	3	1		
CSR			All the topics	Sharma, J.P	2	1		
		2	do		4	1		
					1	1	Unit 4 and 5	
		3rd week onwards	Doubt and revision Classes					

Teaching Plan 2018-19_Even Semester								
Name : Aruna Jha								
Course : B.Com (Hons) 6th Semester								
Subject : Auditing and Corporate Governance								
Unit	Month	Week No.	Topic	Resource/References/Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
Auditing	January	1	Basic Principles and Techniques and Classification of Audit	Rittenberg and Schweiger	1			
			Audit Planning	Ricchuite	1	1		
			Audit Procedure	Messier	3	1		
	2	Company Auditor and Auditor's Report	https://www.mca.gov.in/Ministry/pdf/CompaniesAct2013.pdf	5	1			
			https://resource.cdn.icai.org/46533bosinter-p6-cp10.pdf		1			
			https://resource.cdn.icai.org/46534bosinter-p6-cp11.pdf		1			
	3	Liabilities of Auditor	Thomas and Henke	2	1			
https://www.mca.gov.in/Ministry/pdf/CompaniesAct2013.pdf			1					

Special Areas of Audit	Ricchuite	2	1		
EDP Audit	https://resource.cdn.icai.org/46529bosinter-p6-cp6.pdf	1	1		

Corporate Governance		4	Standards on Auditing	https://www.icai.org/post.html?post_id=13814	3	1		
			Introduction and Meaning	Bob Tricker	2	1		
	Feb	1	Models and Benefits	Bob Tricker; Machold,S., & Vasudevan,A.K. (2004)	3	1		https://www.corporate.siemenshealthineers.com/investor-relations/corporategovernance
			Board Committees and their functions	https://www.mca.gov.in/Ministry/pdf/CompaniesAct2013.pdf	2	1		Refer to Annual Reports of any three companies in SENSEX and observe the composition of Board Committees
		2	Insider Trading	Macey; https://www.sebi.gov.in/legal/regulations/jan-2015/sebiprohibition-of-insider-tradingregulations-2015-issued-on15-jan-2015-_28884.html	2	1		Rajat Gupta and Martha Stewart's cases to be discussed; Role playing activity to be undertaken
			Rating agencies	Sharma, J.P	1	1		IL&FS and Amtek Auto Cases to be Discussed
			Green Governance	E- Governace Handbook, ICSI	1	1		

	CG in PSUs	Corporate Governance of Central Public-Sector Enterprises, 2010 (World Bank); DPE Guidelines	1	1		
3	Corporate Funding of Political Parties	Sharma, J.P	1	1		Links to be shared with students relating to electoral bonds and shell companies role in political funding

Major Governance Failures		Class Action Suits	https://www.mca.gov.in/Ministry/pdf/CompaniesAct2013.pdf	1.5	1		Satyam's Case ; TCS's Case; Enron's case to be discussed
		Whistle blowing	Kumar, Gupta and Arora	1.5	1		https://www.youtube.com/watch?v=jRaVW19OR2o ; Students told to watch movie - "The Insider"
		Shareholders' Activism	Sjöström, E. (2008); Bainbridge, S.M. Lipton, M., & Rosenblum, S. A. (1991)	1	1		Students to debate on pros and cons of shareholder activism
	4	IA		1	1	Unit 1	
	BCCI	Sharma, J.P	1	1			
	Maxwell	Clarke, Thomas (1993)	1	1		https://onlinelibrary.wiley.com/doi/abs/10.1111/j.1467-8683.1993.tb00028.x	

		Enron	Vinten,Gerald (2002)	1	1		https://www.emerald.com/insight/content/doi/10.1108/14720700210447632/full/html?fullSc=1&mbSc=1
		Worldcom	https://www.boardoptions.com/headline_111303.htm	1	1		
March	1	Vivendi	Sharma, J.P	1	1		
		Miscellaneous		1	1		Discussion on the common features of all the scams
		Codes and Standards (World)		3	1		
	2	IA		1	1	Unit 2	Quiz on Legal Aspects and case studies
		Harshad Mehta Scam	Sharma, J.P	1	1		https://www.cnbctv18.com/market/scam-1992harshad-mehta-scamexplained-7417101.htm#:~:text=The%20bank%20did%20not%20have,from%20his%20Grindlay's%20Bank%20account.
		Satyam	Kumar, Gupta and Arora	2	1		http://www.publishingindia.com/GetBrochure.aspx?query=UERGQnJvY2h1cmVzfC80NTk2LnBkZnwvNDU5Ni5wZGY=
		Kingfisher Airlines	Sharma & Goyal (2017)	1	1		
	3	Miscellaneous		1	1		Discussion on the common features of all the scams
		Initiatives in India		3	1		

					1	1		Group discussion on the topic - The shadow of Satyam Scam over the Companies Act,2013
		4	IA		1	1	Unit 3	
Business Ethics	April	1	All the topics	Crane and Matten 6th Edition	3	1		
CSR			All the topics	Sharma, J.P	2	1		
		2	do		4	1		
					1	1	Unit 4 and 5	
		3rd week onwards	Doubt and revision Classes					

Teaching Plan_2018-19

Name : Aruna Jha

Course: B.Com(Hons)

Subject: Fundamentals of Financial Management

Semester : 5th

Unit	Month	Week No.	Topic	Resource/References/Recommended readings	No. of lectures	No. of Tutorials	IA	Remarks (any other planned activity- GD, documentary etc.)
Dividend Decision	October	1	Theories	Chandra P. (ch 21)	4	1		
		2	Theories	Chandra P. (ch 21)	1	1		
			Cash and stock dividends.	Chandra P. (ch 22)	0.5	1		Debate in class- "Does Issue of Bonus Shares influence Share Prices"
			Dividend policies in practice	Chandra P. (ch 22)	1.5	1		Students to read Dividend Policy of Three industries from different sectors for group discussion in class
			Determinants	Chandra P. (ch 22)	1	1		https://doi.org/10.1108/MF-01-2014-0024
			IA			1	Unit 3B	
Working Capital Decisions		3	Concepts of Working Capital, Operating & Cash Cycles, Risk-return trade off, sources of short term finance	Rustagi, R.P. (ch 12)	4	1		
			IA			1	Unit 4	
	November	1	Working capital estimation	Rustagi, R.P. (ch 13)	2	1		

		Cash management	Horne and Wachowicz(ch 9)	2	1		
	2	Receivables management,	Rustagi, R.P. (ch 15)	2	1		
		Inventory management	Horne and Wachowicz(ch 10)	2	1		
	3 week onwards	Practice of last ten years' questions					0

Teaching Plan_2019-20

Name : Aruna Jha

Course: B.Com(Hons)

Subject: Fundamentals of Financial Management

Semester : 5th

Unit	Month	Week No.	Topic	Resource/ References/Recommended readings	No. of lectures	No. of Tutorials	IA	Remarks (any other planned activity- GD, documentary etc.)
Introduction	July	4	Nature and scope financial management	Rustagi R.P (ch 1)	0.5			https://www.youtube.com/watch?v=gbIX4Pzf3WU
			Objectives	Rustagi R.P (ch 1)	0.5			
			Agency problem	Ross, <i>et.,al.</i> (ch 1)	1			
		Time value of money	DeMarzo (ch 4)	2	1		https://www.youtube.com/watch?v=8RxBbIs_81U	
		5	Risk and return	Rustagi R.P (ch 2)	2	1		
Capital Budgeting	August	1	The Capital Budgeting Process	Rustagi R.P (ch 3)	1	1		
			Cash Flow Estimation	Ross, <i>et.,al.</i> (ch 6)	3	1		
		2	PB Method	Ross, <i>et.,al.</i> (ch 5)	1	1		
			Discounted PB	Ross, <i>et.,al.</i> (ch 5)	1	1		
			ARR	Ross, <i>et.,al.</i> (ch 5)	1	1		
			NPV	Ross, <i>et.,al.</i> (ch 5)	1	1		
	3	NPV	Ross, <i>et.,al.</i> (ch 5)	2	1			
IRR		Ross, <i>et.,al.</i> (ch 5)	2	1				
	4	IRR	Ross, <i>et.,al.</i> (ch 5)	1	1			

			Profitability Index	Ross, <i>et.,al.</i> (ch 5)	1	1		https://www.sciencedirect.com/science/article/pii/S0970389617300587
			Certainty Equivalent Approach	Rustagi R.P (ch 4)	1	1		
			Risk-Adjusted Discount Rate	Rustagi R.P (ch 4)	1	1		
			Misc					https://www.cpaaustralia.com.au/~ /media/Corporate/AllFiles/Document/professional-resources/sustainability/capital-investment-survey-evidence.pdf
Cost of Capital	September	1	Sources of long-term financing	Horne and Wachowicz(ch 4)	1	1		
			Estimation of components of cost of capital	Horne and Wachowicz(ch 4)	1	1		
			Methods for calculating Cost of Equity and other sources	Horne and Wachowicz(ch 4)	2	1		
		2	Methods for calculating Cost of Equity and other sources	Horne and Wachowicz(ch 4)	1.5	1		https://www.business-standard.com/article/news-cm/government-removes-debenture-redemption-reserverequirement-for-listed-companies-nbfc-and-hfcs119081901001_1.html

Financing decisions			WACC	Horne and Wachowicz(ch 4)	1.5	1		https://sifat.asia/wp-content/uploads/2018/03/Week-5WACC-Case.pdf	
			Marginal Cost of Capital.	Rustagi R.P (ch 5)	1	1			
			IA				1	Unit 2	
		3	Theories of Capital Structure	Khan and Jain; DeMarzo (ch 14 and 15)	3	1			https://doi.org/10.1108/JAMR-01-2020-0017
			OL and FL	Horne and Wachowicz(ch 16)	1	1			
		4	OL and FL	Horne and Wachowicz(ch 16)	3	1			
			Determinants	Horne and Wachowicz(ch 17)	1	1			https://doi.org/10.1016/j.iimb.2014.07.009

Dividend Decision	October		IA			1	Unit 3A	
		1	Theories	Chandra P. (ch 21)	4	1		
		2	Theories	Chandra P. (ch 21)	1	1		
Cash and stock dividends.	Chandra P. (ch 22)		0.5	1			Debate in class- "Does Issue of Bonus Shares influence Share Prices"	

		Dividend policies in practice	Chandra P. (ch 22)	1.5	1		Students to read Dividend Policy of Three industries from different sectors for group discussion in class
		Determinants	Chandra P. (ch 22)	1	1		https://doi.org/10.1108/MF-01-2014-0024
		IA			1	Unit 3B	
Working Capital Decisions	3	Concepts of Working Capital, Operating & Cash Cycles, Risk-return trade off, sources of short term finance	Rustagi, R.P. (ch 12)	4	1		
		IA			1	Unit 4	
November	1	Working capital estimation	Rustagi, R.P. (ch 13)	2	1		
		Cash management	Horne and Wachowicz(ch 9)	2	1		
	2	Receivables management	Rustagi, R.P. (ch 15)	2	1		
		Inventory management	Horne and Wachowicz(ch 10)	2	1		

		3 week onwa rds	Practice of last ten years' questions						0
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Teaching Plan_2020-21

Name : Aruna Jha

Course: B.Com(Hons)

Subject: Fundamentals of Financial Management

Semester : 5th

Unit	Month	Week No.	Topic	Resource/References/Recommended readings	No. of lectures	No. of Tutorials	IA	Remarks (any other planned activity-GD, documentary etc.)
Introduction	July	4	Nature and scope financial management	Rustagi R.P (ch 1)	0.5			https://www.youtube.com/watch?v=gblX4Pzf3WU
			Objectives	Rustagi R.P (ch 1)	0.5			
			Agency problem	Ross, <i>et.,al.</i> (ch 1)	1			
			Time value of money	DeMarzo (ch 4)	2	1		https://www.youtube.com/watch?v=8RxBbls_81U
		5	Risk and return	Rustagi R.P (ch 2)	2	1		
Capital Budgeting	August	1	The Capital Budgeting Process	Rustagi R.P (ch 3)	1	1		
			Cash Flow Estimation	Ross, <i>et.,al.</i> (ch 6)	3	1		
		2	PB Method	Ross, <i>et.,al.</i> (ch 5)	1	1		
			Discounted PB	Ross, <i>et.,al.</i> (ch 5)	1	1		
			ARR	Ross, <i>et.,al.</i> (ch 5)	1	1		
			NPV	Ross, <i>et.,al.</i> (ch 5)	1	1		

		3	NPV	Ross, <i>et.,al.</i> (ch 5)	2	1		
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		4	IRR	Ross, <i>et.,al.</i> (ch 5)	2	1		
			IRR	Ross, <i>et.,al.</i> (ch 5)	1	1		
			Profitability Index	Ross, <i>et.,al.</i> (ch 5)	1	1		https://www.sciencedirect.com/science/article/pii/S0970389617300587
			Certainty Equivalent Approach	Rustagi R.P (ch 4)	1	1		
			Risk-Adjusted Discount Rate	Rustagi R.P (ch 4)	1	1		
			Misc					https://www.cpaaustralia.com.au/~media/Corporate/AllFiles/Document/professional-resources/sustainability/capitalinvestment-survey-evidence.pdf
Cost of Capital	September	1	Sources of long-term financing	Horne and Wachowicz(ch 4)	1	1		
			Estimation of components of cost of capital	Horne and Wachowicz(ch 4)	1	1		
			Methods for calculating Cost of Equity and other sources	Horne and Wachowicz(ch 4)	2	1		

		2	Methods for calculating Cost of Equity and other sources	Horne and Wachowicz(ch 4)	1.5	1		https://www.business-standard.com/article/news-cm/government-removes-debenture-redemption-reserve-requirement-for-listed-companiesnbfcs-and-hfcs-119081901001_1.html
			WACC	Horne and Wachowicz(ch 4)	1.5	1		https://sifat.asia/wp-content/uploads/2018/03/Week-5-WACC-Case.pdf

			Marginal Cost of Capital.	Rustagi R.P (ch 5)	1	1		
			IA			1	Unit 2	
Financing decisions		3	Theories of Capital Structure	Khan and Jain; DeMarzo (ch 14 and 15)	3	1		https://doi.org/10.1108/JAMR-012020-0017
			OL and FL	Horne and Wachowicz(ch 16)	1	1		
		4	OL and FL	Horne and Wachowicz(ch 16)	3	1		
			Determinants	Horne and Wachowicz(ch 17)	1	1		https://doi.org/10.1016/j.iimb.2014.07.009
			IA			1	Unit 3A	
Dividend Decision	October	1	Theories	Chandra P. (ch 21)	4	1		
		2	Theories	Chandra P. (ch 21)	1	1		
			Cash and stock dividends.	Chandra P. (ch 22)	0.5	1		Debate in class- "Does Issue of Bonus Shares influence Share Prices"

			Dividend policies in practice	Chandra P. (ch 22)	1.5	1		Students to read Dividend Policy of Three industries from different sectors for group discussion in class
			Determinants	Chandra P. (ch 22)	1	1		https://doi.org/10.1108/MF-0120140024
			IA			1	Unit 3B	
Working Capital Decisions		3	Concepts of Working Capital, Operating & Cash Cycles, Riskreturn trade off, sources of short term finance	Rustagi, R.P. (ch 12)	4	1		
			IA			1	Unit 4	
	November	1	Working capital estimation	Rustagi, R.P. (ch 13)	2	1		
			Cash management	Horne and Wachowicz(ch 9)	2	1		
		2	Receivables management, .	Rustagi, R.P. (ch 15)	2	1		
			Inventory management	Horne and Wachowicz(ch 10)	2	1		
3 week onwards		Practice of last ten years' questions						

Instructions:

- (1) Once you are done filling the form, please save the file as: 'teacher name'
E.g., abc.xyz, where abc refers to the first name and xyz refers to the surname.
- (2) Columns/Rows/Cells can be split or merged at your convenience. The **Basic Format** can be adapted to **expand** it to your needs.
- (3) Information required in the basic format is compulsory and **not optional**.
- (4) Teachers taking more than one paper in a semester should add extra table(s) for that particular semester
- (5) You may refer to the sample proforma attached with the email.
- (6) In case of any queries, please email teachingplansrcc@gmail.com
- (7) **The form must be submitted by 4th March 2021, 5:00 p.m., to the email mentioned above.**

Teaching Plan for Summer Semester 2016-17

Name of the Teacher: ARUSHI MALHOTRA

Course Name: B.COM (H).

Paper Title: ADVERTISING

Semester/Year: V/ III

S. No.	Month	Week No.	Unit/Topic	Resource/ References/Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
1.	July	4	Unit 1	1. Belch and Belch, Advertising and Promotion, Tata McGraw Hill Co.	10	6		
				2. Burnett, Wells, and Moriatty, Advertising: Principles and Practice, Pearson Education.				
				3. Terence A. Shimp, Advertising and Promotion: An IMC Approach, South Western, Cengage Learning.				
				4. Sharma, Kavita, Advertising: Planning and Decision Making, Taxmann Publication Pvt. Ltd.				
				5. Kapoor, Neeru, Fundamentals of Advertising, Pinnacle Learning.				
2.	August	1 to 4	Unit 1 & 2	1. Belch and Belch, Advertising and Promotion, Tata McGraw Hill Co.	36	28	Class test 1	Group Discussions, Quiz .
				2. Burnett, Wells, and Moriatty, Advertising: Principles and Practice, Pearson Education.				
				3. Terence A. Shimp, Advertising and Promotion: An IMC Approach, South Western, Cengage Learning.				
				4. Sharma, Kavita, Advertising: Planning and Decision Making, Taxmann Publication Pvt. Ltd.				
				5. Kapoor, Neeru, Fundamentals of Advertising, Pinnacle Learning.				
3.	September	1 to 4	Unit 2& 3	1. Belch and Belch, Advertising and Promotion, Tata McGraw Hill Co.	36	28		Presentations & viva
				2. Burnett, Wells, and Moriatty, Advertising: Principles and Practice, Pearson Education.				

S. No.	Month	Week No.	Unit/Topic	Resource/References/Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
				3. Terence A. Shimp, Advertising and Promotion: An IMC Approach, South Western, Cengage Learning.				
				4. Sharma, Kavita, Advertising: Planning and Decision Making, Taxmann Publication Pvt. Ltd.				
				5.kapoor, Neeru, Fundamentals of Advertising, Pinnacle Learning.				
4.	October	1 to 4	Unit 3&4	1. Belch and Belch, Advertising and Promotion, Tata McGraw Hill Co.	26	22	Class test 2	Presentations & viva
				2. Burnett, Wells, and Moriatty, Advertising: Principles and Practice, Pearson Education.				
				3. Terence A. Shimp, Advertising and Promotion: An IMC Approach, South Western, Cengage Learning.				
				4. Sharma, Kavita, Advertising: Planning and Decision Making, Taxmann Publication Pvt. Ltd.				
				5.kapoor, Neeru, Fundamentals of Advertising, Pinnacle Learning.				
5.	November	1 to 3	Unit 5& Revision	1. Belch and Belch, Advertising and Promotion, Tata McGraw Hill Co.	22	20		Case studies
				2. Burnett, Wells, and Moriatty, Advertising: Principles and Practice, Pearson Education.				
				3. Terence A. Shimp, Advertising and Promotion: An IMC Approach, South Western, Cengage Learning.				
				4. Sharma, Kavita, Advertising: Planning and Decision Making, Taxmann Publication Pvt. Ltd.				
				5.kapoor, Neeru, Fundamentals of Advertising, Pinnacle Learning.				

Teaching Plan for Winter Semester 2016-17

Name of the Teacher: Arushi Malhotra

Course Name: B.COM (H)

Paper Title: International Business

Semester/Year: VI/III

S. No.	Month	Week No.	Unit/Topic	Resource/References/Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
1.	January	1 to 4	Unit 1& 2	1. Charles W.L. Hill and Arun Kumar Jain, International Business. New Delhi: Tata McGraw-Hill.	36	28		Group Discussions
				2. Daniels John, D. Lee H. Radenbaugh and David P. Sullivan. International Business. Pearson Education .				
				3. Justin Paul. International Business. Prentice Hall of India Ltd.				
				4. V Sharan, International Business, Pearson Education.				
				5. Sumati Varma, Fundamentals of International Business, Pearson Educaion.				
2.	Feburay	1 to 4	Unit 2&3	1. Charles W.L. Hill and Arun Kumar Jain, International Business. New Delhi: Tata McGraw-Hill.	36	28	Class Test 1	Presentations & viva
				2. V Sharan, International Business, Pearson Education.				
				3. RBI. Report on Currency & Finance, various issues.				
				4. UNCTAD, IMF & World Bank, Annual Reports				
				5. WTO, Annual Report, various issues.				
3.	March	1 to 4	Unit 3&4	1. . Charles W.L. Hill and Arun Kumar Jain, International Business. New Delhi: Tata McGraw-Hill.	28	21	Class test 2	Presentations & viva
				2. Daniels John, D. Lee H. Radenbaugh and David P. Sullivan.				

				International Business. Pearson Education .				
				3. Justin, Paul. International Business. Prentice Hall of India Ltd.				
				4. Sumati, Varma, Fundamentals of International Business, Pearson Educaion				
				5. RBI. Report on Currency & Finance, various issues.				
4.	April	1 to 4	Unit 4 & 5 Revision	1. Charles W.L. Hill and Arun Kumar Jain, International Business. New Delhi: Tata McGraw-Hill.	30	21		Group Discussions
				2. Daniels John, D. Lee H. Radenbaugh and David P. Sullivan. International Business. Pearson Education .				
				3. Justin Paul. International Business. Prentice Hall of India Ltd.				
				4. V Sharan, International Business, Pearson Education.				
				5.Sumati Varma, Fundamentals of International Business, Pearson Educaion.				
				6. FTP Policy 2015-2020				
5.				1.				
				2.				
				3.				
				4.				
				5.				

Teaching Plan for Summer Semester 2017-18

Name of the Teacher: Arushi Malhotra

Course Name: B.COM (H).

Paper Title: ADVERTISING

Semester/Year: V/III

S. No.	Month	Week No.	Unit/Topic	Resource/References/Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
1.	July	4	Unit 1	1. Belch and Belch, Advertising and Promotion, Tata McGraw Hill Co.	10	6		
				2. Burnett, Wells, and Moriatty, Advertising: Principles and Practice, Pearson Education.				
				3. Terence A. Shimp, Advertising and Promotion: An IMC Approach, South Western, Cengage Learning.				
				4. Sharma, Kavita, Advertising: Planning and Decision Making, Taxmann Publication Pvt. Ltd.				
				5. Kapoor, Neeru, Fundamentals of Advertising, Pinnacle Learning.				
2.	August	1 to 4	Unit 1 & 2	1. Belch and Belch, Advertising and Promotion, Tata McGraw Hill Co.	36	28	Class test 1	Group Discussions, Quiz .
				2. Burnett, Wells, and Moriatty, Advertising: Principles and Practice, Pearson Education.				
				3. Terence A. Shimp, Advertising and Promotion: An IMC Approach, South Western, Cengage Learning.				
				4. Sharma, Kavita, Advertising: Planning and Decision Making, Taxmann Publication Pvt. Ltd.				
				5. Kapoor, Neeru, Fundamentals of Advertising, Pinnacle Learning.				
3.	September	1 to 4	Unit 2& 3	1. Belch and Belch, Advertising and Promotion, Tata McGraw Hill Co.	36	28		Presentations& viva
				2. Burnett, Wells, and Moriatty, Advertising: Principles and Practice, Pearson Education.				

S. No.	Month	Week No.	Unit/Topic	Resource/References/Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
				3. Terence A. Shimp, Advertising and Promotion: An IMC Approach, South Western, Cengage Learning.				
				4. Sharma, Kavita, Advertising: Planning and Decision Making, Taxmann Publication Pvt. Ltd.				
				5.kapoor, Neeru, Fundamentals of Advertising, Pinnacle Learning.				
4.	October	1 to 4	Unit 3&4	1. Belch and Belch, Advertising and Promotion, Tata McGraw Hill Co.	26	22	Class test 2	Presentations & viva
				2. Burnett, Wells, and Moriatty, Advertising: Principles and Practice, Pearson Education.				
				3. Terence A. Shimp, Advertising and Promotion: An IMC Approach, South Western, Cengage Learning.				
				4. Sharma, Kavita, Advertising: Planning and Decision Making, Taxmann Publication Pvt. Ltd.				
				5.kapoor, Neeru, Fundamentals of Advertising, Pinnacle Learning.				
5.	November	1 to 3	Unit 5& Revision	1. Belch and Belch, Advertising and Promotion, Tata McGraw Hill Co.	22	20		Case studies
				2. Burnett, Wells, and Moriatty, Advertising: Principles and Practice, Pearson Education.				
				3. Terence A. Shimp, Advertising and Promotion: An IMC Approach, South Western, Cengage Learning.				
				4. Sharma, Kavita, Advertising: Planning and Decision Making, Taxmann Publication Pvt. Ltd.				
				5.kapoor, Neeru, Fundamentals of Advertising, Pinnacle Learning.				

Teaching Plan for Winter Semester 2017-18

Name of the Teacher: : Arushi Malhotra

Course Name: B.COM (H)

Paper Title: International Business

Semester/Year: VI/III

S. No.	Month	Week No.	Unit/Topic	Resource/ References/ Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
1.	January	1 to 4	Unit 1& 2	1. Charles W.L. Hill and Arun Kumar Jain, International Business. New Delhi: Tata McGraw-Hill.	36	28		Group Discussions
				2. Daniels John, D. Lee H. Radenbaugh and David P. Sullivan. International Business. Pearson Education .				
				3. Justin Paul. International Business. Prentice Hall of India Ltd.				
				4. V Sharan, International Business, Pearson Education.				
				5. Sumati Varma, Fundamentals of International Business, Pearson Educaion.				
2.	Feburay	1 to 4	Unit 2&3	1. Charles W.L. Hill and Arun Kumar Jain, International Business. New Delhi: Tata McGraw-Hill.	36	28	Class Test 1	Presentations & viva
				2. V Sharan, International Business, Pearson Education.				
				3. RBI. Report on Currency & Finance, various issues.				
				4. UNCTAD, IMF & World Bank, Annual Reports				
				5. WTO, Annual Report, various issues.				
3.	March	1 to 4	Unit 3&4	1. . Charles W.L. Hill and Arun Kumar Jain, International Business. New Delhi: Tata McGraw-Hill.	28	21	Class test 2	Presentations & viva ,
				2. Daniels John, D. Lee H. Radenbaugh and David P. Sullivan.				

Teaching Plan for Summer Semester 2018-19

Name of the Teacher: ARUSHI MALHOTRA

Course Name: B.COM (H).

Paper Title: ADVERTISING

Semester/Year: V/ III

S. No.	Month	Week No.	Unit/Topic	Resource/ References/ Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
1.	July	4	Unit 1	1. Belch and Belch, Advertising and Promotion, Tata McGraw Hill Co.	10	6		
				2. Burnett, Wells, and Moriatty, Advertising: Principles and Practice, Pearson Education.				
				3. Terence A. Shimp, Advertising and Promotion: An IMC Approach, South Western, Cengage Learning.				
				4. Sharma, Kavita, Advertising: Planning and Decision Making, Taxmann Publication Pvt. Ltd.				
				5. Kapoor, Neeru, Fundamentals of Advertising, Pinnacle Learning.				
2.	August	1 to 4	Unit 1 & 2	1. Belch and Belch, Advertising and Promotion, Tata McGraw Hill Co.	36	28	Class test 1	Group Discussions, Quiz .
				2. Burnett, Wells, and Moriatty, Advertising: Principles and Practice, Pearson Education.				
				3. Terence A. Shimp, Advertising and Promotion: An IMC Approach, South Western, Cengage Learning.				
				4. Sharma, Kavita, Advertising: Planning and Decision Making, Taxmann Publication Pvt. Ltd.				
				5. Kapoor, Neeru, Fundamentals of Advertising, Pinnacle Learning.				
3.	September	1 to 4	Unit 2& 3	1. Belch and Belch, Advertising and Promotion, Tata McGraw Hill Co.	36	28		Presentations & viva
				2. Burnett, Wells, and Moriatty, Advertising: Principles and Practice, Pearson Education.				

S. No.	Month	Week No.	Unit/Topic	Resource/ References/ Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
				3. Terence A. Shimp, Advertising and Promotion: An IMC Approach, South Western, Cengage Learning.				
				4. Sharma, Kavita, Advertising: Planning and Decision Making, Taxmann Publication Pvt. Ltd.				
				5.kapoor, Neeru, Fundamentals of Advertising, Pinnacle Learning.				
4.	October	1 to 4	Unit 3&4	1. Belch and Belch, Advertising and Promotion, Tata McGraw Hill Co.	26	22	Class test 2	Presentations & viva
				2. Burnett, Wells, and Moriatty, Advertising: Principles and Practice, Pearson Education.				
				3. Terence A. Shimp, Advertising and Promotion: An IMC Approach, South Western, Cengage Learning.				
				4. Sharma, Kavita, Advertising: Planning and Decision Making, Taxmann Publication Pvt. Ltd.				
				5.kapoor, Neeru, Fundamentals of Advertising, Pinnacle Learning.				
5.	November	1 to 3	Unit 5& Revision	1. Belch and Belch, Advertising and Promotion, Tata McGraw Hill Co.	22	20		Case studies
				2. Burnett, Wells, and Moriatty, Advertising: Principles and Practice, Pearson Education.				
				3. Terence A. Shimp, Advertising and Promotion: An IMC Approach, South Western, Cengage Learning.				
				4. Sharma, Kavita, Advertising: Planning and Decision Making, Taxmann Publication Pvt. Ltd.				
				5.kapoor, Neeru, Fundamentals of Advertising, Pinnacle Learning.				

Teaching Plan for Winter Semester 2018-19

Name of the Teacher: : Arushi Malhotra

Course Name: B.COM (H)

Paper Title: International Business

Semester/Year: VI/III

S. No.	Month	Week No.	Unit/Topic	Resource/ References/ Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
1.	January	1 to 4	Unit 1& 2	1. Charles W.L. Hill and Arun Kumar Jain, International Business. New Delhi: Tata McGraw-Hill.	36	28		Group Discussions
				2. Daniels John, D. Lee H. Radenbaugh and David P. Sullivan. International Business. Pearson Education .				
				3. Justin Paul. International Business. Prentice Hall of India Ltd.				
				4. V Sharan, International Business, Pearson Education.				
				5. Sumati Varma, Fundamentals of International Business, Pearson Educaion.				
2.	Feburay	1 to 4	Unit 2&3	1. Charles W.L. Hill and Arun Kumar Jain, International Business. New Delhi: Tata McGraw-Hill.	36	28	Class Test 1	Presentations & viva
				2. V Sharan, International Business, Pearson Education.				
				3. RBI. Report on Currency & Finance, various issues.				
				4. UNCTAD, IMF & World Bank, Annual Reports				
				5. WTO, Annual Report, various issues.				
3.	March	1 to 4	Unit 3&4	1. . Charles W.L. Hill and Arun Kumar Jain, International Business. New Delhi: Tata McGraw-Hill.	28	21	Class test 2	Presentations & viva ,
				2. Daniels John, D. Lee H. Radenbaugh and David P. Sullivan.				

Teaching Plan for Summer Semester 2019-20

Name of the Teacher: ARUSHI MALHOTRA

Course Name: B.COM (H).

Paper Title: ADVERTISING

Semester/Year: V/ III

S. No.	Month	Week No.	Unit/Topic	Resource/ References/ Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
1.	July	4	Unit 1	1. Belch and Belch, Advertising and Promotion, Tata McGraw Hill Co.	10	6		
				2. Burnett, Wells, and Moriatty, Advertising: Principles and Practice, Pearson Education.				
				3. Terence A. Shimp, Advertising and Promotion: An IMC Approach, South Western, Cengage Learning.				
				4. Sharma, Kavita, Advertising: Planning and Decision Making, Taxmann Publication Pvt. Ltd.				
				5. Kapoor, Neeru, Fundamentals of Advertising, Pinnacle Learning.				
2.	August	1 to 4	Unit 1 & 2	1. Belch and Belch, Advertising and Promotion, Tata McGraw Hill Co.	36	28	Class test 1	Group Discussions, Quiz .
				2. Burnett, Wells, and Moriatty, Advertising: Principles and Practice, Pearson Education.				
				3. Terence A. Shimp, Advertising and Promotion: An IMC Approach, South Western, Cengage Learning.				
				4. Sharma, Kavita, Advertising: Planning and Decision Making, Taxmann Publication Pvt. Ltd.				
				5. Kapoor, Neeru, Fundamentals of Advertising, Pinnacle Learning.				
3.	September	1 to 4	Unit 2& 3	1. Belch and Belch, Advertising and Promotion, Tata McGraw Hill Co.	36	28		Presentations & viva
				2. Burnett, Wells, and Moriatty, Advertising: Principles and Practice, Pearson Education.				

S. No.	Month	Week No.	Unit/Topic	Resource/ References/ Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
				3. Terence A. Shimp, Advertising and Promotion: An IMC Approach, South Western, Cengage Learning.				
				4. Sharma, Kavita, Advertising: Planning and Decision Making, Taxmann Publication Pvt. Ltd.				
				5.kapoor, Neeru, Fundamentals of Advertising, Pinnacle Learning.				
4.	October	1 to 4	Unit 3&4	1. Belch and Belch, Advertising and Promotion, Tata McGraw Hill Co.	26	22	Class test 2	Presentations & viva
				2. Burnett, Wells, and Moriatty, Advertising: Principles and Practice, Pearson Education.				
				3. Terence A. Shimp, Advertising and Promotion: An IMC Approach, South Western, Cengage Learning.				
				4. Sharma, Kavita, Advertising: Planning and Decision Making, Taxmann Publication Pvt. Ltd.				
				5.kapoor, Neeru, Fundamentals of Advertising, Pinnacle Learning.				
5.	November	1 to 3	Unit 5& Revision	1. Belch and Belch, Advertising and Promotion, Tata McGraw Hill Co.	22	20		Case studies
				2. Burnett, Wells, and Moriatty, Advertising: Principles and Practice, Pearson Education.				
				3. Terence A. Shimp, Advertising and Promotion: An IMC Approach, South Western, Cengage Learning.				
				4. Sharma, Kavita, Advertising: Planning and Decision Making, Taxmann Publication Pvt. Ltd.				
				5.kapoor, Neeru, Fundamentals of Advertising, Pinnacle Learning.				

Teaching Plan for Winter Semester 2019-20

Name of the Teacher: : Arushi Malhotra

Course Name: B.COM (H)

Paper Title: International Business

Semester/Year: VI/III

S. No.	Month	Week No.	Unit/Topic	Resource/ References/ Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
1.	January	1 to 4	Unit 1& 2	1. Charles W.L. Hill and Arun Kumar Jain, International Business. New Delhi: Tata McGraw-Hill.	36	28		Group Discussions
				2. Daniels John, D. Lee H. Radenbaugh and David P. Sullivan. International Business. Pearson Education .				
				3. Justin Paul. International Business. Prentice Hall of India Ltd.				
				4. V Sharan, International Business, Pearson Education.				
				5. Sumati Varma, Fundamentals of International Business, Pearson Educaion.				
2.	Feburary	1 to 4	Unit 2&3	1. Charles W.L. Hill and Arun Kumar Jain, International Business. New Delhi: Tata McGraw-Hill.	36	28	Class Test 1	Presentations & viva
				2. V Sharan, International Business, Pearson Education.				
				3. RBI. Report on Currency & Finance, various issues.				
				4. UNCTAD, IMF & World Bank, Annual Reports				
				5. WTO, Annual Report, various issues.				
3.	March	1 to 4	Unit 3&4	1. . Charles W.L. Hill and Arun Kumar Jain, International Business. New Delhi: Tata McGraw-Hill.	28	21	Class test 2	Presentations & viva ,
				2. Daniels John, D. Lee H. Radenbaugh and David P. Sullivan.				

Teaching Plan for Summer Semester 2020-21

Name of the Teacher: ARUSHI MALHOTRA

Course Name: B.COM (H).

Paper Title: ADVERTISING

Semester/Year: V/ III

S. No.	Month	Week No.	Unit/Topic	Resource/ References/ Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
1.	August	2 to 4	Unit 1	1. Belch and Belch, Advertising and Promotion, Tata McGraw Hill Co.	28	21		Group Discussions
				2. Burnett, Wells, and Moriatty, Advertising: Principles and Practice, Pearson Education.				
				3. Terence A. Shimp, Advertising and Promotion: An IMC Approach, South Western, Cengage Learning.				
				4. Sharma, Kavita, Advertising: Planning and Decision Making, Taxmann Publication Pvt. Ltd.				
				5. Kapoor, Neeru, Fundamentals of Advertising, Pinnacle Learning.				
2.	Sept	1 to 4	Unit 2 & 3	1. Belch and Belch, Advertising and Promotion, Tata McGraw Hill Co.	36	28	Class test 1	Presentations & viva , Quiz
				2. Burnett, Wells, and Moriatty, Advertising: Principles and Practice, Pearson Education.				
				3. Terence A. Shimp, Advertising and Promotion: An IMC Approach, South Western, Cengage Learning.				
				4. Sharma, Kavita, Advertising: Planning and Decision Making, Taxmann Publication Pvt. Ltd.				
				5. Kapoor, Neeru, Fundamentals of Advertising, Pinnacle Learning.				
3.	October	1 to 4	Unit 3 & 4	1. Belch and Belch, Advertising and Promotion, Tata McGraw Hill Co.	36	28	Class Test 2	Presentations & viva
				2. Burnett, Wells, and Moriatty, Advertising: Principles and Practice, Pearson Education.				

Teaching Plan for Winter Semester 2020-21

Name of the Teacher: : Arushi Malhotra

Course Name: B.COM (H)

Paper Title: International Business

Semester/Year: VI/III

S. No.	Month	Week No.	Unit/Topic	Resource/ References/ Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
1.	January	1 to 4	Unit 1& 2	1. Charles W.L. Hill and Arun Kumar Jain, International Business. New Delhi: Tata McGraw-Hill.	36	28		Group Discussions
				2. Daniels John, D. Lee H. Radenbaugh and David P. Sullivan. International Business. Pearson Education .				
				3. Justin Paul. International Business. Prentice Hall of India Ltd.				
				4. V Sharan, International Business, Pearson Education.				
				5. Sumati Varma, Fundamentals of International Business, Pearson Educaion.				
2.	Feburary	1 to 4	Unit 2&3	1. Charles W.L. Hill and Arun Kumar Jain, International Business. New Delhi: Tata McGraw-Hill.	36	28	Class Test 1	Presentations & viva
				2. V Sharan, International Business, Pearson Education.				
				3. RBI. Report on Currency & Finance, various issues.				
				4. UNCTAD, IMF & World Bank, Annual Reports				
				5. WTO, Annual Report, various issues.				
3.	March	1 to 4	Unit 3&4	1. . Charles W.L. Hill and Arun Kumar Jain, International Business. New Delhi: Tata McGraw-Hill.	28	21	Class test 2	Presentations & viva
				2. Daniels John, D. Lee H. Radenbaugh and David P. Sullivan.				

Teaching Plan Semester 2020-21

Name of the Teacher: Asha Rani

Course Name: B.Com.(H)

Paper Title: Business Mathematics

Semester/Year: IV/2nd

		Unit/Topic	Resource/ References/Re commended readings	No. of lectures		Remarks
		Basics Matrices and Determinants	Singh J. K. Business Mathematics. Himalaya Publishing House. Sharma and Kaur, Business Mathematics. Sultan Chand & Sons.	1		Practical Through Excel and R software
		Algebra of Matrices, Inverse of matrices		2		
		System of Linear equation		2		
		Application of Matrices in Business -Investment and Return, Inter-company Holding and Profit Sharing, sales and Profit		3		
		Cost Determination and Allocation, Production Capacity, Determination		3		

			of Selling price and Sales Commission	Soni, R.S. Business Mathematics. Pitambar Publishing House				
			Product Requirement and Usage, Miscellaneous Problem		2			
			Leontief Input output Model-		2			
			Use of Excel and R for Matrices		2			
			Formulation of Linear Programming Problem	Singh J. K. Business Mathematics. Himalaya Publishing House.	2		Graphical Method using Microsoft Mathematics	
			Graphical Method		2			
			Cases of unique, Multiple optimal solution, unbounded solution, Infeasibility and redundant Constraints		1			
			Microsoft Mathematics for Graphical Method of LPPs	Levin Rubin, Stinson and Gardner, Quantitative Approach to Management, McGraw-Hill.	1		Simplex Using Excel	
			Solution of LPPs using Simplex method- Maximization problem		3			
			Solution of LPPs using Simplex method- Minimization problem	Vohra, N.D. Quantitative Techniques in Management. Tata McGraw Hill Publishing Company.	2			
			Shadow price of the resouces, Economic Interpretation		1			
			Identification of unique, Multiple optimal solution, unbounded solution,		1			

			Infeasibility and degeneracy	Soni, R.S. Business Mathematics. Pitambar Publishing House			
			The Dual Problem- formulation		2		
			Internal Assessment Test- 1		1		

			Basics of Derivatives, Maxima and Minima involving second or higher order derivatives	Economics,.Mc Graw Hill Publishing Co	1			cs for Calculas
			Application of Derivatives: Concept of Marginal Analysis, Concept of elasticity	Thukral, J.K. Mathematics for Business Studies. Mayur Publications	2			
			Applied Maxima and Minimum problems including the Effect of tax		2			
			Inventory Management.	Sharma and Kaur, Business Mathematics, Sultan Chand and sons	1			
			Basics of Partial Derivatives- First order, second order, Homogeneity of function, Euler's theorem	Hoy at el., Mathematics for Economics, MIT publishers	2			
			Total differential and Maxima & Minima		2			
			Application of Partial Derivatives- Partial Elasticities		2			
			Production Function and isoquants		2			
			Applied Problems of Maxima and Minima including the use Lagrange Multiplier		2			
			Integration- Basics, Method of Integration, Definite Integration		2			
			Application of Integration to marginal Analysis, Consumer's Surplus and Producer's Surplus		2			

			Application of Integration- Rate of sales and the Learning Curve		2			
			Internal Assessment Test- II		1			

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Mid Semester Break

			<p>Rate of Interest- Nominal and effective and their inter-relationship</p>	<p>Ayres, Frank Jr. Theory and Problems of Mathematics of Finance. McGraw Hill Publishing Co</p> <p>Thukral, J.K. Mathematics for Business Studies. Mayur Publications</p> <p>Sharma and Kaur, Business Mathematics,</p> <p>Soni, R.S. Business Mathematics. Pitambar Publishing House.</p>	2		<p>Finance Functions using Excel</p>
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			Present Value and Future Value using different types of rates, Depreciation of assets		2		
			Annuities, Ordinary Annuity,		2		
			Annuity Due-Future value and Present value		2		
			Deferred Annuity, Perpetuity-Future value and Present value using different types of rates		2		
			Use of excel for Finance Functions		2		

Teaching Plan Semester 2020-21

Name of the Teacher: Asha Rani

Course Name: B.Com.(H)

Paper Title: Income Tax Laws and Practice

Semester/Year: III/2nd

S. No.	Month	Week No.	Unit/Topic	Resource/References/Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks
1	July	1	Unit-1, Introduction	Basic concepts: Income, person, assessee, assessment year, previous year, gross total income, total income, Slab rate, Rebate	Income Tax Act. 1961, Ahuja, Girish and Gupta Ravi. Systematic Approach to Income Tax.	2	0	2 lab Classes for Practical's every week
				Condition to determine the Residential Status for all the assessee-Practical questions	Singhania, Vinod K. and Singhania Monica. Students' Guide to Income Tax,	2	0	
				Scope of total income on the basis of Residential Status	'Excel Utility Software' available at incometaxindiaefiling.gov.in	2	0	
2	August	1		Incidence of Tax based on the residential status	Lal, B.B. Income Tax Laws and Practice,	2	1	
				Income Exempt from Tax		1	0	
			Unit-II, Computation of Income under different heads-1	Basic Conditions and Rules, Different Forms of Salary	Income Tax Reports. Company Law Institute of India.	2	0	
		2		Different form of Allowances- Allowances Fully taxable		1	0	
				Allowance Partly Taxable and Partly Exempt - Practical Questions		2	0	
				Allowance fully exempt and Practical Questions for allowance		2	1	
		Introduction of Perquisites, Different forms of perquisites		2	0			

3	September	3		Different forms of perquisites	2	0			
				Practice questions on perquisites	2	0			
				Retirement Benefits-	1	1			
		Practice questions on Retirement benefits		1	0				
		4		Deduction under 80C, 80CCC, 80CCD	2	0			
				Practical questions to determine the income under the head Salary	1	1			
				Basic Rules for House Property	3	0			
		1		Computation of GAV and Income from House Property	2	1			
				Practice questions for House Property	1	0			
		2		Unit-III, Computation of Income under different heads-2	Income under the Profit and Gains from Business and Profession- Basic conditions	3			0
				Deduction Under Section 30 to 37- Practical questions	2	1			
				Specific Disallowance for the expenses given under sections expenses given by sections 40, 40A and 43B- Practical Questions	2	0			
				Provisions for Deemed Profit and Presumptive Sections- Practical Questions	2	0			
				Practical questions to determine the income under the head PGBP	2	1			
		3		Internal Assessment Test-1	2	0			
Income under the Head Capital Gains	2		0						
							Internal Assessment Test-1	Syllabus for the First Internal Test - Unit-1	

									and Unit-2
		4		Capital Gain in Special Cases with questions		2	0		
				Exemption from the income under the Head Capital Gains		2	1		
				Practical questions to determine income from Capital Gains		2	0		
4	October	1		Income from Other Sources		2	0		
				Practical questions to determine income from Other sources		2	1		
			Unit IV:	Clubbing of income with Practical Questions		2	0		
		2	Computation of Total Income and Tax Liability	Set off and carry forward of losses with Practical questions		2	1	Internal Assessment Test-2	Syllabus for the First Internal Test - Unit-3
				Agriculture income- partial Integration		3	0		
				Internal Assessment Test-2		1	0		
		3		Deduction under IT Act with Practical questions		2	0		
			Unit V: Preparation of Return of Income	Computation of total income and Tax liability of an individuals and firms- Provisions		2	1		
				Practical Questions to determine the Tax liability of an individual		2	0		
MID SEMESTER BREAK									
5	November	1	Unit V: Preparation of	Practical Questions to determine the Tax liability of a firm		1	0		
				Procedure for e-filing of ITR-2		1	1		

			Return of Incom e	Filing of returns; Provision & Procedures of On-line filing of Returns of Income & TDS		4	0		
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Teaching Plan for Summer Semester 2016-17

Name of the Teacher: Dr Astha Dewan

Course Name: B.Com (H)

Paper Title: Management Accounting

Semester/Year: V

S. No.	Month	Week No.	Unit/Topic	Resource/ References/Recommended readings	No. of lectures (minimum required)	No. of Tutorials (minimum required)	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
1	July	20-31 July	Unit 1, 2	1.Colin Drury	Unit 1-7	Unit 1-2	Discussion	
				2.M N Aora	Unit 2-10	Unit 2-3		
				3.				
				4.				
				5.				
2	Aug	1-31 Aug	Unit 3,4	1.usry	Unit 3-12	Unit 3- 3	Test	
				2.Jhamb	Unit 4-15	Unit 4- 2		
				3.				
				4.				
				5.				
3	Sep	1-30 sep	Unit 4,5	1.Jawahar Lal	Unit 5-15	Unit 5-3	Assignment	
				2.M N Arora				
				3.				
				4.				
				5.				
4	Oct	1-31 Oct excluding mid sem break	Unit 6	1.M N Arora	Unit 6-10	Unit 6-2	Presentation and tests	
				2.CA module				
				3.				
				4.				
				5.				
5	Nov	1-12 Nov	Doubts, tests and	1.past year question papers			Tests, presentations	
				2.				

			presentations	3.				
				4.				
				5.				

Teaching Plan for Summer Semester 2016-17

Name of the Teacher: Dr Astha Dewan

Course Name: B.Com (H)

Paper Title: Principles of Marketing

Semester/Year: V

S. No.	Month	Week No.	Unit/Topic	Resource/References/Recommended readings	No. of lectures (minimum required)	No. of Tutorials (minimum required)	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
1.	July	20-31 July	Unit 1	1.Kotler	Unit 1-10	Unit 1-3	Case studies	
				2.McCarthy				
				3.Stanton				
				4				
				5.				
2.	Aug	1-31 Aug	Unit 1, 2	1. Kotler	Unit 2-12	Unit 2-3	Presentation	
				2. McCarthy				
				3. Stanton				
				4.				
				5.				
3.	Sep	1-30 sep	Unit 3	1. Kotler	Unit 3-14	Unit 3-3	GD	
				2. McCarthy				
				3. Stanton				
				4.				
				5.				
4.	Oct	1-31 Oct excluding mid sem break	Unit 4	1. Kotler	Unit 4-15	Unit 4-3	Test, presentation	
				2. McCarthy				
				3. Stanton				
				4.				
				5.				
5.	Nov	1-12 Nov	Unit 5	1. Kotler	Unit 5-14	Unit 5-3	Test, case studies	
				2. McCarthy				
				3. Stanton				

				4.				
				5.				

Teaching Plan for Winter Semester 2016-17

Name of the Teacher: Dr Astha Dewan

Course Name: B.Com (H)

Paper Title: Cost Accounting

Semester/Year: IV

S. No.	Month	Week No.	Unit/Topic	Resource/ References/Recommended readings	No. of lectures (minimum required)	No. of Tutorials (minimum required)	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
1.	Jan	2-31 Jan	Unit 1, 2	1.Hongreen	Unit 1 - 7	Unit 1-2	Discussions	
				2.M N Arora				
				3. CA module				
				4.Colin Drury				
				5.				
2.	Feb	1-28 Feb	Unit2	1. Colin Drury	Unit 2- 12	Unit 2-2	Presentation	
				2. Jain and Narang				
				3.CA module				
				4.				
				5.				
3.	March	1-31 March excluding mid sem break	Unit 3, 4	1.Jawahar Lal	Unit 3- 11	Unit 3-3	Test	
				2.M N Arora	Unit 4- 28	Unit 4- 5		
				3.				
				4.				
				5.				
4.	April	1-26 April	Unit 4,5	1.M N Arora	Unit 5- 10	Unit 5- 2	Discussions and presentation	
				2.Jhamb				
				3.Hongreen				
				4.				
				5.				
				2.				
				3.				

				4.				
				5.				

Teaching Plan for Summer Semester 2017-18

Name of the Teacher: Dr Astha Dewan

Course Name: B.Com (H)

Paper Title: Management Accounting

Semester/Year: V

S. No.	Month	Week No.	Unit/Topic	Resource/References/Recommended readings	No. of lectures (minimum required)	No. of Tutorials (minimum required)	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
1	July	20-31 July	Unit 1, 2	1. Colin Drury	Unit 1-7	Unit 1-2	Discussion	
				2. M N Aora	Unit 2-10	Unit 2-3		
				3.				
				4.				
				5.				
2	Aug	1-31 Aug	Unit 3,4	1. usry	Unit 3-12	Unit 3- 3	Test	
				2. Jhamb	Unit 4-15	Unit 4- 2		
				3.				
				4.				
				5.				
3	Sep	1-30 sep excluding mid sem break	Unit 4,5	1. Jawahar Lal	Unit 5-15	Unit 5-3	Assignment	
				2. M N Arora				
				3.				
				4.				
				5.				
4	Oct	1-31 Oct excluding mid sem break	Unit 6	1. M N Arora	Unit 6-10	Unit 6-2	Presentation and tests	
				2. CA module				
				3.				
				4.				
				5.				
5	Nov	1-15 Nov	Doubts, tests and	1. past year question papers			Tests	
				2.				

			presentations	3.				
				4.				
				5.				

Teaching Plan for Summer Semester 2017-18

Name of the Teacher: Dr Astha Dewan

Course Name: B.Com (H)

Paper Title: Principles of Marketing

Semester/Year: V

S. No.	Month	Week No.	Unit/Topic	Resource/References/Recommended readings	No. of lectures (minumun required)	No. of Tutorials (minumun required)	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
1.	July	20-31 July	Unit 1	1.Kotler	Unit 1-10	Unit 1-3	Case studies	
				2.McCarthy				
				3.Stanton				
				4.				
				5.				
2.	Aug	1-31 Aug	Unit 1, 2	1. Kotler	Unit 2-12	Unit 2-3	Presentation	
				2. McCarthy				
				3. Stanton				
				4.				
				5.				
3.	Sep	1-30 sep exclud ing mid sem break	Unit 3	1. Kotler	Unit 3-14	Unit 3-3	GD	
				2. McCarthy				
				3. Stanton				
				4.				
				5.				
4.	Oct	1-31 Oct exclud ing mid sem break	Unit 4	1. Kotler	Unit 4-15	Unit 4-3	Test, presentation	
				2. McCarthy				
				3. Stanton				
				4.				
				5.				
5.	Nov	1-15 Nov	Unit 5	1. Kotler	Unit 5-14	Unit 5-3	Test, case studies	
				2. McCarthy				
				3. Stanton				
				4.				
				5.				

Teaching Plan for Winter Semester 2017-18

Name of the Teacher: Dr Astha Dewan

Course Name: B.Com (H)

Paper Title: Cost Accounting

Semester/Year: IV

S. No.	Month	Week No.	Unit/Topic	Resource/ References/ Recommended readings	No. of lectures (minimum required)	No. of Tutorials (minimumun required)	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
1.	Jan	1-31 Jan	Unit 1, 2	1.Hongreen	Unit 1 - 7	Unit 1-2	Discussions	
				2.M N Arora				
				3. CA module				
				4.Colin Drury				
				5.				
2.	Feb	1-28 Feb	Unit2	1. Colin Drury	Unit 2- 12	Unit 2-2	presentation	
				2. Jain and Narang				
				3.CA module				
				4.				
				5.				
3.	March	1-31 March excluding mid sem break	Unit 3, 4	1.Jawahar Lal	Unit 3- 11	Unit 3-3	Test	
				2.M N Arora	Unit 4- 28	Unit 4- 5		
				3.				
				4.				
				5.				
4.	April	1-26 April	Unit 4,5	1.M N Arora	Unit 5- 10	Unit 5- 2	Discussions and presentation	
				2.CA module				
				3.				
				4.				
				5.				
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				3.				
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Teaching Plan for Summer Semester 2018-19

Name of the Teacher: Dr Astha Dewan

Course Name: B.Com (H)

Paper Title: Management Accounting

Semester/Year: V

S. No.	Month	Week No.	Unit/Topic	Resource/ References/ Recommended readings	No. of lectures (minimum required)	No. of Tutorials (minimumun required)	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
1	July	20-31 July	Unit 1, 2	1.Colin Drury	Unit 1-7	Unit 1-2	Discussion	
				2.M N Aora	Unit 2-10	Unit 2-3		
				3.				
				4.				
				5.				
2	Aug	1-31 Aug	Unit 3,4	1.usry	Unit 3-12	Unit 3- 3	Test	
				2.Jhamb	Unit 4-15	Unit 4- 2		
				3.				
				4.				
				5.				
3	Sep	1-30 sep	Unit 4,5	1.Jawahar Lal	Unit 5-15	Unit 5-3	Assignment	
				2.M N Arora				
				3.				
				4.				
				5.				
4	Oct	1-31 Oct excluding the mid sem break	Unit 6	1.M N Arora	Unit 6-10	Unit 6-2	Presentation and tests	
				2.CA module				
				3.				
				4.				
				5.				
5	Nov	1-15 Nov	Tests and presentations	1.past year question papers			Tests	
				2.				
				3.				

				4.				
				5.				

Teaching Plan for Summer Semester 2018-19

Name of the Teacher: Dr Astha Dewan

Course Name: B.Com (H)

Paper Title: Principles of Marketing

Semester/Year: V

S. No.	Month	Week No.	Unit/Topic	Resource/References/Recommended readings	No. of lectures (minimum required)	No. of Tutorials (minimum required)	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
1.	July	20-31 July	Unit 1	1.Kotler	Unit 1-10	Unit 1-3	Case studies	
				2.McCarthy				
				3.Stanton				
				4				
				5.				
2.	Aug	1-31 Aug	Unit 1, 2	1. Kotler	Unit 2-12	Unit 2-3	Presentation	
				2. McCarthy				
				3. Stanton				
				4.				
				5.				
3.	Sep	1-30 sep	Unit 3	1. Kotler	Unit 3-14	Unit 3-3	GD	
				2. McCarthy				
				3. Stanton				
				4.				
				5.				
4.	Oct	1-31 Oct excluding the mid sem break	Unit 4	1. Kotler	Unit 4-15	Unit 4-3	Test, presentation	
				2. McCarthy				
				3. Stanton				
				4.				
				5.				
5.	Nov	1-15 Nov	Unit 5	1. Kotler	Unit 5-14	Unit 5-3	Test, case studies	
				2. McCarthy				
				3. Stanton				

				4.				
				5.				

Teaching Plan for Winter Semester 2018-19

Name of the Teacher: Dr Astha Dewan

Course Name: B.Com (H)

Paper Title: Cost Accounting

Semester/Year: IV

S. No.	Month	Week No.	Unit/Topic	Resource/ References/ Recommended readings	No. of lectures (minimum required)	No. of Tutorials (minimumun required)	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
1.	Jan	1-31 Jan	Unit 1, 2	1.Hongreen	Unit 1 - 7	Unit 1-2	Discussions	
				2.M N Arora				
				3. CA module				
				4.Colin Drury				
				5.				
2.	Feb	1-28 Feb	Unit2	1. Colin Drury	Unit 2- 12	Unit 2-2	Presentation with Viva	
				2. Jain and Narang				
				3.CA module				
				4.				
				5.				
3.	March	1-31 excludi ng mid sem break	Unit 3, 4	1.Jawahar Lal	Unit 3- 11	Unit 3-3	Test	
				2.M N Arora	Unit 4- 28	Unit 4- 5		
				3.				
				4.				
				5.				
4.	April	1-28 April	Unit 4,5	1.M N Arora	Unit 5- 10	Unit 5- 2	Discussions and presentation	
				2.				
				3.				
				4.				
				5.				
5.				1.				
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				3.				
				4.				

				5.				
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Teaching Plan for Summer Semester 2019-20

Name of the Teacher: Dr Astha Dewan

Course Name: B.Com (H)

Paper Title: Management Accounting

Semester/Year: V

S. No.	Month	Week No.	Unit/Topic	Resource/ References/ Recommended readings	No. of lectures (minimum required)	No. of Tutorials (minimumun required)	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
1	July	20-31 July	Unit 1, 2	1.Colin Drury	Unit 1-7	Unit 1-2	Discussion	
				2.M N Aora	Unit 2-10	Unit 2-3		
				3.				
				4.				
				5.				
2	Aug	1-31 Aug	Unit 3,4	1.usry	Unit 3-12	Unit 3- 3	Test	
				2.Jhamb	Unit 4-15	Unit 4- 2		
				3.				
				4.				
				5.				
3	Sep	1-30 Sep	Unit 4,5	1.Jawahar Lal	Unit 5-15	Unit 5-3	Assignment	
				2.M N Arora				
				3.				
				4.				
				5.				
4	Oct	1-31 Oct excluding mid sem break	Unit 6	1.M N Arora	Unit 6-10	Unit 6-2	Presentation and tests	
				2.CA module				
				3.				
				4.				
				5.				
5	Nov	1-15 Nov	Tests and presentations	1.past year question papers			Tests	
				2.				
				3.				

				4.				
				5.				

Teaching Plan for Summer Semester 2019-20

Name of the Teacher: Dr Astha Dewan

Course Name: B.Com (H)

Paper Title: Principles of Marketing

Semester/Year: V

S. No.	Month	Week No.	Unit/Topic	Resource/References/Recommended readings	No. of lectures (minimum required)	No. of Tutorials (minimum required)	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
1.	July	20-31 July	Unit 1	1.Kotler	Unit 1-10	Unit 1-3	Case studies	
				2.McCarthy				
				3.Stanton				
				4				
				5.				
2.	Aug	1-31 Aug	Unit 1, 2	1. Kotler	Unit 2-12	Unit 2-3	Presentation	
				2. McCarthy				
				3. Stanton				
				4.				
				5.				
3.	Sep	1-30 Sep	Unit 3	1. Kotler	Unit 3-14	Unit 3-3	GD	
				2. McCarthy				
				3. Stanton				
				4.				
				5.				
4.	Oct	1-31 Oct excluding mid sem break	Unit 4	1. Kotler	Unit 4-15	Unit 4-3	Test, presentation	
				2. McCarthy				
				3. Stanton				
				4.				
				5.				
5.	Nov	1-15 Nov	Unit 5	1. Kotler	Unit 5-14	Unit 5-3	Test, case studies	
				2. McCarthy				
				3. Stanton				

				4.				
				5.				

Teaching Plan for Winter Semester 2019-20

Name of the Teacher: Dr Astha Dewan

Course Name: B.Com (H)

Paper Title: Cost Accounting

Semester/Year: IV

S. No.	Month	Week No.	Unit/Topic	Resource/ References/ Recommended readings	No. of lectures (minimum required)	No. of Tutorials (minimumun required)	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
1.	Jan	1-31 Jan	Unit 1, 2	1.Hongreen	Unit 1 - 7	Unit 1-2	Discussions	
				2.M N Arora				
				3. CA module				
				4.Colin Drury				
				5.				
2.	Feb	1-28 Feb	Unit2	1. Colin Drury	Unit 2- 12	Unit 2-2	presentation	
				2. Jain and Narang				
				3.CA module				
				4.				
				5.				
3.	March	1-31 March excluding mid sem break	Unit 3, 4	1.Jawahar Lal	Unit 3- 11	Unit 3-3	Test	
				2.M N Arora	Unit 4- 28	Unit 4- 5		
				3.				
				4.				
				5.				
4.	April	1-27 April	Unit 4,5	1.M N Arora	Unit 5- 10	Unit 5- 2	Discussions and presentation	
				2.				
				3.				
				4.				
				5.				
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				2.				
				3.				
				4.				

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Teaching Plan for Summer Semester 2020-21

Name of the Teacher: Dr Astha Dewan

Course Name: B.Com (H)

Paper Title: Management Accounting

Semester/Year: V

S. No.	Month	Week No.	Unit/Topic	Resource/ References/ Recommended readings	No. of lectures (minimum required)	No. of Tutorials (minimumun required)	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
1	Aug	10-31 Aug	Unit 1, 2	1.Colin Drury	Unit 1-7	Unit 1-2	Discussion , presentation	
				2.M N Aora	Unit 2-10	Unit 2-3		
				3.CA module				
				4.				
				5.				
2	Sep	1-28 Sep	Unit 3,4	1.usry	Unit 3-12	Unit 3- 3	Test	
				2.Jhamb	Unit 4-15	Unit 4- 2		
				3. CA module				
				4.				
				5.				
3	Oct	1-31 Oct	Unit 4,5	1.Jawahar Lal	Unit 5-15	Unit 5-3	Assignment , Test, case studies	
				2.M N Arora				
				3. CA module				
				4.				
				5.				
4	Nov	1-27 Nov	Unit 6	1.M N Arora	Unit 6-10	Unit 6-2	Presentation and tests	
				2.CA module				
				3.				
				4.				
				5.				
5				1.				
				2.				
				3.				
				4.				

				5.				
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Teaching Plan for Summer Semester 2020-21

Name of the Teacher: Dr Astha Dewan

Course Name: B.Com (H)

Paper Title: Principles of Marketing

Semester/Year: V

S. No.	Month	Week No.	Unit/Topic	Resource/ References/Recommended readings	No. of lectures (minimum required)	No. of Tutorials (minimum required)	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
1.	Aug	10-31 Aug	Unit 1,2	1.Kotler	Unit 1-10	Unit 1-3	Case studies	
				2.McCarthy				
				3.Stanton				
				4.				
				5.				
2.	Sep	1-28 Sep	Unit 2,3	1. Kotler	Unit 2-12	Unit 2-3	Presentation , case studies	
				2. McCarthy				
				3. Stanton				
				4.				
				5.				
3.	Oct	1-31 Oct	Unit 3,4	1. Kotler	Unit 3-14	Unit 3-3	GD, case studies	
				2. McCarthy				
				3. Stanton				
				4.				
				5.				
4.	Nov	1-27 Nov	Unit 4,5	1. Kotler	Unit 4-15	Unit 4-3	Test, presentation, assignments, case studies	
				2. McCarthy	Unit 5-14	Unit 5-3		
				3. Stanton				
				4.				
				5.				
5.				1.				
				2.				

				3.				
				4.				
				5.				

Teaching Plan for Winter Semester 2020-21

Name of the Teacher: Dr Astha Dewan

Course Name: B.Com (H)

Paper Title: Cost Accounting

Semester/Year: IV

S. No.	Month	Week No.	Unit/Topic	Resource/ References/ Recommended readings	No. of lectures (minimum required)	No. of Tutorials (minimumun required)	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
1.	Jan	2-31 Jan	Unit 1, 2	1.Hongreen	Unit 1 - 7	Unit 1-2	Discussions and presentations	
				2.ICMAI module	Unit 2- 12	Unit 2-2		
				3. CA module				
				4.Colin Drury				
				5.				
2.	Feb	1-28 Feb	Unit 3,4	1. Colin Drury	Unit 3- 11	Unit 3-3	Discussions, assignment and presentation	
				2. Jain and Narang	Unit 4- 28	Unit 4- 5		
				3.CA module				
				4. ICMAI module				
				5.				
3.	March	1-31 March excluding mid sem break	Unit 4	1.Jawahar Lal	Unit 4- 28	Unit 4- 5	Test , discussions and presentations	
				2.M N Arora				
				3. ICMAI module				
				4.				
				5.				
4.	April	1-29 April	Unit 4,5	1.M N Arora	Unit 5- 10	Unit 5- 2	Assignments, presentation , test	
				2. ICMAI module				
				2.				
				4.				
				5.				
5.				1.				
				2.				

				3.				
				4.				
				5.				

Teaching Plan Summer Semester 2016-17

Name of the Teacher: Dr Anil Kumar

Course Name: B.Com.(H)

Paper Title: Financial Management

Semester/Year: V/3rd

S. No	Month	Week No.	Unit/Topic	Resource/References/Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
1	July	4	Basic of Financial Management	Khan and Jain, Financial Management Van Horne, Financial Management	4	1	NA	Group Discussion
2	August	1	Objectives of Financial Management Time Value of Money	Khan and Jain, Financial Management Van Horne, Financial Management	4	1	Objectives of Financial Management	Class Discussion
		2	Introduction to Capital Budgeting	Khan and Jain, Financial Management I M Pandey, Financial Management	4	1		
		3	Estimation of Cash Flows	Khan and Jain, Financial Management I M Pandey, Financial Management	4	1	Assignment on Capital Budgeting	Class Discussion Tutorial Discussion
		4	Techniques of Capital Budgeting	Khan and Jain, Financial Management R P Rustagi, Financial Management	4	1	2nd Internal Assessment	Case Problems
2.	September	1	Capital Budgeting Cases	R P Rustagi, Financial Management	4	1	Assignment on Capital Budgeting	Class Discussion Tutorial Discussion
		2	Cost of Capital	Khan and Jain, Financial Management R P Rustagi, Financial Management	4	1	Internal Test	

2.	September	3	Leverage	R P Rustagi, Financial Management	4	1		Class Discussion
		4	EBIT-EPS Analysis	R P Rustagi, Financial Management	4	1	Case Problems	
	October	1	Models of Capital Structure	Khan and Jain, Financial Management	4	1	Case Problems	
				Mid Semester Break				
3	October	3	Models of Capital Structure	Khan and Jain, Financial Management	4	1	Case Problems	
	October	4	Dividend Decisions	Khan and Jain, Financial Management	4	1	Assignment	
5	November	1	Working Capital: Basics	Khan and Jain, Financial Management	4	1		
		2-3	Estimation of Working capital and cash management	R P Rustagi, Financial Management	4	1		Case Problem.
		4	Receivable Management and Inventory Control	Khan and Jain, Financial Management	4	1		Test and assignment
End of Lectures; Individual Interaction with Students (Optional) till Exam.								

Teaching Plan (On-Line) Summer Semester 2020-21

Name of the Teacher: Dr Anil Kumar

Course Name: B.Com.(H)

Paper Title: Financial Management

Semester/Year: V/3rd

S. No.	Month	Week No.	Unit/Topic	Resource/References/Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
1.	August	2	Basic of Financial Management	Khan and Jain, Financial Management Van Horne, Financial Management	3	1	NA	Group Discussion
		3	Objectives of Financial Management Time Value of Money	Khan and Jain, Financial Management Van Horne, Financial Management	4	1	Objectives of Financial Management	GD
		4	Introduction to Capital Budgeting	Khan and Jain, Financial Management I M Pandey, Financial Management	4	1		
2.	September	1	Estimation of Cash Flows	Khan and Jain, Financial Management I M Pandey, Financial Management	4	1	Assignment on Capital Budgeting	Class Discussion Tutorial Discussion
		2 -3	Techniques of Capital Budgeting	Khan and Jain, Financial Management R P Rustagi, Financial Management	8	2	2nd Internal Assessment	
		4.	Cost of Capital	Khan and Jain, Financial Management R P Rustagi, Financial Management	4	2	Internal Test	
3.	October	1	Leverage	R P Rustagi, Financial Management	4	1		Class Discussion

		2	EBIT-EPS Analysis	R P Rustagi, Financial Management	4	1	Case Problems	
		3-4	Models of Capital Structure	Khan and Jain, Financial Management	6	1	Case Problems	
4.	November	1	Dividend Decisions	Khan and Jain, Financial Management	4	1	Assignment	
		2	Working Capital: Basics	Khan and Jain, Financial Management	4	1		
		3	Estimation of Working capital and cash management	R P Rustagi, Financial Management	4	1		Case Problem.
		4	Receivable Management and Inventory Control	Khan and Jain, Financial Management	4	1		Test and assignment
End of Lectures; Individual Interaction with Students (Optional Online) till Exam.								

Teaching Plan Summer Semester 2017-18

Name of the Teacher: Dr Anil Kumar

Course Name: B.Com.(H)

Paper Title: Financial Management

Semester/Year: V/3rd

S. No.	Month	Week No.	Unit/Topic	Resource/References/Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
1	July	4	Basic of Financial Management	Khan and Jain, Financial Management Van Horne, Financial Management	4	1	NA	Group Discussion
2	August	1	Objectives of Financial Management Time Value of Money	Khan and Jain, Financial Management Van Horne, Financial Management	4	1	Objectives of Financial Management	Class Discussion
		2	Introduction to Capital Budgeting	Khan and Jain, Financial Management I M Pandey, Financial Management	4	1		
		3	Estimation of Cash Flows	Khan and Jain, Financial Management I M Pandey, Financial Management	4	1	Assignment on Capital Budgeting	Class Discussion Tutorial Discussion
		4	Techniques of Capital Budgeting	Khan and Jain, Financial Management R P Rustagi, Financial Management	4	1	2nd Internal Assessment	Case Problems
2.	September	1	Capital Budgeting Cases	R P Rustagi, Financial Management	4	1	Assignment on Capital Budgeting	Class Discussion Tutorial Discussion
		2	Cost of Capital	Khan and Jain, Financial Management R P Rustagi, Financial Management	4	1	Internal Test	

2.	September	3	Leverage	R P Rustagi, Financial Management	4	1		Class Discussion
		4	EBIT-EPS Analysis	R P Rustagi, Financial Management	4	1	Case Problems	
	October	1		Mid Semester Break				
3	October	2-3	Models of Capital Structure	Khan and Jain, Financial Management	8	2	Case Problems	
	October	4	Dividend Decisions	Khan and Jain, Financial Management	4	1	Assignment	
5	November	1	Working Capital: Basics	Khan and Jain, Financial Management	4	1		
		2-3	Estimation of Working capital and cash management	R P Rustagi, Financial Management	4	1		Case Problem.
		4	Receivable Management and Inventory Control	Khan and Jain, Financial Management	4	1		Test and assignment
End of Lectures; Individual Interaction with Students (Optional) till Exam.								

Teaching Plan Summer Semester 2018-19

Name of the Teacher: Dr Anil Kumar

Course Name: B.Com.(H)

Paper Title: Financial Management

Semester/Year: V/3rd

S. No.	Month	Week No.	Unit/Topic	Resource/References/Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
1	July	4	Basic of Financial Management	Khan and Jain, Financial Management Van Horne, Financial Management	4	1	NA	Group Discussion
2	August	1	Objectives of Financial Management Time Value of Money	Khan and Jain, Financial Management Van Horne, Financial Management	4	1	Objectives of Financial Management	Class Discussion
		2	Introduction to Capital Budgeting	Khan and Jain, Financial Management I M Pandey, Financial Management	4	1		
		3	Estimation of Cash Flows	Khan and Jain, Financial Management I M Pandey, Financial Management	4	1	Assignment on Capital Budgeting	Class Discussion Tutorial Discussion
		4	Techniques of Capital Budgeting	Khan and Jain, Financial Management R P Rustagi, Financial Management	4	1	2nd Internal Assessment	Case Problems
2.	September	1	Capital Budgeting Cases	R P Rustagi, Financial Management	4	1	Assignment on Capital Budgeting	Class Discussion Tutorial Discussion

		2	Cost of Capital	Khan and Jain, Financial Management R P Rustagi, Financial Management	4	1	Internal Test	
2.	September	3	Leverage	R P Rustagi, Financial Management	4	1		Class Discussion
		4	EBIT-EPS Analysis	R P Rustagi, Financial Management	4	1	Case Problems	
3	October	1-2	Models of Capital Structure	Khan and Jain, Financial Management	8	2	Case Problems	
Mid Semester Break								
4	October	3	Models of Capital Structure	Khan and Jain, Financial Management	4	1	Case Problems	
		4	Dividend Decisions	Khan and Jain, Financial Management	4	1	Assignment	
5	November	1	Working Capital: Basics	Khan and Jain, Financial Management	4	1		
		2-3	Estimation of Working capital and cash management	R P Rustagi, Financial Management	4	1		Case Problem.
		4	Receivable Management and Inventory Control	Khan and Jain, Financial Management	4	1		Test and assignment
End of Lectures; Individual Interaction with Students (Optional) till Exam.								

Teaching Plan Summer Semester 2019-20

Name of the Teacher: Dr Anil Kumar

Course Name: B.Com.(H)

Paper Title: Financial Management

Semester/Year: V/3rd

S. No	Month	Week No.	Unit/Topic	Resource/References/Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
1	July	4	Basic of Financial Management	Khan and Jain, Financial Management Van Horne, Financial Management	4	1	NA	Group Discussion
2	August	1	Objectives of Financial Management Time Value of Money	Khan and Jain, Financial Management Van Horne, Financial Management	4	1	Objectives of Financial Management	Class Discussion
		2	Introduction to Capital Budgeting	Khan and Jain, Financial Management I M Pandey, Financial Management	4	1		
		3	Estimation of Cash Flows	Khan and Jain, Financial Management I M Pandey, Financial Management	4	1	Assignment on Capital Budgeting	Class Discussion Tutorial Discussion
		4	Techniques of Capital Budgeting	Khan and Jain, Financial Management R P Rustagi, Financial Management	4	1	2nd Internal Assessment	Case Problems
2.	September	1	Capital Budgeting Cases	R P Rustagi, Financial Management	4	1	Assignment on Capital Budgeting	Class Discussion Tutorial Discussion
		2	Cost of Capital	Khan and Jain, Financial Management R P Rustagi, Financial Management	4	2	Internal Test	

2.	September	3	Leverage	R P Rustagi, Financial Management	4	1		Class Discussion
		4	EBIT-EPS Analysis	R P Rustagi, Financial Management	4	1	Case Problems	
3	October	1	Models of Capital Structure	Khan and Jain, Financial Management	4	1	Case Problems	
Mid Semester Break								
4	October	3	Models of Capital Structure	Khan and Jain, Financial Management	4	1	Case Problems	
		4	Dividend Decisions	Khan and Jain, Financial Management	4	1	Assignment	
5	November	1	Working Capital: Basics	Khan and Jain, Financial Management	4	1		
		2-3	Estimation of Working capital and cash management	R P Rustagi, Financial Management	4	1		Case Problem.
		4	Receivable Management and Inventory Control	Khan and Jain, Financial Management	4	1		Test and assignment
End of Lectures; Individual Interaction with Students (Optional) till Exam.								

Teaching Plan Winter Semester 2018-19

Name of the Teacher: Dr Anil Kumar

Course Name: B.Com.(H)

Paper Title: Auditing and Corporate Governance

Semester/Year: VI/3rd

S. No	Month	Week No.	Unit/Topic	Resource/References/Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
1.	January	1	Basic of Auditing	Gupta, Kamal and Ashok Arora, (2015) Fundamentals of Auditing	5	1	NA	Group Discussion
		2	Objectives of Auditing, Standards of Auditing	Institute of Chartered Accountants of India, Auditing and Assurance Standards, ICAI	5	1	Objectives of Auditing	GD
		3	Vouching and Verification	Gupta, Kamal and Ashok Arora, (2015) Fundamentals of Auditing	5	1	Audit Report Presentation	
		4	Company Audit and Audit Report	Kumar, Anil (2019) Auditing and Corporate Governance	5	1		
2.	February	1	Corporate Governance: Introduction	1.Kumar, Anil (2019) Auditing and Corporate Governance 2.Mallin, Christine (2018), Corporate Governance (Indian Edition), Oxford University Press, New Delhi.	5	1	Assignment on Corporate Governance Basics	Class Discussion Tutorial Discussion
		2		Board Committees	2	1		

			Unit 2 of the Syllabus	Issues of Corporate Governance	3	1	2nd Internal Assessment (On Completion of Unit 2)	
		3	Corporate Governance in India	Kumar, Anil (2019) Auditing and Corporate Governance	5	1		
		4.	Major Corporate Governance Failures	Kumar, Anil (2019) Auditing and Corporate Governance	5	1		Internal Test
3.	March	1	Major Corporate Governance Failures and Corporate Governance Codes	Kumar, Anil (2019) Auditing and Corporate Governance	5	1		Presentation on Kingfisher Airlines
		2	Corporate Governance Codes	Kumar, Anil (2019) Auditing and Corporate Governance	5	1		Discussion on SOX 2002
		3		Mid Semester Break				
		4	Ethics	Kumar, Anil (2019) Auditing and Corporate Governance				Cases Discussion
4.	April	1	CSR	Kumar, Anil (2019) Auditing and Corporate Governance	5	1	Assignment	CSR Project
		2	Test Week	Test Paper and Revisions	5	1		

End of Lectures; Individual Interaction with Students (Optional) till Exam Preparatory Leave.

Teaching Plan (On-Line) Winter Semester 2020-21

Name of the Teacher: Dr Anil Kumar

Course Name: B.Com.(H)

Paper Title: Auditing and Corporate Governance

Semester/Year: VI/3rd

S. No.	Month	Week No.	Unit/Topic	Resource/References/Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
1.	January	1	Basic of Auditing	Gupta, Kamal and Ashok Arora, (2015) Fundamentals of Auditing	5	1	NA	Group Discussion
		2	Objectives of Auditing, Standards of Auditing	Institute of Chartered Accountants of India, Auditing and Assurance Standards, ICAI	5	1	Objectives of Auditing	GD
		3	Vouching and Verification	Gupta, Kamal and Ashok Arora, (2015) Fundamentals of Auditing	5	1	Audit Report Presentation	
	4	Company Audit and Audit Report	Kumar, Anil (2020) Auditing and Corporate Governance	5	1			
2.	February	1	Corporate Governance : Introduction	1.Kumar, Anil (2020) Auditing and Corporate Governance 2.Mallin, Christine (2018), Corporate Governance (Indian Edition), Oxford University Press, New Delhi.	5	1	Assignment on Corporate Governance Basics	Class Discussion Tutorial Discussion
		2		Board Committees	2	1	2nd Internal	

			Unit 2 of the Syllabus	Issues of Corporate Governance	3	1	Assessment (On Completion of Unit 2)	
		3	Corporate Governance in India	Kumar, Anil (2020) Auditing and Corporate Governance	5	1		
		4.	Major Corporate Governance Failures	Kumar, Anil (2020) Auditing and Corporate Governance	5	1	Internal Test	Discussion and Presentation on Satyam Scam
3.	March	1	Major Corporate Governance Failures and Corporate Governance Codes	Kumar, Anil (2020) Auditing and Corporate Governance	5	1		OTT Serial on Scam 1992
		2	Corporate Governance Codes	Kumar, Anil (2020) Auditing and Corporate Governance	5	1		Discussion on Cadbury Committee
		3	Ethics	Kumar, Anil (2020) Auditing and Corporate Governance				Ethics cases
MID SEMESTER BREAK								
5.	April	1	CSR	Kumar, Anil (2020) Auditing and Corporate Governance	5	1	Assignment	CSR Project
		2	Test Week	Test Paper and Revisions	5	1		
End of Lectures; Individual Interaction with Students (Optional both Online and Offline) till Exam Preparatory Leave.								

Teaching Plan Winter Semester 2016-17

Name of the Teacher: Dr Anil Kumar

Course Name: B.Com.(H)

Paper Title: Auditing and Corporate Governance

Semester/Year: VI/3rd

S. No.	Month	Week No.	Unit/Topic	Resource/References/Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
1.	January	1	Basic of Auditing	Gupta, Kamal and Ashok Arora, (2015) Fundamentals of Auditing	5	1	NA	Group Discussion
		2	Objectives of Auditing, Standards of Auditing	Institute of Chartered Accountants of India, Auditing and Assurance Standards, ICAI	5	1	Objectives of Auditing	GD
		3	Vouching and Verification	Gupta, Kamal and Ashok Arora, (2015) Fundamentals of Auditing	5	1	Audit Report Presentation	
	4	Company Audit and Audit Report	Kumar, Anil (2017) Auditing and Corporate Governance	5	1			
2.	February	1	Corporate Governance: Introduction	1.Kumar, Anil (2017) Auditing and Corporate Governance 2.Mallin, Christine (2016), Corporate Governance (Indian Edition), Oxford University Press, New Delhi.	5	1	Assignment on Corporate Governance Basics	Class Discussion Tutorial Discussion
		2	Unit 2 of the Syllabus	Board Committees	2	1	2nd Internal Assessment (On	
				Issues of Corporate Governance	3	1		

		3	Corporate Governance in India	Kumar, Anil (2017) Auditing and Corporate Governance	5	1	Completion of Unit 2)	
		4.	Major Corporate Governance Failures	Kumar, Anil (2017) Auditing and Corporate Governance	5	1	Internal Test	Discussion and Presentation on Satyam Scam
3.	March	1	Major Corporate Governance Failures and Corporate Governance Codes	Kumar, Anil (2017) Auditing and Corporate Governance	5	1		Enron Scam VS Satyam Scam
		2		MID SEMESTER BREAK				
		3	Corporate Governance Codes	Kumar, Anil (2017) Auditing and Corporate Governance	5	1		
		4	Ethics	Kumar, Anil (2017) Auditing and Corporate Governance	5	1		Cases of ethics
5.	April	1	CSR	Kumar, Anil (2017) Auditing and Corporate Governance	5	1	Assignment	CSR Project
		2	Test Week	Test Paper and Revisions	5	1		
End of Lectures; Individual Interaction with Students (Optional) till Exam Preparatory Leave.								

Teaching Plan Winter Semester 2017-18

Name of the Teacher: Dr Anil Kumar

Course Name: B.Com.(H)

Paper Title: Auditing and Corporate Governance

Semester/Year: VI/3rd

S. No.	Month	Week No.	Unit/Topic	Resource/References/Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
1.	January	1	Basic of Auditing	Gupta, Kamal and Ashok Arora, (2015) Fundamentals of Auditing	5	1	NA	Group Discussion
		2	Objectives of Auditing, Standards of Auditing	Institute of Chartered Accountants of India, Auditing and Assurance Standards, ICAI	5	1	Objectives of Auditing	GD
		3	Vouching and Verification	Gupta, Kamal and Ashok Arora, (2015) Fundamentals of Auditing	5	1	Audit Report Presentation	
	4	Company Audit and Audit Report	Kumar, Anil (2018) Auditing and Corporate Governance	5	1			
2.	February	1	Corporate Governance: Introduction	1.Kumar, Anil (2018) Auditing and Corporate Governance 2.Mallin, Christine (2018), Corporate Governance (Indian Edition), Oxford University Press, New Delhi.	5	1	Assignment on Corporate Governance Basics	Class Discussion Tutorial Discussion
		2	Unit 2 of the Syllabus	Board Committees	2	1	2nd Internal Assessment (On	
				Issues of Corporate Governance	3	1		

		3	Corporate Governance in India	Kumar, Anil (2018) Auditing and Corporate Governance	5	1	Completion of Unit 2)	
		4.	Major Corporate Governance Failures	Kumar, Anil (2018) Auditing and Corporate Governance	5	1	Internal Test	Discussion and Presentation on Satyam Scam
3.	March	1		MID SEMESTER BREAK				
		2	Major Corporate Governance Failures and Corporate Governance Codes	Kumar, Anil (2018) Auditing and Corporate Governance	5	1		Enron Scam VS Satyam Scam
		3	Corporate Governance Codes	Kumar, Anil (2018) Auditing and Corporate Governance	5	1		OECD PRINCIPLES
		4	Ethics	Kumar, Anil (2018) Auditing and Corporate Governance	5	1		Cases of ethics
5.	April	1	CSR	Kumar, Anil (2018) Auditing and Corporate Governance	5	1	Assignment	CSR Project
		2	Test Week	Test Paper and Revisions	5	1		
End of Lectures; Individual Interaction with Students (Optional) till Exam Preparatory Leave.								

Teaching Plan Winter Semester 2019-20

Name of the Teacher: Dr Anil Kumar

Course Name: B.Com.(H)

Paper Title: Auditing and Corporate Governance

Semester/Year: VI/3rd

S. No	Month	Week No.	Unit/Topic	Resource/References/Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
1.	January	1	Basic of Auditing	Gupta, Kamal and Ashok Arora, (2015) Fundamentals of Auditing	5	1	NA	Group Discussion
		2	Objectives of Auditing, Standards of Auditing	Institute of Chartered Accountants of India, Auditing and Assurance Standards, ICAI	5	1	Objectives of Auditing	GD
		3	Vouching and Verification	Gupta, Kamal and Ashok Arora, (2015) Fundamentals of Auditing	5	1	Audit Report Presentation	
		4	Company Audit and Audit Report	Kumar, Anil (2020) Auditing and Corporate Governance	5	1		
2.	February	1	Corporate Governance: Introduction	1.Kumar, Anil (2020) Auditing and Corporate Governance 2.Mallin, Christine (2018), Corporate Governance (Indian Edition), Oxford University Press, New Delhi.	5	1	Assignment on Corporate Governance Basics	Class Discussion Tutorial Discussion
		2		Board Committees	2	1		

			Unit 2 of the Syllabus	Issues of Corporate Governance	3	1	2nd Internal Assessment (On Completion of Unit 2)	
		3	Corporate Governance in India	Kumar, Anil (2020) Auditing and Corporate Governance	5	1		
		4.	Major Corporate Governance Failures	Kumar, Anil (2020) Auditing and Corporate Governance	5	1		Internal Test
3.	March	1	Major Corporate Governance Failures and Corporate Governance Codes	Kumar, Anil (2020) Auditing and Corporate Governance	5	1		WorldCom Scam
		2		MID SEMESTER BREAK				
		3	Corporate Governance Codes	Kumar, Anil (2020) Auditing and Corporate Governance	5	1		OECD Code
		4	Ethics	Kumar, Anil (2020) Auditing and Corporate Governance				
4.	April	1	CSR	Kumar, Anil (2020) Auditing and Corporate Governance	5	1	Assignment	CSR Project
		2	Test Week	Test Paper and Revisions	5	1		

End of Lectures; Individual Interaction with Students (Optional both Online and Offline) till Exam Preparatory Leave.

Note: It was revised on account of Lock-Down and closure of the university starting from March 2020.

Name of the Teacher: Bhavya

Course Name: B Com(Hons)

Paper Title: Public Finance

Semester/Year: 4th semester/2nd year

S. No.	Month	Week No.	Unit/Topic	Resource/ References/Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
1.	December	2	Unit-1 & Unit-2	1. Financial accounting Principles 2. Accounting Standards, IND-AS and IFRS 3. Inventory Valuation	1 1 4			
		3	Unit-2 & Unit-1	1. Accounting for property, plant & equipment and depreciation 2. Financial statements of Non-corporate business entities	5 1			
		4	Unit-1& Unit-3	1. Financial statements of Non-corporate business entities 2. Departmental Accounting	3 3			

2.	January	1	Unit-3	1. Accounting for Branches-Dependent branches: Debtors method 2. Accounting for Branches-Dependent branches: Stock & Debtors method	4			
		2	Unit-3	(a) Accounting for Branches-Dependent branches: Stock & Debtors method (b) Accounting for Branches-Independent branches (c) Hire purchase- Large value items	2 3 1			
		3	Unit-3	1. Hire Purchase- Large Value Items 2. Hire Purchase- Small Value Items	3 3			
		4	Unit-3 & Unit-1	1. Hire Purchase- Small Value Items 2. Installment system 3. Accounting for Not-for profit organisation	1 2 3		Internal Assessment-1	

3.	February	1	Unit-1 & Unit-4	<ol style="list-style-type: none"> 1. Accounting for Not-for profit organisation 2. Dissolution of Partnership- Insolvency of Partners 	2 4			
		2	Unit-4 & Unit-5	<ol style="list-style-type: none"> 1. Dissolution of Partnership- Distribution Order 2. Computerised Accounting System- Tally 	4 2		Internal Assessment-II	

		3	Unit-4 & Unit-5	<ol style="list-style-type: none"> 1. Dissolution of Partnership- Distribution Order 2. Computerised Accounting System- Tally 	2 4			
		4	Unit-5	<ol style="list-style-type: none"> 1. Computerised Accounting System- Tally 	6			

4.	March	1	Unit-5	<ol style="list-style-type: none">1. Computerised Accounting System-Tally2. Revision Test Papers	1 4			
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Teaching Plan Summer Semester July 2016- December 2016

Name of the Teacher: Charu Goyal

Course Name: B.A (Hons) Economics

Paper Title: Project Management

Semester/Year: 3rd semester/2nd year

S. No.	Month	Week No.	Unit/Topic	Resource/References/Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
1.	July	3	Unit I - Introduction 1. Concept and attributes of Project 2. Identification of Investment opportunities 3. Project life cycle	Gray, Clifford F., Larson, Eric W., and Desai, Gautam V. Project Management: The Managerial Process. McGraw Hill Education.	4	0	None	Asked students to analyze project life cycles of various projects like Delhi Metro in different phases.
		4	Unit I - Introduction 1. Role of Project Manager 2. Project Management Information System	The Project Management Book How to Manage Your Projects To Deliver Outstanding Results By Richard Newton	5	1		Did role play to define role of project manager and importance of management
2.	August	1	Unit I - Introduction 1. Project Management Process and Principles 2. Relationship between Project Manager and Line Manager	Gido, Jack,. And Clements, James P. Project Management. Cengage Learning. Gray, Clifford F., Larson, Eric W., and Desai, Gautam V. Project Management: The Managerial Process. McGraw Hill Education.	5	1		Examples shared from Industry

		2	Unit I - Introduction 3. Project Stakeholder Analysis. 4. Project Planning	Gray, Clifford F., Larson, Eric W., and Desai, Gautam V. Project Management: The Managerial Process. McGraw Hill Education.	4	1		
		3	Unit I - Introduction (1) Monitoring and Control of Investment Projects (2) Pre-Feasibility study		5	1	Unit 1	
		4	Unit II - Project Preparation • Financial Planning: Estimation of Costs and Funds (including sources of funds)	Gido, Jack,. And Clements, James P. Project Management. Cengage Learning.	5	1		Practical questions
3.	September	1	Unit II - Project Preparation 1. Loan Syndication for the Projects 2. Demand Analysis and 3. Commercial Viability (brief introduction to NPV) 4. Project budget, Collaboration Arrangements, Tax considerations and legal aspects.	Project Management Tools and Techniques - A Practical Guide By Deborah Sater Carstens, Gary L. Richardson, Ronald B. Smith Chandra. Prasanna. Project Preparation, Appraisal and Implementation. Tata McGraw Hill. Gray, Clifford F., Larson, Eric W., and Desai, Gautam V. Project Management: The Managerial Process.	5	1		Did numerous practical questions on NPV, IRR, Cash Flow, Risk analysis etc.

			McGraw Hill Education.				
		2	Unit III: Project Appraisal 1. Business Criterion of Growth, Liquidity and Profitability	Chandra. Prasanna. Project Preparation, Appraisal and Implementation. Tata McGraw Hill.	5	1	
		3	Unit III: Project Appraisal 2. Social Cost Benefit Analysis in Public and Private Sector 3. Investment Criterion and Choice of techniques	Chandra. Prasanna. Project Preparation, Appraisal and Implementation. Tata McGraw Hill. Kharua, Sitangshu. Project Management and Appraisal. Oxford Press University.	5	1	Used examples from industry
		4	Unit III: Project Appraisal 1. Estimation of Shadow prices and Social discount rate	Gray, Clifford F., Larson, Eric W., and Desai, Gautam V. Project Management: The Managerial Process. McGraw Hill Education.	4	1	

	October			Kharua, Sitangshu. Project Management and Appraisal. Oxford Press University.				
4.		1	Unit IV: Project Risk and Performance Assessment 2. Project Risk Management- Identification, Analysis and Reduction, 3. Project quality management	Project Management Tools and Techniques - A Practical Guide By Deborah Sater Carstens, Gary L. Richardson, Ronald B. Smith	5	1		
		2	Unit IV: Project Risk and Performance Assessment 4. Project Performance Measurement and Evaluation	Gido, Jack,. And Clements, James P. Project Management. Cengage Learning.	5			

		3	<p>Unit IV: Project Risk and Performance Assessment</p> <ol style="list-style-type: none"> 1. Project Report 2. Project Closure and Audit. 	<p>Kharua, Sitangshu. Project Management and Appraisal. Oxford Press University.</p>	5	1		
5	November	1	<p>Unit V: Issues in Project Planning and Management, Techniques & Case Studies</p> <p>Cost and Time Management issues in Project Planning and Management.</p>	<p>Gido, Jack,. And Clements, James P. Project Management. Cengage Learning.</p>	5	1	Unit 4 and 5	<p>Practical project planning and scheduling using online tools</p>

		2	<p>Unit V: Issues in Project Planning and Management, Techniques & Case Studies</p> <p>1. Techniques (PERT & CPM)</p> <p>Two Case Studies in Project Management</p>	<p>Construction Project Management Planning, Scheduling and Controlling By K K CHITKARA</p> <p>Kharua, Sitangshu. Project Management and Appraisal. Oxford Press University.</p>	4	1		China's Three Gorges Dam case study
		3	<p>Test Paper and Past Year Papers Solutions</p>		5	1		

End of Lectures; Individual Interaction with Students (Optional) till Exam Preparatory Leave.

Teaching Plan Summer Semester July 2017- December 2017

Name of the Teacher: Charu Goyal

Course Name: B.A (Hons) Economics

Paper Title: Project Management

Semester/Year: 3rd semester/2nd year

S. No.	Month	Week No.	Unit/Topic	Resource/References/Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
1.	July	3	Unit I - Introduction 4. Concept and attributes of Project 5. Identification of Investment opportunities 6. Project life cycle	Gray, Clifford F., Larson, Eric W., and Desai, Gautam V. Project Management: The Managerial Process. McGraw Hill Education.	4	0	None	Asked students to analyze project life cycles of various projects like Delhi Metro in different phases.
		4	Unit I - Introduction 3. Role of Project Manager 4. Project Management Information System	The Project Management Book How to Manage Your Projects To Deliver Outstanding Results By Richard Newton	5	1		Did role play to define role of project manager and importance of management
2.	August	1	Unit I - Introduction 5. Project Management Process and Principles 6. Relationship between Project Manager and Line Manager	Gido, Jack,. And Clements, James P. Project Management. Cengage Learning. Gray, Clifford F., Larson, Eric W., and Desai, Gautam V. Project Management: The Managerial Process. McGraw Hill Education.	5	1		Examples shared from Industry

		2	Unit I - Introduction 7. Project Stakeholder Analysis. 8. Project Planning	Gray, Clifford F., Larson, Eric W., and Desai, Gautam V. Project Management: The Managerial Process. McGraw Hill Education.	4	1		
		3	Unit I - Introduction (3) Monitoring and Control of Investment Projects (4) Pre-Feasibility study		5	1	Unit 1	
		4	Unit II - Project Preparation • Financial Planning: Estimation of Costs and Funds (including sources of funds)	Gido, Jack,. And Clements, James P. Project Management. Cengage Learning.	5	1		Practical questions
3.	September	1	Unit II - Project Preparation 5. Loan Syndication for the Projects 6. Demand Analysis and 7. Commercial Viability (brief introduction to NPV) 8. Project budget, Collaboration Arrangements, Tax considerations and legal aspects.	Project Management Tools and Techniques - A Practical Guide By Deborah Sater Carstens, Gary L. Richardson, Ronald B. Smith Chandra. Prasanna. Project Preparation, Appraisal and Implementation. Tata McGraw Hill. Gray, Clifford F., Larson, Eric W., and Desai, Gautam V. Project Management: The Managerial Process.	5	1		Did numerous practical questions on NPV, IRR, Cash Flow, Risk analysis etc.

			McGraw Hill Education.				
		2	Unit III: Project Appraisal 4. Business Criterion of Growth, Liquidity and Profitability	Chandra. Prasanna. Project Preparation, Appraisal and Implementation. Tata McGraw Hill.	5	1	
		3	Unit III: Project Appraisal 5. Social Cost Benefit Analysis in Public and Private Sector 6. Investment Criterion and Choice of techniques	Chandra. Prasanna. Project Preparation, Appraisal and Implementation. Tata McGraw Hill. Kharua, Sitangshu. Project Management and Appraisal. Oxford Press University.	5	1	Used examples from industry
		4	Unit III: Project Appraisal 5. Estimation of Shadow prices and Social discount rate	Gray, Clifford F., Larson, Eric W., and Desai, Gautam V. Project Management: The Managerial Process. McGraw Hill Education.	4	1	

	October			Kharua, Sitangshu. Project Management and Appraisal. Oxford Press University.				
4.		1	Unit IV: Project Risk and Performance Assessment 6. Project Risk Management- Identification, Analysis and Reduction, 7. Project quality management	Project Management Tools and Techniques - A Practical Guide By Deborah Sater Carstens, Gary L. Richardson, Ronald B. Smith	5	1		
		2	Unit IV: Project Risk and Performance Assessment 8. Project Performance Measurement and Evaluation	Gido, Jack,. And Clements, James P. Project Management. Cengage Learning.	5			

		3	<p>Unit IV: Project Risk and Performance Assessment</p> <p>3. Project Report</p> <p>4. Project Closure and Audit.</p>	<p>Kharua, Sitangshu. Project Management and Appraisal. Oxford Press University.</p>	5	1		
5	November	1	<p>Unit V: Issues in Project Planning and Management, Techniques & Case Studies</p> <p>Cost and Time Management issues in Project Planning and Management.</p>	<p>Gido, Jack,. And Clements, James P. Project Management. Cengage Learning.</p>	5	1	Unit 4 and 5	Practical project planning and scheduling using online tools

		2	<p>Unit V: Issues in Project Planning and Management, Techniques & Case Studies</p> <p>2. Techniques (PERT & CPM)</p> <p>Two Case Studies in Project Management</p>	<p>Construction Project Management Planning, Scheduling and Controlling By K K CHITKARA</p> <p>Kharua, Sitangshu. Project Management and Appraisal. Oxford Press University.</p>	4	1		China's Three Gorges Dam case study
		3	<p>Test Paper and Past Year Papers Solutions</p>		5	1		

End of Lectures; Individual Interaction with Students (Optional) till Exam Preparatory Leave.

Teaching Plan Summer Semester July 2018- December 2018

Name of the Teacher: Charu Goyal

Course Name: B.A (Hons) Economics

Paper Title: Project Management

Semester/Year: 3rd semester/2nd year

S. No.	Month	Week No.	Unit/Topic	Resource/References/Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
1.	July	3	Unit I - Introduction 7. Concept and attributes of Project 8. Identification of Investment opportunities 9. Project life cycle	Gray, Clifford F., Larson, Eric W., and Desai, Gautam V. Project Management: The Managerial Process. McGraw Hill Education.	4	0	None	Asked students to analyze project life cycles of various projects like Delhi Metro in different phases.
		4	Unit I - Introduction 5. Role of Project Manager 6. Project Management Information System	The Project Management Book How to Manage Your Projects To Deliver Outstanding Results By Richard Newton	5	1		Did role play to define role of project manager and importance of management
2.	August	1	Unit I - Introduction 9. Project Management Process and Principles 10. Relationship between Project Manager and Line Manager	Gido, Jack,. And Clements, James P. Project Management. Cengage Learning. Gray, Clifford F., Larson, Eric W., and Desai, Gautam V. Project Management: The Managerial Process. McGraw Hill Education.	5	1		Examples shared from Industry

		2	Unit I - Introduction 11. Project Stakeholder Analysis. 12. Project Planning	Gray, Clifford F., Larson, Eric W., and Desai, Gautam V. Project Management: The Managerial Process. McGraw Hill Education.	4	1		
		3	Unit I - Introduction (5) Monitoring and Control of Investment Projects (6) Pre-Feasibility study		5	1	Unit 1	
		4	Unit II - Project Preparation • Financial Planning: Estimation of Costs and Funds (including sources of funds)	Gido, Jack,. And Clements, James P. Project Management. Cengage Learning.	5	1		Practical questions
3.	September	1	Unit II - Project Preparation 9. Loan Syndication for the Projects 10. Demand Analysis and 11. Commercial Viability (brief introduction to NPV) 12. Project budget, Collaboration Arrangements, Tax considerations and legal aspects.	Project Management Tools and Techniques - A Practical Guide By Deborah Sater Carstens, Gary L. Richardson, Ronald B. Smith Chandra. Prasanna. Project Preparation, Appraisal and Implementation. Tata McGraw Hill. Gray, Clifford F., Larson, Eric W., and Desai, Gautam V. Project Management: The Managerial Process.	5	1		Did numerous practical questions on NPV, IRR, Cash Flow, Risk analysis etc.

			McGraw Hill Education.				
		2	Unit III: Project Appraisal 7. Business Criterion of Growth, Liquidity and Profitability	Chandra. Prasanna. Project Preparation, Appraisal and Implementation. Tata McGraw Hill.	5	1	
		3	Unit III: Project Appraisal 8. Social Cost Benefit Analysis in Public and Private Sector 9. Investment Criterion and Choice of techniques	Chandra. Prasanna. Project Preparation, Appraisal and Implementation. Tata McGraw Hill. Kharua, Sitangshu. Project Management and Appraisal. Oxford Press University.	5	1	Used examples from industry
		4	Unit III: Project Appraisal 9. Estimation of Shadow prices and Social discount rate	Gray, Clifford F., Larson, Eric W., and Desai, Gautam V. Project Management: The Managerial Process. McGraw Hill Education.	4	1	

	October			Kharua, Sitangshu. Project Management and Appraisal. Oxford Press University.				
4.		1	Unit IV: Project Risk and Performance Assessment 10. Project Risk Management- Identification, Analysis and Reduction, 11. Project quality management	Project Management Tools and Techniques - A Practical Guide By Deborah Sater Carstens, Gary L. Richardson, Ronald B. Smith	5	1		
		2	Unit IV: Project Risk and Performance Assessment 12. Project Performance Measurement and Evaluation	Gido, Jack,. And Clements, James P. Project Management. Cengage Learning.	5			

		3	<p>Unit IV: Project Risk and Performance Assessment</p> <p>5. Project Report</p> <p>6. Project Closure and Audit.</p>	<p>Kharua, Sitangshu. Project Management and Appraisal. Oxford Press University.</p>	5	1		
5	November	1	<p>Unit V: Issues in Project Planning and Management, Techniques & Case Studies</p> <p>Cost and Time Management issues in Project Planning and Management.</p>	<p>Gido, Jack,. And Clements, James P. Project Management. Cengage Learning.</p>	5	1	Unit 4 and 5	Practical project planning and scheduling using online tools

		2	<p>Unit V: Issues in Project Planning and Management, Techniques & Case Studies</p> <p>3. Techniques (PERT & CPM)</p> <p>Two Case Studies in Project Management</p>	<p>Construction Project Management Planning, Scheduling and Controlling By K K CHITKARA</p> <p>Kharua, Sitangshu. Project Management and Appraisal. Oxford Press University.</p>	4	1		China's Three Gorges Dam case study
		3	<p>Test Paper and Past Year Papers Solutions</p>		5	1		

End of Lectures; Individual Interaction with Students (Optional) till Exam Preparatory Leave.

Teaching Plan Summer Semester July 2019- December 2019

Name of the Teacher: Charu Goyal

Course Name: B.A (Hons) Economics

Paper Title: Project Management

Semester/Year: 3rd semester/2nd year

S. No.	Month	Week No.	Unit/Topic	Resource/References/Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
1.	July	3	Unit I - Introduction 10. Concept and attributes of Project 11. Identification of Investment opportunities 12. Project life cycle	Gray, Clifford F., Larson, Eric W., and Desai, Gautam V. Project Management: The Managerial Process. McGraw Hill Education.	4	0	None	Asked students to analyze project life cycles of various projects like Delhi Metro in different phases.
		4	Unit I - Introduction 7. Role of Project Manager 8. Project Management Information System	The Project Management Book How to Manage Your Projects To Deliver Outstanding Results By Richard Newton	5	1		Did role play to define role of project manager and importance of management
2.	August	1	Unit I - Introduction 13. Project Management Process and Principles 14. Relationship between Project Manager and Line Manager	Gido, Jack,. And Clements, James P. Project Management. Cengage Learning. Gray, Clifford F., Larson, Eric W., and Desai, Gautam V. Project Management: The Managerial Process. McGraw Hill Education.	5	1		Examples shared from Industry

		2	Unit I - Introduction 15. Project Stakeholder Analysis. 16. Project Planning	Gray, Clifford F., Larson, Eric W., and Desai, Gautam V. Project Management: The Managerial Process. McGraw Hill Education.	4	1		
		3	Unit I - Introduction (7) Monitoring and Control of Investment Projects (8) Pre-Feasibility study		5	1	Unit 1	
		4	Unit II - Project Preparation • Financial Planning: Estimation of Costs and Funds (including sources of funds)	Gido, Jack,. And Clements, James P. Project Management. Cengage Learning.	5	1		Practical questions
3.	September	1	Unit II - Project Preparation 13. Loan Syndication for the Projects 14. Demand Analysis and 15. Commercial Viability (brief introduction to NPV) 16. Project budget, Collaboration Arrangements, Tax considerations and legal aspects.	Project Management Tools and Techniques - A Practical Guide By Deborah Sater Carstens, Gary L. Richardson, Ronald B. Smith Chandra. Prasanna. Project Preparation, Appraisal and Implementation. Tata McGraw Hill. Gray, Clifford F., Larson, Eric W., and Desai, Gautam V. Project Management: The Managerial Process.	5	1		Did numerous practical questions on NPV, IRR, Cash Flow, Risk analysis etc.

			McGraw Hill Education.				
		2	Unit III: Project Appraisal 10. Business Criterion of Growth, Liquidity and Profitability	Chandra. Prasanna. Project Preparation, Appraisal and Implementation. Tata McGraw Hill.	5	1	
		3	Unit III: Project Appraisal 11. Social Cost Benefit Analysis in Public and Private Sector 12. Investment Criterion and Choice of techniques	Chandra. Prasanna. Project Preparation, Appraisal and Implementation. Tata McGraw Hill. Kharua, Sitangshu. Project Management and Appraisal. Oxford Press University.	5	1	Used examples from industry
		4	Unit III: Project Appraisal 13. Estimation of Shadow prices and Social discount rate	Gray, Clifford F., Larson, Eric W., and Desai, Gautam V. Project Management: The Managerial Process. McGraw Hill Education.	4	1	

	October			Kharua, Sitangshu. Project Management and Appraisal. Oxford Press University.				
4.		1	Unit IV: Project Risk and Performance Assessment 14. Project Risk Management- Identification, Analysis and Reduction, 15. Project quality management	Project Management Tools and Techniques - A Practical Guide By Deborah Sater Carstens, Gary L. Richardson, Ronald B. Smith	5	1		
		2	Unit IV: Project Risk and Performance Assessment 16. Project Performance Measurement and Evaluation	Gido, Jack,. And Clements, James P. Project Management. Cengage Learning.	5			

		3	<p>Unit IV: Project Risk and Performance Assessment</p> <p>7. Project Report</p> <p>8. Project Closure and Audit.</p>	<p>Kharua, Sitangshu. Project Management and Appraisal. Oxford Press University.</p>	5	1		
5	November	1	<p>Unit V: Issues in Project Planning and Management, Techniques & Case Studies</p> <p>Cost and Time Management issues in Project Planning and Management.</p>	<p>Gido, Jack,. And Clements, James P. Project Management. Cengage Learning.</p>	5	1	Unit 4 and 5	Practical project planning and scheduling using online tools

		2	<p>Unit V: Issues in Project Planning and Management, Techniques & Case Studies</p> <p>4. Techniques (PERT & CPM)</p> <p>Two Case Studies in Project Management</p>	<p>Construction Project Management Planning, Scheduling and Controlling By K K CHITKARA</p> <p>Kharua, Sitangshu. Project Management and Appraisal. Oxford Press University.</p>	4	1		China's Three Gorges Dam case study
		3	<p>Test Paper and Past Year Papers Solutions</p>		5	1		

End of Lectures; Individual Interaction with Students (Optional) till Exam Preparatory Leave.

Teaching Plan Summer Semester July 2020- December 2020

Name of the Teacher: Charu Goyal
Course Name: B.Com (Hons.)
Paper Title: Principles of Marketing
Semester/Year: 5th semester/3rd year

S. No.	Month	Week No.	Unit/Topic	Resource/References/Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
1.	July	3	Unit I – Introduction to Marketing: Meaning, Nature, Scope and Importance; Core concepts of marketing;	Etzel, M. J., Walker, B. J., Stanton, W. J., & Pandit, A. (2010). Marketing (14th ed.). Mc Graw Hill Kotler, P., Keller, K. L., Koshy, A., & Jha, M. (2013). Principles of Marketing: A South Asian Perspective (13th ed.). Pearson Education.	4	0	None	Discussed numerous examples from daily life and case studies
		4	Unit I - Marketing Philosophies; Services Marketing: Meaning and distinctive characteristics; Marketing Mix Marketing Environment: Need for studying marketing environment;	Kotler, P., Keller, K. L., Koshy, A., & Jha, M. (2013). Principles of Marketing: A South Asian Perspective (13th ed.). Pearson Education. Kotler, P., Armstrong, G. and Agnihotri, P. (2018). Principles of Marketing (17 Edition), Pearson Education. Indian edition.	5	1		Discussed numerous examples from daily life and case studies
2.	August	1	Unit I Micro environmental factors- company, suppliers, marketing intermediaries, customers, competitors, publics	Kotler, P., Keller, K. L., Koshy, A., & Jha, M. (2013). Principles of Marketing: A South Asian Perspective (13th ed.). Pearson Education.	5	1		Discussed numerous examples from daily life and case studies

			Mahajan, J.P. and Mahajan Anupama. Principles of Marketing. Vikas Publications.				
	2	Unit I – Macro environmental factors – demographic, economic, natural, technological, politico-legal and sociocultural.	Kotler, P., Keller, K. L., Koshy, A., & Jha, M. (2013). Principles of Marketing: A South Asian Perspective (13thed.). Pearson Education. Sharma, K., & Swati Aggarwal. (2018). Principles of Marketing. Taxmann's.	4	1		Discussed numerous examples from daily life and case studies
	3	Unit II - Consumer Behaviour: Need for studying consumer behaviour; Types; Stages in Consumer buying decision process;	Kotler, P., Keller, K. L., Koshy, A., & Jha, M. (2013). Principles of Marketing: A South Asian Perspective (13thed.). Pearson Education. Sharma, K., & Swati Aggarwal. (2018). Principles of Marketing. Taxmann's.	5	1	Unit 1 test	Discussed numerous examples from daily life and case studies
	4	Unit II - Factors influencing consumer buying decisions. Market Selection: Choosing market value through STP. Market	Kotler, P., Keller, K. L., Koshy, A., & Jha, M. (2013). Principles of Marketing: A South Asian Perspective (13thed.). Pearson Education.	5	1		Discussed numerous examples from daily life and case studies

			Segmentation- Levels and bases of segmenting consumer markets.	Etzel, M. J., Walker, B. J., Stanton, W. J., & Pandit, A. (2010). Marketing (14th ed.). Mc Graw Hill.				
3.	September	1	Unit II - Market Targeting- concept and criteria. Product Positioning – concept and bases; Product differentiation- concept and bases.	Kotler, P., Keller, K. L., Koshy, A., & Jha, M. (2013). Principles of Marketing: A South Asian Perspective (13thed.). Pearson Education. Etzel, M. J., Walker, B. J., Stanton, W. J., & Pandit, A. (2010). Marketing (14th ed.). Mc Graw Hill.	5	1	Unit 2 Viva	Discussed numerous examples from daily life and case studies
		2	Unit III: Product Decisions: Concept and classification; Levels of Product. Designing value- Productmix dimensions, strategies and types; Branding- functions, strategies, types and qualities of good brand name	Kotler, P., Keller, K. L., Koshy, A., & Jha, M. (2013). Principles of Marketing: A South Asian Perspective (13thed.). Pearson Education. Sharma, K., & Swati Aggarwal. (2018). Principles of Marketing. Taxmann's.	5	1		Discussed numerous examples from daily life and case studies
		3	Unit III: Packaging and Labeling- functions, types and ethical aspects; Product support services.	Kotler, P., Keller, K. L., Koshy, A., & Jha, M. (2013). Principles of Marketing: A South Asian Perspective (13thed.). Pearson Education.	5	1		Discussed numerous examples from daily life and case studies

		4	Unit III: New Product Development: Product life cycle – concept and marketing strategies; New product development- concept and process.	Kotler, P., Keller, K. L., Koshy, A., & Jha, M. (2013). Principles of Marketing: A South Asian Perspective (13thed.). Pearson Education.	4	1		Discussed numerous examples from daily life and case studies
4.		1	Unit IV: Pricing Decisions: Objectives; Factors affecting price of a product; Pricing methods; Pricing strategies; Ethical issues in pricing decisions. Distribution Decisions: Channels of distribution- types and functions.	Kotler, P., Keller, K. L., Koshy, A., & Jha, M. (2013). Principles of Marketing: A South Asian Perspective (13thed.). Pearson Education.	5	1	Unit 3 role plays	Discussed numerous examples from daily life and case studies
	October	2	Unit IV: Project Risk and Performance Assessment 17. Project Performance Measurement and Evaluation	Gido, Jack,. And Clements, James P. Project Management. Cengage Learning. Etzel, M. J., Walker, B. J., Stanton, W. J., & Pandit, A. (2010). Marketing (14th ed.). Mc Graw Hill.	5			Discussed numerous examples from daily life and case studies

		3	Unit IV: Delivering value-factors affecting choice of distribution channel; Distribution strategies; Distribution logistics – concept, importance and major logistics decisions; Wholesaling and retailing; Types of retail formats; Management of retailing operations: an overview. Emerging distribution trends.	Kotler, P., Keller, K. L., Koshy, A., & Jha, M. (2013). Principles of Marketing: A South Asian Perspective (13thed.). Pearson Education.	5	1		
5	November	1	Unit V: Promotion Decisions: Communication process; Importance of Promotion. Communicating value- Decision about Promotion mix tools including advertising, personal selling, sales promotion, public relations, publicity and direct marketing; Factors influencing promotion mix; Integrated Marketing Communication approach.	Kotler, P., Keller, K. L., Koshy, A., & Jha, M. (2013). Principles of Marketing: A South Asian Perspective (13thed.). Pearson Education. Kotler, P., Armstrong, G. and Agnihotri, P. (2018). Principles of Marketing (17 Edition), Pearson Education. Indian edition.	5	1		Discussed numerous examples from daily life and case studies

		2	Unit V: Developments in Marketing: Relationship Marketing- concept and dimensions. Sustainable Marketing- concept and issues. Rural marketing- characteristics, drivers of growth in rural marketing, rural marketing mix. Social marketing- concept, tools and issues. Digital marketing- concept, tools and issues.	Kotler, P., Keller, K. L., Koshy, A., & Jha, M. (2013). Principles of Marketing: A South Asian Perspective (13thed.). Pearson Education. Kotler, P., Armstrong, G. and Agnihotri, P. (2018). Principles of Marketing (17 Edition), Pearson Education. Indian edition.	4	1	Unit 4 and 5 test	Discussed numerous examples from daily life and case studies
		3	Test Paper and Past Year Papers Solutions		5	1		
End of Lectures; Individual Interaction with Students (Optional) till Exam Preparatory Leave.								

Teaching Plan Semester January 2017- July 2017

Name of the Teacher: Ms. Charu Goyal

Course Name: B.A (Hons) Economics

Paper Title: Economic Regulations of domestic and foreign exchange market

Semester/Year: IV/2nd year

S. No.	Month	Week No.	Unit/Topic	Resource/References/Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
1.	January	1	Unit – I 1. Regulation of Domestic Markets 2. Basic functions of government 3. Market efficiency	Market Success and Market Failure: Chapter 13: Successes and failures of markets, R.G Lipsey and K.A Chrystal, twelfth edition.	5	0		Discussed practical examples from economy
		2	Unit – I 1. Market failure 2. Meaning & cause of market failure	Market Success and Market Failure: Chapter 13: Successes and failures of markets, R.G Lipsey and K.A Chrystal, twelfth edition.	5	1		Discussed practical examples from economy
		3	Unit – I 1. Public policy towards monopoly and competition.	Market Success and Market Failure: Chapter 13: Successes and failures of markets, R.G Lipsey and K.A Chrystal, twelfth edition.	5	1		
		4	Unit II 2. Foreign Trade Policy and Procedures 3. Main Features: Served from	Foreign Trade Policy and Procedure: India Year Book	4	1	Internal assessment Unit - I	

			India Scheme 4. Export promotion council 5. Vishesh Krishi and Gram Udyog Yojana 6. Focus market scheme				
2.	February	1	Unit II 1. Duty exemption and remission scheme 2. Advance authorization scheme 3. DFRC 4. DEPB, 5. EPCG 6. EOUs, EHTPs, STPs, BPTs, and SEZs.	Foreign Trade Policy and Procedure: India Year Book	5	1	
		2	Unit III 1. Industries Development Regulation - An overview of current Industrial Policy; 2. Regulatory Mechanism under Industries Development and	Industrial Development and Regulation Act: Taxman's Economic Laws, 2012; and India Year Book	5	1	Internal assessment Unit - II Discussed practical examples from economy

			Regulation Act., 1951 3. The Micro, Small and Medium Enterprises Development Act, 2006				
		3	Unit III 1. Term of office of Chairperson and other Members, 2. Duties, Powers and Functions of Commission.	Industrial Development and Regulation Act: Taxman's Economic Laws, 2012; and India Year Book	5	1	
		4.	Unit IV 1. Foreign Exchange Market - Balance of Payments	Foreign Exchange Market: Chapter 22: The Balance of Payments and Exchange Rates, R.GLipsey and K.A Chrystal, twelfth edition.	4	1	Internal assessment Unit - III Discussed practical examples from economy
4.	March	1	Unit IV 2. Market for Foreign Exchange; 3. Determination of Exchange Rates	Foreign Exchange Market: Chapter 22: The Balance of Payments and Exchange Rates, R.GLipsey and K.A Chrystal, twelfth edition.	5	1	
		2	Unit V 1. The Foreign Exchange Management Act, 1999 – Definitions	Foreign Exchange Market: Chapter 22: The Balance of Payments and Exchange Rates, R.GLipsey and K.A Chrystal, twelfth edition.	5	1	
		3	2. Authorized Person,	The Foreign Exchange Management Act, 1999:	5	1	

			<p>Capital Account Transaction</p> <p>3. Currency, Current Account Transaction, Foreign Exchange, Person, Person Resident in India, Repatriate to India.</p>	<p>Chapter on The Foreign Management Act, 1999, Latest edition of TAXMANN'S Students Guide to Economic Laws.</p>				
MID SEMESTER BREAK								
5.	April	1	<p>Unit V</p> <p>1. Regulation and Management of Foreign Exchange: Dealing in Foreign Exchange, Holding of Foreign Exchange, current</p>	<p>The Foreign Exchange Management Act, 1999: Chapter on The Foreign Management Act, 1999, Latest edition of TAXMANN'S Students Guide to Economic Laws.</p>	5	1	<p>Test Paper and Past Year Papers Solutions</p> <p>Optional Internal assessment Unit – IV and V</p>	Discussed practical examples from economy
		2	<p>Unit V</p> <p>2. Account Transactions, Capital Account Transactions, Export of Goods and Services, Realization and Repatriation of</p>	<p>The Foreign Exchange Management Act, 1999: Chapter on The Foreign Management Act, 1999, Latest edition of TAXMANN'S Students Guide to Economic Laws.</p>	5	1		

			3. Foreign Exchange, Contravention and Penalties, Enforcement of the Orders of Adjudicating Authority, Adjudication and Appeal.					
End of Lectures; Individual Interaction with Students (Optional) till Exam Preparatory Leave.								

Teaching Plan Semester January 2018- July 2018

Name of the Teacher: Ms. Charu Goyal

Course Name: B.A (Hons) Economics

Paper Title: Economic Regulations of domestic and foreign exchange market

Semester/Year: IV/2nd year

S. No.	Month	Week No.	Unit/Topic	Resource/References/Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity-GD, documentary etc.)
1.	January	1	Unit – I 4. Regulation of Domestic Markets 5. Basic functions of government 6. Market efficiency	Market Success and Market Failure: Chapter 13: Successes and failures of markets, R.G Lipsey and K.A Chrystal, twelfth edition.	5	0		Discussed practical examples from economy
		2	Unit – I 3. Market failure 4. Meaning & cause of market failure	Market Success and Market Failure: Chapter 13: Successes and failures of markets, R.G Lipsey and K.A Chrystal, twelfth edition.	5	1		Discussed practical examples from economy

		3	Unit – I 7. Public policy towards monopoly and competition.	Market Success and Market Failure: Chapter 13: Successes and failures of markets, R.G Lipsey and K.A Chrystal, twelfth edition.	5	1	Internal assessment Unit - I	
		4	Unit II 8. Foreign Trade Policy and Procedures 9. Main Features: Served from India Scheme 10. Export promotion council 11. Vishesh Krishi and Gram Udyog Yojana 12. Focus market scheme	Foreign Trade Policy and Procedure: India Year Book	4	1		
2.	February	1	Unit II 7. Duty exemption and remission scheme 8. Advance authorization scheme 9. DFRC 10. DEPB, 11. EPCG 12. EOUs, EHTPs,	Foreign Trade Policy and Procedure: India Year Book	5	1		

		STPs, BPTs, and SEZs.					
	2	Unit III 4. Industries Development Regulation - An overview of current Industrial Policy; 5. Regulatory Mechanism under Industries Development and Regulation Act., 1951 6. The Micro, Small and Medium Enterprises Development Act, 2006	Industrial Development and Regulation Act: Taxman's Economic Laws, 2012; and India Year Book	5	1	Internal assessment Unit - II	Discussed practical examples from economy
	3	Unit III 3. Term of office of Chairperson and other Members, 4. Duties, Powers and Functions of Commission.	Industrial Development and Regulation Act: Taxman's Economic Laws, 2012; and India Year Book	5	1		
	4.	Unit IV 4. Foreign Exchange Market - Balance of Payments	Foreign Exchange Market: Chapter 22: The Balance of Payments and Exchange Rates, R.GLipsey and K.A Chrystal, twelfth edition.	4	1	Internal assessment Unit - III	Discussed practical examples from economy

4.	March	1	Unit IV 5. Market for Foreign Exchange; 6. Determination of Exchange Rates	Foreign Exchange Market: Chapter 22: The Balance of Payments and Exchange Rates, R.GLipsey and K.A Chrystal, twelfth edition.	5	1		
		2	Unit V 4. The Foreign Exchange Management Act, 1999 – Definitions	Foreign Exchange Market: Chapter 22: The Balance of Payments and Exchange Rates, R.GLipsey and K.A Chrystal, twelfth edition.	5	1		
		3	5. Authorized Person, Capital Account Transaction 6. Currency, Current Account Transaction, Foreign Exchange, Person, Person Resident in India, Repatriate to India.	The Foreign Exchange Management Act, 1999: Chapter on The Foreign Management Act, 1999, Latest edition of TAXMANN’S Students Guide to Economic Laws.	5	1		
MID SEMESTER BREAK								
5.	April	1	Unit V 4. Regulation and Management of Foreign Exchange: Dealing in Foreign Exchange, Holding of	The Foreign Exchange Management Act, 1999: Chapter on The Foreign Management Act, 1999, Latest edition of TAXMANN’S Students Guide to Economic Laws.	5	1	Test Paper and Past Year Papers Solutions Optional Internal assessment Unit – IV and V	Discussed practical examples from economy

			Foreign Exchange, current				
		2	Unit V 5. Account Transactions, Capital Account Transactions, Export of Goods and Services, Realization and Repatriation of 6. Foreign Exchange, Contravention and Penalties, Enforcement of the Orders of Adjudicating Authority, Adjudication and Appeal.	The Foreign Exchange Management Act, 1999: Chapter on The Foreign Management Act, 1999, Latest edition of TAXMANN'S Students Guide to Economic Laws.	5	1	
End of Lectures; Individual Interaction with Students (Optional) till Exam Preparatory Leave.							

Teaching Plan Semester January 2019- July 2019

Name of the Teacher: Ms. Charu Goyal

Course Name: B.Com (Hons)

Paper Title: INDUSTRIAL RELATIONS AND LABOUR LAWS

Semester/Year: VI/3rd year

S. No.	Month	Week No.	Unit/Topic	Resource/References/Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity-GD, documentary etc.)
1.	January	1	Unit – I 7. Concept of Industrial Relations; 8. Nature of Industrial Relations; 9. Objectives of IR; 10. Factors affecting IR in changing	Farnham., and Limlott, J. (1993) Understanding Industrial Relations Cassell. Bhushan, Bharat., Kapoor, N.D., Abbi, Rajni, “Elements of Industrial Law”. Sultan Chand & Sons Pvt. Ltd.	5	0		Discussed practical cases from economy and conducted role plays
		2	Unit – I 5. Environment Evolution of IR in India; 6. Role of State; Trade Union; 7. Employers' Organisatio 8. Human Resource Management and 9. IR Role of ILO in Industrial Relations	Padhi, P K, (2017), Industrial Relations, Prentice Hall India Bhushan, Bharat., Kapoor, N.D., Abbi, Rajni, “Elements of Industrial Law”. Sultan Chand & Sons Pvt. Ltd.	5	1	Viva Voice	Discussed practical cases from economy and conducted role plays
		3	Unit – I 13. International Dimensions of IR. 14. Concept of GIG Economy and ramifications	Sharma, J.P. (2018), Simplified Approach to Labour Laws. Bharat Law House (P) Ltd. Farnham., and Limlott, J. (1993) Understanding Industrial Relations Cassell.	5	1	Internal assessment Unit - I	

			for industrial relations.				
		4	Unit II 15. Trade Union: Origin and growth, unions after Independence, unions in the era of liberalization 16. Factors Affecting Growth of Trade Unions in India,	Sharma, J.P. (2018), Simplified Approach to Labour Laws. Bharat Law House (P) Ltd. Farnham., and Limlott, J. (1993) Understanding Industrial Relations Cassell.	4	1	
2.	February	1	Unit II 13. Multiplicity & Recognition of Trade Unions; 14. Major Provisions of Trade Union Act 1926	Farnham., and Limlott, J. (1993) Understanding Industrial Relations Cassell. Padhi, P K, (2017), Industrial Relations, Prentice Hall India	5	1	
		2	Unit III 7. Collective Bargaining: Meaning, Nature, Types, Process and Importance of Collective 8. Bargaining, pre-requisites, issues involved;	Katz, Harry., Kochan, Thomas A., & Colvin, A. J.S. (2007) An Introduction to Collective Bargaining and Industrial Relations, McGraw Hill Companies	5	1	Internal assessment Unit - II
							Discussed practical cases from economy and conducted role plays

			<p>Status of Collective Bargaining in India, Functions and role of Trade Unions in collective bargaining</p> <p>9.</p>				
	3	<p>Unit III</p> <p>1. Workers' Participation in Management: Concept, practices in India, Works Committees Joint management councils;</p> <p>2. Participative Management and co-ownership;</p> <p>3. Productive Bargaining and Gain Sharing</p>	<p>Katz, Harry., Kochan, Thomas A., & Colvin, A. J. S. (2007) An Introduction to Collective Bargaining and Industrial Relations, McGraw Hill Companies.</p> <p>Padhi, P K, (2017), Industrial Relations, Prentice Hall India</p> <p>Sharma, J.P. (2018), Simplified Approach to Labour Laws. Bharat Law House (P) Ltd.</p>	5	1		
	4.	<p>Unit IV</p> <p>7. Discipline: Causes of indiscipline, Maintenance of discipline.</p> <p>8. Misconduct</p>	<p>Katz, Harry., Kochan, Thomas A., & Colvin, A. J. S. (2007) An Introduction to Collective Bargaining and Industrial Relations, McGraw Hill Companies.</p>	4	1	Internal assessment Unit - III	Discussed practical cases from economy and conducted role plays

			9. Highlights of domestic enquiries; 10. Principle of Natural Justice; Labour turnover; Absenteeism	Padhi, P K, (2017), Industrial Relations, Prentice Hall India Sharma, J.P. (2018), Simplified Approach to Labour Laws. Bharat Law House (P) Ltd.				
4.	March	1	Unit IV 11. Meaning of Grievance, Grievance redressal machinery in India, 12. Grievance handling procedure; salient features of Industrial Employment (Standing orders) Act 1946 Unit V 7. The Industrial Disputes Act, 1947: Definitions of Industry, workman, and Industrial Dispute;	Venkat Ratnam, (2018) C.S. Industrial Relations: Text and Cases, Oxford University Press, Delhi.	5	1		
		2		Sharma, J.P. (2018), Simplified Approach to Labour Laws. Bharat Law House (P) Ltd.	5	1		
		3		Katz, Harry., Kochan, Thomas A., & Colvin, A. J.S. (2007) An Introduction to Collective Bargaining and Industrial Relations, McGraw Hill Companies. Padhi, P K, (2017), Industrial Relations, Prentice Hall India Sharma, J.P. (2018), Simplified Approach to Labour Laws. Bharat Law House (P) Ltd.	5	1		
MID SEMESTER BREAK								
5.	April	1	Unit V 7. Authorities under the Act:	Katz, Harry., Kochan, Thomas A., & Colvin, A. J.S. (2007) An Introduction to Collective	5	1	Test Paper and Past Year Papers Solutions	Discussed practical cases from economy

			Procedure, Powers and Duties of Authorities; Strikes and Lock outs: Lay-off and Retrenchment: Provisions relating to Layoff, Retrenchment, and closure	Bargaining and Industrial Relations, McGraw Hill Companies. Padhi, P K, (2017), Industrial Relations, Prentice Hall India Sharma, J.P. (2018), Simplified Approach to Labour Laws. Bharat Law House (P) Ltd.			Optional Internal assessment Unit – IV and V	
		2	Unit V 8. Factories Act, 1948: Origin, Growth and Objectives , Provisions relating to Health, Safety, 9. Welfare facilities, working hours, Employment of young persons, Annual Leave with wages	Katz, Harry., Kochan, Thomas A., & Colvin, A. J.S. (2007) An Introduction to Collective Bargaining and Industrial Relations, McGraw Hill Companies. Padhi, P K, (2017), Industrial Relations, Prentice Hall India Sharma, J.P. (2018), Simplified Approach to Labour Laws. Bharat Law House (P) Ltd.	5	1		
End of Lectures; Individual Interaction with Students (Optional) till Exam Preparatory Leave.								

Teaching Plan Semester January 2019- July 2019

Name of the Teacher: Ms. Charu Goyal

Course Name: B.A (Hons) Economics

Paper Title: Economic Regulations of domestic and foreign exchange market

Semester/Year: IV/2nd year

S. No.	Month	Week No.	Unit/Topic	Resource/References/Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
1.	January	1	Unit – I 11. Regulation of Domestic Markets 12. Basic functions of government 13. Market efficiency	Market Success and Market Failure: Chapter 13: Successes and failures of markets, R.G Lipsey and K.A Chrystal, twelfth edition.	5	0		Discussed practical examples from economy
		2	Unit – I 10. Market failure 11. Meaning & cause of market failure	Market Success and Market Failure: Chapter 13: Successes and failures of markets, R.G Lipsey and K.A Chrystal, twelfth edition.	5	1		Discussed practical examples from economy
		3	Unit – I 17. Public policy towards monopoly and competition.	Market Success and Market Failure: Chapter 13: Successes and failures of markets, R.G Lipsey and K.A Chrystal, twelfth edition.	5	1		
		4	Unit II 18. Foreign Trade Policy and Procedures 19. Main Features: Served from India Scheme 20. Export promotion council 21. Vishesh Krishi and	Foreign Trade Policy and Procedure: India Year Book	4	1	Internal assessment Unit - I	

			Gram Udyog Yojana 22. Focus market scheme				
2.	February	1	Unit II 15. Duty exemption and remission scheme 16. Advance authorization scheme 17. DFRC 18. DEPB, 19. EPCG 20. EOUs, EHTPs, STPs, BPTs, and SEZs.	Foreign Trade Policy and Procedure: India Year Book	5	1	
		2	Unit III 10. Industries Development Regulation - An overview of current Industrial Policy; 11. Regulatory Mechanism under Industries Development and Regulation Act., 1951 12. The Micro, Small and Medium Enterprises	Industrial Development and Regulation Act: Taxman's Economic Laws, 2012; and India Year Book	5	1	Internal assessment Unit - II Discussed practical examples from economy

			Development Act, 2006				
		3	Unit III 5. Term of office of Chairperson and other Members, 6. Duties, Powers and Functions of Commission.	Industrial Development and Regulation Act: Taxman's Economic Laws, 2012; and India Year Book	5	1	
		4.	Unit IV 13. Foreign Exchange Market - Balance of Payments	Foreign Exchange Market: Chapter 22: The Balance of Payments and Exchange Rates, R.GLipsey and K.A Chrystal, twelfth edition.	4	1	Internal assessment Unit - III Discussed practical examples from economy
4.	March	1	Unit IV 14. Market for Foreign Exchange; 15. Determination of Exchange Rates	Foreign Exchange Market: Chapter 22: The Balance of Payments and Exchange Rates, R.GLipsey and K.A Chrystal, twelfth edition.	5	1	
		2	Unit V 8. The Foreign Exchange Management Act, 1999 – Definitions	Foreign Exchange Market: Chapter 22: The Balance of Payments and Exchange Rates, R.GLipsey and K.A Chrystal, twelfth edition.	5	1	
		3	9. Authorized Person, Capital Account Transaction 10. Currency, Current Account	The Foreign Exchange Management Act, 1999: Chapter on The Foreign Management Act, 1999, Latest edition of TAXMANN'S Students Guide to Economic Laws.	5	1	

			Transaction, Foreign Exchange, Person, Person Resident in India, Repatriate to India.					
MID SEMESTER BREAK								
5.	April	1	Unit V 10. Regulation and Management of Foreign Exchange: Dealing in Foreign Exchange, Holding of Foreign Exchange, current	The Foreign Exchange Management Act, 1999: Chapter on The Foreign Management Act, 1999, Latest edition of TAXMANN'S Students Guide to Economic Laws.	5	1	Test Paper and Past Year Papers Solutions Optional Internal assessment Unit – IV and V	Discussed practical examples from economy
		2	Unit V 11. Account Transactions, Capital Account Transactions, Export of Goods and Services, Realization and Repatriation of 12. Foreign Exchange, Contravention and Penalties, Enforcement	The Foreign Exchange Management Act, 1999: Chapter on The Foreign Management Act, 1999, Latest edition of TAXMANN'S Students Guide to Economic Laws.	5	1		

			of the Orders of Adjudicating Authority, Adjudication and Appeal.					
End of Lectures; Individual Interaction with Students (Optional) till Exam Preparatory Leave.								

Teaching Plan Semester January 2020- July 2020

Name of the Teacher: Ms. Charu Goyal

Course Name: B.A (Hons) Economics

Paper Title: Economic Regulations of domestic and foreign exchange market

Semester/Year: IV/2nd year

S. No.	Month	Week No.	Unit/Topic	Resource/References/Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity-GD, documentary etc.)
1.	January	1	Unit – I 14. Regulation of Domestic Markets 15. Basic functions of government 16. Market efficiency	Market Success and Market Failure: Chapter 13: Successes and failures of markets, R.G Lipsey and K.A Chrystal, twelfth edition.	5	0		Discussed practical examples from economy
		2	Unit – I 12. Market failure 13. Meaning & cause of market failure	Market Success and Market Failure: Chapter 13: Successes and failures of markets, R.G Lipsey and K.A Chrystal, twelfth edition.	5	1		Discussed practical examples from economy
		3	Unit – I 23. Public policy towards monopoly and competition.	Market Success and Market Failure: Chapter 13: Successes and failures of markets, R.G Lipsey and K.A Chrystal, twelfth edition.	5	1		

		4	Unit II 24. Foreign Trade Policy and Procedures 25. Main Features: Served from India Scheme 26. Export promotion council 27. Vishesh Krishi and Gram Udyog Yojana 28. Focus market scheme	Foreign Trade Policy and Procedure: India Year Book	4	1	Internal assessment Unit - I	
2.	February	1	Unit II 21. Duty exemption and remission scheme 22. Advance authorization scheme 23. DFRC 24. DEPB, 25. EPCG 26. EOUs, EHTPs, STPs, BPTs, and SEZs.	Foreign Trade Policy and Procedure: India Year Book	5	1		
		2	Unit III 13. Industries Development Regulation - An overview of current	Industrial Development and Regulation Act: Taxman's Economic Laws, 2012; and India Year Book	5	1	Internal assessment Unit - II	Discussed practical examples from economy

			<p>Industrial Policy;</p> <p>14. Regulatory Mechanism under Industries Development and Regulation Act., 1951</p> <p>15. The Micro, Small and Medium Enterprises Development Act, 2006</p>					
		3	<p>Unit III</p> <p>7. Term of office of Chairperson and other Members,</p> <p>8. Duties, Powers and Functions of Commission.</p>	<p>Industrial Development and Regulation Act: Taxman's Economic Laws, 2012; and India Year Book</p>	5	1		
		4.	<p>Unit IV</p> <p>16. Foreign Exchange Market - Balance of Payments</p>	<p>Foreign Exchange Market: Chapter 22: The Balance of Payments and Exchange Rates, R.GLipsey and K.A Chrystal, twelfth edition.</p>	4	1	<p>Internal assessment Unit - III</p>	<p>Discussed practical examples from economy</p>
4.	March	1	<p>Unit IV</p> <p>17. Market for Foreign Exchange;</p> <p>18. Determination of</p>	<p>Foreign Exchange Market: Chapter 22: The Balance of Payments and Exchange Rates, R.GLipsey and K.A Chrystal, twelfth edition.</p>	5	1		

		2	Exchange Rates Unit V 11. The Foreign Exchange Management Act, 1999 –	Foreign Exchange Market: Chapter 22: The Balance of Payments and Exchange Rates, R.GLipsey and K.A Chrystal, twelfth edition.	5	1		
		3	Definitions 12. Authorized Person, Capital Account Transaction 13. Currency, Current Account Transaction, Foreign Exchange, Person, Person Resident in India, Repatriate to India.	The Foreign Exchange Management Act, 1999: Chapter on The Foreign Management Act, 1999, Latest edition of TAXMANN’S Students Guide to Economic Laws.	5	1		
MID SEMESTER BREAK								
5.	April	1	Unit V 13. Regulation and Management of Foreign Exchange: Dealing in Foreign Exchange, Holding of Foreign Exchange, current	The Foreign Exchange Management Act, 1999: Chapter on The Foreign Management Act, 1999, Latest edition of TAXMANN’S Students Guide to Economic Laws.	5	1	Test Paper and Past Year Papers Solutions Optional Internal assessment Unit – IV and V	Discussed practical examples from economy
		2	Unit V 14. Account Transactions,	The Foreign Exchange Management Act, 1999:	5	1		

			Capital Account Transactions, Export of Goods and Services, Realization and Repatriation of 15. Foreign Exchange, Contravention and Penalties, Enforcement of the Orders of Adjudicating Authority, Adjudication and Appeal.	Chapter on The Foreign Management Act, 1999, Latest edition of TAXMANN'S Students Guide to Economic Laws.				
End of Lectures; Individual Interaction with Students (Optional) till Exam Preparatory Leave.								

Teaching Plan Semester January 2021- July 2021

Name of the Teacher: Ms. Charu Goyal

Course Name: B.A. (Hons) Economics

Paper Title: Insurance and Risk Management

Semester/Year: IV/2nd year

S. No.	Month	Week No.	Unit/Topic	Resource/References/Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity-GD, documentary etc.)
1.	January	1	Unit – I Concept of risk, Types of risk, Assessment and Transfer	George, E, Rejda, Principles of Risk Management and Insurance. Pearson Education	5	0		Discussed practical examples from economy All the three modules of Insurance and Risk Management by Institute of Chartered Accountants of India

				Mishra, M.N. Principles and Practices of Insurance. Sultan Chand & Sons.				
		2	Unit – I Sources and Measurement of risk, Risk evaluation and Prediction,	George, E, Rejda, Principles of Risk Management and Insurance. Pearson Education Mishra, M.N. Principles and Practices of Insurance. Sultan Chand & Sons.	5	1	Internal assessment Unit – I with discussion (only real life examples)	Discussed practical examples from economy Examples of disaster management from India and all over the world
		3	Unit – I Disaster risk management, Risk retention and Transfer	George, E, Rejda, Principles of Risk Management and Insurance. Pearson Education Mishra, M.N. Principles and Practices of Insurance. Sultan Chand & Sons.	5	1		
		4	Unit II Concept of insurance, Need for insurance, Principles of utmost good faith,	George, E, Rejda, Principles of Risk Management and Insurance. Pearson Education Mishra, M.N. Principles and Practices of Insurance. Sultan Chand & Sons.	4	1		
2.	February	1	Unit II Insurable interest, Indemnity, Economic Function, Proximate cause, Subrogation and Contribution.	George, E, Rejda, Principles of Risk Management and Insurance. Pearson Education Mishra, M.N. Principles and Practices of Insurance. Sultan Chand & Sons.	5	1		
		2	Unit III Types of insurance: Life and Non-life insurance; Features,	George, E, Rejda, Principles of Risk Management and	5	1	Internal assessment Unit - II	Discussed practical examples from economy

			Need and Policies of insurance	Insurance. Pearson Education Mishra, M.N. Principles and Practices of Insurance. Sultan Chand & Sons.				All the three modules of Insurance and Risk Management by Institute of Chartered Accountants of India
		3	Unit III Reinsurance And Co-insurance: Features, Objectives And Methods; Bancassurance features and Merits.	George, E, Rejda, Principles of Risk Management and Insurance. Pearson Education Mishra, M.N. Principles and Practices of Insurance. Sultan Chand & Sons.	5	1		
		4.	Unit IV Legal aspects of insurance contract, Loss Assessment and Loss control, Control of Malpractices and Mis-selling,	George, E, Rejda, Principles of Risk Management and Insurance. Pearson Education Mishra, M.N. Principles and Practices of Insurance. Sultan Chand & Sons.	4	1	Internal assessment Unit - III	
4.	March	1	Unit IV Exclusion of perils, Actuaries, Computation of insurance premium. Unit V Regulatory Framework of	George, E, Rejda, Principles of Risk Management and Insurance. Pearson Education Mishra, M.N. Principles and Practices of Insurance. Sultan Chand & Sons.	5	1		
		2	Insurance, IRDA act 1999, Objectives of IRDA, Composition of IRDA,	George, E, Rejda, Principles of Risk Management and Insurance. Pearson Education Mishra, M.N. Principles and Practices of Insurance. Sultan Chand & Sons.	5	1		

		3		George, E, Rejda, Principles of Risk Management and Insurance. Pearson Education Mishra, M.N. Principles and Practices of Insurance. Sultan Chand & Sons.	5	1		
MID SEMESTER BREAK								
5.	April	1	Unit V Duties, , Powers and Functions of IRDA, Role of IRDA,	George, E, Rejda, Principles of Risk Management and Insurance. Pearson Education Mishra, M.N. Principles and Practices of Insurance. Sultan Chand & Sons.	5	1	Test Paper and Past Year Papers Solutions Optional Internal assessment Unit – IV and V	Discussed practical examples from economy All the three modules of Insurance and Risk Management by Institute of Chartered Accountants of India
		2	Unit V Delegation of powers, establishment of Insurance Advisory Committee, powers to make regulations.	George, E, Rejda, Principles of Risk Management and Insurance. Pearson Education Mishra, M.N. Principles and Practices of Insurance. Sultan Chand & Sons.	5	1		
		3	Previous year paper discussion		5	1		
End of Lectures; Individual Interaction with Students (Optional) till Exam Preparatory Leave.								

Teaching Plan Semester January 2020- July 2020

Name of the Teacher: Ms. Charu Goyal

Course Name: B.Com (Hons)

Paper Title: INDUSTRIAL RELATIONS AND LABOUR LAWS

Semester/Year: VI/3rd year

S. No.	Month	Week No.	Unit/Topic	Resource/References/Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity-GD, documentary etc.)
1.	January	1	Unit – I 17. Concept of Industrial Relations; 18. Nature of Industrial Relations; 19. Objectives of IR; 20. Factors affecting IR in changing	Farnham., and Limlott, J. (1993) Understanding Industrial Relations Cassell. Bhushan, Bharat., Kapoor, N.D., Abbi, Rajni, “Elements of Industrial Law”. Sultan Chand & Sons Pvt. Ltd.	5	0		Discussed practical cases from economy and conducted role plays
		2	Unit – I 14. Environment Evolution of IR in India; 15. Role of State; Trade Union; 16. Employers' Organisatio 17. Human Resource Management and 18. IR Role of ILO in Industrial Relations	Padhi, P K, (2017), Industrial Relations, Prentice Hall India Bhushan, Bharat., Kapoor, N.D., Abbi, Rajni, “Elements of Industrial Law”. Sultan Chand & Sons Pvt. Ltd.	5	1	Viva Voice	Discussed practical cases from economy and conducted role plays
		3	Unit – I 29. International Dimensions of IR. 30. Concept of GIG Economy and ramifications	Sharma, J.P. (2018), Simplified Approach to Labour Laws. Bharat Law House (P) Ltd. Farnham., and Limlott, J. (1993) Understanding Industrial Relations Cassell.	5	1	Internal assessment Unit - I	

			for industrial relations.				
		4	Unit II 31. Trade Union: Origin and growth, unions after Independence, unions in the era of liberalization 32. Factors Affecting Growth of Trade Unions in India,	Sharma, J.P. (2018), Simplified Approach to Labour Laws. Bharat Law House (P) Ltd. Farnham., and Limlott, J. (1993) Understanding Industrial Relations Cassell.	4	1	
2.	February	1	Unit II 27. Multiplicity & Recognition of Trade Unions; 28. Major Provisions of Trade Union Act 1926	Farnham., and Limlott, J. (1993) Understanding Industrial Relations Cassell. Padhi, P K, (2017), Industrial Relations, Prentice Hall India	5	1	
		2	Unit III 16. Collective Bargaining: Meaning, Nature, Types, Process and Importance of Collective 17. Bargaining, pre-requisites, issues involved;	Katz, Harry., Kochan, Thomas A., & Colvin, A. J.S. (2007) An Introduction to Collective Bargaining and Industrial Relations, McGraw Hill Companies	5	1	Internal assessment Unit - II
							Discussed practical cases from economy and conducted role plays

			Status of Collective Bargaining in India, Functions and role of Trade Unions in collective bargaining				
	3	Unit III 4. Workers' Participation in Management: Concept, practices in India, Works Committees Joint management councils; 5. Participative Management and co-ownership; 6. Productive Bargaining and Gain Sharing	Katz, Harry., Kochan, Thomas A., & Colvin, A. J.S. (2007) An Introduction to Collective Bargaining and Industrial Relations, McGraw Hill Companies. Padhi, P K, (2017), Industrial Relations, Prentice Hall India Sharma, J.P. (2018), Simplified Approach to Labour Laws. Bharat Law House (P) Ltd.	5	1		
	4.	Unit IV 19. Discipline: Causes of indiscipline, Maintenance of discipline. 20. Misconduct	Katz, Harry., Kochan, Thomas A., & Colvin, A. J.S. (2007) An Introduction to Collective Bargaining and Industrial Relations, McGraw Hill Companies.	4	1	Internal assessment Unit - III	Discussed practical cases from economy and conducted role plays

			21. Highlights of domestic enquiries; 22. Principle of Natural Justice; Labour turnover; Absenteeism	Padhi, P K, (2017), Industrial Relations, Prentice Hall India Sharma, J.P. (2018), Simplified Approach to Labour Laws. Bharat Law House (P) Ltd.				
4.	March	1	Unit IV 23. Meaning of Grievance, Grievance redressal machinery in India,	Venkat Ratnam, (2018) C.S. Industrial Relations: Text and Cases, Oxford University Press, Delhi.	5	1		
		2	24. Grievance handling procedure;	Sharma, J.P. (2018), Simplified Approach to Labour Laws. Bharat Law House (P) Ltd.	5	1		
		3	salient features of Industrial Employment (Standing orders) Act 1946 Unit V 14. The Industrial Disputes Act, 1947: Definitions of Industry, workman, and Industrial Dispute;	Katz, Harry., Kochan, Thomas A., & Colvin, A. J.S. (2007) An Introduction to Collective Bargaining and Industrial Relations, McGraw Hill Companies. Padhi, P K, (2017), Industrial Relations, Prentice Hall India Sharma, J.P. (2018), Simplified Approach to Labour Laws. Bharat Law House (P) Ltd.	5	1		
MID SEMESTER BREAK								
5.	April	1	Unit V 16. Authorities under the Act:	Katz, Harry., Kochan, Thomas A., & Colvin, A. J.S. (2007) An Introduction to Collective	5	1	Test Paper and Past Year Papers Solutions	Discussed practical cases from economy

			Procedure, Powers and Duties of Authorities; Strikes and Lock outs: Lay-off and Retrenchment: Provisions relating to Layoff, Retrenchment, and closure	Bargaining and Industrial Relations, McGraw Hill Companies. Padhi, P K, (2017), Industrial Relations, Prentice Hall India Sharma, J.P. (2018), Simplified Approach to Labour Laws. Bharat Law House (P) Ltd.			Optional Internal assessment Unit – IV and V	
		2	Unit V 17. Factories Act, 1948: Origin, Growth and Objectives , Provisions relating to Health, Safety, 18. Welfare facilities, working hours, Employment of young persons, Annual Leave with wages	Katz, Harry., Kochan, Thomas A., & Colvin, A. J.S. (2007) An Introduction to Collective Bargaining and Industrial Relations, McGraw Hill Companies. Padhi, P K, (2017), Industrial Relations, Prentice Hall India Sharma, J.P. (2018), Simplified Approach to Labour Laws. Bharat Law House (P) Ltd.	5	1		
End of Lectures; Individual Interaction with Students (Optional) till Exam Preparatory Leave.								

Teaching Plan Even Semester-Academic Year 2019-20

Name of the Teacher: Deepak Kumar
Course Name: B.Com.(Hons.)
Paper Title: Fundamentals of Investment
Semester/Year: VI/3rd

S. No.	Month	Week No.	Unit/Topic	Resource/References/Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
1	January	4	Unit-III: Approaches to Equity Analysis (1) Fundamental Analysis (2) Technical Analysis	1. Jones, C.P., "Investments Analysis and Management", Wiley 2. Rustogi, R.P., Fundamentals of Investment, Sultan Chand & Sons, New Delhi 3. Chandra, Prasanna, "Investment Analysis and Portfolio Management", Tata McGraw Hill 4. Mayo, An Introduction to Investment, Cengage Learning	5	NA	NA	
	Feburary	1	1.) Efficient Market Hypothesis 2.) Valuation of Equity Shares using various models	3.) Jones, C.P., "Investments Analysis and Management", Wiley 4.) Rustogi, R.P., Fundamentals of Investment, Sultan Chand & Sons, New Delhi 5.) Chandra, Prasanna, "Investment Analysis and Portfolio Management", Tata McGraw Hill 6.) Mayo, An Introduction to	5	NA	NA	

				Investment, Cengage Learning				
		2	Valuation of Equity Shares using various models.	<p>7.) Jones, C.P., “Investments Analysis and Management”, Wiley</p> <p>8.) Rustogi, R.P., Fundamentals of Investment, Sultan Chand & Sons, New Delhi</p> <p>9.) Chandra, Prasanna, “Investment Analysis and Portfolio Management”, Tata McGraw Hill</p> <p>Mayo, An Introduction to Investment, Cengage Learning</p>	5	NA	NA	
		3	<p>Unit-IV: Portfolio Analysis and Financial Derivatives</p> <p>1. Portfolio and Diversification</p> <p>2. Portfolio Risk and Return</p>	<p>10.) Jones, C.P., “Investments Analysis and Management”, Wiley</p> <p>11.) Rustogi, R.P., Fundamentals of Investment, Sultan Chand & Sons, New Delhi</p> <p>12.) Chandra, Prasanna, “Investment Analysis and Portfolio Management”, Tata McGraw Hill</p>	5	NA	NA	

				Mayo, An Introduction to Investment, Cengage Learning				
2		4	<ul style="list-style-type: none"> • <u>Mutual Funds</u> • <u>Introduction to Financial Derivatives</u> • <u>Forwards</u> 	13.) Jones, C.P., "Investments Analysis and Management", Wiley 14.) Rustogi, R.P., Fundamentals of Investment, Sultan Chand & Sons, New Delhi 15.) Chandra, Prasanna, "Investment Analysis and Portfolio Management", Tata McGraw Hill 16.) Mayo, An Introduction to Investment, Cengage Learning	5	NA	NA	
	March	1	<ul style="list-style-type: none"> • Futures • Options • Practical questions 	17.) Jones, C.P., "Investments Analysis and Management", Wiley 18.) Rustogi, R.P., Fundamentals of Investment, Sultan Chand & Sons, New Delhi 19.) Chandra, Prasanna, "Investment Analysis and Portfolio Management", Tata McGraw Hill 20.) Mayo, An Introduction to Investment, Cengage Learning	5			

		2	<p>a) Financial Derivatives Markets in India</p> <p>Unit-V: Investor Protection</p> <p>b) Role of SEBI and stock exchanges in investor protection</p>	<p>21.) Jones, C.P., "Investments Analysis and Management", Wiley</p> <p>22.) Rustogi, R.P., Fundamentals of Investment, Sultan Chand & Sons, New Delhi</p> <p>23.) Chandra, Prasanna, "Investment Analysis and Portfolio Management", Tata McGraw Hill</p> <p>24.) Mayo, An Introduction to Investment, Cengage Learning</p>	5	NA		
		3	<p>c) Investor grievances and their redressal system</p> <p>d) insider trading</p> <p>e) investors' awareness and activism</p>	<p>25.) Jones, C.P., "Investments Analysis and Management", Wiley</p> <p>26.) Rustogi, R.P., Fundamentals of Investment, Sultan Chand & Sons, New Delhi</p> <p>27.) Chandra, Prasanna, "Investment Analysis and Portfolio Management", Tata McGraw Hill</p> <p>28.) Mayo, An Introduction to Investment, Cengage Learning</p>	5	NA	1 st Internal Assessment: Unit 3	
3		4	<p>Unit-II: Fixed Income Securities</p> <p>a) Bond Fundamentals</p>	<p>29.) Jones, C.P., "Investments</p>	5	NA		

			b) Estimating bond yields	<p>Analysis and Management”, Wiley</p> <p>30.)Rustogi, R.P., Fundamentals of Investment, Sultan Chand & Sons, New Delhi</p> <p>31.)Chandra, Prasanna, “Investment Analysis and Portfolio Management”, Tata McGraw Hill</p> <p>32.)Mayo, An Introduction to Investment, Cengage Learning</p>				
		5	a) Bond Valuation	<p>33.)Jones, C.P., “Investments Analysis and Management”, Wiley</p> <p>34.)Rustogi, R.P., Fundamentals of Investment, Sultan Chand & Sons, New Delhi</p> <p>35.)Chandra, Prasanna, “Investment Analysis and Portfolio Management”, Tata McGraw Hill</p> <p>36.)Mayo, An Introduction to Investment, Cengage Learning</p>	2	NA		
4	April	1	<p>b) Types of bond risks</p> <p>c) default risk and credit rating</p>	<p>37.)Jones, C.P., “Investments Analysis and Management”, Wiley</p>	3	NA	2 nd Internal Assessment: Unit 4	

				<p>38.)Rustogi, R.P., Fundamentals of Investment, Sultan Chand & Sons, New Delhi</p> <p>39.)Chandra, Prasanna, “Investment Analysis and Portfolio Management”, Tata McGraw Hill</p> <p>40.)Mayo, An Introduction to Investment, Cengage Learning</p>				
		2	<p><u>Unit-I: The Investment Environment</u></p> <ol style="list-style-type: none"> 1. investment decision process 2. Types of Investments-Commodities 3. Real Estate and Financial Assets 4. The Indian securities markets, the market participants and trading of securities, security market indices, sources of financial information. 	<p>41.)Jones, C.P., “Investments Analysis and Management”, Wiley</p> <p>42.)Rustogi, R.P., Fundamentals of Investment, Sultan Chand & Sons, New Delhi</p> <p>43.)Chandra, Prasanna, “Investment Analysis and Portfolio Management”, Tata McGraw Hill</p> <p>44.)Mayo, An Introduction to Investment, Cengage Learning</p>	5	NA		
		3	<p>Return and risk</p> <ol style="list-style-type: none"> 1. Concept 2. Calculation 3. Tradeoff between return and risk 	<p>45.)Jones, C.P., “Investments Analysis and Management”, Wiley</p> <p>46.)Rustogi, R.P., Fundamentals of</p>	4			

			4. Impact of taxes and inflation on return.	Investment, Sultan Chand & Sons, New Delhi 47.)Chandra, Prasanna, "Investment Analysis and Portfolio Management", Tata McGraw Hill 48.)Mayo, An Introduction to Investment, Cengage Learning				
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T: In addition to the lectures, each section of students is divided into *tutorial* groups. Each tutorial group consists of 10 students on average and meets the instructor once a week to discuss the content covered in the class.

Teaching Plan Winter Semester 2020-21

Name of the Teacher: Deepak Kumar
Course Name: B.com (H)
Paper Title: Business Mathematics

Semester/Year: IV/2ND

S. No.	Month	Week No.	Unit/Topic	Resource/References/Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity-GD, documentary etc.)
1.	January	1	Unit I: Matrices and Determinants	1. Introduction- Syllabus	6	1	NA	
		2. Definition, types of matrices and Algebra of Matrices, Adjoint of Matrix and Inverse of Matrix using Adjoint (Thukral, J.K. Business Mathematics. Mayur Publications)						
		3. Solution of system of Linear Equations using: Matrix Method Cramer's Rule (Thukral, J.K. Business Mathematics. Mayur Publications)						
		2	Unit I	1. Business Applications of matrices	6	1		
		3		2. Leontief Input Output Model (Open Model Only) Determination of output & Determination of demand (Thukral, J.K. Business Mathematics. Mayur Publications)				

			Unit 2: Basic Calculus	1.Introduction 2.Concept of function and their types (linear, quadratic, polynomial, exponential, logarithmic and logistic function) (Thukral, J.K. Business Mathematics. Mayur Publications)	6	1		
				1.Concepts of limit 2.Continuity				
		4		1. Derivatives 2. Rules for differentiation 3. Logarithms and successive differentiation (Thukral, J.K. Business Mathematics. Mayur Publications)	6	1		
2.	February	1	Unit 2	1. Concept of Marginal Analysis 2. Cost function 3. Revenue function 4. Concept of Elasticity	6	1		
		2	Unit 2	1.Applied Maxima and Minima problems including effect of Tax on Monopolist's Optimum price and quantity 2.Economic Order Quantity and application of differentiation	6	1		

				(Thukral, J.K. Business Mathematics. Mayur Publications)				
		3	Unit 3: Advanced Calculus	1.Partial Derivatives (upto second order) 2.Homogeneous Function and Euler's Theorem 3.Total differentials	6	1		
		4.	Unit 3	1.Differentiation of implicit functions with the help of total differentials 2.Maxima Minima 3.Lagrangian multipliers	6	1	1 st Internal Assessment: LPP	
4.	March	1	Unit 3	1.Integration 2.Methods of integration- by substitution, by parts and by use of partial fractions.	6	1		
		2		1.Application of Integration to marginal analysis 2.Consumer's and Producer's Surplus 3.The Learning Curve	6	1		

			Unit 4: Mathematics of Finance	(Thukral, J.K. Business Mathematics. Mayur Publications)				
		3	Unit 4	1.Rates of interest: nominal, effective and their inter- relationships in different compounding situations. 2.Compounding and discounting of a sum using different types of rates. 3. Depreciation of assets 4.Equation of value 5.Types of annuities: ordinary, due deferred, continuous, perpetual. 6.Determination of future and present values using different types of rates of interest. Reading list	6	1		Mathematics of Finance using Excel functions
				1.Applications relating to Capital expenditure, Leasing, Valuation of simple loans and debentures, sinking fund. (Thukral, J.K. Business Mathematics. Mayur Publications)				
MID SEMESTER BREAK								

5.	April	1	Unit V: Linear Programming	1. Formulation of Linear programming problems (LPPs), Graphical solutions of LPPs.	6	1	2 nd Internal Assessment: Mathematics of Finance	LLP using Excel
				2. Cases of unique solutions, multiple optimal solutions, unbounded solutions, infeasibility, and redundant constraints.				
				3. Solution of LPPs by simplex method - maximization and minimization cases. Shadow prices of the resources, Identification of unique and multiple optimal solutions, unbounded solution, infeasibility and degeneracy.				
		2		4. The dual problem: Formulation, relationship between Primal and Dual LPP, Primal and Dual solutions (excluding mixed constraints LPPs). Economic interpretation of the dual.	6	1		
				(Thukral, J.K. Business Mathematics. Mayur Publications)				
				(Thukral, J.K. Business Mathematics. Mayur Publications)				

		3	Revision and Doubt Session		6	1		
		4	Exam Solutions	Test Paper and Past Year Papers Solutions	4	1		

Teaching Plan Even Semester-Academic Year 2019-20

Name of the Teacher: Deepak Kumar

Course Name: B.Com.(Hons.)

Paper Title: Fundamentals of Investment

Semester/Year: VI/3rd

S. No.	Month	Week No.	Unit/Topic	Resource/References/Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
1	January	4	Unit-III: Approaches to Equity Analysis 1. Fundamental Analysis 2. Technical Analysis	1. Jones, C.P., "Investments Analysis and Management", Wiley 2. Rustogi, R.P., Fundamentals of Investment, Sultan Chand & Sons, New Delhi 3. Chandra, Prasanna, "Investment Analysis and Portfolio Management", Tata McGraw Hill 4. Mayo, An Introduction to Investment, Cengage Learning	5	NA	NA	
	Feburary	1	1. Efficient Market Hypothesis 2. Valuation of Equity Shares using various models	3. Jones, C.P., "Investments Analysis and Management", Wiley 4. Rustogi, R.P., Fundamentals of Investment, Sultan	5	NA	NA	

				<p>Chand & Sons, New Delhi</p> <p>5. Chandra, Prasanna, “Investment Analysis and Portfolio Management”, Tata McGraw Hill</p> <p>6. Mayo, An Introduction to Investment, Cengage Learning</p>				
		2	Valuation of Equity Shares using various models.	<p>7. Jones, C.P., “Investments Analysis and Management”, Wiley</p> <p>8. Rustogi, R.P., Fundamentals of Investment, Sultan Chand & Sons, New Delhi</p> <p>9. Chandra, Prasanna, “Investment Analysis and Portfolio Management”, Tata McGraw Hill</p> <p>Mayo, An Introduction to Investment, Cengage Learning</p>	5	NA	NA	
		3	<p>Unit-IV: Portfolio Analysis and Financial Derivatives</p> <p>1. Portfolio and Diversification</p> <p>2. Portfolio Risk and Return</p>	<p>10. Jones, C.P., “Investments Analysis and Management”, Wiley</p> <p>11. Rustogi, R.P., Fundamentals of Investment, Sultan Chand & Sons, New Delhi</p> <p>12. Chandra, Prasanna, “Investment Analysis and Portfolio</p>	5	NA	NA	

				Management”, Tata McGraw Hill Mayo, An Introduction to Investment, Cengage Learning				
2		4	<ol style="list-style-type: none"> 1. <u>Mutual Funds</u> 2. <u>Introduction to Financial Derivatives</u> 3. <u>Forwards</u> 	<ol style="list-style-type: none"> 13. Jones, C.P., “Investments Analysis and Management”, Wiley 14. Rustogi, R.P., Fundamentals of Investment, Sultan Chand & Sons, New Delhi 15. Chandra, Prasanna, “Investment Analysis and Portfolio Management”, Tata McGraw Hill 16. Mayo, An Introduction to Investment, Cengage Learning 	5	NA	NA	
	March	1	<ol style="list-style-type: none"> 1. Futures 2. Options 3. Practical questions 	<ol style="list-style-type: none"> 17. Jones, C.P., “Investments Analysis and Management”, Wiley 18. Rustogi, R.P., Fundamentals of Investment, Sultan Chand & Sons, New Delhi 19. Chandra, Prasanna, “Investment Analysis and Portfolio Management”, Tata McGraw Hill 20. Mayo, An Introduction to 	5			

				Investment, Cengage Learning				
		2	<p>1. Financial Derivatives Markets in India</p> <p>Unit-V: Investor Protection</p> <p>2. Role of SEBI and stock exchanges in investor protection</p>	<p>21. Jones, C.P., “Investments Analysis and Management”, Wiley</p> <p>22. Rustogi, R.P., Fundamentals of Investment, Sultan Chand & Sons, New Delhi</p> <p>23. Chandra, Prasanna, “Investment Analysis and Portfolio Management”, Tata McGraw Hill</p> <p>24. Mayo, An Introduction to Investment, Cengage Learning</p>	5	NA		
		3	<p>3. Investor grievances and their redressal system</p> <p>4. insider trading</p> <p>5. investors’ awareness and activism</p>	<p>25. Jones, C.P., “Investments Analysis and Management”, Wiley</p> <p>26. Rustogi, R.P., Fundamentals of Investment, Sultan Chand & Sons, New Delhi</p> <p>27. Chandra, Prasanna, “Investment Analysis and Portfolio Management”, Tata McGraw Hill</p> <p>28. Mayo, An Introduction to Investment, Cengage Learning</p>	5	NA	1 st Internal Assessment: Unit 3	

3		4	Unit-II: Fixed Income Securities 1. Bond Fundamentals 2. Estimating bond yields	29. Jones, C.P., “Investments Analysis and Management”, Wiley 30. Rustogi, R.P., Fundamentals of Investment, Sultan Chand & Sons, New Delhi 31. Chandra, Prasanna, “Investment Analysis and Portfolio Management”, Tata McGraw Hill 32. Mayo, An Introduction to Investment, Cengage Learning	5	NA		
		5	1. Bond Valuation	33. Jones, C.P., “Investments Analysis and Management”, Wiley 34. Rustogi, R.P., Fundamentals of Investment, Sultan Chand & Sons, New Delhi 35. Chandra, Prasanna, “Investment Analysis and Portfolio Management”, Tata McGraw Hill 36. Mayo, An Introduction to Investment, Cengage Learning	2	NA		
4	April	1	2. Types of bond risks 3. default risk and credit rating	37. Jones, C.P., “Investments	3	NA	2 nd Internal Assessment: Unit 4	

				<p>Analysis and Management”, Wiley</p> <p>38. Rustogi, R.P., Fundamentals of Investment, Sultan Chand & Sons, New Delhi</p> <p>39. Chandra, Prasanna, “Investment Analysis and Portfolio Management”, Tata McGraw Hill</p> <p>40. Mayo, An Introduction to Investment, Cengage Learning</p>				
		2	<p><u>Unit-I: The Investment Environment</u></p> <p>1. investment decision process</p> <p>2. Types of Investments- Commodities</p> <p>3. Real Estate and Financial Assets</p> <p>4. The Indian securities markets, the market participants and trading of securities, security market indices, sources of financial information.</p>	<p>41. Jones, C.P., “Investments Analysis and Management”, Wiley</p> <p>42. Rustogi, R.P., Fundamentals of Investment, Sultan Chand & Sons, New Delhi</p> <p>43. Chandra, Prasanna, “Investment Analysis and Portfolio Management”, Tata McGraw Hill</p> <p>44. Mayo, An Introduction to Investment, Cengage Learning</p>	5	NA		
		3	<p>Return and risk</p> <p>1. Concept</p> <p>2. Calculation</p> <p>3. Tradeoff between return and risk</p>	<p>45. Jones, C.P., “Investments Analysis and Management”, Wiley</p>	4			

			4. Impact of taxes and inflation on return.	46. Rustogi, R.P., Fundamentals of Investment, Sultan Chand & Sons, New Delhi				
				47. Chandra, Prasanna, “Investment Analysis and Portfolio Management”, Tata McGraw Hill				
				48. Mayo, An Introduction to Investment, Cengage Learning				

Teaching Plan Winter Semester 2020-21

Name of the Teacher: Deepak Kumar
Course Name: B.com (H)

Paper Title: Business Mathematics**Semester/Year: IV/2ND**

S. No.	Month	Week No.	Unit/Topic	Resource/References/Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity-GD, documentary etc.)
1.	January	1	Unit I: Matrices and Determinants	1. Introduction- Syllabus	6	1	NA	
		2. Definition, types of matrices and Algebra of Matrices, Adjoint of Matrix and Inverse of Matrix using Adjoint (Thukral, J.K. Business Mathematics. Mayur Publications)						
		3. Solution of system of Linear Equations using: Matrix Method Cramer's Rule (Thukral, J.K. Business Mathematics. Mayur Publications)						
		2	Unit I	1. Business Applications of matrices	6	1		
				2. Leontief Input Output Model (Open Model Only) Determination of output & Determination of demand (Thukral, J.K. Business Mathematics. Mayur Publications)				
		3						

			Unit 2: Basic Calculus	1.Introduction 2.Concept of function and their types (linear, quadratic, polynomial, exponential, logarithmic and logistic function) (Thukral, J.K. Business Mathematics. Mayur Publications)	6	1		
				1.Concepts of limit 2.Continuity				
		4		1. Derivatives 2. Rules for differentiation 3. Logarithms and successive differentiation (Thukral, J.K. Business Mathematics. Mayur Publications)	6	1		
2.	February	1	Unit 2	1. Concept of Marginal Analysis 2. Cost function 3. Revenue function 4. Concept of Elasticity	6	1		
		2	Unit 2	1.Applied Maxima and Minima problems including effect of Tax on Monopolist's Optimum price and quantity 2.Economic Order Quantity and application of differentiation	6	1		

				(Thukral, J.K. Business Mathematics. Mayur Publications)				
		3	Unit 3: Advanced Calculus	1. Partial Derivatives (upto second order) 2. Homogeneous Function and Euler's Theorem 3. Total differentials	6	1		
		4.	Unit 3	1. Differentiation of implicit functions with the help of total differentials 2. Maxima Minima 3. Lagrangian multipliers	6	1	1 st Internal Assessment: LPP	
4.	March	1	Unit 3	1. Integration 2. Methods of integration- by substitution, by parts and by use of partial fractions.	6	1		
		2		1. Application of Integration to marginal analysis 2. Consumer's and Producer's Surplus 3. The Learning Curve	6	1		

			Unit 4: Mathematics of Finance	(Thukral, J.K. Business Mathematics. Mayur Publications)				
		3	Unit 4	<p>1.Rates of interest: nominal, effective and their inter-relationships in different compounding situations.</p> <p>2.Compounding and discounting of a sum using different types of rates.</p> <p>3. Depreciation of assets</p> <p>4.Equation of value</p> <p>5.Types of annuities: ordinary, due deferred, continuous, perpetual.</p> <p>6.Determination of future and present values using different types of rates of interest.</p> <p>Reading list</p>	6	1		Mathematics of Finance using Excel functions
				<p>1.Applications relating to Capital expenditure, Leasing, Valuation of simple loans and debentures, sinking fund.</p> <p>(Thukral, J.K. Business Mathematics. Mayur Publications)</p>				
MID SEMESTER BREAK								

5.	April	1	Unit V: Linear Programming	1. Formulation of Linear programming problems (LPPs), Graphical solutions of LPPs.	6	1	2 nd Internal Assessment: Mathematics of Finance	LLP using Excel
				2. Cases of unique solutions, multiple optimal solutions, unbounded solutions, infeasibility, and redundant constraints.				
				3. Solution of LPPs by simplex method - maximization and minimization cases. Shadow prices of the resources, Identification of unique and multiple optimal solutions, unbounded solution, infeasibility and degeneracy.				
		2		4. The dual problem: Formulation, relationship between Primal and Dual LPP, Primal and Dual solutions (excluding mixed constraints LPPs). Economic interpretation of the dual.	6	1		
				(Thukral, J.K. Business Mathematics. Mayur Publications)				
				(Thukral, J.K. Business Mathematics. Mayur Publications)				

		3	Revision and Doubt Session		6	1		
		4	Exam Solutions	Test Paper and Past Year Papers Solutions	4	1		

Teaching Plan Odd Semester-Academic Year 2020-21

Name of the Teacher: Deepak Kumar

Course Name: B.Com. (Hons.)

Paper Title: Personal Tax Planning-Skill Enhancement Course

Semester/Year: III/2nd

S. No.	Month	Week No.	Unit/Topic	Resource/References/Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
1	August	2	<p>Introduction to syllabus and objectives of course</p> <p>Unit-1: Concept of Tax Planning</p> <p>1. Understanding the concepts of Tax Planning, Tax Management, Tax Avoidance and Tax Evasion.</p> <p>2. Difference between Tax Evasion and Avoidance with examples.</p> <p>3. Practical case studies on concepts covered.</p>	<p>Singhania, Vinod K. and Singhania Monica. <i>Students' guide to Income Tax</i>. University Edition. Taxmann Publications Pvt Ltd., New Delhi.</p> <p>Ahuja, Girish and Ravi Gupta. <i>Systematic Approach to Income Tax</i>. Bharat Law House, Delhi</p> <p>Mahendra B. Gabhawala. <i>Direct Taxes Ready Reckoner with tax planning</i>. Bharat Law House Pvt. Ltd., New Delhi.</p> <p>ICAI Study material on Taxation (Link-https://www.icai.org/post.html?post_id=16945)</p>	2	NA	NA	Discussion on case Laws related to conflict on Tax Avoidance and Tax Evasion to have a better understanding of Tax Avoidance and Tax Evasion

		3	<p>Unit-1: Concept of Tax Planning</p> <p>1. Concept of Residential Status, Relevance of Residential Status, Scope of Total Income and Incidence of Tax</p> <p>2. Basics and Additional Conditions for determining the Residential of Individual Assessee,</p> <p>3. Practical Problems on residential status determination</p>	<p>Singhania, Vinod K. and Singhania Monica. <i>Students' guide to Income Tax</i>. University Edition. Taxmann Publications Pvt Ltd., New Delhi.</p> <p>Ahuja, Girish and Ravi Gupta. <i>Systematic Approach to Income Tax</i>. Bharat Law House, Delhi</p> <p>Mahendra B. Gabhawala. <i>Direct Taxes Ready Reckoner with tax planning</i>. Bharat Law House Pvt. Ltd., New Delhi</p> <p>ICAI Study material on Taxation (link-https://www.icai.org/post.html?post_id=16945)</p>	4	NA	NA	<p>1. Discussion on relevant notifications and news related to Income Tax returns;</p> <p>2. Presentation by group of students on contemporary issues on Income Tax</p>
		4	<p>Unit-1: Concept of Tax Planning</p> <p>1. Double Taxation Relief: DTAA, Types of relief-Bilateral and Unilateral</p>	<p>Singhania, Vinod K. and Singhania Monica. <i>Students' guide to Income Tax</i>. University Edition. Taxmann Publications Pvt Ltd., New Delhi.</p> <p>Ahuja, Girish and Ravi Gupta. <i>Systematic Approach to</i></p>	4	NA	NA	<p>1. Discussion on Vodafone Case Law on Double Taxation Issue</p> <p>2. Discussion on relevant notifications</p>

			<ol style="list-style-type: none"> 2. Double Taxation Relief: Section 90 and 90A, Section 91- Unilateral Agreement 3. Practical Case studies on Double taxation Relief 4. Concept of agricultural income, Composite income 5. Concept of Partial Integration of Agricultural Income with non-agricultural income 6. Practical Problems on tax planning with reference to agricultural income 	<p><i>Income Tax</i>. Bharat Law House, Delhi</p> <p>MahendraB. Gabhawala. <i>Direct Taxes Ready Reckoner with tax planning</i>. Bharat Law House Pvt. Ltd., New Delhi.</p> <p>ICAI Study material on Taxation (link-https://www.icai.org/post.html?post_id=16945)</p>				<p>and news related to Income Tax returns;</p> <p>3. Presentation by group of students on contemporary issues on Income Tax</p>
		4	<p>Unit 2: Tax Planning with reference to salary income:</p> <ol style="list-style-type: none"> 1. Basics 2. Treatment of allowances under Salaries 3. Treatment of Perquisite under Salaries 4. Treatment of retirement benefits 5. Remuneration Planning 6. Tax Planning Hints for employers 7. Tax Planning hints for employees 	<p>Singhania, Vinod K. and Singhania Monica. <i>Students' guide to Income Tax</i>. University Edition. Taxmann Publications Pvt Ltd., New Delhi.</p> <p>Ahuja, Girish and Ravi Gupta. <i>Systematic Approach to Income Tax</i>. Bharat Law House, Delhi</p> <p>Mahendra B. Gabhawala. <i>Direct Taxes Ready Reckoner</i></p>	4	NA	NA	<ol style="list-style-type: none"> 1. Discussion on relevant notifications and news related to Income Tax returns; 2. Presentation by group of students on contemporary issues

				<p>with tax planning. Bharat Law House Pvt. Ltd., New Delhi.</p> <p>ICAI Study material on Taxation (link-https://www.icai.org/post.html?post_id=16945)</p>				<p>on Income Tax Presentation by group of students on contemporary issues on Income Tax</p>
2	September	1	<p>Unit 2: Tax Planning with reference to salary income:</p> <p>8. Practical Problems on Pay Package designing</p> <p>9. Section 89(1) arrears of salary</p> <p>10. Practical Problems of section 89(1)</p>	<p>Singhania, Vinod K. and Singhania Monica. <i>Students' guide to Income Tax</i>. University Edition. Taxmann Publications Pvt Ltd., New Delhi.</p> <p>Ahuja, Girish and Ravi Gupta. <i>Systematic Approach to Income Tax</i>. Bharat Law House, Delhi</p> <p>Mahendra B. Gabhawala. <i>Direct Taxes Ready Reckoner with tax planning</i>. Bharat Law House Pvt. Ltd., New Delhi.</p> <p>ICAI Study material on Taxation (link-https://www.icai.org/post.html?post_id=16945)</p>	3	NA	NA	<p>4. Discussion on relevant notifications and news related to Income Tax returns;</p> <p>Presentation by group of students on contemporary issues on Income Tax</p>

		2	<p>Unit 3: Tax Planning in relation to Income from House Property and Business Income:</p> <ol style="list-style-type: none"> 1. Computation of Income under the head House property in case of let out property 2. Computation of Income under the head House property in case of self-occupied property 3. Discussion on section 24 4. Use of deduction u/s 80C for HP 5. Deduction u/s 80EEA 6. Set off and Carry forward rules of HP loss 7. Tax Planning hints with respect to House Property Income 8. Practical Problems on House Property Income Tax Planning 	<p>Singhania, Vinod K. and Singhania Monica. <i>Students' guide to Income Tax</i>. University Edition. Taxmann Publications Pvt Ltd., New Delhi.</p> <p>Ahuja, Girish and Ravi Gupta. <i>Systematic Approach to Income Tax</i>. Bharat Law House, Delhi</p> <p>Mahendra B. Gabhawala. <i>Direct Taxes Ready Reckoner with tax planning</i>. Bharat Law House Pvt. Ltd., New Delhi.</p> <p>ICAI Study material on Taxation (link-https://www.icai.org/post.html?post_id=16945)</p>	4	NA	NA	<ol style="list-style-type: none"> 1. Discussion on relevant notifications and news related to Income Tax returns; 2. Presentation by group of students on contemporary issues on Income Tax
		3	<p>Unit 3: Tax Planning in relation to Income from House Property and Business Income:</p> <ol style="list-style-type: none"> 1. Provisions related to maintenance of accounts u/s 44AA 	<p>Singhania, Vinod K. and Singhania Monica. <i>Students' guide to Income Tax</i>. University Edition. Taxmann Publications Pvt Ltd., New Delhi.</p>	4	NA	NA	<ol style="list-style-type: none"> 1. Discussion on relevant notifications and news related to Income Tax returns;

			<p>2. Provisions related to audit of accounts u/s 44AB</p> <p>3. Presumptive scheme of computing business income u/s 44AD</p> <p>4. Presumptive scheme of computing business income u/s 44ADA</p> <p>5. Presumptive scheme of computing business income u/s 44AE</p>	<p>Ahuja, Girish and Ravi Gupta. <i>Systematic Approach to Income Tax</i>. Bharat Law House, Delhi</p> <p>Mahendra B. Gabhawala. <i>Direct Taxes Ready Reckoner with tax planning</i>. Bharat Law House Pvt. Ltd., New Delhi.</p> <p>ICAI Study material on Taxation (link-</p>				<p>2. Presentation by group of students on contemporary issues on Income Tax</p>
		4	<p>Unit 3: Tax Planning in relation to Income from House Property and Business Income:</p> <p>9. Tax Planning hints with respect to Business income</p> <p>10. Conditions for availing maximum allowances from business revenue</p> <p>11. Detailed discussion on section-32 (depreciation)</p> <p>12. Choice between presumptive taxation and normal tax scheme of business income.</p>	<p>Singhania, Vinod K. and Singhania Monica. <i>Students' guide to Income Tax</i>. University Edition. Taxmann Publications Pvt Ltd., New Delhi.</p> <p>Ahuja, Girish and Ravi Gupta. <i>Systematic Approach to Income Tax</i>. Bharat Law House, Delhi</p> <p>Mahendra B. Gabhawala. <i>Direct Taxes Ready Reckoner with tax planning</i>. Bharat Law House Pvt. Ltd., New Delhi.</p>	4	NA	1 st Internal Assessment: Unit 1	<p>1. Discussion on relevant notifications and news related to Income Tax returns;</p> <p>2. Presentation by group of students on contemporary issues</p>

			13. Case studies on choice between presumptive taxation and normal taxation of business income from tax planning point of view.	ICAI Study material on Taxation (link- https://www.icai.org/post.html?post_id=16945)				on Income Tax
3	October	1	Unit 4:Tax Planning in Relation to Capital Gains and Other Sources: <ol style="list-style-type: none"> 1. Section 45- Basis of Charge for Capital Gains 2. Concept of LTCG and STCG 3. Practical Problem on choice of time period of Holding an asset from tax planning point 	<p>Singhania, Vinod K. and Singhania Monica. <i>Students' guide to Income Tax</i>. University Edition. Taxmann Publications Pvt Ltd., New Delhi.</p> <p>Ahuja, Girish and Ravi Gupta. <i>Systematic Approach to Income Tax</i>. Bharat Law House, Delhi</p> <p>Mahendra B. Gabhawala. <i>Direct Taxes Ready Reckoner with tax planning</i>. Bharat Law House Pvt. Ltd., New Delhi.</p> <p>ICAI Study material on Taxation (link- https://www.icai.org/post.html?post_id=16945)</p>	4	NA	NA	<ol style="list-style-type: none"> 1. Discussion on relevant notifications and news related to Income Tax returns 2. Presentation by group of students on contemporary issues on Income Tax

		2	Unit 4:Tax Planning in Relation to Capital Gains and Other Sources: <ol style="list-style-type: none"> 1. Concept of Indexation 2. Choice of Indexed cost of acquisition 3. Practical Problems on choice of FMV or Actual Cost of Acquisition 4. Exemptions under section 54, 54B, 54F, 54EC 5. Practical Problems on use of exemptions from planning point 	ICAI Study material on Taxation (link- https://www.icai.org/post.html?post_id=16945) Singhania V. K , <i>GST & Customs</i> Lax, Taxmann Publication. Ahuja, Girish and Ravi Gupta. <i>Systematic Approach to Income Tax</i> . Bharat Law House, Delhi .	3	NA	NA	<ol style="list-style-type: none"> 1. Discussion on relevant notifications and news related to Income Tax returns 2. Presentation by group of students on contemporary issues on Income Tax
		3	Unit 4:Tax Planning in Relation to Capital Gains and Other Sources: <ol style="list-style-type: none"> 1. Section 56- Basis of Charge for other sources income 2. Tax liability in case of gift received from relative and non-relative 3. Tax planning hints in case of gift income from relative and non-relative 4. Practical Problems on gift income from planning point 	Singhania,Vinod K. and Singhania Monica. <i>Students' guide to Income Tax</i> . University Edition. Taxmann Publications Pvt Ltd.,New Delhi. Ahuja, Girish and Ravi Gupta. <i>Systematic Approach to Income Tax</i> . Bharat Law House, Delhi Mahendra B. Gabhawala. <i>Direct Taxes Ready Reckoner with tax planning</i> . Bharat Law House Pvt. Ltd., New Delhi.	4	NA		<ol style="list-style-type: none"> 1. Discussion on relevant notifications and news related to Income Tax returns 2. Presentation by group of students on contemporary issues

				ICAI Study material on Taxation (link- https://www.icai.org/post.html?post_id=16945)				on Income Tax
		4	Unit 4:Tax Planning in Relation to Capital Gains and Other Sources: Deductions permissible from Income from Other sources and its conditions	Singhania, Vinod K. and Singhania Monica. <i>Students' guide to Income Tax.</i> University Edition. Taxmann Publications Pvt Ltd., New Delhi. Ahuja, Girish and Ravi Gupta. <i>Systematic Approach to Income Tax.</i> Bharat Law House, Delhi Mahendra B. Gabhawala. <i>Direct Taxes Ready Reckoner with tax planning.</i> Bharat Law House Pvt. Ltd., New Delhi. ICAI Study material on Taxation (link- https://www.icai.org/post.html?post_id=16945)	2		NA	5. Discussion on relevant notifications and news related to Income Tax returns; 6. Presentation by group of students on contemporary issues on Income Tax
4	November	1	Unit 5: Other Areas of Tax Planning: 1. Concept of Clubbing of Income under section 60 to 64 2. Tax planning hints in relation to Clubbing of Income provisions	Singhania, Vinod K. and Singhania Monica. <i>Students' guide to Income Tax.</i> University Edition. Taxmann Publications Pvt Ltd., New Delhi.	4	NA	2 nd Internal Assessment: Unit 2 and 3	7. Discussion on relevant notifications and news related to Income Tax returns;

			<p>3. Practical Problems on clubbing of income tax planning</p>	<p>Ahuja, Girish and Ravi Gupta. <i>Systematic Approach to Income Tax</i>. Bharat Law House, Delhi</p> <p>Mahendra B. Gabhawala. <i>Direct Taxes Ready Reckoner with tax planning</i>. Bharat Law House Pvt. Ltd., New Delhi.</p> <p>ICAI Study material on Taxation (link- https://www.icai.org/post.html?post_id=16945)</p>				<p>8. Presentation by group of students on contemporary issues on Income Tax</p>
		2	<p>Unit 5: Other Areas of Tax Planning:</p> <ol style="list-style-type: none"> 1. Deduction under chapter VI-A of Income Tax act 2. Deductions u/s – 80C, 80CCC, 80 CCD(1), 80CCD(1B), 80CCD(2), 80D, 80DD, 80DDB, 80E, 80G, 80TTA, 80TTB, 80EEA, 80EEB, 80G, 80U 3. Practical Problems on use utilization of deductions so as to minimize tax liability 	<p>Singhania, Vinod K. and Singhania Monica. <i>Students' guide to Income Tax</i>. University Edition. Taxmann Publications Pvt Ltd., New Delhi.</p> <p>Ahuja, Girish and Ravi Gupta. <i>Systematic Approach to Income Tax</i>. Bharat Law House, Delhi</p> <p>Mahendra B. Gabhawala. <i>Direct Taxes Ready Reckoner with tax planning</i>. Bharat Law House Pvt. Ltd., New Delhi.</p> <p>ICAI Study material on Taxation (link-</p>	4	NA	NA	<p>9. Discussion on relevant notifications and news related to Income Tax returns;</p> <p>10. Presentation by group of students on contemporary issues on Income Tax</p>

				https://www.icai.org/post.html?post_id=16945				
		3	<p>Unit 5: Other Areas of Tax Planning:</p> <ol style="list-style-type: none"> 1. Rebate under 87A 2. Practical Problems on Rebate under 87A so as to minimize tax liability <p>Revision</p> <p>Discussion on Previous years papers</p> <p>Discussion on Internal Assessment papers</p>	<p>Singhania, Vinod K. and Singhania Monica. <i>Students' guide to Income Tax</i>. University Edition. Taxmann Publications Pvt Ltd., New Delhi.</p> <p>Ahuja, Girish and Ravi Gupta. <i>Systematic Approach to Income Tax</i>. Bharat Law House, Delhi</p> <p>Mahendra B. Gabhawala. <i>Direct Taxes Ready Reckoner with tax planning</i>. Bharat Law House Pvt. Ltd., New Delhi.</p> <p>ICAI Study material on Taxation (link-https://www.icai.org/post.html?post_id=16945)</p>	4	NA	NA	<ol style="list-style-type: none"> 11. Discussion on relevant notifications and news related to Income Tax returns; 12. Presentation by group of students on contemporary issues on Income Tax
		4	<p>Revision</p> <p>Discussion on Previous years papers</p> <p>Discussion on Internal Assessment papers</p> <p>Doubt sessions</p>	<p>Singhania, Vinod K. and Singhania Monica. <i>Students' guide to Income Tax</i>. University Edition. Taxmann Publications Pvt Ltd., New Delhi.</p> <p>Ahuja, Girish and Ravi Gupta. <i>Systematic Approach to</i></p>	3		NA	<p>Discussion on effective answer writing.</p>

				<p><i>Income Tax</i>. Bharat Law House, Delhi</p> <p>Mahendra B. Gabhawala. <i>Direct Taxes Ready Reckoner with tax planning</i>. Bharat Law House Pvt. Ltd., New Delhi.</p> <p>ICAI Study material on Taxation (link- https://www.icai.org/post.html?post_id=16945)</p>				
Individual Interaction with students during preparatory leaves (Optional).								

T: In addition to the lectures, each section of students is divided into *tutorial* groups. Each tutorial group consists of 10 students on average and meets the instructor once a week to discuss the content covered in the class.

Teaching Plan Odd Semester-Academic Year 2020-21

Name of the Teacher: Deepak Kumar

Course Name: B.Com.(Hons.)

Paper Title: Income Tax Law and Practice

Semester/Year: III/2nd

S. No.	Month	Week No.	Unit/Topic	Resource/References/Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
1	August	2	<p>Introduction to syllabus and objectives of course</p> <p>Unit-1</p> <ul style="list-style-type: none"> • Understanding the basic concepts in the law of income tax • Agricultural income; Person; Assessee; Assessment year; Previous year • Gross Total Income; Total income; Maximum marginal rate of tax; Permanent Account Number (PAN) 	<p>Singhania, Vinod K. and Singhania Monica. <i>Students' guide to Income Tax</i>. University Edition. Taxmann Publications Pvt Ltd., New Delhi.</p> <p>Ahuja, Girish and Gupta Ravi. <i>Systematic Approach to Income Tax</i>. Bharat Law House, Delhi.</p> <p>ICAI Study material on Taxation (Link-https://www.icai.org/post.html?post_id=16945)</p>	6	1		
		3	<ol style="list-style-type: none"> 1. Concept of Residential Status 2. Relevance of Residential Status 3. Scope of Total Income 4. Deemed Income u/s -7 5. Basics and Additional Conditions for determining the Residential 	<p>Singhania, Vinod K. and Singhania Monica. <i>Students' guide to Income Tax</i>. University Edition. Taxmann Publications Pvt Ltd., New Delhi.</p> <p>Ahuja, Girish and Gupta Ravi. <i>Systematic Approach to Income Tax</i>. Bharat Law House, Delhi.</p> <p>ICAI Study material on Taxation (Link-https://www.icai.org/post.html?post_id=16945)</p>	5	1		

		4	<p>Unit 2</p> <p>Income under head “salary”</p> <ol style="list-style-type: none"> 1. Meaning of salary 2. Basis of charge <p>Introduction of various incomes to be include in gross salary</p>	<p>Singhania, Vinod K. and Singhania Monica. <i>Students' guide to Income Tax</i>. University Edition. Taxmann Publications Pvt Ltd., New Delhi.</p> <p>Ahuja, Girish and Gupta Ravi. <i>Systematic Approach to Income Tax</i>. Bharat Law House, Delhi.</p> <p>ICAI Study material on Taxation (Link-https://www.icai.org/post.html?post_id=16945)</p>	6	1		
	September	1	<p>Allowances</p> <ol style="list-style-type: none"> 1. Meaning 2. House rent allowances 3. Entertainment allowances (theory + practical) 	<p>Singhania, Vinod K. and Singhania Monica. <i>Students' guide to Income Tax</i>. University Edition. Taxmann Publications Pvt Ltd., New Delhi.</p> <p>Ahuja, Girish and Gupta Ravi. <i>Systematic Approach to Income Tax</i>. Bharat Law House, Delhi.</p> <p>ICAI Study material on Taxation (Link-https://www.icai.org/post.html?post_id=16945)</p>	6	1		
2		2	<p>Perquisites</p> <ol style="list-style-type: none"> 1. Meaning 2. Taxability of perquisites 3. Specified employee 4. Valuation of perquisite regarding all types of accommodation (theory + practical) 	<p>Singhania, Vinod K. and Singhania Monica. <i>Students' guide to Income Tax</i>. University Edition. Taxmann Publications Pvt Ltd., New Delhi.</p> <p>Ahuja, Girish and Gupta Ravi. <i>Systematic Approach to</i></p>	6	1		

				Income Tax. Bharat Law House, Delhi. ICAI Study material on Taxation (Link- https://www.icai.org/post.html?post_id=16945)				
		3	<ol style="list-style-type: none"> 1. Monetary obligation discharged by employer 2. Valuation of LIC 3. Fringe benefits 4. Quick revision 5. Gratuity 6. Pension (theory + practical) 	<p>Singhania, Vinod K. and Singhania Monica. <i>Students' guide to Income Tax</i>. University Edition. Taxmann Publications Pvt Ltd., New Delhi.</p> <p>Ahuja, Girish and Gupta Ravi. <i>Systematic Approach to Income Tax</i>. Bharat Law House, Delhi.</p> <p>ICAI Study material on Taxation (Link-https://www.icai.org/post.html?post_id=16945)</p>	6	1		
		4	<ol style="list-style-type: none"> 1. Treatment of leave salary 2. Compensation of VRS 3. Treatment of provident fund 4. Other retirement benefits (theory + practical) <p>Practical Problems of Salary</p>	<p>Singhania, Vinod K. and Singhania Monica. <i>Students' guide to Income Tax</i>. University Edition. Taxmann Publications Pvt Ltd., New Delhi.</p> <p>Ahuja, Girish and Gupta Ravi. <i>Systematic Approach to Income Tax</i>. Bharat Law House, Delhi.</p> <p>ICAI Study material on Taxation (Link-https://www.icai.org/post.html?post_id=16945)</p>	6	1		

	October	1	<p>Income from House property</p> <ul style="list-style-type: none"> • Meaning • Conditions • Computation of annual value <ol style="list-style-type: none"> 1. House property which is let throughout the PY 2. Property which is let and was vacant during the whole or part of previous year 3. House property which is let out part of year and self occupied for part of year Self occupied 	<p>NSDL website for TDS returns (Link-://www.tin-nsdl.com/services/etds-etcs/etds-steps.html)</p> <p>Singhania, Vinod K. and Singhania Monica. <i>Students' guide to Income Tax</i>. University Edition. Taxmann Publications Pvt Ltd., New Delhi.</p> <p>Ahuja, Girish and Gupta Ravi. <i>Systematic Approach to Income Tax</i>. Bharat Law House, Delhi.</p> <p>ICAI Study material on Taxation (Link-https://www.icai.org/post.html?post_id=16945)</p>	5	1		
3		2	<ul style="list-style-type: none"> • Treatment of unrealised rent • Computation of income from house property of various categories. • Practical problems 	<p>Singhania, Vinod K. and Singhania Monica. <i>Students' guide to Income Tax</i>. University Edition. Taxmann Publications Pvt Ltd., New Delhi.</p> <p>Ahuja, Girish and Gupta Ravi. <i>Systematic Approach to Income Tax</i>. Bharat Law House, Delhi.</p> <p>ICAI Study material on Taxation (Link-https://www.icai.org/post.html?post_id=16945)</p>	6	1		

		3	<p>Unit 3 PGBP</p> <ul style="list-style-type: none"> • Meaning • Basis of chargeability • Concept of depreciation in PGBP • Concept of depreciation continues • Practical problems regarding same 	<p>NSDL website for TDS returns (Link-://www.tin-nsdl.com/services/etds-etcs/etds-steps.html) Singhania, Vinod K. and Singhania Monica. <i>Students' guide to Income Tax</i>. University Edition. Taxmann Publications Pvt Ltd., New Delhi. Ahuja, Girish and Gupta Ravi. <i>Systematic Approach to Income Tax</i>. Bharat Law House, Delhi.</p> <p>ICAI Study material on Taxation (Link-https://www.icai.org/post.html?post_id=16945)</p>	6	1	1 st Internal Assessment Residential status and House Property	
		4	<ul style="list-style-type: none"> • Section 35 in detail regarding expenditure on research • Various other provisions and sections 	<p>NSDL website for TDS returns (Link-://www.tin-nsdl.com/services/etds-etcs/etds-steps.html) Singhania, Vinod K. and Singhania Monica. <i>Students' guide to Income Tax</i>. University Edition. Taxmann Publications Pvt Ltd., New Delhi. Ahuja, Girish and Gupta Ravi. <i>Systematic Approach to Income Tax</i>. Bharat Law House, Delhi.</p> <p>ICAI Study material on Taxation (Link-https://www.icai.org/post.html?post_id=16945)</p>	6	1		

4	November	1	<p>4. Practical problems of PGBP</p> <p>Income from Capital Gain</p> <p>5. Meaning and types of capital asset</p> <p>6. Provisions for calculating STCG & LTCG</p>	<p>ICAI Study material on Taxation (link-https://www.icai.org/post.html?post_id=16945)</p> <p>Singhania, Vinod K. and Singhania Monica. <i>Students' guide to Income Tax</i>. University Edition. Taxmann Publications Pvt Ltd., New Delhi.</p> <p>Ahuja, Girish and Gupta Ravi. <i>Systematic Approach to Income Tax</i>. Bharat Law House, Delhi.</p>	5	1	2 nd Internal Assessment: Income from salary	
		2	<p>1. Provisions for calculating STCG & LTCG (cont....) in addition to practical problems</p> <p>Unit 4 Set off, carried forward and set off of losses. Advance Payment of tax Clubbing of Income TDS and TCS</p> <p>Unit 5 Procedure of filing return, due dates of filing return</p>	<p>Singhania, Vinod K. and Singhania Monica. <i>Students' guide to Income Tax</i>. University Edition. Taxmann Publications Pvt Ltd., New Delhi.</p> <p>Ahuja, Girish and Gupta Ravi. <i>Systematic Approach to Income Tax</i>. Bharat Law House, Delhi.</p> <p>ICAI Study material on Taxation (Link-https://www.icai.org/post.html?post_id=16945)</p>	6	1		
		3	ITR- 1 and 2	<p>NSDL website for TDS returns (Link-http://www.tin-nsdl.com/services/etds-etcs/etds-steps.html)</p> <p>Singhania, Vinod K. and Singhania Monica. <i>Students' guide to Income Tax</i>. University Edition. Taxmann</p>	6	1		

				Publications Pvt Ltd.,New Delhi. ICAI Study material on Taxation (Link- https://www.icai.org/post.html?post_id=16945))				
		4	Revision	Singhania, Vinod K. and Singhania Monica. <i>Students' guide to Income Tax</i> . University Edition. Taxmann Publications Pvt Ltd., New Delhi. Ahuja, Girish and Gupta Ravi. <i>Systematic Approach to Income Tax</i> . Bharat Law House, Delhi.	4	NA		

Teaching Plan Odd Semester-Academic Year 2020-21

Name of the Teacher: Deepak Kumar

Course Name: B.Com. (Hons.)

Paper Title: Personal Tax Planning-Skill Enhancement Course

Semester/Year: III/2nd

S. No.	Month	Week No.	Unit/Topic	Resource/References/Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
1	August	2	<p>Introduction to syllabus and objectives of course</p> <p>Unit-1: Concept of Tax Planning</p> <p>Understanding the concepts of Tax Planning, Tax Management, Tax Avoidance and Tax Evasion.</p> <p>Difference between Tax Evasion and Avoidance with examples.</p> <p>Practical case studies on concepts covered.</p>	<p>Singhania, Vinod K. and Singhania Monica. <i>Students' guide to Income Tax</i>. University Edition. Taxmann Publications Pvt Ltd., New Delhi.</p> <p>Ahuja, Girish and Ravi Gupta. <i>Systematic Approach to Income Tax</i>. Bharat Law House, Delhi</p> <p>Mahendra B. Gabhawala. <i>Direct Taxes Ready Reckoner with tax planning</i>. Bharat Law House Pvt. Ltd., New Delhi.</p> <p>ICAI Study material on Taxation (Link-https://www.icai.org/post.html?post_id=16945)</p>	2	NA	NA	Discussion on case Laws related to conflict on Tax Avoidance and Tax Evasion to have a better understanding of Tax Avoidance and Tax Evasion

		3	<p>Unit-1: Concept of Tax Planning</p> <ol style="list-style-type: none"> 1. Concept of Residential Status, Relevance of Residential Status, Scope of Total Income and Incidence of Tax 2. Basics and Additional Conditions for determining the Residential of Individual Assessee, 3. Practical Problems on residential status determination 	<p>Singhania, Vinod K. and Singhania Monica. <i>Students' guide to Income Tax</i>. University Edition. Taxmann Publications Pvt Ltd., New Delhi.</p> <p>Ahuja, Girish and Ravi Gupta. <i>Systematic Approach to Income Tax</i>. Bharat Law House, Delhi</p> <p>Mahendra B. Gabhawala. <i>Direct Taxes Ready Reckoner with tax planning</i>. Bharat Law House Pvt. Ltd., New Delhi</p> <p>ICAI Study material on Taxation (link-https://www.icai.org/post.html?post_id=16945)</p>	4	NA	NA	<p>Discussion on relevant notifications and news related to Income Tax returns;</p> <p>Presentation by group of students on contemporary issues on Income Tax</p>
		4	<p>Unit-1: Concept of Tax Planning</p> <ol style="list-style-type: none"> 1. Double Taxation Relief: DTAA, Types of relief-Bilateral and Unilateral 	<p>Singhania, Vinod K. and Singhania Monica. <i>Students' guide to Income Tax</i>. University Edition. Taxmann Publications Pvt Ltd., New Delhi.</p> <p>Ahuja, Girish and Ravi Gupta. <i>Systematic Approach to</i></p>	4	NA	NA	<p>Discussion on Vodafone Case Law on Double Taxation Issue</p> <p>Discussion on relevant notifications</p>

			<p>2. Double Taxation Relief: Section 90 and 90A, Section 91- Unilateral Agreement</p> <p>3. Practical Case studies on Double taxation Relief</p> <p>4. Concept of agricultural income, Composite income</p> <p>5. Concept of Partial Integration of Agricultural Income with non-agricultural income</p> <p>6. Practical Problems on tax planning with reference to agricultural income</p>	<p><i>Income Tax</i>. Bharat Law House, Delhi</p> <p>MahendraB. Gabhawala. <i>Direct Taxes Ready Reckoner with tax planning</i>. Bharat Law House Pvt. Ltd., New Delhi.</p> <p>ICAI Study material on Taxation (link-https://www.icai.org/post.html?post_id=16945)</p>				<p>and news related to Income Tax returns;</p> <p>Presentation by group of students on contemporary issues on Income Tax</p>
	4	<p>Unit 2: Tax Planning with reference to salary income:</p> <p>1. Basics</p> <p>2. Treatment of allowances under Salaries</p> <p>3. Treatment of Perquisite under Salaries</p> <p>4. Treatment of retirement benefits</p> <p>5. Remuneration Planning</p> <p>6. Tax Planning Hints for employers</p> <p>7. Tax Planning hints for employees</p>	<p>Singhania, Vinod K. and Singhania Monica. <i>Students' guide to Income Tax</i>. University Edition. Taxmann Publications Pvt Ltd., New Delhi.</p> <p>Ahuja, Girish and Ravi Gupta. <i>Systematic Approach to Income Tax</i>. Bharat Law House, Delhi</p> <p>Mahendra B. Gabhawala. <i>Direct Taxes Ready Reckoner</i></p>	4	NA	NA	<p>1. Discussion on relevant notifications and news related to Income Tax returns;</p> <p>2. Presentation by group of students on contemporary issues</p>	

				<p><i>with tax planning.</i> Bharat Law House Pvt. Ltd., New Delhi.</p> <p>ICAI Study material on Taxation (link-https://www.icai.org/post.html?post_id=16945)</p>				<p>on Income Tax Presentation by group of students on contemporary issues on Income Tax</p>
2	September	1	<p>Unit 2: Tax Planning with reference to salary income:</p> <p>3. Practical Problems on Pay Package designing</p> <p>4. Section 89(1) arrears of salary</p> <p>5. Practical Problems of section 89(1)</p>	<p>Singhania, Vinod K. and Singhania Monica. <i>Students' guide to Income Tax.</i> University Edition. Taxmann Publications Pvt Ltd., New Delhi.</p> <p>Ahuja, Girish and Ravi Gupta. <i>Systematic Approach to Income Tax.</i> Bharat Law House, Delhi</p> <p>Mahendra B. Gabhawala. <i>Direct Taxes Ready Reckoner with tax planning.</i> Bharat Law House Pvt. Ltd., New Delhi.</p> <p>ICAI Study material on Taxation (link-https://www.icai.org/post.html?post_id=16945)</p>	3	NA	NA	<p>Discussion on relevant notifications and news related to Income Tax returns;</p> <p>Presentation by group of students on contemporary issues on Income Tax</p>

	2	<p>Unit 3: Tax Planning in relation to Income from House Property and Business Income:</p> <ol style="list-style-type: none"> 1. Computation of Income under the head House property in case of let out property 2. Computation of Income under the head House property in case of self-occupied property 3. Discussion on section 24 4. Use of deduction u/s 80C for HP 5. Deduction u/s 80EEA 6. Set off and Carry forward rules of HP loss 7. Tax Planning hints with respect to House Property Income 8. Practical Problems on House Property Income Tax Planning 	<p>Singhania, Vinod K. and Singhania Monica. <i>Students' guide to Income Tax</i>. University Edition. Taxmann Publications Pvt Ltd., New Delhi.</p> <p>Ahuja, Girish and Ravi Gupta. <i>Systematic Approach to Income Tax</i>. Bharat Law House, Delhi</p> <p>Mahendra B. Gabhawala. <i>Direct Taxes Ready Reckoner with tax planning</i>. Bharat Law House Pvt. Ltd., New Delhi.</p> <p>ICAI Study material on Taxation (link-https://www.icai.org/post.html?post_id=16945)</p>	4	NA	NA	<p>Discussion on relevant notifications and news related to Income Tax returns;</p> <p>Presentation by group of students on contemporary issues on Income Tax</p>
	3	<p>Unit 3: Tax Planning in relation to Income from House Property and Business Income:</p> <ul style="list-style-type: none"> • Provisions related to maintenance of accounts u/s 44AA • Provisions related to audit of accounts u/s 44AB 	<p>Singhania, Vinod K. and Singhania Monica. <i>Students' guide to Income Tax</i>. University Edition. Taxmann Publications Pvt Ltd., New Delhi.</p> <p>Ahuja, Girish and Ravi Gupta. <i>Systematic Approach to Income Tax</i>. Bharat Law House, Delhi</p>	4	NA	NA	<p>Discussion on relevant notifications and news related to Income Tax returns;</p> <p>Presentation by group of students on</p>

			<ul style="list-style-type: none"> • Presumptive scheme of computing business income u/s 44AD • Presumptive scheme of computing business income u/s 44ADA • Presumptive scheme of computing business income u/s 44AE 	<p>Mahendra B. Gabhawala. <i>Direct Taxes Ready Reckoner with tax planning</i>. Bharat Law House Pvt. Ltd., New Delhi.</p> <p>ICAI Study material on Taxation (link-</p>				contemporary issues on Income Tax
		4	<p>Unit 3: Tax Planning in relation to Income from House Property and Business Income:</p> <p>9. Tax Planning hints with respect to Business income</p> <p>10. Conditions for availing maximum allowances from business revenue</p> <p>11. Detailed discussion on section-32 (depreciation)</p> <p>12. Choice between presumptive taxation and normal tax scheme of business income.</p> <p>13. Case studies on choice between presumptive taxation and normal taxation of</p>	<p>Singhania, Vinod K. and Singhania Monica. <i>Students' guide to Income Tax</i>. University Edition. Taxmann Publications Pvt Ltd., New Delhi.</p> <p>Ahuja, Girish and Ravi Gupta. <i>Systematic Approach to Income Tax</i>. Bharat Law House, Delhi</p> <p>Mahendra B. Gabhawala. <i>Direct Taxes Ready Reckoner with tax planning</i>. Bharat Law House Pvt. Ltd., New Delhi.</p> <p>ICAI Study material on Taxation (link-</p>	4	NA	1 st Internal Assessment: Unit 1	<p>1. Discussion on relevant notifications and news related to Income Tax returns;</p> <p>2. Presentation by group of students on contemporary issues on Income Tax</p>

			business income from tax planning point of view.	https://www.icai.org/post.html?post_id=16945				
3	October	1	<p>Unit 4:Tax Planning in Relation to Capital Gains and Other Sources:</p> <p>Section 45- Basis of Charge for Capital Gains Concept of LTCG and STCG Practical Problem on choice of time period of Holding an asset from tax planning point</p>	<p>Singhania, Vinod K. and Singhania Monica. <i>Students' guide to Income Tax.</i> University Edition. Taxmann Publications Pvt Ltd., New Delhi.</p> <p>Ahuja, Girish and Ravi Gupta. <i>Systematic Approach to Income Tax.</i> Bharat Law House, Delhi</p> <p>Mahendra B. Gabhawala. <i>Direct Taxes Ready Reckoner with tax planning.</i> Bharat Law House Pvt. Ltd., New Delhi.</p> <p>ICAI Study material on Taxation (link-https://www.icai.org/post.html?post_id=16945)</p>	4	NA	NA	<ol style="list-style-type: none"> 1. Discussion on relevant notifications and news related to Income Tax returns 2. Presentation by group of students on contemporary issues on Income Tax
		2	<p>Unit 4:Tax Planning in Relation to Capital Gains and Other Sources:</p>	<p>ICAI Study material on Taxation (link-</p>	3	NA	NA	<ol style="list-style-type: none"> 1) Discussion on relevant notifications

			<ol style="list-style-type: none"> 1. Concept of Indexation 2. Choice of Indexed cost of acquisition 3. Practical Problems on choice of FMV or Actual Cost of Acquisition 4. Exemptions under section 54, 54B, 54F, 54EC 5. Practical Problems on use of exemptions from planning point 	<p>https://www.icai.org/post.html?post_id=16945)</p> <p>Singhania V. K , <i>GST & Customs Lax</i>, Taxmann Publication.</p> <p>Ahuja, Girish and Ravi Gupta. <i>Systematic Approach to Income Tax</i>. Bharat Law House, Delhi</p>				<p>and news related to Income Tax returns</p> <p>2) Presentation by group of students on contemporary issues on Income Tax</p>
		3	<p>Unit 4:Tax Planning in Relation to Capital Gains and Other Sources:</p> <ol style="list-style-type: none"> 1. Section 56- Basis of Charge for other sources income 2. Tax liability in case of gift received from relative and non-relative 3. Tax planning hints in case of gift income from relative and non-relative 4. Practical Problems on gift income from planning point 	<p>Singhania, Vinod K. and Singhania Monica. <i>Students' guide to Income Tax</i>. University Edition. Taxmann Publications Pvt Ltd., New Delhi.</p> <p>Ahuja, Girish and Ravi Gupta. <i>Systematic Approach to Income Tax</i>. Bharat Law House, Delhi</p> <p>Mahendra B. Gabhawala. <i>Direct Taxes Ready Reckoner with tax planning</i>. Bharat Law House Pvt. Ltd., New Delhi.</p> <p>ICAI Study material on Taxation (link-</p>	4	NA		<ol style="list-style-type: none"> 1. Discussion on relevant notifications and news related to Income Tax returns 2. Presentation by group of students on contemporary issues on Income Tax

				https://www.icai.org/post.html?post_id=16945				
		4	<p>Unit 4:Tax Planning in Relation to Capital Gains and Other Sources:</p> <p>Deductions permissible from Income from Other sources and its conditions</p>	<p>Singhania, Vinod K. and Singhania Monica. <i>Students' guide to Income Tax</i>. University Edition. Taxmann Publications Pvt Ltd., New Delhi.</p> <p>Ahuja, Girish and Ravi Gupta. <i>Systematic Approach to Income Tax</i>. Bharat Law House, Delhi</p> <p>Mahendra B. Gabhawala. <i>Direct Taxes Ready Reckoner with tax planning</i>. Bharat Law House Pvt. Ltd., New Delhi.</p> <p>ICAI Study material on Taxation (link-https://www.icai.org/post.html?post_id=16945)</p>	2		NA	Discussion on relevant notifications and news related to Income Tax returns; Presentation by group of students on contemporary issues on Income Tax
4	November	1	<p>Unit 5: Other Areas of Tax Planning:</p> <p>Concept of Clubbing of Income under section 60 to 64 Tax planning hints in relation to Clubbing of Income provisions Practical Problems on clubbing of income tax planning</p>	<p>Singhania, Vinod K. and Singhania Monica. <i>Students' guide to Income Tax</i>. University Edition. Taxmann Publications Pvt Ltd., New Delhi.</p> <p>Ahuja, Girish and Ravi Gupta. <i>Systematic Approach to</i></p>	4	NA	2 nd Internal Assessment: Unit 2 and 3	Discussion on relevant notifications and news related to Income Tax returns; Presentation by group of

				<p><i>Income Tax</i>. Bharat Law House, Delhi</p> <p>Mahendra B. Gabhawala. <i>Direct Taxes Ready Reckoner with tax planning</i>. Bharat Law House Pvt. Ltd., New Delhi.</p> <p>ICAI Study material on Taxation (link-https://www.icai.org/post.html?post_id=16945)</p>				students on contemporary issues on Income Tax
		2	<p>Unit 5: Other Areas of Tax Planning:</p> <ol style="list-style-type: none"> 1. Deduction under chapter VI-A of Income Tax act 2. Deductions u/s – 80C, 80CCC, 80 CCD(1), 80CCD(1B), 80CCD(2), 80D, 80DD, 80ddb, 80E, 80G, 80TTA, 80TTB, 80EEA, 80EEB, 80G, 80U 3. Practical Problems on use utilization of deductions so as to minimize tax liability 	<p>Singhania, Vinod K. and Singhania Monica. <i>Students' guide to Income Tax</i>. University Edition. Taxmann Publications Pvt Ltd., New Delhi.</p> <p>Ahuja, Girish and Ravi Gupta. <i>Systematic Approach to Income Tax</i>. Bharat Law House, Delhi</p> <p>Mahendra B. Gabhawala. <i>Direct Taxes Ready Reckoner with tax planning</i>. Bharat Law House Pvt. Ltd., New Delhi.</p> <p>ICAI Study material on Taxation (link-https://www.icai.org/post.html?post_id=16945)</p>	4	NA	NA	Discussion on relevant notifications and news related to Income Tax returns; Presentation by group of students on contemporary issues on Income Tax

		3	<p>Unit 5: Other Areas of Tax Planning:</p> <p>Rebate under 87A Practical Problems on Rebate under 87A so as to minimize tax liability</p> <p>Revision</p> <p>Discussion on Previous years papers</p> <p>Discussion on Internal Assessment papers</p>	<p>Singhania, Vinod K. and Singhania Monica. <i>Students' guide to Income Tax</i>. University Edition. Taxmann Publications Pvt Ltd., New Delhi.</p> <p>Ahuja, Girish and Ravi Gupta. <i>Systematic Approach to Income Tax</i>. Bharat Law House, Delhi</p> <p>Mahendra B. Gabhawala. <i>Direct Taxes Ready Reckoner with tax planning</i>. Bharat Law House Pvt. Ltd., New Delhi.</p> <p>ICAI Study material on Taxation (link- https://www.icai.org/post.html?post_id=16945)</p>	4	NA	NA	Discussion on relevant notifications and news related to Income Tax returns; Presentation by group of students on contemporary issues on Income Tax
		4	<p>Revision</p> <p>Discussion on Previous years papers</p> <p>Discussion on Internal Assessment papers</p> <p>Doubt sessions</p>	<p>Singhania, Vinod K. and Singhania Monica. <i>Students' guide to Income Tax</i>. University Edition. Taxmann Publications Pvt Ltd., New Delhi.</p> <p>Ahuja, Girish and Ravi Gupta. <i>Systematic Approach to Income Tax</i>. Bharat Law House, Delhi</p>	3		NA	Discussion on effective answer writing.

				<p>Mahendra B. Gabhawala. <i>Direct Taxes Ready Reckoner with tax planning.</i> Bharat Law House Pvt. Ltd., New Delhi.</p> <p>ICAI Study material on Taxation (link- https://www.icai.org/post.html?post_id=16945)</p>				
<p>Individual Interaction with students during preparatory leaves (Optional).</p>								

T: In addition to the lectures, each section of students is divided into *tutorial* groups. Each tutorial group consists of 10 students on average and meets the instructor once a week to discuss the content covered in the class.

Teaching Plan Odd Semester-Academic Year 2020-21

Name of the Teacher: Deepak Kumar

Course Name: B.Com.(Hons.)

Paper Title: Income Tax Law and Practice

Semester/Year: III/2nd

S. No.	Month	Week No.	Unit/Topic	Resource/References/Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
1	August	2	<p>Introduction to syllabus and objectives of course</p> <p>Unit-1</p> <ul style="list-style-type: none"> • Understanding the basic concepts in the law of income tax • Agricultural income; Person; Assessee; Assessment year; Previous year • Gross Total Income; Total income; Maximum marginal rate of tax; Permanent Account Number (PAN) 	<p>Singhania, Vinod K. and Singhania Monica. <i>Students' guide to Income Tax</i>. University Edition. Taxmann Publications Pvt Ltd., New Delhi.</p> <p>Ahuja, Girish and Gupta Ravi. <i>Systematic Approach to Income Tax</i>. Bharat Law House, Delhi.</p> <p>ICAI Study material on Taxation (Link-https://www.icai.org/post.html?post_id=16945)</p>	6	1		
		3	<p>6. Concept of Residential Status</p> <p>7. Relevance of Residential Status</p> <p>8. Scope of Total Income</p> <p>9. Deemed Income u/s -7</p> <p>10. Basics and Additional Conditions for determining the Residential</p>	<p>Singhania, Vinod K. and Singhania Monica. <i>Students' guide to Income Tax</i>. University Edition. Taxmann Publications Pvt Ltd., New Delhi.</p> <p>Ahuja, Girish and Gupta Ravi. <i>Systematic Approach to Income Tax</i>. Bharat Law House, Delhi.</p> <p>ICAI Study material on Taxation (Link-</p>	5	1		

				https://www.icai.org/post.html?post_id=16945)				
		4	<p>Unit 2 Income under head “salary” 3. Meaning of salary 4. Basis of charge Introduction of various incomes to be include in gross salary</p>	<p>Singhania, Vinod K. and Singhania Monica. <i>Students' guide to Income Tax</i>. University Edition. Taxmann Publications Pvt Ltd., New Delhi. Ahuja, Girish and Gupta Ravi. <i>Systematic Approach to Income Tax</i>. Bharat Law House, Delhi.</p> <p>ICAI Study material on Taxation (Link-https://www.icai.org/post.html?post_id=16945))</p>	6	1		
	September	1	<p>Allowances 4. Meaning 5. House rent allowances 6. Entertainment allowances (theory + practical)</p>	<p>Singhania, Vinod K. and Singhania Monica. <i>Students' guide to Income Tax</i>. University Edition. Taxmann Publications Pvt Ltd., New Delhi. Ahuja, Girish and Gupta Ravi. <i>Systematic Approach to Income Tax</i>. Bharat Law House, Delhi.</p> <p>ICAI Study material on Taxation (Link-https://www.icai.org/post.html?post_id=16945))</p>	6	1		

2		2	<p>Perquisites</p> <ol style="list-style-type: none"> 5. Meaning 6. Taxability of perquisites 7. Specified employee 8. Valuation of perquisite regarding all types of accommodation <p>(theory + practical)</p>	<p>Singhania, Vinod K. and Singhania Monica. <i>Students' guide to Income Tax</i>. University Edition. Taxmann Publications Pvt Ltd., New Delhi.</p> <p>Ahuja, Girish and Gupta Ravi. <i>Systematic Approach to Income Tax</i>. Bharat Law House, Delhi.</p> <p>ICAI Study material on Taxation (Link-https://www.icai.org/post.html?post_id=16945)</p>	6	1		
		3	<ol style="list-style-type: none"> 7. Monetary obligation discharged by employer 8. Valuation of LIC 9. Fringe benefits 10. Quick revision 11. Gratuity 12. Pension <p>(theory + practical)</p>	<p>Singhania, Vinod K. and Singhania Monica. <i>Students' guide to Income Tax</i>. University Edition. Taxmann Publications Pvt Ltd., New Delhi.</p> <p>Ahuja, Girish and Gupta Ravi. <i>Systematic Approach to Income Tax</i>. Bharat Law House, Delhi.</p> <p>ICAI Study material on Taxation (Link-https://www.icai.org/post.html?post_id=16945)</p>	6	1		
		4	<ol style="list-style-type: none"> 5. Treatment of leave salary 6. Compensation of VRS 7. Treatment of provident fund 8. Other retirement benefits <p>(theory + practical)</p> <p>Practical Problems of Salary</p>	<p>Singhania, Vinod K. and Singhania Monica. <i>Students' guide to Income Tax</i>. University Edition. Taxmann Publications Pvt Ltd., New Delhi.</p> <p>Ahuja, Girish and Gupta Ravi. <i>Systematic Approach to</i></p>	6	1		

				Income Tax. Bharat Law House, Delhi. ICAI Study material on Taxation (Link- https://www.icai.org/post.html?post_id=16945)				
	October	1	Income from House property <ul style="list-style-type: none"> • Meaning • Conditions • Computation of annual value <ol style="list-style-type: none"> 4. House property which is let throughout the PY 5. Property which is let and was vacant during the whole or part of previous year 6. House property which is let out part of year and self occupied for part of year Self occupied 	NSDL website for TDS returns (Link- ://www.tin-nsdl.com/services/etds-etcs/etds-steps.html) Singhania, Vinod K. and Singhania Monica. <i>Students' guide to Income Tax</i> . University Edition. Taxmann Publications Pvt Ltd., New Delhi. Ahuja, Girish and Gupta Ravi. <i>Systematic Approach to Income Tax</i> . Bharat Law House, Delhi. ICAI Study material on Taxation (Link- https://www.icai.org/post.html?post_id=16945))	5	1		
3		2	<ul style="list-style-type: none"> • Treatment of unrealised rent • Computation of income from house property of various categories. • Practical problems 	Singhania, Vinod K. and Singhania Monica. <i>Students' guide to Income Tax</i> . University Edition. Taxmann Publications Pvt Ltd., New Delhi. Ahuja, Girish and Gupta Ravi. <i>Systematic Approach to</i>	6	1		

				Income Tax. Bharat Law House, Delhi. ICAI Study material on Taxation (Link- https://www.icai.org/post.html?post_id=16945)				
		3	Unit 3 PGBP <ul style="list-style-type: none"> • Meaning • Basis of chargeability • Concept of depreciation in PGBP • Concept of depreciation continues • Practical problems regarding same 	NSDL website for TDS returns (Link- ://www.tin-nsdl.com/services/etds-etcs/etds-steps.html) Singhania, Vinod K. and Singhania Monica. <i>Students' guide to Income Tax</i> . University Edition. Taxmann Publications Pvt Ltd., New Delhi. Ahuja, Girish and Gupta Ravi. <i>Systematic Approach to Income Tax</i> . Bharat Law House, Delhi. ICAI Study material on Taxation (Link- https://www.icai.org/post.html?post_id=16945)	6	1	1 st Internal Assessment Residential status and House Property	
		4	<ul style="list-style-type: none"> • Section 35 in detail regarding expenditure on research • Various other provisions and sections 	NSDL website for TDS returns (Link- ://www.tin-nsdl.com/services/etds-etcs/etds-steps.html) Singhania, Vinod K. and Singhania Monica. <i>Students' guide to Income Tax</i> . University Edition. Taxmann Publications Pvt Ltd., New Delhi. Ahuja, Girish and Gupta Ravi. <i>Systematic Approach to</i>	6	1		

				Income Tax. Bharat Law House, Delhi. ICAI Study material on Taxation (Link- https://www.icai.org/post.html?post_id=16945)				
4	November	1	7. Practical problems of PGBP Income from Capital Gain 8. Meaning and types of capital asset 9. Provisions for calculating STCG & LTCG	ICAI Study material on Taxation (link- https://www.icai.org/post.html?post_id=16945) Singhania, Vinod K. and Singhania Monica. <i>Students' guide to Income Tax</i> . University Edition. Taxmann Publications Pvt Ltd., New Delhi. Ahuja, Girish and Gupta Ravi. <i>Systematic Approach to Income Tax</i> . Bharat Law House, Delhi.	5	1	2 nd Internal Assessment: Income from salary	
		2	2. Provisions for calculating STCG & LTCG (cont....) in addition to practical problems Unit 4 Set off, carried forward and set off of losses. Advance Payment of tax Clubbing of Income TDS and TCS Unit 5 Procedure of filing return, due dates of filing return	Singhania, Vinod K. and Singhania Monica. <i>Students' guide to Income Tax</i> . University Edition. Taxmann Publications Pvt Ltd., New Delhi. Ahuja, Girish and Gupta Ravi. <i>Systematic Approach to Income Tax</i> . Bharat Law House, Delhi. ICAI Study material on Taxation (Link- https://www.icai.org/post.html?post_id=16945)	6	1		

		3	ITR- 1 and 2	<p>NSDL website for TDS returns (Link-://www.tin-nsdl.com/services/etds-etcs/etds-steps.html)</p> <p>Singhania, Vinod K. and Singhania Monica. <i>Students' guide to Income Tax</i>. University Edition. Taxmann Publications Pvt Ltd., New Delhi.</p> <p>ICAI Study material on Taxation (Link-https://www.icai.org/post.html?post_id=16945)</p>	6	1		
		4	Revision	<p>Singhania, Vinod K. and Singhania Monica. <i>Students' guide to Income Tax</i>. University Edition. Taxmann Publications Pvt Ltd., New Delhi.</p> <p>Ahuja, Girish and Gupta Ravi. <i>Systematic Approach to Income Tax</i>. Bharat Law House, Delhi.</p>	4	NA		

Instructions:

1. Once you are done filling the form, please save the file as: 'teacher name'
E.g., abc.xyz, where abc refers to the first name and xyz refers to the surname.
2. Columns/Rows/Cells can be split or merged at your convenience. The **Basic Format** can be adapted to **expand** it to your needs.
3. Information required in the basic format is compulsory and **not optional**.
4. Teachers taking more than one paper in a semester should add extra table(s) for that particular semester
5. You may refer to the sample proforma attached with the email.
6. In case of any queries, please email teachingplansrcc@gmail.com
7. **The form must be submitted by 4th March 2021, 5:00 p.m., to the email mentioned above.**

Teaching Plan for Summer Semester 2016-17

Name of the Teacher: Dr Dipika Bansal

Course Name: B Com (Hons)

Paper Title: Auditing

Semester/Year: V/3rd year

S. No.	Month	Week No.	Unit/Topic	Resource/ References/ Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
1	July	3	Basics Financial Statements, Users of Financial Information, Definition of Auditing, Objectives of Auditing - Primary & Secondary, Expression of opinion, Detection of Frauds & Errors	1. Institute of Chartered Accountants of India, <i>Auditing and Assurance Standards</i> , ICAI, New Delhi. 2. Relevant Publications of ICAI on <i>Auditing</i> (CARO). 3. Gupta, Kamal and Ashok Arora, <i>Fundamentals of Auditing</i> , Tata Mc-Graw Hill Publishing Co. Ltd., New Delhi. 4. Ghatalia, S.V., <i>Practical Auditing</i> , Allied Publishers Private Ltd., New Delhi. 5. Singh, A. K. and Gupta Lovleen, <i>Auditing Theory and Practice</i> , Galgotia Publishing Company.	5	1		Resource/ References/ Recommended readings are same throughout the semester.

		4	Errors and Frauds Definition, Reasons & Circumstances, Types of Errors –Commission, Omission, Principle & Compensating, Types of Frauds, Risk of fraud & Error in Audit, Inherent limitations of Audit, Auditors Duties & Responsibilities in respect of fraud		5	1		
2	AUGUST	1	Principles of Audit Documentation, Planning, Audit Evidence, Accounting System & Internal Control, Audit Conclusions & Reporting. Auditing Concepts: Materiality, Going Concern, True and Fair, Independence		5	1		
		2	Audit Planning, Audit Programme, Audit working Papers and Audit notebook		5	1		
		3	Auditing Techniques: Test Check Test Checking Vs Routing Checking and Audit Sampling		5	1		
		4	Internal Control – Internal Check and Internal Audit		5	1		
3	SEPTEMBER	1	Company Auditor- Qualifications and disqualifications, Appointment, Rotation, Removal, Remuneration, Rights and Duties		5	1		
		2	Auditor's Report- Contents and Types		5			
		3	Liabilities of Statutory Auditors under the Companies Act, 2013		5	1		
		4	Cost audit, Tax audit and Management audit		5	1		

4	OCTOBER	1	Recent Trends in Auditing		5	1	I A conducted of the syllabus covered till September last week
		2	Vouching: Audit of Income		5	1	
		3	Vouching: Audit of Expenditure		5	1	
5	NOVEMBER	1	Auditing Techniques: verification Audit of assets		5	1	
					5		
		2	Audit of Liabilities			1	

Teaching Plan for Winter Semester 2016-17

Name of the Teacher: Dr Dipika Bansal

Course Name: B Com (Hons)

Paper Title: Corporate Accounting

Semester/Year: II/ 1st year

S. No.	Month	Week No.	Unit/Topic	Resource/ References/ Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity-GD, document ary etc.)
1.	January	1.	Accounting for Share Capital: Issue, forfeiture and reissue of forfeited shares- concept & process of book building		5	1		
				<p>Suggested Readings: Monga, J.R., <i>Fundamentals of Corporate Accounting</i>, Mayur Paper Backs, New Delhi.</p> <p>2. Maheshwari, S.N. and Maheshwari, S. K. <i>Corporate Accounting</i>, Vikas Publishing House, New Delhi.</p> <p>3. Shukla, M.C., Grewal, T.S. and Gupta, S.C. <i>Advanced Accounts</i>. Vol.-II. S. Chand &Co., New Delhi.</p> <p>4. Goyal, Bhushan Kumar. <i>Corporate Accounting</i>. Taxmann, New Delhi.</p> <p>5. Kumar, Alok. <i>Corporate Accounting</i>. Kitab Mahal.</p> <p>6. Sah, Raj Kumar, <i>Concept Building Approach to</i></p>				Suggested Readings are same throughout the semester

				<p><i>Corporate Accounting,</i> Cengage.</p> <p>7. Compendium of Statements and Standards of Accounting. The Institute of Chartered Accountants of India, New Delhi.</p>				
		2.	Redemption of preference shares		5		1	
		3.	Redemption of preference shares		5		1	
		4.	Issue of rights and bonus shares. Buy back of shares		5		1	
					5		1	
	Feburary	1.	Issue and Redemption of Debentures.					
					5		1	
		2.	Issue and Redemption of Debentures		5		1	
		3.	Valuation of Goodwill and Valuation of Shares		5		1	
		4.	Final Accounts		5		1	
	March	1.	Accounts of Holding Companies/Parent Companies		5		1	
							1	
					5			

		2.	Accounts of Holding Companies/Parent Companies					
		3.	Accounts of Holding Companies/Parent Companies					
					5	1		
	April	1.	Amalgamation of Companies		5	1		
						1	IA was conducted out of the syllabus covered till 3 rd week of march	
		2.	Amalgamation of Companies		5			
		3.	Cash Flow Statement		5	1		
		4.	Banking Companies		5	1		

Teaching Plan for Summer Semester 2017-18

Name of the Teacher: Dr Dipika Bansal

Course Name: B Com (Hons)

Paper Title: Financial accounting

Semester/Year: I/1st year

S. No.	Month	Week No.	Unit/Topic	Resource/ References/ Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
1	July	3	Theoretical Framework of accounting, financial accounting principles, financial accounting standards and International Financial Reporting Standards (IFRS)	<p>1. Goyal, Bhushan Kumar and H.N. Tiwari, Financial Accounting, Taxmann.</p> <p>2. Kumar, Alok. Financial Accounting, Singhal Publication.</p> <p>3. Lt Bhupinder. Financial Accounting – Concepts and Applications, Cengage</p> <p>4. Monga, J R. Financial Accounting: concept and Applications. Mayur paper Backs, New Delhi</p> <p>5. Sehgal, Ashok & Deepak Sehgal. Fundamentals of Financial Accounting, Taxmann.</p>	5	1		Resource/ References/ Recommended readings are same throughout the semester.

				6. Charles, T Horngren, Gart L. Sundem, John A. Elliot and Donna R. Philbrick. Introduction to Financial Accounting, Pearson.				
		4	Accounting Process		5	1		
2	AUGUST	1	Final accounts		5	1		
		2	Depreciation: The accounting concept of depreciation. Factors in the measurement of depreciation. Methods of computing depreciation: straight line method and diminishing balance method		5	1		
		3	Depreciation: Disposal of depreciable assets- change of method		5	1		
		4	Inventories: Meaning. Significance of inventory valuation. Inventory Record Systems: periodic and perpetual. Methods: FIFO, LIFO and Weighted Average.		5	1		
3	SEPTEMBER	1	Preparation of financial statements of not for profit organization.		5	1		
		2	Accounting for Hire Purchase and Installment System: Calculation of interest, partial and full repossession		5			
		3	Accounting for Hire Purchase and Installment System: Hire purchase trading (total cash price basis), stock and debtors system.		5	1		
		4			5	1		

			Accounting for Inland Branches: Concept of dependent branches; accounting aspects; debtors system, stock and debtors system, branch final accounts system (only theory) and whole sale basis system (Theory only)				
4	OCTOBER	1	Accounting for Inland Branches: Concept of dependent branches; accounting aspects, branch final accounts system (only theory) and whole sale basis system (Theory only)		5	1	I A conducted of the syllabus covered till September last week
		2	Accounting for Inland Branches: Independent branches (theory only); Concept-accounting treatment: important adjustment entries and preparation of consolidated profit and loss account and balance sheet		5	1	
		3	Accounting for Dissolution of the Partnership Firm: Accounting of Dissolution of the Partnership Firm including Insolvency of partners		5	1	
5	NOVEMBER	1	Accounting for Dissolution of the Partnership Firm: sale to a limited company and piecemeal distribution		5	1	
		2	Computerized Accounting System		5	1	

Teaching Plan for Winter Semester 2017-18

Name of the Teacher: Dr Dipika Bansal

Course Name: B Com(Hons)

Paper Title: Corporate Accounting

Semester/Year: II/ 1st year

S. No.	Month	Week No.	Unit/Topic	Resource/ References/ Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity-GD, documentary etc.)
1.	January	1.	Accounting for Share Capital: Issue, forfeiture and reissue of forfeited shares- concept & process of book building		5	1		
				<p>Suggested Readings: Monga, J.R., <i>Fundamentals of Corporate Accounting</i>, Mayur Paper Backs, New Delhi.</p> <p>2. Maheshwari, S.N. and Maheshwari, S. K. <i>Corporate Accounting</i>, Vikas Publishing House, New Delhi.</p> <p>3. Shukla, M.C., Grewal, T.S. and Gupta, S.C. <i>Advanced Accounts</i>. Vol.-II. S. Chand &Co., New Delhi.</p> <p>4. Goyal, Bhushan Kumar. <i>Corporate Accounting</i>. Taxmann, New Delhi.</p> <p>5. Kumar, Alok. <i>Corporate Accounting</i>. Kitab Mahal.</p> <p>6. Sah, Raj Kumar, <i>Concept Building Approach to</i></p>				Suggested Readings are same throughout the semester

			<p><i>Corporate Accounting,</i> Cengage.</p> <p>7. Compendium of Statements and Standards of Accounting. The Institute of Chartered Accountants of India, New Delhi.</p>				
		2.	Redemption of preference shares	5		1	
		3.	Redemption of preference shares	5		1	
		4.	Issue of rights and bonus shares. Buy back of shares	5		1	
				5		1	
	Feburary	1.	Issue and Redemption of Debentures.	5		1	
		2.	Issue and Redemption of Debentures	5		1	
		3.	Valuation of Goodwill and Valuation of Shares	5		1	
		4.	Final Accounts	5		1	
	March	1.	Accounts of Holding Companies/Parent Companies	5		1	
				5		1	

		2.	Accounts of Holding Companies/Parent Companies					
		3.	Accounts of Holding Companies/Parent Companies					
					5	1		
	April	1.	Amalgamation of Companies		5	1		
						1	IA was conducted out of the syllabus covered till 3 rd week of march	
		2.	Amalgamation of Companies		5			
		3.	Cash Flow Statement		5	1		
		4.	Banking Companies		5	1		

Teaching Plan for Summer Semester 2018-19

Name of the Teacher: Dr Dipika Bansal

Course Name: B Com(Hons)

Paper Title: Financial accounting

Semester/Year: I/1st year

S. No.	Month	Week No.	Unit/Topic	Resource/ References/ Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
1	July	3	Theoretical Framework of accounting, financial accounting principles, Financial accounting standards and International Financial Reporting Standards (IFRS)	<p>1. Goyal, Bhushan Kumar and H.N. Tiwari, Financial Accounting, Taxmann.</p> <p>2. Kumar, Alok. Financial Accounting, Singhal Publication.</p> <p>3. Lt Bhupinder. Financial Accounting – Concepts and Applications, Cengage.</p> <p>4. Monga, J R. Financial Accounting: concept and Applications. Mayur paper Backs, New Delhi</p> <p>5. Sehgal, Ashok & Deepak Sehgal. Fundamentals of Financial Accounting, Taxmann.</p>	5	1		Resource/ References/ Recommended readings are same throughout the semester

				6. Charles, T Horngren, Gart L. Sundem, John A Elliot and Donna R. Philbrick. <i>Introduction to Financial Accounting</i> , Pearson.				
		4	Accounting Process		5	1		
2	AUGUST	1	Final accounts		5	1		
		2	Depreciation: The accounting concept of depreciation. Factors in the measurement of depreciation. Methods of computing depreciation: straight line method and diminishing balance method		5	1		
		3	Depreciation: Disposal of depreciable assets- change of method		5	1		
		4	Inventories: Meaning. Significance of inventory valuation. Inventory Record Systems: periodic and perpetual. Methods: FIFO, LIFO and Weighted Average		5	1		
3	SEPTEMBER	1	Preparation of financial statements of not for profit organization		5	1		
		2	Accounting for Hire Purchase and Installment System: Calculation of interest, partial and full repossession		5			
		3	Accounting for Hire Purchase and Installment System: Hire purchase trading (total cash price basis), stock and debtors system.		5	1		
		4	Accounting for Inland Branches: Concept of dependent branches; accounting aspects; debtors system,		5	1		

			stock and debtors system, branch final accounts system (only theory) and whole sale basis system (Theory only),				
4	OCTOBER	1	Accounting for Inland Branches: Concept of dependent branches; accounting aspects, branch final accounts system (only theory) and whole sale basis system (Theory only)		5	1	I A conducted of the syllabus covered till September last week
		2	Accounting for Inland Branches: Independent branches (theory only); Concept-accounting treatment: important adjustment entries and preparation of consolidated profit and loss account and balance sheet		5	1	
		3	Accounting for Dissolution of the Partnership Firm: Accounting of Dissolution of the Partnership Firm including Insolvency of partners		5	1	
5	NOVEMBER	1	Accounting for Dissolution of the Partnership Firm: sale to a limited company and piecemeal distribution		5	1	
		2	Computerized Accounting System		5	1	

Teaching Plan for Winter Semester 2018-19

Name of the Teacher: Dr Dipika Bansal

Course Name: B Com (Hons)

Paper Title: Corporate Accounting

Semester/Year: II/ 1st year

S. No.	Month	Week No.	Unit/Topic	Resource/ References/ Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity-GD, document ary etc.)
1.	January	1.	Accounting for Share Capital: Issue, forfeiture and reissue of forfeited shares- concept & process of book building		5	1		
				<p>Suggested Readings: Monga, J.R., <i>Fundamentals of Corporate Accounting</i>, Mayur Paper Backs, New Delhi.</p> <p>2. Maheshwari, S.N. and Maheshwari, S. K. <i>Corporate Accounting</i>, Vikas Publishing House, New Delhi.</p> <p>3. Shukla, M.C., Grewal, T.S. and Gupta, S.C. <i>Advanced Accounts</i>. Vol.-II. S. Chand &Co., New Delhi.</p> <p>4. Goyal, Bhushan Kumar. <i>Corporate Accounting</i>. Taxmann, New Delhi.</p> <p>5. Kumar, Alok. <i>Corporate Accounting</i>. Kitab Mahal.</p> <p>6. Sah, Raj Kumar, <i>Concept Building Approach to</i></p>				Suggested Readings are same throughout the semester

			<p><i>Corporate Accounting,</i> Cengage.</p> <p>7. Compendium of Statements and Standards of Accounting. The Institute of Chartered Accountants of India, New Delhi.</p>				
		2.	Redemption of preference shares	5		1	
		3.	Redemption of preference shares	5		1	
		4.	Issue of rights and bonus shares. Buy back of shares	5		1	
				5		1	
	Feburary	1.	Issue and Redemption of Debentures.	5		1	
		2.	Issue and Redemption of Debentures	5		1	
		3.	Valuation of Goodwill and Valuation of Shares	5		1	
		4.	Final Accounts	5		1	
	March	1.	Accounts of Holding Companies/Parent Companies	5		1	
				5		1	

		2.	Accounts of Holding Companies/Parent Companies					
		3.	Accounts of Holding Companies/Parent Companies					
					5	1		
	April	1.	Amalgamation of Companies		5	1		
						1	IA was conducted out of the syllabus covered till 3 rd week of march	
		2.	Amalgamation of Companies		5			
		3.	Cash Flow Statement		5	1		
		4.	Banking Companies		5	1		

Teaching Plan for Summer Semester 2019-20

Name of the Teacher: Dr Dipika Bansal

Course Name: B Com(Hons)

Paper Title: Financial accounting

Semester/Year: I/1st year

S. No.	Month	Week No.	Unit/Topic	Resource/ References/ Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
1	July	3	Theoretical Framework of accounting, financial accounting principles, Financial accounting standards and International Financial Reporting Standards (IFRS)	<p>1. Goyal, Bhushan Kumar and H.N. Tiwari, Financial Accounting, Taxmann.</p> <p>2. Kumar, Alok. Financial Accounting, Singhal Publication.</p> <p>3. Lt Bhupinder. Financial Accounting – Concepts and Applications, Cengage.</p> <p>4. Monga, J R. Financial Accounting: concept and Applications. Mayur paper Backs, New Delhi</p> <p>5. Sehgal, Ashok & Deepak Sehgal. Fundamentals of Financial Accounting, Taxmann.</p>	5	1		Resource/ References / Recommended readings are same throughout the semester.

				6. Charles, T Horngren, Gart L. Sundem, John A Elliot and Donna R. Philbrick. <i>Introduction to Financial Accounting</i> , Pearson.				
		4	Accounting Process		5	1		
2	AUGUST	1	Final accounts		5	1		
		2	Depreciation: The accounting concept of depreciation. Factors in the measurement of depreciation. Methods of computing depreciation: straight line method and diminishing balance method		5	1		
		3	Depreciation: Disposal of depreciable assets- change of method, exchange of asset, Revaluation of assets.		5	1		
		4	Inventories: Meaning. Significance of inventory valuation. Inventory Record Systems: periodic and perpetual. Methods: FIFO, LIFO and Weighted Average.		5	1		
3	SEPTEMBER	1	Preparation of financial statements of not for profit organization.		5	1		
		2	Accounting for Hire Purchase and Installment System: Calculation of interest, partial and full repossession		5			
		3	Accounting for Hire Purchase and Installment System: stock and debtors system.		5	1		
		4	Accounting for Inland Branches: Concept of dependent branches;		5	1		

			accounting aspects; debtors system, stock and debtors system.							
4	OCTOBER	1	Accounting for Inland Branches: Concept of dependent branches; independent Branches		5	1				
		2	Accounting for Leases and Departmental Accounting				5		1	I A conducted of the syllabus covered till September last week
		3	Accounting for Dissolution of the Partnership Firm: Accounting of Dissolution of the Partnership Firm including Insolvency of partners				5		1	
5	NOVEMBER	1	Accounting for Dissolution of the Partnership Firm: piecemeal distribution.		5	1				
		2	Computerized Accounting System: Tally ERP9		5				1	

Teaching Plan for Winter Semester 2019-20

Name of the Teacher: Dr Dipika Bansal

Course Name: B Com(Hons)

Paper Title: Corporate Accounting

Semester/Year: II/ 1st year

S. No.	Month	Week No.	Unit/Topic	Resource/ References/ Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity-GD, documentary etc.)
1.	January	1.	Accounting for Share Capital: Introduction to issue of shares and debentures. Issue of rights and Bonus shares	<p>Goyal, Bhushan Kumar. <i>Corporate Accounting</i>. Taxmann, New Delhi.</p> <ul style="list-style-type: none"> • Kumar, Alok. <i>Corporate Accounting</i>. Kitab Mahal. • Monga, J. R. <i>Fundamentals of Corporate Accounting</i>. Mayur Paper Backs, New Delhi • Sah, Raj Kumar, <i>Concept Building Approach to Corporate Accounting</i>, Cengage • Sehgal Ashok & Sehgal Deepak. <i>Corporate Accounting</i> • Tulsian P. C. <i>Corporate Accounting</i>. S Chand & Co. New Delhi 	5	1		
								Suggested Readings

									are same throughout the semester
		2.	Accounting for Share Capital: ESOPs and buyback of shares, book building.		5	1			
		3.	Underwriting of shares and debentures		5	1			
		4.	Redemption of Preference shares		5	1			
					5	1			
	Feburary	1.	Redemption of debentures: sinking/debenture redemption fund, open market purchase and conversion of debentures		5	1			
		2.	Redemption of debentures: sinking/debenture redemption fund, open market purchase and conversion of debentures		5	1			
		3.	Financial Statements of a Company		5	1			
		4.	Financial Statements of a Company and Cash Flow Statement		5	1			
	March	1.	Accounts of Holding Companies/Parent Companies		5	1			
		2.	Accounts of Holding Companies/Parent Companies		5	1			
		3.	Accounts of Holding Companies/Parent Companies		5	1			
	April	1.	Amalgamation of Companies		5	1			

		2.	Amalgamation of Companies		5	1	IA was conducted out of the syllabus covered till 3 rd week of March	
		3.	Accounting for liquidation of companies.		5	1		
		4.	Introduction to the Insolvency and Bankruptcy Code, 2016 and other relevant provisions. Preparation of Statement of Affairs as per the format prescribed by the Act and Deficiency Account		5	1		

Teaching Plan for Summer Semester 2020-21

Name of the Teacher: Dr Dipika Bansal

Course Name: B Com(Hons)

Paper Title: Financial accounting

Semester/Year: I/1st year

S. No.	Month	Week No.	Unit/Topic	Resource/ References/ Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
1	July	3	Theoretical Framework of accounting, financial accounting principles, Financial accounting standards and International Financial Reporting Standards (IFRS)	<p>1. Goyal, Bhushan Kumar and H.N. Tiwari, Financial Accounting, Taxmann.</p> <p>2. Kumar, Alok. Financial Accounting, Singhal Publication.</p> <p>3. Lt Bhupinder. Financial Accounting – Concepts and Applications, Cengage.</p> <p>4. Monga, J R. Financial Accounting: concept and Applications. Mayur paper Backs, New Delhi</p> <p>5. Sehgal, Ashok & Deepak Sehgal. Fundamentals of Financial Accounting, Taxmann.</p>	5	1		Resource/ References / Recommended readings are same throughout the semester.

				6. Charles, T Horngren, Gart L. Sundem, John A Elliot and Donna R. Philbrick. <i>Introduction to Financial Accounting</i> , Pearson.				
		4	Accounting Process		5	1		
2	AUGUST	1	Final accounts		5	1		
		2	Depreciation: The accounting concept of depreciation. Factors in the measurement of depreciation. Methods of computing depreciation: straight line method and diminishing balance method		5	1		
		3	Depreciation: Disposal of depreciable assets- change of method, exchange of asset, Revaluation of assets.		5	1		
		4	Inventories: Meaning. Significance of inventory valuation. Inventory Record Systems: periodic and perpetual. Methods: FIFO, LIFO and Weighted Average.		5	1		
3	SEPTEMBER	1	Preparation of financial statements of not for profit organization.		5	1		
		2	Accounting for Hire Purchase and Installment System: Calculation of interest, partial and full repossession		5			
		3	Accounting for Hire Purchase and Installment System: stock and debtors system.		5	1		
		4	Accounting for Inland Branches: Concept of dependent branches;		5	1		

			accounting aspects; debtors system, stock and debtors system.							
4	OCTOBER	1	Accounting for Inland Branches: Concept of dependent branches; independent Branches		5	1				
		2	Accounting for Leases and Departmental Accounting				5		1	I A conducted of the syllabus covered till September last week
		3	Accounting for Dissolution of the Partnership Firm: Accounting of Dissolution of the Partnership Firm including Insolvency of partners				5		1	
5	NOVEMBER	1	Accounting for Dissolution of the Partnership Firm: piecemeal distribution.		5	1				
		2	Computerized Accounting System: Tally Prime		5				1	

Teaching Plan for Winter Semester 2020-21

Name of the Teacher: Dr Dipika Bansal

Course Name: B Com(Hons)

Paper Title: Corporate Accounting

Semester/Year: II/ 1st year

S. No.	Month	Week No.	Unit/Topic	Resource/ References/ Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity-GD, documentary etc.)
1.	January	1.	Accounting for Share Capital: Introduction to issue of shares and debentures. Issue of rights and Bonus shares	<p>Goyal, Bhushan Kumar. <i>Corporate Accounting</i>. Taxmann, New Delhi.</p> <ul style="list-style-type: none"> • Kumar, Alok. <i>Corporate Accounting</i>. Kitab Mahal. • Monga, J. R. <i>Fundamentals of Corporate Accounting</i>. Mayur Paper Backs, New Delhi • Sah, Raj Kumar, <i>Concept Building Approach to Corporate Accounting</i>, Cengage • Sehgal Ashok & Sehgal Deepak. <i>Corporate Accounting</i> • Tulsian P. C. <i>Corporate Accounting</i>. S Chand & Co. New Delhi 	5	1		
								Suggested Readings

									are same throughout the semester
		2.	Accounting for Share Capital: ESOPs and buyback of shares, book building.		5		1		
		3.	Underwriting of shares and debentures		5		1		
		4.	Redemption of Preference shares						
					5		1		
					5		1		
	Feburary	1.	Redemption of debentures: sinking/debenture redemption fund, open market purchase and conversion of debentures		5		1		
		2.	Redemption of debentures: sinking/debenture redemption fund, open market purchase and conversion of debentures						
					5		1		
		3.	Financial Statements of a Company		5		1		
		4.	Financial Statements of a Company and Cash Flow Statement						
					5		1		
	March	1.	Accounts of Holding Companies/Parent Companies		5		1		
		2.	Accounts of Holding Companies/Parent Companies						
					5		1		
		3.	Accounts of Holding Companies/Parent Companies						
					5		1		
	April	1.	Amalgamation of Companies		5		1		

		2.	Amalgamation of Companies		5		1	IA was conducted out of the syllabus covered till 3 rd week of March
		3.	Accounting for liquidation of companies.		5		1	
		4.	Introduction to the Insolvency and Bankruptcy Code, 2016 and other relevant provisions. Preparation of Statement of Affairs as per the format prescribed by the Act and Deficiency Account		5		1	

Teaching Plan for Summer Semester 2019-2020

Name of the Teacher: Dixit Yadav

Course Name: B.Com. (Hons.)

Paper Title: Financial Markets, Institutions and Financial Services

Semester/Year: 5th Semester

S. No.	Month	Week No.	Unit/Topic	Resource/ References/ Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
1.	August	3-4	Unit 1	1. Bhole, L.M., Financial Markets and Institutions. Tata McGraw Hill Publishing Company- Introduction	10	2		Presentation by group of 5 student on current financial market related topic.
				2. Economic Times, Mint Newspaper				
				3. Khan, M.Y., Indian Financial System-Theory and Practice. New Delhi: Vikas Publishing House- Introduction				
				4.				
				5.				
2.	September	1	Unit-2-3	1. Bhole, L.M., Financial Markets and Institutions. Tata McGraw Hill Publishing Company- Topic Related to Financial Market 2. Khan, M.Y., Indian Financial System-Theory and Practice. New Delhi: Vikas Publishing House- Topic Related to Financial Market	5	1		Presentation by group of 5 student on current financial market related topics.
		2		1. Bhole, L.M., Financial Markets and Institutions. Tata McGraw Hill Publishing Company- Topic Related to Financial Market 2. Khan, M.Y., Indian Financial System-Theory and Practice. New Delhi: Vikas Publishing House- Topic Related to Financial Market 3. Mint Article on Indian Financial Market	5	1		
		3		1. Bhole, L.M., Financial Markets and Institutions. Tata McGraw Hill Publishing Company- Topic Related to Financial Market	5	1		

S. No.	Month	Week No.	Unit/Topic	Resource/ References/ Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
				2. Khan, M.Y., Indian Financial System-Theory and Practice. New Delhi: Vikas Publishing House- Topic Related to Financial Market 3. Economic Times Article on Indian Financial Market				
		4.		1. Bhole, L.M., Financial Markets and Institutions. Tata McGraw Hill Publishing Company- Topic Related to Financial Market 2. Khan, M.Y., Indian Financial System-Theory and Practice. New Delhi: Vikas Publishing House- Topic Related to Financial Market and Financial Institution	5	1		
				5.				
3.	October	1.	Unit- 3 Contd. , Unit -4	1. Bhole, L.M., Financial Markets and Institutions. Tata McGraw Hill Publishing Company- Topic Related to Financial Instituion 2. Khan, M.Y., Indian Financial System-Theory and Practice. New Delhi: Vikas Publishing House- Topic Related to Financial Institution 3. Annual Report of SEBI	5	1		Presentation by group of 5 student on current financial market related topics.
		2.		1. RBI information on NBFC form RBI Website. 2. Newspaper Article on NBFC performance in India and problem faced by them.	5	1		
		3.		1. Bhole, L.M., Financial Markets and Institutions. Tata McGraw Hill Publishing Company- Topic Related to Financial Instituion 2.Bhole, L.M., Financial Markets and Institutions. Tata McGraw Hill	5	1		

S. No.	Month	Week No.	Unit/Topic	Resource/ References/ Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
				Publishing Company- Topic Related to Financial Service Industry. 2. Khan, M.Y., Indian Financial System-Theory and Practice. New Delhi: Vikas Publishing House- Topic Related to Financial Service Industry				
		4.		1. Bhole, L.M., Financial Markets and Institutions. Tata McGraw Hill Publishing Company- Topic Related to Financial Service Industry. 2. Khan, M.Y., Indian Financial System-Theory and Practice. New Delhi: Vikas Publishing House- Topic Related to Financial Service Industry	5	1		
				5.				
4.	November	1	UNIT- 5	1. Singh, J.K., Venture Capital Financing in India. Dhanpat Rai and Company, New Delh	5	1	Test of 20 marks	
		2		1. Revision	5	1		
5.				1.				
				2.				
				3.				
				4.				
				5.				

Teaching Plan for Winter Semester 2019-20

Name of the Teacher: Dixit Yadav

Course Name: B COM(H)

Paper Title: COST ACCOUNTING

Semester/Year: 4TH Semester

S. No.	Month	Week No.	Unit/Topic	Resource/ References/ Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
1.	Jan	1.	Unit 1- 2	1. Arora, M.N. Cost Accounting-principles and practice. Vikas Publishing House, New Delhi. Chapter- Introduction 2. Singh, Surender. Fundamentals of Cost Accounting. Kitab Mahal, Allahabad/New Delhi. Chapter- Introduction	5	1	Internal Assessment of 20 marks in the last week of January	
		2.		1. Arora, M.N. Cost Accounting-principles and practice. Vikas Publishing House, New Delhi. Chapter- Introduction 2. Singh, Surender. Fundamentals of Cost Accounting. Kitab Mahal, Allahabad/New Delhi. Chapter- Introduction				
		3		3. Arora, M.N. Cost Accounting-principles and practice. Vikas Publishing House, New Delhi. Chapter- Material Cost				

				1. Singh, Surender. Fundamentals of Cost Accounting. Kitab Mahal, Allahabad/New Delhi. Chapter- Material				
		2.		1. Arora, M.N. Cost Accounting-principles and practice. Vikas Publishing House, New Delhi. Chapter- Material 2. Singh, Surender. Fundamentals of Cost Accounting. Kitab Mahal, Allahabad/New Delhi. Chapter- Material	5	1		
				5.				
2.	February	1.	Unit-2 Contd. , Unit- 3	1. Arora, M.N. Cost Accounting-principles and practice. Vikas Publishing House, New Delhi. Chapter- Labour Cost 2. Singh, Surender. Fundamentals of Cost Accounting. Kitab Mahal, Allahabad/New Delhi. Chapter- Labour Cost	5	1		
		2		1. Arora, M.N. Cost Accounting-principles and practice. Vikas Publishing House, New Delhi. Chapter- Overhead Cost 2. Singh, Surender. Fundamentals of Cost Accounting. Kitab Mahal, Allahabad/New	5	1		

				Delhi. Chapter-Overhead Cost				
		3.		1. Arora, M.N. Cost Accounting-principles and practice. Vikas Publishing House, New Delhi. Chapter-Overhead Cost 2. Singh, Surender. Fundamentals of Cost Accounting. Kitab Mahal, Allahabad/New Delhi. Chapter-Overhead Cost	5	1		
		4		1. Arora, M.N. Cost Accounting-principles and practice. Vikas Publishing House, New Delhi. Chapter-Overhead Cost 2. Singh, Surender. Fundamentals of Cost Accounting. Kitab Mahal, Allahabad/New Delhi. Chapter-Overhead Cost	5	1		
				5.				
3.	March	1.	Unit-3 Contd. , Unit-4	1. Arora, M.N. Cost Accounting-principles and practice. Vikas Publishing House, New Delhi. Chapter- ABC 2. Singh, Surender. Fundamentals of Cost Accounting. Kitab Mahal, Allahabad/New Delhi. Chapter- ABC	5	1		

		2	<ol style="list-style-type: none"> 1. Arora, M.N. Cost Accounting-principles and practice. Vikas Publishing House, New Delhi. Chapter- Unit Costing 2. Singh, Surender. Fundamentals of Cost Accounting. Kitab Mahal, Allahabad/New Delhi. Chapter- Unit Costing 	5	1		
		3	<ol style="list-style-type: none"> 1. Arora, M.N. Cost Accounting-principles and practice. Vikas Publishing House, New Delhi. Chapter- Job Costing 2. Singh, Surender. Fundamentals of Cost Accounting. Kitab Mahal, Allahabad/New Delhi. Chapter- Job Costing 	5	1		
		4	<ol style="list-style-type: none"> 1. Arora, M.N. Cost Accounting-principles and practice. Vikas Publishing House, New Delhi. Chapter- Process Costing 2. Singh, Surender. Fundamentals of Cost Accounting. Kitab Mahal, Allahabad/New Delhi. Chapter- Process Costing 	5	1		
		5	<ol style="list-style-type: none"> 1. Arora, M.N. Cost Accounting-principles 	3	1		

				<p>and practice. Vikas Publishing House, New Delhi. Chapter- Process Costing</p> <p>2. Singh, Surender. Fundamentals of Cost Accounting. Kitab Mahal, Allahabad/New Delhi. Chapter- Process Costing</p>				
4.	April	1.	Unit-4 Contd.	<p>1. Arora, M.N. Cost Accounting-principles and practice. Vikas Publishing House, New Delhi. Chapter- Process Costing</p> <p>2. Singh, Surender. Fundamentals of Cost Accounting. Kitab Mahal, Allahabad/New Delhi. Chapter- Process Costing</p>	5	1		
		2.		<p>1. Arora, M.N. Cost Accounting-principles and practice. Vikas Publishing House, New Delhi. Chapter- Service Costing</p> <p>2. Singh, Surender. Fundamentals of Cost Accounting. Kitab Mahal, Allahabad/New Delhi. Chapter- Service Costing</p>	5	1		
		3.		<p>1. Arora, M.N. Cost Accounting-principles and practice. Vikas Publishing House, New</p>	5	1		

				<p>Delhi. Chapter- Integral and Non- Integral System.</p> <p>2. Singh, Surrender. Fundamentals of Cost Accounting. Kitab Mahal, Allahabad/New Delhi. Chapter- Integral and Non – Integral System</p>				
		4		<p>1. Arora, M.N. Cost Accounting-principles and practice. Vikas Publishing House, New Delhi. Chapter- Reconciliation of cost accounting records with financial accounts.</p> <p>2. Singh, Surrender. Fundamentals of Cost Accounting. Kitab Mahal, Allahabad/New Delhi. Chapter- Reconciliation of cost accounting records with financial accounts.</p>	5	1		
				5.				
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Teaching Plan for Summer Semester 2020-21

Name of the Teacher: Dixit Yadav

Course Name: BCOM (H)

Paper Title: INVESTING IN STOCK MARKETS

Semester/Year: 3rd Semester

S. No.	Month	Week No.	Unit/Topic	Resource/ References/ Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
1.	August	1.	Unit-1	1. Madura, Jeff, Personal Finance, Pearson. Introduction part 2. Tripathi, Vanita and Pawar, Neeti (2019), Investing in Stock Market, Taxmann Publications. Chapter- Introduction	5	1		Documentary on US Financial Crisis – Inside Job
		2.		1. Madura, Jeff, Personal Finance, Pearson. Introduction part 2. Tripathi, Vanita and Pawar, Neeti (2019), Investing in Stock Market, Taxmann Publications. Chapter- Introduction	5	1		
		3.		1. Madura, Jeff, Personal Finance, Pearson. Introduction part 2. Tripathi, Vanita and Pawar, Neeti (2019), Investing in Stock Market, Taxmann Publications. Chapter- Introduction	5	1		
				1. Madura, Jeff, Personal Finance, Pearson. Topic on Security Markets.2.				

S. No	Month	Week No.	Unit/Topic	Resource/ References/ Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
				2. Tripathi, Vanita and Pawar, Neeti (2019), Investing in Stock Market, Taxmann Publications. Chapter- Indian stock Market				
2.	September		Unit-2 , Unit-3	1. Madura, Jeff, Personal Finance, Pearson. Topic on Security Markets. 2. Tripathi, Vanita and Pawar, Neeti (2019), Investing in Stock Market, Taxmann Publications. Chapter- Indian stock Market	5	1		
		2.		1. Madura, Jeff, Personal Finance, Pearson. Topic on Security Markets. 2. Tripathi, Vanita and Pawar, Neeti (2019), Investing in Stock Market, Taxmann Publications. Chapter- Indian stock Market	5	1		
				1. Madura, Jeff, Personal Finance, Pearson. Topic on Security Markets. 2. Tripathi, Vanita and Pawar, Neeti (2019), Investing in Stock Market, Taxmann Publications. Chapter- Indian stock Market	5	1		

S. No	Month	Week No.	Unit/Topic	Resource/ References/ Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
		4		1. Madura, Jeff, Personal Finance, Pearson. Topic on Fundamental Analysis. 2. Tripathi, Vanita and Pawar, Neeti (2019), Investing in Stock Market, Taxmann Publications. Chapter-Fundamental Analysis.	5	1		
				5.				
3.	October		Unit-3, Unit-4	1. Madura, Jeff, Personal Finance, Pearson. Topic on Fundamental Analysis. 2. Tripathi, Vanita and Pawar, Neeti (2019), Investing in Stock Market, Taxmann Publications. Chapter-Fundamental Analysis.				
		2		1. Madura, Jeff, Personal Finance, Pearson. Topic on Fundamental Analysis. 2. Tripathi, Vanita and Pawar, Neeti (2019), Investing in Stock Market, Taxmann Publications. Chapter-Fundamental Analysis.				
		3		1. Madura, Jeff, Personal Finance, Pearson. Topic on Technical Analysis.				

S. No	Month	Week No.	Unit/Topic	Resource/ References/ Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
				2. Tripathi, Vanita and Pawar, Neeti (2019), Investing in Stock Market, Taxmann Publications. Chapter- Technical Analysis.				
		4		1. Madura, Jeff, Personal Finance, Pearson. Topic on Technical Analysis. 2. Tripathi, Vanita and Pawar, Neeti (2019), Investing in Stock Market, Taxmann Publications. Chapter- Technical Analysis.				
				5.				
4.	November	1	Unit-4	1. Madura, Jeff, Personal Finance, Pearson. Topic on Technical Analysis. 2. Tripathi, Vanita and Pawar, Neeti (2019), Investing in Stock Market, Taxmann Publications. Chapter- Technical Analysis.				
		2.		1. Madura, Jeff, Personal Finance, Pearson. Investing in Mutual Funds 2. Tripathi, Vanita and Pawar, Neeti (2019), Investing in Stock Market, Taxmann Publications. Chapter-				

S. No	Month	Week No.	Unit/Topic	Resource/ References/ Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
				Investing in Mutual Funds				
				1. Madura, Jeff, Personal Finance, Pearson. Investing in Mutual Funds				
				2. Tripathi, Vanita and Pawar, Neeti (2019), Investing in Stock Market, Taxmann Publications. Chapter- Investing in Mutual Funds				
		4.		Revision				
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				2.				
				3.				
				4.				
				5.				

Teaching Plan for Winter Semester 2020-21

Name of the Teacher:Dixit Yadav

Course Name: B COM(H)

Paper Title: COST ACCOUNTING

Semester/Year: 4TH Semester

S. No.	Month	Week No.	Unit/Topic	Resource/ References/ Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
1.	Jan	3.	Unit 1- 2	4. Arora, M.N. Cost Accounting-principles and practice. Vikas Publishing House, New Delhi. Chapter- Introduction	5	1		
		5. Singh, Surender. Fundamentals of Cost Accounting. Kitab Mahal, Allahabad/New Delhi. Chapter- Introduction						
		2.		6. Arora, M.N. Cost Accounting-principles and practice. Vikas Publishing House, New Delhi. Chapter- Introduction	5	1		
				7. Singh, Surender. Fundamentals of Cost Accounting. Kitab Mahal, Allahabad/New Delhi. Chapter- Introduction				

		3		8. Arora, M.N. Cost Accounting-principles and practice. Vikas Publishing House, New Delhi. Chapter- Material Cost 9. Singh, Surender. Fundamentals of Cost Accounting. Kitab Mahal, Allahabad/New Delhi. Chapter- Material	5	1		
		10.		11. Arora, M.N. Cost Accounting-principles and practice. Vikas Publishing House, New Delhi. Chapter- Material 12. Singh, Surender. Fundamentals of Cost Accounting. Kitab Mahal, Allahabad/New Delhi. Chapter- Material	5	1		
				5.				
2.	February	13.	Unit-2 Contd. , Unit- 3	14. Arora, M.N. Cost Accounting-principles and practice. Vikas Publishing House, New Delhi. Chapter- Labour Cost 15. Singh, Surender. Fundamentals of Cost Accounting. Kitab Mahal, Allahabad/New Delhi. Chapter- Labour Cost	5	1		
		2		16. Arora, M.N. Cost Accounting-principles and practice. Vikas Publishing House, New	5	1		

				17. Delhi. Chapter-Overhead Cost Singh, Surender. Fundamentals of Cost Accounting. Kitab Mahal, Allahabad/New Delhi. Chapter-Overhead Cost				
		18.		19. Arora, M.N. Cost Accounting-principles and practice. Vikas Publishing House, New Delhi. Chapter-Overhead Cost	5	1		
				20. Singh, Surender. Fundamentals of Cost Accounting. Kitab Mahal, Allahabad/New Delhi. Chapter-Overhead Cost				
		4		21. Arora, M.N. Cost Accounting-principles and practice. Vikas Publishing House, New Delhi. Chapter-Overhead Cost	5	1		
				22. Singh, Surender. Fundamentals of Cost Accounting. Kitab Mahal, Allahabad/New Delhi. Chapter-Overhead Cost				
				5.				
3.	March	23.	Unit-3 Contd. , Unit-4	24. Arora, M.N. Cost Accounting-principles and practice. Vikas Publishing House, New Delhi. Chapter- ABC	5	1		

			25. Singh, Surender. Fundamentals of Cost Accounting. Kitab Mahal, Allahabad/New Delhi. Chapter- ABC				
		2	26. Arora, M.N. Cost Accounting-principles and practice. Vikas Publishing House, New Delhi. Chapter- Unit Costing 27. Singh, Surender. Fundamentals of Cost Accounting. Kitab Mahal, Allahabad/New Delhi. Chapter- Unit Costing	5	1		
		3	28. Arora, M.N. Cost Accounting-principles and practice. Vikas Publishing House, New Delhi. Chapter- Job Costing 29. Singh, Surender. Fundamentals of Cost Accounting. Kitab Mahal, Allahabad/New Delhi. Chapter- Job Costing	5	1		
		4	30. Arora, M.N. Cost Accounting-principles and practice. Vikas Publishing House, New Delhi. Chapter- Process Costing 31. Singh, Surender. Fundamentals of Cost Accounting. Kitab	5	1		

				Mahal, Allahabad/New Delhi. Chapter- Process Costing				
		5		32. Arora, M.N. Cost Accounting-principles and practice. Vikas Publishing House, New Delhi. Chapter- Process Costing	3	1		
				33. Singh, Surender. Fundamentals of Cost Accounting. Kitab Mahal, Allahabad/New Delhi. Chapter- Process Costing				
4.	April	34.	Unit-4 Contd.	35. Arora, M.N. Cost Accounting-principles and practice. Vikas Publishing House, New Delhi. Chapter- Process Costing	5	1		
				36. Singh, Surender. Fundamentals of Cost Accounting. Kitab Mahal, Allahabad/New Delhi. Chapter- Process Costing				
		2.		37. Arora, M.N. Cost Accounting-principles and practice. Vikas Publishing House, New Delhi. Chapter- Service Costing	5	1		
				38. Singh, Surender. Fundamentals of Cost Accounting. Kitab Mahal, Allahabad/New				

			Delhi. Chapter- Service Costing				
		39.	40. Arora, M.N. Cost Accounting-principles and practice. Vikas Publishing House, New Delhi. Chapter- Integral and Non- Integral System. 41. Singh, Surender. Fundamentals of Cost Accounting. Kitab Mahal, Allahabad/New Delhi. Chapter- Integral and Non – Integral System	5	1		
		4	42. Arora, M.N. Cost Accounting-principles and practice. Vikas Publishing House, New Delhi. Chapter- Reconciliation of cost accounting records with financial accounts. 43. Singh, Surender. Fundamentals of Cost Accounting. Kitab Mahal, Allahabad/New Delhi. Chapter- Reconciliation of cost accounting records with financial accounts.	5	1		

Teaching Plan Summer Semester 2016-17

Name of the Teacher: H N Tiwari

Course Name: B Com. (Hons.)

Paper Title: Fundamentals of Financial Management

Semester/Year: 5th semester/3rd year

S. No.	Month	Week No.	Unit/Topic	Resource/References/Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity-GD, documentary etc.)
1.	July	1	Unit-1/ Introduction	1. Khan, M.Y. Khan and Jain P.K. Financial management: Text and Problems. Tata McGraw Hill 2. Pandey, I M. Financial Management.	4 4			

				Vikas Publications				
2	August	1	Unit-2/Capital Budgeting (Part A)	<ol style="list-style-type: none"> 1. Rustagi, R.P. Fundamentals of Financial Management, Taxmann, New Delhi 2. Sharma, S.K. and Sareen, Rachan Fundamentals of Financial management , Sultan Chand & Sons (P) Ltd. 	4			Group Discussions
		2	Unit-2/Capital Budgeting (Part B)	<ol style="list-style-type: none"> 1. Rustagi, R.P. Fundamentals of Financial Management, Taxmann, New Delhi 	8			

		3	Unit-2/ Capital Budgeting (Part C)	1. Pandey, I M. Financial Management. Vikas Publications	8			
		4	Unit-3/ Cost of Capital and Financing Decision (Part A)	1. Khan, M.Y. Khan and Jain P.K. Financial management: Text and Problems. Tata McGraw Hill 2. Rustagi, R.P. Fundamentals of Financial Management, Taxmann, New Delhi	4 4			

2.	September	1	Unit-3/ Cost of Capital and Financing Decision (Part B)	<ol style="list-style-type: none"> Singh, Surender. and Kaur, Rajeev. Fundamentals of Financial Management. SCHOLOR Tech Press, New Delhi Tripathi, Vanita, Basic Financial Management, Taxmann Publications. 	4			
		2	Unit-3/ Cost of Capital and Financing Decision (Part C)	<ol style="list-style-type: none"> Singh, Surender. and Kaur, Rajeev. Fundamentals of Financial Management. SCHOLOR Tech Press, New Delhi 	8			
		3	Unit-3/ Cost of Capital and Financing Decision (Part D)	Rustagi, R.P. Fundamentals of Financial Management, Taxmann, New Delhi	8			Project Work
		4	Unit-4/ Dividend Decision (Part A)	Khan, M.Y. Khan and Jain P.K. Financial management: Text and Problems. Tata McGraw Hill	8			
3.	October	1	Unit-4/ Dividend Decision (Part B) and Unit 5/ Working Capital Decisions (Part A)	<ol style="list-style-type: none"> Rustagi, R.P. Fundamentals 	4		Internal Assessment-1	

				of Financial Management, Taxmann, New Delhi				
				1. Singh, Surender. and Kaur, Rajeev. Fundamentals of Financial Management. SCHOLOR Tech Press, New Delhi	4			
		2	Unit 5/ Working Capital Decisions (Part B)	Pandey, I M. Financial Management. Vikas Publications	8			Group Discussions
		3	Unit 5/ Working Capital Decisions (Part C)	Khan, M.Y. Khan and Jain P.K. Financial management: Text and Problems. Tata McGraw Hill	8			
				MID-SEM BREAK				
November	1		Unit-5/ Working Capital Decisions (Part D)	1. Rustagi, R.P. Fundamentals of Financial Management, Taxmann, New Delhi	4		Internal Assessment-II	

				2. Khan, M.Y. Khan and Jain P.K. Financial management: Text and Problems. Tata McGraw Hill	4			
		2	Revision	Doubts taken	8			

Teaching Plan Summer Semester 2017-18

Name of the Teacher: H N Tiwari

Course Name: B Com. (Hons.)

Paper Title: Fundamentals of Financial Management

Semester/Year: 5th semester/3rd year

S. No.	Month	Week No.	Unit/Topic	Resource/References/Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
1.	July	1	Unit-1/ Introduction	2. Khan, M.Y. Khan and Jain P.K. Financial management: Text and Problems. Tata McGraw Hill 3. Pandey, I M. Financial Management. Vikas Publications	4 4			
2	August	1	Unit-2/Capital Budgeting (Part A)	4. Rustagi, R.P. Fundamentals of Financial Management, Taxmann, New Delhi 5. Sharma, S.K. and Sareen, Rachan Fundamentals of Financial management , Sultan Chand & Sons (P) Ltd.	4 4			Group Discussions

		2	Unit-2/Capital Budgeting (Part B)	6. Rustagi, R.P. Fundamentals of Financial Management, Taxmann, New Delhi	8			
		3	Unit-2/ Capital Budgeting (Part C)	7. Pandey, I M. Financial Management. Vikas Publications	8			
		4	Unit-3/ Cost of Capital and Financing Decision (Part A)	8. Khan, M.Y. Khan and Jain P.K. Financial management: Text and Problems. Tata McGraw Hill 9. Rustagi, R.P. Fundamentals of Financial Management, Taxmann, New Delhi	4 4			

2.	September	1	Unit-3/ Cost of Capital and Financing Decision (Part B)	10. Singh, Surender. and Kaur, Rajeev. Fundamentals of Financial Management. SCHOLOR Tech Press, New Delhi 11. Tripathi, Vanita, Basic Financial Management, Taxmann Publications.	4 4			
		2	Unit-3/ Cost of Capital and Financing Decision (Part C)	12. Singh, Surender. and Kaur, Rajeev. Fundamentals of Financial Management. SCHOLOR Tech Press, New Delhi	8			
		3	Unit-3/ Cost of Capital and Financing Decision (Part D)	Rustagi, R.P. Fundamentals of Financial Management, Taxmann, New Delhi	8			Project Work
		4	Unit-4/ Dividend Decision (Part A)	Khan, M.Y. Khan and Jain P.K. Financial management: Text and Problems. Tata McGraw Hill	8			

3.	October	1	Unit-4/ Dividend Decision (Part B) and Unit 5/ Working Capital Decisions (Part A)	13. Rustagi, R.P. Fundamentals of Financial Management, Taxmann, New Delhi	4		Internal Assessment-1	
				14. Singh, Surender. and Kaur, Rajeev. Fundamentals of Financial Management. SCHOLOR Tech Press, New Delhi	4			
		2	Unit 5/ Working Capital Decisions (Part B)	Pandey, I M. Financial Management. Vikas Publications	8			Group Discussions
		3	Unit 5/ Working Capital Decisions (Part C)	Khan, M.Y. Khan and Jain P.K. Financial management: Text and Problems. Tata McGraw Hill	8			
			MID-SEM BREAK					
November	1	Unit-5/ Working Capital Decisions (Part D)	1. Rustagi, R.P. Fundamentals of Financial	4		Internal Assessment-II		

			Management, Taxmann, New Delhi				
			2. Khan, M.Y. Khan and Jain P.K. Financial management: Text and Problems. Tata McGraw Hill	4			
		2	Revision	Doubts taken	8		

Teaching Plan Summer Semester 2018-19

Name of the Teacher: H N Tiwari

Course Name: B Com. (Hons.)

Paper Title: Fundamentals of Financial Management

Semester/Year: 5th semester/3rd year

S. No.	Month	Week No.	Unit/Topic	Resource/References/Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
1.	July	1	Unit-1/ Introduction	<p>15. Khan, M.Y. Khan and Jain P.K. Financial management: Text and Problems. Tata McGraw Hill</p> <p>16. Pandey, I M. Financial Management. Vikas Publications</p>	4 4			
2	August	1	Unit-2/Capital Budgeting (Part A)	<p>17. Rustagi, R.P. Fundamentals of Financial Management, Taxmann, New Delhi</p> <p>18. Sharma, S.K. and Sareen, Rachan Fundamentals of Financial management ,</p>	4 4			Group Discussions

			Sultan Chand & Sons (P) Ltd.				
		2	Unit-2/Capital Budgeting (Part B)	19. Rustagi, R.P. Fundamentals of Financial Management, Taxmann, New Delhi	8		
		3	Unit-2/ Capital Budgeting (Part C)	20. Pandey, I M. Financial Management. Vikas Publications	8		
		4	Unit-3/ Cost of Capital and Financing Decision (Part A)	21. Khan, M.Y. Khan and Jain P.K. Financial management: Text and Problems. Tata McGraw Hill 22. Rustagi, R.P. Fundamentals of Financial Management,	4 4		

				Taxmann, New Delhi				
2.	September	1	Unit-3/ Cost of Capital and Financing Decision (Part B)	23. Singh, Surender. and Kaur, Rajeev. Fundamentals of Financial Management. SCHOLOR Tech Press, New Delhi 24. Tripathi, Vanita, Basic Financial Management, Taxmann Publications.	4 4			
		2	Unit-3/ Cost of Capital and Financing Decision (Part C)	25. Singh, Surender. and Kaur, Rajeev. Fundamentals of Financial Management. SCHOLOR Tech Press, New Delhi	8			
		3	Unit-3/ Cost of Capital and Financing Decision (Part D)	Rustagi, R.P. Fundamentals of Financial Management, Taxmann, New Delhi	8			Project Work
		4	Unit-4/ Dividend Decision (Part A)	Khan, M.Y. Khan and Jain P.K. Financial management: Text	8			

				and Problems. Tata McGraw Hill				
3.	October	1	Unit-4/ Dividend Decision (Part B) and Unit 5/ Working Capital Decisions (Part A)	26. Rustagi, R.P. Fundamentals of Financial Management, Taxmann, New Delhi	4			Internal Assessment-1
				27. Singh, Surender. and Kaur, Rajeev. Fundamentals of Financial Management. SCHOLOR Tech Press, New Delhi	4			
		2	Unit 5/ Working Capital Decisions (Part B)	Pandey, I M. Financial Management. Vikas Publications	8			Group Discussions
		3	Unit 5/ Working Capital Decisions (Part C)	Khan, M.Y. Khan and Jain P.K. Financial management: Text and Problems. Tata McGraw Hill	8			
				MID-SEM BREAK				

	November	1	Unit-5/ Working Capital Decisions (Part D)	<p>1. Rustagi, R.P. Fundamentals of Financial Management, Taxmann, New Delhi</p> <p>2. Khan, M.Y. Khan and Jain P.K. Financial management: Text and Problems. Tata McGraw Hill</p>	4		Internal Assessment-II	
		2	Revision	Doubts taken	8			

Teaching Plan Summer Semester 2019-20

Name of the Teacher: H N Tiwari

Course Name: B Com. (Hons.)

Paper Title: Fundamentals of Financial Management

Semester/Year: 5th semester/3rd year

S. No.	Month	Week No.	Unit/Topic	Resource/References/Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
1.	July	1	Unit-1/ Introduction	<p>28. Khan, M.Y. Khan and Jain P.K. Financial management: Text and Problems. Tata McGraw Hill</p> <p>29. Pandey, I M. Financial Management. Vikas Publications</p>	4 4			
2	August	1	Unit-2/Capital Budgeting (Part A)	<p>30. Rustagi, R.P. Fundamentals of Financial Management, Taxmann, New Delhi</p> <p>31. Sharma, S.K. and Sareen, Rachan Fundamentals of Financial management ,</p>	4 4			Group Discussions

			Sultan Chand & Sons (P) Ltd.				
		2	Unit-2/Capital Budgeting (Part B)	32. Rustagi, R.P. Fundamentals of Financial Management, Taxmann, New Delhi	8		
		3	Unit-2/ Capital Budgeting (Part C)	33. Pandey, I M. Financial Management. Vikas Publications	8		
		4	Unit-3/ Cost of Capital and Financing Decision (Part A)	34. Khan, M.Y. Khan and Jain P.K. Financial management: Text and Problems. Tata McGraw Hill 35. Rustagi, R.P. Fundamentals of Financial Management,	4 4		

				Taxmann, New Delhi				
2.	September	1	Unit-3/ Cost of Capital and Financing Decision (Part B)	36. Singh, Surender. and Kaur, Rajeev. Fundamentals of Financial Management. SCHOLOR Tech Press, New Delhi	4			
				37. Tripathi, Vanita, Basic Financial Management, Taxmann Publications.	4			
		2	Unit-3/ Cost of Capital and Financing Decision (Part C)	38. Singh, Surender. and Kaur, Rajeev. Fundamentals of Financial Management. SCHOLOR Tech Press, New Delhi	8			
		3	Unit-3/ Cost of Capital and Financing Decision (Part D)	Rustagi, R.P. Fundamentals of Financial Management, Taxmann, New Delhi	8			Project Work
		4	Unit-4/ Dividend Decision (Part A)	Khan, M.Y. Khan and Jain P.K. Financial management: Text	8			

				and Problems. Tata McGraw Hill				
3.	October	1	Unit-4/ Dividend Decision (Part B) and Unit 5/ Working Capital Decisions (Part A)	39. Rustagi, R.P. Fundamentals of Financial Management, Taxmann, New Delhi	4			Internal Assessment-1
				40. Singh, Surender. and Kaur, Rajeev. Fundamentals of Financial Management. SCHOLOR Tech Press, New Delhi	4			
		2	Unit 5/ Working Capital Decisions (Part B)	Pandey, I M. Financial Management. Vikas Publications	8			Group Discussions
		3	Unit 5/ Working Capital Decisions (Part C)	Khan, M.Y. Khan and Jain P.K. Financial management: Text and Problems. Tata McGraw Hill	8			
				MID-SEM BREAK				

	November	1	Unit-5/ Working Capital Decisions (Part D)	<p>1. Rustagi, R.P. Fundamentals of Financial Management, Taxmann, New Delhi</p> <p>2. Khan, M.Y. Khan and Jain P.K. Financial management: Text and Problems. Tata McGraw Hill</p>	4		Internal Assessment-II	
		2	Revision	Doubts taken	8			

Teaching Plan Summer Semester 2020-21

Name of the Teacher: H N Tiwari

Course Name: B Com. (Hons.)

Paper Title: Fundamentals of Financial Management

Semester/Year: 5th semester/3rd year

S. No.	Month	Week No.	Unit/Topic	Resource/References/Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
1.	July	1	Unit-1/ Introduction	<p>41. Khan, M.Y. Khan and Jain P.K. Financial management: Text and Problems. Tata McGraw Hill</p> <p>42. Pandey, I M. Financial Management. Vikas Publications</p>	4 4			
2	August	1	Unit-2/Capital Budgeting (Part A)	<p>43. Rustagi, R.P. Fundamentals of Financial Management, Taxmann, New Delhi</p> <p>44. Sharma, S.K. and Sareen, Rachan Fundamentals of Financial</p>	4			Group Discussions

			management , Sultan Chand & Sons (P) Ltd.	4			
	2	Unit-2/Capital Budgeting (Part B)	45. Rustagi, R.P. Fundamentals of Financial Management, Taxmann, New Delhi	8			
	3	Unit-2/ Capital Budgeting (Part C)	46. Pandey, I M. Financial Management. Vikas Publications	8			
	4	Unit-3/ Cost of Capital and Financing Decision (Part A)	47. Khan, M.Y. Khan and Jain P.K. Financial management: Text and Problems. Tata McGraw Hill 48. Rustagi, R.P. Fundamentals of Financial	4 4			

				Management, Taxmann, New Delhi				
2.	September	1	Unit-3/ Cost of Capital and Financing Decision (Part B)	49. Singh, Surender. and Kaur, Rajeev. Fundamentals of Financial Management. SCHOLOR Tech Press, New Delhi 50. Tripathi, Vanita, Basic Financial Management, Taxmann Publications.	4 4			
		2	Unit-3/ Cost of Capital and Financing Decision (Part C)	51. Singh, Surender. and Kaur, Rajeev. Fundamentals of Financial Management. SCHOLOR Tech Press, New Delhi	8			
		3	Unit-3/ Cost of Capital and Financing Decision (Part D)	Rustagi, R.P. Fundamentals of Financial Management, Taxmann, New Delhi	8			Project Work
		4	Unit-4/ Dividend Decision (Part A)	Khan, M.Y. Khan and Jain P.K. Financial management: Text	8			

				and Problems. Tata McGraw Hill				
3.	October	1	Unit-4/ Dividend Decision (Part B) and Unit 5/ Working Capital Decisions (Part A)	52. Rustagi, R.P. Fundamentals of Financial Management, Taxmann, New Delhi	4			Internal Assessment-1
				53. Singh, Surender. and Kaur, Rajeev. Fundamentals of Financial Management. SCHOLOR Tech Press, New Delhi	4			
		2	Unit 5/ Working Capital Decisions (Part B)	Pandey, I M. Financial Management. Vikas Publications	8			Group Discussions
		3	Unit 5/ Working Capital Decisions (Part C)	Khan, M.Y. Khan and Jain P.K. Financial management: Text and Problems. Tata McGraw Hill	8			
				MID-SEM BREAK				

	November	1	Unit-5/ Working Capital Decisions (Part D)	<p>1. Rustagi, R.P. Fundamentals of Financial Management, Taxmann, New Delhi</p> <p>2. Khan, M.Y. Khan and Jain P.K. Financial management: Text and Problems. Tata McGraw Hill</p>	4		Internal Assessment-II	
		2	Revision	Doubts taken	8			

Teaching Plan Summer Semester 2019-2020

Name of the Teacher: Haridarshan Singh

Course name: B.com (H)

Paper Title: Financial Reporting and Analysis

Semester/Year: I/ 3rd

Section- A

S. No	Month	Week No	Unit/Topic	Resource/References Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity-GD. documentary etc.)
1.	January	1	Unit -1 Introduction	1. Sapra, Ritu, Kaur, Kamaldeep & Chawla Kanika. <i>Financial Reporting and Analysis.</i> Wisdom Publications, Delhi	5	3		

		2.	Unit-1 Introduction	1.Lal, Jawahar & Sucheta, Gauba, <i>Financial Reporting and Analysis</i> . Himalaya Publishing House, Mumbai	5	3		
		3.	Unit-2 Disclosures	1.Sapra, Ritu, Kaur, Kamaldeep & Chawla Kanika. <i>Financial Reporting and Analysis</i> . Wisdom Publications, Delhi.	5	3		

		4.	Unit-2 Disclosures	1.Sapra, Ritu, Kaur, Kamaldeep & Chawla Kanika. <i>Financial Reporting and Analysis</i> . Wisdom Publications, Delhi	5	3		
2.	February	1.	Unit-3 Analysis of Financial Statement	1.Sapra, Ritu, Kaur, Kamaldeep & Chawla Kanika. <i>Financial Reporting and Analysis</i>	5	3		
		2.	Unit-3: Analysis of Financial Statement	Lal, Jawahar & Sucheta, Gauba, <i>Financial Reporting and Analysis</i> . Himalaya Publishing House, Mumbai.	5	3	Internal Assessment- 1	

		3.	Unit-4: Analysis of Financial Statements – A Case Study	Sapra, Ritu, Kaur, Kamaldeep & Chawla Kanika. <i>Financial Reporting and Analysis.</i> Wisdom Publications, Delhi.	5	3		
		4.	Unit-4: Analysis of Financial Statements – A Case Study	Sapra, Ritu, Kaur, Kamaldeep & Chawla Kanika. <i>Financial Reporting and Analysis.</i> Wisdom Publications, Delhi.	5	3		
	March	1.	Unit-4: Analysis of Financial Statements – A Case Study	Sapra, Ritu, Kaur, Kamaldeep & Chawla Kanika. <i>Financial Reporting and Analysis.</i> Wisdom Publications, Delhi	5.	3		
		2	Mid Semester Break	----	---	---		

		3.	Unit-4: Analysis of Financial Statements – A Case Study	Sapra, Ritu, Kaur, Kamaldeep & Chawla Kanika. <i>Financial Reporting and Analysis.</i> Wisdom Publications, Delhi				
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		4.	Unit-5: Emerging Trends in Reporting	Sapra, Ritu, Kaur, Kamaldeep & Chawla Kanika. <i>Financial Reporting and Analysis.</i> Wisdom Publications, Delhi				
	April	1	Unit-5: Emerging Trends in Reporting	Lal, Jawahar & Sucheta, Gauba, <i>Financial Reporting and Analysis.</i> Himalaya Publishing House, Mumbai.				Pdf notes sent to students
		2	Unit-5: Emerging Trends in Reporting	Sapra, Ritu, Kaur, Kamaldeep & Chawla Kanika. <i>Financial Reporting and Analysis.</i> Wisdom Publications, Delhi				
		3	Unit-5: Emerging Trends in Reporting	Sapra, Ritu, Kaur, Kamaldeep & Chawla Kanika. <i>Financial Reporting and Analysis.</i> Wisdom Publications, Delhi				
		4	Unit-5: Emerging Trends in Reporting	Lal, Jawahar & Sucheta, Gauba, <i>Financial Reporting and Analysis.</i> Himalaya Publishing House, Mumbai.				Notes sent to students (Unit –V)

May	1	Unit-5: Emerging Trends in Reporting	Sapra, Ritu, Kaur, Kamaldeep & Chawla Kanika. <i>Financial Reporting and Analysis.</i> Wisdom Publications, Delhi				
	2	Unit-5: Emerging Trends in Reporting	Sapra, Ritu, Kaur, Kamaldeep & Chawla Kanika. <i>Financial Reporting and Analysis.</i> Wisdom Publications, Delhi				Notes sent to students
	3	Unit-5: Emerging Trends in Reporting	Sapra, Ritu, Kaur, Kamaldeep & Chawla Kanika. <i>Financial Reporting and Analysis.</i> Wisdom Publications, Delhi				
	4	Revision (Unit- 1, 2	Lal, Jawahar & Sucheta, Gauba, <i>Financial Reporting and Analysis.</i> Himalaya Publishing House, Mumbai.				Notes sent to student
June	1	Revision(Unit3, 4)	Sapra, Ritu, Kaur, Kamaldeep & Chawla Kanika. <i>Financial Reporting and Analysis.</i> Wisdom Publications, Delhi				
	2	Preparatory Break					

1.	December	1.	Unit I: The Indian Contract Act, 1872	Goyal, B.K and Jain, Kinneri (2020). Business Law. New Delhi. Singhal Publications	5	3		
2.		2	Unit I: The Indian Contract Act, 1872	Goyal, B.K and Jain, Kinneri (2020). Business Law. New Delhi. Singhal Publications	5	3		
3.		3	Unit I: The Indian Contract Act, 1872	Goyal, B.K and Jain, Kinneri (2020). Business Law. New Delhi. Singhal Publications	5	3		
4.		4	Unit I: The	Goyal, B.K and	5	3		

			Indian Contract Act, 1872	Jain, Kinneri (2020). Business Law. New Delhi. Singhal Publications				
5.	January	1	Unit II: Special Contracts	Goyal, B.K and Jain, Kinneri (2020). Business Law. New Delhi. Singhal	5	3		

6.		2	Unit II: Special Contracts	Goyal, B.K and Jain, Kinneri (2020). Business Law. New Delhi. Singhal	5	3		
7.		3	Unit III: The Sale of Goods Act, 1930	Goyal, B.K and Jain, Kinneri (2020). Business Law. New Delhi. Singhal	5	3		
8.		4	Unit III: The Sale of Goods Act, 1930	Goyal, B.K and Jain, Kinneri (2020). Business Law. New Delhi. Singhal	5	3	Internal Assessment-1	
9.	February	1	Unit IV: The Limited Liability Partnershi p Act, 2008	Goyal, B.K and Jain, Kinneri (2020). Business Law. New Delhi. Singhal	5	3		
10.		2	Unit IV: The Limited Liability Partnershi p Act, 2008	Goyal, B.K and Jain, Kinneri (2020). Business Law. New Delhi. Singhal	5	3		

11		3	Unit V: The Information Technology Act 2000	Goyal, B.K and Jain, Kinneri (2020). Business Law. New Delhi. Singhal	5	3		
12		4	Unit V: The Information Technology Act 2000	Goyal, B.K and Jain, Kinneri (2020). Business Law. New Delhi. Singhal	5	3	Internal Assessment-2	
13	March	1	All Units	Goyal, B.K and Jain, Kinneri (2020). Business Law. New Delhi. Singhal	5	3		Revision
14		2	Preparatory Break and practical Examinations					
15		3	Conduct of Examinations					
16		4	Semester Break					

S. No.	Month	Week No.	Unit/Topic	Resource/ References/Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
				6. E-Marketing: Jawa, R., Kumar, H., Athili, N. 7. Digital Marketing 3rd Ed. Alan Charlesworth.				
3	August	3-4	Unit 2- E-Marketing Management	1. Online Marketing 3rd Ed. Richard Gay, Alan Charlesworth. 2. E-Marketing: Sushila Madan 3. E-Marketing: Jawa, R., Kumar, H., Athili, N. 4. Internet Marketing 3rd ed. Dave Chaffey, Chadwick et al. 5. Principles of Marketing- Neeru Kapoor.	8		Class test 1	Case studies
3.	September	1-4	Unit 2- E-Marketing Management	6. E-Marketing 8th ed. Raymond D, Frost, Alexa Fox, Judy Strauss. 7. Digital Marketing: 4.0 Moving from Traditional to Digital- Philip Kotler, Hermawan 8. Digital Marketing 3rd Ed. Alan Charlesworth	16			Case studies, Presentation and Viva
4.	October	1-4	Unit 3 Internet Marketing	1. Digital Marketing 2nd ed. Seema Gupta 2. E-Marketing: Jawa, R., Kumar, H., Athili, N.	16			Case studies, Presentation and Viva

S. No.	Month	Week No.	Unit/Topic	Resource/References/Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
				3. E-Marketing: Neeru Kapoor 4. Digital Marketing 3rd Ed. Alan Charlesworth 5. Online Marketing 3rd Ed. Richard Gay, Alan Charlesworth 6. E-Marketing 8th ed. Raymond D, Frost, Alexa Fox, Judy Strauss.				
5	November	1-2	Unit 3 Internet Marketing	7. Internet Marketing 3rd ed. Dave Chaffey, Chadwick et al. 8. Understanding Digital Marketing 3rd ed. Damian Ryan. 9. E-Marketing: Sushila Madan	6		Class Test 2	Case Studies, Presentation and Viva
				Revision	2			

Teaching Plan for Winter Semester (2017-18, 2018-19, 2019-20, 2020-21)

Name of the Teacher: Himani Dahiya

Course Name: B Com (Hons)

Paper Title: Financial Reporting and Analysis

Semester/Year: 6th semester/ 3rd year

S. No.	Month	Week No.	Unit/Topic	Resource/ References/Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity-GD, documentary etc.)
1.	Jan	1-4	Unit-1	<ol style="list-style-type: none"> 1. Lal, Jawahar, Corporate Financial Reporting: theory and practice 2. Gupta, M., Kaur, H., Gupta, R., Financial Reporting and Analysis 3. Hennie, V.G, International Financial Reporting Standards: a practical guide, Washington: World Bank 4. Singh, N.T, Agarwal P, Corporate Financial Reporting in India 5. www.icaai.org BoS Knowledge Portal 	36	28		

2.	Feb	1-4	Unit-2 and Unit-3	<ol style="list-style-type: none"> 1. Lal, Jawahar, Corporate Financial Reporting: theory and practice 2. Gupta, M., Kaur, H., Gupta, R., Financial Reporting and Analysis 3. www.icaai.org BoS Knowledge Portal 4. Hennie, V.G, International Financial Reporting Standards: a practical guide, Washington: World Bank 5. Singh, N.T, Agarwal P, Corporate Financial Reporting in India 6. www.mca.gov.in 	36	28	Class Test 1	Presentation and Viva
3.	March	1-4	Unit-3 and Unit-4	<ol style="list-style-type: none"> 1. Gupta, M., Kaur, H., Gupta, R., Financial Reporting and Analysis 2. Lal, Jawahar, Corporate Financial Reporting: theory and practice 3. www.mca.gov.in 4. Hennie, V.G, International Financial Reporting Standards: a practical guide, Washington: World Bank 5. Singh, N.T, Agarwal P, Corporate Financial Reporting in India 6. www.icaai.org 	28	21		Presentation and Viva

				BoS Knowledge Portal				
4.	April	1-4	Unit-4 and Unit-5	<ol style="list-style-type: none"> 1. Gupta, M., Kaur, H., Gupta, R., Financial Reporting and Analysis 2. Lal, Jawahar, Corporate Financial Reporting: theory and practice 3. Hennie, V.G, International Financial Reporting Standards: a practical guide, Washington: World Bank 4. Singh, N.T, Agarwal P, Corporate Financial Reporting in India 5. Ostwal, P., Sharma, S., Financial Reporting and Analysis 6. www.ifrs.org 	30	21	Class Test 2	Presentation and Viva

Teaching Plan for Winter Semester 2018-19

Name of the Teacher: Dr.Jaideep

Course Name: B.Com (Hons.)

Paper Title: Computer Applications in Business

Semester/Year: IV/ 2nd

S. No	Month	Week No	Unit/Topic	Resource/References Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity-GD. documentary etc.)
1.	January	1.	Unit1: Data Processing, Networking and Recent trends in computing	Jain Hem Chand and Tiwari H. N. (2019), Computer Applications in Business, Taxmann	4	2		
		2	Unit1: Data Processing, Networking and Recent trends in computing	Jain Hem Chand and Tiwari H. N. (2019), Computer Applications in Business, Taxmann	5	3		
		3	Unit 2: Word Processing	Jain Hem Chand and Tiwari H. N. (2019), Computer Applications in Business, Taxmann	5	3		
		4	Unit 2: Word Processing	Jain Hem Chand and Tiwari H. N. (2019), Computer Applications in Business, Taxmann	4	2		
2	February	1	Unit 2: Word Processing	Jain Hem Chand and Tiwari H. N. (2019), Computer Applications in Business, Taxmann	4	2		
		2	Unit 3: Preparing Presentations	Jain Hem Chand and Tiwari H. N. (2019), Computer Applications in Business, Taxmann	4	2		

		3	Unit 3: Preparing Presentations	Jain Hem Chand and Tiwari H. N. (2019), Computer Applications in Business, Taxmann	5	3		
		4	Unit 4: Spreadsheet and its Business Applications	Jain Hem Chand and Tiwari H. N. (2019), Computer Applications in Business, Taxmann	3	1		
3	March	1	Unit 4: Spreadsheet and its Business Applications	Jain Hem Chand and Tiwari H. N. (2019), Computer Applications in Business, Taxmann	5	3		
		2	Unit 4: Spreadsheet and its Business Applications	Jain Hem Chand and Tiwari H. N. (2019), Computer Applications in Business, Taxmann	5	3		
		3	Unit 4: Spreadsheet and its Business Applications	Jain Hem Chand and Tiwari H. N. (2019), Computer Applications in Business, Taxmann	5	3	Internal Assessment-1	
		4	Unit 4: Spreadsheet and its Business Applications	Jain Hem Chand and Tiwari H. N. (2019), Computer Applications in Business, Taxmann	5	3		
4	April	1	Unit 5: Database Management System (Theory)	Jain Hem Chand and Tiwari H. N. (2019), Computer Applications in Business, Taxmann	4	2	Internal Assessment-2	
		2	Unit 5: Database Management System (Theory)	Jain Hem Chand and Tiwari H. N. (2019), Computer Applications in Business, Taxmann	5	3		
.		3	All Units	Jain Hem Chand and Tiwari H. N. (2019), Computer Applications in Business, Taxmann	5	3		Revision
		4	All Units	Jain Hem Chand and Tiwari H. N. (2019), Computer Applications in Business, Taxmann	4	2		Revision

5.	May	1	Preparatory Leave and Practical Examinations					

Teaching Plan for Summer Semester 2019-20

Name of the Teacher: Dr Jaideep

Course Name: B.Com(Hons.)

Paper Title: Management Principles & Applications

Semester/Year: III / 2nd

S. No.	Month	Week No.	Unit/Topic	Resource/ References/ Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
1.	July	1	Unit 1 Focus on Meaning and Importance of management. Management as an Eclectic Discipline Coordination Mechanisms: Essence, Techniques and Principles of Effective coordination	Drucker, P. F. (1954). <i>The Practice of Management</i>	03	01		
		2	Unit 1 Theory Base of Management: Classical, Neo-Classical and Modern Constructions (Scientific Management, Administrative Management, Bureaucratic approach, Human Relations, Behavioural Approach, Contingency Approach and System approach.	Koontz, H., & Weihrich, H. (2012). <i>Essentials of Management: An International and Leadership Perspective.</i>	05	01		
2.	August	1	Unit 1 Modern Constructions Base: - Business Process Reengineering.	Drucker, P. F. (1954). <i>The Practice of Management</i> Koontz, H., & Weihrich, H. <i>Essentials of Management: An International and Leadership Perspective.</i>	04	01		
		2	Unit 1 The Fortune at the Bottom of the Pyramid. Learning Organization.	Kumar, Pardeep. <i>Management : Principles and Applications</i>	05	01		

S. No.	Month	Week No.	Unit/Topic	Resource/ References/ Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
		3	Mintzberg Managerial Roles, Functions, Skills and Competency Unit 2 Focus on Organizational Goal Settings (MBO) Focus on Decision Making Environment and Techniques. Introduction to Forecasting and Scheduling.	Kumar, Pardeep. Management : Principles and Applications	05	01		
		4	Unit 2 Elements of Business Environment/ SWOT Analysis Industry Structure Analysis: Five Forces Model Business Level Strategic Planning: Porter Four Generic Strategy	Kumar, Pardeep. Management : Principles and Applications	05	01		
3.	September	1	Unit 3 Organizing Traditional and Modern organization structures (Networking and Virtual, Team Structure, Matrix and Project).	Drucker, P. F. (1954). <i>The Practice of Management</i>	05	01	1 st Internal Assessment (On Completion of Unit 1& 2)	Pattern: Theory & Case Study
		2	Organizational forms (Mintzberg); Factors affecting Organizational Design.	Koontz, H., & Weihrich, H. (2012). <i>Essentials of Management: An International and Leadership Perspective.</i> Kumar, Pardeep. Management : Princip Kumar, Pardeep.	04	01		

S. No.	Month	Week No.	Unit/Topic	Resource/ References/ Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
		3	Decentralization and Delegation Departmentation	Management : Principles and Applications les and Applications	04	01		
		4	Staffing: An Overview: Concept, Nature of Staffing.		03	01		
		5	Unit 4 Directing and Controlling Motivation- meaning, importance and factors affecting motivation.	Kumar, Pardeep. Management : Principles and Applications	04	00		
4.	October	1	Unit 4 (Maslow's Need Theory, Herzberg's Two Factor Theory, McGregor's Theory of X and Y) 2.Leadership – meaning,importance and factors affecting leadership, leadership styles, and followership;	Drucker, P. F. (1954). <i>The Practice of Management</i> Koontz, H., & Weihrich, H. (2012). <i>Essentials of Management: An International and Leadership Perspective.</i> Kumar, Pardeep. <i>Management : Principles and Applications.</i> JSR Publication House LP, Delhi.	05	01	2 nd Internal Assessment (On Completion of Unit 3&4)	Pattern: Theory & Case Study
		2	Unit 4 Managerial Grid, Contingency Theory (Fiedler).More emphasis on transactional and transformational leadership and Followership Principles of Controlling. Relationship amongst planning, organizing, directing and controlling	Kumar, Pardeep. <i>Management : Principles and Applications</i>	03	01		
		3	Unit 4 Measures of controlling and accountability for		03	00		

S. No.	Month	Week No.	Unit/Topic	Resource/ References/ Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
		4	<p>performance : Financial Ratios, Budgetary Control, Networking Analysis (PERT/CPM), Balance Scorecard, and EVA</p> <p>Unit 5 Focus on Management challenges of the 21st Century Factors reshaping and redesigning management purpose,</p>	Kumar, Pardeep. Management : Principles and Applications	05	01		
5.	November	1	Unit 5 Short notes on: performance and reward perceptions-internationalization; Digitalization; Entrepreneurship & innovation; Values & ethics, holistic purpose and measures of firm performance;	Kumar, Pardeep. <i>Management : Principles and Applications.</i>	05	01		
		2	Workplace diversity; Democracy and Sociocracy; Subaltern management ideas from India.		04	01		
		3	Revision/Doubt Classes Preparatory Break and Practical Examinations		03	00		

Teaching Plan for Winter Semester 2019-20

Name of the Teacher: Dr.Jaideep

Course Name: B.Com (Hons.)

Paper Title: Computer Applications in Business

Semester/Year: IV/ 2nd

S. No	Month	Week No	Unit/Topic	Resource/References Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity-GD. documentary etc.)
1.	January	1.	Unit1: Data Processing, Networking and Recent trends in computing	Jain Hem Chand and Tiwari H. N. (2019), Computer Applications in Business, Taxmann	4	2		
		2	Unit1: Data Processing, Networking and Recent trends in computing	Jain Hem Chand and Tiwari H. N. (2019), Computer Applications in Business, Taxmann	5	3		
		3	Unit 2: Word Processing	Jain Hem Chand and Tiwari H. N. (2019), Computer Applications in Business, Taxmann	5	3		
		4	Unit 2: Word Processing	Jain Hem Chand and Tiwari H. N. (2019), Computer Applications in Business, Taxmann	4	2		
2	February	1	Unit 2: Word Processing	Jain Hem Chand and Tiwari H. N. (2019), Computer Applications in Business, Taxmann	4	2		
		2	Unit 3: Preparing Presentations	Jain Hem Chand and Tiwari H. N. (2019), Computer Applications in Business, Taxmann	4	2		

		3	Unit 3: Preparing Presentations	Jain Hem Chand and Tiwari H. N. (2019), Computer Applications in Business, Taxmann	5	3		
		4	Unit 4: Spreadsheet and its Business Applications	Jain Hem Chand and Tiwari H. N. (2019), Computer Applications in Business, Taxmann	3	1		
3	March	1	Unit 4: Spreadsheet and its Business Applications	Jain Hem Chand and Tiwari H. N. (2019), Computer Applications in Business, Taxmann	5	3		
		2	Unit 4: Spreadsheet and its Business Applications	Jain Hem Chand and Tiwari H. N. (2019), Computer Applications in Business, Taxmann	5	3		
		3	Unit 4: Spreadsheet and its Business Applications	Jain Hem Chand and Tiwari H. N. (2019), Computer Applications in Business, Taxmann	5	3	Internal Assessment-1	
		4	Unit 4: Spreadsheet and its Business Applications	Jain Hem Chand and Tiwari H. N. (2019), Computer Applications in Business, Taxmann	5	3		
4	April	1	Unit 5: Database Management System (Theory)	Jain Hem Chand and Tiwari H. N. (2019), Computer Applications in Business, Taxmann	4	2	Internal Assessment-2	
		2	Unit 5: Database Management System (Theory)	Jain Hem Chand and Tiwari H. N. (2019), Computer Applications in Business, Taxmann	5	3		
		3	All Units	Jain Hem Chand and Tiwari H. N. (2019), Computer Applications in Business, Taxmann	5	3		Revision
		4	All Units	Jain Hem Chand and Tiwari H. N. (2019), Computer Applications in Business, Taxmann	4	2		Revision

13.	May	1	Preparatory Break and Practical Examinations				

Teaching Plan for Summer Semester 2020-21

Name of the Teacher: Dr Jaideep

Course Name: B.Com(Hons.)

Paper Title: Management Principles & Applications

Semester/Year: III / 2nd

S. No.	Month	Week No.	Unit/Topic	Resource/ References/ Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
1.	August	1	Unit 1 Focus on Meaning and Importance of management. Management as an Eclectic Discipline Coordination Mechanisms: Essence, Techniques and Principles of Effective coordination	Drucker, P. F. (1954). <i>The Practice of Management</i>	03	01		
		2	Unit 1 Theory Base of Management: Classical, Neo-Classical and Modern Constructions (Scientific Management, Administrative Management, Bureaucratic approach, Human Relations, Behavioural Approach, Contingency Approach and System approach.	Koontz, H., & Wehrich, H. (2012). <i>Essentials of Management: An International and Leadership Perspective.</i>	05	01		
		3.	Unit 1 Modern Constructions Base: - Business Process Reengineering.	Kumar, Pardeep. Management : Principles and Applications	04	00		
2.	September	1	Unit 1 The Fortune at the Bottom of the Pyramid. Learning Organization.	Drucker, P. F. (1954). <i>The Practice of Management</i> Koontz, H., & Wehrich, H. Essentials of Management: An International and Leadership Perspective.	04	01		

S. No.	Month	Week No.	Unit/Topic	Resource/ References/ Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
		2	Mintzberg Managerial Roles, Functions, Skills and Competency Unit 2 Focus on Organizational Goal Settings (MBO) Focus on Decision Making Environment and Techniques. Introduction to Forecasting and Scheduling.	Kumar, Pardeep. Management : Principles and Applications	05	01		
		3	Unit 2 Elements of Business Environment/ SWOT Analysis	Kumar, Pardeep. Management : Principles and Applications	05	01		
		4	Industry Structure Analysis: Five Forces Model Business Level Strategic Planning: Porter Four Generic Strategy	Kumar, Pardeep. Management : Principles and Applications	05	01		
3.	October	1	Unit 3 Organizing Traditional and Modern organization structures (Networking and Virtual, Team Structure, Matrix and Project).	Drucker, P. F. (1954). <i>The Practice of Management</i> Koontz, H., & Wehrich, H. (2012). <i>Essentials of Management: An International and Leadership Perspective.</i>	05	01	1 st Internal Assessment (On Completion of Unit 1& 2)	Pattern: Theory & Case Study
		2	Organizational forms (Mintzberg);		04	01		

S. No.	Month	Week No.	Unit/Topic	Resource/ References/ Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
		3	Factors affecting Organizational Design. Decentralization and Delegation Departmentation Staffing: An Overview: Concept, Nature of Staffing.	Kumar, Pardeep. Management : Princip Kumar, Pardeep. Management : Principles and Applications les and Applications	04	01		
		4	Unit 4 Directing and Controlling Motivation- meaning, importance and factors affecting motivation.	Kumar, Pardeep. Management : Principles and Applications	04	00		
4.	November	1	Unit 4 (Maslow's Need Theory, Herzberg's Two Factor Theory, McGregor's Theory of X and Y) 2.Leadership – meaning,importance and factors affecting leadership, leadership styles, and followership;	Drucker, P. F. (1954). <i>The Practice of Management</i> Koontz, H., & Weihrich, H. (2012). <i>Essentials of Management: An International and Leadership Perspective.</i> Kumar, Pardeep. <i>Management : Principles and Applications.</i> JSR Publication House LP, Delhi.	05	01	2 nd Internal Assessment (On Completion of Unit 3&4)	Pattern: Theory & Case Study
		2	Unit 4 Managerial Grid, Contingency Theory (Fiedler).More emphasis on transactional and transformational leadership and Followership Principles of Controlling. Relationship amongst planning, organizing, directing and controlling	Kumar, Pardeep. <i>Management : Principles and Applications</i>	03	01		

S. No.	Month	Week No.	Unit/Topic	Resource/ References/ Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
		3	Unit 4 Measures of controlling and accountability for performance : Financial Ratios, Budgetary Control, Networking Analysis (PERT/CPM), Balance Scorecard, and EVA	Kumar, Pardeep. Management : Principles and Applications	03	00		
		4	Unit 5 Focus on Management challenges of the 21st Century Factors reshaping and redesigning management purpose,		05	01		
		1	Unit 5 Short notes on: performance and reward perceptions-internationalization; Digitalization; Entrepreneurship & innovation; Values & ethics, holistic purpose and measures of firm performance;	Kumar, Pardeep. <i>Management : Principles and Applications.</i>	05	01		
		2	Workplace diversity; Democracy and Sociocracy; Subaltern management ideas from India.		04	01		
		3	Revision/Doubt Classes Preparatory Leave and Practical Examinations		03			

Teaching Plan for Winter Semester 2020-21

Name of the Teacher: Dr.Jaideep

Course Name: B.Com (Hons.)

Paper Title: Computer Applications in Business

Semester/Year: IV/ 2nd

S. No	Month	Week No	Unit/Topic	Resource/References Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity-GD. documentary etc.)
1.	January	1.	Unit1: Data Processing, Networking and Recent trends in computing	Jain Hem Chand and Tiwari H. N. (2021), Computer Applications in Business, Taxmann	4	2		
		2	Unit1: Data Processing, Networking and Recent trends in computing	Jain Hem Chand and Tiwari H. N. (2021), Computer Applications in Business, Taxmann	5	3		
		3	Unit 2: Word Processing	Jain Hem Chand and Tiwari H. N. (2021), Computer Applications in Business, Taxmann	5	3		
		4	Unit 2: Word Processing	Jain Hem Chand and Tiwari H. N. (2021), Computer Applications in Business, Taxmann	4	2		
2	February	1	Unit 2: Word Processing	Jain Hem Chand and Tiwari H. N. (2021), Computer Applications in Business, Taxmann	4	2		
		2	Unit 3: Preparing Presentations	Jain Hem Chand and Tiwari H. N. (2021), Computer Applications in Business, Taxmann	4	2		

		3	Unit 3: Preparing Presentations	Jain Hem Chand and Tiwari H. N. (2021), Computer Applications in Business, Taxmann	5	3		
		4	Unit 4: Spreadsheet and its Business Applications	Jain Hem Chand and Tiwari H. N. (2021), Computer Applications in Business, Taxmann	3	1		
3	March	1	Unit 4: Spreadsheet and its Business Applications	Jain Hem Chand and Tiwari H. N. (2021), Computer Applications in Business, Taxmann	5	3		
		2	Unit 4: Spreadsheet and its Business Applications	Jain Hem Chand and Tiwari H. N. (2021), Computer Applications in Business, Taxmann	5	3		
		3	Unit 4: Spreadsheet and its Business Applications	Jain Hem Chand and Tiwari H. N. (2021), Computer Applications in Business, Taxmann	5	3	Internal Assessment-1	
		4	Unit 4: Spreadsheet and its Business Applications	Jain Hem Chand and Tiwari H. N. (2021), Computer Applications in Business, Taxmann	5	3		
4	April	1	Unit 5: Database Management System (Theory)	Jain Hem Chand and Tiwari H. N. (2021), Computer Applications in Business, Taxmann	4	2		
		2	Unit 5: Database Management System (Theory)	Jain Hem Chand and Tiwari H. N. (2021), Computer Applications in Business, Taxmann	5	3	Internal Assessment-2	
		3	All Units	Jain Hem Chand and Tiwari H. N. (2021), Computer Applications in Business, Taxmann	5	3		Revision

		4	All Units	Jain Hem Chand and Tiwari H. N. (2021), Computer Applications in Business, Taxmann	4	2		Revision
13.	May	1	Preparatory Break and Practical Examinations					

Teaching Plan for Winter Semester 2020-21

Name of the Teacher: Dr.Jaideep

Course Name: B.Com (Hons.)

Paper Title: GOODS & SERVICES TAX (GST) AND CUSTOMS LAW

Semester/Year: VI/ 3rd

S. No	Month	Week No	Unit/Topic	Resource/References Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity-GD. documentary etc.)
1.	January	1.	Unit 1 Introduction	Bansal, K. M., <i>GST & Customs Law</i> , Taxmann Publication.	4	1		
		2	Unit 1 Introduction	Bansal, K. M., <i>GST & Customs Law</i> , Taxmann Publication.	5	1		
		3	Unit 2 Levy & Collection Of GST	Bansal, K. M., <i>GST & Customs Law</i> , Taxmann Publication.	5	1		
		4	Unit 2 Levy & Collection Of GST	Bansal, K. M., <i>GST & Customs Law</i> , Taxmann Publication.	4	1		
2	February	1	Unit 2 Levy & Collection Of GST	Bansal, K. M., <i>GST & Customs Law</i> , Taxmann Publication.	4	1		
		2	Unit 2 Levy & Collection Of GST	Bansal, K. M., <i>GST & Customs Law</i> , Taxmann Publication.	4	1		

		3	Unit 3 Input Tax credit	Bansal, K. M., <i>GST & Customs Law</i> , Taxmann Publication.	5	1		
		4	Unit 3 Input Tax credit	Bansal, K. M., <i>GST & Customs Law</i> , Taxmann Publication.	3	1		
3	March	1	Unit 3 Input Tax credit	Bansal, K. M., <i>GST & Customs Law</i> , Taxmann Publication.	5	1		
		2	Unit 3 Input Tax credit	Bansal, K. M., <i>GST & Customs Law</i> , Taxmann Publication.	5	1	Internal Assessment-1	
		3	Unit 4 Procedures and Special Provisions under GST	Bansal, K. M., <i>GST & Customs Law</i> , Taxmann Publication.	5	1		
		4	Unit 4 Procedures and Special Provisions under GST	Bansal, K. M., <i>GST & Customs Law</i> , Taxmann Publication.	5	1		
4	April	1	Unit 4 Procedures and Special Provisions under GST	Bansal, K. M., <i>GST & Customs Law</i> , Taxmann Publication.	4	1		
		2	Unit 5 Customs Law	Bansal, K. M., <i>GST & Customs Law</i> , Taxmann Publication.	5	1	Internal Assessment-2	
		3	Unit 5 Customs Law	Bansal, K. M., <i>GST & Customs Law</i> , Taxmann Publication.	5	1		

		4	Doubt Classes		4	0	Revision
13.	May	1	Preparatory Break and Practical Examinations				

Teaching Plan Summer Semester 2018-19

Name of the Teacher: Kamaldeep Kaur Sarna

Course Name: B Com. (Hons.)

Paper Title: Financial Reporting and Analysis

Semester/Year: 6th semester/3rd year

S. No.	Month	Week No.	Unit/Topic	Resource/ References/Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity-GD, documentary etc.)
1.	January	1	Unit-1/ Introduction (Part A)	1. Bhattacharya, K Ashish. Corporate Financial Reporting and analysis. PHI learning, Delhi. 2. Lal, Jawahar & Sucheta, Gauba, Financial Reporting and Analysis. Himalaya Publishing House, Mumbai.	4 4			Group Discussion/Subject Videos
		2	Unit-1/ Introduction (Part B)	1. Lal, Jawahar & Sucheta, Gauba, Financial Reporting and Analysis. Himalaya Publishing House, Mumbai.	8			Group Discussions

		3	Unit-1/ Introduction (Part C)	<p>3. George J. Benstonet. Al, World Financial Reporting, Oxford University Press.</p> <p>4. Gibson, C. H., Financial reporting and analysis. Nelson Education</p>	5			
		4	Unit-1/ Introduction (Part D)	<p>1. Lal, Jawahar & Sucheta, Gauba, Financial Reporting and Analysis. Himalaya Publishing House, Mumbai.</p>	8			
2.	February	1	Unit-2/ Disclosures (Part A)	<p>1. Bhattacharya, K Ashish. Corporate Financial Reporting and analysis. PHI learning, Delhi.</p> <p>2. Lal, Jawahar & Sucheta, Gauba, Financial Reporting and Analysis. Himalaya Publishing House, Mumbai.</p>	4		Internal Assessment-I	
		2	Unit-2/ Disclosures (Part B)	<p>1. George J. Benstonet. Al, World Financial Reporting, Oxford</p>	4			

			<p>University Press.</p> <p>2. Gibson, C. H., Financial reporting and analysis. Nelson Education</p>	4			
		3	<p>Unit-3/Analysis of Financial Statements Techniques (Part A)</p>	<p>1. Lal, Jawahar & Sucheta, Gauba, Financial Reporting and Analysis. Himalaya Publishing House, Mumbai.</p>	3		Project Work
				<p>2. Gibson, C. H., Financial reporting and analysis. Nelson Education</p> <p>3. Bhattacharya, K Ashish. Corporate Financial Reporting and analysis. PHI learning, Delhi.</p>	3 2		
		4	<p>Unit-3/Analysis of Financial Statements Techniques (Part B)</p>	<p>1. Lawrence Revsine, Daniel W. Collins, W. Bruce Johnson, H. Fred Mittelstaedt. Financial Reporting and Analysis. McGraw Hill Education</p> <p>2. R.K. Mautz and William G. May, Financial Disclosure in a Competitive Economy, Financial Executive Research Foundation, USA.</p>	4 4		

3.	March	1	Unit-4/ Analysis of Financial Statements – A Case Study (Part A)	1. Lal, Jawahar & Sucheta, Gauba, Financial Reporting and Analysis. Himalaya Publishing House, Mumbai. 2. Gibson, C. H., Financial reporting and analysis. Nelson Education	4 4		Internal Assessment- II	
		2	Unit-4/ Analysis of Financial Statements – A Case Study (Part B)	1. Gibson, C. H., Financial reporting and analysis. Nelson Education 2. George J. Benstonet. Al, World Financial Reporting, Oxford University Press.	4 4			Group Discussions
		3	Unit-4/ Analysis of Financial Statements – A Case Study (Part C)	3. R.K. Mautz and William G. May, Financial Disclosure in a Competitive Economy, Financial Executive Research Foundation, USA.	8			

		4		MID SEMESTER BREAK				
	April	1	Unit-5/ Emerging Trends in Reporting (Part A)	<p>3. Lal, Jawahar & Sucheta, Gauba, Financial Reporting and Analysis. Himalaya Publishing House, Mumbai.</p> <p>4. Bhattacharya, K Ashish. Corporate Financial Reporting and analysis. PHI learning, Delhi.</p>	5		Internal Assesment- III	
		2	Unit-5/ Emerging Trends in Reporting (Part B)	<p>1. George J. Benstonet. Al, World Financial Reporting, Oxford University Press.</p>	8			

		3	Unit-5/ Emerging Trends in Reporting (Part C)	1. Lal, Jawahar & Sucheta, Gauba, Financial Reporting and Analysis. Himalaya Publishing House, Mumbai.	8			
		4	Revision	Doubt Sessions	8			

Teaching Plan Summer Semester 2016-17

Name of the Teacher: Dr. Kanu Jain

Course Name: B. Com(Hons)

Paper Title: Business Laws

Semester/Year: I semester/1st year

S. No.	Month	Week No.	Unit/Topic	Resource/References/Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
1.	July	3	Introduction: Business Laws Introduction: Indian Contract Act, 1872 Contract – meaning, characteristics and kinds	1. Singh, Avtar.(2018). The Principles of Mercantile Law. Lucknow. Eastern Book Company. 2. Sharma, J.P. and Kanojia S. (2019). Business Laws. New Delhi. Bharat Law House Pvt. Ltd. 3. Tulsian P.C. (2018). Business Law. New Delhi.Tata McGraw Hill. 4. Jagota R. (2019). Business Laws. MKM Publishers ScholarTech Press. 5. Kuchhal, M C. (2018). Business Laws. New Delhi. Vikas Publishing House.	5	1	N.A	Discuss the case laws related to the topics covered week by week and viva-voce of the same. Movie Recommendation: 12 angry Men, The man from Earth

				6. Arora, S. (2015). Business Laws. New Delhi. Taxmann 7. Indian Contract Act, 1872 (Bare Act)				
		4	Unit 1: Offer and Acceptance, Consideration	Same as above	3+2	1		
2.	August	1	Unit 1: Capacity of Parties	Same as Above	5	1		
		2	Unit 1: Free Consent	Same as Above	5	1		

		3	Unit 1: Legality of object and consideration, Void agreements	Same as Above	2+3	1		
		4	Unit 1: Discharge of contract, Quasi Contract, Remedies for the breach of contract	Same as Above	2 1 2	1	Test 1 from the syllabus covered	Discuss the case laws related to the topics covered week by week and viva-voce of the same. Revision of the earlier Chapters.
3.	September	1	Unit II: Special Contracts: Indemnity & Guarantee, Bailment and pledge	Same as Above	5	1		Discussion of previous years question papers

		2	Unit II: Special contracts: Agency	Same as Above	5	1	
		3	Unit-III Sale of goods: Introduction, Conditions and warranties, Performance of contract of sale	Same as Above Additional: Sale of Goods Act, 1932 (Bare Act)	1+3+1	1	Test 2 from the syllabus covered
September		4	Unit-III Sale of goods: Transfer of property, Rights of unpaid seller	Same as above	2+3	1	
October		1	Unit-IV LLP Act, 2008: Salient Features of LLP, Difference between LLP and Partnership, LLP and Company LLP Agreement. Nature of LLP, Partners and	Same as Above Additional: LLP Act, 2008 (Bare Act)	5	1	

			Designated Partners, Incorporation Document, Incorporation by Registration,					
		2	Unit-IV LLP Act, 2008: Registered office of LLP and change therein. Change of name, Partners and their Relations. Extent and limitation of liability of LLP and partners. Whistle blowing. Taxation of LLP. Conversion into LLP. Winding up and dissolution of LLP.	Same as Above	5	1	Discuss the case laws related to the topics covered week by week and viva-voce of the same. Revision of the earlier Chapters. Discussion of previous years question papers	
		3	Mid- Semester Break					

		4	Unit V: The Information Technology Act 2000 Definitions under the Act. Digital signature. Electronic governance. Attribution, acknowledgement and dispatch of electronic records.	Same as above Additional: IT Act, 2000 (Bare Act)	5	1		
5	November	1	Unit V: The Information Technology Act 2000 Regulation of certifying authorities. Digital signatures certificates. Duties of subscribers under the Act. Penalties and adjudication. Offences as per the Act.	Same as above	5	1		Discuss the case laws related to the topics covered week by week and viva-voce of the same. Revision of the earlier Chapters. Discussion of previous years question papers

		2	Revision	Revision	5	1		
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Teaching Plan Summer Semester 2017-18

Name of the Teacher: Dr. Kanu Jain

Course Name: B. Com(Hons)

Paper Title: Business Laws

Semester/Year: I semester/1st year

S. No.	Month	Week No.	Unit/Topic	Resource/ References/Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
1.	July	3	Introduction: Business Laws Introduction: Indian Contract Act, 1872 Contract – meaning, characteristics and kinds	1. Singh, Avtar.(2018). The Principles of Mercantile Law. Lucknow. Eastern Book Company. 2. Sharma, J.P. and Kanojia S. (2019). Business Laws. New Delhi. Bharat Law House Pvt. Ltd. 3. Tulsian P.C. (2018). Business Law. New Delhi.Tata McGraw Hill. 4. Jagota R. (2019). Business Laws. MKM Publishers ScholarTech Press. 5. Kuchhal, M C. (2018). Business Laws. New Delhi. Vikas Publishing House.	5	1	N.A	Discuss the case laws related to the topics covered week by week and viva-voce of the same. Movie Recommendation: 12 angry Men, The man from Earth

				6. Arora, S. (2015). Business Laws. New Delhi. Taxmann 7. Indian Contract Act, 1872 (Bare Act)				
		4	Unit 1: Offer and Acceptance, Consideration	Same as above	3+2	1		
2.	August	1	Unit 1: Capacity of Parties	Same as Above	5	1		
		2	Unit 1: Free Consent	Same as Above	5	1		

		3	Unit 1: Legality of object and consideration, Void agreements	Same as Above	2+3	1		
		4	Unit 1: Discharge of contract, Quasi Contract, Remedies for the breach of contract	Same as Above	2 1 2	1	Test 1 from the syllabus covered	Discuss the case laws related to the topics covered week by week and viva-voce of the same. Revision of the earlier Chapters.
3.	September	1	Unit II: Special Contracts: Indemnity & Guarantee, Bailment and pledge	Same as Above	5	1		Discussion of previous years question papers

		2	Unit II: Special contracts: Agency	Same as Above	5	1	
		3	Unit-III Sale of goods: Introduction, Conditions and warranties, Performance of contract of sale	Same as Above Additional: Sale of Goods Act, 1932 (Bare Act)	1+3+1	1	Test 2 from the syllabus covered
September		4	Unit-III Sale of goods: Transfer of property, Rights of unpaid seller	Same as above	2+3	1	
October		1	Unit-IV LLP Act, 2008: Salient Features of LLP, Difference between LLP and Partnership, LLP and Company LLP Agreement. Nature of LLP, Partners and	Same as Above Additional: LLP Act, 2008 (Bare Act)	5	1	

			Designated Partners, Incorporation Document, Incorporation by Registration,					
		2	Unit-IV LLP Act, 2008: Registered office of LLP and change therein. Change of name, Partners and their Relations. Extent and limitation of liability of LLP and partners. Whistle blowing. Taxation of LLP. Conversion into LLP. Winding up and dissolution of LLP.	Same as Above	5	1	Discuss the case laws related to the topics covered week by week and viva-voce of the same. Revision of the earlier Chapters. Discussion of previous years question papers	
		3	Mid- Semester Break					

		4	Unit V: The Information Technology Act 2000 Definitions under the Act. Digital signature. Electronic governance. Attribution, acknowledgement and dispatch of electronic records.	Same as above Additional: IT Act, 2000 (Bare Act)	5	1		
5	November	1	Unit V: The Information Technology Act 2000 Regulation of certifying authorities. Digital signatures certificates. Duties of subscribers under the Act. Penalties and adjudication. Offences as per the Act.	Same as above	5	1		Discuss the case laws related to the topics covered week by week and viva-voce of the same. Revision of the earlier Chapters. Discussion of previous years question papers

		2	Revision	Revision	5	1		
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Teaching Plan Summer Semester 2018-19

Name of the Teacher: Dr. Kanu Jain

Course Name: B. Com(Hons)

Paper Title: Business Laws

Semester/Year: I semester/1st year

S. No.	Month	Week No.	Unit/Topic	Resource/References/Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
1.	July	3	Introduction: Business Laws Introduction: Indian Contract Act, 1872 Contract – meaning, characteristics and kinds	1. Singh, Avtar.(2018). The Principles of Mercantile Law. Lucknow. Eastern Book Company. 2. Sharma, J.P. and Kanojia S. (2019). Business Laws. New Delhi. Bharat Law House Pvt. Ltd. 3. Tulsian P.C. (2018). Business Law. New Delhi.Tata McGraw Hill. 4. Jagota R. (2019). Business Laws. MKM Publishers ScholarTech Press. 5. Kuchhal, M C. (2018). Business Laws. New Delhi. Vikas Publishing House.	5	1	N.A	Discuss the case laws related to the topics covered week by week and viva-voce of the same. Movie Recommendation: 12 angry Men, The man from Earth

				6. Arora, S. (2015). Business Laws. New Delhi. Taxmann 7. Indian Contract Act, 1872 (Bare Act)				
		4	Unit 1: Offer and Acceptance, Consideration	Same as above	3+2	1		
2.	August	1	Unit 1: Capacity of Parties	Same as Above	5	1		
		2	Unit 1: Free Consent	Same as Above	5	1		

		3	Unit 1: Legality of object and consideration, Void agreements	Same as Above	2+3	1		
		4	Unit 1: Discharge of contract, Quasi Contract, Remedies for the breach of contract	Same as Above	2 1 2	1	Test 1 from the syllabus covered	Discuss the case laws related to the topics covered week by week and viva-voce of the same. Revision of the earlier Chapters.
3.	September	1	Unit II: Special Contracts: Indemnity & Guarantee, Bailment and pledge	Same as Above	5	1		Discussion of previous years question papers

		2	Unit II: Special contracts: Agency	Same as Above	5	1	
		3	Unit-III Sale of goods: Introduction, Conditions and warranties, Performance of contract of sale	Same as Above Additional: Sale of Goods Act, 1932 (Bare Act)	1+3+1	1	Test 2 from the syllabus covered
September		4	Unit-III Sale of goods: Transfer of property, Rights of unpaid seller	Same as above	2+3	1	
October		1	Unit-IV LLP Act, 2008: Salient Features of LLP, Difference between LLP and Partnership, LLP and Company LLP Agreement. Nature of LLP, Partners and	Same as Above Additional: LLP Act, 2008 (Bare Act)	5	1	

			Designated Partners, Incorporation Document, Incorporation by Registration,					
		2	Unit-IV LLP Act, 2008: Registered office of LLP and change therein. Change of name, Partners and their Relations. Extent and limitation of liability of LLP and partners. Whistle blowing. Taxation of LLP. Conversion into LLP. Winding up and dissolution of LLP.	Same as Above	5	1	Discuss the case laws related to the topics covered week by week and viva-voce of the same. Revision of the earlier Chapters. Discussion of previous years question papers	
		3	Mid- Semester Break					

		4	Unit V: The Information Technology Act 2000 Definitions under the Act. Digital signature. Electronic governance. Attribution, acknowledgement and dispatch of electronic records.	Same as above Additional: IT Act, 2000 (Bare Act)	5	1		
5	November	1	Unit V: The Information Technology Act 2000 Regulation of certifying authorities. Digital signatures certificates. Duties of subscribers under the Act. Penalties and adjudication. Offences as per the Act.	Same as above	5	1		Discuss the case laws related to the topics covered week by week and viva-voce of the same. Revision of the earlier Chapters. Discussion of previous years question papers

		2	Revision	Revision	5	1		
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Teaching Plan Summer Semester 2019-20

Name of the Teacher: Dr. Kanu Jain

Course Name: B. Com(Hons)

Paper Title: Business Laws

Semester/Year: I semester/1st year

S. No.	Month	Week No.	Unit/Topic	Resource/References/Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
1.	July	3	Introduction: Business Laws Introduction: Indian Contract Act, 1872 Contract – meaning, characteristics and kinds	1. Singh, Avtar.(2018). The Principles of Mercantile Law. Lucknow. Eastern Book Company. 2. Sharma, J.P. and Kanojia S. (2019). Business Laws. New Delhi. Bharat Law House Pvt. Ltd. 3. Tulsian P.C. (2018). Business Law. New Delhi.Tata McGraw Hill. 4. Jagota R. (2019). Business Laws. MKM Publishers ScholarTech Press. 5. Kuchhal, M C. (2018). Business Laws. New Delhi. Vikas Publishing House.	5	1	N.A	Discuss the case laws related to the topics covered week by week and viva-voce of the same. Movie Recommendation: 12 angry Men, The man from Earth

				6. Arora, S. (2015). Business Laws. New Delhi. Taxmann 7. Indian Contract Act, 1872 (Bare Act)				
		4	Unit 1: Offer and Acceptance, Consideration	Same as above	3+2	1		
2.	August	1	Unit 1: Capacity of Parties	Same as Above	5	1		
		2	Unit 1: Free Consent	Same as Above	5	1		

		3	Unit 1: Legality of object and consideration, Void agreements	Same as Above	2+3	1		
		4	Unit 1: Discharge of contract, Quasi Contract, Remedies for the breach of contract	Same as Above	2 1 2	1	Test 1 from the syllabus covered	Discuss the case laws related to the topics covered week by week and viva-voce of the same. Revision of the earlier Chapters.
3.	September	1	Unit II: Special Contracts: Indemnity & Guarantee, Bailment and pledge	Same as Above	5	1		Discussion of previous years question papers

		2	Unit II: Special contracts: Agency	Same as Above	5	1	
		3	Unit-III Sale of goods: Introduction, Conditions and warranties, Performance of contract of sale	Same as Above Additional: Sale of Goods Act, 1932 (Bare Act)	1+3+1	1	Test 2 from the syllabus covered
September		4	Unit-III Sale of goods: Transfer of property, Rights of unpaid seller	Same as above	2+3	1	
October		1	Unit-IV LLP Act, 2008: Salient Features of LLP, Difference between LLP and Partnership, LLP and Company LLP Agreement. Nature of LLP, Partners and	Same as Above Additional: LLP Act, 2008 (Bare Act)	5	1	

			Designated Partners, Incorporation Document, Incorporation by Registration,					
		2	Unit-IV LLP Act, 2008: Registered office of LLP and change therein. Change of name, Partners and their Relations. Extent and limitation of liability of LLP and partners. Whistle blowing. Taxation of LLP. Conversion into LLP. Winding up and dissolution of LLP.	Same as Above	5	1	Discuss the case laws related to the topics covered week by week and viva-voce of the same. Revision of the earlier Chapters. Discussion of previous years question papers	
		3	Mid- Semester Break					

		4	Unit V: The Information Technology Act 2000 Definitions under the Act. Digital signature. Electronic governance. Attribution, acknowledgement and dispatch of electronic records.	Same as above Additional: IT Act, 2000 (Bare Act)	5	1		
5	November	1	Unit V: The Information Technology Act 2000 Regulation of certifying authorities. Digital signatures certificates. Duties of subscribers under the Act. Penalties and adjudication. Offences as per the Act.	Same as above	5	1		Discuss the case laws related to the topics covered week by week and viva-voce of the same. Revision of the earlier Chapters. Discussion of previous years question papers
		2	Revision	Revision	5	1		

Teaching Plan Odd Semester 2020-21

Name of the Teacher: Dr. Kanu Jain

Course Name: B. Com(Hons)

Paper Title: Business Laws

Semester/Year: I semester/1st year

S. No.	Month	Week No.	Unit/Topic	Resource/References/Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
1.	November	3	Introduction: Business Laws Introduction: Indian Contract Act, 1872 Contract – meaning, characteristics and kinds	1. Singh, Avtar.(2018). The Principles of Mercantile Law. Lucknow. Eastern Book Company. 2. Sharma, J.P. and Kanojia S. (2019). Business Laws. New Delhi. Bharat Law House Pvt. Ltd. 3. Tulsian P.C. (2018). Business Law. New Delhi.Tata McGraw Hill. 4. Jagota R. (2019). Business Laws. MKM Publishers ScholarTech Press. 5. Kuchhal, M C. (2018). Business Laws. New Delhi. Vikas Publishing House.	5	1	N.A	Discuss the case laws related to the topics covered week by week and viva-voce of the same. Movie Recommendation: 12 angry Men, The man from Earth

				6. Arora, S. (2015). Business Laws. New Delhi. Taxmann 7. Indian Contract Act, 1872 (Bare Act)				
		4	Unit 1: Offer and Acceptance, Consideration	Same as above	3+2	1		
2.	December	1	Unit 1: Capacity of Parties	Same as Above	5	1		
		2	Unit 1: Free Consent	Same as Above	5	1		

		3	Unit 1: Legality of object and consideration, Void agreements	Same as Above	2+3	1		
		4	Unit 1: Discharge of contract, Quasi Contract, Remedies for the breach of contract	Same as Above	2 1 2	1	Test 1 from the syllabus covered	Discuss the case laws related to the topics covered week by week and viva-voce of the same. Revision of the earlier Chapters.
3.	January	1	Unit II: Special Contracts: Indemnity & Guarantee, Bailment and pledge	Same as Above	5	1		Discussion of previous years question papers

		2	Unit II: Special contracts: Agency	Same as Above	5	1	
		3	Unit-III Sale of goods: Introduction, Conditions and warranties, Performance of contract of sale	Same as Above Additional: Sale of Goods Act, 1932 (Bare Act)	1+3+1	1	Test 2 from the syllabus covered
January		4	Unit-III Sale of goods: Transfer of property, Rights of unpaid seller	Same as above	2+3	1	
February		1	Unit-IV LLP Act, 2008: Salient Features of LLP, Difference between LLP and Partnership, LLP and Company LLP Agreement. Nature of LLP, Partners and	Same as Above Additional: LLP Act, 2008 (Bare Act)	5	1	

			Designated Partners, Incorporation Document, Incorporation by Registration,				
		2	Unit-IV LLP Act, 2008: Registered office of LLP and change therein. Change of name, Partners and their Relations. Extent and limitation of liability of LLP and partners. Whistle blowing. Taxation of LLP. Conversion into LLP. Winding up and dissolution of LLP.	Same as Above	5	1	Discuss the case laws related to the topics covered week by week and viva-voce of the same. Revision of the earlier Chapters. Discussion of previous years question papers

		3	Unit V: The Information Technology Act 2000 Definitions under the Act. Digital signature. Electronic governance. Attribution, acknowledgement and dispatch of electronic records.	Same as above Additional: IT Act, 2000 (Bare Act)	5	1		
		4	Unit V: The Information Technology Act 2000 Regulation of certifying authorities. Digital signatures certificates. Duties of subscribers under the Act. Penalties and adjudication. Offences as per the Act.	Same as above	5	1		Discuss the case laws related to the topics covered week by week and viva-voce of the same. Revision of the earlier Chapters. Discussion of previous years question papers

5	March	1	Revision of the earlier Acts		5	1		
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Teaching Plan Winter Semester 2016-17

Name of the Teacher: Dr. Kanu Jain

Course Name: B. Com. (Hons)

Paper Title: Fundamental of Investments

Semester/Year: VI semester/3rd year

S. No.	Month	Week No.	Unit/Topic	Resource/References/Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
1.	January	1	Unit-I: The Investment Environment, The investment decision process. Types of Investment-Commodities, Real Estate and Financial Assets, The Indian securities market, the market participants and trading of securities, security market indices, sources of financial information.	8. Jones, C.P., Investment Analysis and Management. Wiley. 9. Rustagi, R.P., Investment Management. Sultan Chand, New Delhi. 10. Singh, Y.P. "Fundamentals of Investment Management". Galgotia Publications 11. Tripathi, Vanita (2019), Fundamentals of Investments. Taxmann. Publications. 12. Brealey, R. A., Myers, S. C., & Allen, F. (2006). Principles of corporate finance. New York, NY: McGraw-Hill/Irwin. 13. www.nseindia.com	5	1	N.A	Documentaries/Movies per week along with discussions : 1. Inside job 2. Overdose 3. I want Earth plus 5% 4. Gafla 5. The Big Short 6. Margin Call 7. Discussions about various contemporary topics in news 8. Relating the topic going on the in the class with the practical knowledge

				14. www.bseindia.com 15. www.sebi.gov.in 16. www.rbi.gov.in				
		2	Unit 1: Return and Risk: Concept, Calculation, Trade-of between return and risk, Impact of taxes and inflation on return.	Same as above	3+2	1		
		3	Unit-II: Bond Analysis: Bond Fundamentals, Estimating bond yields	Same as Above	1+4	1		
		4	Unit-II: Bond Analysis: Bond Valuation & Malkiel Theorems, bond risks and credit rating	Same as Above	4+1	1		

		February	Unit-III: Approaches to Equity Analysis: Fundamental Analysis	Same as Above	5	1		
		1						
		2	Unit-III: Approaches to Equity Analysis: Technical Analysis	Same as Above	5	1		
		3	Unit-III: Approaches to Equity Analysis: Efficient Market Hypothesis	Same as Above	5	1		
		4	Unit-III: Approaches to Equity Analysis: Valuation of Equity Shares using Dividend Discount model and P/E ratio model.	Same as Above	2+ 2+ 1	1	Test 1	Students are asked to make a virtual portfolios of 5 stocks and invest a virtual amount of INR 10 lakhs and analyse the same in the light of the topics covered in the class and various discussions around it. Revision of the earlier Chapters.
3.	March	1	Unit-IV: Portfolio Analysis and		5	1		

			Financial Derivatives: Harry Markowitz model of Portfolio Analysis and Diversification	Same as Above				Discussion of previous years question papers	
		2	Unit-IV: Portfolio Analysis and Financial Derivatives: CAPM model Portfolio Risk and Return	Same as Above	2+3	1			
		3	Mid Semester Break						
		4	Unit-IV: Portfolio Analysis and Financial Derivatives: Mutual Funds	Same as Above Additional: AMFI website	5	1	Test 2 from the syllabus covered		

	April	1	Unit-IV: Portfolio Analysis and Financial Derivatives: Overview of Financial Derivatives- Forwards	Same as above	5	1	
		2	Unit-IV: Portfolio Analysis and Financial Derivatives: Overview of Financial Derivatives- Futures and their trading and settlement	Same as Above	5	1	
		3	Unit-IV: Portfolio Analysis and Financial Derivatives: Overview of Financial Derivatives- Options	Same as Above	5	1	Discuss the application of excel in the topics covered week by week and small assignments on the same

		4	<p>Unit-V:</p> <p>Investor Protection Role of SEBI and stock exchanges in investor protection</p> <p>Investor grievances and their redressal system, insider trading, investors' education and awareness.</p>	<p>Same as above</p> <p>Additional: SEBI Act</p>	5	1	

Teaching Plan Winter Semester 2017-18

Name of the Teacher: Dr. Kanu Jain

Course Name: B. Com. (Hons)

Paper Title: Fundamental of Investments

Semester/Year: VI semester/3rd year

S. No.	Month	Week No.	Unit/Topic	Resource/References/Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
1.	January	1	Unit-I: The Investment Environment, The investment decision process. Types of Investment-Commodities, Real Estate and Financial Assets, The Indian securities market, the market participants and trading of securities, security market indices, sources of financial information.	9. Jones, C.P., Investment Analysis and Management. Wiley. 10. Rustagi, R.P., Investment Management. Sultan Chand, New Delhi. 11. Singh, Y.P. "Fundamentals of Investment Management". Galgotia Publications 12. Tripathi, Vanita (2019), Fundamentals of Investments. Taxmann. Publications. 13. Brealey, R. A., Myers, S. C., & Allen, F. (2006). Principles of corporate finance. New York, NY: McGraw-Hill/Irwin. 14. www.nseindia.com	5	1	N.A	8. Documentaries/Movies per week along with discussions : 19. Inside job 20. Overdose 21. I want Earth plus 5% 22. Gafla 23. The Big Short 24. Margin Call 25. Discussions about various contemporary topics in news 26. Relating the topic going on the in the class with the practical knowledge

				15. www.bseindia.com 16. www.sebi.gov.in 17. www.rbi.gov.in				
		2	Unit 1: Return and Risk: Concept, Calculation, Trade-of between return and risk, Impact of taxes and inflation on return.	Same as above	3+2	1		
		3	Unit-II: Bond Analysis: Bond Fundamentals, Estimating bond yields	Same as Above	1+4	1		
		4	Unit-II: Bond Analysis: Bond Valuation & Malkiel Theorems, bond risks and credit rating	Same as Above	4+1	1		

		February	Unit-III: Approaches to Equity Analysis: Fundamental Analysis	Same as Above	5	1		
		1						
		2	Unit-III: Approaches to Equity Analysis: Technical Analysis	Same as Above	5	1		
		3	Unit-III: Approaches to Equity Analysis: Efficient Market Hypothesis	Same as Above	5	1		
		4	Unit-III: Approaches to Equity Analysis: Valuation of Equity Shares using Dividend Discount model and P/E ratio model.	Same as Above	2+ 2+ 1	1	Test 1	Students are asked to make a virtual portfolios of 5 stocks and invest a virtual amount of INR 10 lakhs and analyse the same in the light of the topics covered in the class and various discussions around it. Revision of the earlier Chapters.
3.	March	1	Unit-IV: Portfolio Analysis and		5	1		

			Financial Derivatives: Harry Markowitz model of Portfolio Analysis and Diversification	Same as Above				Discussion of previous years question papers	
		2	Unit-IV: Portfolio Analysis and Financial Derivatives: CAPM model Portfolio Risk and Return	Same as Above	2+3	1			
		3	Mid Semester Break						
		4	Unit-IV: Portfolio Analysis and Financial Derivatives: Mutual Funds	Same as Above Additional: AMFI website	5	1	Test 2 from the syllabus covered		

	April	1	Unit-IV: Portfolio Analysis and Financial Derivatives: Overview of Financial Derivatives- Forwards	Same as above	5	1	
		2	Unit-IV: Portfolio Analysis and Financial Derivatives: Overview of Financial Derivatives- Futures and their trading and settlement	Same as Above	5	1	
		3	Unit-IV: Portfolio Analysis and Financial Derivatives: Overview of Financial Derivatives- Options	Same as Above	5	1	Discuss the application of excel in the topics covered week by week and small assignments on the same

		4	<p>Unit-V:</p> <p>Investor Protection Role of SEBI and stock exchanges in investor protection</p> <p>Investor grievances and their redressal system, insider trading, investors' education and awareness.</p>	<p>Same as above</p> <p>Additional: SEBI Act</p>	5	1	

Teaching Plan Winter Semester 2018-19

Name of the Teacher: Dr. Kanu Jain

Course Name: B. Com. (Hons)

Paper Title: Cost Accounting

Semester/Year: IV semester/2nd year

S. No.	Month	Week No.	Unit/Topic	Resource/ References/Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
1.	January	1	Unit 1: Introduction Meaning, scope, objectives and advantages of cost accounting; Difference between financial and cost accounting. Introduction to Cost Accounting Standards & Cost Accounting Records and Audit Rules Unit	1. Arora, M.N. Cost Accounting-principles and practice. Vikas Publishing House, New Delhi. 2. Jhamb, H. V. Fundamentals of Cost Accounting. Ane Books Pvt Ltd, New Delhi 3. Lal, Jawahar., and Srivastava, Seema. Cost Accounting. McGraw Hill Publishing Co., New Delhi. 4. Drury, Colin. Management and Cost Accounting. Thomson Learning. 5. Horngren, Charles T., George Foster and Srikant M. Dattar. Cost	5	1	N.A	

				Accounting: A Managerial Emphasis. Prentice Hall of India Ltd., New Delhi.				
		2	Unit 1: Cost concepts and classifications, Overview of elements of cost and Cost sheet. Role of a cost accountant in an organisation.	Same as above	5	1		
		3	Unit II: Elements of Cost: Material and Labour (a) Materials: Material/inventor y control techniques. Accounting and control of purchases, storage and issue of materials. Inventory systems.	Same as Above	5	1		

		4	<p>Unit II: Elements of Cost: Material and Labour</p> <p>Methods of pricing of materials issues — FIFO, LIFO, Simple Average, Weighted Average, Replacement, Standard Cost; Physical Verification, Accounting treatment and control of losses— Wastage, scrap, spoilage and defectives</p>	Same as Above	5	1		
		February 1	<p>Unit II:</p> <p>Labour: Accounting and Control of labour cost. Time-keeping and time-booking. Concept and treatment of idle time, over time, labour turnover and fringe benefits.</p>	Same as above	5	1		

		2	Unit II: Labour: Methods of wage payment and Incentive schemes- Halsey, Rowan, Taylor's differential piece wage.	Same as above	5	1		
		3	Unit III: Elements of Cost: Overheads Classification, allocation, apportionment and absorption of overheads	Same as Above	5	1		
		4	Unit-III: Under- and overabsorption; Capacity Levels and Costs;	Same as Above	5	1	Test 1	Revision of the earlier Chapters. Discussion of previous years question papers
3.	March	1	Unit-III: Treatments of certain items in costing like interest on capital, packing expenses, bad debts, research and development	Same as Above	5	1		

		expenses. Activity based costing.					
	2	Unit-IV: Methods of Costing Unit costing, Job costing, Service costing (only transport).	Same as Above	2+3	1		
	3	Mid Semester Break					
	4	Unit-IV: , Contract costing	Same as Above	5	1	Test 2 from the syllabus covered	
April	1	Unit-IV: Process costing (including process losses, valuation of work-in-progress, joint and by-products)	Same as above	5	1		
	2	Unit-IV: Process costing (including process losses,	Same as Above	5	1		

			valuation of work-in-progress, joint and by-products)					
		3	Unit V: Cost Accounting Book-Keeping Systems Integral and non-integral systems; Reconciliation of cost accounting records with financial accounts.	Same as Above	5	1		
		4	Revision		5	1		

Teaching Plan Winter Semester 2019-20

Name of the Teacher: Dr. Kanu Jain

Course Name: B. Com. (Hons)

Paper Title: Fundamentals of Investments

Semester/Year: VI semester/3rd year

S. No.	Month	Week No.	Unit/Topic	Resource/References/Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
1.	January	1	Unit-I: The Investment Environment, The investment decision process. Types of Investment-Commodities, Real Estate and Financial Assets, The Indian securities market, the market participants and trading of securities, security market indices, sources of financial information.	6. Jones, C.P., Investment Analysis and Management. Wiley. 7. Rustagi, R.P., Investment Management. Sultan Chand, New Delhi. 8. Singh, Y.P. "Fundamentals of Investment Management". Galgotia Publications 9. Tripathi, Vanita (2019), Fundamentals of Investments. Taxmann. Publications. 10. Brealey, R. A., Myers, S. C., & Allen, F. (2006). Principles of corporate finance. New York, NY: McGraw-Hill/Irwin. 11. www.nseindia.com	5	1	N.A	5. Documentaries/Movies per week along with discussions : 16. Inside job 17. Overdose 18. I want Earth plus 5% 19. Gafla 20. The Big Short 21. Margin Call 22. Discussions about various contemporary topics in news 23. Relating the topic going on the in the class with the practical knowledge

				12. www.bseindia.com 13. www.sebi.gov.in 14. www.rbi.gov.in				
		2	Unit 1: Return and Risk: Concept, Calculation, Trade-of between return and risk, Impact of taxes and inflation on return.	Same as above	3+2	1		
		3	Unit-II: Bond Analysis: Bond Fundamentals, Estimating bond yields	Same as Above	1+4	1		
		4	Unit-II: Bond Analysis: Bond Valuation & Malkiel Theorems, bond risks and credit rating	Same as Above	4+1	1		

		February	Unit-III: Approaches to Equity Analysis: Fundamental Analysis	Same as Above	5	1		
		1						
		2	Unit-III: Approaches to Equity Analysis: Technical Analysis	Same as Above	5	1		
		3	Unit-III: Approaches to Equity Analysis: Efficient Market Hypothesis	Same as Above	5	1		
		4	Unit-III: Approaches to Equity Analysis: Valuation of Equity Shares using Dividend Discount model and P/E ratio model.	Same as Above	2+ 2+ 1	1	Test 1	Students are asked to make a virtual portfolios of 5 stocks and invest a virtual amount of INR 10 lakhs and analyse the same in the light of the topics covered in the class and various discussions around it. Revision of the earlier Chapters.
3.	March	1	Unit-IV: Portfolio Analysis and		5	1		

			Financial Derivatives: Harry Markowitz model of Portfolio Analysis and Diversification	Same as Above				Discussion of previous years question papers	
		2	Unit-IV: Portfolio Analysis and Financial Derivatives: CAPM model Portfolio Risk and Return	Same as Above	2+3	1			
		3	Mid Semester Break						
		4	Unit-IV: Portfolio Analysis and Financial Derivatives: Mutual Funds	Same as Above Additional: AMFI website	5	1	Test 2 from the syllabus covered		

	April	1	Unit-IV: Portfolio Analysis and Financial Derivatives: Overview of Financial Derivatives- Forwards	Same as above	5	1	
		2	Unit-IV: Portfolio Analysis and Financial Derivatives: Overview of Financial Derivatives- Futures and their trading and settlement	Same as Above	5	1	
		3	Unit-IV: Portfolio Analysis and Financial Derivatives: Overview of Financial Derivatives- Options	Same as Above	5	1	Discuss the application of excel in the topics covered week by week and small assignments on the same

		4	<p>Unit-V:</p> <p>Investor Protection Role of SEBI and stock exchanges in investor protection</p> <p>Investor grievances and their redressal system, insider trading, investors' education and awareness.</p>	<p>Same as above</p> <p>Additional: SEBI Act</p>	5	1	

Teaching Plan for Summer Semester 2019-20

Name of the Teacher: Kavita Kamboj

Course Name: B.Com H

Paper Title: Human Resource Management

Semester/Year: III/IIND YEAR

S. No.	Month	Week No.	Unit/Topic	Resource/ References/ Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
1.	August	3-4	UNIT 1 INTRODU CTION	1. Meaning, importance and scope of HRM; Evolution of HRM;	4	1		GROUP DISCUSSIONS, ROLE PLAYS, DEBATES, BRAIN GAMES
				2. functions, status and competencies of HR manager;	3	1		
				3. Human Resource Planning - quantitative and qualitative dimensions;	2	1		
				4. Job analysis—job description and job specification; HR Policies.	2	1		
				(GERRY DAZZLER)				
2.	September		UNIT II-III	1. Recruitment, selection, placement, induction, and socialization – an overview;	4	1	1ST INTERNAL ASSESSME NT	GROUP DISCUSSIONS, ROLE PLAYS, DEBATES, BRAIN GAMES
				2. Developing Human Resources; Training – need, types, and evaluation;	3	0		
				3. Role specific and competency based training.	2	1		
				4. CASE STUDIES ON ABOVE TOPICS	1	1		
				5. Performance appraisal- nature and objectives,	1	0		
3.	October		UNIT III- IV	1. methods of performance appraisal, potential appraisal & employee counseling;	4		2 ND INTERNAL ASSESSME NT	GROUP DISCUSSIONS, ROLE PLAYS, DEBATES, BRAIN GAMES
				2. Job changes—transfers and promotions;	3	1		

S. No.	Month	Week No.	Unit/Topic	Resource/ References/ Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
				3. HR audit. base and supplementary compensation, performance linked compensation—individual, group, and organisation level.	3	1		
				4. CASE STUDIES ON ABOVE TOPICS	2	1		
				5. MID SEMESTER BREAK				
4.	November		UNIT V	1. Job evaluation; Compensation—concept and policies, use of technology in HRM functions; e-HRM, green-HRM, outsourcing HRM,	4	1	PRESENTATIONS	GROUP DISCUSSIONS, ROLE PLAYS, DEBATES, BRAIN GAMES, VIDEOS
				2. Employee health and safety, employee welfare, social security (excluding legal provisions); Grievance handling and redressal;	3	1		
				3. Industrial disputes and settlement machinery; Emerging issues and challenges of HRM—employee empowerment, downsizing,	2	1		
				4.DOUBT SESSIONS	1			
				5.PREVIOUS YEAR EXAMS PAPERS REVISIONS				

Teaching Plan for Winter Semester 2019-20

Name of the Teacher: KAVITA KAMBOJ

Course Name: B.COM H

Paper Title: CONSUMER AFFAIRS AND CUSTOMER CARE

Semester/Year: VI/IIIRD YEAR

S. No.	Month	Week No.	Unit/Topic	Resource/ References/ Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
1.	JANUARY	1-4	UNIT 1	1. Concept of Consumer, Consumer buying process and Post-Purchase behaviour	4	1		
				2. , Factors affecting voicing of consumer grievances, Alternatives available to Dissatisfied Consumers:	4	1		
				3. Private action and Public Action;	4	1		
				4. Conciliation and Intermediation for out-of-court Redressal.	3	1		
				5.CASE STUDIES	1	0		
2.	FEBRUARY	1-4	UNIT II-III	1. Nature of markets: online and offline, urban and rural; Concept of Price in Retail and Wholesale, Maximum Retail Price (MRP), Fair Price, Grey Market, GST, ethical and legal aspects of misleading advertisements and deceptive packaging;	4	1	IST INTERNAL ASSESSMENT	DISCUSSIONS, OFFICIAL GOVERNMENT YOU TUBE CHANNELS VIDEOS, DEBATES, PRESENTATIONS
				2. Concept of Consumerism, Consumer Organisations: Formation, functioning, and their role in consumer protection. Recent Developments in consumer protection in India.	4	1		
				3. Consumer rights and UN Guidelines on consumer protection, Consumer, goods, defect in goods, spurious goods and services, service, deficiency in service,	4	1		

S. No.	Month	Week No.	Unit/Topic	Resource/ References/ Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
				4. Advisory Bodies: Consumer Protection Councils at the Central, State and District Levels;	3	1		
				5. OFFICIAL WEBSITES RESOURCES AND CASE STUDIES	2	0		
3.	MARCH	1-4	UNIT III-IV	1. Adjudicatory Bodies: District Forums, State Commissions, National Commission: Their Composition, Powers, and Jurisdiction (Pecuniary and Territorial), Role of Supreme Court under the CPA with important case law.	4	1	ASSIGNMENT S	GROUP DISCUSSIONS, YOUTUBE VIDEOS, PRESENTATIONS
				2. Who can file a complaint; Grounds of filing a complaint; Limitation period; Procedure for filing and hearing of a complaint; Disposal of cases; Relief/Remedy available; Temporary Injunction; Enforcement of order; Appeal; Frivolous and vexatious complaints; Offences and penalties.	4	1		
				3. Leading Cases decided under Consumer Protection law by Supreme Court/National Commission:	4	1		
				4. Voluntary and Mandatory standards; Indian Standards Mark (ISI), Ag-mark, Hallmarking, Consumer Grievance Redressal under the BIS Act, 2016; ISO 10000 suite.	5	1		
				MID SEMESTER BREAK				
				5. Banking Ombudsman; Insurance Ombudsman; Telecommunication:	2	0		

S. No.	Month	Week No.	Unit/Topic	Resource/ References/ Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
				TRAI; Food Products: FSSAI; Advertising Standard Council of India; Real Estate Regulatory Authority.				
4.	APRIL	1-4	UNIT V	1. Objectives and basic concepts: Consumer, goods, service; Prohibition of anti-competitive agreements; Prohibition of Abuse of Dominant Position;	5	1	IMPROVEMENT INTERNAL ASSESSMENT EXAM (OPTIONAL)	PRESENTATIONS
				2. Regulation of Combination; Composition and Powers of Competition Commission of India, Complaints and Procedures For Investigation,	4	1		
				3. Hearings and Enquiry and Appeal Provisions.	2	1		
				4. CASE STUDIES AND OFFICIAL WEBSITES VISIT	3	1		
5.	APRIL	2-3		1.DOUBTS CLEARING SESSIONS	2			
				2.PREVIOUS YEAR EXAMS PAPERS REVISION	3			

Teaching Plan for Summer Semester 2020-21

Name of the Teacher: KAVITA KAMBOJ

Course Name: B.COM H

Paper Title: E-COMMERCE

Semester/Year: III/IND YEAR

S. No.	Month	Week No.	Unit/Topic	Resource/ References/ Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
1.	AUGUST	1-4	UNIT I-II	1. Concepts and significance of E-commerce, driving forces of E-commerce. E-commerce business models - key elements of a business model and categories. Mechanism Dynamics of World Wide Web and internet- evolution and features; Design and launch of E-commerce website - decisions regarding Selection of hardware and software	4	1		ROLE PLAYS, GROUP DISCUSSIONS
				2. Design and launch of E-commerce website - decisions regarding Selection of hardware and software;	4	1		
				3. Rationale of transacting online, E-commerce applications in various industries (banking, insurance, payment of utility bills and others),	4	1		
				4. ; Outsourcing vs in house development of a website.	4	1		
				5. Dietel, Harvey M., Dietel, Paul J., and Steinbuhler Kate. E- Business and E- commerce for Managers. Pearson Education.				
2.	SEPTEMBER	1-4	UNIT II-III	1. e-marketing, e-tailing, online services, e-auctions, online portal, online learning, e-publishing and e-entertainment, online shopping	4	1	IST INTERNAL ASSESSMENT TEST	YOU TUBE VIDEOS, DISCUSSIONS, GD

S. No.	Month	Week No.	Unit/Topic	Resource/ References/ Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
				2. Introduction to HTML tags and attributes: Text formatting, fonts, hypertext links	4	1		
				3. , tables, images, lists, forms,	4	1		
				4. cascading style sheets.	5	0		
				5.PRACTICALS				
3.	OCTOBER	1-4	UNIT IV	1. E-payment Methods- Debit card, Credit card, Smart cards, E-Money, E-Wallets; Digital signatures- procedures and legal position;	5	1	ASSIGNMENTS	YOU TUBE VIDEOS, DISCUSSIONS, GD
				2. Payment gateways; Online banking- concepts, importance; Electronic fund transfer; Automated Clearing House.	4	1		
				3. Automated Ledger Posting. Emerging modes and systems of E-payment	4	1		
				4. (MPaisa, PayPal and other digital currency).Epayments risks	3	1		
				MID SEMESTER BREAK				
4.	NOVEMBER	1-4	UNIT V	1. E-commerce security – meaning and issues. Security threats in the E-commerce environmentTechnology solutions- encryption, Information Technology Act 2000- provisions related to offences, secure electronic records, digital signatures, penalties and adjudication.	4	1	IIND INTERNAL ASSESSMENT EXAM OPTIONAL	YOU TUBE VIDEOS, DISCUSSIONS, GD AND CASE STUDIES
				2. security intrusions and breaches, attacking methods like hacking, sniffing, cyber-vandalism etc.;	3	1		
				3. security channels of communication, protecting networks, servers and clients.	4	1		

S. No.	Month	Week No.	Unit/Topic	Resource/ References/ Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
				4. secure electronic records, digital signatures, penalties and adjudication.	3	1		
				5.PRACTICAL CLASSES AND CASE STUDIES				
5.	NOVEMBER	4		1.PRACTICAL EXAM TAKEN	2			
				2. DOUBT CLEARING SESSIONS	2			
				3. PREVIOUS YEAR EXAM PAPERS	1			

Teaching Plan for Winter Semester 2020-21

Name of the Teacher: KAVITA KAMBOJ

Course Name: B.COM H

Paper Title: LEADERSHIP AND TEAM DEVELOPMENT

Semester/Year: IV/ IIND YEAR

S. No.	Month	Week No.	Unit/Topic	Resource/ References/ Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
1.	JANUARY	1-4	UNIT 1-2	1. Styles and attributes of Leadership; Transactional and transformational leadership;	4			GROUP DISCUSSIONS, VIDEOS, ROLE PLAY
				2. Ethical leadership, culture and leadership	4			
				3. The nature and types of groups; Group dynamics- group cohesion, group roles and group norms,	4			
				4. threat to group effectiveness; Managing group and inter-group dynamics;	4			
				5.CASE STUDIES	1			
2.	FEBRUARY	1-4	UNIT II-III	1. Managing culturally diverse groups	4		IST INTERNAL ASSESSMENT ASSIGNMENT/TEST	GROUP DISCUSSIONS, VIDEOS, ROLE PLAY
				2. Group decision making; Power and influence in teams;	4			
				3. Leadership and team empowerment; Challenges in team decision making.	4			
				4.CASE STUDIES	2			
				5.				
3.	MARCH	1-4	UNIT IV	1. Group vs. team; Evolution of group into teams; Stages of team development (team development case	4		ASSIGNMENTS	GROUP DISCUSSIONS, VIDEOS, ROLE PLAY, QUIZES
				2. Emotionally intelligent teams; Characteristics of effective team;	4			
				3. studies Collaborative communication in teams; Problem solving and conflict resolution in teams.	4			

S. No.	Month	Week No.	Unit/Topic	Resource/ References/ Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
				4.CASE STUDIES	2			
				5.MID SEMESTER BREAK				
4.	APRIL	1-4	UNIT V	1. Women in leadership; Leadership skills- coaching and mentoring;	4		PRESENTATIONS	GROUP DISCUSSIONS, VIDEOS, ROLE PLAY AND QUIZES
				2. leadership and social media.	4			
				3.CASE STUDIES	4			
				4.DOUBT CLEARING SESSIONS	3			
				5.PREVIOUS YEAR EXAMS REVISIONS	2			

Teaching Plan for Summer Semester 2016-17

Name of the Teacher: Ms. Manpreet Sharma

Course Name: B.Com (Hons)

Paper Title: Financial Accounting

Semester/Year: 1st semester/1st year

S. No.	Month	Week No.	Unit/Topic	Resource/References/Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity-GD, documentary etc.)
1.	July	4 th	<p>Unit-1: Introduction Conceptual Framework: Accounting principle, Concepts and Conventions Introduction to Accounting Standards and Indian Accounting Standards (AS & Ind AS),</p> <p>Unit-1: Introduction Preparation of Financial Statements of a profit making sole proprietorship trading firm with additional information,</p>	<p>1. Goyal, Bhushan Kumar and H.N. Tiwari, Financial Accounting , Taxmann</p> <p>2. Kumar, Alok. Financial Accounting, Singhal Publication.</p> <p>3. Monga, J R. Financial Accounting: concept and Applications. Mayur paper Backs, New Delhi</p> <p>4. Narayanaswamy, Financial Accounting- Managerial perspective. PHI</p>	3 6	1 1		
2.	August	1 st	<p>Unit-1: Introduction Preparation of Financial Statements of a Not-for-Profit organisation.</p>	<p>1. Goyal, Bhushan Kumar and H.N. Tiwari, Financial Accounting , Taxmann</p>	5	1	Internal Assessment in the last week of August	
		2 nd	<p>Unit-2: Depreciation Accounting</p>	<p>2. Kumar, Alok. Financial Accounting, Singhal Publication.</p>	5	1		
		3 rd	<p>Unit-2: Inventory Valuation Inventory Valuation: Meaning, Significance of Inventory Valuation, Inventory Record System-Periodic and Perpetual,</p>	<p>3. Monga, J R. Financial Accounting: concept and Applications. Mayur paper Backs, New Delhi</p>	5	1		

S. No.	Month	Week No.	Unit/Topic	Resource/References/Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity-GD, documentary etc.)
		4 th	<p>Methods of Inventory Valuation- FIFO, LIFO and Weighted Average</p> <p>Unit-3: Special types of Accounting Hire Purchase Accounting: Calculation of Interest, Partial and Full Repossession.</p>	4. Narayanaswamy, Financial Accounting- Managerial perspective, PHI	3	1		
3.	September	1 st	<p>Unit-3: Special types of Accounting Hire Purchase Accounting: profit Computation (Stock & Debtors System only)</p>	1. Goyal, Bhushan Kumar and H.N. Tiwari, Financial Accounting , Taxmann	5	1		
		2 nd	<p>Unit-3: Special types of Accounting Accounting for Leases: Concept Classification of leases</p>	2. Kumar, Alok. Financial Accounting, Singhal Publication.	3	1		
		3 rd	<p>Unit-3: Special types of Accounting Accounting for Branches</p>	3. Monga, J R. Financial Accounting: concept and Applications. Mayur paper Backs, New Delhi	5	1		
		4 th	<p>Unit-3: Special types of Accounting Accounting for Branches</p>	4 Narayanaswamy, Financial Accounting- Managerial perspective, PHI	5	1		
		5 th						

S. No.	Month	Week No.	Unit/Topic	Resource/References/Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity-GD, documentary etc.)
			Unit-3: Special types of Accounting Departmental Accounting: Concept, Type of departments, Basis of allocation of departmental expenses, Methods of departmental accounting		3	1		
4.	October	1 st	Mid semester break				Internal Assessment in the last week of October	
		2 nd	Mid semester break					
		3 rd	Unit-5: Computerized Accounting System	1. Goyal, Bhushan Kumar and H.N. Tiwari, Financial Accounting , Taxmann	6	1		
		4 th	Unit-4: Accounting for Partnership Firm Partnership accounts: Fundamentals, Admission, Retirement and Death of a partner. Accounting for Dissolution of Partnership Firm.	2. Kumar, Alok. Financial Accounting, Singhal Publication.	6	1		
5.	November	1 st	Unit-5: Computerized Accounting System	1. Goyal, Bhushan Kumar and H.N. Tiwari, Financial Accounting, Taxmann	3	1	Third and final assessment	
		2 nd	Unit-4: Accounting for Partnership Firm		6	1		

S. No.	Month	Week No.	Unit/Topic	Resource/References/Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
		3 rd	Dissolution of Partnership Firm including Insolvency of partners Unit-4: Accounting for Partnership Firm Gradual realization of assets and piecemeal payment of liabilities	2. Kumar, Alok. Financial Accounting, Singhal Publication. 3. Monga, J R. Financial Accounting: concept and Applications. Mayur paper Backs, New Delhi	4	1		

Teaching Plan for Winter Semester 2016-17

Name of the Teacher: Ms. Manpreet Sharma

Course Name: B. Com (Hons)

Paper Title: Business Mathematics

Semester/Year: 4th semester/2nd year

S. No.	Month	Week No.	Unit/Topic	Resource/References/Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
1.	January	1 st	Unit I: Matrices and Determinants Definition and types of matrix, Algebra of matrices, Inverse of a matrix- Business Applications.	1.Thukral, J.K. Business Mathematics. Mayur Publications.	5	1		
		2 nd	Unit I: Matrices and Determinants Solution of system of linear equations using matrix	2. Kapoor, V.K. Business Mathematics, Theory & Applications. Sultan Chand & Sons	5	1		

		3 rd	inversion method and Cramer's Rule.	3. Sharma, S.K. & Kaur, Gurmeet. Business Mathematics. Sultan Chand	5	1		
		4 th	Unit I: Matrices and Determinants Leontief Input Output Model		5	1		
			Unit II: Basic Calculus Mathematical functions and their types (linear, quadratic, polynomial, exponential, logarithmic and logistic function). Concepts of limit and continuity of a function.					
2.	February	1 st	Unit II: Basic Calculus Applied Maxima and Minima problems including effect of Tax on Monopolist's Optimum price and quantity, Economic Order Quantity.	1. Thukral, J.K. Business Mathematics. Mayur Publications.	3	1	Internal assessment in the last week of February	
		2 nd	Unit III: Advanced Calculus Partial Differentiation: Partial derivatives up to second order. Homogeneity of functions and Euler's theorem.	2. Kapoor, V.K. Business Mathematics, Theory & Applications. Sultan Chand & Sons	5	1		
		3 rd	Unit III: Advanced Calculus Total differentials. Differentiation of implicit functions with the help of total differentials.	3. Sharma, S.K. & Kaur, Gurmeet. Business Mathematics. Sultan Chand	5	1		
		4 th	Unit III: Advanced Calculus Maxima and Minima involving two variables – Applied optimization problems.		5	1		

			<p>Unit III: Advanced Calculus Constraint optimization problems using Lagrange multiplier involving two variables having not more than one constraint.</p>		2		
3.	March	1 st	<p>Unit III: Advanced Calculus Integration: Standard forms & methods of integration- by substitution, by parts and by use of partial fractions. Definite integration. Finding areas in simple cases</p>	1.Thukral, J.K. Business Mathematics. Mayur Publications.	3	1	
		2 nd	<p>Unit III: Advanced Calculus Application of Integration to marginal analysis; Consumer's and Producer's Surplus. Rate of sales, The Learning Curve.</p>	2. Kapoor, V.K. Business Mathematics, Theory & Applications. Sultan Chand & Sons	5	1	
		3 rd	<p>Unit IV: Mathematics of Finance Rates of interest: nominal, effective and their inter-relationships in different compounding situations.</p>	3. Sharma, S.K. & Kaur, Gurmeet. Business Mathematics. Sultan Chand	4	1	
		4 th	<p>Mid semester break</p>				
		5 th	<p>Unit IV: Mathematics of Finance Compounding and discounting of a sum using different types of rates. Applications relating to Depreciation of assets and Equation of value.</p>		4	1	

4.	April	1 st	Unit IV: Mathematics of Finance Types of annuities: ordinary, due deferred, continuous, perpetual. Determination of future and present values using different types of rates of interest. Applications relating to Capital expenditure, Leasing, Valuation of simple loans and debentures, sinking fund.	1.Thukral, J.K. Business Mathematics. Mayur Publications. 2. Kapoor, V.K. Business Mathematics, Theory & Applications. Sultan Chand & Sons 3. Sharma, S.K. & Kaur, Gurmeet. Business Mathematics. Sultan Chand	5	1	Final assessment – Number 2
		2 nd	Unit V: Linear Programming Formulation of Linear programming problems (LPPs), Graphical solutions of LPPs. Cases of unique solutions, multiple optional solutions, unbounded solutions, infeasibility, and redundant constraints.		5	1	
		3 rd	Unit V: Linear Programming Solution of LPPs by simplex method - maximization and minimization cases. Shadow prices of the resources, Identification of unique and multiple optimal solutions, unbounded solution, infeasibility and degeneracy.		5	1	
		4 th	Unit V: Linear Programming The dual problem: Formulation, relationship between Primal and Dual LPP, Primal and Dual solutions. Economic interpretation of the dual.		5	1	

Teaching Plan for Summer Semester 2017-18

Name of the Teacher: Ms. Manpreet Sharma

Course Name: B.Com (Hons)

Paper Title: Financial Accounting

Semester/Year: 1st semester/1st year

S. No.	Month	Week No.	Unit/Topic	Resource/References/Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
1.	July	4 th	Unit-1: Introduction Conceptual Framework: Accounting principle, Concepts and Conventions Introduction to Accounting Standards and Indian Accounting Standards (AS & Ind AS),	1. Goyal, Bhushan Kumar and H.N. Tiwari, Financial Accounting, Taxmann 2. Kumar, Alok. Financial Accounting, Singhal Publication.	3	1		
		5 th	Unit-1: Introduction Preparation of Financial Statements of a profit making sole proprietorship trading firm with additional information,	3. Monga, J R. Financial Accounting: concept and Applications. Mayur paper Backs, New Delhi 4. Narayanaswamy, Financial Accounting- Managerial perspective, PHI	6	1		
2.	August	1 st	Unit-1: Introduction Preparation of Financial Statements of a Not-for-profit organisations.	1. Goyal, Bhushan Kumar and H.N. Tiwari, Financial Accounting, Taxmann 2. Kumar, Alok. Financial Accounting, Singhal Publication.	6	1		
		2 nd	Unit-2: Depreciation Accounting	3. Monga, J R. Financial Accounting: concept and Applications. Mayur paper	6	1		
		3 rd	Unit-2: Inventory Valuation					

S. No.	Month	Week No.	Unit/Topic	Resource/References/Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
		4 th	Inventory Valuation: Meaning, Significance of Inventory Valuation, Inventory Record System-Periodic and Perpetual, Methods of Inventory Valuation-FIFO, LIFO and Weighted Average Unit-3: Special types of Accounting Hire Purchase Accounting: Calculation of Interest, Partial and Full Repossession.	Backs, New Delhi 4. Narayanaswamy, Financial Accounting- Managerial perspective, PHI	5	1		
		5 th	Unit-3: Special types of Accounting Hire Purchase Accounting: profit Computation (Stock & Debtors System only)		6	1		
					3	1		
3.	September	1 st	Unit-3: Special types of Accounting Hire Purchase Accounting: profit Computation (Stock & Debtors System only)	1. Goyal, Bhushan Kumar and H.N. Tiwari, Financial Accounting , Taxmann	2	1	First Internal Assessment in the last week of September	
		2 nd	Unit-3: Special types of Accounting Accounting for Leases: Concept Classification of leases	2. Kumar, Alok. Financial Accounting, Singhal Publication.	6	1		
		3 rd	Unit-3: Special types of Accounting	3. Monga, J R. Financial Accounting: concept and Applications. Mayur paper Backs, New Delhi	5	1		

S. No.	Month	Week No.	Unit/Topic	Resource/References/Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
		4 th	Accounting for Branches Unit-3: Special types of Accounting Accounting for Branches		6	1		
		5 th	Unit-3: Special types of Accounting Departmental Accounting: Concept, Type of departments, Basis of allocation of departmental expenses, Methods of departmental accounting		4	1		
4.	October	1 st	Mid semester break	1. Goyal, Bhushan Kumar and H.N. Tiwari, Financial Accounting, Taxmann				
		2 nd	Unit-3: Special types of Accounting Departmental Accounting: Concept, Type of departments, Basis of allocation of departmental expenses, Methods of departmental accounting	2. Kumar, Alok. Financial Accounting, Singhal Publication. 3. Monga, J R. Financial Accounting: concept and Applications. Mayur paper Backs, New Delhi	3	1		
		3 rd	Unit-5: Computerized Accounting System		6	1		
		4 th	Unit-4: Accounting for Partnership Firm		6	1		

S. No.	Month	Week No.	Unit/Topic	Resource/References/Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
			Partnership accounts: Fundamentals, Admission, Retirement and Death of a partner. Accounting for Dissolution of Partnership Firm.					
5.	November	1 st 2 nd 3 rd	Unit-4: Accounting for Partnership Firm Dissolution of Partnership Firm including Insolvency of partners (Same unit covered)	1. Goyal, Bhushan Kumar and H.N. Tiwari, Financial Accounting, Taxmann 2. Kumar, Alok. Financial Accounting, Singhal Publication. 3. Monga, J R. Financial Accounting: concept and Applications. Mayur paper Backs, New Delhi	15	1 1 1	Internal Assessment 2	

Teaching Plan for Winter Semester 2017-18

Name of the Teacher: Ms. Manpreet Sharma

Course Name: B. Com (Hons)

Paper Title: Business Mathematics

Semester/Year: 4th semester/2nd year

S. No.	Month	Week No.	Unit/Topic	Resource/References/Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
1.	January	1 st	Unit I: Matrices and Determinants Definition and types of matrix, Algebra of matrices, Inverse of a matrix- Business Applications.	1.Thukral, J.K. Business Mathematics. Mayur Publications.	5	1		
		2 nd	Unit I: Matrices and Determinants Solution of system of linear equations using matrix inversion method and Cramer's Rule.	2. Kapoor, V.K. Business Mathematics, Theory & Applications. Sultan Chand & Sons	5	1		
		3 rd	Unit I: Matrices and Determinants Leontief Input Output Model	3. Sharma, S.K. & Kaur, Gurmeet. Business Mathematics. Sultan Chand	5	1		
		4 th	Unit II: Basic Calculus Mathematical functions and their types (linear, quadratic, polynomial, exponential, logarithmic and logistic function). Concepts of limit and continuity of a function.		5	1		
3.	March	1 st	Unit III: Advanced Calculus		3	1		

		2 nd	<p>Integration: Standard forms & methods of integration- by substitution, by parts and by use of partial fractions. Definite integration. Finding areas in simple cases</p> <p>Unit III: Advanced Calculus Application of Integration to marginal analysis; Consumer's and Producer's Surplus. Rate of sales, The Learning Curve.</p>	<p>1.Thukral, J.K. Business Mathematics. Mayur Publications.</p> <p>2. Kapoor, V.K. Business Mathematics, Theory & Applications. Sultan Chand & Sons</p> <p>3. Sharma, S.K. & Kaur, Gurmeet. Business Mathematics. Sultan Chand</p>	5	1		
		3 rd	<p>Unit IV: Mathematics of Finance Rates of interest: nominal, effective and their inter-relationships in different compounding situations.</p>		4	1		
		4 th	Mid semester break					
		5 th	<p>Unit IV: Mathematics of Finance Compounding and discounting of a sum using different types of rates. Applications relating to Depreciation of assets and Equation of value.</p>		4	1		
4.	April	1 st	<p>Unit IV: Mathematics of Finance Types of annuities: ordinary, due deferred, continuous, perpetual. Determination of future and present values using different types of rates of interest. Applications relating to Capital expenditure, Leasing, Valuation of simple loans and debentures, sinking fund.</p>	<p>1.Thukral, J.K. Business Mathematics. Mayur Publications.</p> <p>2. Kapoor, V.K. Business Mathematics, Theory & Applications. Sultan Chand & Sons</p>	5	1	Final assessment – Number 2	

		2 nd	<p>Unit V: Linear Programming Formulation of Linear programming problems (LPPs), Graphical solutions of LPPs. Cases of unique solutions, multiple optimal solutions, unbounded solutions, infeasibility, and redundant constraints.</p>	3. Sharma, S.K. & Kaur, Gurmeet. Business Mathematics. Sultan Chand	5	1		
		3 rd	<p>Unit V: Linear Programming Solution of LPPs by simplex method - maximization and minimization cases. Shadow prices of the resources, Identification of unique and multiple optimal solutions, unbounded solution, infeasibility and degeneracy.</p>		5	1		
		4 th	<p>Unit V: Linear Programming The dual problem: Formulation, relationship between Primal and Dual LPP, Primal and Dual solutions. Economic interpretation of the dual.</p>		5	1		

Teaching Plan for Summer Semester 2019-20

Name of the Teacher: Ms. Manpreet Sharma

Course Name: B. Com (Hons)

Paper Title: Financial Accounting

Semester/Year: 1st semester/1st year

S. No.	Month	Week No.	Unit/Topic	Resource/ References/ Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
1.	July	4 th	Unit-1: Introduction Conceptual Framework: Accounting principle, Concepts and Conventions Introduction to Accounting Standards and Indian Accounting Standards (AS & Ind AS),	1. Goyal, Bhushan Kumar and H.N. Tiwari, Financial Accounting, Taxmann 2. Kumar, Alok. Financial Accounting, Singhal Publication.	3	1		
		5 th	Unit-1: Introduction Preparation of Financial Statements of a profit making sole proprietorship trading firm with additional information,	3. Monga, J R. Financial Accounting: concept and Applications. Mayur paper Backs, New Delhi 4. Narayanaswamy, Financial Accounting- Managerial perspective, PHI	6	1		
3.	September	1 st	Unit-3: Special types of Accounting Hire Purchase Accounting: profit Computation (Stock & Debtors System only)	1. Goyal, Bhushan Kumar and H.N. Tiwari, Financial Accounting , Taxmann 2. Kumar, Alok. Financial Accounting, Singhal Publication.	5	1	Internal Assessment in the last week of September	
		2 nd	Unit-3: Special types of Accounting Accounting for Leases: Concept Classification of leases	3. Monga, J R. Financial Accounting: concept and Applications. Mayur paper Backs, New Delhi	6	1		
		3 rd	Unit-3: Special types of Accounting Accounting for Branches		5	1		
		4 th	Unit-3: Special types of Accounting Accounting for Branches		6	1		

S. No.	Month	Week No.	Unit/Topic	Resource/ References/ Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
		5 th	Unit-3: Special types of Accounting Departmental Accounting: Concept, Type of departments, Basis of allocation of departmental expenses, Methods of departmental accounting		2			
4.	October	1 st	Unit-3: Special types of Accounting Departmental Accounting: Concept, Type of departments, Basis of allocation of departmental expenses, Methods of departmental accounting	1. Goyal, Bhushan Kumar and H.N. Tiwari, Financial Accounting , Taxmann 2. Kumar, Alok. Financial Accounting, Singhal Publication. 3. Monga, J R. Financial Accounting: concept and Applications. Mayur paper Backs, New Delhi	4	1		
		2 nd	Mid semester break					
		3 rd	Unit-5: Computerized Accounting System		6	1		
		4 th	Unit-4: Accounting for Partnership Firm Partnership accounts: Fundamentals, Admission,		5	1		

S. No.	Month	Week No.	Unit/Topic	Resource/ References/ Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
		5 th	Retirement and Death of a partner. Accounting for Dissolution of Partnership Firm. Unit-4: Accounting for Partnership Firm Partnership accounts: Fundamentals, Admission, Retirement and Death of a partner. Accounting for Dissolution of Partnership Firm.		3	1		
5.	November	1 st	Unit-5: Computerized Accounting System	1. Goyal, Bhushan Kumar and H.N. Tiwari, Financial Accounting , Taxmann	4	1	Final Internal Assessment	
		2 nd	Unit-4: Accounting for Partnership Firm Dissolution of Partnership Firm including Insolvency of partners	2. Kumar, Alok. Financial Accounting, Singhal Publication.	6	1		
		3 rd	Unit-4: Accounting for Partnership Firm Gradual realization of assets and piecemeal payment of liabilities	3. Monga, J R. Financial Accounting: concept and Applications. Mayur paper Backs, New Delhi	4	1		
		4 th	Unit-4: Accounting for Partnership Firm Gradual realization of assets and piecemeal payment of liabilities		4	1		

Teaching Plan for Winter Semester 2019-20

Name of the Teacher: Ms. Manpreet Sharma

Course Name: B. Com (Hons)

Paper Title: Business Mathematics

Semester/Year: 4th semester/2nd year

S. No.	Month	Week No.	Unit/Topic	Resource/ References/ Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
1.	January	1 st	Unit I: Matrices and Determinants Definition and types of matrix, Algebra of matrices, Inverse of a matrix- Business Applications.	1. Kapoor, V.K. Business Mathematics, Theory & Applications. Sultan Chand & Sons	3	1		
		2 nd	Unit I: Matrices and Determinants Solution of system of linear equations using matrix inversion method and Cramer's Rule.	2. Sharma, S.K. & Kaur, Gurmeet. Business Mathematics. Sultan Chand	5	1		
		3 rd	Unit I: Matrices and Determinants Leontief Input Output Model	3. Thukral, J.K. Business Mathematics. Mayur Publications.	5	1		
		4 th	Unit II: Basic Calculus Mathematical functions and their types (linear, quadratic, polynomial, exponential, logarithmic and logistic function). Concepts of limit and continuity of a function.		5	1		

S. No.	Month	Week No.	Unit/Topic	Resource/ References/ Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
		5 th	Unit II: Basic Calculus Concept of Marginal Analysis. Concept of Elasticity.		4	1		
2.	February	1 st	Unit II: Basic Calculus Applied Maxima and Minima problems including effect of Tax on Monopolist's Optimum price and quantity, Economic Order Quantity.	1. Kapoor, V.K. Business Mathematics, Theory & Applications. Sultan Chand & Sons	5	1		
		2 nd	Unit III: Advanced Calculus Partial Differentiation: Partial derivatives up to second order. Homogeneity of functions and Euler's theorem.	2. Sharma, S.K. & Kaur, Gurmeet. Business Mathematics. Sultan Chand	5	1		
		3 rd	Unit III: Advanced Calculus Total differentials. Differentiation of implicit functions with the help of total differentials.	3. Thukral, J.K. Business Mathematics. Mayur Publications.	4	1		
		4 th	Unit III: Advanced Calculus Maxima and Minima involving two variables – Applied optimization problems. Constraint optimization problems using Lagrangean multiplier involving two variables having not more than one constraint.		5	1		

S. No.	Month	Week No.	Unit/Topic	Resource/ References/ Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
3.	March	1 st	Unit III: Advanced Calculus Integration: Standard forms & methods of integration- by substitution, by parts and by use of partial fractions. Definite integration. Finding areas in simple cases	1. Kapoor, V.K. Business Mathematics, Theory & Applications. Sultan Chand & Sons 2. Sharma, S.K. & Kaur, Gurmeet. Business Mathematics. Sultan Chand	5	1	Internal Assessment in the first week of March	
		2 nd						
		3 rd	Unit III: Advanced Calculus Application of Integration to marginal analysis; Consumer's and Producer's Surplus. Rate of sales, The Learning Curve.		5	1		
		4 th	Unit IV: Mathematics of Finance Rates of interest: nominal, effective and their inter-relationships in different compounding situations.		4	1		
		5 th	Unit IV: Mathematics of Finance Compounding and discounting of a sum using different types of rates. Applications relating to Depreciation of assets and Equation of value.		2	1		
4.	April	1 st	Unit IV: Mathematics of Finance	1. Kapoor, V.K. Business Mathematics, Theory &	3	1		

S. No.	Month	Week No.	Unit/Topic	Resource/ References/ Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
		2 nd	Types of annuities: ordinary, due deferred, continuous, perpetual. Determination of future and present values using different types of rates of interest. Unit IV: Mathematics of Finance Applications relating to Capital expenditure, Leasing, Valuation of simple loans and debentures, sinking fund.	Applications. Sultan Chand & Sons 2. Sharma, S.K. & Kaur, Gurmeet. Business Mathematics. Sultan Chand 3. Thukral, J.K. Business Mathematics. Mayur Publications.	5	1	Final Internal Assessment	
		3 rd	Unit V: Linear Programming Formulation of Linear programming problems (LPPs), Graphical solutions of LPPs. Cases of unique solutions, multiple optional solutions, unbounded solutions, infeasibility, and redundant constraints.		5	1		
		4 th	Unit V: Linear Programming Solution of LPPs by simplex method - maximization and minimization cases. Shadow prices of the resources, Identification of unique and multiple optimal solutions, unbounded solution, infeasibility and degeneracy.		5	1		
		5 th			3	1		

S. No.	Month	Week No.	Unit/Topic	Resource/ References/ Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
			Unit V: Linear Programming The dual problem: Formulation, relationship between Primal and Dual LPP, Primal and Dual solutions. Economic interpretation of the dual.					

Teaching Plan for Summer Semester 2020-21

Name of the Teacher: Ms. Manpreet Sharma

Course Name: B.Com (Hons)

Paper Title: Financial Accounting

Semester/Year: 1st semester/1st year

S. No.	Month	Week No.	Unit/Topic	Resource/ References/ Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
1.	November	3 rd	Unit-1: Introduction Conceptual Framework: Accounting principle, Concepts and Conventions Introduction to Accounting Standards and Indian Accounting Standards (AS & Ind AS), Unit-1: Introduction Preparation of Financial Statements of a profit making sole proprietorship trading firm with additional information,	1. Goyal, Bhushan Kumar and H.N. Tiwari, Financial Accounting, Taxmann	3	1		
		4 th		2. Kumar, Alok. Financial Accounting, Singhal Publication. 3. Monga, J R. Financial Accounting: concept and Applications. Mayur paper Backs, New Delhi 4. Narayanaswamy, Financial Accounting- Managerial perspective, PHI 5. Sah, Raj Kumar, Concept building approach to Financial Accounting, Cengage	6	1		
2.	December	1 st	Unit-1: Introduction Preparation of Financial Statements of a not for profit organisations.	1. Goyal, Bhushan Kumar and H.N. Tiwari, Financial Accounting, Taxmann	4	1		
		2 nd	Unit-2: Depreciation Accounting	2. Kumar, Alok. Financial Accounting, Singhal Publication.	6	1		

S. No.	Month	Week No.	Unit/Topic	Resource/ References/ Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
		3 rd	Unit-2: Inventory Valuation Inventory Valuation: Meaning, Significance of Inventory Valuation, Inventory Record System-Periodic and Perpetual, Methods of Inventory Valuation-FIFO, LIFO and Weighted Average	3. Monga, J R. Financial Accounting: concept and Applications. Mayur paper Backs, New Delhi	5	1		
		4 th	Unit-3: Special types of Accounting Hire Purchase Accounting: Calculation of Interest, Partial and Full Repossession.	4. Narayanaswamy, Financial Accounting- Managerial perspective, PHI 5. Sah, Raj Kumar, Concept building approach to Financial Accounting, Cengage	6	1		
		5 th	Unit-3: Special types of Accounting Hire Purchase Accounting: profit Computation (Stock & Debtors System only)		3	1		
3.	January	1 st	Unit-3: Special types of Accounting Hire Purchase Accounting: profit Computation (Stock & Debtors System only)	1. Goyal, Bhushan Kumar and H.N. Tiwari, Financial Accounting, Taxmann	2	1		
		2 nd	Unit-3: Special types of Accounting	2. Kumar, Alok. Financial Accounting, Singhal Publication.	6	1		

S. No.	Month	Week No.	Unit/Topic	Resource/ References/ Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
		3 rd	Accounting for Leases: Concept Classification of leases Unit-3: Special types of Accounting Accounting for Branches	3. Monga, J R. Financial Accounting: concept and Applications. Mayur paper Backs, New Delhi	5	1		
		4 th	Unit-3: Special types of Accounting Accounting for Branches	4.Sah, Raj Kumar, Concept building approach to Financial Accounting, Cengage	6	1		
		5 th	Unit-3: Special types of Accounting Departmental Accounting: Concept, Type of departments, Basis of allocation of departmental expenses, Methods of departmental accounting		5	1		
4.	February	1 st	Unit-5: Computerized Accounting System	1.Goyal, Bhushan Kumar and H.N. Tiwari, Financial Accounting, Taxmann	5	1		
		2 nd	Unit-4: Accounting for Partnership Firm Introduction. Dissolution of Partnership Firm including Insolvency of partners	2. Kumar, Alok. Financial Accounting, Singhal Publication.	6	1		
		3 rd	Unit-4: Accounting for Partnership Firm	3. Monga, J R. Financial Accounting: concept and Applications. Mayur paper Backs, New Delhi	6	1		

S. No.	Month	Week No.	Unit/Topic	Resource/ References/ Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
		4 th	Gradual realization of assets and piecemeal payment of liabilities Unit-5: Computerized Accounting System	4.Sah, Raj Kumar, Concept building approach to Financial Accounting, Cengage	6	1		
5.	March	1 st	Unit 5: Computerized Accounting System		2	1	Final Internal Assessment	

Teaching Plan for Summer Semester 2017-18

Name of the Teacher: Meenu

Course Name: B.Com(H)

Paper Title: Principles of Marketing

Semester/Year: V/3rd

S. No.	Month	Week No.	Unit/Topic	Resource/ References/ Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
1.	July	1	Introduction to Marketing	1. Strategic Marketing (pg10-12) Graeme Drummond, John Ensor.	1	1		Case Study 1: Ford Cars Go in for a Service.
				2. Marketing Managemnet (pg27-32) Philip Kotler, Kevin Lane Keller.	2			
				3.Principles of Marketing South Asian Perspective (pg4-12)Philip Kotler,Gary Armstrong	2			
			Marketing Environment	1. 1. Basic Marketing(Chapter-1) William D. perreault	2		Case Study 2: Smoking May be Bad, but Tobacco Companies Profits have never Looked So Good.	
			2. Strategic Marketing(Chapter-2 & 4) Graeme Drummond, John Ensor.	2				
			3. Marketing Management(pg 34-36) Philip Kotler.	1				
		2	Consumer Buying Process	1. Introduction to Marketing (Chapter-4) Palmer, Adrian	1	2		Case Study 4: Consumers Cofound Marketers.
			2. The Mind of the Buyer: A Pyschology of Selling (chapter14) Harry Dexter	1	1	Case Study 5: SWOT Analysis of Coca-Cola.		
			3. Introduction to Marketing (Chapter-4) Adrian Palmer	1	1			

S. No.	Month	Week No.	Unit/Topic	Resource/ References/ Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
2.	August	1	Factors Influencing Consumer Buying Process	1. Marketing Managemnet (pg19-21) Philip Kotler, Kevin Lane Keller. 2. Principles of Marketing European Edition (Chapter-6) Kotler Philip.	2 3			
		2	Segementation Targeting and Positioning	1. Basic Marketing (Chapter-3) William D. Perreault. 2. Introduction to Marketing (Chapter-6) Adrian Palmer. 3. Understanding Digital Marketing(Chapter-5) 3rd ed. Damian Ryan	1 2 2	2		Case Study 8: New Line in Mobile Phones.
		3	Product Differentiation & Classification Prodcut Mix	1. Principles of Marketing European ed. (pg560-565) Phillip Kotler. 2. Business Marketing (Chapter-7) Sharad Sarin 3. Online Marketing (Chapter-10)3rd Ed. Richard Gay,Alan Charlesworth. 4. Principles of Marketing (Chapter-6) Neeru Kapoor.	1 1 1 2	1 3		
		4	Branding Packaging After sale services	1. Strategic Marketing : Control and Planning (Chapter-9) Graeme Drummond, John Ensor. 2.Prinicples of Marketing (Chapter-7) C.B. Gupta	2 1	2		Case Study 9 : Competition Analysis and the Development of A Brand-Marks & Spencer.

S. No.	Month	Week No.	Unit/Topic	Resource/ References/ Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
				3.Marketing(Part-5)12thed. William.M. Pride, O.C. Ferrel	1			
3.	September	1	Product Life Cycle Product Development Pricing Meaning Factors affecting Price	1.Marketing: Creating and Keeping Customers in an E-Commerce World (Chapter-10) Zikmund, William G 2.Principles of Marketing (Chapter-11) Philip Kotler, Gary Armstrong 3.Marketing(Part-8)12thed. William.M. Pride, O.C. Ferrel	1 2 1	3 1		Case Study 10: Transator the Innovater Case Study 11: Maggie Reintroduction
		2	Pricing methods, Policies & Strategies	1. Business Marketing: Concepts and Cases (Chapter-10) Sharad Sarin. 2.Marketing: Creating and Keeping Customers in an E-Commerce World (Chapter-16,17) Zikmund, William G. 3. Principles of Marketing (Chapter-11) Philip Kotler, Gary Armstrong.	1 2 2	1	Unit- I & II	Case Study 12: A Single Market- So Why No Single Price
		3	Promotion Mix	1. Business Marketing: Concepts and Cases (Chapter-12,13&14) Sharad Sarin 2. Essentials of Marketing (Unit-10&11) Neha Tikoo 3. Marketing: Creating and Keeping Customers in an E-Commerce World (Chapter-14,15) Zikmund, William G	2 1 1 1	2 1 1		Case Study 13: Free Flights Promotion Ends In Disaster. Case Study 14: Why Nano Failed?

S. No.	Month	Week No.	Unit/Topic	Resource/ References/ Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
				4. Marketing(Part-7)12thed. Wlliam.M. Pride, O.C. Ferrel				
4	October	1	Distribution and Retailing	1. Marketing: Creating and Keeping Customers in an E-Commerce World (Chapter-12) Zikmund, William G 2. Emerging Marketing Paradigms (Chapter-1) Usha Kiran Rai, Alok Jumar Rai 3. Business Marketing: Concepts and Cases (Chapter-11) Sharad Sarin 4. Marketing(Part-7)12thed. Wlliam.M. Pride, O.C. Ferrel	1 1 2 1	1 1 2	Unit-III	Case Study 15: Online Music Gives Rise to Distribution Headeaches
		2	Rural Marketing	1. Principles of Marketing (Chapter- 15) T.N. Chabra. 2.Emerging Marketing Paradigms (Chapter-9) Usha Kiran Rai, Alok Jumar Rai. 3.Principles of Marketing (Chapter- 9) C.B. Gupta.	1 2 1	2	Unit IV	
		3	Social Marketing, Online Marketing, Relationship Marketing	1. Social Media Marketing (Part-1) Tracy L. Tuten & Micahle R. Solomon. 2.Principles of Marketing (Chapter-17) Philip Kotle, Gary Armstrong. 3.Principles of Marketing(Chapter-16) T.N. Chabra	2 2 1	3	Unit-V	Case Study 16 : Socio-Conscious Marketing.

S. No.	Month	Week No.	Unit/Topic	Resource/ References/ Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
		4	Discussion of Previous year papers	Discussion on Previous year papers & Revision				

S. No.	Month	Week No.	Unit/Topic	Resource/References/Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
		2	STP	1. Principles of Marketing (Chapter-6,7,8&9) Neeru Kapoor. 2.Principles of Marketing (Chapter-5) T.N. Chabra	3 1		Unit-I	
		3	Digital Enviroment	1. Understanding Digital Marketing(Chapter-4) 3rd ed. Damian Ryan 2. 1. Basic Marketing (Chapter-3) William D. Perreault. 3. Introduction to Marketing (Chapter-6) Adrian Palmer.	1 2 1			Case Study: Online Music Gives Rise to Distribution Headaches
		4	Digital Consumer and their Buying Process	1.E-Marketing (Chapter-5) 8th ed. Raymond D, Frost, Alexa Fox,Judy Strauss. 2. Digital Marketing: 4.0 Moving from Traditional to Digital (Part-2)Philip Kotler,Hermawan 3. Digital Marketing (Chapter-2)3rd Ed. Alan Charlesworth	1 2 1			Case Study : Consumers Cofound Marketers.
3.	September	1	Internet in Marketing	1. Digital Marketing (Chapter-3)2nd ed. Seema Gupta 2. Digital Marketing (Chapter-3)3rd Ed. Alan Charlesworth				Presentation by students on Challenges and Opportunities of Digital Marketing.
		2	P.O.E.S.M Framework	1.Online Marketing (Chapter-2)3rd Ed. Richard Gay,Alan Charlesworth	2		Unit-II	

S. No.	Month	Week No.	Unit/Topic	Resource/References/Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
		3	Online Advertising	1.Digital Marketing (Chapter-2&3)2nd ed. Seema Gupta. 2. Digital Marketing (Chapter-7)3rd Ed. Alan Charlesworth 3. Online Marketing (Chapter-5&11)3rd Ed. Richard Gay,Alan Charlesworth	1 1 2			
4	October	1	Interactive Marketing	1. Internet Marketing (Chapter-8) 3rd ed. Dave Chaffey, Chadwick et al. 2.Understanding Digital Marketing(Chapter-6,7,8,9&10) 3rd ed. Damian Ryan. 3. Digital Marketing (Chapter-4,5&9)2nd ed. Seema Gupta	1 2 1			
		2	Blogging	1. E-Marketing (Chapter-5) 8th ed. Raymond D, Frost, Alexa Fox,Judy Strauss. 2.Marketing in the Moment (Chapter-) 2nd ed. Michael Tasner	2 1			
		3	Ethical and legal Issues	1. Online Marketing (Chapter-13)3rd Ed. Richard Gay,Alan Charlesworth Revision	2 3		Unit-III & IV	Discussion on effective Answer Writing

Teaching Plan for Winter Semester 2017-18

Name of the Teacher: Meenu

Course Name: B.Com(H)

Paper Title: Business Mathematics

Semester/Year: IV/2nd

S. No.	Month	Week No.	Unit/Topic	Resource/ References/ Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
1	January	1	Matrices & Determinants	1. Theory & Problems of Matrices (Chapter- 1,2 &7) Frank Ayer. . Mathematics for Business Studies (Chapter-1) J.K Thukral. 3. Mathematics for Economics & Finance (Chapter-1) Michael Harrison & Patrick Waldron. 4. Business Mathematics (Chapter-1&2) S.K. Sharma	1 2 3			
		2	Input-Output Analysis	1. Mathematics for Business Studies (Chapter-2) J.K Thukral. 2. Mathematics for Economics & Finance (Chapter- 19) Martin Anthony & Norman Biggs. 3. Business Mathematics (Chapter-3) S.K. Sharma	2 1 3			
		3	Mathematical Functions Differentiation	1. Mathematics for Business Studies (Chapter-4) J.K Thukral 2. Business Mathematics (Chapter-4) S.K. Sharma. 1. Mathematics for Business Studies (Chapter-6) J.K Thukral	1 2 2			

S. No.	Month	Week No.	Unit/Topic	Resource/ References/ Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
				2. Applied Mathematics (Chapter-6,7,&8) Frank S. Budnick.	1			
		4	Differentiation Applications	3. Mathematics for Economics & Finance (Chapter- 6) Martin Anthony & Norman Biggs 4.Applied Mathematics (Chapter-15) Frank S. Budnick. 5.Mathematics for Business Studies (Chapter-7) J.K Thukral	1 1 4			
2.	February	1	Partail Differentiation	1. Mathematics for Economics & Finance (Chapter- 11 & 12) Martin Anthony & Norman Biggs. 2.Mathematics for Business Studies (Chapter-8&9) J.K Thukral. 3.Business Mathematcis (Chapter-4) S.K. Sharma.	2 3 1		Unit-I	
		2	Partail Differentiation Applications	1. Mathematics for Economics & Finance (Chapter- 11 & 12) Martin Anthony & Norman Biggs. 2.Mathematics for Business Studies (Chapter-8&9) J.K Thukral. 3. Business Mathematcis (Chapter-8) S.K. Sharma.	1 4 1			

S. No.	Month	Week No.	Unit/Topic	Resource/ References/ Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
		3	Integration	1.Theory & Problems of Differential Equations (Chapter-28) Frank Ayer. 2. Mathematics for Economics & Finance (Chapter- 26) Martin Anthony & Norman Biggs. 3. Business Mathematcis (Chapter-9) S.K. Sharma.	1 1 2			
		4	Integration Applications	3.Introduction to Mathematcial Economics (Chapter-14,15&16) Edward T. Dowling. 4. Mathematics for Business Studies (Chapter-10&11) J.K Thukral. 5. Business Mathematcis (Chapter-10) S.K. Sharma.	2 4 1			
3.	March	1	Mathematics of Finance	1. Applied Mathematics (Chapter-6,7,&8) Frank S. Budnick. 2. Business Mathematics (Chapter-11) S.K. Sharma. 3. Business Mathematics (Chapter-12) S.K. Sharma.	2 2 2		Unit-2&3	
		2	Mathematics of Finance	1. Applied Mathematics (Chapter-6,7,&8) Frank S. Budnick. 2. Mathematics for Business Studies (Chapter-11) J.K Thukral. 3. Business Mathematics (Chapter-12) S.K. Sharma.	1 5 			

S. No.	Month	Week No.	Unit/Topic	Resource/ References/ Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
		3	Mathematics of Finance	1. Business Mathematics (Chapter-11) S.K. Sharma. 2. Mathematics for Business Studies (Chapter-12) J.K Thukral. 3. Business Mathematics (Chapter-12) S.K. Sharma.	1 4			
4.	April	1	Mathematics of Finance	4. Business Mathematics (Chapter-12) S.K. Sharma. 5. Mathematics for Business Studies (Chapter-11&12) J.K Thukral. 6. Essential Mathematics for Economic Analysis (Chapter-10) 5 th ed. Knut & Peter Hammond.	5 1			
		2	Linear Programming	1. Mathematics for Business Studies (Chapter-3) J.K Thukral. 2. Business Mathematics (Chapter-13) S.K. Sharma.	3 3			
		3	Simplex Method	1. Mathematics for Business Studies (Chapter-4) J.K Thukral. 2. Applied Mathematics (Chapter-11) Frank S. Budnick. 3. Business Mathematics (Chapter-4) S.K. Sharma	2 2 2			
		4		Revision and Doubt Sessions	5			

Teaching Plan for Winter Semester 2018-2019

Name of the Teacher: Meenu

Course Name: B.Com (H)

Paper Title : E-Filing of Returns (Skill Enhancement Course)

Semester/Year: IV/2nd

S. No.	Month	Week No.	Unit/Topic	Resource/References/Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
1	January	1	Syllabus discussion to understanding the relevance of the course Unit-1:Conceptual Framework-E-filing ,Difference between e filings and regular filing, Benefits and limitations of E-Filings;	Students Guide to Income Tax(Chapter-1)V.K. Singhania ICAI study material on Taxation.	4			
		2	Unit 1: E-Filing Process. Introduction to website to access relevant notifications. Unit 2: Income tax-Basic terms Unit 2: Practical workshops on ITR 1 (SAHAJ)	Students Guide to Income Tax(Chapter-1)V.K. Singhania https://www.incometaxindiaefiling.gov.in/home ICAI study material on Taxation.	4			Introduction to Income Tax websiteA virtual tour of Income tax website. Discussion on relevant notifications.
		3	Unit 2: Section 139(1), Modes of Submission of returns, Electric Verification of Returns, Due date of filing of returns Unit 2: Original returns, Belated returns, Loss Returns, Defective/ Incomplete Returns. Consequences of Late filing of returns. Practical Workshop on ITR-2	Students Guide to Income Tax(Chapter-21)V.K. Singhania. https://www.incometaxindiaefiling.gov.in/home ICAI study material on Taxation.	4			Discussion on news related to Income Tax returns.

		4	<p>Unit 2: Meaning of Assessment, Self- Assessment, Summary Assessment, Scrutiny Assessment, Best Judgment Assessment, Escaping Assessment</p> <p>Meaning of PAN & TAN and their relevant provisions. Introduction to ITR-3 and ITR-4 (SUGAM)</p>	<p>Students Guide to Income Tax(Chapter-1)V.K. Singhania https://www.incometaxindiaefiling.gov.in/home</p> <p>Direct Taxes Ready Reckoner with Tax Planning by Mahendra B. Gabhawala ICAI study material on Taxation.</p>	4			
2	February	1	<p>Unit 3: Concept of TDS and other related concepts, Detailed analysis of section 192. Practical Case studies on deduction of TDS from Salary Income</p> <p>Practical Problems on ITR 4(Presumptive Business Income)</p>	<p>Students Guide to Income Tax(Chapter-1)V.K. Singhania https://www.incometaxindiaefiling.gov.in/home</p> <p>Direct Taxes Ready Reckoner with Tax Planning by Mahendra B. Gabhawala</p> <p>ICAI study material on Taxation.</p>	4			Discussion on relevant notifications and news related to Income Tax returns.
		2	<p>Unit 3: Other TDS Provisions Practical Problems on deduction of TDS. Practical Problem on ITR-3(Business Income)</p>	<p>Students Guide to Income Tax(Chapter-1)V.K. Singhania</p> <p>Direct Taxes Ready Reckoner with Tax Planning by Mahendra B. Gabhawala</p> <p>ICAI study material on Taxation.</p> <p>https://www.incometaxindiaefiling.gov.in/home</p>	4			
		3	<p>Unit 3: Introduction to Various TDS returns forms Due dates of filing of TDS returns, Time of deposit of TDS.</p>	<p>Students Guide to Income Tax(Chapter-1)V.K. Singhania https://www.incometaxindiaefiling.gov.in/home</p>	4		Unit 1- Theory	

			Practical Workshop on ITR 3 (Business Income)	Direct Taxes Ready Reckoner with Tax Planning by Mahendra B. Gabhawala ICAI study material on Taxation. https://www.icai.org/post.html?post_id=16945 NSDL portal (https://www.tin-nsdl.com/)				
		4	Unit 3: TDS certificate- Form 26AS, Form 16, Form 16A, Form 16B, Form 16C, Form 16D, Form 13, Form 15G/15H Practical Workshop on ITR 3 (Business Income)	Students Guide to Income Tax(Chapter-1)V.K. Singhania https://www.incometaxindiaefiling.gov.in/home Direct Taxes Ready Reckoner with Tax Planning by Mahendra B. Gabhawala NSDL portal (https://www.tin-nsdl.com/)	3		Unit 2- Theory	Discussion on relevant notifications and news related to Income Tax returns.
3	March	1	Unit3: Introduction to NSDL portal Practical workshop on ITR 5 (Assessment of Firm)	Students Guide to Income Tax(Chapter-1)V.K. Singhania https://www.incometaxindiaefiling.gov.in/home ICAI study material on Taxation. Direct Taxes Ready Reckoner with Tax Planning by Mahendra B. Gabhawala NSDL portal (https://www.tin-nsdl.com/)	3			Discussion on relevant notifications and news related to Income Tax.
		2	Unit 4: Introduction to GST, CGST, IGST, SGST Act	ICAI study material on Taxation.	4			Discussion on relevant

				GST & Customs Law by K.M. Bansal GST & Customs Law by V.K. Singhania				notifications and news related to Income Tax.
		3	Unit 4: GST Network, Concept of ITC, Utilization of ITC. Practical Workshop on TDS return 26Q	ICAI study material on Taxation. GST & Customs Law by K.M. Bansal	4		Unit 3 and Unit 4	
4	April	1	Unit 4: Payment of GST by Electronic Ledgers : Concept, Electronic cash Ledger, Electronic Credit Ledger, Electronic Liability Ledger	ICAI study material on Taxation. GST & Customs Law by V.K. Singhania GST & Customs Law by K.M. Bansal	4			
		2	Unit 4: Filing of GST returns- Concept and Process, Modes of Filing of GST retur.	ICAI study material on Taxation. GST & Customs Law by V.K. Singhania GST & Customs Law by K.M. Bansal	4			
		3	Revision, Discussion on Previous Year papers, Doubts session		4			

Teaching Plan for Summer Semester 2018-19

Name of the Teacher: Meenu

Course Name: B.Com(H)

Paper Title: Principles of Marketing

Semester/Year: V/3rd

S. No.	Month	Week No.	Unit/Topic	Resource/ References/ Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)	
1.	July	1	Introduction to Marketing	1. Strategic Marketing (pg10-12) Graeme Drummond, John Ensor.	1	1		Case Study 1: Ford Cars Go in for a Service.	
				2. Marketing Managemnet (pg27-32) Philip Kotler, Kevin Lane Keller.	2				
				3.Principles of Marketing South Asian Perspective (pg4-12)Philip Kotler,Gary Armstrong	2				
			Marketing Environment	1. 1. Basic Marketing(Chapter-1) William D. perreault	2				Case Study 2: Smoking May be Bad, but Tobacco Companies Profits have never Looked So Good.
				2. Strategic Marketing(Chapter-2 & 4) Graeme Drummond, John Ensor.	2				
				3. Marketing Management(pg 34-36) Philip Kotler.	1				
		2	Consumer Buying Process	1. Introduction to Marketing (Chapter-4) Palmer, Adrian	1	2		Case Study 4: Consumers Cofound Marketers. Case Study 5: SWOT Analysis of Coca-Cola.	
				2. The Mind of the Buyer: A Pyschology of Selling (chapter14) Harry Dexter	1	1			
				3. Introduction to Marketing (Chapter-4) Adrian Palmer	1	1			
					2				

S. No.	Month	Week No.	Unit/Topic	Resource/ References/ Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
2.	August	1	Factors Influencing Consumer Buying Process	1. Marketing Managemnet (pg19-21) Philip Kotler, Kevin Lane Keller. 2. Principles of Marketing European Edition (Chapter-6) Kotler Philip.	2 3			
		2	Segementation Targeting and Positioning	1. Basic Marketing (Chapter-3) William D. Perreault. 2. Introduction to Marketing (Chapter-6) Adrian Palmer. 3. Understanding Digital Marketing(Chapter-5) 3rd ed. Damian Ryan	1 2 2	2		Case Study 8: New Line in Mobile Phones.
		3	Product Differentiation & Classification Prodcut Mix	1. Principles of Marketing European ed. (pg560-565) Phillip Kotler. 2. Business Marketing (Chapter-7) Sharad Sarin 3. Online Marketing (Chapter-10)3rd Ed. Richard Gay,Alan Charlesworth. 4. Principles of Marketing (Chapter-6) Neeru Kapoor.	1 1 1 2	1 3	Unit-I	
		4	Branding Packaging After sale services	1. Strategic Marketing : Control and Planning (Chapter-9) Graeme Drummond, John Ensor. 2.Prinicples of Marketing (Chapter-7) C.B. Gupta	2 1	2		Case Study 9 : Competition Analysis and the Development of A Brand-Marks & Spencer.

S. No.	Month	Week No.	Unit/Topic	Resource/ References/ Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
				3.Marketing(Part-5)12thed. William.M. Pride, O.C. Ferrel	1			
3.	September	1	Product Life Cycle Product Development Pricing Meaning Factors affecting Price	1.Marketing: Creating and Keeping Customers in an E-Commerce World (Chapter-10) Zikmund, William G 2.Principles of Marketing (Chapter-11) Philip Kotler, Gary Armstrong 3.Marketing(Part-8)12thed. William.M. Pride, O.C. Ferrel	1 2 1	3 1		Case Study 10: Transator the Innovater Case Study 11: Maggie Reintroduction
		2	Pricing methods, Policies & Strategies	1. Business Marketing: Concepts and Cases (Chapter-10) Sharad Sarin. 2.Marketing: Creating and Keeping Customers in an E-Commerce World (Chapter-16,17) Zikmund, William G. 3. Principles of Marketing (Chapter-11) Philip Kotler, Gary Armstrong.	1 2 2	1	Unit- II	Case Study 12: A Single Market- So Why No Single Price
		3	Promotion Mix	1. Business Marketing: Concepts and Cases (Chapter-12,13&14) Sharad Sarin 2. Essentials of Marketing (Unit-10&11) Neha Tikoo 3. Marketing: Creating and Keeping Customers in an E-Commerce World (Chapter-14,15) Zikmund, William G	2 1 1 1	2 1 1		Case Study 13: Free Flights Promotion Ends In Disaster. Case Study 14: Why Nano Failed?

S. No.	Month	Week No.	Unit/Topic	Resource/ References/ Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
				4. Marketing(Part-7)12thed. Wlliam.M. Pride, O.C. Ferrel				
4	October	1	Distribution and Retailing	1. Marketing: Creating and Keeping Customers in an E-Commerce World (Chapter-12) Zikmund, William G 2. Emerging Marketing Paradigms (Chapter-1) Usha Kiran Rai, Alok Jumar Rai 3. Business Marketing: Concepts and Cases (Chapter-11) Sharad Sarin 4. Marketing(Part-7)12thed. Wlliam.M. Pride, O.C. Ferrel	1 1 2 1	1 1 2	Unit-III	Case Study 15: Online Music Gives Rise to Distribution Headaches
		2	Rural Marketing	1. Principles of Marketing (Chapter- 15) T.N. Chabra. 2.Emerging Marketing Paradigms (Chapter-9) Usha Kiran Rai, Alok Jumar Rai. 3.Principles of Marketing (Chapter- 9) C.B. Gupta.	1 2 1	2	Unit IV	
		3	Social Marketing, Online Marketing, Relationship Marketing	1. Social Media Marketing (Part-1) Tracy L. Tuten & Micahle R. Solomon. 2.Principles of Marketing (Chapter-17) Philip Kotle, Gary Armstrong. 3.Principles of Marketing(Chapter-16) T.N. Chabra	2 2 1	3	Unit-V	Case Study 16 : Socio-Conscious Marketing.

S. No.	Month	Week No.	Unit/Topic	Resource/ References/ Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
		4	Discussion of Previous year papers	Discussion on Previous year papers & Revision				

Teaching Plan for Winter Semester 2018-19

Name of the Teacher: Meenu

Course Name: B.Com(H)

Paper Title: Business Mathematics

Semester/Year: IV/2nd

S. No.	Month	Week No.	Unit/Topic	Resource/ References/ Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
1	January	1	Matrices & Determinants	1. Theory & Problems of Matrices (Chapter- 1,2 &7) Frank Ayer. . Mathematics for Business Studies (Chapter-1) J.K Thukral. 3. Mathematics for Economics & Finance (Chapter-1) Michael Harrison & Patrick Waldron. 4. Business Mathematics (Chapter-1&2) S.K. Sharma	1 2 3			
		2	Input-Output Analysis	1. Mathematics for Business Studies (Chapter-2) J.K Thukral. 2. Mathematics for Economics & Finance (Chapter- 19) Martin Anthony & Norman Biggs. 3. Business Mathematics (Chapter-3) S.K. Sharma	2 1 3			

S. No.	Month	Week No.	Unit/Topic	Resource/ References/ Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
		3	Mathematical Functions	1. Mathematics for Business Studies (Chapter-4) J.K Thukral	1			
			Differentiation	2. Business Mathematics (Chapter-4) S.K. Sharma.	2			
				1. Mathematics for Business Studies (Chapter-6) J.K Thukral	2			
				2. Applied Mathematics (Chapter-6,7,&8) Frank S. Budnick.	1			
		4	Differentiation Applications	3. Mathematics for Economics & Finance (Chapter- 6) Martin Anthony & Norman Biggs	1			
				4. Applied Mathematics (Chapter-15) Frank S. Budnick.	1			
				5. Mathematics for Business Studies (Chapter-7) J.K Thukral	4			
2.	February	1	Partail Differentiation	1. Mathematics for Economics & Finance (Chapter- 11 & 12) Martin Anthony & Norman Biggs.	2		Unit-I	
				2. Mathematics for Business Studies (Chapter-8&9) J.K Thukral.	3			
				3. Business Mathematics (Chapter-4) S.K. Sharma.	1			
		2	Partail Differentiation Applications	1. Mathematics for Economics & Finance (Chapter- 11 & 12) Martin Anthony & Norman Biggs.	1			
				2. Mathematics for Business Studies (Chapter-8&9) J.K Thukral.	4			

S. No.	Month	Week No.	Unit/Topic	Resource/ References/ Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
				3. Business Mathematics (Chapter-8) S.K. Sharma.	1			
		3	Integration	1. Theory & Problems of Differential Equations (Chapter-28) Frank Ayer. 2. Mathematics for Economics & Finance (Chapter- 26) Martin Anthony & Norman Biggs. 3. Business Mathematics (Chapter-9) S.K. Sharma.	1 1 2			
		4	Integration Applications	3. Introduction to Mathematical Economics (Chapter-14,15&16) Edward T. Dowling. 4. Mathematics for Business Studies (Chapter-10&11) J.K. Thukral. 5. Business Mathematics (Chapter-10) S.K. Sharma.	2 4 1			
3.	March	1	Mathematics of Finance	1. Applied Mathematics (Chapter-6,7,&8) Frank S. Budnick. 2. Business Mathematics (Chapter-11) S.K. Sharma. 3. Business Mathematics (Chapter-12) S.K. Sharma.	2 2 2		Unit-2&3	
		2	Mathematics of Finance	1. Applied Mathematics (Chapter-6,7,&8) Frank S. Budnick. 2. Mathematics for Business Studies (Chapter-11) J.K. Thukral.	1 5			

S. No.	Month	Week No.	Unit/Topic	Resource/ References/ Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
				3. Business Mathematics (Chapter-12) S.K. Sharma.				
		3	Mathematics of Finance	1. Business Mathematics (Chapter-11) S.K. Sharma. 2. Mathematics for Business Studies (Chapter-12) J.K Thukral. 3. Business Mathematics (Chapter-12) S.K. Sharma.	1 4			
4.	April	1	Mathematics of Finance	4. Business Mathematics (Chapter-12) S.K. Sharma. 5. Mathematics for Business Studies (Chapter-11&12) J.K Thukral. 6. Essential Mathematics for Economic Analysis (Chapter-10) 5 th ed. Knut & Peter Hammond.	5 1			
		2	Linear Programming	1. Mathematics for Business Studies (Chapter-3) J.K Thukral. 2. Business Mathematics (Chapter-13) S.K. Sharma.	3 3			
		3	Simplex Method	1. Mathematics for Business Studies (Chapter-4) J.K Thukral. 2. Applied Mathematics (Chapter-11) Frank S. Budnick. 3. Business Mathematics (Chapter-4) S.K. Sharma	2 2 2		Unit-IV & V	
		4		Revision and Doubt Sessions	5			

Teaching Plan for Summer Semester 2019-20

Name of the Teacher: Meenu

Course Name: B.Com(H)

Paper Title: Principles of Marketing

Semester/Year: V/3rd

S. No.	Month	Week No.	Unit/Topic	Resource/ References/ Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)	
1.	July	1	Introduction to Marketing	1. Strategic Marketing (pg10-12) Graeme Drummond, John Ensor.	1	1		Case Study 1: Ford Cars Go in for a Service.	
				2. Marketing Managemnet (pg27-32) Philip Kotler, Kevin Lane Keller.	2				
				3.Principles of Marketing South Asian Perspective (pg4-12)Philip Kotler,Gary Armstrong	2				
			Marketing Environment	1. 1. Basic Marketing(Chapter-1) William D. perreault	2				Case Study 2: Smoking May be Bad, but Tobacco Companies Profits have never Looked So Good.
				2. Strategic Marketing(Chapter-2 & 4) Graeme Drummond, John Ensor.	2				
				3. Marketing Management(pg 34-36) Philip Kotler.	1				
		2	Consumer Buying Process	1. Introduction to Marketing (Chapter-4) Palmer, Adrian	1	2		Case Study 4: Consumers Cofound Marketers. Case Study 5: SWOT Analysis of Coca-Cola.	
				2. The Mind of the Buyer: A Pyschology of Selling (chapter14) Harry Dexter	1	1			
				3. Introduction to Marketing (Chapter-4) Adrian Palmer	1	1			
					2				

S. No.	Month	Week No.	Unit/Topic	Resource/ References/ Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
2.	August	1	Factors Influencing Consumer Buying Process	1. Marketing Managemnet (pg19-21) Philip Kotler, Kevin Lane Keller. 2. Principles of Marketing European Edition (Chapter-6) Kotler Philip.	2 3			
		2	Segementation Targeting and Positioning	1. Basic Marketing (Chapter-3) William D. Perreault. 2. Introduction to Marketing (Chapter-6) Adrian Palmer. 3. Understanding Digital Marketing(Chapter-5) 3rd ed. Damian Ryan	1 2 2	2		Case Study 8: New Line in Mobile Phones.
		3	Product Differentiation & Classification Prodcut Mix	1. Principles of Marketing European ed. (pg560-565) Phillip Kotler. 2. Business Marketing (Chapter-7) Sharad Sarin 3. Online Marketing (Chapter-10)3rd Ed. Richard Gay,Alan Charlesworth. 4. Principles of Marketing (Chapter-6) Neeru Kapoor.	1 1 1 2	1 3		
		4	Branding Packaging After sale services	1. Strategic Marketing : Control and Planning (Chapter-9) Graeme Drummond, John Ensor. 2.Prinicples of Marketing (Chapter-7) C.B. Gupta	2 1	2		Case Study 9 : Competition Analysis and the Development of A Brand-Marks & Spencer.

S. No.	Month	Week No.	Unit/Topic	Resource/ References/ Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
				3.Marketing(Part-5)12thed. William.M. Pride, O.C. Ferrel	1			
3.	September	1	Product Life Cycle Product Development Pricing Meaning Factors affecting Price	1.Marketing: Creating and Keeping Customers in an E-Commerce World (Chapter-10) Zikmund, William G 2.Principles of Marketing (Chapter-11) Philip Kotler, Gary Armstrong 3.Marketing(Part-8)12thed. William.M. Pride, O.C. Ferrel	1 2 1	3 1		Case Study 10: Transator the Innovater Case Study 11: Maggie Reintroduction
		2	Pricing methods, Policies & Strategies	1. Business Marketing: Concepts and Cases (Chapter-10) Sharad Sarin. 2.Marketing: Creating and Keeping Customers in an E-Commerce World (Chapter-16,17) Zikmund, William G. 3. Principles of Marketing (Chapter-11) Philip Kotler, Gary Armstrong.	1 2 2	1	Unit- II	Case Study 12: A Single Market- So Why No Single Price
		3	Promotion Mix	1. Business Marketing: Concepts and Cases (Chapter-12,13&14) Sharad Sarin 2. Essentials of Marketing (Unit-10&11) Neha Tikoo 3. Marketing: Creating and Keeping Customers in an E-Commerce World (Chapter-14,15) Zikmund, William G	2 1 1 1	2 1 1		Case Study 13: Free Flights Promotion Ends In Disaster. Case Study 14: Why Nano Failed?

S. No.	Month	Week No.	Unit/Topic	Resource/ References/ Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
				4. Marketing(Part-7)12thed. Wlliam.M. Pride, O.C. Ferrel				
4	October	1	Distribution and Retailing	1. Marketing: Creating and Keeping Customers in an E-Commerce World (Chapter-12) Zikmund, William G 2. Emerging Marketing Paradigms (Chapter-1) Usha Kiran Rai, Alok Jumar Rai 3. Business Marketing: Concepts and Cases (Chapter-11) Sharad Sarin 4. Marketing(Part-7)12thed. Wlliam.M. Pride, O.C. Ferrel	1 1 2 1	1 1 2	Unit-III	Case Study 15: Online Music Gives Rise to Distribution Headeaches
		2	Rural Marketing	1. Principles of Marketing (Chapter- 15) T.N. Chabra. 2.Emerging Marketing Paradigms (Chapter-9) Usha Kiran Rai, Alok Jumar Rai. 3.Principles of Marketing (Chapter- 9) C.B. Gupta.	1 2 1	2	Unit IV	
		3	Social Marketing, Online Marketing, Relationship Marketing	1. Social Media Marketing (Part-1) Tracy L. Tuten & Micahle R. Solomon. 2.Principles of Marketing (Chapter-17) Philip Kotle, Gary Armstrong. 3.Principles of Marketing(Chapter-16) T.N. Chabra	2 2 1	3	Unit-V	Case Study 16 : Socio-Conscious Marketing.

S. No.	Month	Week No.	Unit/Topic	Resource/ References/ Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
		4	Discussion of Previous year papers					Discussion on effective Answer Writing

Teaching Plan for Winter Semester 2019-20

Name of the Teacher: Meenu

Course Name: B.Com(H)

Paper Title: Business Mathematics

Semester/Year: IV/2nd

S. No.	Month	Week No.	Unit/Topic	Resource/ References/ Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
1	January	1	Matrices & Determinants	1. Theory & Problems of Matrices (Chapter- 1,2 &7) Frank Ayer. . Mathematics for Business Studies (Chapter-1) J.K Thukral. 3.Mathematics for Economics & Finanace (Chapter-1) Michael Harrison &Patrick Waldron. 4. Business Mathematcis (Chapter-1&2) S.K. Sharma	1 2 3			
		2	Input-Output Analysis	1.Mathematics for Business Studies (Chapter-2) J.K Thukral. 2. Mathematics for Economics & Finance (Chapter- 19) Martin Anthony & Norman Biggs. 3. Business Mathematcis (Chapter-3) S.K. Sharma	2 1 3			

S. No.	Month	Week No.	Unit/Topic	Resource/ References/ Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
		3	Mathematical Functions	1. Mathematics for Business Studies (Chapter-4) J.K Thukral	1			
			Differentiation	2. Business Mathematics (Chapter-4) S.K. Sharma.	2			
				1. Mathematics for Business Studies (Chapter-6) J.K Thukral	2			
				2. Applied Mathematics (Chapter-6,7,&8) Frank S. Budnick.	1			
		4	Differentiation Applications	3. Mathematics for Economics & Finance (Chapter- 6) Martin Anthony & Norman Biggs	1			
				4. Applied Mathematics (Chapter-15) Frank S. Budnick.	1			
				5. Mathematics for Business Studies (Chapter-7) J.K Thukral	4			
2.	February	1	Partail Differentiation	1. Mathematics for Economics & Finance (Chapter- 11 & 12) Martin Anthony & Norman Biggs.	2		Unit-I	
				2. Mathematics for Business Studies (Chapter-8&9) J.K Thukral.	3			
				3. Business Mathematics (Chapter-4) S.K. Sharma.	1			
		2	Partail Differentiation Applications	1. Mathematics for Economics & Finance (Chapter- 11 & 12) Martin Anthony & Norman Biggs.	1			
				2. Mathematics for Business Studies (Chapter-8&9) J.K Thukral.	4			

S. No.	Month	Week No.	Unit/Topic	Resource/ References/ Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
				3. Business Mathematics (Chapter-8) S.K. Sharma.	1			
		3	Integration	1. Theory & Problems of Differential Equations (Chapter-28) Frank Ayer. 2. Mathematics for Economics & Finance (Chapter- 26) Martin Anthony & Norman Biggs. 3. Business Mathematics (Chapter-9) S.K. Sharma.	1 1 2			
		4	Integration Applications	3. Introduction to Mathematical Economics (Chapter-14,15&16) Edward T. Dowling. 4. Mathematics for Business Studies (Chapter-10&11) J.K. Thukral. 5. Business Mathematics (Chapter-10) S.K. Sharma.	2 4 1			
3.	March	1	Mathematics of Finance	1. Applied Mathematics (Chapter-6,7,&8) Frank S. Budnick. 2. Business Mathematics (Chapter-11) S.K. Sharma. 3. Business Mathematics (Chapter-12) S.K. Sharma.	2 2 2		Unit-2&3	
		2	Mathematics of Finance	1. Applied Mathematics (Chapter-6,7,&8) Frank S. Budnick. 2. Mathematics for Business Studies (Chapter-11) J.K. Thukral.	1 5			

S. No.	Month	Week No.	Unit/Topic	Resource/ References/ Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
				3. Business Mathematics (Chapter-12) S.K. Sharma.				
		3	Mathematics of Finance	1. Business Mathematics (Chapter-11) S.K. Sharma. 2. Mathematics for Business Studies (Chapter-12) J.K Thukral. 3. Business Mathematics (Chapter-12) S.K. Sharma.	1 4			
4.	April	1	Mathematics of Finance	4. Business Mathematics (Chapter-12) S.K. Sharma. 5. Mathematics for Business Studies (Chapter-11&12) J.K Thukral. 6. Essential Mathematics for Economic Analysis (Chapter-10) 5 th ed. Knut & Peter Hammond.	5 1			
		2	Linear Programming	1. Mathematics for Business Studies (Chapter-3) J.K Thukral. 2. Business Mathematics (Chapter-13) S.K. Sharma.	3 3			
		3	Simplex Method	1. Mathematics for Business Studies (Chapter-4) J.K Thukral. 2. Applied Mathematics (Chapter-11) Frank S. Budnick. 3. Business Mathematics (Chapter-4) S.K. Sharma	2 2 2			

S. No.	Month	Week No.	Unit/Topic	Resource/ References/ Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
		4	Revision and Doubt Sessions		5			

Teaching Plan for Summer Semester 2020-21

Name of the Teacher: Meenu

Course Name: B.Com(H)

Paper Title: Principles of Marketing

Semester/Year: V/3rd

S. No.	Month	Week No.	Unit/Topic	Resource/ References/ Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)	
1.	July	1	Introduction to Marketing	1. Strategic Marketing (pg10-12) Graeme Drummond, John Ensor.	1	1		Case Study 1: Ford Cars Go in for a Service.	
				2. Marketing Managemnet (pg27-32) Philip Kotler, Kevin Lane Keller.	2				
				3.Principles of Marketing South Asian Perspective (pg4-12)Philip Kotler,Gary Armstrong	2				
			Marketing Environment	1. 1. Basic Marketing(Chapter-1) William D. perreault	2				Case Study 2: Smoking May be Bad, but Tobacco Companies Profits have never Looked So Good.
				2. Strategic Marketing(Chapter-2 & 4) Graeme Drummond, John Ensor.	2				
				3. Marketing Management(pg 34-36) Philip Kotler.	1				
		2	Consumer Buying Process	1. Introduction to Marketing (Chapter-4) Palmer, Adrian	1	2		Case Study 4: Consumers Cofound Marketers. Case Study 5: SWOT Analysis of Coca-Cola.	
				2. The Mind of the Buyer: A Pyschology of Selling (chapter14) Harry Dexter	1	1			
				3. Introduction to Marketing (Chapter-4) Adrian Palmer	1	1			
					2				

S. No.	Month	Week No.	Unit/Topic	Resource/ References/ Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
2.	August	1	Factors Influencing Consumer Buying Process	1. Marketing Managemnet (pg19-21) Philip Kotler, Kevin Lane Keller. 2. Principles of Marketing European Edition (Chapter-6) Kotler Philip.	2 3			
		2	Segementation Targeting and Positioning	1. Basic Marketing (Chapter-3) William D. Perreault. 2. Introduction to Marketing (Chapter-6) Adrian Palmer. 3. Understanding Digital Marketing(Chapter-5) 3rd ed. Damian Ryan	1 2 2	2		Case Study 8: New Line in Mobile Phones.
		3	Product Differentiation & Classification Prodcut Mix	1. Principles of Marketing European ed. (pg560-565) Phillip Kotler. 2. Business Marketing (Chapter-7) Sharad Sarin 3. Online Marketing (Chapter-10)3rd Ed. Richard Gay,Alan Charlesworth. 4. Principles of Marketing (Chapter-6) Neeru Kapoor.	1 1 1 2	1 3		
		4	Branding Packaging After sale services	1. Strategic Marketing : Control and Planning (Chapter-9) Graeme Drummond, John Ensor. 2.Prinicples of Marketing (Chapter-7) C.B. Gupta	2 1	2		Case Study 9 : Competition Analysis and the Development of A Brand-Marks & Spencer.

S. No.	Month	Week No.	Unit/Topic	Resource/ References/ Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
				3.Marketing(Part-5)12thed. William.M. Pride, O.C. Ferrel	1			
3.	September	1	Product Life Cycle Product Development Pricing Meaning Factors affecting Price	1.Marketing: Creating and Keeping Customers in an E-Commerce World (Chapter-10) Zikmund, William G 2.Principles of Marketing (Chapter-11) Philip Kotler, Gary Armstrong 3.Marketing(Part-8)12thed. William.M. Pride, O.C. Ferrel	1 2 1	3 1		Case Study 10: Transator the Innovater Case Study 11: Maggie Reintroduction
		2	Pricing methods, Policies & Strategies	1. Business Marketing: Concepts and Cases (Chapter-10) Sharad Sarin. 2.Marketing: Creating and Keeping Customers in an E-Commerce World (Chapter-16,17) Zikmund, William G. 3. Principles of Marketing (Chapter-11) Philip Kotler, Gary Armstrong.	1 2 2	1	Unit- II	Case Study 12: A Single Market- So Why No Single Price
		3	Promotion Mix	1. Business Marketing: Concepts and Cases (Chapter-12,13&14) Sharad Sarin 2. Essentials of Marketing (Unit-10&11) Neha Tikoo 3. Marketing: Creating and Keeping Customers in an E-Commerce World (Chapter-14,15) Zikmund, William G	2 1 1 1	2 1 1		Case Study 13: Free Flights Promotion Ends In Disaster. Case Study 14: Why Nano Failed?

S. No.	Month	Week No.	Unit/Topic	Resource/ References/ Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
				4. Marketing(Part-7)12thed. Wlliam.M. Pride, O.C. Ferrel				
4	October	1	Distribution and Retailing	1. Marketing: Creating and Keeping Customers in an E-Commerce World (Chapter-12) Zikmund, William G 2. Emerging Marketing Paradigms (Chapter-1) Usha Kiran Rai, Alok Jumar Rai 3. Business Marketing: Concepts and Cases (Chapter-11) Sharad Sarin 4. Marketing(Part-7)12thed. Wlliam.M. Pride, O.C. Ferrel	1 1 2 1	1 1 2	Unit-III	Case Study 15: Online Music Gives Rise to Distribution Headeaches
		2	Rural Marketing	1. Principles of Marketing (Chapter- 15) T.N. Chabra. 2.Emerging Marketing Paradigms (Chapter-9) Usha Kiran Rai, Alok Jumar Rai. 3.Principles of Marketing (Chapter- 9) C.B. Gupta.	1 2 1	2	Unit IV	
		3	Social Marketing, Online Marketing, Relationship Marketing	1. Social Media Marketing (Part-1) Tracy L. Tuten & Micahle R. Solomon. 2.Principles of Marketing (Chapter-17) Philip Kotle, Gary Armstrong. 3.Principles of Marketing(Chapter-16) T.N. Chabra	2 2 1	3	Unit-V	Case Study 16 : Socio-Conscious Marketing.

S. No.	Month	Week No.	Unit/Topic	Resource/ References/ Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
		4	Discussion on Previous year papers	Discussion on Previous year papers & Revision				Discussion on effective Answer Writing

Teaching Plan for Winter Semester 2020-21

Name of the Teacher: Meenu

Course Name: B.Com(H)

Paper Title: Business Mathematics

Semester/Year: IV/2nd

S. No.	Month	Week No.	Unit/Topic	Resource/ References/ Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
1	January	1	Matrices & Determinants	1. Theory & Problems of Matrices (Chapter- 1,2 &7) Frank Ayer. . Mathematics for Business Studies (Chapter-1) J.K Thukral. 3.Mathematics for Economics & Finance (Chapter-1) Michael Harrison &Patrick Waldron. 4. Business Mathematics (Chapter-1&2) S.K. Sharma	1 2 3			
		2	Input-Output Analysis	1.Mathematics for Business Studies (Chapter-2) J.K Thukral. 2. Mathematics for Economics & Finance (Chapter- 19) Martin Anthony & Norman Biggs. 3. Business Mathematics (Chapter-3) S.K. Sharma	2 1 3			
		3	Mathematical Functions Differentiation	1.Mathematics for Business Studies (Chapter-4) J.K Thukral 2. Business Mathematics (Chapter-4) S.K. Sharma. 1.Mathematics for Business Studies (Chapter-6) J.K Thukral 2. Applied Mathematics (Chapter-6,7,&8) Frank S. Budnick.	1 2 2 1			

S. No.	Month	Week No.	Unit/Topic	Resource/ References/ Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
		4	Differentiation Applications	3. Mathematics for Economics & Finance (Chapter- 6) Martin Anthony & Norman Biggs 4. Applied Mathematics (Chapter-15) Frank S. Budnick. 5. Mathematics for Business Studies (Chapter-7) J.K Thukral	1 1 4			
2.	February	1	Partail Differentiation	1. Mathematics for Economics & Finance (Chapter- 11 & 12) Martin Anthony & Norman Biggs. 2. Mathematics for Business Studies (Chapter-8&9) J.K Thukral. 3. Business Mathematcis (Chapter-4) S.K. Sharma.	2 3 1		Unit-I	
		2	Partail Differentiation Applications	1. Mathematics for Economics & Finance (Chapter- 11 & 12) Martin Anthony & Norman Biggs. 2. Mathematics for Business Studies (Chapter-8&9) J.K Thukral. 3. Business Mathematcis (Chapter-8) S.K. Sharma.	1 4 1			
		3	Integration	1. Theory & Problems of Differential Equations (Chapter-28) Frank Ayer. 2. Mathematics for Economics & Finance (Chapter- 26) Martin Anthony & Norman Biggs.	1 1 2			

S. No.	Month	Week No.	Unit/Topic	Resource/ References/ Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
				3. Business Mathematics (Chapter-9) S.K. Sharma.				
		4	Integration Applications	3. Introduction to Mathematical Economics (Chapter-14,15&16) Edward T. Dowling. 4. Mathematics for Business Studies (Chapter-10&11) J.K Thukral. 5. Business Mathematics (Chapter-10) S.K. Sharma.	2 4 1			
3.	March	1	Mathematics of Finance	1. Applied Mathematics (Chapter-6,7,&8) Frank S. Budnick. 2. Business Mathematics (Chapter-11) S.K. Sharma. 3. Business Mathematics (Chapter-12) S.K. Sharma.	2 2 2		Unit-2&3	
		2	Mathematics of Finance	1. Applied Mathematics (Chapter-6,7,&8) Frank S. Budnick. 2. Mathematics for Business Studies (Chapter-11) J.K Thukral. 3. Business Mathematics (Chapter-12) S.K. Sharma.	1 5			
		3	Mathematics of Finance	1. Business Mathematics (Chapter-11) S.K. Sharma. 2. Mathematics for Business Studies (Chapter-12) J.K Thukral. 3. Business Mathematics (Chapter-12) S.K. Sharma.	1 4			

S. No.	Month	Week No.	Unit/Topic	Resource/ References/ Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
4.	April	1	Mathematics of Finance	4. Business Mathematics (Chapter-12) S.K. Sharma. 5. Mathematics for Business Studies (Chapter-11&12) J.K Thukral. 6. Essential Mathematics for Economic Analysis (Chapter-10) 5 th ed. Knut & Peter Hammond.	5 1			
		2	Linear Programming	1. Mathematics for Business Studies (Chapter-3) J.K Thukral. 2. Business Mathematics (Chapter-13) S.K. Sharma.	3 3			
		3	Simplex Method	1. Mathematics for Business Studies (Chapter-4) J.K Thukral. 2. Applied Mathematics (Chapter-11) Frank S. Budnick. 3. Business Mathematics (Chapter-4) S.K. Sharma	2 2 2			
		4		Revision and Doubt Sessions	5			

Teaching Plan for Summer Semester 2019-20

Name of the Teacher: Mohd Hassan

Course Name: B.Com H

Paper Title: Consumer Affair and Customer Care

Semester/Year: VI

S. No.	Month	Week No.	Unit/Topic	Resource/ References/ Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
1.	January	4	Unit -III Grievance redress Mechanism Under CPA 1986.	21. Dr. Sheetal Kapoor . Consumer Affairs and Customer Care. Galgotia Publishing Company. New Delhi.	3	1		
2.	february	1	Unit -III Grievance redress Mechanism ,Leading cases decided under CPA 1986. Medical Negligence.	1 Dr. Sheetal Kapoor Consumer Affair and Customer Care. Galgotia Publishing Company. New Delhi. 2. Aggarwal V.K Consumer Protection ,Law and Practice , Bharat Law house ,Delhi.	3	1		Discussed Cases decided by National Commission under Consumer Protection Act.
		2	Unit- III Banking and Financial Service.	1 Dr. Sheetal Kapoor Consumer Affair and Customer Care. Galgotia Publishing Company.	3	1		

			Housing & Real Estate,	New Delhi 22. Consumer Protection Act 1986.				
		3	Unit -III Electricity ,water and telecom Services, Education,	1. Dr. Sheetal Kapoor Consumer Affair and Customer Care. Galgotia Publishing Company. New Delhi. 2.Sharma Deepa ,Consumer Protection & grievance redress in India.	3	1		Presentation by 3 group of 5 students each on leading cases. - Unfair Trade Practices. -Housing and Real Estate -Education
		4	Unit -III Defective Product , Unfair Trade Practices.	5. Dr. Sheetal Kapoor Consumer Affair and Consumer Care. Galgotia Publishing Company. New Delhi. 2.Consumer Protection Act, 1986.	3	1	Internal Assignment - I	presentation by 3 groups of 5 students each on leading cases. -Banking and Financial Services. -Medical Negligence -Defective Product
3.	March	1	Unit -III & IV Consumer Protection in India. Consumer Movement in India.	25. Dr. Sheetal Kapoor Consumer Affair and Customer Care. Galgotia Publishing Company New Delhi.	3	1		Presentation by 3 groups of 5 students each on leading cases. -Electricity ,water ,Telecom Services. -Medical Negligence -Unfair Trade Practices.

				26. Aggarwal V.K Consumer Protection ,Law & Practice, Bharat Law House ,Delhi.				
		2	Unit- IVccc Consumer movement in India .	1.Dr. Sheetal Kapoor Consumer Affair and Customer Care. Galgotia Publishing Company New Delhi. 2.Sharma Deepa, Consumer Protection & Grievance redress in India (LAPLAMBERT, Germany.	3	1		
		4	Unit- IV Industry Regulatory and Consumer redressal Mechanism .	1.Dr. Sheetal Kapoor Consumer Affairs and Customer Care. Galgotia Publishing Company. New Delhi.	3	1		
4	April	1	Unit -IV Industry Regulatory and Consumer Redressal Mechanism .	1. Dr. Sheetal Kapoor Consumer Affair and Customer Care . Galgotia Publishing Company. New Delhi. 33. Sharma Deepa,	3	1		

				Consumer Protection & grievance redress in India.				
		2	Unit -IV Industry Regulator and Consumer Redressal Mechanism .	1.Dr Sheetal Kapoor Consumer Affair and Customer Care. Galgotia Publishing Company New Delhi. 2. Sharma Deepa , Consumer Protection & grievance redress in India.	3	1		
		3	Unit -IV Industry Regulaor and Consumer redressal Mechanism .	1. Dr Sheetal Kapoor Consumer Affair and Customer Care. Galgotia Publishing Company. New Delhi.	3	1		
		4	Unit -IV Industry Regulator and Consumer redressal Mechanism .	1.Dr Sheetal Kapoor Consumer Affair and Customer Care. Galgotia Publishing Company New Delhi. 2.Sharma Deepa, Consumer Protection and grievance redress in India.	3	1		

5	May	1	Unit- IV & V Competatio n Law.	1.Dr Sheetal Kapoor Consumer Affair and Customer Care. Galgotia Publishing Company New Delhi.	3	1		
		2	Unit -V Competetio n Law.	1.Dr Sheetal Kapoor Consumer Affair and Customer Care. Galgotia Publishing Company New Delhi. 2.The Competition Act 2002.	3	1		

		3	Unit-I Advertising Budget.	1.Dr. Ruchi Gupta Advertising Scholar Tech Press. 2. Kavita Sharma Advertising Principle and Decision Making. Taxmann Publication.	5	1		
		4	Unit-II Media Decisions , Media Types.	1.Ruchi Gupta Advertising Scholar Tech Press. 2.Terence A Shimp, Advertising and Promotion An IMC Approach to Cengage Learning.	5	1		Case Study Presentations .
3.	Septembe r	1	Unit -II Media Decision , Factors Influencing Media Choice.	1.Ruchi Gupta Advertising Scholar Tech Press. 2.Sharma Kavita Advertising Principle and Decision Making. Taxmann Publication.	5	1		
		2	Unit-II Media Decision , Media Selection ,	1.Kavita Sharma Advertising Principle and Decision Making . Taxmann Publication.	5	1	Internal Assignment - I	

			Media Scheduling.	2.Dr Ruchi Gupta Advertising Scholar Tech Press.				
		3	Unit-II Advertising Through Internet, media Devices.	1.Kavita Sharma Advertising Principle and Decision Making. Taxmann Publication. 2.Dr. Ruchi Gupta Scholar Tech Press.	5	1		
		4	Unit-III Message Development Advertising Appeal.	5. Kavita Sharma Advertising Principle and Decision Making. Taxmann Publication. 2.Dr. Ruchi Gupta Advertising Scholar Tech Press.	5	1		
3	October	1	Unit-III Message Development ,Advertising Copy and Elements. Adds for different media.	19. Kavita Sharma Advertising Principle and Decision Making. Taxmann Publication. 20. Dr. Ruchi Gupta Advertising Scholar Tech Press .	5	1		Video presentations of Various successful and unsuccessful Advertisements.
		2	Unit -IV	18. Kavita Sharma	5	1		

			measuring Advertising Effectiveness, Evaluating communication and Sale Effects.	Advertising Principle and Decision Making, Taxmann Publication. 2.Chunawala and sethia Advertising , Himalaya Publishing House .				
		3	Unit-IV Measuring Advertising Effectiveness ,Pre Testing techniques, Post-Testing Techniques .	1.Kavita Sharma Advertising Principle and Decision Making. Taxmann Publication. 2.Dr. Ruchi Gupta Advertising Scholar Tech Press.	5	1		
5.	November	1	Unit-V Advertising Agency ,Role ,Type	1.Kavita Sharma Advertising Principle and Decision Making, Taxmann Publication. 2. Dr Ruchi Gupta Advertising Scholar Tech Press.	5	1	Internal Assignment - II	
		2	Unit -V	1.Kavita Sharma Advertising Principle and Decision Making, Taxmann Publication. 19. Dr. Ruchi Gupta	5	1		

				Advertising Advertising Tech Press.				
		3.	Unit -V Advertising Agency, Ethical and Legal aspects in India.	5. Kavita Sharma Advertising Principle and Decision Making. Taxmann Publication. 6. george E belch michael A belch, Keyoor purani. Advertising and promotion. An Integrated marketing Communications perspective.		1		

Teaching Plan for Summer Semester 2020-21

Name of the Teacher: Mohd Hassan

Course Name: B.COM(H)

Paper Title: Cost Accounting

Semester/Year: IV Sem

S. No.	Month	Week No.	Unit/Topic	Resource/ References/ Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
1.	January	1	Unit I Topics related to Introduction .	1. Maheshwari Mittal Cost Accounting Principles and Practice A Mahavir Publication. 2. M.N Arora -Priyanka Katyal Cost Accounting Principles and Practice. Vikas Publishing House Pvt Ltd.	5	1		
		2	Unit I and II Topics related to Introduction and Material Cost	1. Maheshwari Mittal Cost Accounting Principle and Practice A Mahavir Publication . 2. MN Arora -Priyanka Katyal Cost Accounting Principle and Practice . Vikas Publishing House Pvt Ltd.	5	1		

		3	Unit II Topics related to Material Cost	1. M.N Arora -Priyanka Katyal Cost Accounting Principle and Practice. Vikas Publishing House Pvt Ltd.	5	1		
		4	Unit II Topic related to Material Cost.	1.Maheshwari Mittal Cost Accounting Principle and Practice A Mahavir Publication. 2.Singh Surender Fundamental of Cost Accounting . Kitab Mahal New Delhi.	5	1		
2.	February	1	Unit II Topics related to Labour Cost.	1. Maheshwari Mittal Cost Accounting Principle and Practice. A Mahavir Publication. 2. M N Arora -Priyanka Katyal Cost Accounting Principle and Practice A Mahavir Publication .	5	1		

		2	Unit II and III Topics related to Labour Cost and Overheads.	29. Maheshwari Mittal Cost Accounting Principle and practice. A Mahavir Publication. 2.M N Arora -Priyanka Katyal Cost Accounting Principal and Practices.	5	1		
		3	Unit III Topics related to Overheads Cost.	7. Maheshwari Mittal Cost Accounting Principle and Practices A Mahavir Publication. 8. Singh Surender Fundamental of Cost Accounting . Kitab Mahal New Delhi.	5	1		
		4	Unit III Topics Related to Overheads Cost.	9. Maheshwari Mittal Cost Accounting Principal and Practices . A Mahavir Publication . 10. Singh Surender Fundamental of Cost Accounting . Kitab Mahal New Delhi.	5			
3	March	1	Unit III	1.Maheshwari Mittal Cost Accounting	5			

			<p>Topics related to Activity based Costing.</p>	<p>Principal and Practices . A Mahavir Publication . 2. Singh Surender Fundamental of Cost Accounting . Kitab Mahal New Delhi.</p>				
		2	<p>Unit IV Topics related to Unit Costing.</p>	<p>13. Maheshwari Mittal Cost Accounting Principal and Practices . A Mahavir Publication. 2.Singh Surender Fundamental of cost Accounting . Kitab Mahal New Delhi</p>				
		3	<p>Unit IV Topics related to Job Costing.</p>	<p>9. Maheshvari Mittal Cost Accounting Principal and Practices . A Mahavir Publication 2.M N Arora- Priyanka Katyal . Cost Accounting Principles and Practices. Vikas Publishing House New Delhi.</p>				

		4	Unit IV Topic related to Job Costing.	17. Maheshvari Mittal Cost Accounting Principle and Practice. A Mahavir Publication.	1			
4.	April	1	Unit IV Topics related to contract Costing.	19. Maheshvari Mittal Cost Accounting Principle and Practice A Mahavir Publication. 20. Singh Surender Fundamentals of Cost Accounting Kitab Mahal.	5			
		2.	Unit IV Topic related to Process Costing.	19. Maheshvari Mittal Cost Accounting Principle and Practices A Mahavir Publication. 20. Singh Surender Fundamentals of Cost Accounting. Kitab Mahal.	5			
		3	Unit IV Topics related to Service Costing.	15. Maheshvari Mittal Cost Accounting Principle and Practices A Mahavir Publication. 16. M N Arora -Priyanka Katyal Cost Accounting Principle and Practices.	5			

Teaching Plan for Summer Semester 2016-17

Name of the Teacher: **Monika Bansal**

Course Name: **B.Com. (Hons.)**

Paper Title: **Human Resource Management**

Semester/Year: **3rd semester/2nd year (2016-17)**

S. No.	Month	Week No.	Unit/Topic	Resource/ References/Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
1.	July, 2016	3	<u>Unit I: Human Resource Management</u> Concept and functions; Role, status and competencies of HR manager; HR policies;	3. Mondy, A. W. and Noe, R. M., <i>Human Resource Management</i> , Pearson Education. 4. Decenzo, D.A. and Robbins, S. P., <i>Fundamentals of Human Resource Management</i> , Wiley, India. 5. Snell, S., Bohlander, G. W., & Bohlander, G. (2010). <i>Principles of human resource management</i> . South-Western Cengage Learning. 6. Dessler, G. and Varkkey, B., <i>Human Resource Management</i> , Pearson Education, Delhi. 7. Gomez-Mejia, L. R., Balkin, D. B., Cardy, R. L., & Carson, K. P. 8. Aswathappa, K., <i>Human Resource Management</i> , Tata McGraw-Hill, New Delhi. 9. French, W. L., <i>Human Resource Management</i> , Houghten Mifflin, Boston. *(Same references have been followed for all the units)	5	1		<ul style="list-style-type: none"> • Case Study • Role Play • HBR Article • Company website
		4	<u>Unit I: Human Resource Management</u> Evolution of HRM; Emerging challenges of		5	1		<ul style="list-style-type: none"> • Case Study

			human resource management - Workforce diversity, empowerment, downsizing					• Team – building activity
2.	August	1	<p><u>Unit I: Human Resource Management</u> Emerging challenges of human resource management - VRS, work life balance.</p> <p><u>Unit II: Acquisition of Human Resource - 12 Lectures</u> Human resource planning- Quantitative and qualitative dimensions;</p>		5	1		Case Study
		2	<p><u>Unit II: Acquisition of Human Resource -12 Lectures</u> Job analysis – Job description and job specification; Recruitment – concept and sources;</p>		5	1		Articles
		3	<p><u>Unit II: Acquisition of Human Resource - 12 Lectures</u> Selection – concept and process; Test and interview; Placement, induction and socialization; Retention.</p>		5	1		
		4	<p><u>Unit III: Training and Development -14 Lectures</u> Concept and importance; Role specific and competency based</p>		5	1		

			training; Training and development methods – Apprenticeship				
3.	September	1	Unit III: Training and Development Training and development methods –understudy, job rotation, vestibule training, case study, role playing, sensitivity training, In-basket, management games, conferences and seminars		5	1	f) Case Study b) Articles
		2	Unit III: Training and Development Training and development methods -coaching and mentoring, management development programs; Training process outsourcing.		5	1	a) Case Study b) Articles
		3	Unit IV: Performance Appraisal and Compensation Management Performance appraisal- Nature, objectives and process; Performance management; Methods of performance appraisal;		5	1	
		4	Unit IV: Performance Appraisal and Compensation Management Potential appraisal; Employee counselling; Job changes - Transfers and		5	1	c) Role-play b) Group Discussion

			promotions, Human resource audit; Compensation - Concept and policies, Base and supplementary compensation					
4.	October (excluding the period of mid semester break, 11 th -16 th October)	1	<u>Unit IV: Performance Appraisal and Compensation</u> Individual, group and organization incentive plans; Fringe benefits; Performance linked compensation; Employee stock option; Pay band compensation system; Job evaluation.		5	1		a) Case Study
		2	<u>Unit V: Maintenance of employees and Emerging Horizons of HRM</u> Employee health and safety; Employee welfare; Social security (excluding legal provisions);		5	1	Internal assessment	
		4	<u>Unit V: Maintenance of employees and Emerging Horizons of HRM</u> Employer-employee relations- An overview; Grievance handling and redressal; Industrial disputes: Causes and settlement machinery; e-HRM		5	1		

5	November (Dispersal of classes-12th Nov. 2016)	1	<u>Unit V: Maintenance of employees and Emerging Horizons of HRM</u> Human Resource Information System and e-HRM; Impact of HRM practices on organisational performance; HR audit, Contemporary issues in human resource management.		5	1		d) Articles e) Group Discussion f) Case Study g) Team Building Activity
		2	Discussion of problems and Revision		5	1		

Name of the Teacher: Monika Bansal

Course Name: B.Com. (Hons.)

Paper Title: Governance, ethics and social responsibility of business

Semester/Year: 6th semester/3rd year

S. No.	Month	Week No.	Unit/Topic	Resource/ References/Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
1.	January, 2017	1	<u>Unit-1: Thinking Conceptually about Politics: liberty, equality, justice.</u>	49.)Bhanu Murthy, K.V. and Usha Krishna, <i>Politics, Ethics and Social Responsibilities of Business</i> , Pearson Education, New Delhi. 50.)J.P. Sharma , <i>Corporate Governance, Business Ethics & CSR</i> , Ane Books Pvt. Ltd., New Delhi 51.)Velasquez, M. G., (2002). <i>Business ethics: Concepts and cases</i> (Vol. 111). Upper Saddle River, NJ: Prentice Hall. 52.)Chritine A Mallin, <i>Corporate Governance (Indian Edition)</i> ,Oxford University Press. New Delhi 53.)Bob Tricker, <i>Corporate Governance-Principles Policies, Practice (Indian Edition)</i> ,Oxford University Press. New Delhi 54.)Andrew Crane Dirk Matten, <i>Business Ethics(Indian Edition)</i> ,Oxford University Press. New Delhi 55.)Daniel Albuquerque, <i>Business Ethics, Principles and Practices (Indian</i>	5	1		

				<p><i>Edition</i>), Oxford University Press. New Delhi</p> <p>56.) Michael Blowfield, Alan Murray, <i>Corporate Responsibility- A Critical Introduction</i>, Oxford University Press. New Delhi</p> <p>57.) Francesco Perrini, Stefano, Antonio Tencati, <i>Developing Corporate Social Responsibility- A European Perspective</i>, Edward Elgar</p>				
		2	<p>Unit I: <u>Thinking Conceptually about Politics:</u> Rights and Recognition, The Idea of a Good Society</p>		5	1		
		3	<p><u>Unit I: Domain of Politics and Ethics:</u> Democracy and Welfare State, Market and Globalisation.</p> <p>Unit II: Approaches to Moral Reasoning: Consequentialism, Deontologism.</p>		5	1		
		4	<p>Unit-II <u>Approaches to Moral Reasoning:</u> Teleological reasoning.</p> <p>Unit III: Ethics in Business: Concept of Business Ethics.</p>		5	1		
2.	February ,2017	1	<p>Unit-III <u>Corporate Code of Ethics:</u> Environment, Accountability, Responsibility, Leadership, Diversity. Discrimination.</p>		5	1		<p>1. Company website 2. Case Study</p>

		2	<u>Unit IV: Principles and Theories of Business Ethics: Principle of Business Ethics. Characteristics of Ethical Organization,</u>		5	1		
		3	<u>Unit IV: Principles and Theories of Theories of Business Ethics, Globalization and Business Ethics, Stakeholder's Protection, Corporate Governance and Business Ethics.</u>		5	1		
		4	<u>Unit V: Corporate Governance: Conceptual framework of Corporate Governance, Insider Trading, Rating Agencies.</u>		5	1		1. Company website 2. Case Study
3.	March ,2017	1	<u>Unit V: Corporate Governance: Whistle Blowing, Corporate Governance, corporate governance reforms, Initiatives in India including clause 49.</u>		5	1		1. Case Study 2. Articles
							Internal Assessment	
Note: On Maternity leave W.E.F 10.3.2017 till 8.09.2017								

Teaching Plan for Summer Semester 2017-18

Name of the Teacher: **Monika Bansal**

Course Name: **B.Com. (Hons.)**

Paper Title: **Human Resource Management**

Semester/Year: **3rd semester/2nd year**

S. No.	Month	Week No.	Unit/Topic	Resource/ References/Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
1.	September	2	<p><u>Unit III: Training and Development</u> Training and development methods -coaching and mentoring, management development programs; Training process outsourcing.</p>	10. Mondy, A. W. and Noe, R. M., <i>Human Resource Management</i> , Pearson Education. 11. Decenzo, D.A. and Robbins, S. P., <i>Fundamentals of Human Resource Management</i> , Wiley, India. 12. Dessler, G. and Varkkey, B., <i>Human Resource Management</i> , Pearson Education, Delhi. 13. Aswathappa, K., <i>Human Resource Management</i> , Tata McGraw-Hill, New Delhi. 14. Gomez-Mejia, L. R., Balkin, D. B., Cardy, R. L., & Carson, K. P. 15. Snell, S., Bohlander, G. W., & Bohlander, G. (2010). <i>Principles of human resource management</i> . South-Western Cengage Learning. 16. French, W. L., <i>Human Resource Management</i> , Houghton Mifflin, Boston. *(Same references have been followed for all the units)	5	1		g) Case Study b) Articles
		3	<p><u>Unit IV: Performance Appraisal and Compensation Management</u> Performance appraisal- Nature, objectives and process; Performance</p>		5	1		a) Case Study

			management; Methods of performance appraisal;					
		4	<u>Unit IV: Performance Appraisal and Compensation Management</u> Potential appraisal; Employee counselling; Job changes - Transfers and promotions, Human resource audit; Compensation - Concept and policies, Base and supplementary compensation		5	1		d) Role-play b) Group Discussion
2.	October (excluding the period of mid semester break; 30 th Sept. to 6 th October, 2017)	1	<u>Unit IV: Performance Appraisal and Compensation</u> Individual, group and organization incentive plans; Fringe benefits; Performance linked compensation; Employee stock option; Pay band compensation system; Job evaluation.		5	1		a) Case Study
		2	<u>Unit V: Maintenance of employees and Emerging Horizons of HRM</u> Employee health and safety; Employee welfare; Social security (excluding legal provisions);		5	1	Internal assessment	
		4	<u>Unit V: Maintenance of employees and Emerging Horizons of HRM</u> Employer-employee relations- An overview; Grievance handling and		5	1		

			redressal; Industrial disputes: Causes and settlement machinery; e-HRM					
3.	November (Dispersal of classes-16 th Nov. 2017)	1	<u>Unit V: Maintenance of employees and Emerging Horizons of HRM</u> Human Resource Information System and e-HRM; Impact of HRM practices on organisational performance; HR audit, Contemporary issues in human resource management.		5	1		h) Articles i) Group Discussion j) Case Study d) Team Building Activity
		2	Revision & Problem solving sessions		5	1		
*Interaction with Students (Optional) till Exam Preparatory Leave)								

Teaching Plan for Winter Semester 2017-18

Name of the Teacher: Monika Bansal

Course Name: B.Com.(Hons.)

Paper Title: Auditing and Corporate Governance

Semester/Year: 6th semester/3rd year

S. No.	Month	Week No.	Unit/Topic	Resource/ References/ Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
1.	January, 2018	1	<p><u>Unit I: Auditing</u></p> <p>10 Lectures Basic Principles and Techniques; Classification of Audit, Audit Planning, Internal Control – Internal Check and Internal Audit; Audit Procedure – Vouching and verification of Assets & Liabilities;</p>	<ol style="list-style-type: none"> 5. Institute of Chartered Accountants of India, <i>Auditing and Assurance Standards</i>, ICAI, New Delhi. 6. Relevant Publications of ICAI on <i>Auditing (CARO)</i>. 7. Velasquez, M. G., (2002). <i>Business ethics: Concepts and cases</i> (Vol. 111). Upper Saddle River, NJ: Prentice Hall. 8. Kumar, A., Rajan, J., & Gupta, L., <i>Auditing & Corporate Governance</i>. Taxmann. 9. Mallin, Christine A., <i>Corporate Governance (Indian Edition)</i>, Oxford University Press, New Delhi. 10. Jha. A., <i>Auditing & Corporate Governance</i>, Taxmann. 11. Bob Tricker, <i>Corporate Governance-Principles, Policies, and Practice</i> (Indian Edition), Oxford University Press, New Delhi. 12. Sharma, J.P., <i>Corporate Governance, Business Ethics, and CSR</i>, Ane Books Pvt Ltd, New Delhi. 	5	1		

				*(Same references have been followed for all the units)				
		2	<u>Unit I: Auditing</u> 10 Lectures Company Auditor- Qualifications and disqualifications, Appointment, Rotation, Removal, Remuneration, Rights and Duties; Auditor's Report- Contents and Types, Liabilities of Statutory Auditors under the Companies Act 2013		5	1		
		3	<u>. Unit I: Special Areas of Audit</u> Cost audit, Tax audit and Management audit; Recent Trends in Auditing; Basic considerations of audit in EDP Environment; Relevant Auditing and Assurance Standards (AASs).		5	1		
		4	<u>Unit II: Corporate Governance</u> 15 Lectures Meaning, Theories, Models and Benefits of Corporate Governance		5	1		1.Company website 2. Case Study
2.	February ,2018	1	<u>Unit II: Corporate Governance</u> 15 Lectures Politics and Governance; Board Committees and their Functions; Insider Trading; Rating Agencies; Green Governance/ E governance;		5	1		
		2	<u>Unit II: Corporate Governance</u> 15 Lectures Clause 49 of Listing Agreement; Corporate Governance in Public Sector Undertakings; Corporate Funding of Political Parties; Class Action; Whistle Blowing; Shareholders Activism.		5	1		a) Articles

		3	<u>Unit III: Major Corporate Governance Failures</u> BCCI (UK), Maxwell Communication (UK), Enron (USA), World.Com (USA),		5	1		
		4	<u>Unit III: Major Corporate Governance Failures</u> Andersen Worldwide (USA), Vivendi (France), Harshad Mehta Scam		5	1		
3.	March, 2018 Note: excluding the period of mid semester break from 2 nd to 7 th march, 2018	1	<u>Unit III: Major Corporate Governance Failures</u> Satyam Computer Services Ltd, and Kingfisher Airlines, Common Governance Problems Noticed in various Corporate Failures;		5	1	Internal Assessment	a) Case Study b) Company Website
		2	<u>Unit III: Major Corporate Governance Failures</u> Codes and Standards on Corporate Governance; Initiatives in India. <u>Unit IV: Business Ethics</u> 10 Lectures Morality and Ethics; Business Values and Ethics; Various Approaches to Business Ethics; Ethical Theories		5	1		
		4	<u>Unit IV: Business Ethics</u> 10 Lectures Ethical Governance; Corporate Ethics; CSR – Extension Of Business Ethics; Benefits of Adopting Ethics in Business; Ethics Programme		5	1		
4.	April (Dispersal of classes-	1	<u>Unit IV: Business Ethics</u> 10 Lectures Code of Ethics; Ethics Committee		5	1		a) Reports b) Articles

27 th April . 2018)		Unit V: Corporate Social Responsibility (CSR) Corporate Philanthropy, Meaning of CSR, CSR and CR, CSR and Corporate Sustainability				
	2	Unit V: Corporate Social Responsibility (CSR) CSR and Business Ethics, CSR and Corporate Governance, Environmental Aspect of CSR, CSR provision under the Companies Act 2013, CSR Committees		5	1	a) Reports b) Articles
	3	Unit V: Corporate Social Responsibility (CSR) CSR Models, Drivers of CSR, Codes and Standards on CSR, Global Reporting Initiatives, ISO 26000		5	1	
	4	Discussion of queries and revision		5	1	

Teaching Plan for Summer Semester 2019-20

Name of the Teacher: **Monika Bansal**

Course Name: **B.Com. (Hons.)**

Paper Title: **Human Resource Management**

Semester/Year: **3rd semester/2nd year**

S. No.	Month	Week No.	Unit/Topic	Resource/ References/Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
1.	July, 2019 (Classes begins from 20 th July, 2019)	3	<u>Unit I: Human Resource Management</u> Concept and functions; Role, status and competencies of HR manager; HR policies;	17. Mondy, A. W. and Noe, R. M., <i>Human Resource Management</i> , Pearson Education. 18. Decenzo, D.A. and Robbins, S. P., <i>Fundamentals of Human Resource Management</i> , Wiley, India. 19. Dessler, G. and Varkkey, B., <i>Human Resource Management</i> , Pearson Education, Delhi. 20. Aswathappa, K., <i>Human Resource Management</i> , Tata McGraw-Hill, New Delhi. 21. Gomez-Mejia, L. R., Balkin, D. B., Cardy, R. L., & Carson, K. P. 22. Snell, S., Bohlander, G. W., & Bohlander, G. (2010). <i>Principles of human resource management</i> . South-Western Cengage Learning. 23. French, W. L., <i>Human Resource Management</i> , Houghten Mifflin, Boston. *(Same references have been followed for all the units)	5	1		<ul style="list-style-type: none"> • Case Study • Role Play • HBR Article • Company website
		4	<u>Unit I: Human Resource Management</u> Evolution of HRM; Emerging challenges of human resource management - Workforce		5	1		<ul style="list-style-type: none"> • Case Study • Team – building activity

			diversity, empowerment, downsizing					
2.	August	1	<p><u>Unit I: Human Resource Management</u> Emerging challenges of human resource management - VRS, work life balance.</p> <p><u>Unit II: Acquisition of Human Resource</u> 12 Lectures Human resource planning- Quantitative and qualitative dimensions;</p>		5	1		Case Study
		2	<p><u>Unit II: Acquisition of Human Resource</u> 12 Lectures Job analysis – Job description and job specification; Recruitment – concept and sources;</p>		5	1		Articles
		3	<p><u>Unit II: Acquisition of Human Resource</u> 12 Lectures Selection – concept and process; Test and interview; Placement, induction and socialization; Retention.</p>		5	1		
		4	<p><u>Unit III: Training and Development</u> 14 Lectures Concept and importance; Role specific and competency based training; Training and development methods – Apprenticeship</p>		5	1		

3.	September	1	<p><u>Unit III: Training and Development</u> Training and development methods –understudy, job rotation, vestibule training, case study, role playing, sensitivity training, In-basket, management games, conferences and seminars</p>		5	1		<p>h) Case Study b) Articles</p>
		2	<p><u>Unit III: Training and Development</u> Training and development methods -coaching and mentoring, management development programs; Training process outsourcing.</p>		5	1		a) Case Study
		3	<p><u>Unit IV: Performance Appraisal and Compensation Management</u> Performance appraisal- Nature, objectives and process; Performance management; Methods of performance appraisal;</p>		5	1		
		4	<p><u>Unit IV: Performance Appraisal and Compensation Management</u> Potential appraisal; Employee counselling; Job changes - Transfers and promotions, Human resource audit; Compensation - Concept and policies, Base and supplementary compensation</p>		5	1		<p>e) Role-play b) Group Discussion</p>

4.	October (excluding the period of mid semester break; 7 th oct. to 13 th October, 2019)	1	<u>Unit IV: Performance Appraisal and Compensation</u> Individual, group and organization incentive plans; Fringe benefits; Performance linked compensation; Employee stock option; Pay band compensation system; Job evaluation.		5	1		a) Case Study
		2	<u>Unit V: Maintenance of employees and Emerging Horizons of HRM</u> Employee health and safety; Employee welfare; Social security (excluding legal provisions);		5	1	Internal assessment	
		4	<u>Unit V: Maintenance of employees and Emerging Horizons of HRM</u> Employer-employee relations- An overview; Grievance handling and redressal; Industrial disputes: Causes and settlement machinery; e-HRM		5	1		
5	November (Dispersal of classes-16 th Nov. 2019)	1	<u>Unit V: Maintenance of employees and Emerging Horizons of HRM</u> Human Resource Information System and e-HRM; Impact of HRM		5	1		k) Articles l) Group Discussion m) Case Study

Teaching Plan for Winter Semester 2019-20

Name of the Teacher: **Monika Bansal**

Course Name: **B.Com. (Hons.)**

Paper Title: **Auditing and Corporate Governance**

Semester/Year: **6th semester/3rd year**

S. No.	Month	Week No.	Unit/Topic	Resource/ References/Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity-GD, documentary etc.)
1.	January, 2020	1	<p><u>Unit I: Auditing</u> 10 Lectures Basic Principles and Techniques; Classification of Audit, Audit Planning, Internal Control – Internal Check and Internal Audit; Audit Procedure – Vouching and verification of Assets & Liabilities;</p>	<p>13. Institute of Chartered Accountants of India, <i>Auditing and Assurance Standards</i>, ICAI, New Delhi. 14. Relevant Publications of ICAI on <i>Auditing (CARO)</i>. 15. Velasquez, M. G., (2002). <i>Business ethics: Concepts and cases</i> (Vol. 111). Upper Saddle River, NJ: Prentice Hall. 16. Kumar, A., Rajan, J., & Gupta, L., <i>Auditing & Corporate Governance</i>. Taxmann. 17. Mallin, Christine A., <i>Corporate Governance (Indian Edition)</i>, Oxford University Press, New Delhi. 18. Jha. A., <i>Auditing & Corporate Governance</i>, Taxmann. 19. Bob Tricker, <i>Corporate Governance-Principles, Policies, and Practice</i> (Indian Edition), Oxford University Press, New Delhi. 20. Sharma, J.P., <i>Corporate Governance, Business Ethics, and CSR</i>, Ane Books Pvt Ltd, New Delhi.</p>	5	1		

				*(Same references have been followed for all the units)				
		2	<u>Unit I: Auditing</u> 10 Lectures Company Auditor- Qualifications and disqualifications, Appointment, Rotation, Removal, Remuneration, Rights and Duties; Auditor's Report- Contents and Types, Liabilities of Statutory Auditors under the Companies Act 2013		5	1		
		3	<u>. Unit I: Special Areas of Audit</u> Cost audit, Tax audit and Management audit; Recent Trends in Auditing: Basic considerations of audit in EDP Environment; Relevant Auditing and Assurance Standards (AASs).		5	1		
		4	<u>Unit II: Corporate Governance</u> 15 Lectures Meaning, Theories, Models and Benefits of Corporate Governance		5	1		1. Company website 2. Case Study
2.	February ,2020	1	<u>Unit II: Corporate Governance</u> 15 Lectures Politics and Governance; Board Committees and their Functions; Insider Trading; Rating Agencies; Green Governance/ E governance;		5	1		
		2	<u>Unit II: Corporate Governance</u> 15 Lectures Clause 49 of Listing Agreement; Corporate Governance in Public Sector Undertakings; Corporate Funding of Political Parties; Class Action; Whistle Blowing; Shareholders Activism.		5	1		a) Articles

		3	<p><u>Unit III: Major Corporate Governance Failures</u> BCCI (UK), Maxwell Communication (UK), Enron (USA), World.Com (USA),</p>		5	1		
		4	<p><u>Unit III: Major Corporate Governance Failures</u> Andersen Worldwide (USA), Vivendi (France), Harshad Mehta Scam</p>		5	1		
3.	March ,2020 Note: excluding the period of mid semester break from 9 th to 15 th march, 2020	1	<p><u>Unit III: Major Corporate Governance Failures</u> Satyam Computer Services Ltd, and Kingfisher Airlines, Common Governance Problems Noticed in various Corporate Failures;</p>		5	1	Internal Assessment	a) Case Study b) Company Website
		2	<p><u>Unit III: Major Corporate Governance Failures</u> Codes and Standards on Corporate Governance; Initiatives in India. <u>Unit IV: Business Ethics</u> 10 Lectures Morality and Ethics; Business Values and Ethics; Various Approaches to Business Ethics; Ethical Theories</p>		5	1		
		4	<p><u>Unit IV: Business Ethics</u> 10 Lectures Ethical Governance; Corporate Ethics; CSR – Extension Of Business Ethics; Benefits of Adopting Ethics in Business; Ethics Programme</p>		5	1		

4.	April	1	<p><u>Unit IV: Business Ethics</u> 10 Lectures Code of Ethics; Ethics Committee</p> <p><u>Unit V: Corporate Social Responsibility (CSR)</u> Corporate Philanthropy, Meaning of CSR, CSR and CR, CSR and Corporate Sustainability</p>		5	1		a) Reports b) Articles
		2	<p><u>Unit V: Corporate Social Responsibility (CSR)</u> CSR and Business Ethics, CSR and Corporate Governance, Environmental Aspect of CSR, CSR provision under the Companies Act 2013, CSR Committees</p>		5	1		a) Reports b) Articles
		3	<p><u>Unit V: Corporate Social Responsibility (CSR)</u> CSR Models, Drivers of CSR, Codes and Standards on CSR, Global Reporting Initiatives, ISO 26000</p>		5	1		
		4	Discussion of queries and revision		5	1		

Teaching Plan for Summer Semester 2018-19

Name of the Teacher: Monika Bansal

Course Name: B.Com. (Hons.)

Paper Title: Human Resource Management

Semester/Year: 3rd semester/2nd year

S. No.	Month	Week No.	Unit/Topic	Resource/ readings	References/Recommended	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity-GD, documentary etc.)
1.	July, 2018 (Classes begins from 20 th July ,2018)	3	<u>Unit I: Human Resource Management</u> Concept and functions; Role, status and competencies of HR manager; HR policies;	24. Mondy, A. W. and Noe, R. M., <i>Human Resource Management</i> , Pearson Education. 25. Decenzo, D.A. and Robbins, S. P., <i>Fundamentals of Human Resource Management</i> , Wiley, India. 26. Dessler, G. and Varkkey, B., <i>Human Resource Management</i> , Pearson Education, Delhi. 27. Aswathappa, K., <i>Human Resource Management</i> , Tata McGraw-Hill, New Delhi. 28. Gomez-Mejia, L. R., Balkin, D. B., Cardy, R. L., & Carson, K. P. 29. Snell, S., Bohlander, G. W., & Bohlander, G. (2010). <i>Principles of human resource management</i> . South-Western Cengage Learning. 30. French, W. L., <i>Human Resource Management</i> , Houghten Mifflin, Boston.		5	1		<ul style="list-style-type: none"> • Case Study • Role Play • HBR Article • Company website
				<p>*(Same references have been followed for all the units)</p>					

		4	<p><u>Unit I: Human Resource Management</u> Evolution of HRM; Emerging challenges of human resource management - Workforce diversity, empowerment, downsizing</p>		5	1		<ul style="list-style-type: none"> • Case Study • Team – building activity
2.	August	1	<p><u>Unit I: Human Resource Management</u> Emerging challenges of human resource management - VRS, work life balance. <u>Unit II: Acquisition of Human Resource</u> 12 Lectures Human resource planning- Quantitative and qualitative dimensions;</p>		5	1		Case Study
		2	<p><u>Unit II: Acquisition of Human Resource</u> 12 Lectures Job analysis – Job description and job specification; Recruitment – concept and sources;</p>		5	1		Articles
		3	<p><u>Unit II: Acquisition of Human Resource</u> 12 Lectures Selection – concept and process; Test and interview; Placement,</p>		5	1		

			induction and socialization; Retention.				
		4	<u>Unit III: Training and Development</u> 14 Lectures Concept and importance; Role specific and competency based training; Training and development methods – Apprenticeship		5	1	
3.	September	1	<u>Unit III: Training and Development</u> Training and development methods – understudy, job rotation, vestibule training, case study, role playing, sensitivity training, In-basket, management games, conferences and seminars		5	1	i) Case Study b) Articles
		2	<u>Unit III: Training and Development</u> Training and development methods - coaching and mentoring, management development programs; Training process outsourcing.		5	1	a) Case Study
		3	<u>Unit IV: Performance Appraisal and Compensation</u>		5	1	

			<u>Management</u> Performance appraisal- Nature, objectives and process; Performance management; Methods of performance appraisal;				
		4	<u>Unit IV: Performance Appraisal and Compensation Management</u> Potential appraisal; Employee counselling; Job changes - Transfers and promotions, Human resource audit; Compensation - Concept and policies, Base and supplementary compensation		5	1	f) Role- play b) Group Discussion
4.	October (excluding the period of mid semester break; 15 th Oct. to 21 st October, 2018)	1	<u>Unit IV: Performance Appraisal and Compensation</u> Individual, group and organization incentive plans; Fringe benefits; Performance linked compensation; Employee stock option; Pay band compensation system; Job evaluation.		5	1	a) Case Study
		2	<u>Unit V: Maintenance of employees and Emerging Horizons of HRM</u>		5	1	Internal assessment

			Employee health and safety; Employee welfare; Social security (excluding legal provisions);				
		4	<u>Unit V: Maintenance of employees and Emerging Horizons of HRM</u> Employer-employee relations- An overview; Grievance handling and redressal; Industrial disputes: Causes and settlement machinery; e-HRM		5	1	
5	November (Dispersal of classes- 16 th Nov. 2018)	1	<u>Unit V: Maintenance of employees and Emerging Horizons of HRM</u> Human Resource Information System and e-HRM; Impact of HRM practices on organisational performance; HR audit, Contemporary issues in human resource management.		5	1	n) Articles o) Group Discussion p) Case Study d) Team Building Activity
		2	Revision & Problem solving sessions		5	1	

Teaching Plan for Winter Semester 2018-19

Name of the Teacher: Monika Bansal

Course Name: B.Com. (Hons.)

Paper Title: Auditing and Corporate Governance

Semester/Year: 6th semester/3rd year

S. No.	Month	Week No.	Unit/Topic	Resource/ References/Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity-GD, documentary etc.)
1.	January, 2019	1	<p><u>Unit I: Auditing</u> 10 Lectures Basic Principles and Techniques; Classification of Audit, Audit Planning, Internal Control – Internal Check and Internal Audit; Audit Procedure – Vouching and verification of Assets & Liabilities;</p>	<p>21. Institute of Chartered Accountants of India, <i>Auditing and Assurance Standards</i>, ICAI, New Delhi.</p> <p>22. Relevant Publications of ICAI on <i>Auditing (CARO)</i>.</p> <p>23. Velasquez, M. G., (2002). <i>Business ethics: Concepts and cases</i> (Vol. 111). Upper Saddle River, NJ: Prentice Hall.</p> <p>24. Kumar, A., Rajan, J., & Gupta, L., <i>Auditing & Corporate Governance</i>. Taxmann.</p> <p>25. Mallin, Christine A., <i>Corporate Governance (Indian Edition)</i>, Oxford University Press, New Delhi.</p> <p>26. Jha. A., <i>Auditing & Corporate Governance</i>, Taxmann.</p> <p>27. Bob Tricker, <i>Corporate Governance-Principles, Policies, and Practice</i> (Indian Edition), Oxford University Press, New Delhi.</p>	5	1		

			28. Sharma, J.P., <i>Corporate Governance, Business Ethics, and CSR</i> , Ane Books Pvt Ltd, New Delhi. *(Same references have been followed for all the units)				
	2	<u>Unit I: Auditing</u> 10 Lectures Company Auditor- Qualifications and disqualifications, Appointment, Rotation, Removal, Remuneration, Rights and Duties; Auditor's Report- Contents and Types, Liabilities of Statutory Auditors under the Companies Act 2013		5	1		
	3	<u>. Unit I: Special Areas of Audit</u> Cost audit, Tax audit and Management audit; Recent Trends in Auditing: Basic considerations of audit in EDP Environment; Relevant Auditing and Assurance Standards (AASs).		5	1		

		4	<u>Unit II: Corporate Governance</u> 15 Lectures Meaning, Theories, Models and Benefits of Corporate Governance		5	1		1. Company website 2. Case Study
2.	February, 2019	1	<u>Unit II: Corporate Governance</u> 15 Lectures Politics and Governance; Board Committees and their Functions; Insider Trading; Rating Agencies; Green Governance/ E governance;		5	1		
		2	<u>Unit II: Corporate Governance</u> 15 Lectures Clause 49 of Listing Agreement; Corporate Governance in Public Sector Undertakings; Corporate Funding of Political Parties; Class Action; Whistle Blowing; Shareholders Activism.		5	1		a) Articles
		3	<u>Unit III: Major Corporate Governance Failures</u> BCCI (UK), Maxwell Communication (UK), Enron (USA), World.Com (USA),		5	1		
		4	<u>Unit III: Major Corporate Governance Failures</u> Andersen Worldwide (USA), Vivendi (France), Harshad Mehta Scam		5	1		

3.	March, 2019 Note: excluding the period of mid semester break from 18 th to 24 th march, 2019	1	<u>Unit III: Major Corporate Governance Failures</u> Satyam Computer Services Ltd, and Kingfisher Airlines, Common Governance Problems Noticed in various Corporate Failures;		5	1	Internal Assessment	a) Case Study b) Company Website
		2	<u>Unit III: Major Corporate Governance Failures</u> Codes and Standards on Corporate Governance; Initiatives in India. <u>Unit IV: Business Ethics</u> 10 Lectures Morality and Ethics; Business Values and Ethics; Various Approaches to Business Ethics; Ethical Theories		5	1		
		4	<u>Unit IV: Business Ethics</u> 10 Lectures Ethical Governance; Corporate Ethics; CSR – Extension Of Business Ethics; Benefits of Adopting Ethics in Business; Ethics Programme		5	1		
4.	April (Dispersal of classes- 29 th April . 2019)	1	<u>Unit IV: Business Ethics</u> 10 Lectures Code of Ethics; Ethics Committee <u>Unit V: Corporate Social Responsibility (CSR)</u> Corporate Philanthropy, Meaning of CSR, CSR and CR, CSR and Corporate Sustainability		5	1		a) Reports b) Articles

		2	<p><u>Unit V: Corporate Social Responsibility (CSR)</u> CSR and Business Ethics, CSR and Corporate Governance, Environmental Aspect of CSR, CSR provision under the Companies Act 2013, CSR Committees</p>		5	1	<p>a) Reports b) Articles</p>
		3	<p><u>Unit V: Corporate Social Responsibility (CSR)</u> CSR Models, Drivers of CSR, Codes and Standards on CSR, Global Reporting Initiatives, ISO 26000</p>		5	1	
		4	Discussion of queries and revision		5	1	

Teaching Plan for Summer Semester 2016-17

Name of the Teacher: Namita Jain

Course Name: B. Com(h)

Paper Title: E-Commerce

Semester/Year: 5th and 3rd year

S. No.	Month	Week No.	Unit/Topic	Resource/ References/ Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
1.	July	1 and 2	Unit 1: Introduction and business models	1. Sushila Madan	Total: 6	2		Discussion and debates, GD
				2. T.N. Chhabra, H.C. Jain				
				3. Elias M. Awad				
				4. E. Turban				
				5. David Whiteley				
2.	August and September	1,2,3 and 4	Unit 3: Website designing	1. Sushila Madan	Total: 20	4		HTML coding
				2. T.N. Chhabra, H.C. Jain				
				3. Elias M. Awad				
				4. E. Turban				
				5. David Whiteley				
3.	September	1,2,3 and 4	Unit 2: Security, Encryption Legal aspects	1. Sushila Madan	Total: 12	3		
				2. T.N. Chhabra, H.C. Jain				
				3. Elias M. Awad				
				4. E. Turban				
				5. David Whiteley				
4.	October	1,2,3 and 4	Unit 4:E-Payment System	1. Sushila Madan	Total: 10	4	Class test	Presentations, field work
				2. T.N. Chhabra, H.C. Jain				
				3. Elias M. Awad				
				4. E. Turban				
				5. David Whiteley				
5.	November	1,2 and 3	Unit 5: On-line business transaction	1. Sushila Madan	Total: 12	2	Class test	Presentations
				2. T.N. Chhabra, H.C. Jain				
				3. Elias M. Awad				
				4. E. Turban				
				5. David Whiteley				

Teaching Plan for Winter Semester 2016-17

Name of the Teacher: Namita Jain

Course Name: B. Com(h)

Paper Title: Entrepreneurship

Semester/Year: 4th and 2nd year

S. No.	Month	Week No.	Unit/Topic	Resource/ References/ Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
1.	January	1,2,3 and 4	Unit 1: Introduction	1. C.B. Gupta and web sources	Total 10			Role play, video presentations, documentary
				2. Kuratko and Rao				
				3. Vasant Desai				
				4. David Holt				
				5. Satish Taneja				
2.	February	1,2,3 and 4	Unit 3: Entrepreneurial sustainability	1. C.B. Gupta and web sources	Total 12			
				2. Kuratko and Rao				
				3. Vasant Desai				
				4. David Holt				
				5. Satish Taneja				
3.	March	1,2 and 4	Unit 5: Business Plan preparation	1. C.B. Gupta and web sources	Total 12		Business Plan presentations	
				2. Kuratko and Rao				
				3. Vasant Desai				
				4. David Holt				
				5. Satish Taneja 6. bank documents				
4.	April and May	1,2,3 and 4	Unit 2: Types of Business Entities and mobilizing resources	1. C.B. Gupta and web sources	Total 8		Class test	
				2. Kuratko and Rao				
				3. Vasant Desai				
				4. David Holt				
				5. Satish Taneja				
5.	May	----	Final exams	1.				Final exams
				2.				
				3.				
				4.				
				5.				

Teaching Plan for Summer Semester 2017-18

Name of the Teacher: Namita Jain

Course Name: B. Com(h)

Paper Title: Fundamentals of Financial Management

Semester/Year: 6th and 3rd year

S. No.	Month	Week No.	Unit/Topic	Resource/ References/ Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
1.	July	1 and 2	Unit 1: Introduction	1. Rustagi, R.P	Total: 6	Total: 3		Discussion and newspaper reading,
				2. Van Horne				
				3. Ross, Stephen A.				
				4. I.M. Pandey				
				5. Khan and Jain				
2.	August	1,2,3 and 4	Unit 2: Capital Budgeting	1. Rustagi, R.P	Total: 15	Total: 5		Doubt clearing sessions Spreadsheet calculations
				2. Van Horne				
				3. I.M Pandey				
				4.Preeti Singh				
				5. P. Chandra				
3.	September	1,2,3 and 4	Unit 3: Cost of Capital	1. Rustagi, R.P	Total: 18	Total: 5		Newspaper comprehension
				2. Van Horne				
				3. Ross, Stephen A.				
				4. V.K Bhalla				
				5. Rajiv Shrivastava				
4.	October	1,2,3 and 4	Unit 4: Dividend decision	1. Rustagi, R.P	Total: 8	Total: 4		Presentations
				2. Van Horne				
				3. Ross, Stephen A.				
				4. J.K. Singh				
				5. Rajiv Shrivastava				
5.	November	1,2 and 3	Unit 5: Working Capital Decision	1. Rustagi, R.P	Total: 13	Total: 3	Class test	Class test
				2. Van Horne				
				3. V.K. Bhalla				
				4.Preeti Singh				
				5. G.L. Sharma				

Teaching Plan for Winter Semester 2017-18

Name of the Teacher: Namita Jain

Course Name: B. Com(h)

Paper Title: Entrepreneurship

Semester/Year: 4th and 2nd year

S. No.	Month	Week No.	Unit/Topic	Resource/ References/ Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
1.	January	1,2,3 and 4	Unit 1: Introduction	1. C.B. Gupta and web sources	Total 10			Role play, case study
				2. Kuratko and Rao				
				3. Vasant Desai				
				4. David Holt				
				5. Satish Taneja				
2.	February	1,2,3 and 4	Unit 3: Entrepreneurial sustainability	1. C.B. Gupta and web sources	Total 12			
				2. Kuratko and Rao				
				3. Vasant Desai				
				4. David Holt				
				5. Satish Taneja				
3.	March	1,2 and 4	Unit 5: Business Plan preparation	1. C.B. Gupta and web sources	Total 12		Business Plan presentations	Field work
				2. Kuratko and Rao				
				3. Vasant Desai				
				4. David Holt				
				5. Satish Taneja 6. bank documents				
4.	April and May	1,2,3 and 4	Unit 2: Types of Business Entities and mobilizing resources	1. C.B. Gupta and web sources	Total 8		Class test	
				2. Kuratko and Rao				
				3. Vasant Desai				
				4. David Holt				
				5. Satish Taneja				
5.	May	----	Final exams	1.				Final exams
				2.				
				3.				
				4.				
				5.				

Teaching Plan for Summer Semester 2018-19

Name of the Teacher: Namita Jain

Course Name: B. Com(h)

Paper Title: Fundamentals of Financial Management

Semester/Year: 6th and 3rd year

S. No.	Month	Week No.	Unit/Topic	Resource/ References/ Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
1.	July	1 and 2	Unit 1: Introduction	1. Rustagi, R.P	Total: 6	Total: 3		Discussion and newspaper reading
				2. Van Horne				
				3. Ross, Stephen A.				
				4. I.M. Pandey				
				5. Khan and Jain				
2.	August	1,2,3 and 4	Unit 2: Capital Budgeting	1. Rustagi, R.P	Total: 15	Total: 5		Doubt clearing sessions Spreadsheet calculations
				2. Van Horne				
				3. I.M Pandey				
				4.Preeti Singh				
				5. P. Chandra				
3.	September and October	1,2,3 and 4	Unit 3: Cost of Capital	1. Rustagi, R.P	Total: 18	Total: 5		
				2. Van Horne				
				3. Ross, Stephen A.				
				4. V.K Bhalla				
				5. Rajiv Shrivastava				
4.	October	1,2,3 and 4	Unit 4: Dividend decision	1. Rustagi, R.P	Total: 8	Total: 4		Presentations
				2. Van Horne				
				3. Ross, Stephen A.				
				4. J.K. Singh				
				5. Rajiv Shrivastava				
5.	November	1,2 and 3	Unit 5: Working Capital Decision	1. Rustagi, R.P	Total: 13	Total: 3	Class test	Class test
				2. Van Horne				
				3. V.K. Bhalla				
				4.Preeti Singh				
				5. G.L. Sharma				

Teaching Plan for Winter Semester 2018-19

Name of the Teacher: Namita Jain

Course Name: B. Com (h)

Paper Title: Computer Applications in Business

Semester/Year: 4th sem and 2nd year

S. No.	Month	Week No.	Unit/Topic	Resource/ References/ Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
1.	January	1,2,3 and 4	Unit I: Introduction, operating system and spreadsheet	1. H.C. Jain and H.N. Tiwari	24			Discussions, lab exercises
				2. Sushila Madan				
				3. Rajaraman V.				
				4. Pradeep Sinha and Preeti Sinha				
				5. Eliason A.L.				
2.	February	1,2,3 and 4	Networking, word and spreadsheet	1. H.C. Jain and H.N. Tiwari	24			Doubt handling
				2. Sushila Madan				
				3. Rajaraman V.				
				4. Pradeep Sinha and Preeti Sinha				
				5. Eliason A.L.				
3.	March	1,2,3 and 4	Presentations, projects and data analysis in excel	1. H.C. Jain and H.N. Tiwari	18		Workbook	Exercises
				2. Sushila Madan				
				3. Rajaraman V.				
				4. Pradeep Sinha and Preeti Sinha				
				5. Eliason A.L.				
4.	April and	1,2,3 and 4	Database Management System	1. H.C. Jain and H.N. Tiwari	15		Class Test	
				2. Sushila Madan				
				3. Rajaraman V.				
				4. Pradeep Sinha and Preeti Sinha				
				5. Eliason A.L.				
5.	May		Final exams	1.				Practical lab
				2.				
				3.				
				4.				
				5.				

Teaching Plan for Summer Semester 2019-20

Name of the Teacher: Namita Jain

Course Name: B. Com(h)

Paper Title: E-Commerce

Semester/Year: 4th and 2nd year

S. No.	Month	Week No.	Unit/Topic	Resource/ References/ Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
1.	July	1 and 2	Unit 1: Introduction	1. Sushila Madan	Total: 6	2		Discussion and debates
				2. T.N. Chhabra, H.C. Jain				
				3. Elias M. Awad				
				4. E. Turban				
				5. David Whiteley				
2.	August and September	1,2,3 and 4	Unit 3: Website designing	1. Sushila Madan	Total: 20	4		HTML coding
				2. T.N. Chhabra, H.C. Jain				
				3. Elias M. Awad				
				4. E. Turban				
				5. David Whiteley				
3.	September	1,2,3 and 4	Unit 2: Security, Encryption Legal aspects	1. Sushila Madan	Total: 12	3		
				2. T.N. Chhabra, H.C. Jain				
				3. Elias M. Awad				
				4. E. Turban				
				5. David Whiteley				
4.	October	1,2,3 and 4	Unit 4:E-Payment System	1. Sushila Madan	Total: 10	4	Class test	Presentations
				2. T.N. Chhabra, H.C. Jain				
				3. Elias M. Awad				
				4. E. Turban				
				5. David Whiteley				
5.	November	1,2 and 3	Unit 5: On-line business transaction	1. Sushila Madan	Total: 12	2	Class test	Presentations
				2. T.N. Chhabra, H.C. Jain				
				3. Elias M. Awad				
				4. E. Turban				
				5. David Whiteley				

Teaching Plan for Winter Semester 2019-20

Name of the Teacher: Namita Jain

Course Name: B. Com (h)

Paper Title: Computer Applications in Business

Semester/Year: 4th sem and 2nd year

S. No.	Month	Week No.	Unit/Topic	Resource/ References/ Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
1.	January	1,2,3 and 4	Unit I: Introduction, operating system and spreadsheet	1. H.C. Jain and H.N. Tiwari	24	FOI:		Discussions, lab exercises
				2. Sushila Madan		Investment environment		
				3. Rajaraman V.		Portfolio analysis		
				4. Pradeep Sinha and Preeti Sinha		4		
				5. Eliason A.L.				
2.	February	1,2,3 and 4	Networking, word and spreadsheet	1. H.C. Jain and H.N. Tiwari	24	FOI:		Doubt handling
				2. Sushila Madan		Fixed income securities		
				3. Rajaraman V.		4		
				4. Pradeep Sinha and Preeti Sinha				
				5. Eliason A.L.				
3.	March	1,2,3 and 4	Presentations, projects and data analysis in excel	1. H.C. Jain and H.N. Tiwari	18	FOI:	Workbook	Exercises
				2. Sushila Madan		Equity analysis		
				3. Rajaraman V.		4		
				4. Pradeep Sinha and Preeti Sinha				
				5. Eliason A.L.				
4.	April and	1,2,3 and 4	Database Management System	1. H.C. Jain and H.N. Tiwari	15	FOI:	Class Test	
				2. Sushila Madan		Derivatives		
				3. Rajaraman V.		Investor protection		
				4. Pradeep Sinha and Preeti Sinha		Mutual funds		
				5. Eliason A.L.		4 and class test		
5.	May		Final exams	1.				Practical lab
				2.				
				3.				
				4.				
				5.				

Teaching Plan for Summer Semester 2020-21

Name of the Teacher: Namita Jain

Course Name: B. Com(h)

Paper Title: Fundamentals of Financial Management

Semester/Year: 6th and 3rd year

S. No.	Month	Week No.	Unit/Topic	Resource/ References/ Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
1.	July	1 and 2	Unit 1: Introduction	1. Rustagi, R.P	Total: 6	Total: 3		Discussion and newspaper reading
				2. Van Horne				
				3. Ross, Stephen A.				
				4. I.M. Pandey				
				5. Khan and Jain				
2.	August	1,2,3 and 4	Unit 2: Capital Budgeting	1. Rustagi, R.P	Total: 15	Total: 5		Doubt clearing sessions
				2. Van Horne				
				3. I.M Pandey				
				4.Preeti Singh				
				5. P. Chandra				
3.	September and October	1,2,3 and 4	Unit 3: Cost of Capital	1. Rustagi, R.P	Total: 18	Total: 5		Newspaper comprehension Spreadsheet calculations
				2. Van Horne				
				3. Ross, Stephen A.				
				4. V.K Bhalla				
				5. Rajiv Shrivastava				
4.	October	1,2,3 and 4	Unit 4: Dividend decision	1. Rustagi, R.P	Total: 8	Total: 4		Presentations
				2. Van Horne				
				3. Ross, Stephen A.				
				4. J.K. Singh				
				5. Rajiv Shrivastava				
5.	November	1,2 and 3	Unit 5: Working Capital Decision	1. Rustagi, R.P	Total: 13	Total: 3	Class test	Class test
				2. Van Horne				
				3. V.K. Bhalla				
				4.Preeti Singh				
				5. G.L. Sharma				

Teaching Plan for Winter Semester 2020-21

Name of the Teacher: Namita Jain

Course Name: B. Com (h)

Paper Title: Computer Applications in Business

Semester/Year: 4th sem and 2nd year

S. No.	Month	Week No.	Unit/Topic	Resource/ References/ Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
1.	January	1,2,3 and 4	Unit I: Introduction, and spreadsheet	1. H.C. Jain and H.N. Tiwari	24			Discussions, lab exercises
				2. Sushila Madan				
				3. Rajaraman V.				
				4. Pradeep Sinha and Preeti Sinha				
				5. Eliason A.L.				
2.	February	1,2,3 and 4	Networking, recent trends, word and spreadsheet	1. H.C. Jain and H.N. Tiwari	24			Doubt handling
				2. Sushila Madan				
				3. Rajaraman V.				
				4. Pradeep Sinha and Preeti Sinha				
				5. Eliason A.L.				
3.	March	1,2,3 and 4	Presentations, projects and data analysis in excel	1. H.C. Jain and H.N. Tiwari	18		Workbook	Exercises
				2. Sushila Madan				
				3. Rajaraman V.				
				4. Pradeep Sinha and Preeti Sinha				
				5. Eliason A.L.				
4.	April and	1,2,3 and 4	Database Management System	1. H.C. Jain and H.N. Tiwari	15		Class Test	
				2. Sushila Madan				
				3. Rajaraman V.				
				4. Pradeep Sinha and Preeti Sinha				
				5. Eliason A.L.				
5.	May		Final exams	1.				Practical lab
				2.				
				3.				
				4.				
				5.				

Name of the Teacher: NAVEEN MITTAL

Course Name: B.Com.(Hons)

Paper Title: Income Tax Law and Practice

Semester/Year: 3rd semester/2nd year

S. No.	Month	Week No.	Unit/Topic	Resource/ References/Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
1.	July	1	Introduction	10. Income tax Act 1961 11. Finance Acts 12. Mittal, N. (2021). Concept Building Approach to Income Tax Law & Practice. Cengage Learning India Pvt. Ltd., Chapter 1	1			
			Discussion on Tax Rates and Tax Calculations		1			
			Reading of Acts		1			
			Determination of Residential Status of Individuals and Others	3. Income tax Act 1961 4. Mittal, N. (2021). Concept Building Approach to Income Tax Law & Practice. Cengage Learning India Pvt. Ltd., Chapter 2	2			
		Income Tax Returns	Computer Lab	1				
		2	Tax Incidence	49. Income tax Act 1961 50. Mittal, N. (2021). Concept Building Approach to Income Tax Law & Practice. Cengage Learning India Pvt. Ltd., Chapter 2	2			

			Income Exempt from Tax	3. Income tax Act 1961 4. Mittal, N. (2021). Concept Building Approach to Income Tax Law & Practice. Cengage Learning India Pvt. Ltd., Chapter 3	1			
			Salary – Introduction	3. Income tax Act 1961 4. Mittal, N. (2021). Concept Building Approach to Income Tax Law & Practice. Cengage Learning India Pvt. Ltd., Chapter 4	1			
			Salary – Leave Encashment		1			
			Income Tax Returns	Computer Lab	1			
	3		Salary – Gratuity	4. Income tax Act 1961 5. Mittal, N. (2021). Concept Building Approach to Income Tax Law & Practice. Cengage Learning India Pvt. Ltd., Chapter 4	1			
			Salary – Pension and Provident Fund		1			
			Salary – Exempt Allowances		1			
			Salary – House Rent Allowance		1			
			Salary – Accommodation		1			
			Income Tax Returns	Computer Lab	1			

2.	August	1	Salary – Loan, Motor Car, Domestic Servants and Household Amenities	6. Income tax Act 1961 7. Mittal, N. (2021). Concept Building Approach to Income Tax Law & Practice. Cengage Learning India Pvt. Ltd., Chapter 4	2			
			Salary – Education and Medical Facility		1			
			Salary – LTC, Food, Gift and Movable Assets		1			
			Salary – ESOP, Approved SAF, Entertainment Allowance and Professional Tax		1			
			Income Tax Returns		Computer Lab	1		
		2	Deductions under section 80C, 80G, 80TTA, 80TTB and 80U	4. Income tax Act 1961 5. Mittal, N. (2021). Concept Building Approach to Income Tax Law & Practice. Cengage Learning India Pvt. Ltd., Chapter 11	1			
		Salary – Practice Questions and Basic Points	5. Income tax Act 1961 6. Mittal, N. (2021). Concept Building Approach to Income Tax Law & Practice. Cengage Learning India Pvt. Ltd., Chapter	2				

			4				
		House Property – Annual	5. Income tax Act 1961 6. Mittal, N. (2021). Concept Building Approach to Income Tax Law & Practice. Cengage Learning India Pvt. Ltd., Chapter 5	2			
		Income Tax Returns	Computer Lab	1			
	3	House Property – Deductions under section 24	4. Income tax Act 1961 5. Mittal, N. (2021). Concept Building Approach to Income Tax Law & Practice. Cengage Learning India Pvt. Ltd., Chapter 5	2			
		House Property – Practice Questions		2			
		PGBP – Introduction, Rent and Repairs	6. Income tax Act 1961 7. Mittal, N. (2021). Concept Building Approach to Income Tax Law & Practice. Cengage Learning India Pvt. Ltd., Chapter 6	1			
		Income Tax Returns	Computer Lab	1			
	4	PGBP – Depreciation	5. Income tax Act 1961 6. Mittal, N. (2021). Concept Building Approach to Income Tax Law & Practice. Cengage Learning India Pvt. Ltd., Chapter 6	1			
		PGBP – Scientific Research		1			
		PGBP – Section 35AD, 35D, 35DDA, 36 and 37		2			
		PGBP – Section 40(a)(i)		1			

			Income Tax Returns	Computer Lab	1			
3.	September	1	PGBP – Section 40(a)(ia), (ii) and (iii)	5. Income tax Act 1961 6. Mittal, N. (2021). Concept Building Approach to Income Tax Law & Practice. Cengage Learning India Pvt. Ltd., Chapter 6	1			
			PGBP – Section 40(b) and 40A		1			
			PGBP – Section 43B		1			
			PGBP – Section 44AD, 44ADA and 44AE		2			
			Income Tax Returns		1			
		2	PGBP – Practices Cases of Merchantile System and Cash System	4. Income tax Act 1961 5. Mittal, N. (2021). Concept Building Approach to Income Tax Law & Practice. Cengage Learning India Pvt. Ltd., Chapter 6	2			
			Assessment of Firms		2			
			Capital Gains – Introduction and Capital Assets		3. Income tax Act 1961 4. Mittal, N. (2021). Concept Building Approach to Income Tax Law & Practice. Cengage Learning India Pvt. Ltd., Chapter 7	1		

			Income Tax Returns	Computer Lab	1			
		3	Capital Gains – Holding Period, Section 49(1), COA and COI	7. Income tax Act 1961 8. Mittal, N. (2021). Concept Building Approach to Income Tax Law & Practice. Cengage Learning India Pvt. Ltd., Chapter 7	2			
			Capital Gains – Section 54, 54B, 54D, 54EC and 54EE		2			
			Capital Gains - Section 54F and 54G		1			
			Income Tax Returns	Computer Lab	1			
		4	Capital Gains – Section 50, 50C and 51	14. Income tax Act 1961 15. Mittal, N. (2021). Concept Building Approach to Income Tax Law & Practice. Cengage Learning India Pvt. Ltd., Chapter 7	1			
			Capital Gains – Section 112, 112A and 111A		2			
			Capital Gains – Self-generated Assets and Practice Questions		1			
			IFOS – Introduction, Interest and Dividend	5. Income tax Act 1961 6. Mittal, N. (2021). Concept Building Approach to Income Tax Law & Practice. Cengage Learning India Pvt. Ltd., Chapter 8	1			
			Income Tax Returns	Computer Lab	1			
4.	October	1	IFOS – Gift, Section 57 and 58	4. Income tax Act 1961 5. Mittal, N. (2021). Concept Building Approach to Income Tax Law & Practice.	1			

			Cengage Learning India Pvt. Ltd., Chapter 8				
		Clubbing	3. Income tax Act 1961 4. Mittal, N. (2021). Concept Building Approach to Income Tax Law & Practice. Cengage Learning India Pvt. Ltd., Chapter 9	1			
		Set off or Carry forward and set off of losses	4. Income tax Act 1961 5. Mittal, N. (2021). Concept Building Approach to Income Tax Law & Practice. Cengage Learning India Pvt. Ltd., Chapter 10	2			
		Deductions under section 80A, 80AC, 80B, 80C, 80CCC, 80CCD and 80CCE	6. Income tax Act 1961 7. Mittal, N. (2021). Concept Building Approach to Income Tax Law & Practice. Cengage Learning India Pvt. Ltd., Chapter 11	1			
		Income Tax Returns	Computer Lab	1			
	2	Deductions under section 80D, 80DD, 80DDB and 80E	4. Income tax Act 1961 5. Mittal, N. (2021). Concept Building Approach to Income Tax Law & Practice. Cengage Learning India Pvt. Ltd.,	1			
		Deductions under Section 80GG, 80GGA, 80GGB,		1			

		80GGC, 80-IAC and 80-IBA	Chapter 11				
		Agricultural Income and Alternate Minimum Tax	3. Income tax Act 1961 4. Mittal, N. (2021). Concept Building Approach to Income Tax Law & Practice. Cengage Learning India Pvt. Ltd., Chapter 12 and 13	1			
		Assessment of Individuals and HUF	3. Income tax Act 1961 4. Mittal, N. (2021). Concept Building Approach to Income Tax Law & Practice. Cengage Learning India Pvt. Ltd., Chapter 14 and 15	1			
		Return of Income, TDS and Advance Payment of Tax	11. Income tax Act 1961 12. Mittal, N. (2021). Concept Building Approach to Income Tax Law & Practice. Cengage Learning India Pvt. Ltd., Chapter 17 and 18	1			
		Six Leading Cases of Supreme Court	4. Income tax Act 1961 5. Mittal, N. (2021). Concept Building Approach to Income Tax Law & Practice. Cengage Learning India Pvt. Ltd., Chapter 19	1			

TEACHING PLAN FOR SUMMER SEMESTER 2016-17

Name of the Teacher: Dr Nawang Gialchhen

Course Name: B.com (H)

Paper Title: Financial Accounting

Semester/Year: Semester I

S. No.	Month	Week No.	Unit/Topic	No. of lectures	No. of Tutorials	Resources/ References/ Recommended readings	Internal Assessment	Remarks (any other planned activity)
1.	July	4 th	Introduction & Financial Statements of non corporate entities	6	2	1. Financial Accounting; Taxmann 2. Financial Accounting; Singhal Publication 3. Financial Accounting; Cengage 4. Financial Accounting; Tata McGraw Hill	NA	NA
2.	August	1 st	Financial Statements	6	1	1. Financial Accounting; Taxmann 2. Financial Accounting; Singhal Publication 3. Financial Accounting; Cengage 4. Financial Accounting; Tata McGraw Hill	NA	NA
		2 nd	HP & Lease Accounting	6	1			
		3 rd	HP & Lease Accounting	6	1			
		4 th	Branch Accounting	6	1			
3.	September	1 st	Branch Accounting	4	1	1. Financial Accounting; Taxmann 2. Financial Accounting; Singhal Publication 3. Financial Accounting; Cengage 4. Financial Accounting; Tata McGraw Hill	IA-1	Computerized Accounting will be covered simultaneously in the designated lab classes
		2 nd	Branch Accounting	3	1			
		3 rd	Deprt Accounting	4	1			
		4 th	Dissolution of Partnership	4	1			
4.	October	1 st	Dissolution of Partnership	3	0	1. Financial Accounting; Taxmann 2. Financial Accounting; Singhal Publication 3. Financial Accounting; Cengage 4. Financial Accounting; Tata McGraw Hill	NA	Computerized Accounting will be covered simultaneously in the designated lab classes
		2 nd	Depreciation Accounting	3	1			
		3 rd	Depreciation Accounting	4	1			
		4 th	Inventory Valuation	4	1			
5.	November	1 st	Doubt clearance and discussion from examination point of view	6	2	1. Financial Accounting; Taxmann 2. Financial Accounting; Singhal Publication 3. Financial Accounting; Cengage 4. Financial Accounting; Tata McGraw Hill	IA-2	Computerized Accounting will be covered simultaneously in the designated lab classes

TEACHING PLAN FOR WINTER SEMESTER 2016-17

Name of the Teacher: Dr Nawang Gialchhen

Course Name: B.com (H)

Paper Title: Corporate Accounting

Semester/Year: Semester II

S. No.	Month	Week No.	Unit/Topic	No. of lectures	No. of Tutorials	Resources/ References/ Recommended readings	Internal Assessment	Remarks (any other planned activity)
1.	Jan	1 st	Accounting for Shares	5	1	1. Corporate Accounting; Taxmann 2. Corporate Accounting; Singhal Publication 3. Corporate Accounting; Cengage 4. Corporate Accounting; S Chand & Co	NA	
		2 nd	Buy Back, Bonus, ESOP	5	1			
		3 rd	Redemption of Pref Shares	5	1			
		4 th	Redemption of Debentures	5	1			
2.	February	1 st	Financial Statements	3	0	1. Corporate Accounting; Taxmann 2. Corporate Accounting; Singhal Publication 3. Corporate Accounting; Cengage 4. Corporate Accounting; S Chand & Co	NA	
		2 nd	Financial Statements	5	1			
		3 rd	Amalgamation	5	1			
		4 th	Amalgamation	4	1			
3.	March	1 st	Internal Reconstruction	2	1	1. Corporate Accounting; Taxmann 2. Corporate Accounting; Singhal Publication 3. Corporate Accounting; Cengage 4. Corporate Accounting; S Chand & Co	IA-1	
		2 nd	Internal Reconstruction	3	0			
		3 rd	Liquidation	5	1			
		4 th	Holding Companies	5	1			
4.	April	1 st	Holding Companies	3	1	1. Corporate Accounting; Taxmann 2. Corporate Accounting; Singhal Publication 3. Corporate Accounting; Cengage 4. Corporate Accounting; S Chand & Co	NA	
		2 nd	Holding Companies	2	1			
		3 rd	Cash Flow Statement	2	1			
		4 th	Cash Flow Statement	3	1			
5.	May	1 st	Doubt clearance and discussion from examination point of view	3	1	1. Corporate Accounting; Taxmann 2. Corporate Accounting; Singhal Publication 3. Corporate Accounting; Cengage 4. Corporate Accounting; S Chand & Co	IA-2	

TEACHING PLAN FOR SUMMER SEMESTER 2017-18

Name of the Teacher: Dr Nawang Gialchhen

Course Name: B.com (H)

Paper Title: Financial Accounting

Semester/Year: Semester I

S. No.	Month	Week No.	Unit/Topic	No. of lectures	No. of Tutorials	Resources/ References/ Recommended readings	Internal Assessment	Remarks (any other planned activity)
1.	July	4 th	Introduction & Financial Statements of non corporate entities	6	2	1. Financial Accounting; Taxmann 2. Financial Accounting; Singhal Publication 3. Financial Accounting; Cengage 4. Financial Accounting; Tata McGraw Hill	NA	NA
2.	August	1 st	Financial Statements	6	1	1. Financial Accounting; Taxmann 2. Financial Accounting; Singhal Publication 3. Financial Accounting; Cengage 4. Financial Accounting; Tata McGraw Hill	NA	NA
		2 nd	HP & Lease Accounting	6	1			
		3 rd	HP & Lease Accounting	6	1			
		4 th	Branch Accounting	6	1			
3.	September	1 st	Branch Accounting	4	1	1. Financial Accounting; Taxmann 2. Financial Accounting; Singhal Publication 3. Financial Accounting; Cengage 4. Financial Accounting; Tata McGraw Hill	IA-1	Computerized Accounting will be covered simultaneously in the designated lab classes
		2 nd	Branch Accounting	3	1			
		3 rd	Deptt Accounting	4	1			
		4 th	Dissolution of Partnership	4	1			
4.	October	1 st	Dissolution of Partnership	3	0	1. Financial Accounting; Taxmann 2. Financial Accounting; Singhal Publication 3. Financial Accounting; Cengage 4. Financial Accounting; Tata McGraw Hill	NA	Computerized Accounting will be covered simultaneously in the designated lab classes
		2 nd	Depreciation Accounting	3	1			
		3 rd	Depreciation Accounting	4	1			
		4 th	Inventory Valuation	4	1			
5.	November	1 st	Doubt clearance and discussion from examination point of view	6	2	1. Financial Accounting; Taxmann 2. Financial Accounting; Singhal Publication 3. Financial Accounting; Cengage 4. Financial Accounting; Tata McGraw Hill	IA-2	Computerized Accounting will be covered simultaneously in the designated lab classes

TEACHING PLAN FOR WINTER SEMESTER 2017-18

Name of the Teacher: Dr Nawang Gialchhen

Course Name: B.com (H)

Paper Title: Corporate Accounting

Semester/Year: Semester II

S. No.	Month	Week No.	Unit/Topic	No. of lectures	No. of Tutorials	Resources/ References/ Recommended readings	Internal Assessment	Remarks (any other planned activity)
1.	Jan	1 st	Accounting for Shares	5	1	1. Corporate Accounting; Taxmann 2. Corporate Accounting; Singhal Publication 3. Corporate Accounting; Cengage 4. Corporate Accounting; S Chand & Co	NA	
		2 nd	Buy Back, Bonus, ESOP	5	1			
		3 rd	Redemption of Pref Shares	5	1			
		4 th	Redemption of Debentures	5	1			
2.	February	1 st	Financial Statements	3	0	1. Corporate Accounting; Taxmann 2. Corporate Accounting; Singhal Publication 3. Corporate Accounting; Cengage 4. Corporate Accounting; S Chand & Co	NA	
		2 nd	Financial Statements	5	1			
		3 rd	Amalgamation	5	1			
		4 th	Amalgamation	4	1			
3.	March	1 st	Internal Reconstruction	2	1	1. Corporate Accounting; Taxmann 2. Corporate Accounting; Singhal Publication 3. Corporate Accounting; Cengage 4. Corporate Accounting; S Chand & Co	IA-1	
		2 nd	Internal Reconstruction	3	0			
		3 rd	Liquidation	5	1			
		4 th	Holding Companies	5	1			
4.	April	1 st	Holding Companies	3	1	1. Corporate Accounting; Taxmann 2. Corporate Accounting; Singhal Publication 3. Corporate Accounting; Cengage 4. Corporate Accounting; S Chand & Co	NA	
		2 nd	Holding Companies	2	1			
		3 rd	Cash Flow Statement	2	1			
		4 th	Cash Flow Statement	3	1			
5.	May	1 st	Doubt clearance and discussion from examination point of view	3	1	1. Corporate Accounting; Taxmann 2. Corporate Accounting; Singhal Publication 3. Corporate Accounting; Cengage 4. Corporate Accounting; S Chand & Co	IA-2	

TEACHING PLAN FOR SUMMER SEMESTER 2018-19

Name of the Teacher: Dr Nawang Gialchhen

Course Name: B.com (H)

Paper Title: Financial Accounting

Semester/Year: Semester I

S. No.	Month	Week No.	Unit/Topic	No. of lectures	No. of Tutorials	Resources/ References/ Recommended readings	Internal Assessment	Remarks (any other planned activity)
1.	July	4 th	Introduction & Financial Statements of non corporate entities	6	2	1. Financial Accounting; Taxmann 2. Financial Accounting; Singhal Publication 3. Financial Accounting; Cengage 4. Financial Accounting; Tata McGraw Hill	NA	NA
2.	August	1 st	Financial Statements	6	1	1. Financial Accounting; Taxmann 2. Financial Accounting; Singhal Publication 3. Financial Accounting; Cengage 4. Financial Accounting; Tata McGraw Hill	NA	NA
		2 nd	HP & Lease Accounting	6	1			
		3 rd	HP & Lease Accounting	6	1			
		4 th	Branch Accounting	6	1			
3.	September	1 st	Branch Accounting	4	1	1. Financial Accounting; Taxmann 2. Financial Accounting; Singhal Publication 3. Financial Accounting; Cengage 4. Financial Accounting; Tata McGraw Hill	IA-1	Computerized Accounting will be covered simultaneously in the designated lab classes
		2 nd	Branch Accounting	3	1			
		3 rd	Deptt Accounting	4	1			
		4 th	Dissolution of Partnership	4	1			
4.	October	1 st	Dissolution of Partnership	3	0	1. Financial Accounting; Taxmann 2. Financial Accounting; Singhal Publication 3. Financial Accounting; Cengage 4. Financial Accounting; Tata McGraw Hill	NA	Computerized Accounting will be covered simultaneously in the designated lab classes
		2 nd	Depreciation Accounting	3	1			
		3 rd	Depreciation Accounting	4	1			
		4 th	Inventory Valuation	4	1			
5.	November	1 st	Doubt clearance and discussion from examination point of view	6	2	1. Financial Accounting; Taxmann 2. Financial Accounting; Singhal Publication 3. Financial Accounting; Cengage 4. Financial Accounting; Tata McGraw Hill	IA-2	Computerized Accounting will be covered simultaneously in the designated lab classes

TEACHING PLAN FOR WINTER SEMESTER 2018-19

Name of the Teacher: Dr Nawang Gialchhen

Course Name: B.com (H)

Paper Title: Corporate Accounting

Semester/Year: Semester II

S. No.	Month	Week No.	Unit/Topic	No. of lectures	No. of Tutorials	Resources/ References/ Recommended readings	Internal Assessment	Remarks (any other planned activity)
1.	Jan	1 st	Accounting for Shares	5	1	1. Corporate Accounting; Taxmann 2. Corporate Accounting; Singhal Publication 3. Corporate Accounting; Cengage 4. Corporate Accounting; S Chand & Co	NA	
		2 nd	Buy Back, Bonus, ESOP	5	1			
		3 rd	Redemption of Pref Shares	5	1			
		4 th	Redemption of Debentures	5	1			
2.	February	1 st	Financial Statements	3	0	1. Corporate Accounting; Taxmann 2. Corporate Accounting; Singhal Publication 3. Corporate Accounting; Cengage 4. Corporate Accounting; S Chand & Co	NA	
		2 nd	Financial Statements	5	1			
		3 rd	Amalgamation	5	1			
		4 th	Amalgamation	4	1			
3.	March	1 st	Internal Reconstruction	2	1	1. Corporate Accounting; Taxmann 2. Corporate Accounting; Singhal Publication 3. Corporate Accounting; Cengage 4. Corporate Accounting; S Chand & Co	IA-1	
		2 nd	Internal Reconstruction	3	0			
		3 rd	Liquidation	5	1			
		4 th	Holding Companies	5	1			
4.	April	1 st	Holding Companies	3	1	1. Corporate Accounting; Taxmann 2. Corporate Accounting; Singhal Publication 3. Corporate Accounting; Cengage 4. Corporate Accounting; S Chand & Co	NA	
		2 nd	Holding Companies	2	1			
		3 rd	Cash Flow Statement	2	1			
		4 th	Cash Flow Statement	3	1			
5.	May	1 st	Doubt clearance and discussion from examination point of view	3	1	1. Corporate Accounting; Taxmann 2. Corporate Accounting; Singhal Publication 3. Corporate Accounting; Cengage 4. Corporate Accounting; S Chand & Co	IA-2	

TEACHING PLAN FOR SUMMER SEMESTER 2019-20

Name of the Teacher: Dr Nawang Gialchhen

Course Name: B.com (H)

Paper Title: Financial Accounting

Semester/Year: Semester I

S. No.	Month	Week No.	Unit/Topic	No. of lectures	No. of Tutorials	Resources/ References/ Recommended readings	Internal Assessment	Remarks (any other planned activity)
1.	July	4 th	Introduction & Financial Statements of non corporate entities	6	2	1. Financial Accounting; Taxmann 2. Financial Accounting; Singhal Publication 3. Financial Accounting; Cengage 4. Financial Accounting; Tata McGraw Hill	NA	NA
2.	August	1 st	Financial Statements	6	1	1. Financial Accounting; Taxmann 2. Financial Accounting; Singhal Publication 3. Financial Accounting; Cengage 4. Financial Accounting; Tata McGraw Hill	NA	NA
		2 nd	HP & Lease Accounting	6	1			
		3 rd	HP & Lease Accounting	6	1			
		4 th	Branch Accounting	6	1			
3.	September	1 st	Branch Accounting	4	1	1. Financial Accounting; Taxmann 2. Financial Accounting; Singhal Publication 3. Financial Accounting; Cengage 4. Financial Accounting; Tata McGraw Hill	IA-1	Computerized Accounting will be covered simultaneously in the designated lab classes
		2 nd	Branch Accounting	3	1			
		3 rd	Deptt Accounting	4	1			
		4 th	Dissolution of Partnership	4	1			
4.	October	1 st	Dissolution of Partnership	3	0	1. Financial Accounting; Taxmann 2. Financial Accounting; Singhal Publication 3. Financial Accounting; Cengage 4. Financial Accounting; Tata McGraw Hill	NA	Computerized Accounting will be covered simultaneously in the designated lab classes
		2 nd	Depreciation Accounting	3	1			
		3 rd	Depreciation Accounting	4	1			
		4 th	Inventory Valuation	4	1			
5.	November	1 st	Doubt clearance and discussion from examination point of view	6	2	1. Financial Accounting; Taxmann 2. Financial Accounting; Singhal Publication 3. Financial Accounting; Cengage 4. Financial Accounting; Tata McGraw Hill	IA-2	Computerized Accounting will be covered simultaneously in the designated lab classes

TEACHING PLAN FOR WINTER SEMESTER 2019-20

Name of the Teacher: Dr Nawang Gialchhen

Course Name: B.com (H)

Paper Title: Corporate Accounting

Semester/Year: Semester II

S. No.	Month	Week No.	Unit/Topic	No. of lectures	No. of Tutorials	Resources/ References/ Recommended readings	Internal Assessment	Remarks (any other planned activity)
1.	Jan	1 st	Accounting for Shares	5	1	1. Corporate Accounting; Taxmann 2. Corporate Accounting; Singhal Publication 3. Corporate Accounting; Cengage 4. Corporate Accounting; S Chand & Co	NA	
		2 nd	Buy Back, Bonus, ESOP	5	1			
		3 rd	Redemption of Pref Shares	5	1			
		4 th	Redemption of Debentures	5	1			
2.	February	1 st	Financial Statements	3	0	1. Corporate Accounting; Taxmann 2. Corporate Accounting; Singhal Publication 3. Corporate Accounting; Cengage 4. Corporate Accounting; S Chand & Co	NA	
		2 nd	Financial Statements	5	1			
		3 rd	Amalgamation	5	1			
		4 th	Amalgamation	4	1			
3.	March	1 st	Internal Reconstruction	2	1	1. Corporate Accounting; Taxmann 2. Corporate Accounting; Singhal Publication 3. Corporate Accounting; Cengage 4. Corporate Accounting; S Chand & Co	IA-1	
		2 nd	Internal Reconstruction	3	0			
		3 rd	Liquidation	5	1			
		4 th	Holding Companies	5	1			
4.	April	1 st	Holding Companies	3	1	1. Corporate Accounting; Taxmann 2. Corporate Accounting; Singhal Publication 3. Corporate Accounting; Cengage 4. Corporate Accounting; S Chand & Co	NA	
		2 nd	Holding Companies	2	1			
		3 rd	Cash Flow Statement	2	1			
		4 th	Cash Flow Statement	3	1			
5.	May	1 st	Doubt clearance and discussion from examination point of view	3	1	1. Corporate Accounting; Taxmann 2. Corporate Accounting; Singhal Publication 3. Corporate Accounting; Cengage 4. Corporate Accounting; S Chand & Co	IA-2	

TEACHING PLAN FOR SUMMER SEMESTER 2020-21

Name of the Teacher: Dr Nawang Gialchhen

Course Name: B.com (H)

Paper Title: Financial Accounting

Semester/Year: Semester I

S. No.	Month	Week No.	Unit/Topic	No. of lectures	No. of Tutorials	Resources/ References/ Recommended readings	Internal Assessment	Remarks (any other planned activity)
1.	November	3 rd	Introduction & Principles of accounting	4	1	1. Financial Accounting; Taxmann 2. Financial Accounting; Singhal Publication 3. Financial Accounting; Cengage 4. Financial Accounting; Tata McGraw Hill	NA	NA
		4 th	Financial Statements of non corporate entities	6	1			
2.	December	1 st	Financial Statements	6	1	1. Financial Accounting; Taxmann 2. Financial Accounting; Singhal Publication 3. Financial Accounting; Cengage 4. Financial Accounting; Tata McGraw Hill	NA	NA
		2 nd	HP & Lease Accounting	6	1			
		3 rd	HP & Lease Accounting	6	1			
		4 th	Branch Accounting	5	1			
3.	January	1 st	Branch Accounting	4	1	1. Financial Accounting; Taxmann 2. Financial Accounting; Singhal Publication 3. Financial Accounting; Cengage 4. Financial Accounting; Tata McGraw Hill	IA-1	Computerized Accounting will be covered simultaneously in the designated lab classes
		2 nd	Branch Accounting	3	1			
		3 rd	Deptt Accounting	4	1			
		4 th	Dissolution of Partnership	4	1			
4.	February	1 st	Dissolution of Partnership	3	1	1. Financial Accounting; Taxmann 2. Financial Accounting; Singhal Publication 3. Financial Accounting; Cengage 4. Financial Accounting; Tata McGraw Hill	NA	Computerized Accounting will be covered simultaneously in the designated lab classes
		2 nd	Depreciation Accounting	3	1			
		3 rd	Depreciation Accounting	4	1			
		4 th	Inventory Valuation	4	1			
5.	March	1 st	Doubt clearance and discussion from examination point of view	3	1	1. Financial Accounting; Taxmann 2. Financial Accounting; Singhal Publication 3. Financial Accounting; Cengage 4. Financial Accounting; Tata McGraw Hill	IA-2	Computerized Accounting will be covered simultaneously in the designated lab classes

TEACHING PLAN FOR WINTER SEMESTER 2020-21

Name of the Teacher: Dr Nawang Gialchhen

Course Name: B.com (H)

Paper Title: Corporate Accounting

Semester/Year: Semester II

S. No.	Month	Week No.	Unit/Topic	No. of lectures	No. of Tutorials	Resources/ References/ Recommended readings	Internal Assessment	Remarks (any other planned activity)
1.	April	1 st	Accounting for Shares	3	1	1. Corporate Accounting; Taxmann 2. Corporate Accounting; Singhal Publication 3. Corporate Accounting; Cengage 4. Corporate Accounting; S Chand & Co	NA	
		2 nd	Buy Back, Bonus, ESOP	2	1			
		3 rd	Redemption of Securities	5+5	1			
		4 th	Financial Statements	5	1			
2.	May	1 st	Financial Statements	3	1	1. Corporate Accounting; Taxmann 2. Corporate Accounting; Singhal Publication 3. Corporate Accounting; Cengage 4. Corporate Accounting; S Chand & Co	IA-1	
		2 nd	Amalgamation	2+5	1			
		3 rd	Amalgamation	5	1			
		4 th	Internal Reconstruction	3	1			
3.	June	1 st	Liquidation of Co's	2	1	1. Corporate Accounting; Taxmann 2. Corporate Accounting; Singhal Publication 3. Corporate Accounting; Cengage 4. Corporate Accounting; S Chand & Co	NA	
		2 nd	Holding Companies	5+3	1			
		3 rd	Holding Companies	5	1			
		4 th	Holding Companies	5	1			
4.	July	1 st	Cash Flow Statement	3	1	1. Corporate Accounting; Taxmann 2. Corporate Accounting; Singhal Publication 3. Corporate Accounting; Cengage 4. Corporate Accounting; S Chand & Co	IA-2	
		2 nd	Cash Flow Statement	1	1			
		3 rd	Doubt clearance sessions	3	1			
		4 th	Semester Exams	0	0			

TEACHING PLAN FOR ODD SEMESTER 2020-21

Name of the Teacher : **NEETU DHAYAL**
Course Name : **B COM(H)**
Paper Title : **MANAGEMENT PRINCIPLES AND APPLICATIONS**
Semester/Year : **3rd Semester**

S. No.	Month	Week No.	Unit/Topic	Resource/ References/ Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks
1.	AUGUST	1-2	Unit -1	3. Griffin. Management Principles and Application. Cengage. 4. Koontz, H., & Weihrich, H. (2012). Essentials of Management: An International and Leadership Perspective. Paperback.	5	1	Internal Assessment of 20 marks in the last week of October	
		3-4		13. Griffin. Management Principles and Application. Cengage. 14. Koontz, H., & Weihrich, H. (2012). Essentials of Management: An International and Leadership Perspective. Paperback.	5	1		
2.	SEPTEMBER	1-2	Unit-2	3. Griffin. Management Principles and Application. Cengage. 4. Koontz, H., & Weihrich, H. (2012). Essentials of Management: An International and Leadership Perspective. Paperback. 5. Drucker, P. F. (1954). The Practice of Management. Newyork: Harper & Row. 6. Drucker, P. F. (1999). Management Challenges for the 21st Century. HarperCollins Publishers Inc.	5	1		
		3-4		3. Griffin. Management Principles and Application. Cengage.	5	1		

				<p>4. Koontz, H., & Weihrich, H. (2012). Essentials of Management: An International and Leadership Perspective. Paperback.</p> <p>5. Drucker, P. F. (1954). The Practice of Management. Newyork: Harper & Row.</p> <p>6. Drucker, P. F. (1999). Management Challenges for the 21st Century. HarperCollins Publishers Inc.</p>				
3.	OCTOBER	1-2	Unit-3 Unit-4	<p>7. Griffin. Management Principles and Application. Cengage.</p> <p>8. Koontz, H., & Weihrich, H. (2012). Essentials of Management: An International and Leadership Perspective. Paperback.</p> <p>9. Drucker, P. F. (1954). The Practice of Management. Newyork: Harper & Row.</p> <p>10. Drucker, P. F. (1999). Management Challenges for the 21st Century. HarperCollins Publishers Inc.</p> <p>11. Kumar, Pardeep. Management : Principles and Applications. JSR Publication House LP, Delhi.</p> <p>12. Mahajan, J.P. and Mahajan Anupama. Management Principles and applications. Vikas Publications</p>	5	1		
		3-4		<p>3. Griffin. Management Principles and Application. Cengage.</p> <p>4. Koontz, H., & Weihrich, H. (2012). Essentials of Management: An International and Leadership Perspective. Paperback.</p> <p>5. Drucker, P. F. (1954). The Practice of Management. Newyork: Harper & Row.</p> <p>6. Drucker, P. F. (1999). Management Challenges for the 21st Century. HarperCollins Publishers Inc.</p> <p>7. Kumar, Pardeep. Management : Principles and Applications. JSR Publication House LP, Delhi.</p>	5	1		

				8. Mahajan, J.P. and Mahajan Anupama. Management Principles and applications. Vikas Publications				
4.	NOVEMBER	1-2	Unit-4 Contd. Unit-5	5. Griffin. Management Principles and Application. Cengage. 6. Koontz, H., & Weihrich, H. (2012). Essentials of Management: An International and Leadership Perspective. Paperback. 7. Drucker, P. F. (1954). The Practice of Management. Newyork: Harper & Row. 8. Drucker, P. F. (1999). Management Challenges for the 21st Century. HarperCollins Publishers Inc. 9. Kumar, Pardeep. Management : Principles and Applications. JSR Publication House LP, Delhi. 10. Mahajan, J.P. and Mahajan Anupama. Management Principles and applications. Vikas	5	1	Internal Assessment of 05 markes in the last week.	
		3	13. Griffin. Management Principles and Application. Cengage. 14. Koontz, H., & Weihrich, H. (2012). Essentials of Management: An International and Leadership Perspective. Paperback. 15. Drucker, P. F. (1954). The Practice of Management. Newyork: Harper & Row. 16. Drucker, P. F. (1999). Management Challenges for the 21st Century. HarperCollins Publishers Inc. 17. Kumar, Pardeep. Management : Principles and Applications. JSR Publication House LP, Delhi. 18. Mahajan, J.P. and Mahajan Anupama. Management Principles and applications. Vikas	5	1			

TEACHING PLAN FOR ODD SEMESTER 2019-20

Name of the Teacher : NEETU DHAYAL
Course Name : B COM(H)
Paper Title : MANAGEMENT PRINCIPLES AND APPLICATIONS
Semester/Year : 3rd Semester

S. No.	Month	Week No.	Unit/Topic	Resource/ References/ Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks
1.	July	2	Unit -1	11. Griffin. Management Principles and Application. Cengage. 12. Koontz, H., & Wehrich, H. (2012). Essentials of Management: An International and Leadership Perspective. Paperback.	5	1	Internal Assessment of 20 marks in the last week of sept	
		3-4		9. Griffin. Management Principles and Application. Cengage. 10. Koontz, H., & Wehrich, H. (2012). Essentials of Management: An International and Leadership Perspective. Paperback.	5	1		
2.	Aug	1-2	Unit-2	3. Griffin. Management Principles and Application. Cengage. 4. Koontz, H., & Wehrich, H. (2012). Essentials of Management: An International and Leadership Perspective. Paperback. 5. Drucker, P. F. (1954). The Practice of Management. Newyork: Harper & Row. 6. Drucker, P. F. (1999). Management Challenges for the 21st Century. HarperCollins Publishers Inc.	5	1		
		3-4		4. Griffin. Management Principles and Application. Cengage. 5. Koontz, H., & Wehrich, H. (2012). Essentials of Management: An International and Leadership Perspective. Paperback.	5	1		

				<p>6. Drucker, P. F. (1954). The Practice of Management. Newyork: Harper & Row.</p> <p>7. Drucker, P. F. (1999). Management Challenges for the 21st Century. HarperCollins Publishers Inc.</p>				
3.	Sep	1-2	Unit-3 Unit-4	<p>7. Griffin. Management Principles and Application. Cengage.</p> <p>8. Koontz, H., & Wehrich, H. (2012). Essentials of Management: An International and Leadership Perspective. Paperback.</p> <p>9. Drucker, P. F. (1954). The Practice of Management. Newyork: Harper & Row.</p> <p>10. Drucker, P. F. (1999). Management Challenges for the 21st Century. HarperCollins Publishers Inc.</p> <p>11. Kumar, Pardeep. Management : Principles and Applications. JSR Publication House LP, Delhi.</p> <p>12. Mahajan, J.P. and Mahajan Anupama. Management Principles and applications. Vikas Publications</p>	5	1		
		3-4		<p>14. Griffin. Management Principles and Application. Cengage.</p> <p>15. Koontz, H., & Wehrich, H. (2012). Essentials of Management: An International and Leadership Perspective. Paperback.</p> <p>16. Drucker, P. F. (1954). The Practice of Management. Newyork: Harper & Row.</p> <p>17. Drucker, P. F. (1999). Management Challenges for the 21st Century. HarperCollins Publishers Inc.</p> <p>18. Kumar, Pardeep. Management : Principles and Applications. JSR Publication House LP, Delhi.</p> <p>19. Mahajan, J.P. and Mahajan Anupama. Management Principles and applications. Vikas Publications</p>	5	1		
4.		1-2		<p>9. Griffin. Management Principles and Application. Cengage.</p>	5	1		

	Oct & Nov		Unit-4 Contd. Unit-5	<p>10. Koontz, H., & Wehrich, H. (2012). Essentials of Management: An International and Leadership Perspective. Paperback.</p> <p>11. Drucker, P. F. (1954). The Practice of Management. Newyork: Harper & Row.</p> <p>12. Drucker, P. F. (1999). Management Challenges for the 21st Century. HarperCollins Publishers Inc.</p> <p>13. Kumar, Pardeep. Management : Principles and Applications. JSR Publication House LP, Delhi.</p> <p>14. Mahajan, J.P. and Mahajan Anupama. Management Principles and applications. Vikas</p>			Internal Assessment of 05 markes in the last week.	
		3-4	<p>7. Griffin. Management Principles and Application. Cengage.</p> <p>8. Koontz, H., & Wehrich, H. (2012). Essentials of Management: An International and Leadership Perspective. Paperback.</p> <p>9. Drucker, P. F. (1954). The Practice of Management. Newyork: Harper & Row.</p> <p>10. Drucker, P. F. (1999). Management Challenges for the 21st Century. HarperCollins Publishers Inc.</p> <p>11. Kumar, Pardeep. Management : Principles and Applications. JSR Publication House LP, Delhi.</p> <p>12. Mahajan, J.P. and Mahajan Anupama. Management Principles and applications. Vikas</p>	5	1			

TEACHING PLAN FOR ODD SEMESTER 2018-19

Name of the Teacher : NEETU DHAYAL
Course Name : B COM(H)
Paper Title : MANAGEMENT PRINCIPLES AND APPLICATIONS
Semester/Year : 3rd Semester

S. No.	Month	Week No.	Unit/Topic	Resource/ References/ Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks
1.	July	2	Unit -1	<ul style="list-style-type: none">Griffin. Management Principles and Application. Cengage.Koontz, H., & Wehrich, H. (2012). Essentials of Management: An International and Leadership Perspective. Paperback.	5	1	Internal Assessment of 20 marks in the last week of January	
		3-4		<ul style="list-style-type: none">Griffin. Management Principles and Application. Cengage.Koontz, H., & Wehrich, H. (2012). Essentials of Management: An International and Leadership Perspective. Paperback.	5	1		
2.	Aug	1-2	Unit-2	<ul style="list-style-type: none">Griffin. Management Principles and Application. Cengage.Koontz, H., & Wehrich, H. (2012). Essentials of Management: An International and Leadership Perspective. Paperback.Drucker, P. F. (1954). The Practice of Management. Newyork: Harper & Row.Drucker, P. F. (1999). Management Challenges for the 21st Century. HarperCollins Publishers Inc.	5	1		
		3-4		<ul style="list-style-type: none">Griffin. Management Principles and Application. Cengage.	5	1		

				<ul style="list-style-type: none"> • Koontz, H., & Wehrich, H. (2012). Essentials of Management: An International and Leadership Perspective. Paperback. • Drucker, P. F. (1954). The Practice of Management. Newyork: Harper & Row. • Drucker, P. F. (1999). Management Challenges for the 21st Century. HarperCollins Publishers Inc. 				
3.	Sep	1-2	Unit-3 Unit-4	<ul style="list-style-type: none"> • Griffin. Management Principles and Application. Cengage. • Koontz, H., & Wehrich, H. (2012). Essentials of Management: An International and Leadership Perspective. Paperback. • Drucker, P. F. (1954). The Practice of Management. Newyork: Harper & Row. • Drucker, P. F. (1999). Management Challenges for the 21st Century. HarperCollins Publishers Inc. • Kumar, Pardeep. Management : Principles and Applications. JSR Publication House LP, Delhi. • Mahajan, J.P. and Mahajan Anupama. Management Principles and applications. Vikas Publications 	5	1		
		3-4		<ul style="list-style-type: none"> • Griffin. Management Principles and Application. Cengage. • Koontz, H., & Wehrich, H. (2012). Essentials of Management: An International and Leadership Perspective. Paperback. • Drucker, P. F. (1954). The Practice of Management. Newyork: Harper & Row. • Drucker, P. F. (1999). Management Challenges for the 21st Century. HarperCollins Publishers Inc. • Kumar, Pardeep. Management : Principles and Applications. JSR Publication House LP, Delhi. 	5	1		

				<ul style="list-style-type: none"> • Mahajan, J.P. and Mahajan Anupama. Management Principles and applications. Vikas Publications 				
4.	Oct	1-2	Unit-4 Contd. Unit-5	<ul style="list-style-type: none"> • Griffin. Management Principles and Application. Cengage. • Koontz, H., & Wehrich, H. (2012). Essentials of Management: An International and Leadership Perspective. Paperback. • Drucker, P. F. (1954). The Practice of Management. Newyork: Harper & Row. • Drucker, P. F. (1999). Management Challenges for the 21st Century. HarperCollins Publishers Inc. • Kumar, Pardeep. Management : Principles and Applications. JSR Publication House LP, Delhi. • Mahajan, J.P. and Mahajan Anupama. Management Principles and applications. Vikas 	5	1	Internal Assessment of 05 markes in the last week.	
		3-4		<ul style="list-style-type: none"> • Griffin. Management Principles and Application. Cengage. • Koontz, H., & Wehrich, H. (2012). Essentials of Management: An International and Leadership Perspective. Paperback. • Drucker, P. F. (1954). The Practice of Management. Newyork: Harper & Row. • Drucker, P. F. (1999). Management Challenges for the 21st Century. HarperCollins Publishers Inc. • Kumar, Pardeep. Management : Principles and Applications. JSR Publication House LP, Delhi. • Mahajan, J.P. and Mahajan Anupama. Management Principles and applications. Vikas 	5	1		

TEACHING PLAN FOR EVEN SEMESTER 2020-21

Name of the Teacher: NEETU DHAYAL

Course Name: B. COM (H)

Paper Title: : CONSUMER AFFAIRS & CUSTOMER CARE

Semester/Year: 6th Semester

S. No	Month	Week No.	Unit/Topic	Resource/ References/ Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks
1.	JAN	1	Unit-1	<ul style="list-style-type: none">• Aggarwal V. K. (2018) Consumer Protection: Law and Practice, Bharat Law House, Delhi• Kapoor Sheetal, (2019) Consumer Affairs and Customer Care, 2nd Edition, Galgotia Publishing Company• Rajya Laxmi Rao, (2012) Consumer is King, 3rd Ed. Universal Law Publishing Company• Sharma, Deepa, (2011) Consumer Protection and Grievance-Redress in India (LAP LAMBERT, Germany)• The Consumer Protection Act, 1986	5	1		
		2.		<ul style="list-style-type: none">• Aggarwal V. K. (2018) Consumer Protection: Law and Practice, Bharat Law House, Delhi• Kapoor Sheetal, (2019) Consumer Affairs and Customer Care, 2nd Edition, Galgotia Publishing Company• Rajya Laxmi Rao, (2012) Consumer is King, 3rd Ed. Universal Law Publishing Company	5	1		

S. No	Month	Week No.	Unit/Topic	Resource/ References/ Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks
		3-4		<ul style="list-style-type: none"> • Sharma, Deepa, (2011) Consumer Protection and Grievance-Redress in India (LAP LAMBERT, Germany) • The Consumer Protection Act, 1986 				
				<ul style="list-style-type: none"> • Aggarwal V. K. (2018) Consumer Protection: Law and Practice, Bharat Law House, Delhi • Kapoor Sheetal, (2019) Consumer Affairs and Customer Care, 2nd Edition, Galgotia Publishing Company • Rajya Laxmi Rao, (2012) Consumer is King, 3rd Ed. Universal Law Publishing Company • Sharma, Deepa, (2011) Consumer Protection and Grievance-Redress in India (LAP LAMBERT, Germany) • The Consumer Protection Act, 1986 	5	1		
2.	FEB	1-2	Unit-2 , Unit-3	<ul style="list-style-type: none"> • Aggarwal V. K. (2018) Consumer Protection: Law and Practice, Bharat Law House, Delhi • Kapoor Sheetal, (2019) Consumer Affairs and Customer Care, 2nd Edition, Galgotia Publishing Company • Rajya Laxmi Rao, (2012) Consumer is King, 3rd Ed. Universal Law Publishing Company • Sharma, Deepa, (2011) Consumer Protection and Grievance-Redress in India (LAP LAMBERT, Germany) • The Consumer Protection Act, 1986 	5	1	Internal Assessment of 20 marks in the last week.	
		3-4		<ul style="list-style-type: none"> • Aggarwal V. K. (2018) Consumer Protection: Law and Practice, Bharat Law House, Delhi 	5	1		

S. No	Month	Week No.	Unit/Topic	Resource/ References/ Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks
				<ul style="list-style-type: none"> • Kapoor Sheetal, (2019) Consumer Affairs and Customer Care, 2nd Edition, Galgotia Publishing Company • Rajya Laxmi Rao, (2012) Consumer is King, 3rd Ed. Universal Law Publishing Company • Sharma, Deepa, (2011) Consumer Protection and Grievance-Redress in India (LAP LAMBERT, Germany) • The Consumer Protection Act, 1986 				
					5	1		
3.	MARCH	1-2	Unit-4	<ul style="list-style-type: none"> • Aggarwal V. K. (2018) Consumer Protection: Law and Practice, Bharat Law House, Delhi • Kapoor Sheetal, (2019) Consumer Affairs and Customer Care, 2nd Edition, Galgotia Publishing Company • Rajya Laxmi Rao, (2012) Consumer is King, 3rd Ed. Universal Law Publishing Company • Sharma, Deepa, (2011) Consumer Protection and Grievance-Redress in India (LAP LAMBERT, Germany) • The Consumer Protection Act, 1986 • The Bureau of Indian Standards, 2016 • The Food Safety and Standards Act, 2005 				
		3-4		<ul style="list-style-type: none"> • Aggarwal V. K. (2018) Consumer Protection: Law and Practice, Bharat Law House, Delhi • Kapoor Sheetal, (2019) Consumer Affairs and Customer Care, 2nd Edition, Galgotia Publishing Company 				

S. No	Month	Week No.	Unit/Topic	Resource/ References/ Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks
				<ul style="list-style-type: none"> • Rajya Laxmi Rao, (2012) Consumer is King, 3rd Ed. Universal Law PublishinGgCompany • Sharma, Deepa, (2011) Consumer Protection and Grievance-Redress in India (LAP LAMBERT, Germany) • The Consumer Protection Act, 1986 • The Bureau of Indian Standards, 2016 • The Food Safety and Standards Act, 2005 				
4.	APRIL	1-2	Unit-5	<ul style="list-style-type: none"> • Aggarwal V. K. (2018) Consumer Protection: Law and Practice, Bharat Law House, Delhi • Kapoor Sheetal, (2019) Consumer Affairs and Customer Care, 2nd Edition, Galgotia Publishing Company • Rajya Laxmi Rao, (2012) Consumer is King, 3rd Ed. Universal Law PublishinGgCompany • Sharma, Deepa, (2011) Consumer Protection and Grievance-Redress in India (LAP LAMBERT, Germany) • The Consumer Protection Act, 1986 • The Bureau of Indian Standards, 2016 • The Food Safety and Standards Act, 2005 			Internal Assessment of 05 markes in the last week.	
		3-4		<ul style="list-style-type: none"> • Aggarwal V. K. (2018) Consumer Protection: Law and Practice, Bharat Law House, Delhi • Kapoor Sheetal, (2019) Consumer Affairs and Customer Care, 2nd Edition, Galgotia Publishing Company • Rajya Laxmi Rao, (2012) Consumer is King, 3rd Ed. Universal Law PublishinGgCompany 				

S. No.	Month	Week No.	Unit/Topic	Resource/ References/ Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks
				<ul style="list-style-type: none"> • Sharma, Deepa, (2011) Consumer Protection and Grievance-Redress in India (LAP LAMBERT, Germany) • The Consumer Protection Act, 1986 • The Bureau of Indian Standards, 2016 • The Food Safety and Standards Act, 2005 				

TEACHING PLAN FOR EVEN SEMESTER 2019-20

Name of the Teacher: NEETU DHAYAL

Course Name: B. COM (H)

Paper Title: : CONSUMER AFFAIRS & CUSTOMER CARE

Semester/Year: 6th Semester

S. No.	Month	Week No.	Unit/Topic	Resource/ References/ Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks
1.	JAN	1	Unit-1	<ul style="list-style-type: none">• Aggarwal V. K. (2018) Consumer Protection: Law and Practice, Bharat Law House, Delhi• Kapoor Sheetal, (2019) Consumer Affairs and Customer Care, 2nd Edition, Galgotia Publishing Company• Rajya Laxmi Rao, (2012) Consumer is King, 3rd Ed. Universal Law Publishing Company• Sharma, Deepa, (2011) Consumer Protection and Grievance-Redress in India (LAP LAMBERT, Germany)• The Consumer Protection Act, 1986	5	1		
		2.		<ul style="list-style-type: none">• Aggarwal V. K. (2018) Consumer Protection: Law and Practice, Bharat Law House, Delhi• Kapoor Sheetal, (2019) Consumer Affairs and Customer Care, 2nd Edition, Galgotia Publishing Company• Rajya Laxmi Rao, (2012) Consumer is King, 3rd Ed. Universal Law Publishing Company• Sharma, Deepa, (2011) Consumer Protection and Grievance-Redress in India (LAP LAMBERT, Germany)• The Consumer Protection Act, 1986	5	1		

S. No	Month	Week No.	Unit/Topic	Resource/ References/ Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks
		3-4		<ul style="list-style-type: none"> • Aggarwal V. K. (2018) Consumer Protection: Law and Practice, Bharat Law House, Delhi • Kapoor Sheetal, (2019) Consumer Affairs and Customer Care, 2nd Edition, Galgotia Publishing Company • Rajya Laxmi Rao, (2012) Consumer is King, 3rd Ed. Universal Law Publishing Company • • Sharma, Deepa, (2011) Consumer Protection and Grievance-Redress in India (LAP LAMBERT, Germany) • The Consumer Protection Act, 1986 	5	1		
2.	FEB	1-2	Unit-2 , Unit-3	<ul style="list-style-type: none"> • Aggarwal V. K. (2018) Consumer Protection: Law and Practice, Bharat Law House, Delhi • Kapoor Sheetal, (2019) Consumer Affairs and Customer Care, 2nd Edition, Galgotia Publishing Company • Rajya Laxmi Rao, (2012) Consumer is King, 3rd Ed. Universal Law Publishing Company • • Sharma, Deepa, (2011) Consumer Protection and Grievance-Redress in India (LAP LAMBERT, Germany) • The Consumer Protection Act, 1986 	5	1	Internal Assessment of 20 marks in the last week.	
		3-4		<ul style="list-style-type: none"> • Aggarwal V. K. (2018) Consumer Protection: Law and Practice, Bharat Law House, Delhi • Kapoor Sheetal, (2019) Consumer Affairs and Customer Care, 2nd Edition, Galgotia Publishing Company • Rajya Laxmi Rao, (2012) Consumer is King, 3rd Ed. Universal Law Publishing Company 	5	1		

S. No	Month	Week No.	Unit/Topic	Resource/ References/ Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks
				<ul style="list-style-type: none"> • Sharma, Deepa, (2011) Consumer Protection and Grievance-Redress in India (LAP LAMBERT, Germany) • The Consumer Protection Act, 1986 				
					5	1		
3.	MARCH	1-2	Unit-4	<ul style="list-style-type: none"> • Aggarwal V. K. (2018) Consumer Protection: Law and Practice, Bharat Law House, Delhi • Kapoor Sheetal, (2019) Consumer Affairs and Customer Care, 2nd Edition, Galgotia Publishing Company • Rajya Laxmi Rao, (2012) Consumer is King, 3rd Ed. Universal Law Publishing Company • Sharma, Deepa, (2011) Consumer Protection and Grievance-Redress in India (LAP LAMBERT, Germany) • The Consumer Protection Act, 1986 • The Bureau of Indian Standards, 2016 • The Food Safety and Standards Act, 2005 				
		3-4		<ul style="list-style-type: none"> • Aggarwal V. K. (2018) Consumer Protection: Law and Practice, Bharat Law House, Delhi • Kapoor Sheetal, (2019) Consumer Affairs and Customer Care, 2nd Edition, Galgotia Publishing Company • Rajya Laxmi Rao, (2012) Consumer is King, 3rd Ed. Universal Law PublishinGgCompany • Sharma, Deepa, (2011) Consumer Protection and Grievance-Redress in India (LAP LAMBERT, Germany) • The Consumer Protection Act, 1986 				

S. No	Month	Week No.	Unit/Topic	Resource/ References/ Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks
				<ul style="list-style-type: none"> The Bureau of Indian Standards, 2016 The Food Safety and Standards Act, 2005 				
4.	APRIL	1-2	Unit-5	<ul style="list-style-type: none"> Aggarwal V. K. (2018) Consumer Protection: Law and Practice, Bharat Law House, Delhi Kapoor Sheetal, (2019) Consumer Affairs and Customer Care, 2nd Edition, Galgotia Publishing Company Rajya Laxmi Rao, (2012) Consumer is King, 3rd Ed. Universal Law PublishinGgCompany Sharma, Deepa, (2011) Consumer Protection and Grievance-Redress in India (LAP LAMBERT, Germany) The Consumer Protection Act, 1986 The Bureau of Indian Standards, 2016 The Food Safety and Standards Act, 2005 			Internal Assessment of 05 markes in the last week.	
		3-4		<ul style="list-style-type: none"> Aggarwal V. K. (2018) Consumer Protection: Law and Practice, Bharat Law House, Delhi Kapoor Sheetal, (2019) Consumer Affairs and Customer Care, 2nd Edition, Galgotia Publishing Company Rajya Laxmi Rao, (2012) Consumer is King, 3rd Ed. Universal Law PublishinGgCompany Sharma, Deepa, (2011) Consumer Protection and Grievance-Redress in India (LAP LAMBERT, Germany) The Consumer Protection Act, 1986 The Bureau of Indian Standards, 2016 The Food Safety and Standards Act, 2005 				

TEACHING PLAN FOR EVEN SEMESTER 2020-21

Name of the Teacher: NEETU DHAYAL

Course Name: B. COM (H)

Paper Title: : LEADERSHIP AND TEAM DEVELOPMENT

Semester/Year: 6th Semester

S. No.	Month	Week No.	Unit/Topic	Resource/ References/ Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks
1.	JAN	1	Unit-1	<ul style="list-style-type: none">• Luthans, F. (1997). Organisational Behavior. McGraw-Hill International Editions.• Robbins, S. T., Judge, T. A., & Hasham, E. S. (2013). Organisational Behavior. Pearson.• Singh, K. (2015). Organisational Behavior: Texts & Cases (3rd Edition ed.). India: Pearson.• Griffin, R. W., Phillips, J. M., & Gully, S. M. (2017). Organisational Behavior: Managing People and Organisations. Cengage Learning.• Greenberg, J., & Baron, R. A. Behavior in Organisations. Prentice Hall of India Pvt. Ltd., New Delhi.• Hersey, P. K., Blanchard, D., & Johnson, D. Management of Organisational Behavior: Leading Human Resources. Pearson Education.• Gratton, L. E. (2007). Eight ways to build collaborative teams. Harvard Business Review. 85 (11), 100-109.• Katzenbach, J. R., Douglas S. K. (2001). Discipline of Teams. Harvard Business Review.71(2).111-120.	5	1		

S. No	Month	Week No.	Unit/Topic	Resource/ References/ Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks
				<ul style="list-style-type: none"> Hogg, M. & Vaughan, G.M. (2008). Social Psychology. Prentice Hall. Kohn, S. E., & O'Connell, V. D. (2007). 6 Habits of Highly Effective Teams. Lakes, F. Leadership: Theory and Practice by Peter G. Northouse .Sage Publication (6th edition). New Jersey: Career Press. ISBN: 9781452203409. 				
		2.		<ul style="list-style-type: none"> Luthans, F. (1997). Organisational Behavior. McGraw-Hill International Editions. Robbins, S. T., Judge, T. A., & Hasham, E. S. (2013). Organisational Behavior. Pearson. Singh, K. (2015). Organisational Behavior: Texts & Cases (3rd Edition ed.). India: Pearson. Griffin, R. W., Phillips, J. M., & Gully, S. M. (2017). Organisational Behavior: Managing People and Organisations. Cengage Learning. Greenberg, J., & Baron, R. A. Behavior in Organisations. Prentice Hall of India Pvt. Ltd., New Delhi. Hersey, P. K., Blanchard, D., & Johnson, D. Management of Organisational Behavior: Leading Human Resources. Pearson Education. Gratton, L. E. (2007). Eight ways to build collaborative teams. Harvard Business Review. 85 (11), 100-109. Katzenbach, J. R., Douglas S. K. (2001). Discipline of Teams. Harvard Business Review.71(2).111-120. 	5	1		

S. No	Month	Week No.	Unit/Topic	Resource/ References/ Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks
				<ul style="list-style-type: none"> Hogg, M. & Vaughan, G.M. (2008). Social Psychology. Prentice Hall. Kohn, S. E., & O'Connell, V. D. (2007). 6 Habits of Highly Effective Teams. Lakes, F. Leadership: Theory and Practice by Peter G. Northouse .Sage Publication (6th edition). New Jersey: Career Press. ISBN: 9781452203409. 				
		3-4		<ul style="list-style-type: none"> Luthans, F. (1997). Organisational Behavior. McGraw-Hill International Editions. Robbins, S. T., Judge, T. A., & Hasham, E. S. (2013). Organisational Behavior. Pearson. Singh, K. (2015). Organisational Behavior: Texts & Cases (3rd Edition ed.). India: Pearson. Griffin, R. W., Phillips, J. M., & Gully, S. M. (2017). Organisational Behavior: Managing People and Organisations. Cengage Learning. Greenberg, J., & Baron, R. A. Behavior in Organisations. Prentice Hall of India Pvt. Ltd., New Delhi. Hersey, P. K., Blanchard, D., & Johnson, D. Management of Organisational Behavior: Leading Human Resources. Pearson Education. Gratton, L. E. (2007). Eight ways to build collaborative teams. Harvard Business Review. 85 (11), 100-109. Katzenbach, J. R., Douglas S. K. (2001). Discipline of Teams. Harvard Business Review.71(2).111-120. 	5	1		

S. No	Month	Week No.	Unit/Topic	Resource/ References/ Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks
				<ul style="list-style-type: none"> Hogg, M. & Vaughan, G.M. (2008). Social Psychology. Prentice Hall. Kohn, S. E., & O'Connell, V. D. (2007). 6 Habits of Highly Effective Teams. Lakes, F. Leadership: Theory and Practice by Peter G. Northouse .Sage Publication (6th edition). New Jersey: Career Press. ISBN: 9781452203409. 				
2.	FEB	1-2	Unit-2 , Unit-3	<ul style="list-style-type: none"> Luthans, F. (1997). Organisational Behavior. McGraw-Hill International Editions. Robbins, S. T., Judge, T. A., & Hasham, E. S. (2013). Organisational Behavior. Pearson. Singh, K. (2015). Organisational Behavior: Texts & Cases (3rd Edition ed.). India: Pearson. Griffin, R. W., Phillips, J. M., & Gully, S. M. (2017). Organisational Behavior: Managing People and Organisations. Cengage Learning. Greenberg, J., & Baron, R. A. Behavior in Organisations. Prentice Hall of India Pvt. Ltd., New Delhi. Hersey, P. K., Blanchard, D., & Johnson, D. Management of Organisational Behavior: Leading Human Resources. Pearson Education. Gratton, L. E. (2007). Eight ways to build collaborative teams. Harvard Business Review. 85 (11), 100-109. Katzenbach, J. R., Douglas S. K. (2001). Discipline of Teams. Harvard Business Review.71(2).111-120. 	5	1	Internal Assessment of 20 markes in the last week.	

S. No	Month	Week No.	Unit/Topic	Resource/ References/ Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks
				<ul style="list-style-type: none"> Hogg, M. & Vaughan, G.M. (2008). Social Psychology. Prentice Hall. Kohn, S. E., & O'Connell, V. D. (2007). 6 Habits of Highly Effective Teams. Lakes, F. Leadership: Theory and Practice by Peter G. Northouse .Sage Publication (6th edition). New Jersey: Career Press. ISBN: 9781452203409. 				
		3-4		<ul style="list-style-type: none"> Luthans, F. (1997). Organisational Behavior. McGraw-Hill International Editions. Robbins, S. T., Judge, T. A., & Hasham, E. S. (2013). Organisational Behavior. Pearson. Singh, K. (2015). Organisational Behavior: Texts & Cases (3rd Edition ed.). India: Pearson. Griffin, R. W., Phillips, J. M., & Gully, S. M. (2017). Organisational Behavior: Managing People and Organisations. Cengage Learning. Greenberg, J., & Baron, R. A. Behavior in Organisations. Prentice Hall of India Pvt. Ltd., New Delhi. Hersey, P. K., Blanchard, D., & Johnson, D. Management of Organisational Behavior: Leading Human Resources. Pearson Education. Gratton, L. E. (2007). Eight ways to build collaborative teams. Harvard Business Review. 85 (11), 100-109. Katzenbach, J. R., Douglas S. K. (2001). Discipline of Teams. Harvard Business Review.71(2).111-120. 	5	1		

S. No	Month	Week No.	Unit/Topic	Resource/ References/ Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks
				<ul style="list-style-type: none"> Hogg, M. & Vaughan, G.M. (2008). Social Psychology. Prentice Hall. Kohn, S. E., & O'Connell, V. D. (2007). 6 Habits of Highly Effective Teams. Lakes, F. Leadership: Theory and Practice by Peter G. Northouse .Sage Publication (6th edition). New Jersey: Career Press. ISBN: 9781452203409. 				
					5	1		
3.	MARCH	1-2	Unit-4	<ul style="list-style-type: none"> Luthans, F. (1997). Organisational Behavior. McGraw-Hill International Editions. Robbins, S. T., Judge, T. A., & Hasham, E. S. (2013). Organisational Behavior. Pearson. Singh, K. (2015). Organisational Behavior: Texts & Cases (3rd Edition ed.). India: Pearson. Griffin, R. W., Phillips, J. M., & Gully, S. M. (2017). Organisational Behavior: Managing People and Organisations. Cengage Learning. Greenberg, J., & Baron, R. A. Behavior in Organisations. Prentice Hall of India Pvt. Ltd., New Delhi. Hersey, P. K., Blanchard, D., & Johnson, D. Management of Organisational Behavior: Leading Human Resources. Pearson Education. Gratton, L. E. (2007). Eight ways to build collaborative teams. Harvard Business Review. 85 (11), 100-109. Katzenbach, J. R., Douglas S. K. (2001). Discipline of Teams. Harvard Business Review.71(2).111-120. 				

S. No	Month	Week No.	Unit/Topic	Resource/ References/ Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks
				<ul style="list-style-type: none"> Hogg, M. & Vaughan, G.M. (2008). Social Psychology. Prentice Hall. Kohn, S. E., & O'Connell, V. D. (2007). 6 Habits of Highly Effective Teams. Lakes, F. Leadership: Theory and Practice by Peter G. Northouse .Sage Publication (6th edition). New Jersey: Career Press. ISBN: 9781452203409. 				
		3-4		<ul style="list-style-type: none"> Luthans, F. (1997). Organisational Behavior. McGraw-Hill International Editions. Robbins, S. T., Judge, T. A., & Hasham, E. S. (2013). Organisational Behavior. Pearson. Singh, K. (2015). Organisational Behavior: Texts & Cases (3rd Edition ed.). India: Pearson. Griffin, R. W., Phillips, J. M., & Gully, S. M. (2017). Organisational Behavior: Managing People and Organisations. Cengage Learning. Greenberg, J., & Baron, R. A. Behavior in Organisations. Prentice Hall of India Pvt. Ltd., New Delhi. Hersey, P. K., Blanchard, D., & Johnson, D. Management of Organisational Behavior: Leading Human Resources. Pearson Education. Gratton, L. E. (2007). Eight ways to build collaborative teams. Harvard Business Review. 85 (11), 100-109. Katzenbach, J. R., Douglas S. K. (2001). Discipline of Teams. Harvard Business Review.71(2).111-120. 				

S. No	Month	Week No.	Unit/Topic	Resource/ References/ Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks
				<ul style="list-style-type: none"> Hogg, M. & Vaughan, G.M. (2008). Social Psychology. Prentice Hall. Kohn, S. E., & O'Connell, V. D. (2007). 6 Habits of Highly Effective Teams. Lakes, F. Leadership: Theory and Practice by Peter G. Northouse .Sage Publication (6th edition). New Jersey: Career Press. ISBN: 9781452203409. 				
4.	APRIL	1-2	Unit-5	<ul style="list-style-type: none"> Luthans, F. (1997). Organisational Behavior. McGraw-Hill International Editions. Robbins, S. T., Judge, T. A., & Hasham, E. S. (2013). Organisational Behavior. Pearson. Singh, K. (2015). Organisational Behavior: Texts & Cases (3rd Edition ed.). India: Pearson. Griffin, R. W., Phillips, J. M., & Gully, S. M. (2017). Organisational Behavior: Managing People and Organisations. Cengage Learning. Greenberg, J., & Baron, R. A. Behavior in Organisations. Prentice Hall of India Pvt. Ltd., New Delhi. Hersey, P. K., Blanchard, D., & Johnson, D. Management of Organisational Behavior: Leading Human Resources. Pearson Education. Gratton, L. E. (2007). Eight ways to build collaborative teams. Harvard Business Review. 85 (11), 100-109. Katzenbach, J. R., Douglas S. K. (2001). Discipline of Teams. Harvard Business Review.71(2).111-120. 			Internal Assessment of 05 marks in the last week.	

S. No	Month	Week No.	Unit/Topic	Resource/ References/ Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks
				<ul style="list-style-type: none"> Hogg, M. & Vaughan, G.M. (2008). Social Psychology. Prentice Hall. Kohn, S. E., & O'Connell, V. D. (2007). 6 Habits of Highly Effective Teams. Lakes, F. Leadership: Theory and Practice by Peter G. Northouse .Sage Publication (6th edition). New Jersey: Career Press. ISBN: 9781452203409. 				
		3-4		<ul style="list-style-type: none"> Luthans, F. (1997). Organisational Behavior. McGraw-Hill International Editions. Robbins, S. T., Judge, T. A., & Hasham, E. S. (2013). Organisational Behavior. Pearson. Singh, K. (2015). Organisational Behavior: Texts & Cases (3rd Edition ed.). India: Pearson. Griffin, R. W., Phillips, J. M., & Gully, S. M. (2017). Organisational Behavior: Managing People and Organisations. Cengage Learning. Greenberg, J., & Baron, R. A. Behavior in Organisations. Prentice Hall of India Pvt. Ltd., New Delhi. Hersey, P. K., Blanchard, D., & Johnson, D. Management of Organisational Behavior: Leading Human Resources. Pearson Education. Gratton, L. E. (2007). Eight ways to build collaborative teams. Harvard Business Review. 85 (11), 100-109. Katzenbach, J. R., Douglas S. K. (2001). Discipline of Teams. Harvard Business Review.71(2).111-120. 				

S. No.	Month	Week No.	Unit/Topic	Resource/ References/ Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks
				<ul style="list-style-type: none"> • Hogg, M. & Vaughan, G.M. (2008). Social Psychology. Prentice Hall. • Kohn, S. E., & O'Connell, V. D. (2007). 6 Habits of Highly Effective Teams. • Lakes, F. Leadership: Theory and Practice by Peter G. Northouse .Sage Publication (6th edition). New Jersey: Career Press. ISBN: 9781452203409. 				

Teaching Plan for Summer Semester 2016-17

Name of the Teacher: Nikhini Athili

Course Name: B.Com. (H)

Paper Title: Financial Markets, Institutions and Financial Services

Semester/Year: V/III

S. No.	Month	Week No.	Unit/Topic	Resource/ References/ Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
1.	July	1 & 0.5	Unit 1	1. Bharati Pathak, Indian Financial system 2. L.M. Bhole, Financial Markets and Institutions 3. MY Khan, Indian Financial system: Theory and Practice 4. Internet	7	1		
2.	August	1	Unit 1 and Unit 2	1. Bharati Pathak, Indian Financial system 2. L.M. Bhole, Financial Markets and Institutions 3. MY Khan, Indian Financial system: Theory and Practice 4. Internet	5	1		
		2	Unit 2		5	1		
		3	Unit 2		5	1		
		4	Unit 2		5	1		
3.	September	1	Unit 2	1. Bharati Pathak, Indian Financial system 2. L.M. Bhole, Financial Markets and Institutions 3. MY Khan, Indian Financial system: Theory and Practice 4. Internet	5	1	Assignment (as per the direction of the University)	
		2	Unit 3		5	1		
		3	Unit 3		5	1		
		4	Unit 3		5	1		
4.	October	1	Unit 3 and 4	1. Bharati Pathak, Indian Financial system 2. L.M. Bhole, Financial Markets and Institutions 3. MY Khan, Indian Financial system: Theory and Practice 4. Internet	5	1		
		2	Unit 4			1		
		3	Unit 5		5	1		

5.	November	1	Unit 5	1. Bharati Pathak, Indian Financial system 2. L.M. Bhole, Financial Markets and Institutions	5	1		
		2	Revision	3. MY Khan, Indian Financial system: Theory and Practice 4. Internet	5	1		

Teaching Plan for Summer Semester 2017-18

Name of the Teacher: Nikhini Athili

Course Name: B.Com. (H)

Paper Title: Financial Markets, Institutions and Financial Services

Semester/Year: V/III

S. No.	Month	Week No.	Unit/Topic	Resource/ References/ Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
1.	July	1 & 0.5	Unit 1	1. Bharati Pathak, Indian Financial system 2. L.M. Bhole, Financial Markets and Institutions 3. MY Khan, Indian Financial system: Theory and Practice 4. Internet	7	1		
2.	August	1	Unit 1 and Unit 2	1. Bharati Pathak, Indian Financial system 2. L.M. Bhole, Financial Markets and Institutions 3. MY Khan, Indian Financial system: Theory and Practice 4. Internet	5	1		
		2	Unit 2		5	1		
		3	Unit 2		5	1		
		4	Unit 2		5	1		
3.	September	1	Unit 2	1. Bharati Pathak, Indian Financial system	5	1	Assignment (as per the direction of the University)	
		2	Unit 3	2. L.M. Bhole, Financial Markets and Institutions	5	1		

		3	Unit 3	3. MY Khan, Indian Financial system: Theory and Practice 4. Internet	5	1		
		4	Unit 3		5	1		
4.	October	1	Unit 3 and 4	1. Bharati Pathak, Indian Financial system 2. L.M. Bhole, Financial Markets and Institutions 3. MY Khan, Indian Financial system: Theory and Practice 4. Internet	5	1		
		2	Unit 4			1		
		3	Unit 5		5	1		
5.	November	1	Unit 5	1. Bharati Pathak, Indian Financial system 2. L.M. Bhole, Financial Markets and Institutions 3. MY Khan, Indian Financial system: Theory and Practice 4. Internet	5	1		
		2	Revision		5	1		

Teaching Plan for Summer Semester 2018-19

Name of the Teacher: Nikhini Athili

Course Name: B.Com. (H)

Paper Title: Financial Markets, Institutions and Financial Services

Semester/Year: V/III

S. No.	Month	Week No.	Unit/Topic	Resource/ References/ Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
1.	July	1 & 0.5	Unit 1	1. Bharati Pathak, Indian Financial system 2. L.M. Bhole, Financial Markets and Institutions 3. MY Khan, Indian Financial system: Theory and Practice 4. Internet	7	1		
2.	August	1	Unit 1 and Unit 2	1. Bharati Pathak, Indian Financial system	5	1		

		2	Unit 2	2. L.M. Bhole, Financial Markets and Institutions 3. MY Khan, Indian Financial system: Theory and Practice 4. Internet	5	1		
		3	Unit 2		5	1		
		4	Unit 2		5	1		
3.	September	1	Unit 2	1. Bharati Pathak, Indian Financial system 2. L.M. Bhole, Financial Markets and Institutions 3. MY Khan, Indian Financial system: Theory and Practice 4. Internet	5	1	Assignment (as per the direction of the University)	
		2	Unit 3		5	1		
		3	Unit 3		5	1		
		4	Unit 3		5	1		
4.	October	1	Unit 3 and 4	1. Bharati Pathak, Indian Financial system 2. L.M. Bhole, Financial Markets and Institutions 3. MY Khan, Indian Financial system: Theory and Practice 4. Internet	5	1		
		2	Unit 4			1		
		3	Unit 5		5	1		
5.	November	1	Unit 5	1. Bharati Pathak, Indian Financial system 2. L.M. Bhole, Financial Markets and Institutions 3. MY Khan, Indian Financial system: Theory and Practice 4. Internet	5	1		
		2	Revision		5	1		

Teaching Plan for Summer Semester 2019-20

Name of the Teacher: Nikhini Athili

Course Name: B.Com. (H)

Paper Title: Financial Markets, Institutions and Financial Services

Semester/Year: V/III

S. No.	Month	Week No.	Unit/Topic	Resource/ References/ Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
1.	July	1 & 0.5	Unit 1	1. Bharati Pathak, Indian Financial system 2. L.M. Bhole, Financial Markets and Institutions 3. MY Khan, Indian Financial system: Theory and Practice 4. Internet	7	1		
2.	August	1	Unit 1 and Unit 2	1. Bharati Pathak, Indian Financial system 2. L.M. Bhole, Financial Markets and Institutions 3. MY Khan, Indian Financial system: Theory and Practice 4. Internet	5	1		
		2	Unit 2		5	1		
		3	Unit 2		5	1		
		4	Unit 2		5	1		
3.	September	1	Unit 2	1. Bharati Pathak, Indian Financial system 2. L.M. Bhole, Financial Markets and Institutions 3. MY Khan, Indian Financial system: Theory and Practice 4. Internet	5	1	Assignment (as per the direction of the University)	
		2	Unit 3		5	1		
		3	Unit 3		5	1		
		4	Unit 3		5	1		
4.	October	1	Unit 3 and 4	1. Bharati Pathak, Indian Financial system 2. L.M. Bhole, Financial Markets and Institutions 3. MY Khan, Indian Financial system: Theory and Practice 4. Internet	5	1		
		2	Unit 4			1		
		3	Unit 5		5	1		
5.	November	1	Unit 5	1. Bharati Pathak, Indian Financial system	5	1		

		2	Revision	2. L.M. Bhole, Financial Markets and Institutions 3. MY Khan, Indian Financial system: Theory and Practice 4. Internet	5	1		
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Teaching Plan for Winter Semester 2016-17

Name of the Teacher: Nikhini Athili

Course Name: B. Com (h)

Paper Title: Computer Applications in Business

Semester/Year: 4th sem and 2nd year

S. No.	Month	Week No.	Unit/Topic	Resource/ References/ Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
1.	January	1,2,3 and 4	Unit I: Introduction, operating system and spreadsheet	1. H.C. Jain and H.N. Tiwari	24	Computer applications in business :		Discussions, lab exercises
				2. Sushila Madan		Computer applications in business :		
				3. Rajaraman V.		Computer applications in business :		
				4. Pradeep Sinha and Preeti Sinha		4		
				5. Eliason A.L.				
2.	February	1,2,3 and 4	Networking, word and spreadsheet	1. H.C. Jain and H.N. Tiwari	24	Computer applications in business :		Doubt handling
				2. Sushila Madan		Computer applications in business :		
				3. Rajaraman V.		4		
				4. Pradeep Sinha and Preeti Sinha				
				5. Eliason A.L.				
3.	March	1,2,3 and 4	Presentations, projects and data analysis in excel	1. H.C. Jain and H.N. Tiwari	18	Computer applications in business :	Workbook	Exercises

				2. Sushila Madan		Computer applications in business :		
				3. Rajaraman V.		4		
				4. Pradeep Sinha and Preeti Sinha				
				5. Eliason A.L.				
4.	April and	1,2,3 and 4	Database Management System	1. H.C. Jain and H.N. Tiwari	15	Computer applications in business :	Class Test	
				2. Sushila Madan		Computer applications in business :		
				3. Rajaraman V.		Computer applications in business :		
				4. Pradeep Sinha and Preeti Sinha		Computer applications in business :		
				5. Eliason A.L.		4 and class test		
5.	May		Final exams	1.				Practical lab
				2.				
				3.				
				4.				
				5.				

Teaching Plan for Winter Semester 2017-18

Name of the Teacher: Nikhini Athili

Course Name: B. Com (h)

Paper Title: Computer Applications in Business

Semester/Year: 4th sem and 2nd year

S. No.	Month	Week No.	Unit/Topic	Resource/ References/ Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
1.	January	1,2,3 and 4	Unit I: Introduction, operating system and spreadsheet	1. H.C. Jain and H.N. Tiwari	24	Computer applications in business :		Discussions, lab exercises
				2. Sushila Madan		Computer applications in business :		

				3. Rajaraman V.		Computer applications in business :		
				4. Pradeep Sinha and Preeti Sinha		4		
				5. Eliason A.L.				
2.	February	1,2,3 and 4	Networking, word and spreadsheet	1. H.C. Jain and H.N. Tiwari	24	Computer applications in business :		Doubt handling
				2. Sushila Madan		Computer applications in business :		
				3. Rajaraman V.		4		
				4. Pradeep Sinha and Preeti Sinha				
				5. Eliason A.L.				
3.	March	1,2,3 and 4	Presentations, projects and data analysis in excel	1. H.C. Jain and H.N. Tiwari	18	Computer applications in business :	Workbook	Exercises
				2. Sushila Madan		Computer applications in business :		
				3. Rajaraman V.		4		
				4. Pradeep Sinha and Preeti Sinha				
				5. Eliason A.L.				
4.	April and	1,2,3 and 4	Database Management System	1. H.C. Jain and H.N. Tiwari	15	Computer applications in business :	Class Test	
				2. Sushila Madan		Computer applications in business :		
				3. Rajaraman V.		Computer applications in business :		
				4. Pradeep Sinha and Preeti Sinha		Computer applications in business :		
				5. Eliason A.L.		4 and class test		
5.	May			1.				Practical lab

			Final exams	2.				
				3.				
				4.				
				5.				

Teaching Plan for Winter Semester 2018-19

Name of the Teacher: Nikhini Athili

Course Name: B. Com (h)

Paper Title: Computer Applications in Business

Semester/Year: 4th sem and 2nd year

S. No.	Month	Week No.	Unit/Topic	Resource/ References/ Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
1.	January	1,2,3 and 4	Unit I: Introduction, operating system and spreadsheet	1. H.C. Jain and H.N. Tiwari	24	Computer applications in business :		Discussions, lab exercises
				2. Sushila Madan		Computer applications in business :		
				3. Rajaraman V.		Computer applications in business :		
				4. Pradeep Sinha and Preeti Sinha		4		
				5. Eliason A.L.				
2.	February	1,2,3 and 4	Networking, word and spreadsheet	1. H.C. Jain and H.N. Tiwari	24	Computer applications in business :		Doubt handling
				2. Sushila Madan		Computer applications in business :		
				3. Rajaraman V.		4		
				4. Pradeep Sinha and Preeti Sinha				
				5. Eliason A.L.				
3.	March	1,2,3 and 4	Presentations, projects and data analysis in excel	1. H.C. Jain and H.N. Tiwari	18	Computer applications in business :	Workbook	Exercises

				2. Sushila Madan		Computer applications in business :		
				3. Rajaraman V.		4		
				4. Pradeep Sinha and Preeti Sinha				
				5. Eliason A.L.				
4.	April and	1,2,3 and 4	Database Management System	1. H.C. Jain and H.N. Tiwari	15	Computer applications in business :	Class Test	
				2. Sushila Madan		Computer applications in business :		
				3. Rajaraman V.		Computer applications in business :		
				4. Pradeep Sinha and Preeti Sinha		Computer applications in business :		
				5. Eliason A.L.		4 and class test		
5.	May		Final exams	1.				Practical lab
				2.				
				3.				
				4.				
				5.				

Teaching Plan Winter Semester 2020-21

Name of the Teacher: Nikhini Athili

Course Name: B. Com. (Hons)

Paper Title: Fundamental of Investments

Semester/Year: VI semester/3rd year

S. No.	Month	Week No.	Unit/Topic	Resource/References/Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
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1.	January	1	<p>Unit-I: The Investment Environment,</p> <p>The investment decision process. Types of Investment-Commodities, Real Estate and Financial Assets,</p> <p>The Indian securities market, the market participants and trading of securities, security market indices, sources of financial information.</p>	<p>3. Jones, C.P., Investment Analysis and Management. Wiley.</p> <p>4. Rustagi, R.P., Investment Management. Sultan Chand, New Delhi.</p> <p>5. Singh, Y.P. "Fundamentals of Investment Management". Galgotia Publications</p> <p>6. Tripathi, Vanita (2019), Fundamentals of Investments. Taxmann. Publications.</p> <p>7. Brealey, R. A., Myers, S. C., & Allen, F. (2006). Principles of corporate finance. New York, NY: McGraw-Hill/Irwin.</p> <p>8. www.nseindia.com</p> <p>9. www.bseindia.com</p> <p>10. www.sebi.gov.in</p> <p>11. www.rbi.gov.in</p>	5	1	N.A	<p>3) Documentaries/Movies per week along with discussions :</p> <ul style="list-style-type: none"> • Inside job • Overdose • I want Earth plus 5% • Gafla • The Big Short • Margin Call <p>4) Discussions about various contemporary topics in news</p> <p>5) Relating the topic going on the in the class with the practical knowledge</p>
		2	<p>Unit 1:</p> <p>Return and Risk: Concept, Calculation, Trade-of between return and risk,</p>	Same as above				

			Impact of taxes and inflation on return.		3+2	1		
		3	Unit-II: Bond Analysis: Bond Fundamentals, Estimating bond yields	Same as Above	1+4	1		
		4	Unit-II: Bond Analysis: Bond Valuation & Malkiel Theorems, bond risks and credit rating	Same as Above	4+1	1		
		February 1	Unit-III: Approaches to Equity Analysis: Fundamental Analysis	Same as Above	5	1		
		2	Unit-III: Approaches to Equity Analysis: Technical Analysis	Same as Above	5	1		

		3	Unit-III: Approaches to Equity Analysis: Efficient Market Hypothesis	Same as Above	5	1		
		4	Unit-III: Approaches to Equity Analysis: Valuation of Equity Shares using Dividend Discount model and P/E ratio model.	Same as Above	2+ 2+ 1	1	Test 1	Students are asked to make a virtual portfolios of 5 stocks and invest a virtual amount of INR 10 lakhs and analyse the same in the light of the topics covered in the class and various discussions around it. Revision of the earlier Chapters.
3.	March	1	Unit-IV: Portfolio Analysis and Financial Derivatives: Harry Markowitz model of Portfolio Analysis and Diversification	Same as Above	5	1		Discussion of previous years question papers

	2	Unit-IV: Portfolio Analysis and Financial Derivatives: CAPM model Portfolio Risk and Return	Same as Above	2+3	1		
	3	Mid Semester Break					
	4	Unit-IV: Portfolio Analysis and Financial Derivatives: Mutual Funds	Same as Above Additional: AMFI website	5	1	Test 2 from the syllabus covered	
April	1	Unit-IV: Portfolio Analysis and Financial Derivatives: Overview of Financial Derivatives- Forwards	Same as above	5	1		
		Unit-IV: Portfolio Analysis and	Same as Above	5	1		

		2	Financial Derivatives: Overview of Financial Derivatives- Futures and their trading and settlement				
		3	Unit-IV: Portfolio Analysis and Financial Derivatives: Overview of Financial Derivatives- Options	Same as Above	5	1	Discuss the application of excel in the topics covered week by week and small assignments on the same

		4	<p>Unit-V:</p> <p>Investor Protection Role of SEBI and stock exchanges in investor protection</p> <p>Investor grievances and their redressal system, insider trading, investors' education and awareness.</p>	<p>Same as above</p> <p>Additional: SEBI Act</p>	5	1		
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Teaching Plan for Winter Semester 2019-2020

Name of the Teacher: Nikhini Athili

Course Name: B. Com (Hons)

Paper Title: Business Mathematics

Semester/Year: 4th semester/2nd year

S. No.	Month	Week No.	Unit/Topic	Resource/References/Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
1.	January	1 st	<p>Unit I: Matrices and Determinants Definition and types of matrix, Algebra of matrices, Inverse of a matrix- Business Applications.</p> <p>Unit I: Matrices and Determinants Solution of system of linear equations using matrix inversion method and Cramer's Rule.</p>	1.Thukral, J.K. Business Mathematics. Mayur Publications.	5	1		
		2 nd		2. Kapoor, V.K. Business Mathematics, Theory & Applications. Sultan Chand & Sons	5	1		
		3 rd		3. Sharma, S.K. & Kaur, Gurmeet. Business Mathematics. Sultan Chand	5	1		

		4 th	<p>Unit I: Matrices and Determinants Leontief Input Output Model</p> <p>Unit II: Basic Calculus Mathematical functions and their types (linear, quadratic, polynomial, exponential, logarithmic and logistic function). Concepts of limit and continuity of a function.</p>		5	1		
2.	February	1 st	<p>Unit II: Basic Calculus Applied Maxima and Minima problems including effect of Tax on Monopolist's Optimum price and quantity, Economic Order Quantity.</p>	1.Thukral, J.K. Business Mathematics. Mayur Publications.	3	1	Internal assessment in the last week of February	
		2 nd	<p>Unit III: Advanced Calculus Partial Differentiation: Partial derivatives up to second order. Homogeneity of functions and Euler's theorem.</p>	2. Kapoor, V.K. Business Mathematics, Theory & Applications. Sultan Chand & Sons	5	1		
		3 rd	<p>Unit III: Advanced Calculus Total differentials. Differentiation of implicit functions with the help of total differentials.</p>	3. Sharma, S.K. & Kaur, Gurmeet. Business Mathematics. Sultan Chand	5	1		
		4 th	<p>Unit III: Advanced Calculus Maxima and Minima involving two variables – Applied optimization problems.</p> <p>Unit III: Advanced Calculus Constraint optimization problems using La grangean multiplier</p>		5	1		
					2			

			involving two variables having not more than one constraint.				
3.	March	1 st	Unit III: Advanced Calculus Integration: Standard forms & methods of integration- by substitution, by parts and by use of partial fractions. Definite integration. Finding areas in simple cases	1.Thukral, J.K. Business Mathematics. Mayur Publications.	3	1	
		2 nd	Unit III: Advanced Calculus Application of Integration to marginal analysis; Consumer's and Producer's Surplus. Rate of sales, The Learning Curve.	2. Kapoor, V.K. Business Mathematics, Theory & Applications. Sultan Chand & Sons 3. Sharma, S.K. & Kaur, Gurmeet. Business Mathematics. Sultan Chand	5	1	
		3 rd	Unit IV: Mathematics of Finance Rates of interest: nominal, effective and their inter-relationships in different compounding situations.		4	1	
		4 th	Mid semester break				
		5 th	Unit IV: Mathematics of Finance Compounding and discounting of a sum using different types of rates. Applications relating to Depreciation of assets and Equation of value.		4	1	
4.	April	1 st	Unit IV: Mathematics of Finance Types of annuities: ordinary, due deferred, continuous, perpetual.	1.Thukral, J.K. Business Mathematics. Mayur Publications.	5	1	Final assessment – Number 2

		2 nd	<p>Determination of future and present values using different types of rates of interest. Applications relating to Capital expenditure, Leasing, Valuation of simple loans and debentures, sinking fund.</p> <p>Unit V: Linear Programming Formulation of Linear programming problems (LPPs), Graphical solutions of LPPs. Cases of unique solutions, multiple optional solutions, unbounded solutions, infeasibility, and redundant constraints.</p>	<p>2. Kapoor, V.K. Business Mathematics, Theory & Applications. Sultan Chand & Sons</p> <p>3. Sharma, S.K. & Kaur, Gurmeet. Business Mathematics. Sultan Chand</p>	5	1		
		3 rd	<p>Unit V: Linear Programming Solution of LPPs by simplex method - maximization and minimization cases. Shadow prices of the resources, Identification of unique and multiple optimal solutions, unbounded solution, infeasibility and degeneracy.</p>		5	1		
		4 th	<p>Unit V: Linear Programming The dual problem: Formulation, relationship between Primal and Dual LPP, Primal and Dual solutions. Economic interpretation of the dual.</p>		5	1		

Teaching Plan for Summer Semester 2016-17

Name of the Teacher: Pankaj shah

Course Name: B. Com (H)

Paper Title: Management Accounting

Semester/Year: V

S. No.	Month	Week No.	Unit/Topic	Resource/ References/ Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
1.	July	4	Unit 1	1. M.N. Arora, Management Accounting	5	5		
				2.Khan and Jain, Managent Accounting				
				3.Maheshwari Mittal				
				4.DR.R.P Rustagi				
2.	August	1 to 4	Unit 4, 5	1. M.N. Arora, Management Accounting	20	5	Class Test 1	
				2.Khan and Jain, Managent Accounting				
				3.Maheshwari Mittal				
				4.DR.R.P Rustagi				
3.	September	1 to 4	Unit 5, 3	1. M.N. Arora, Management Accounting	20	5		
				2.Khan and Jain, Managent Accounting				
				3.Maheshwari Mittal				
				4.DR.R.P Rustagi				
4.	October	1 to 4	Unit 2, 3	1. M.N. Arora, Management Accounting	20	5	Class Test 2	
				2.Khan and Jain, Managent Accounting				
				3.Maheshwari Mittal				
				4.DR.R.P Rustagi				
5.	November	1 to 3	Unit 6	1. M.N. Arora, Management Accounting	20	5		
				2.Khan and Jain, Managent Accounting				
				3.Maheshwari Mittal				
				4.DR.R.P Rustagi				

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Teaching Plan for Winter Semester 2016-17

Name of the Teacher: Pankaj Shah

Course Name: B.Com (H)

Paper Title: COST ACCOUNTING

Semester/Year: IV

S. No.	Month	Week No.	Unit/Topic	Resource/ References/ Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
1.	January	1 to 4	Units 1, 2	1. M.N. Arora, Management Accounting	20	4		
				2.Khan and Jain, Managent Accounting				

S. No.	Month	Week No.	Unit/Topic	Resource/ References/ Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
				3.Maheshwari Mittal				
				4.DR.R.P Rustagi				
2.	February	1 to 4	Units 3, 4	1. M.N. Arora, Management Accounting	20	4	Class Test - 1	
				2.Khan and Jain, Managent Accounting				
				3.Maheshwari Mittal				
				4.DR.R.P Rustagi				
3.	March	1 to 5	Unit 4	1. M.N. Arora, Management Accounting	23	5	Class Test -2	
				2.Khan and Jain, Managent Accounting				
				3.Maheshwari Mittal				
				4.DR.R.P Rustagi				
4.	April	1to 4	Unit 4	1. M.N. Arora, Management Accounting	20	4	Class test -3	
				2.Khan and Jain, Managent Accounting				
				3.Maheshwari Mittal				
				4.DR.R.P Rustagi				

Teaching Plan for Summer Semester 2017-18

Name of the Teacher: Pankaj Shah

Course Name: B. Com (H)

Paper Title: Management Accounting

Semester/Year: V

S. No.	Month	Week No.	Unit/Topic	Resource/ References/ Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
1.	July	4	Unit 1	1. M.N. Arora, Management Accounting	5	5		
				2.Khan and Jain, Managent Accounting				
				3.Maheshwari Mittal				
				4.DR.R.P Rustagi				

2.	August	1 to 4	Unit 4, 5	1. M.N. Arora, Management Accounting	20	5	Class Test 1	
				2.Khan and Jain, Managent Accounting				
				3.Maheshwari Mittal				
				4.DR.R.P Rustagi				
3.	September	1 to 4	Unit 5, 3	1. M.N. Arora, Management Accounting	20	5		
				2.Khan and Jain, Managent Accounting				
				3.Maheshwari Mittal				
				4.DR.R.P Rustagi				
4.	October	1 to 4	Unit 2, 3	1. M.N. Arora, Management Accounting	20	5	Class Test 2	
				2.Khan and Jain, Managent Accounting				
				3.Maheshwari Mittal				
				4.DR.R.P Rustagi				
5.	November	1 to 3	Unit 6	1. M.N. Arora, Management Accounting	20	5	Revision Class Test 3	
				2.Khan and Jain, Managent Accounting				
				3.Maheshwari Mittal				
				4.DR.R.P Rustagi				

Teaching Plan for Summer Semester 2018-19

Name of the Teacher: Pankaj Shah

Course Name: B. Com (H)

Paper Title: Management Accounting

Semester/Year: V

S. No.	Month	Week No.	Unit/Topic	Resource/ References/ Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
1.	July	4	Unit 1	1. M.N. Arora, Management Accounting	5	5		
				2.Khan and Jain, Managent Accounting				
				3.Maheshwari Mittal				
				4.DR.R.P Rustagi				
2.	August	1 to 4	Unit 4, 5	1. M.N. Arora, Management Accounting	20	5	Class Test 1	
				2.Khan and Jain, Managent Accounting				
				3.Maheshwari Mittal				
				4.DR.R.P Rustagi				
3.	September	1 to 4	Unit 5, 3	1. M.N. Arora, Management Accounting	20	5		
				2.Khan and Jain, Managent Accounting				
				3.Maheshwari Mittal				
				4.DR.R.P Rustagi				
4.	October	1 to 4	Unit 2, 3	1. M.N. Arora, Management Accounting	20	5	Class Test 2	
				2.Khan and Jain, Managent Accounting				
				3.Maheshwari Mittal				
				4.DR.R.P Rustagi				
5.	November	1 to 3	Unit 6	1. M.N. Arora, Management Accounting	20	5	Rivision Class Test 3	
				2.Khan and Jain, Managent Accounting				
				3.Maheshwari Mittal				
				4.DR.R.P Rustagi				

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Teaching Plan for Winter Semester 2018-19

Name of the Teacher: Pankaj Shah

Course Name: B.Com (H)

Paper Title: GST

Semester/Year: VI

S. No.	Month	Week No.	Unit/Topic	Resource/ References/ Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
1.	January	1.		Cgst Act 2020	5	1		

S. No.	Month	Week No.	Unit/Topic	Resource/ References/ Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
			Introduction to gst	GST by K.M. Bansal GST by VK Singhania				
		2.	Constitutional framework of indirect taxes before gst	Cgst Act 2020 GST by K.M. Bansal GST by VK Singhania	5	1		
		3.	Concept of VAT: Meaning, variants and methods rationale of gst, structure, gst council	Cgst Act 2020 GST by K.M. Bansal GST by VK Singhania	5	1		
		4.	Registration under gst	Cgst Act 2020 GST by K.M. Bansal GST by VK Singhania	5	1		
					5	1		
	Feburary	1.	Reverse charge mechanism	CGST Act 2020 GST by K.M. Bansal GST by VK Singhania	5			
		2.	Composition Scheme under GST	CGST Act 2020	5			
		3.	Exemptions under gst, Place of supply	GST by K.M. Bansal GST by VK Singhania	5			
		4.	Place of supply	IGST Act 2020 Icai study material	5			
	March	1.	Time of supply		5			
				GST by K.M. Bansal CGST Act 2020				
			Time of supply	GST by K.M. Bansal	5			

S. No.	Month	Week No.	Unit/Topic	Resource/ References/ Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
		2.		GST by VK Singhania				
		3.	Value of supply	CGST Act 2020				
				GST by K.M. Bansal				
				GST by VK Singhania	5	1		
	April	1.	Input tax credit	CGST Act 2020	5	1	IA was conducted for the syllabus covered till march 3 rd week	
GST by K.M. Bansal								
GST by VK Singhania					1			
		2.	Input tax credit, Payment of taxes	CGST Act 2020	5			
GST by K.M. Bansal								
		3.	Refund, job work, special provisions under gst	GST by VK Singhania				
CGST Act 2020				5	1			
GST by K.M. Bansal GST by VK Singhania								
		4.	Customs law	Customs Law Bare Act	5	1		

Teaching Plan for Summer Semester 2019-20

Name of the Teacher: Pankaj Shah

Course Name: B. Com (H)

Paper Title: Management Accounting

Semester/Year: V

S. No.	Month	Week No.	Unit/Topic	Resource/ References/ Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
1.	July	4	Unit 1	1. M.N. Arora, Management Accounting	5	5		
				2.Khan and Jain, Managent Accounting				
				3.Maheshwari Mittal				
				4.DR.R.P Rustagi				
2.	August	1 to 4	Unit 4, 5	1. M.N. Arora, Management Accounting	20	5	Class Test 1	
				2.Khan and Jain, Managent Accounting				
				3.Maheshwari Mittal				
				4.DR.R.P Rustagi				
3.	September	1 to 4	Unit 5, 3	1. M.N. Arora, Management Accounting	20	5		
				2.Khan and Jain, Managent Accounting				
				3.Maheshwari Mittal				
				4.DR.R.P Rustagi				
4.	October	1 to 4	Unit 2, 3	1. M.N. Arora, Management Accounting	20	5	Class Test 2	
				2.Khan and Jain, Managent Accounting				
				3.Maheshwari Mittal				
				4.DR.R.P Rustagi				
5.	November	1 to 3	Unit 6	1. M.N. Arora, Management Accounting	20	5	Revision Class Test 3	

				2.Khan and Jain, Managent Accounting				
				3.Maheshwari Mittal				
				4.DR.R.P Rustagi				

Teaching Plan for Winter Semester 2019-20

Name of the Teacher: Pankaj Shah

Course Name: B.Com (H)

Paper Title: GST

Semester/Year: VI

S. No.	Month	Week No.	Unit/Topic	Resource/ References/ Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)				
1.	January	1.	Introduction to gst	Cgst Act 2020	5	1						
				GST by K.M. Bansal								
				GST by VK Singhania								
		2.	Constitutional framework of indirect taxes before gst	Cgst Act 2020	5	1						
				GST by K.M. Bansal GST by VK Singhania								
		3.	Concept of VAT: Meaning, variants and methods rationale of gst, structure, gst council	Cgst Act 2020	5	1						
				GST by K.M. Bansal								
				GST by VK Singhania								
		4.	Registration under gst	Cgst Act 2020	5	1						
				GST by K.M. Bansal								
				GST by VK Singhania								
					5	1						
	Feburary	1.	Reverse charge mechanism	CGST Act 2020								
				GST by K.M. Bansal								
				GST by VK Singhania	5							
		2.	Composition Scheme under GST	CGST Act 2020	5							
		3.	Exemptions under gst, Place of supply	GST by K.M. Bansal	5							
				GST by VK Singhania								
		4.	Place of supply	IGST Act 2020	5							
				Icai study material								
			March	1.	Time of supply				5			

S. No.	Month	Week No.	Unit/Topic	Resource/ References/ Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
				GST by K.M. Bansal CGST Act 2020				
		2.	Time of supply	GST by K.M. Bansal GST by VK Singhania	5			
		3.	Value of supply	CGST Act 2020 GST by K.M. Bansal GST by VK Singhania	5	1		
	April	1.	Input tax credit	CGST Act 2020 GST by K.M. Bansal GST by VK Singhania	5	1	IA was conducted for the syllabus covered till march 3 rd week	
		2.	Input tax credit, Payment of taxes	CGST Act 2020 GST by K.M. Bansal	5			
		3.	Refund, job work, special provisions under gst	GST by VK Singhania CGST Act 2020 GST by K.M. Bansal GST by VK Singhania	5	1		
		4.	Customs law	Customs Law Bare Act	5	1		

Teaching Plan for Summer Semester 2020-21

Name of the Teacher: Pankaj Shah

Course Name: B. Com (H)

Paper Title: Management Accounting

Semester/Year: V

S. No.	Month	Week No.	Unit/Topic	Resource/ References/ Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
1.	July	4	Unit 1	1. M.N. Arora, Management Accounting	5	5		
				2.Khan and Jain, Managent Accounting				
				3.Maheshwari Mittal				
				4.DR.R.P Rustagi				
2.	August	1 to 4	Unit 4, 5	1. M.N. Arora, Management Accounting	20	5	Class Test 1	
				2.Khan and Jain, Managent Accounting				
				3.Maheshwari Mittal				
				4.DR.R.P Rustagi				

3.	September	1 to 4	Unit 5, 3	1. M.N. Arora, Management Accounting	20	5		
				2.Khan and Jain, Managent Accounting				
				3.Maheshwari Mittal				
				4.DR.R.P Rustagi				
4.	October	1 to 4	Unit 2, 3	1. M.N. Arora, Management Accounting	20	5	Class Test 2	
				2.Khan and Jain, Managent Accounting				
				3.Maheshwari Mittal				
				4.DR.R.P Rustagi				
5.	November	1 to 3	Unit 6	1. M.N. Arora, Management Accounting	20	5	Rivision Class Test 3	
				2.Khan and Jain, Managent Accounting				
				3.Maheshwari Mittal				
				4.DR.R.P Rustagi				

Teaching Plan for Summer Semester 2017-18

Name of the Teacher: PINKY KUMARI

Course Name: B.COM(H)

Paper Title: BUSINESS LAW

Semester/Year: 1ST SEMESTER/1st year

S. No.	Month	Week No.	Unit/Topic	Resource/ References/ Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
1.	AUGUST	1 Unit 1	Introduction	1. Business Law (S.k Aggarwal) 2. Business law by B K Goyal & Kinneri Jain	2	1		
			Ch: Offer & acceptance		3			
		2	Ch: Capacity to Contract		3	1		
			Ch: Free Consent		2	1		
		3	Ch: Free Consent		2			
			Ch: Consideration		2			
		4	Ch: Consideration		1	1		
			Ch: Legality of Object & Consideration		2			
2.	SEP	1	Ch: Expressly Declared void agreement	1. Business Law (S.k Aggarwal) 2. Business law by B K Goyal & Kinneri Jain	2	1	Assignment	
			Ch: Contingent contract		1			
			Ch : Quasi contract		1	1		
			Ch: Discharge of contract		2			
		2	Ch: Remedies for breach of contract		3	1		
			Ch: Indemnity & Guarantee		1			
		2	Ch: Indemnity & Guarantee		2	1		

S. No.	Month	Week No.	Unit/Topic	Resource/ References/ Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
		3	Ch: Bailment		4			
		5	Ch: Bailment		1	1		
			Ch: Agency		4			
3.	OCT	1 UNIT 2	Ch: Introduction to sales of Goods Act	1. Business Law (S.k Aggarwal)	2	0	Test	
			Ch: Performance of contract	2. Business law by B K Goyal & Kinneri Jain	2	1		
		2	Ch: Transfer of Property		2	1		
			Ch: Condition & Warranties		2			
			Ch: Remedies for breach		1			
		3 Unit 3	Ch: Remedies for breach		1	1		
			LLP Act		2			
		4	LLP Act		5	1		
4.	NOV	1 UNIT 4	LLP Act	1. Business Law (S.k Aggarwal)	4	1	Test	
			IT Act, 2000		1			
		2	IT Act, 2000	2. Business law by B K Goyal & Kinneri Jain	5			

Teaching Plan for Summer Semester 2017-18

Name of the Teacher: PINKY KUMARI

Course Name: B.COM(H)

Paper Title: MANAGEMENT PRINCIPLES & APPLICATION

Semester/Year: 3RD SEMESTER/2nd year

S. No.	Month	Week No.	Unit/Topic	Resource/ References/ Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)	
1.	AUG	1	Ch1: Introduction, trends & challenges	<ol style="list-style-type: none"> 1. The Ideas of Frederick W. Taylor: An Evaluation [Author(s): Edwin A. Locke] 2. The foundations of Henri Fayol's administrative theory [Daniel A Wren] 3. The Behavioral Sciences in Management Education [Author(s): Mason Haire] 4. NBER working paper on use of behavioural approach on virgin atlantic 5. From Human Relations to Organizational Behavior: Reflections on the Changing Scene [Author(s): William Foote Whyte, Source: ILR Review, Vol. 40] 	3	1	Presentation	<ol style="list-style-type: none"> 1. Group discussion on management theories 2. Case study on management approaches 	
		UNIT 1	2		Management theories	4			1
		3	Management theories		5	1			
		4	Basics of Planning & strategic planning		3				
2.	SEP	1	Decision making- DSS, MIS, Rationality in DM	<ol style="list-style-type: none"> 1. Organization Theory: An Overview and an Appraisal [Author(s): William G. Scott, Source: The Journal of the Academy of Management] 	5	1	Presentation	Presentation on strategies Presentation on organization structure	
		UNIT 2	Competitor analysis		1	1			

Teaching Plan for Winter Semester 2017-18

Name of the Teacher: PINKY KUMARI

Course Name: B.COM(H)

Paper Title: INDUSTRIAL RELATION & LABOR LAW

Semester/Year: 6TH SEM/3RD YEAR

S. No.	Month	Week No.	Unit/Topic	Resource/ References/ Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
1.	JAN	1	Concept of IR	1. Global evolution of IR [Author: Bruce E Kauffman] 2. Paradigm in IR: Original, Modern and versions in between ; Bruce E kauffman 3. The development of neo-classical tradition in labor economics [Author: G Boyers & R Smith] 4. India, the ILO and the Quest for Social Justice since 1919, Gerry Rodgers 5. World Trade and workers rights; Rohini Hensman 6. Industrial Relation and Globalization: challenges for employer and their organization ; David Mcdonald	2	1	Assignment	Group discussion on impact of globalization on IR
			Approaches to IR		3			
		2	Approaches to IR		3	1		
			IR Model of changing power dynamic		2			
		3	Objectives of IR		1	1		
			Role of state in IR		2			
			Attitude of judiciary		2			
		4	Globalization and the WTO Regime		2	1		
			Disinvestment, privatization		2			
		2.	FEB		1	Evolution of IR in India		
2	Trade Union & Employers' organization			2		1		
	HRM and IR			2				
	Role of ILO in IR			2				
3	International Dimensions of IR			3	1			

Teaching Plan for Summer Semester 2018-19

Name of the Teacher: PINKY KUMARI

Course Name: B.COM(H)

Paper Title: MANAGEMENT PRINCIPLES & APPLICATION

Semester/Year: 3RD SEM/ 2ND YEAR

S. No.	Month	Week No.	Unit/Topic	Resource/ References/ Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
1.	JULY	1 UNIT 1	Ch1: Introduction, trends & challenges	1. The Ideas of Frederick W. Taylor: An Evaluation [Author(s): Edwin A. Locke]	5	1	-	
2.	AUG	1	Management theories	2. The foundations of Henri Fayol's administrative theory [Daniel A Wren]	5	1	Presentation	1. Presentation on Management theories 2. Documentary on Ford Assembly line Production and classical theories 3. Case study on behavioural approach 4. Case study on BPR
		2	Contemporary management theories		5	1		
		3 UNIT 2	Planning- Basic & strategic planning	3. The Behavioral Sciences in Management Education [Author(s): Mason Haire]	5	1		
		4	Types of Strategies	4. NBER working paper on use of behavioural approach on virgin atlantic	2			
				5. From Human Relations to Organizational Behavior: Reflections on the Changing Scene [Author(s): William Foote Whyte, Source: ILR Review, Vol. 40]				
3.	SEP	1	Types of Strategies	1. Organization Theory: An Overview and an Appraisal [Author(s): William G. Scott, Source: The Journal of the Academy of Management] 2. The History and Status of General Systems Theory Author(s): Ludwig	3	1	Presentation	1. Case study on 5 force Analysis in telecom sector 2. Role play on challenges in Group DM 3. Case study on suitability of organization structure
		2	Decision making- basic, steps, types, rationality and heuristics in DM		5	1		
		3 UNIT 3	Organising- principles and formal & informal organising		4	1		
		4	Organization structure		4	1		

S. No.	Month	Week No.	Unit/Topic	Resource/ References/ Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
				Von Bertalanffy Source: The Academy of Management Journal 3. Bounded Rationality and Organizational Learning Author(s): Herbert A. Simo; Source: Organization Science, Vol. 2				
4.	OCT	1 UNIT	Communication, Staffing	1. Organizations and Markets [Author(s): Herbert A. Simon; Source: The Journal of Economic Perspectives] 2. The social psychology of organization [Author: D Katz and R Kahn]	5	1	Presentation	1. Case study on barriers in effective communication 2. Role play on types of power exercised by a leader 3. Case study on motivation 4. Case study on leadership style
		4	Motivation- basic and its theories		4	1		
		3	Motivation theories and Basic of leadership		4	1		
		4	Theories of leadership		5	1		
5.	NOV	2 UNIT	Controlling- Meaning, principles & techniques		8	1	Presentation Test	1. Case study on RoI, PERT & CPM as controlling techniques
		5						

Teaching Plan for Winter Semester 2018-19

Name of the Teacher: PINKY KUMARI

Course Name: B.COM(H)

Paper Title: COMPUTER APPLICATION IN BUSINESS (CAB)

Semester/Year: 4TH SEM/2ND YEAR

S. No.	Month	Week No.	Unit/Topic	Resource/ References/ Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
1.	JAN	1	MS EXCEL- Basic Formulas	1. Computer Application in Business by H N Tiwari	5	NO TUTORIALS OF CAB	Workbook on basic formulas	
		2	MS EXCEL- Basic Formulas	2. Computer Application in Business by Sumati Arora	5			
		3	Loan Amortization schedule		5			
		4	Payroll Accounting		3			
2.	FEB	1	Payroll Accounting	1. Computer Application in Business by H N Tiwari	5		Test on payroll accounting	
		2	Depreciation schedule	2. Computer Application in Business by Sumati Arora	4			
		3	Depreciation schedule		5			
		4	What if functions/goal seek		4			
3.	MARCH	1	Statistical function	1. Computer Application in Business by H N Tiwari	5			
		2	Basics of computer & Networking	2. Computer Application in Business by Sumati Arora	5			
		4	DBMS- Introduction		5			
				4.				
				5.				
4.	APRIL	1	Creating a table & query	1. Computer Application in Business by H N Tiwari	4		Test on depreciation	

Teaching Plan for Summer Semester 2019-20

Name of the Teacher: PINKY KUMARI

Course Name: B.COM(H)

Paper Title: MANAGEMENT PRINCIPLES & APPLICATION

Semester/Year: 3RD SEM/2ND YEAR

S. No.	Month	Week No.	Unit/Topic	Resource/ References/ Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
1.	JULY	1	Ch1: Introduction, trends & challenges UNIT 1	1. The Ideas of Frederick W. Taylor: An Evaluation [Author(s): Edwin A. Locke] 2. The foundations of Henri Fayol's administrative theory [Daniel A Wren]	5	1	-	
2.	AUG	1	Management theories	3. The Behavioral Sciences in Management Education [Author(s): Mason Haire] 4. NBER working paper on use of behavioural approach on virgin atlantic 5. From Human Relations to Organizational Behavior: Reflections on the Changing Scene [Author(s): William Foote Whyte, Source: ILR Review, Vol. 40]	5	1	Presentation	1. Presentation on Management theories 2. Documentary on Ford Assembly line Production and classical theories 3. Case study on behavioural approach 4. Case study on BPR
		2	Contemporary management theories		5	1		
		3	Planning- Basic & strategic planning		5	1		
		4	Types of Strategies		2			
3.	SEP	1	Types of Strategies	1. Organization Theory: An Overview and an Appraisal [Author(s): William G. Scott, Source: The Journal of the Academy of Management] 2. The History and Status of General Systems Theory Author(s): Ludwig	3	1	Presentation	1. Case study on 5 force Analysis in telecom sector 2. Role play on challenges in Group DM 3. Case study on suitability of
		2	Decision making- basic, steps, types, rationality and heuristics in DM		5	1		
		UNIT 3	Organising- principles and formal & informal organising		1	1		

S. No.	Month	Week No.	Unit/Topic	Resource/ References/ Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
				Von BertalanffySource: The Academy of Management Journal				organization structure
		4	Organization structure	1. Bounded Rationality and Organizational Learning Author(s): Herbert A. Simo; Source: Organization Science, Vol. 2		1		
4.	OCT	1 UNIT 4	Communication, Staffing	1. Organizations and Markets [Author(s): Herbert A. Simon; Source: The Journal of Economic Perspectives] 2. The social psychology of organization [Author: D Katz and R Kahn]	5	1	Presentation, MCQ	1. Video on barrier of communication 2. Case study on barriers in effective communication 3. Role play on types of power exercised by a leader 4. Case study on motivation 5. Case study on leadership style
		2	Motivation- basic and its theories		4	1		
		3	Motivation theories and Basic of leadership		4	1		
		4	Theories of leadership		5	1		
5.	NOV	2 UNIT 5	Controlling- Meaning, principles & techniques		8	1	Presentation Test	Case study on RoI, PERT & CPM as controlling techniques

Teaching Plan for Winter Semester 2019-20

Name of the Teacher: PINKY KUMARI

Course Name: B.COM(H)

Paper Title: COMPUTER APPLICATION & BUSINESS

Semester/Year: 4TH SEM/2ND YEAR

S. No.	Month	Week No.	Unit/Topic	Resource/ References/ Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
1.	JAN	1	MS EXCEL- Basic Formulas	3. Computer Application in Business by H N Tiwari 4. Computer Application in Business by Sumati Arora	5	NO TUTS OF CAB	Workbook on basic formulas	
		2	MS EXCEL- Basic Formulas		5			
		3	Loan Amortization schedule		5			
		4	Payroll Accounting					
2.	FEB	1	Payroll Accounting	1. Computer Application in Business by H N Tiwari 2. Computer Application in Business by Sumati Arora	5		Test on payroll accounting	
		2	Depreciation schedule		4			
		3	Depreciation schedule		5			
		4	What if functions/goal seek		4			
3.	MARCH	1	Statistical function	1. Computer Application in Business by H N Tiwari 2. Computer Application in Business by Sumati Arora	5			
		3	Basics of computer & Networking		5			
		4	DBMS- Introduction		5			
4.	APRIL	1	Creating a table & query	1. Computer Application in Business by H N Tiwari	5		Test on depreciation	

S. No.	Month	Week No.	Unit/Topic	Resource/ References/ Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
		2	Creating a relationship, form & report	2. Computer Application in Business by Sumati Arora	5			
		3	Creating a relationship, form & report		5			
		4	Mail merge and MS word & Powerpoint		3			
5.	MAY	2	Mail merge and MS word & Powerpoint	1. Computer Application in Business by H N Tiwari 2. Computer Application in Business by Sumati Arora	8		Test of entire syllabus	

Teaching Plan for Summer Semester 2020-21

Name of the Teacher: PINKY KUMARI

Course Name: B.COM (H)

Paper Title: BUSINESS LAW

Semester/Year: 1ST SEM/1ST YEAR

S. No.	Month	Week No.	Unit/Topic	Resource/ References/ Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)					
1.	NOV	1 UNIT 1	Introduction	1. Business law by S K Aggarwal 2. Business law by B K Goyal & Kinneri Jain 3. Business Law by Rajni Jagota	5	1							
			Nature & type of Contract										
			Offer & acceptance										
2.	DEC	1	Offer & acceptance;	1. Business law by S K Aggarwal 2. Business law by B K Goyal & Kinneri Jain 3. Business Law by Rajni Jagota	2	1	Test						
			Capacity to contract		3								
		2	Free Consent		5	1							
		3	Consideration		3	1							
			Legality of object & consideration		2								
		4	Expressly declared void agreements		3	1							
			Discharge of contract		3								
		3.	JAN		1	Remedies for breach of contract			1. Business law by S K Aggarwal 2. Business law by B K Goyal & Kinneri Jain 3. Business Law by Rajni Jagota	3	2	Assignment	
						Indemnity & Guarantee				2			
2	Guarantee			2	2								
	Bailment			3									

S. No.	Month	Week No.	Unit/Topic	Resource/ References/ Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
		3	Pledge	2. Business law by B K Goyal & Kinneri Jain 3. Business Law by Rajni Jagota	1	2		
			Agency		4			
		4	Quasi contract		2	0		
		UNIT 2	Introduction to sales of goods act		2			
4.	FEB	1	Condition & warranty	1. Business law by S K Aggarwal 2. Business law by B K Goyal & Kinneri Jain 3. Business Law by Rajni Jagota	3	1	Assignment	
			Performance of contract		2			
		2	Transfer of property		2	2		
			Remedies for breach		3			
		3	LLP Act,2008		5	2		
		UNIT 3						
		4	LLP Act, 2008	4				
5.	MARCH	1	IT ACT, 2000	1. Business law by S K Aggarwal 2. Business law by B K Goyal & Kinneri Jain 3. Business Law by Rajni Jagota	5	1		
		Unit 4						

Teaching Plan for Summer Semester 2016-17

Name of the Teacher: Poonam

Course Name: B. Com (H)

Paper Title: Management Accounting

Semester/Year: V

S. No.	Month	Week No.	Unit/Topic	Resource/ References/ Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
1.	July	4	Unit 1	1. M.N. Arora, Management Accounting	10	6		
				2.Khan and Jain, Managent Accounting				
				3.				
				4.				
				5.				
2.	August	1 to 4	Unit 4, 5	1. M.N. Arora, Management Accounting	36	28	Class Test 1	
				2.Khan and Jain, Managent Accounting				
				3.				
				4.				
				5.				
3.	September	1 to 4	Unit 5, 3	1. M.N. Arora, Management Accounting	36	28		
				2.Khan and Jain, Managent Accounting				
				3.				
				4.				
				5.				
4.	October	1 to 4	Unit 2, 3	1. M.N. Arora, Management Accounting	26	22	Class Test 2	
				2.Khan and Jain, Managent Accounting				
				3.				
				4.				
				5.				
5.	November	1 to 3	Unit 6	1. M.N. Arora, Management Accounting	22	20	Rivision Class Test 3	
				2.Khan and Jain, Managent Accounting				
				3.				
				4.				

				5.				
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Teaching Plan for Winter Semester 2016-17

Name of the Teacher: Poonam
Course Name: B.Com (H)
Paper Title: Bussiness Mathematics
Semester/Year: IV

S. No.	Month	Week No.	Unit/Topic	Resource/ References/ Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
1.	January	1 to 4	Units 1, 5	1. J.K Thukral, Mathematics for Business Studies	38	30		
				2. N.D Vohra, Quantitative Technique in Management				

S. No.	Month	Week No.	Unit/Topic	Resource/ References/ Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
				3.				
				4.				
				5.				
2.	February	1 to 4	Units 5, 2	1. J.K Thukral, Mathematics for Business Studies	34	22	Class Test - 1	
				2. N.D Vohra, Quantitative Technique in Management				
				3.				
				4.				
3.	March	1 to 4	Unit 3	1. J.K Thukral, Mathematics for Business Studies	28	24	Class Test -2	
				2. J. K. Singh, Business Mathematics				
				3.				
				4.				
				5.				
4.	April	1to 4	Unit 4	1. J.K Thukral, Mathematics for Business Studies	32	22	Class test -3	
				2. J. K. Singh, Business Mathematics				
				3.				
				4.				
				5.				
				2.				

Teaching Plan for Summer Semester 2017-18

Name of the Teacher: Poonam

Course Name: B. Com (H)

Paper Title: Management Accounting

Semester/Year: V

S. No.	Month	Week No.	Unit/Topic	Resource/ References/ Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
1.	July	4	Unit 1	1. M.N. Arora, Management Accounting	10	6		
				2.Khan and Jain, Managent Accounting				
				3.				
				4.				
				5.				

2.	August	1 to 4	Unit 4, 5	1. M.N. Arora, Management Accounting	36	28	Class Test 1	
				2.Khan and Jain, Managent Accounting				
				3.				
				4.				
				5.				
3.	September	1 to 4	Unit 5, 3	1. M.N. Arora, Management Accounting	36	28		
				2.Khan and Jain, Managent Accounting				
				3.				
				4.				
				5.				
4.	October	1 to 4	Unit 2, 3	1. M.N. Arora, Management Accounting	26	22	Class Test 2	
				2.Khan and Jain, Managent Accounting				
				3.				
				4.				
				5.				
5.	November	1 to 3	Unit 6	1. M.N. Arora, Management Accounting	22	20	Revision Class Test 3	
				2.Khan and Jain, Managent Accounting				
				3.				
				4.				
				5.				

Teaching Plan for Winter Semester 2017-18

Name of the Teacher: Poonam

Course Name: B.Com (H)

Paper Title: Bussiness Mathematics

Semester/Year: IV

S. No.	Month	Week No.	Unit/Topic	Resource/ References/ Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
1.	January	1 to 4	Units 1, 5	1. J.K Thukral, Mathematics for Business Studies	38	30		
				2. N.D Vohra, Quantitative Technique in Management				
				3.				
				4.				
				5.				
2.	February	1 to 4	Units 5, 2	1. J.K Thukral, Mathematics for Business Studies	34	22	Class Test - 1	
				2. N.D Vohra, Quantitative Technique in Management				
				3.				
				4				
3.	March	1 to 4	Unit 3	1. J.K Thukral, Mathematics for Business Studies	28	24	Class Test -2	
				2. J. K. Singh, Business Mathematics				
				3. P. Budnick, Applied Mathematics				
				4.				
				5.				
.4.	April	lto 4	Unit 4	1. J.K Thukral, Mathematics for Business Studies	32	22	Class test -3	
				2. J. K. Singh, Business Mathematics				
				3.				
				4.				

Teaching Plan for Summer Semester 2018-19

Name of the Teacher: Poonam

Course Name: B. Com (H)

Paper Title: Management Accounting

Semester/Year: V

S. No.	Month	Week No.	Unit/Topic	Resource/ References/ Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
1.	July	4	Unit 1	1. M.N. Arora, Management Accounting	10	6		
				2.Khan and Jain, Managent Accounting				
				3.				
				4.				
				5.				
2.	August	1 to 4	Unit 4, 5	1. M.N. Arora, Management Accounting	36	28	Class Test 1	
				2.Khan and Jain, Managent Accounting				
				3.				
				4.				
				5.				
3.	September	1 to 4	Unit 5, 3	1. M.N. Arora, Management Accounting	36	28		
				2.Khan and Jain, Managent Accounting				
				3.				
				4.				
				5.				
4.	October	1 to 4	Unit 2, 3	1. M.N. Arora, Management Accounting	26	22	Class Test 2	
				2.Khan and Jain, Managent Accounting				
				3.				
				4.				
				5.				
5.	November	1 to 3	Unit 6	1. M.N. Arora, Management Accounting	22	20	Revision Class Test 3	
				2.Khan and Jain, Managent Accounting				
				3.				
				4.				
				5.				

Teaching Plan for Winter Semester 2018-19

Name of the Teacher: Poonam

Course Name: B.Com (H)

Paper Title: Bussiness Mathematics

Semester/Year: IV

S. No.	Month	Week No.	Unit/Topic	Resource/ References/ Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
1.	January	1 to 4	Units 1, 5	1. J.K Thukral, Mathematics for Business Studies	38	30		
				2. N.D Vohra, Quantitative Technique in Management				
				3.				
				4.				
				5.				

S. No.	Month	Week No.	Unit/Topic	Resource/ References/ Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
2.	February	1 to 4	Units 5, 2	1. J.K Thukral, Mathematics for Business Studies	34	22	Class Test - 1	
				2. N.D Vohra, Quantitative Technique in Management				
				3.				
				4				
3.	March	1 to 4	Unit 3	1. J.K Thukral, Mathematics for Business Studies	28	24	Class Test -2	
				2. J. K. Singh, Business Mathematics				
				3. P. Budnick, Applied Mathematics				
				4.				
				5.				
4.	April	1to 4	Unit 4	1. J.K Thukral, Mathematics for Business Studies	32	22	Class test -3	
				2. J. K. Singh, Business Mathematics				
				3.				
				4.				

Teaching Plan for Summer Semester 2019-20

Name of the Teacher: Poonam

Course Name: B. Com (H)

Paper Title: Management Accounting

Semester/Year: V

S. No.	Month	Week No.	Unit/Topic	Resource/ References/ Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
1.	July	4	Unit 1	1. M.N. Arora, Management Accounting	10	6		
				2.Khan and Jain, Managent Accounting				
				3.				
				4.				
				5.				
2.	August	1 to 4	Unit 4, 5	1. M.N. Arora, Management Accounting	36	28	Class Test 1	
				2.Khan and Jain, Managent Accounting				
				3.				

				4.				
				5.				
3.	September	1 to 4	Unit 5, 3	1. M.N. Arora, Management Accounting	36	28		
				2.Khan and Jain, Managent Accounting				
				3.				
				4.				
				5.				
4.	October	1 to 4	Unit 2, 3	1. M.N. Arora, Management Accounting	26	22	Class Test 2	
				2.Khan and Jain, Managent Accounting				
				3.				
				4.				
				5.				
5.	November	1 to 3	Unit 6	1. M.N. Arora, Management Accounting	22	20	Rivision Class Test 3	
				2.Khan and Jain, Managent Accounting				
				3.				
				4.				
				5.				

Teaching Plan for Winter Semester 2019-20

Name of the Teacher: Poonam

Course Name: B.Com (H)

Paper Title: Bussiness Mathematics

Semester/Year: IV

S. No.	Month	Week No.	Unit/Topic	Resource/ References/ Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
1.	January	1 to 4	Units 1, 5	1. J.K Thukral, Mathematics for Business Studies	38	30		
				2. N.D Vohra, Quantitative Technique in Management				
				3.				
				4.				
				5.				
2.	February	1 to 4	Units 5, 2	1. J.K Thukral, Mathematics for Business Studies	34	22	Class Test - 1	
				2. N.D Vohra, Quantitative Technique in Management				
				3.				
				4				
3.	March	1 to 4	Unit 3	1. J.K Thukral, Mathematics for Business Studies	28	24	Class Test -2	
				2. J. K. Singh, Business Mathematics				
				3. P. Budnick, Applied Mathematics				
				4.				

S. No.	Month	Week No.	Unit/Topic	Resource/ References/ Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
				5.				
4.	April	1to 4	Unit 4	1. J.K Thukral, Mathematics for Business Studies	32	22	Class test -3	
				2. J. K. Singh, Business Mathematics				
				3.				
				4.				
				5.				
5.				1.				

Name of the Teacher: Poonam

Course Name: B. Com (H)

Paper Title: Management Accounting

Semester/Year: V

S. No.	Month	Week No.	Unit/Topic	Resource/ References/ Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
1.	July	4	Unit 1	1. M.N. Arora, Management Accounting	10	6		
				2.Khan and Jain, Managent Accounting				
				3.				
				4.				
				5.				
2.	August	1 to 4	Unit 4, 5	1. M.N. Arora, Management Accounting	36	28	Class Test 1	
				2.Khan and Jain, Managent Accounting				
				3.				
				4.				
				5.				
3.	September	1 to 4	Unit 5, 3	1. M.N. Arora, Management Accounting	36	28		
				2.Khan and Jain, Managent Accounting				
				3.				
				4.				
				5.				
4.	October	1 to 4	Unit 2, 3	1. M.N. Arora, Management Accounting	26	22	Class Test 2	
				2.Khan and Jain, Managent Accounting				
				3.				
				4.				
				5.				
5.	November	1 to 3	Unit 6	1. M.N. Arora, Management Accounting	22	20	Rivision Class Test 3	
				2.Khan and Jain, Managent Accounting				
				3.				
				4.				
				5.				

Teaching Plan for Winter Semester 2020-21

Name of the Teacher: Poonam

Course Name: B.Com (H)

Paper Title: Business Mathematics

Semester/Year: IV

S. No.	Month	Week No.	Unit/Topic	Resource/ References/ Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
1.	January	1 to 4	Units 1, 5	1. J.K Thukral, Mathematics for Business Studies	38	30		
				2. N.D Vohra, Quantitative Technique in Management				
				3.				
				4.				
				5.				
2.	February	1 to 4	Units 5, 2	1. J.K Thukral, Mathematics for Business Studies	34	22	Class Test - 1	
				2. N.D Vohra, Quantitative Technique in Management				
				3.				
				4				
3.	March	1 to 4	Unit 3	1. J.K Thukral, Mathematics for Business Studies	28	24	Class Test -2	
				2. J. K. Singh, Business Mathematics				
				3. P. Budnick, Applied Mathematics				
				4.				
				5.				
4.	April	1to 4	Unit 4	1. J.K Thukral, Mathematics for Business Studies	32	22	Class test -3	
				2. J. K. Singh, Business Mathematics				
				3.				

Teaching Plan for Winter Semester 2019-20

Name of the Teacher: Preeti Devi

Course Name: B.Com (H)

Paper Title: E- Filing

Semester/Year: IV/2nd year

S. No.	Month	Week No.	Unit/Topic	Resource/ References/ Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
1.	January	1	<p>Introduction to syllabus and objectives of course</p> <p>Unit-1:Conceptual Framework - Meaning of e-filing,</p> <p>Unit 1: Benefits and: Various steps involved in process of E-filing, How to access relevant notifications on website?</p>	<p>Singhania, Vinod K. and Singhania Monica. <i>Students' guide to Income Tax</i>. University Edition. Taxmann Publications Pvt Ltd., New Delhi. https://www.incometaxindiaefiling.gov.in/home ICAI Study material on Taxation (Link- https://www.icai.org/post.html?post_id=16945)</p>	5	NA	NA	Exploring Income tax website through virtual tour.
		2	Unit 1- limitations of E-	<p>Singhania, Vinod K. and Singhania Monica. <i>Students' guide to Income</i></p>	5	NA	NA	Discussion on relevant notifications and news related to Income Tax returns

S. No.	Month	Week No.	Unit/Topic	Resource/ References/ Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
			Filings, Difference between e filings and regular filing Unit 2: Income tax-Basic terminology Original returns, Belated returns, Loss Returns, Defective/ Incomplete Returns. Consequences of Late filing of returns. Practical workshops on ITR 1	<i>Tax</i> . University Edition. Taxmann Publications Pvt Ltd.,New Delhi. https://www.incometaxindiaefiling.gov.in/home ICAI Study material on Taxation (link- https://www.icai.org/post.html?post_id=16945)				Presentation by group of students on contemporary issues on Income Tax
		3	Unit 2: Section 139(1), Modes of Submission of returns, Electric Verification of Returns, Due date of	Singhania, Vinod K. and Singhania Monica. <i>Students' guide to Income Tax</i> . University Edition. Taxmann Publications Pvt Ltd.,New Delhi. https://www.incometaxindiaefiling.gov.in/home ICAI Study material on Taxation (link- https://www.icai.org/post.html?post_id=16945)	4	NA	NA	Discussion on relevant notifications and news related to Income Tax returns; Presentation by group of students on contemporary issues on Income Tax

S. No.	Month	Week No.	Unit/Topic	Resource/ References/ Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
			filing of returns Practical Workshop on ITR-2					
		4	Unit 2: Meaning of Assessment , Self-Assessment , Summary Assessment , Scrutiny Assessment , Best Judgment Assessment , Escaping Assessment Unit 2: Concept of Advance Tax and Self-Assessment tax, Meaning of PAN & TAN and their relevant provisions. Unit 2: Introduction to ITR-3 and ITR-4 (Singhania, Vinod K. and Singhania Monica. <i>Students' guide to Income Tax</i> . University Edition. Taxmann Publications Pvt Ltd., New Delhi. https://www.incometaxindiaefiling.gov.in/home Mahendra B. Gabhawala. <i>Direct Taxes Ready Reckoner with tax planning</i> . Bharat Law House Pvt. Ltd., New Delhi. ICAI Study material on Taxation (link- https://www.icai.org/post.html?post_id=16945)	5	NA	NA	E –filing of ITR-1 in completely online mode. Discussion on relevant notifications and news related to Income Tax returns; Presentation by group of students on contemporary issues on Income Tax

S. No.	Month	Week No.	Unit/Topic	Resource/ References/ Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
2.	February	1	<p>Unit 3: Concept of TDS and other related concepts, Sec 197 and 197A, Concept of advance tax, Calculation of advance tax, Detailed analysis of section 192.</p> <p>Unit 3: Practical questions related to deduction of TDS from Salary Income</p> <p>Unit 2: Practical Problems on ITR 4(Presumptive Business Income)</p>	<p>Singhania, Vinod K. and Singhania Monica. <i>Students' guide to Income Tax</i>. University Edition. Taxmann Publications Pvt Ltd., New Delhi. https://www.incometaxindiaefiling.gov.in/home</p> <p>Mahendra B. Gabhawala. <i>Direct Taxes Ready Reckoner with tax planning</i>. Bharat Law House Pvt. Ltd., New Delhi.</p> <p>ICAI Study material on Taxation (link- https://www.icai.org/post.html?post_id=16945)</p> <p>Excel Utility at E- Filing portal of income tax (www.incometaxindiaefiling.gov.in)</p>	5	NA	NA	Discussion on Budget 2020 (with focus on provisions related to tax)

S. No.	Month	Week No.	Unit/Topic	Resource/ References/ Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
		2	Unit 3: Other TDS Provisions- Sec. 192A, 193, 194, 194A, 194B, 194BB, 194D, 194DA, 194H, 194I, 194IB, 194IA, 194J, 194C, 194M, 194N. Unit 3: Practical Problems on deduction of TDS. Unit 2: Practical Problem on ITR-3(Business Income)	Singhania, Vinod K. and Singhania Monica. <i>Students' guide to Income Tax</i> . University Edition. Taxmann Publications Pvt Ltd., New Delhi. https://www.incometaxindiaefiling.gov.in/home ICAI Study material on Taxation (link- https://www.icai.org/post.html?post_id=16945)	5	NA	NA	Discussion on relevant notifications and news related to Income Tax returns; Presentation by group of students on contemporary issues of Income Tax
		3	Unit 3: Introduction to Various TDS returns forms - 24Q, 26Q, 27Q, 26QB, 26QC. Due	Singhania, Vinod K. and Singhania Monica. <i>Students' guide to Income Tax</i> . University Edition. Taxmann Publications Pvt Ltd., New Delhi. https://www.incometaxindiaefiling.gov.in/home Mahendra B. Gabhawala. <i>Direct Taxes Ready Reckoner with tax</i>	5	NA	NA	Discussion on relevant notifications and news related to Income Tax returns; Presentation by group of students on contemporary issues on Income Tax

S. No.	Month	Week No.	Unit/Topic	Resource/ References/ Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
			<p>dates of filing of TDS returns, Time of deposit of TDS, default in furnishing TDS returns Sec 234E, 271H, Exemptions from TDS</p> <p>Practical Workshop on ITR 3 (Business Income)</p>	<p><i>planning</i>. Bharat Law House Pvt. Ltd., New Delhi.</p> <p>ICAI Study material on Taxation (link- https://www.icai.org/post.html?post_id=16945)</p> <p>NSDL portal (https://www.tin-nsdl.com/)</p>				
		4	<p>Unit 3: TDS certificate- Form 26AS, Form 16, Form 16A, Form 16B, Form 16C, Form 16D, Form 13, Form 15G/15H</p> <p>Unit 2: Practical Workshop on ITR 3 (Business Income)</p>	<p>Singhania, Vinod K. and Singhania Monica. <i>Students' guide to Income Tax</i>. University Edition. Taxmann Publications Pvt Ltd., New Delhi. https://www.incometaxindiaefiling.gov.in/home</p> <p>Mahendra B. Gabhawala. <i>Direct Taxes Ready Reckoner with tax planning</i>. Bharat Law House Pvt. Ltd., New Delhi.</p> <p>ICAI Study material on Taxation (link- https://www.icai.org/post.html?post_id=16945)</p>	4	NA	NA	<p>Discussion on relevant notifications and news related to Income Tax returns;</p> <p>Presentation by group of students on contemporary issues on Income Tax</p>

S. No.	Month	Week No.	Unit/Topic	Resource/ References/ Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
				NSDL portal (https://www.tin-nsdl.com/)				
3.	March	1	Unit3: Introduction to NSDL portal Unit 2: Practical workshop on ITR 5 (Assessment of Firm)	Singhania, Vinod K. and Singhania Monica. <i>Students' guide to Income Tax</i> . University Edition. Taxmann Publications Pvt Ltd., New Delhi. https://www.incometaxindiaefiling.gov.in/home Mahendra B. Gabhawala. <i>Direct Taxes Ready Reckoner with tax planning</i> . Bharat Law House Pvt. Ltd., New Delhi. ICAI Study material on Taxation (link- https://www.icai.org/post.html?post_id=16945) NSDL portal (https://www.tin-nsdl.com/)	4	NA	NA	Discussion on relevant notifications and news related to Income Tax returns; Presentation by group of students on contemporary issues on Income Tax
MID SEMESTER BREAK								
		3	Unit 4: Introduction to GST, CGST, IGST, SGST Act, Taxes subsumed in GST, Pre-GST v/s GST, State Compensation Act, Unit 3: Practical workshop on TDS	ICAI Study material on Taxation (link- https://www.icai.org/post.html?post_id=16945) Singhania V. K., <i>GST & Customs Law</i> , Taxmann Publication. Bansal, K. M., <i>GST & Customs Law</i> , Taxmann Publication.	5	NA	1 st Internal Assessment (Unit 1 and Unit 3)	Discussion on relevant notifications and news related to Income Tax returns; Presentation by group of students on contemporary issues on Income Tax

S. No.	Month	Week No.	Unit/Topic	Resource/ References/ Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
			return 24Q (TDS on salary income)					
		4	Unit 4: GST Network, Concept of ITC, Utilization of ITC, Reverse Charge Mechanism , Registratio n, Compositio n Scheme. Unit 3: Practical Workshop on TDS return 26Q	ICAI Study material on Taxation (link- https://www.icai.org/post.html?post_id=16945) Singhania V. K , <i>GST & Customs Lax</i> , Taxmann Publication. Bansal, K. M., <i>GST & Customs Law</i> , Taxmann Publication.	5	NA		Discussion on relevant notifications and news related to Income Tax returns; Presentation by group of students on contemporary issues on Income Tax
4.	April	1	Unit 4: Payment of GST by Electronic Ledgers : Concept, Electronic cash Ledger, Electronic Credit	ICAI Study material on Taxation (link- https://www.icai.org/post.html?post_id=16945) Singhania V. K , <i>GST & Customs Lax</i> , Taxmann Publication. Bansal, K. M., <i>GST & Customs Law</i> , Taxmann Publication.	5	NA	2 nd Internal Assesment	Presentation by group of students on contemporary issues on Income Tax

S. No.	Month	Week No.	Unit/Topic	Resource/ References/ Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
			Ledger, Electronic Liability Ledger Person Liable to Pay GST, Due Dates of payment of GST, Interest on delayed payment of GST					
		2	Unit 4: Filing of GST returns- Concept and Process, Modes of Filing of GST returns, GSTR-1, GSTR-2, GSTR-3, GSTR-4, GSTR-9, GSTR-3B	ICAI Study material on Taxation (link- https://www.icai.org/post.html?post_id=16945) Singhania V. K , <i>GST & Customs</i> Lax, Taxmann Publication. Bansal, K. M., <i>GST & Customs</i> <i>Law</i> , Taxmann Publication.	5	NA		Presentation by group of students on contemporary issues on Income Tax

S. No.	Month	Week No.	Unit/Topic	Resource/ References/ Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
		3	Unit 4 Default and delay in furnishing GST returns, Interest/Penalty on defaults, Service Tax		5	NA	NA	
		4	Revision, Discussion on Previous Year papers, Doubts session		5	NA	NA	Discussion on attempting paper to be conducted in online mode to clarify students queries.
Interaction with students during preparatory leaves to clarify their doubts (Optional)								

Teaching Plan for Summer Semester 2020-21

Name of the Teacher: Preeti Devi

Course Name: B. COM(H)

Paper Title: Management principles and applications

Semester/Year: III / 2nd

S. No.	Month	Week No.	Unit/Topic	Resource/ References/ Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
1.	August	2	Introduction to subject and aim of the course Unit 1- Introduction Meaning and importance of management; Coordination mechanisms in organisations,	Robbins, Stephen P. and Coulter, Marray : <i>Management</i> . Printice hall Gupta, C,B. and Mathur, Shrutu: <i>Management Principles and applications</i> . MKM Publishers	5	1	NA	
		3	Unit 1- management as an eclectic modern discipline, Theory base of management- Classical, neo-classical and modern constructions of management;	Kumar, Pardeep. <i>Management : Principles and Applications</i> . JSR Publication House LP, Delhi.	5	1	NA	Case studies related to concepts done in class. Presentations delivered by students on neo classical and modern constructions of management
		4	Unit 1- Managerial functions, roles (Mintzberg), management levels and competencies.	Hill, Charles. W. L. and Mcshane, Steven L: <i>Principles of Management</i> . Mc Graw Hill	5	1	NA	Discussion of few case study based questions.
2.	Sep	1	Unit 2- Planning Organisational objective setting; Decision Making: environment	Mahajan, J.P. and Mahajan Anupama. <i>Management Principles</i>	5	1	NA	Disussion with students based on any real life example to identify different types of plans in the example discussed by any one of them.

S. No.	Month	Week No.	Unit/Topic	Resource/ References/ Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
			(certainty, risk, uncertainty), and techniques for individual and group decision-making;	<i>and applications.</i> Vikas Publications				
		2	Unit 2- Forecasting and Scheduling; Planning vis-à-vis Strategy- meaning, Business-level strategic planning.	Gupta, C,B. and Mathur, Shruti: <i>Management Principles and applications.</i> MKM Publishers Hill, Charles. W. L. and Mcshane, Steven L: <i>Principles of Management.</i> Mc Graw Hill	5	1	NA	Case studies related to concepts done in class
		3	Unit 2- elements of environment of business firm – micro (immediate), meso (intermediate e.g. industry), macro (domestic); Industry structure,	Hill, Charles. W. L. and Mcshane, Steven L: <i>Principles of Management.</i> Mc Graw Hill Kumar, Pardeep. <i>Management : Principles and Applications.</i> JSR Publication House LP, Delhi.	5	1		Presentations delivered by students
3.	Oct	4	Unit 3- Division of Labor; Decentralization and Delegation; Organisational forms (Mintzberg); Factors affecting	Kumar, Pardeep. <i>Management : Principles and Applications.</i> JSR Publication House LP, Delhi.	5	1	NA	

S. No.	Month	Week No.	Unit/Topic	Resource/ References/ Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
			organisational design;					
		1	Unit 3- Organising Departmentalization; Staffing as a function, Organisational structures and Organograms-traditional and modern	Gupta, C,B. and Mathur, Shruti: <i>Management Principles and applications</i> . MKM Publishers Robbins, Stephen P. and Coulter, Marry : <i>Management</i> . Printice hall	5	1	NA	
		2	Unit 3- comparative suitability and changes over time in organograms, formal- informal organisations' interface.	Kumar, Pardeep. <i>Management : Principles and Applications</i> . JSR Publication House LP, Delhi.	5	1	NA	Presentation by students on few topics from Unit 3
		3	Unit 4- Directing and Controlling Motivation- meaning, importance and factors affecting motivation	Gupta, C,B. and Mathur, Shruti: <i>Management Principles and applications</i> . MKM Publishers Hill, Charles. W. L. and Mcshane, Steven L: <i>Principles of Management</i> . Mc Graw Hill	5	1	1 st Internal assessment – Based on Unit 1and Unit 2	Case studies related to concepts done in class PPT on different theories of motivation
		4	Unit 4- Leadership – meaning, importance and factors affecting leadership, leadership styles, and followership	Robbins, Stephen P. and Coulter, Marry : <i>Management</i> . Printice hall Kumar, Pardeep. <i>Management : Principles and Applications</i> . JSR Publication House LP, Delhi.	5	1	NA	Case studies related to concepts done in class

S. No.	Month	Week No.	Unit/Topic	Resource/ References/ Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
4.	Nov	1	Unit4- Principles of controlling, relationship amongst planning, organizing, directing and controlling, Performing controlling function, Measures of controlling and accountability for performance.	Gupta, C,B. and Mathur, Shruti: <i>Management Principles and applications</i> . MKM Publishers	5	1	NA	
		2	Unit 5- Salient Developments and Contemporary Issues in Management Management challenges of the 21 st Century, Factors reshaping and redesigning management, Management challenges of the 21 st Century, Factors reshaping and redesigning management	Gupta, C,B. and Mathur, Shruti: <i>Management Principles and applications</i> . MKM Publishers	5	1	2 nd internal assessment – based on presentations given in class	
		3	Unit 5- internationalization ,Digitalization, Entrepreneurship & innovation, Values	Gupta, C,B. and Mathur, Shruti: <i>Management Principles and applications</i> . MKM Publishers	5	1	NA	

S. No.	Month	Week No.	Unit/Topic	Resource/ References/ Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
			& ethics, holistic purpose and measures of firm performance					
		4	Unit 5- Workplace diversity, Democracy and Sociocracy, Subaltern management ideas from India. Discussion of previous year papers.	Gupta, C,B. and Mathur, Shruti: <i>Management Principles and applications</i> . MKM Publishers	5	1	NA	Quoting real life examples of the concepts discussed in class

Teaching Plan for Winter Semester 2020-21

Name of the Teacher: Preeti Devi

Course Name: B.Com(H)

Paper Title: Goods and Services Tax and customs law

Semester/Year: VI/ 3rd year

S. No.	Month	Week No.	Unit/Topic	Resource/ References/ Recommended readings	No. of lectures (Tentative)	No. of Tutorials (Tentative)	Internal Assessment	Remarks
1.	January	1 2	Unit-1	GST BAR ACT: Constitutional framework of indirect taxes before GST is covered briefly	10	2		
		3.		GST BAR ACT: Provisions on Registration, emphasis should be laid on liability to register i.e. Section 22-27 along with Rule 10 need to be covered	5	1		
		4		GST BAR ACT: Provisions in respect of Amendment and Cancellation of Registration	5	1		
2.	February	1.	Unit-2 , Unit-3	GST BAR ACT: Levy and collection of GST	5	1		
		2.		GST BAR ACT: Levy and collection of GST	5	1		
		3.		GST BAR ACT : In respect of exemptions notified for services, the following areas are to be covered broadly (i.e. health, education, agriculture, law, renting of immovable property and transportation of passengers.) Bansal, K. M., GST & Customs Law, Taxmann Publication	5	1		
		4		GST BAR ACT : Input Tax Credit	5	1		
3.	March	1.	Unit-3, Unit-4	GST BAR ACT : Input Tax Credit	5	1		
		2		GST BAR ACT : Input Tax Credit	5	1		
		3		GST BAR ACT : Provisions of penalty in respect of following will be covered in detail- Late filing of return and delayed payment of tax. Provisions in respect of appeals to be discussed very briefly.	5	1		
				Mid-Sem break				

S. No	Month	Week No.	Unit/Topic	Resource/ References/ Recommended readings	No. of lectures (Tentative)	No. of Tutorials (Tentative)	Internal Assessment	Remarks
4.	April	1	Unit-5	CUSTOMS BAR ACT : Basic concepts in respect of following be covered in detail- Indian customs waters, Indian territorial waters, Exclusive economic zones, high seas & taxable event in case of import	5	1	Internal Assessment in the second week	
		2.		CUSTOMS BAR ACT : Types of custom duties to be covered- Basic customs duty, anti-dumping duty, safeguards duty & protective duty	5	1		
		3.		CUSTOMS BAR ACT : Valuation for Import duty (A practical question on computation of assessable value (customs value) based on transaction value maybe asked.) Baggage rules and exemptions	5	1		
		4.		Previous Years Papers Discussion	5	1		

Name of the Teacher: Prerana
Course Name: B.Com.(Hons.)
Paper Title: Human Resource Management
Semester/Year: 3rd semester/2nd year

S. No.	Month	Week No.	Unit/Topic	Resource/ References/Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
1.	July, 2017 (Classes begins from 20 th July, 2017)	3	Unit I: Human Resource Management Concept and functions; Role, status and competencies of HR manager; HR policies;	31. Mondy, A. W. and Noe, R. M., <i>Human Resource Management</i> , Pearson Education. 32. Decenzo, D.A. and Robbins, S. P., <i>Fundamentals of Human Resource Management</i> , Wiley, India. 33. Dessler, G. and Varkkey, B., <i>Human Resource Management</i> , Pearson Education, Delhi. 34. Chhabra, T.N., <i>Human Resource Management</i> , Dhanpat Rai & Co., Delhi. 35. Aswathappa, K., <i>Human Resource Management</i> , Tata McGraw-Hill, New Delhi. 36. French, W. L., <i>Human Resource Management</i> , Houghten Mifflin, Boston. 37. Gupta, C.B., <i>Human Resource Management</i> , Sultan Chand & Sons, Delhi. Rao, V. S. P., <i>Human Resource Management: Text and Cases</i> , Excel Books.	5	1		

***(Same references have been followed for all the units)**

		4	Unit I: Human Resource Management Evolution of HRM; Emerging challenges of human resource management - Workforce diversity, empowerment, downsizing		5	1		
2.	August	1	Unit I: Human Resource Management Emerging challenges of human resource management - VRS, work life balance. Unit II: Acquisition of Human Resource <p style="text-align: center;">12 Lectures</p> Human resource planning- Quantitative and qualitative dimensions;		5	1		
		2	Unit II: Acquisition of Human Resource <p style="text-align: center;">12 Lectures</p> Job analysis – Job description and job specification; Recruitment – concept and sources;		5	1		
		3	Unit II: Acquisition of Human Resource		5	1		

			<p style="text-align: center;">12 Lectures</p> <p>Selection – concept and process; Test and interview; Placement, induction and socialization; Retention.</p>				
		4	<p>Unit III: Training and Development Concept and importance; Role specific and competency based training; Training and development methods – Apprenticeship</p>		5	1	
3.	September, 2017	1	<p>Unit III: Training and Development Training and development methods –understudy, job rotation, vestibule training, case study, role playing, sensitivity training, In-basket, management games, conferences and seminars</p>		5	1	
		2	<p>Unit III: Training and Development Training and development methods -coaching and mentoring, management development programs; Training process outsourcing.</p>		5	1	
		3	<p>Unit IV: Performance Appraisal and Compensation</p>		5	1	

			Management Performance appraisal- Nature, objectives and process; Performance management; Methods of performance appraisal;				
		4	Unit IV: Performance Appraisal and Compensation Management Potential appraisal; Employee counselling; Job changes - Transfers and promotions, Human resource audit; Compensation - Concept and policies, Base and supplementary compensation		5	1	
4.	October (excluding the period of mid semester break; 30 th sept. to 6 th October,2017)	2	Unit IV: Performance Appraisal and Compensation Individual, group and organization incentive plans; Fringe benefits; Performance linked compensation; Employee stock option; Pay band compensation system; Job evaluation.		5	1	Internal assessment
		3	Unit V: Maintenance of employees and Emerging Horizons of HRM Employee health and safety; Employee welfare; Social security (excluding legal provisions);		5	1	

		4	Unit V: Maintenance of employees and Emerging Horizons of HRM Employer-employee relations- An overview; Grievance handling and redressal; Industrial disputes: Causes and settlement machinery; e-HRM		5	1		
5	November (Dispersal of classes-16 th Nov. 2017)	1	Unit V: Maintenance of employees and Emerging Horizons of HRM Human Resource Information System and e-HRM; Impact of HRM practices on organisational performance; HR audit, Contemporary issues in human resource management.		5	1		
		2	Discussion of problems and Revision		5	1		

Name of the Teacher: Prerana

Course Name: B.Com.(Hons.)

Paper Title: Auditing and Corporate Governance

Semester/Year: 6th semester/3rd year

1.	January ,2018	1	<p>Unit I: Auditing</p> <p style="text-align: right;">10</p> <p>Lectures Basic Principles and Techniques; Classification of Audit, Audit Planning, Internal Control – Internal Check and Internal Audit; Audit Procedure – Vouching and verification of Assets & Liabilities;</p>	<p>29. Institute of Chartered Accountants of India, <i>Auditing and Assurance Standards</i>, ICAI, New Delhi.</p> <p>30. Relevant Publications of ICAI on <i>Auditing</i> (CARO).</p> <p>31. Gupta, Kamal and Ashok Arora, <i>Fundamentals of Auditing</i>, Tata Mc-Graw Hill Publishing Co. Ltd., New Delhi.</p> <p>32. Ghatalia, S.V., <i>Practical Auditing</i>, Allied Publishers Private Ltd., New Delhi.</p> <p>33. Singh, A. K. and Gupta Lovleen, <i>Auditing Theory and Practice</i>, Galgotia Publishing Company.</p> <p>34. Mallin, Christine A., <i>Corporate Governance (Indian Edition)</i>, Oxford University Press, New Delhi.</p> <p>35. Rani, Geeta D., and R.K. Mishra, <i>Corporate Governance- Theory and Practice</i>, Excel Books, New Delhi.</p> <p>36. Bob Tricker, <i>Corporate Governance- Principles, Policies, and Practice</i> (Indian Edition), Oxford University Press, New Delhi.</p> <p>37. Sharma, J.P., <i>Corporate Governance, Business Ethics, and CSR</i>, Ane Books Pvt Ltd, New Delhi.</p> <p>*(Same references have been followed for all the units)</p>	5	1		

		2	Unit I: Auditing <p style="text-align: right;">10</p> Lectures Company Auditor- Qualifications and disqualifications, Appointment, Rotation, Removal, Remuneration, Rights and Duties; Auditor’s Report- Contents and Types, Liabilities of Statutory Auditors under the Companies Act 2013		5	1		
		3	. Unit I: Special Areas of Audit Cost audit, Tax audit and Management audit; Recent Trends in Auditing: Basic considerations of audit in EDP Environment; Relevant Auditing and Assurance Standards (AASs).		5	1		
		4	Unit II: Corporate Governance <p style="text-align: right;">15 Lectures</p> Meaning, Theories, Models and Benefits of Corporate Governance		5	1		
2.	February ,2018	1	Unit II: Corporate Governance <p style="text-align: right;">15 Lectures</p> Politics and Governance; Board Committees and their Functions;		5	1		

			Insider Trading; Rating Agencies; Green Governance/ E governance;				
		2	Unit II: Corporate Governance 15 Lectures Clause 49 of Listing Agreement; Corporate Governance in Public Sector Undertakings; Corporate Funding of Political Parties; Class Action; Whistle Blowing; Shareholders Activism.		5	1	
		3	Unit III: Major Corporate Governance Failures BCCI (UK), Maxwell Communication (UK), Enron (USA), World.Com (USA),		5	1	
		4	Unit III: Major Corporate Governance Failures Andersen Worldwide (USA),Vivendi (France), Harshad Mehta Scam		5	1	
3.	March ,2018 excluding the period of mid semester break from 2 nd to 7 th	2	Unit III: Major Corporate Governance Failures Satyam Computer Services Ltd, and Kingfisher Airlines, Common Governance Problems Noticed in various Corporate Failures;		5	1	
		3	Unit III: Major Corporate Governance Failures Codes and Standards on Corporate Governance; Initiatives in India.		5	1	

	march,20 18		Unit IV: Business Ethics 10 Lectures Morality and Ethics; Business Values and Ethics; Various Approaches to Business Ethics; Ethical Theories				Internal Assessment	
		4	Unit IV: Business Ethics 10 Lectures Ethical Governance; Corporate Ethics; CSR – Extension Of Business Ethics; Benefits of Adopting Ethics in Business; Ethics Programme		5	1		
4.	April (Dispersal of classes- 27 th April . 2018)	1	Unit IV: Business Ethics 10 Lectures Code of Ethics; Ethics Committee Unit V: Corporate Social Responsibility (CSR) Corporate Philanthropy, Meaning of CSR, CSR and CR, CSR and Corporate Sustainability		5	1		

		2	Unit V: Corporate Social Responsibility (CSR) CSR and Business Ethics, CSR and Corporate Governance, Environmental Aspect of CSR, CSR provision under the Companies Act 2013, CSR Committees		5	1	
		3	Unit V: Corporate Social Responsibility (CSR) CSR Models, Drivers of CSR, Codes and Standards on CSR, Global Reporting Initiatives, ISO 26000		5	1	
		4	Discussion of queries and revision		5	1	

Name of the Teacher: Prerana
Course Name: B.Com.(Hons.)
Paper Title: Human Resource Management
Semester/Year: 3rd semester /2nd year

S. No.	Month	Week No.	Unit/Topic	Resource/ References/Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity-GD, document ary etc.)
1.	August , 2020 (Classes begins from 10 th August ,2020)	2	Unit I: Human Resource Management Concept and functions; Role, status and competencies of HR manager; HR policies;	38. Mondy, A. W. and Noe, R. M., <i>Human Resource Management</i> , Pearson Education. 39. Decenzo, D.A. and Robbins, S. P., <i>Fundamentals of Human Resource Management</i> , Wiley, India. 40. Dessler, G. and Varkkey, B., <i>Human Resource Management</i> , Pearson Education, Delhi. 41. Chhabra, T.N., <i>Human Resource Management</i> , Dhanpat Rai & Co., Delhi. 42. Aswathappa, K., <i>Human Resource Management</i> , Tata McGraw-Hill, New Delhi. 43. French, W. L., <i>Human Resource Management</i> , Houghten Mifflin, Boston. 44. Gupta, C.B., <i>Human Resource Management</i> , Sultan Chand & Sons, Delhi. Rao, V. S. P., <i>Human Resource Management: Text and Cases</i> , Excel Books. *(Same references have been followed for all the units)	5	1		
		3	Unit I: Human Resource Management Evolution of HRM; Emerging challenges of human resource management - Workforce diversity,		5	1		

			empowerment, downsizing					
		4	Unit I: Human Resource Management Emerging challenges of human resource management - VRS, work life balance.					
2.	September, 2020	1	Unit II: Acquisition of Human Resource 12 Lectures Human resource planning- Quantitative and qualitative dimensions;		5	1		
		2	Unit II: Acquisition of Human Resource 12 Lectures Job analysis – Job description and job specification; Recruitment – concept and sources;		5	1		
		3	Unit II: Acquisition of Human Resource 12 Lectures Selection – concept and process; Test and		5	1		

			interview; Placement, induction and socialization; Retention.					
		4	Unit III: Training and Development 14 Lectures Concept and importance; Role specific and competency based training; Training and development methods – Apprenticeship		5	1		
3.	October, 2020	1	Unit III: Training and Development Training and development methods – understudy, job rotation, vestibule training, case study, role playing, sensitivity training, In-basket, management games, conferences and seminars		5	1		
		2	Unit III: Training and Development Training and development methods -coaching and mentoring, management development programs; Training process outsourcing.		5	1		

		3	Unit IV: Performance Appraisal and Compensation Management Performance appraisal- Nature, objectives and process; Performance management; Methods of performance appraisal;		5	1	Internal assessment	
		4	Unit IV: Performance Appraisal and Compensation Management Potential appraisal; Employee counselling; Job changes - Transfers and promotions, Human resource audit; Compensation - Concept and policies, Base and supplementary compensation		5	1		
4.	November, 2020	1	Unit IV: Performance Appraisal and Compensation Individual, group and organization incentive plans; Fringe benefits; Performance linked compensation; Employee stock option; Pay band		5	1		

			compensation system; Job evaluation.					
		2	Unit V: Maintenance of employees and Emerging Horizons of HRM Employee health and safety; Employee welfare; Social security (excluding legal provisions);		5	1		
		3	Unit V: Maintenance of employees and Emerging Horizons of HRM Employer-employee relations- An overview; Grievance handling and redressal; Industrial disputes: Causes and settlement machinery; e-HRM		5	1		
		4	Unit V: Maintenance of employees and Emerging Horizons of HRM Human Resource Information System and e-HRM; Impact of		5	1		

			HRM practices on organisational performance; HR audit, Contemporary issues in human resource management.					

Name of the Teacher: Prerana

Course Name: B.Com.(Hons.)

Paper Title: Consumer Affairs and Customer Care

Semester/Year: 6th semester/3rd year

S. No.	Month	Week no.	Unit/Topic	source/ References/Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity-GD, documentary etc.)
1.	January, 2021	1	<p>Unit I: Conceptual Framework</p> <p style="text-align: right;">13 Lectures</p> <p>Consumer and Markets: Concept of Consumers; Nature of markets; Concept of Price in Retail and Wholesale; Maximum Retail Price (MRP) and Local Taxes; Fair Price; misleading advertisements and deceptive packaging.</p>	<p>Suggested Readings:</p> <ol style="list-style-type: none"> 1. Khanna, Sri Ram, Hanspal, Savita, Kapoor, Sheetal and Awasthi, H.K. <i>“Consumer Affairs”</i> (2007) Delhi University Publication. Pp. 334. 2. Aggarwal, V. K. <i>Consumer Protection: Law and Practice</i>. Bharat Law House, Delhi. 3. Girimaji, Pushpa .<i>Consumer Right for Everyone</i> Penguin Books. 4. Nader, Ralph.<i>The Consumer and Corporate Accountability</i>. USA, Harcourt Brace Jovanovich, Inc. 5. How to Survive as a Consumer? CUTS, India www.cuts.org. 6. The Competition Act, (2002). 7. The Consumers Protection Act, 1986 8. The Bureau of Indian Standards Act 1986 9. The Food Safety and Standards Act 2005 <p>Articles</p> <ol style="list-style-type: none"> 1. Verma, D. P. S. (2002). Developments in Consumer Protection in India. Journal of Consumer Policy. Vol. 25. No. pp 107 –123. 	5	1		

			<ol style="list-style-type: none"> 2. Verma ,D.P.S. (2002). Regulating Misleading Advertisements Legal Provisions and Institutional Framework. Vikalpa. Vol. 26. No. 2. pp. 51-57. 3. Jain, Sanjay K. and Kaur Gurmeet (2003). Strategic Green Marketing: How should Business Firms Go about Adopting It? The Indian Journal of Commerce. Vol.56. No.4. pp 1-16. 4. Jain, Sanjay K. and Kaur Gurmeet (2004). Ecolabelling: Genesis, Issues and Perspectives. Effulgence. Vol.2. No.1. pp. 5-18. 5. Ralph L. Day and Laird E. Landon, Jr. (1997). Towards a Theory of Consumer Complaining Behaviour. Ag Woodside, et al. (eds.). Consumer and Industrial Buying Behaviour. New York; North Holland pp. 425-37. 6. George, S. Day and A. Aaker (1970). A Guide to consumerism. Journal of Marketing. Vol. 34. pp 12-19. <p>Periodicals</p> <ol style="list-style-type: none"> 1. Consumer Protection Judgements (CPJ) (Relevant cases reported in various issues). 2. Ethical Consumer (Magazine): ECRA Publishing Ltd. U.K www.ethicalconsumer.org 3. Upbhokta Jagran, Ministry of Consumer Affairs, Govt, of India. <p>*(Same references have been followed for all the units)</p>				
	2	Unit I: Conceptual Framework		5	1		
		13 Lectures					

		Experiencing Dissatisfaction: complaining behaviour; Form of Complaint to a business. Making a complaint heard by the Business; Corporate Redress Systems; Conciliation and Intermediation for out-of-court Redressal.				
	3	<p>. Unit I: Conceptual Framework</p> <p style="text-align: center;">13 Lectures</p> <p>Quality and Standardization: Role of National Standards; National Standards- Indian Standards Mark (ISI), Agmark; Voluntary and Mandatory standards; Licensing and Surveillance. Consumer grievance redressal under the BIS Act, 1986; Introduction to International Standards ISO 10000 Suite: International standards on handling of consumer complaints by Organizations</p> <p>Unit II: The Consumers Protection Act, 1986</p> <p>Objectives and Basic Concepts: Consumer, goods</p> <p>.</p>		5	1	
	4	Unit II: The Consumers Protection Act, 1986		5	1	

			<p>service, defect in goods, deficiency in service, spurious goods and services, unfair trade practice, restrictive trade practice.</p> <p>Organizational set-up under the Consumer Protection Act Advisory Bodies: Consumer Protection Councils at the Central, State and District Levels, Basic Consumer Rights.</p>				
2.	February, 2021	1	<p>Unit II: The Consumers Protection Act, 1986</p> <p>Adjudicatory Bodies: Their composition, powers and jurisdiction (pecuniary and Territorial): District Forum; State Commission; National Commission. Role of Supreme Court under the CPA.</p>	5	1		
		2	<p>Unit III: Grievance Redress Mechanism under the CPA, 1986</p> <p>Who can file a complaint? Grounds of filing a complaint; Limitation period; Procedure for filing and hearing of a complaint</p>	5	1		
		3	<p>Unit III: Grievance Redress Mechanism under the CPA, 1986</p> <p>; Temporary Injunction. Reliefs which can be provided; Appeal; Enforcement of order; Bar on frivolous and vexatious complaints; Offences and penalties.</p>	5	1		
		4	<p>Unit III: Grievance Redress Mechanism under the CPA, 1986</p> <p>; Temporary Injunction. Reliefs</p>	5	1		

			which can be provided; Appeal; Enforcement of order; Bar on frivolous and vexatious complaints; Offences and penalties.				
3.	March ,2019 excluding the period of mid semester break from 24 th to 30 th march, 2021	1	Unit III: Grievance Redress Mechanism under the CPA, 1986 Leading Cases decided under Consumer Protection Act related to: i. Medical Negligence ii. Banking and Financial Service iii. Housing & Real Estate iv. Electricity, Water, and Telecom Services. v. Education vi. Defective Product vii. Unfair Trade Practice		5	1	
		2	Unit IV: Consumer Protection in India <p style="text-align: right;">13 Lectures</p> Consumer Movement in India: Formation of consumer organization and their role in consumer protection including Advocacy and Campaigning for policy intervention.		5	1	
		3	Unit IV: Consumer Protection in India <p style="text-align: right;">13 Lectures</p> a. Consumer Movement in India.		5	1	

			Evolution of Consumer Movement in India. Recent developments in Consumer Protection in India; National consumer Helpline, Citizens Charter, Product testing					
4.	April (Dispersal of classes -30 th April . 2021)	1	Unit IV: Consumer Protection in India b) Industry Regulators and Consumer Complaint Redress Mechanism i. Banking: RBI and Banking Ombudsman ii. Telecommunication: TRAI iii. Insurance: IRDA iv. Food items: Food Safety and Standards Authority of India (an overview) v. Electricity Supply: Electricity Regulatory Commission vi. Civil Aviation: DGCA	5	1	Internal Assessment		
		2	Unit V: Competition Law 13 Lectures Competition Act 2002: Objective, Purpose and Salient Features. Concept of: - Agreements having Adverse Impact on Competition	5	1			
		3	Unit V: Competition Law	5	1			

			<p style="text-align: right;">13 Lectures</p> <p>Abuse of Dominant Position; Regulation of Combination; Criteria for Determining “Appreciable Adverse Effect on Competition” and ‘Dominant Position’</p>					
		4	<p>Unit V: Competition Law</p> <p style="text-align: right;">13 Lectures</p> <p>‘Relevant Geographic Market’ Factors; ‘Relevant Product Market’ Factors. Complaints and Procedures.</p>		5	1		

Name of the Teacher: Prerana

Course Name: B.Com.(Hons.)

Paper Title: Human Resource Management

Semester/Year: 3rd semester/2nd year

S. No.	Month	Week No.	Unit/Topic	Resource/ References/Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
1.	July, 2019 (Classes begins from 20 th July, 2019)	3	Unit I: Human Resource Management Concept and functions; Role, status and competencies of HR manager; HR policies;	45. Mondy, A. W. and Noe, R. M., <i>Human Resource Management</i> , Pearson Education. 46. Decenzo, D.A. and Robbins, S. P., <i>Fundamentals of Human Resource Management</i> , Wiley, India. 47. Dessler, G. and Varkkey, B., <i>Human Resource Management</i> , Pearson Education, Delhi. 48. Chhabra, T.N., <i>Human Resource Management</i> , Dhanpat Rai & Co., Delhi. 49. Aswathappa, K., <i>Human Resource Management</i> , Tata McGraw-Hill, New Delhi. 50. French, W. L., <i>Human Resource Management</i> , Houghten Mifflin, Boston. 51. Gupta, C.B., <i>Human Resource Management</i> , Sultan Chand & Sons, Delhi. Rao, V. S. P., <i>Human Resource Management: Text and Cases</i> , Excel Books. *(Same references have been followed for all the units)	5	1		
		4	Unit I: Human Resource Management Evolution of HRM; Emerging challenges of human resource		5	1		

			management - Workforce diversity, empowerment, downsizing					
2.	August, 2019	1	<p>Unit I: Human Resource Management Emerging challenges of human resource management - VRS, work life balance.</p> <p>Unit II: Acquisition of Human Resource</p> <p style="text-align: right;">12 Lectures</p> <p>Human resource planning- Quantitative and qualitative dimensions;</p>		5	1		
		2	<p>Unit II: Acquisition of Human Resource</p> <p style="text-align: right;">12 Lectures</p> <p>Job analysis – Job description and job specification; Recruitment – concept and sources;</p>		5	1		
		3	<p>Unit II: Acquisition of Human Resource</p> <p style="text-align: right;">12 Lectures</p> <p>Selection – concept and process; Test and interview; Placement,</p>		5	1		

			induction and socialization; Retention.					
		4	Unit III: Training and Development 14 Lectures Concept and importance; Role specific and competency based training; Training and development methods – Apprenticeship		5	1		
3.	September, 2019	1	Unit III: Training and Development Training and development methods –understudy, job rotation, vestibule training, case study, role playing, sensitivity training, In-basket, management games, conferences and seminars		5	1		
		2	Unit III: Training and Development Training and development methods -coaching and mentoring, management development programs; Training process outsourcing.		5	1		
		3	Unit IV: Performance Appraisal and Compensation Management Performance appraisal- Nature, objectives and process; Performance		5	1		

			management; Methods of performance appraisal;					
		4	Unit IV: Performance Appraisal and Compensation Management Potential appraisal; Employee counselling; Job changes - Transfers and promotions, Human resource audit; Compensation - Concept and policies, Base and supplementary compensation		5	1		
4.	October (excluding the period of mid semester break; 7 th oct. to 13 th October,2019)	1	Unit IV: Performance Appraisal and Compensation Individual, group and organization incentive plans; Fringe benefits; Performance linked compensation; Employee stock option; Pay band compensation system; Job evaluation.		5	1		
		2	Unit V: Maintenance of employees and Emerging Horizons of HRM Employee health and safety; Employee welfare; Social security (excluding legal provisions);		5	1	Internal assessment	
		4	Unit V: Maintenance of employees and Emerging Horizons of HRM		5	1		

Name of the Teacher: Prerana

Course Name: B.Com.(Hons.)

Paper Title: Auditing and Corporate Governance

Semester/Year: 6th semester/3rd year

1.	January ,2020	1	<p>Unit I: Auditing</p> <p style="text-align: right;">10</p> <p>Lectures Basic Principles and Techniques; Classification of Audit, Audit Planning, Internal Control – Internal Check and Internal Audit; Audit Procedure – Vouching and verification of Assets & Liabilities;</p>	<p>38. Institute of Chartered Accountants of India, <i>Auditing and Assurance Standards</i>, ICAI, New Delhi.</p> <p>39. Relevant Publications of ICAI on <i>Auditing</i> (CARO).</p> <p>40. Gupta, Kamal and Ashok Arora, <i>Fundamentals of Auditing</i>, Tata Mc-Graw Hill Publishing Co. Ltd., New Delhi.</p> <p>41. Ghatalia, S.V., <i>Practical Auditing</i>, Allied Publishers Private Ltd., New Delhi.</p> <p>42. Singh, A. K. and Gupta Lovleen, <i>Auditing Theory and Practice</i>, Galgotia Publishing Company.</p> <p>43. Mallin, Christine A., <i>Corporate Governance (Indian Edition)</i>, Oxford University Press, New Delhi.</p> <p>44. Rani, Geeta D., and R.K. Mishra, <i>Corporate Governance- Theory and Practice</i>, Excel Books, New Delhi.</p> <p>45. Bob Tricker, <i>Corporate Governance- Principles, Policies, and Practice</i> (Indian Edition), Oxford University Press, New Delhi.</p> <p>46. Sharma, J.P., <i>Corporate Governance, Business Ethics, and CSR</i>, Ane Books Pvt Ltd, New Delhi.</p> <p>*(Same references have been followed for all the units)</p>	5	1		

		2	Unit I: Auditing <p style="text-align: right;">10</p> Lectures Company Auditor- Qualifications and disqualifications, Appointment, Rotation, Removal, Remuneration, Rights and Duties; Auditor’s Report- Contents and Types, Liabilities of Statutory Auditors under the Companies Act 2013		5	1		
		3	. Unit I: Special Areas of Audit Cost audit, Tax audit and Management audit; Recent Trends in Auditing: Basic considerations of audit in EDP Environment; Relevant Auditing and Assurance Standards (AASs).		5	1		
		4	Unit II: Corporate Governance <p style="text-align: right;">15 Lectures</p> Meaning, Theories, Models and Benefits of Corporate Governance		5	1		
2.	February ,2020	1	Unit II: Corporate Governance <p style="text-align: right;">15 Lectures</p> Politics and Governance; Board Committees and their Functions;		5	1		

			Insider Trading; Rating Agencies; Green Governance/ E governance;					
		2	Unit II: Corporate Governance 15 Lectures Clause 49 of Listing Agreement; Corporate Governance in Public Sector Undertakings; Corporate Funding of Political Parties; Class Action; Whistle Blowing; Shareholders Activism.		5	1		
		3	Unit III: Major Corporate Governance Failures BCCI (UK), Maxwell Communication (UK), Enron (USA), World.Com (USA),		5	1		
		4	Unit III: Major Corporate Governance Failures Andersen Worldwide (USA),Vivendi (France), Harshad Mehta Scam		5	1		
3.	March ,2019 excluding the period of mid semester break from 9 th to 15 th march,202 0	1	Unit III: Major Corporate Governance Failures Satyam Computer Services Ltd, and Kingfisher Airlines Common Governance Problems Noticed in various Corporate Failures;		5	1		
		3	Unit III: Major Corporate Governance Failures Codes and Standards on Corporate Governance; Initiatives in India.		5	1		online teaching (16 th march to

								14 th May,2020)
		4	Unit IV: Business Ethics 10 Lectures Morality and Ethics; Business Values and Ethics; Various Approaches to Business Ethics; Ethical Theories		5	1		
4.	April ,2020	1	Unit IV: Business Ethics 10 Lectures Ethical Governance; Corporate Ethics; CSR – Extension Of Business Ethics; Benefits of Adopting Ethics in Business; Ethics Programme, Code of Ethics; Ethics Committee		5	1	Internal Assessment	
		2	Unit IV: Business Ethics 10 Lectures		5	1		

			Code of Ethics; Ethics Committee Unit V: Corporate Social Responsibility (CSR) Corporate Philanthropy, Meaning of CSR, CSR and CR				
		3	Unit V: Corporate Social Responsibility (CSR) CSR and Corporate Sustainability , CSR and Business Ethics, CSR and Corporate Governance, Environmental Aspect of CSR		5	1	
		4	Unit V: Corporate Social Responsibility (CSR) CSR provision under the Companies Act 2013, CSR Committees CSR Models, Drivers of CSR, Codes and Standards on CSR		5	1	
5.	May,2020	1	Unit V: Corporate Social Responsibility (CSR) Codes and Standards on CSR, Global Reporting Initiatives, ISO 26000		5	1	
		2	Discussion of queries and revision				

Name of the Teacher: Prerana
Course Name: B.Com.(Hons.)
Paper Title: Human Resource Management
Semester/Year: 3rd semester/2nd year

S. No.	Month	Week No.	Unit/Topic	Resource/ References/Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
1.	July, 2018 (Classes begins from 20 th July, 2018)	3	Unit I: Human Resource Management Concept and functions; Role, status and competencies of HR manager; HR policies;	52. Mondy, A. W. and Noe, R. M., <i>Human Resource Management</i> , Pearson Education. 53. Decenzo, D.A. and Robbins, S. P., <i>Fundamentals of Human Resource Management</i> , Wiley, India. 54. Dessler, G. and Varkkey, B., <i>Human Resource Management</i> , Pearson Education, Delhi. 55. Chhabra, T.N., <i>Human Resource Management</i> , Dhanpat Rai & Co., Delhi. 56. Aswathappa, K., <i>Human Resource Management</i> , Tata McGraw-Hill, New Delhi. 57. French, W. L., <i>Human Resource Management</i> , Houghten Mifflin, Boston. 58. Gupta, C.B., <i>Human Resource Management</i> , Sultan Chand & Sons, Delhi. Rao, V. S. P., <i>Human Resource Management: Text and Cases</i> , Excel Books. *(Same references have been followed for all the units)	5	1		
		4	Unit I: Human Resource Management Evolution of HRM; Emerging challenges of human resource		5	1		

			management - Workforce diversity, empowerment, downsizing					
2.	August	1	Unit I: Human Resource Management Emerging challenges of human resource management - VRS, work life balance. Unit II: Acquisition of Human Resource <p style="text-align: right;">12 Lectures</p> Human resource planning- Quantitative and qualitative dimensions;		5	1		
		2	Unit II: Acquisition of Human Resource <p style="text-align: right;">12 Lectures</p> Job analysis – Job description and job specification; Recruitment – concept and sources;		5	1		
		3	Unit II: Acquisition of Human Resource <p style="text-align: right;">12 Lectures</p> Selection – concept and process; Test and interview; Placement,		5	1		

			induction and socialization; Retention.				
		4	Unit III: Training and Development 14 Lectures Concept and importance; Role specific and competency based training; Training and development methods – Apprenticeship		5	1	
3.	September	1	Unit III: Training and Development Training and development methods –understudy, job rotation, vestibule training, case study, role playing, sensitivity training, In-basket, management games, conferences and seminars		5	1	
		2	Unit III: Training and Development Training and development methods -coaching and mentoring, management development programs; Training process outsourcing.		5	1	
		3	Unit IV: Performance Appraisal and Compensation Management Performance appraisal- Nature, objectives and process; Performance		5	1	

			management; Methods of performance appraisal;					
		4	Unit IV: Performance Appraisal and Compensation Management Potential appraisal; Employee counselling; Job changes - Transfers and promotions, Human resource audit; Compensation - Concept and policies, Base and supplementary compensation		5	1		
4.	October (excluding the period of mid semester break; 15 th oct. to 21 st October,2018)	1	Unit IV: Performance Appraisal and Compensation Individual, group and organization incentive plans; Fringe benefits; Performance linked compensation; Employee stock option; Pay band compensation system; Job evaluation.		5	1		
		2	Unit V: Maintenance of employees and Emerging Horizons of HRM Employee health and safety; Employee welfare; Social security (excluding legal provisions);		5	1	Internal assessment	
		4	Unit V: Maintenance of employees and Emerging Horizons of HRM		5	1		

Name of the Teacher: Prerana

Course Name: B.Com.(Hons.)

Paper Title: Auditing and Corporate Governance

Semester/Year: 6th semester/3rd year

1.	January ,2019	1	<p>Unit I: Auditing</p> <p style="text-align: right;">10</p> <p>Lectures Basic Principles and Techniques; Classification of Audit, Audit Planning, Internal Control – Internal Check and Internal Audit; Audit Procedure – Vouching and verification of Assets & Liabilities;</p>	<p>47. Institute of Chartered Accountants of India, <i>Auditing and Assurance Standards</i>, ICAI, New Delhi.</p> <p>48. Relevant Publications of ICAI on <i>Auditing</i> (CARO).</p> <p>49. Gupta, Kamal and Ashok Arora, <i>Fundamentals of Auditing</i>, Tata Mc-Graw Hill Publishing Co. Ltd., New Delhi.</p> <p>50. Ghatalia, S.V., <i>Practical Auditing</i>, Allied Publishers Private Ltd., New Delhi.</p> <p>51. Singh, A. K. and Gupta Lovleen, <i>Auditing Theory and Practice</i>, Galgotia Publishing Company.</p> <p>52. Mallin, Christine A., <i>Corporate Governance (Indian Edition)</i>, Oxford University Press, New Delhi.</p> <p>53. Rani, Geeta D., and R.K. Mishra, <i>Corporate Governance- Theory and Practice</i>, Excel Books, New Delhi.</p> <p>54. Bob Tricker, <i>Corporate Governance- Principles, Policies, and Practice</i> (Indian Edition), Oxford University Press, New Delhi.</p> <p>55. Sharma, J.P., <i>Corporate Governance, Business Ethics, and CSR</i>, Ane Books Pvt Ltd, New Delhi.</p> <p>*(Same references have been followed for all the units)</p>	5	1		

		2	Unit I: Auditing <p style="text-align: right;">10</p> Lectures Company Auditor- Qualifications and disqualifications, Appointment, Rotation, Removal, Remuneration, Rights and Duties; Auditor’s Report- Contents and Types, Liabilities of Statutory Auditors under the Companies Act 2013		5	1		
		3	. Unit I: Special Areas of Audit Cost audit, Tax audit and Management audit; Recent Trends in Auditing: Basic considerations of audit in EDP Environment; Relevant Auditing and Assurance Standards (AASs).		5	1		
		4	Unit II: Corporate Governance <p style="text-align: right;">15 Lectures</p> Meaning, Theories, Models and Benefits of Corporate Governance		5	1		
2.	February ,2019	1	Unit II: Corporate Governance <p style="text-align: right;">15 Lectures</p> Politics and Governance; Board Committees and their Functions;		5	1		

			Insider Trading; Rating Agencies; Green Governance/ E governance;				
		2	Unit II: Corporate Governance 15 Lectures Clause 49 of Listing Agreement; Corporate Governance in Public Sector Undertakings; Corporate Funding of Political Parties; Class Action; Whistle Blowing; Shareholders Activism.		5	1	
		3	Unit III: Major Corporate Governance Failures BCCI (UK), Maxwell Communication (UK), Enron (USA), World.Com (USA),		5	1	
		4	Unit III: Major Corporate Governance Failures Andersen Worldwide (USA),Vivendi (France), Harshad Mehta Scam		5	1	
3.	March ,2019 excluding the period of mid semester break from 18 th to 24 th	1	Unit III: Major Corporate Governance Failures Satyam Computer Services Ltd, and Kingfisher Airlines, Common Governance Problems Noticed in various Corporate Failures;		5	1	
		2	Unit III: Major Corporate Governance Failures Codes and Standards on Corporate Governance; Initiatives in India.		5	1	

	march,20 19		Unit IV: Business Ethics 10 Lectures Morality and Ethics; Business Values and Ethics; Various Approaches to Business Ethics; Ethical Theories				Internal Assessment	
		4	Unit IV: Business Ethics 10 Lectures Ethical Governance; Corporate Ethics; CSR – Extension Of Business Ethics; Benefits of Adopting Ethics in Business; Ethics Programme		5	1		
4.	April (Dispersal of classes- 29 th April . 2019)	1	Unit IV: Business Ethics 10 Lectures Code of Ethics; Ethics Committee Unit V: Corporate Social Responsibility (CSR) Corporate Philanthropy, Meaning of CSR, CSR and CR, CSR and Corporate Sustainability		5	1		

		2	Unit V: Corporate Social Responsibility (CSR) CSR and Business Ethics, CSR and Corporate Governance, Environmental Aspect of CSR, CSR provision under the Companies Act 2013, CSR Committees		5	1	
		3	Unit V: Corporate Social Responsibility (CSR) CSR Models, Drivers of CSR, Codes and Standards on CSR, Global Reporting Initiatives, ISO 26000		5	1	
		4	Discussion of queries and revision		5	1	

Name of the Teacher: Prerna Soni

Course Name: B Com(Hons)

Paper Title: Management principles & Applications

Semester/Year: 3rd semester/2nd year

S. No.	Month	Week No.	Unit/Topic	Resource/References/Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
1.	July	4	Unit-1 Introduction- Concept: Need for study; Managerial functions – An overview; Coordination – Essence of management. Evolution of Management Thought: Classical approach – Taylor, Fayol.	<ol style="list-style-type: none">1. Koontz, H. and Weihrich, H. Essentials of Management, Pearson Education.2. Robbins, S. and Coulter, M. Management, Pearson Education.3. Robbins, S. P. Decenzo, D.A., Bhattacharya, S. and Agrawal, M.M., Fundamentals of Management: Essentials, Concepts and Applications, Pearson Education.4. Drucker P. F., Practice of Management, Mercury Books, London.5. Singh, B.P. and Singh, A.K., Essentials of Management, Excel Books.6. Chhabra, T.N., Essentials of Management, Sun India.	5	1		Interactive classroom session with the help of power-point presentations.

				<p>7. Griffin, R.W., Management Principles and Application, Cengage Learning</p> <p>8. Luthans, F., Introduction to Management, McGraw Hill.</p>				
		5	<p>Unit-1</p> <p>Introduction- Neo classical and Human relations approach – Hawthorne experiments, Behavioral approach, Systems approach, Contingency approach, MBO, Re-engineering, Five-force analysis, Learning Organisation,</p>	Same as Above.	5	2		
2.	August	1	<p>Unit-1</p> <p>Introduction- Fortune at the Bottom of Pyramid</p> <p>Trends and Challenges of Management in Global Scenario,</p>	Same as Above.	5	2	Students' Presentation	

			<p>Emerging issues in management.</p> <p>Unit-II- Planning</p> <p>Types of Plan – An overview.</p> <p>Strategic planning – Concept.</p>				
		2	<p>Unit-II – Planning-</p> <p>Strategic planning – process, Importance and limitations; Growth strategies – internal and external.</p>	Same as Above	5	1	Students' Presentation
		3	<p>Unit-II – Planning-</p> <p>Environmental analysis and diagnosis (Internal and external environment) – Definition, Importance and Techniques (SWOT/TOWS/WOTS-UP, BCG Matrix, Competitor Analysis), Business environment -</p>	Same as Above	5	1	Class activity by students / Role play

			Concept and components.				
		4	Unit-II- Planning- Decision-making – Concept, importance, group decision making, Individual versus group decision making, Decision making process, perfect rationality and bounded rationality, techniques (qualitative and quantitative, MIS, DSS).	Same as Above	5	1	Students' Presentation
3.	September	1	Group Discussion and case studies on relevant topics from Unit I & Unit II.	Same as Above	5	1	Students' Presentation

		2	Unit III: Organising Concept. Process of organizing – An overview, span of management, different types of authority (line, staff and functional), decentralization, delegation.	Same as Above	5	1	
		3	Unit III Organising- Formal and informal organization. Principles of organizing. Types of organization structure.	Same as Above	5	1	Internal Assessment - Class Test
		4	Unit-IV- Staffing and Directing -	Same as Above	5	2	

			Concept of staffing - Recruitment and Selection; Orientation; Training and Development; Career Development; Performance Appraisal.				
	October	1	Unit-IV- Staffing and Directing – Motivation – Concept, importance, intrinsic and extrinsic motivation; Major motivation theories - Maslow’s need hierarchy theory, Herzberg’s two factor theory, McGregor’s Theory X and Theory Y, Ouchi’s Theory Z.	Same as Above	5	2	Internal Assessment - Class Test
		2	Unit-IV Staffing and Directing Leadership – Concept, importance; Major theories of leadership (Likert’s scale theory, Blake and Mouton’s Grid theory, House’s path goal theory, Fred	Same as Above	5	2	Internal Assessment - Class Test

			Fieldler's situational leadership), Transactional leadership, Transformational leadership, Transforming leadership.				
		3	Unit-IV Staffing and Directing- Communication – Concept, purpose, process; Oral and written communication; Formal and informal communication networks; Barriers to communication, overcoming barriers to communication. Unit V- Control- Concept, process, limitation	Same as Above	5	2	Internal Assessment - Class Test

	November	1	Students Presentation on Unit-III & Unit IV	Same as Above	5	2		
		2	Unit V- Control- Principles of effective control, Major techniques of control - Ratio analysis (ROI), budgetary control, EVA, MVA, PERT, and CPM.	Same as Above	5	2		

		3 rd Week onwar ds	Revision Classes.	Same as Above	5	2		
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Name of the Teacher: Prerna Soni

Course Name: B Com(Hons)

Paper Title: Corporate Laws

Semester/Year: 2nd semester/1st year

S. No.	Month	Week No.	Unit/Topic	Resource/References/Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
1.	January	1	Unit-1 Introduction-Meaning and characteristics of a company; Lifting of corporate veil; Administration of Company Law [including National Company Law	<ol style="list-style-type: none">1. Hicks, Andrew & Goo S.H., (2017) Cases and Material on Company Law, Oxford University Press.2. Sharma, J.P. (2018). An Easy Approach to Corporate Laws, Ane				

			Tribunal (NCLT), National Company Law Appellate Tribunal (NCLAT), Special Courts];	Books Pvt. Ltd., New Delhi 3. Kumar, A., (2019)Corporate Laws, Taxmann Pvt Ltd 4. Chadha R. & Chadha, S. (2018). Company Laws. Scholar Tech Press, Delhi. 5. Companies Act, 2013 (Bare Act)	5	1		
	2	Unit-1 Introduction-Types of companies including private and public company, government company, foreign company, one person company, small company, associate company, dormant company and producer company; Association not for profit; Illegal association.	1. Hicks, Andrew & Goo S.H., (2017) Cases and Material on Company Law, Oxford University Press. 2. Sharma, J.P. (2018). An Easy Approach to Corporate Laws, Ane Books Pvt. Ltd., New Delhi 3. Kumar, A., (2019)Corporate Laws, Taxmann Pvt Ltd 4. Chadha R. & Chadha, S. (2018). Company Laws. Scholar Tech Press, Delhi. 5. Companies Act, 2013 (Bare Act) 6. http://www.mca.gov.in/MinistryV2/acquiredsc.html	5	2			

		3	Unit-1 Introduction- Formation of company, promoters, their legal position and pre incorporation contracts; Online registration of a company.	<ol style="list-style-type: none"> 1. Hicks, Andrew & Goo S.H., (2017) Cases and Material on Company Law, Oxford University Press. 2. Sharma, J.P. (2018). An Easy Approach to Corporate Laws, Ane Books Pvt. Ltd., New Delhi 3. Kumar, A., (2019)Corporate Laws, Taxmann Pvt Ltd 4. Chadha R. & Chadha, S. (2018). Company Laws. Scholar Tech Press, Delhi. 5. Companies Act, 2013 (Bare Act) 6. http://www.mca.gov.in/MinistryV2/acquiredsc.html 	5	1		
		4	Unit-II Documents and Shares-Memorandum of Association and its alteration, Articles of Association and its alteration, doctrine of constructive notice, doctrine of ultra vires and indoor management	Same as Above	5	3		

2.	February	1	Unit-II Documents and Shares-Prospectus, Shelf and Red herring prospectus, misstatement in prospectus; book building;	Same as Above Additional: https://www.sebi.gov.in/filings/public-issues.html	5	2	Students' Presentation	Group Discussion on the Topic: Scams in the IPO Market
		2	Unit-II Documents and Shares-Allotment and Forfeiture of share, Sweat Equity, ESOPs, Bonus issue, and Further issue of shares, buyback and provisions regarding buyback	Same as Above Additional: https://www.icai.org/post.html?post_id=16944	5	1	Students' Presentation	Group Discussion on the Topic: Scams in the Secondary Market
		3	Unit-II Documents and Shares- Membership of company Unit III Management and Meetings- Classification of directors-Additional, Alternate and Casual	Same as Above Additional: https://www.icai.org/post.html?post_id=16944	2 3	1		

			directors, Women directors, Independent director, Small shareholder's director				
		4	Unit III Management and Meetings-Director Identity Number (DIN); Appointment, Disqualifications, Removal of directors; Legal positions, Powers and Duties	Same as Above Additional: https://www.icai.org/post.html?post_id=16944	5	1	Students' Presentation
3.	March	1	Unit III Management and Meetings- Key managerial personnel, Managing director, Manager and Whole Time Director; Board Meetings: meeting	Same as Above Additional: https://www.icai.org/post.html?post_id=16944	5	1	Students' Presentation

			through video conferencing				
	2	Unit III Management and Meetings- Shareholder meetings: AGM and EGM. Convening and Conduct of meetings: Requisites of a valid meeting; Resolutions; Postal ballot; e-voting.	Same as Above Additional: https://www.icai.org/post.html?post_id=16944	4	1		
	3	Unit-IV Dividends, Audit and Winding up- Provisions relating to payment of Dividend, Company Audit- auditor's qualification and disqualifications, Auditor's appointment, Rotation of auditors, Auditor's removal, Auditors' report and Auditor's powers. Winding Up: Concept	Same as Above	5	1	Internal Assessment - Class Test	

			and Modes of Winding Up				
	April	1	Unit-IV Dividends, Audit and Winding up- Provisions of winding up under Insolvency and Bankruptcy Code 2016. Students' Presentation	Same as Above Additional: Insolvency and Bankruptcy Code 2016. (Bare Act) https://www.ibbi.gov.in/	3	1	Students' Presentation
		2	Unit V The Depositories Act 1996-Definitions; Depositories system; Rights and obligations of depositories; Participants issuers and beneficial owners; Inquiry and inspections; Penalty	Same as Above The Depositories Act 1996 (Bare Act)	5	1	Students' Presentation Group Discussion

		3rd week onwards	Revision Classes					

Name of the Teacher: Prerna Soni

Course Name: B Com(Hons)

Paper Title: Management principles & Applications

Semester/Year: 3rd semester/2nd year

S. No.	Month	Week No.	Unit/Topic	Resource/References/Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
1.	July	4	Unit-1 Introduction- Concept: Meaning and importance of management; Coordination mechanisms in organisations, management as an eclectic modern discipline;	<ol style="list-style-type: none">1. Kumar, Pardeep. <i>Management: Principles and Applications</i>. JSR Publication House LP, Delhi.2. Mahajan, J.P. and Mahajan Anupama. <i>Management Principles and applications</i>. Vikas Publications3. Drucker, P. F. (1954). <i>The Practice of Management</i>. Newyork: Harper & Row.4. Drucker, P. F. (1999). <i>Management Challenges for the 21st Century</i>. HarperCollins Publishers Inc.5. Griffin, R. W., Phillips, J. M., & Gully, S. M. (2017). <i>Organisational Behavior: Managing People and</i>	5	1		Interactive classroom session with the help of power-point presentations.

				<p><i>Organisations. Cengage Learning.</i></p> <p>6. <i>Griffin. Management Principles and Application. Cengage.</i></p> <p>7. <i>Koontz, H., & Wehrich, H. (2012). Essentials of Management: An International and Leadership Perspective. Paperback.</i></p>				
		5	<p>Unit-1</p> <p>Introduction- Theory base of management- classical, neo-classical and modern constructions of management; Managerial functions, roles (Mintzberg), levels and competencies.</p>	Same as Above.	5	2		
2.	August	1	<p>Unit-II- Planning: Organisational objective setting; Decision Making: environment (certainty, risk, uncertainty),</p>	Same as Above.	5	2	Students' Presentation	

		2	Unit-II – Planning- Techniques for individual and group decision-making. Forecasting and Scheduling; Planning vis- à-vis Strategy- meaning and elements of environment of business firm – micro (immediate)	Same as Above	5	1	Students' Presentation
		3	Unit-II – meso (intermediate e.g. industry), macro (domestic); Industry structure, Business-level strategic planning.	Same as Above	5	1	
		4	Unit-III- Organizing- Division of Labor; Decentralization and Delegation;	Same as Above	5	1	Students' Presentation

			Organisational forms (Mintzberg); Factors affecting organisational design.					
3.	September	1	Group Discussion and case studies on relevant topics from Unit I & Unit II.	Same as Above	5	1	Students' Presentation	
		2	Unit III: Organising Departmentalization ; Staffing as a function; Organisational structures.	Same as Above	5	1		
		3	Unit III Organising- Organograms- traditional and modern - comparative suitability and changes over time, formal- informal organisations' interface.	Same as Above	5	1	Internal Assessment - Class Test	
		4	Unit-IV- Directing & Controlling- Motivation- meaning,	Same as Above	5	2		

			importance and factors affecting motivation; Leadership – meaning, importance and factors affecting leadership.				
	October	1	Unit-IV- Directing & Controlling- Leadership styles, and followership; Principles of controlling; relationship amongst planning, organizing, directing and controlling.	Same as Above	5	2	Internal Assessment - Class Test
		2	Unit-IV- Directing & Controlling-Staffing and Performing controlling function; Measures of controlling and accountability for performance.	Same as Above	5	2	Internal Assessment - Class Test

		3	Students Presentation on Unit- III & Unit IV	Same as Above	5	2	Internal Assessment - Class Test	
	November	1	Unit-V- Salient Developments and Contemporary Issues in Management Management challenges of the 21 st Century; Factors reshaping and redesigning management purpose, performance and reward perceptions- internationalization; Digitalization;	Same as Above	5	2		

		2	<p>Unit V- Salient Developments and Contemporary Issues in Management-</p> <p>Entrepreneurship & innovation; Values & ethics, holistic purpose and measures of firm performance; Workplace diversity; Democracy and Sociocracy; Subaltern management ideas from India.</p>	Same as Above	5	2		
		3 rd Week onwards	Revision Classes.	Same as Above	5	2		

Name of the Teacher: Prerna Soni

Course Name: B.Com.(Hons.)

Paper Title: Consumer Affairs and Customer Care

S. No.	Month	Week no.	Unit/Topic	source/ References/Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity-GD, documentary etc.)
1.	January	1	Unit I: Conceptual Framework Consumer and Markets: Concept of Consumers; Nature of markets; Concept of Price in Retail and Wholesale; Maximum Retail Price (MRP) and Local Taxes; Fair Price; misleading advertisements and deceptive packaging.	Suggested Readings: <ol style="list-style-type: none"> 1. Khanna, Sri Ram, Hanspal, Savita, Kapoor, Sheetal and Awasthi, H.K. <i>"Consumer Affairs"</i> (2007) Delhi University Publication. Pp. 334. 2. Aggarwal, V. K. <i>Consumer Protection: Law and Practice</i>. Bharat Law House, Delhi. 3. Girimaji, Pushpa. <i>Consumer Right for Everyone</i> Penguin Books. 4. Nader, Ralph. <i>The Consumer and Corporate Accountability</i>. USA, Harcourt Brace Jovanovich, Inc. 5. How to Survive as a Consumer? CUTS, India www.cuts.org. 6. The Competition Act, (2002). 7. The Consumers Protection Act, 1986 8. The Bureau of Indian Standards Act 1986 9. The Food Safety and Standards Act 2005 Articles	5	1		

			<ol style="list-style-type: none"> 1. Verma, D. P. S. (2002). Developments in Consumer Protection in India. Journal of Consumer Policy. Vol. 25. No. pp 107 –123. 2. Verma ,D.P.S. (2002). Regulating Misleading Advertisements Legal Provisions and Institutional Framework. Vikalpa. Vol. 26. No. 2. pp. 51-57. 3. Jain, Sanjay K. and Kaur Gurmeet (2003). Strategic Green Marketing: How should Business Firms Go about Adopting It? The Indian Journal of Commerce. Vol.56. No.4. pp 1-16. 4. Jain, Sanjay K. and Kaur Gurmeet (2004). Ecolabelling: Genesis, Issues and Perspectives. Effulgence. Vol.2. No.1. pp. 5-18. 5. Ralph L. Day and Laird E. Landon, Jr. (1997). Towards a Theory of Consumer Complaining Behaviour. Ag Woodside, et al. (eds.). Consumer and Industrial Buying Behaviour. New York; North Holland pp. 425-37. 6. George, S. Day and A. Aaker (1970). A Guide to consumerism. Journal of Marketing. Vol. 34. pp 12-19. <p>Periodicals</p> <ol style="list-style-type: none"> 1. Consumer Protection Judgements (CPJ) (Relevant cases reported in various issues). 2. Ethical Consumer (Magazine): ECRA Publishing Ltd. U.K www.ethicalconsumer.org 3. Upbhokta Jagran, Ministry of Consumer Affairs, Govt, of India. <p>*(Same references have been followed for all the units)</p>				
	2	Unit I: Conceptual Framework		5	1		

			<p style="text-align: center;">13 Lectures</p> <p>Experiencing Dissatisfaction: complaining behaviour; Form of Complaint to a business. Making a complaint heard by the Business; Corporate Redress Systems; Conciliation and Intermediation for out-of-court Redressal.</p>				
	3	<p>. Unit I: Conceptual Framework</p> <p style="text-align: center;">13 Lectures</p> <p>Quality and Standardization: Role of National Standards; National Standards- Indian Standards Mark (ISI), Agmark; Voluntary and Mandatory standards; Licensing and Surveillance. Consumer grievance redressal under the BIS Act, 1986; Introduction to International Standards ISO 10000 Suite: International standards on handling of consumer complaints by Organizations</p> <p>Unit II: The Consumers Protection Act, 1986 Objectives and Basic Concepts: Consumer, goods</p>		5	1		

			.				
		4	<p>Unit II: The Consumers Protection Act, 1986 service, defect in goods, deficiency in service, spurious goods and services, unfair trade practice, restrictive trade practice. Organizational set-up under the Consumer Protection Act Advisory Bodies: Consumer Protection Councils at the Central, State and District Levels, Basic Consumer Rights.</p>		5	1	
2.	February	1	<p>Unit II: The Consumers Protection Act, 1986 Adjudicatory Bodies: Their composition, powers and jurisdiction (pecuniary and Territorial): District Forum; State Commission; National Commission. Role of Supreme Court under the CPA.</p>		5	1	
		2	<p>Unit III: Grievance Redress Mechanism under the CPA, 1986 Who can file a complaint? Grounds of filing a complaint; Limitation period; Procedure for filing and hearing of a complaint</p>		5	1	
		3	<p>Unit III: Grievance Redress Mechanism under the CPA, 1986 ; Temporary Injunction. Reliefs which can be provided; Appeal;</p>		5	1	

			Enforcement of order; Bar on frivolous and vexatious complaints; Offences and penalties.				
		4	Unit III: Grievance Redress Mechanism under the CPA, 1986 ; Temporary Injunction. Reliefs which can be provided; Appeal; Enforcement of order; Bar on frivolous and vexatious complaints; Offences and penalties.		5	1	
3.	March	1	Unit III: Grievance Redress Mechanism under the CPA, 1986 Leading Cases decided under Consumer Protection Act related to: i. Medical Negligence ii. Banking and Financial Service iii. Housing & Real Estate iv. Electricity, Water, and Telecom Services. v. Education vi. Defective Product vii. Unfair Trade Practice		5	1	
		2	Unit IV: Consumer Protection in India 13 Lectures Consumer Movement in India: Formation of consumer organization and their role in consumer protection including		5	1	

			Advocacy and Campaigning for policy intervention.					
		3	Unit IV: Consumer Protection in India 13 Lectures a. Consumer Movement in India. Evolution of Consumer Movement in India. Recent developments in Consumer Protection in India; National consumer Helpline, Citizens Charter, Product testing		5	1		
4.	April	1	Unit IV: Consumer Protection in India b) Industry Regulators and Consumer Complaint Redress Mechanism i. Banking: RBI and Banking Ombudsman ii. Telecommunication: TRAI iii. Insurance: IRDA iv. Food items: Food Safety and Standards Authority of India (an overview) v. Electricity Supply: Electricity Regulatory Commission vi. Civil Aviation: DGCA		5	1	Internal Assessment	
		2	Unit V: Competition Law		5	1		

			<p style="text-align: right;">13 Lectures</p> <p>Competition Act 2002: Objective, Purpose and Salient Features. Concept of: - Agreements having Adverse Impact on Competition</p>				
		3	<p>Unit V: Competition Law</p> <p style="text-align: right;">13 Lectures</p> <p>Abuse of Dominant Position; Regulation of Combination; Criteria for Determining “Appreciable Adverse Effect on Competition” and ‘Dominant Position’</p>		5	1	
		4	<p>Unit V: Competition Law</p> <p style="text-align: right;">13 Lectures</p> <p>‘Relevant Geographic Market’ Factors; ‘Relevant Product Market’ Factors. Complaints and Procedures.</p>		5	1	

Name of the Teacher: Prerna Soni

Course Name: B Com(Hons)

Paper Title: Management principles & Applications

Semester/Year: 3rd semester/2nd year

S. No.	Month	Week No.	Unit/Topic	Resource/References/Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
1.	July	4	<p>Unit-1</p> <p>Introduction- Concept: Need for study; Managerial functions – An overview; Coordination – Essence of management.</p> <p>Evolution of Management Thought: Classical approach – Taylor, Fayol.</p>	<p>9. Koontz, H. and Weihrich, H. Essentials of Management, Pearson Education.</p> <p>10. Robbins, S. and Coulter, M. Management, Pearson Education.</p> <p>11. Robbins, S. P. Decenzo, D.A., Bhattacharya, S. and Agrawal, M.M., Fundamentals of Management: Essentials, Concepts and Applications, Pearson Education.</p> <p>12. Drucker P. F., Practice of Management, Mercury Books, London.</p> <p>13. Singh, B.P. and Singh, A.K., Essentials of Management, Excel Books.</p> <p>14. Chhabra, T.N., Essentials of Management, Sun India.</p> <p>15. Griffin, R.W., Management Principles and</p>	5	1		Interactive classroom session with the help of power-point presentations.

				Application, Cengage Learning 16. Luthans, F., Introduction to Management, McGraw Hill.				
		5	Unit-1 Introduction- Neo classical and Human relations approach – Hawthorne experiments, Behavioral approach, Systems approach, Contingency approach, MBO, Re-engineering, Five-force analysis, Learning Organisation,	Same as Above.	5	2		
2.	August	1	Unit-1 Introduction- Fortune at the Bottom of Pyramid Trends and Challenges of Management in Global Scenario, Emerging issues in management.	Same as Above.	5	2	Students' Presentation	

			<p>Unit-II- Planning</p> <p>Types of Plan – An overview.</p> <p>Strategic planning – Concept.</p>				
		2	<p>Unit-II – Planning-</p> <p>Strategic planning – process, Importance and limitations; Growth strategies – internal and external.</p>	Same as Above	5	1	Students' Presentation
		3	<p>Unit-II – Planning-</p> <p>Environmental analysis and diagnosis (Internal and external environment) – Definition, Importance and Techniques (SWOT/TOWS/WOTS-UP, BCG Matrix, Competitor Analysis), Business environment - Concept and components.</p>	Same as Above	5	1	Class activity by students / Role play

		4	Unit-II- Planning- Decision-making – Concept, importance, group decision making, Individual versus group decision making, Decision making process, perfect rationality and bounded rationality, techniques (qualitative and quantitative, MIS, DSS).	Same as Above	5	1	Students' Presentation	
3.	September	1	Group Discussion and case studies on relevant topics from Unit I & Unit II.	Same as Above	5	1	Students' Presentation	

		2	Unit III: Organising Concept. Process of organizing – An overview, span of management, different types of authority (line, staff and functional), decentralization, delegation.	Same as Above	5	1	
		3	Unit III Organising- Formal and informal organization. Principles of organizing. Types of organization structure.	Same as Above	5	1	Internal Assessment - Class Test
		4	Unit-IV- Staffing and Directing - Concept of staffing - Recruitment and Selection;	Same as Above	5	2	

			Orientation; Training and Development; Career Development; Performance Appraisal.					
	October	1	Unit-IV- Staffing and Directing – Motivation – Concept, importance, intrinsic and extrinsic motivation; Major motivation theories - Maslow’s need hierarchy theory, Herzberg’s two factor theory, McGregor’s Theory X and Theory Y, Ouchi’s Theory Z.	Same as Above	5	2	Internal Assessment - Class Test	
		2	Unit-IV Staffing and Directing Leadership – Concept, importance; Major theories of leadership (Likert’s scale theory, Blake and Mouton’s Grid theory, House’s path goal theory, Fred Fielder’s situational leadership), Transactional	Same as Above	5	2	Internal Assessment - Class Test	

			leadership, Transformational leadership, Transforming leadership.					
		3	Unit-IV Staffing and Directing- Communication – Concept, purpose, process; Oral and written communication; Formal and informal communication networks; Barriers to communication, overcoming barriers to communication. Unit V- Control- Concept, process, limitation	Same as Above	5	2	Internal Assessment - Class Test	

	November	1	Students Presentation on Unit-III & Unit IV	Same as Above	5	2		
		2	Unit V- Control- Principles of effective control, Major techniques of control - Ratio analysis (ROI), budgetary control, EVA, MVA, PERT, and CPM.	Same as Above	5	2		

		3 rd Week onwar ds	Revision Classes.	Same as Above	5	2		
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Name of the Teacher: Prerna Soni

Course Name: B Com(Hons)

Paper Title: Corporate Laws

Semester/Year: 2nd semester/1st year

S. No.	Month	Week No.	Unit/Topic	Resource/References/Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
1.	January	1	Unit-1 Introduction-Meaning and characteristics of a company; Lifting of corporate veil; Administration of Company Law [including National Company Law Tribunal (NCLT),	<ol style="list-style-type: none">1. Hicks, Andrew & Goo S.H., Cases and Material on Company Law, Oxford University Press.2. Chadha R. & Chadha, S. Company Laws. Scholar Tech Press, Delhi.3. Gowar, LCB, principles of modern company Law. Steven & Sons, London.	5	1		

			National Company Law Appellate Tribunal (NCLAT), Special Courts];	<ol style="list-style-type: none"> 4. Majumdar, A.K., and Kapoor, G.K. Company Law & Practice, Taxmann, New Delhi. 5. Kumar, A., Corporate Laws, Taxmann Pvt Ltd. 6. Sharma, J.P. An Easy Approach to Corporate Laws, Ane Books Pvt. Ltd., New Delhi 7. Ramaiya. A guide to companies Act. LexisNexis Buttersworth wadhwa 8. Companies Act, 2013 (Bare Act) 				
	2	Unit-1 Introduction-Types of companies including private and public company, government company, foreign company, one person company, small company, associate company, dormant company and producer company; Association not for profit; Illegal association.	<ol style="list-style-type: none"> 1. Hicks, Andrew & Goo S.H., Cases and Material on Company Law, Oxford University Press. 2. Chadha R. & Chadha, S. Company Laws. Scholar Tech Press, Delhi. 3. Gowar, LCB, principles of modern company Law. Steven & Sons, London. 4. Majumdar, A.K., and Kapoor, G.K. Company Law & Practice, Taxmann, New Delhi. 5. Kumar, A., Corporate Laws, Taxmann Pvt Ltd. 6. Sharma, J.P. An Easy Approach to Corporate Laws, Ane Books Pvt. Ltd., New Delhi 	5	2			

				<p>7. Ramaiya. A guide to companies Act. LexisNexis Buttersworth wadhwa</p> <p>8. Companies Act, 2013 (Bare Act)</p>				
		3	<p>Unit-1</p> <p>Introduction- Formation of company, promoters, their legal position and pre incorporation contracts; Online registration of a company.</p>	<p>1. Hicks, Andrew & Goo S.H., Cases and Material on Company Law, Oxford University Press.</p> <p>2. Chadha R. & Chadha, S. Company Laws. Scholar Tech Press, Delhi.</p> <p>3. Gowar, LCB, principles of modern company Law. Steven & Sons, London.</p> <p>4. Majumdar, A.K., and Kapoor, G.K. Company Law & Practice, Taxmann, New Delhi.</p> <p>5. Kumar, A., Corporate Laws, Taxmann Pvt Ltd.</p> <p>6. Sharma, J.P. An Easy Approach to Corporate Laws, Ane Books Pvt. Ltd., New Delhi</p> <p>7. Ramaiya. A guide to companies Act. LexisNexis Buttersworth wadhwa</p> <p>8. Companies Act, 2013 (Bare Act)</p>	5	1		

		4	Unit-II Documents - Memorandum of Association and its alteration, Articles of Association and its alteration, doctrine of constructive notice, doctrine of ultra vires and indoor management	Same as Above	5	3		
2.	February	1	Unit-II Documents - Prospectus, Shelf and Red herring prospectus, misstatement in prospectus; GDR; book building	Same as Above Additional: https://www.sebi.gov.in/filings/public-issues.html	5	2	Students' Presentation	Group Discussion on the Topic: Scams in the IPO Market
		2	Unit-II Documents - Allotment and Forfeiture of share, Calls on Shares, Public offer & private placement, Sweat Equity, ESOPs, Bonus issue, transmission of shares, buyback and provisions regarding buyback	Same as Above	5	1	Students' Presentation	Group Discussion on the Topic: Scams in the Secondary Market

		3	Unit-II Documents- Share Certificate, D- mat system, Membership of company	Same as Above	2	1		
			Unit III Management and Meetings- Classification of directors-Additional, Alternate and Ad-hoc directors, Women directors, Independent director, Small shareholder's director		3			
		4	Unit III Management and Meetings-Director Identity Number	Same as Above	5	1	Students' Presentatio n	

			(DIN); Appointment, Disqualifications, Removal of directors; Legal positions, Powers and Duties				
3.	March	1	Unit III Management and Meetings- Key managerial personnel, Managing director, Manager, Board Meetings: meeting through video conferencing	Same as Above	5	1	Students' Presentation
		2	Unit III Management and Meetings- Shareholder meetings: AGM and EGM. Convening and Conduct of meetings: Requisites of a valid meeting; Resolutions; Postal ballot; e-voting. Committees of board directors,	Same as Above	5	1	

			Prohibition of insider trading.				
		3	Unit-IV Dividends, Accounts Audit - Provisions relating to payment of Dividend, provision related to books of accounts, provisions relating to Audit, Auditor's appointment, Rotation of auditors, Auditors' report, Secretarial standards and Secretarial audit, online filing of documents.	Same as Above	5	1	Internal Assessment - Class Test
April		1	Unit-IV Dividends, Accounts, Audit – Winding up- concepts and modes of winding up.	Same as Above	3	1	Students' Presentation

			Students' Presentation		2			
		2	Unit V The Depositories Act 1996-Definitions; Rights and obligations of depositories; Participants issuers and beneficial owners; Inquiry and inspections; Penalties.	Same as Above The Depositories Act 1996 (Bare Act)	5	1	Students' Presentation	Group Discussion

		3rd week onwards	Revision Classes					
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Name of the Teacher: Prerna Soni

Course Name: B Com(Hons)

Paper Title: Management principles & Applications

Semester/Year: 3rd semester/2nd year

S. No.	Month	Week No.	Unit/Topic	Resource/References/Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
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1.	July	4	<p>Unit-1</p> <p>Introduction- Concept: Need for study; Managerial functions – An overview; Coordination – Essence of management.</p> <p>Evolution of Management Thought: Classical approach – Taylor, Fayol.</p>	<p>17. Koontz, H. and Weihrich, H. Essentials of Management, Pearson Education.</p> <p>18. Robbins, S. and Coulter, M. Management, Pearson Education.</p> <p>19. Robbins, S. P. Decenzo, D.A., Bhattacharya, S. and Agrawal, M.M., Fundamentals of Management: Essentials, Concepts and Applications, Pearson Education.</p> <p>20. Drucker P. F., Practice of Management, Mercury Books, London.</p> <p>21. Singh, B.P. and Singh, A.K., Essentials of Management, Excel Books.</p> <p>22. Chhabra, T.N., Essentials of Management, Sun India.</p> <p>23. Griffin, R.W., Management Principles and Application, Cengage Learning</p> <p>24. Luthans, F., Introduction to Management, McGraw Hill.</p>	5	1		Interactive classroom session with the help of power-point presentations.
		5	Unit-1	Same as Above.				

			Introduction- Neo classical and Human relations approach – Hawthorne experiments, Behavioral approach, Systems approach, Contingency approach, MBO, Re-engineering, Five-force analysis, Learning Organisation,		5	2		
2.	August	1	<p>Unit-1</p> <p>Introduction- Fortune at the Bottom of Pyramid</p> <p>Trends and Challenges of Management in Global Scenario, Emerging issues in management.</p> <p>Unit-II- Planning</p> <p>Types of Plan – An overview.</p> <p>Strategic planning – Concept.</p>	Same as Above.	5	2	Students' Presentation	

		2	Unit-II – Planning- Strategic planning – process, Importance and limitations; Growth strategies – internal and external.	Same as Above	5	1	Students' Presentation	
		3	Unit-II – Planning- Environmental analysis and diagnosis (Internal and external environment) – Definition, Importance and Techniques (SWOT/TOWS/WOTS-UP, BCG Matrix, Competitor Analysis), Business environment - Concept and components.	Same as Above	5	1		Class activity by students / Role play

		4	Unit-II- Planning- Decision-making – Concept, importance, group decision making, Individual versus group decision making, Decision making process, perfect rationality and bounded rationality, techniques (qualitative and quantitative, MIS, DSS).	Same as Above	5	1	Students' Presentation
3.	September	1	Group Discussion and case studies on relevant topics from Unit I & Unit II.	Same as Above	5	1	Students' Presentation

		2	Unit III: Organising Concept. Process of organizing – An overview, span of management, different types of authority (line, staff and functional), decentralization, delegation.	Same as Above	5	1	
		3	Unit III Organising- Formal and informal organization. Principles of organizing. Types of organization structure.	Same as Above	5	1	Internal Assessment - Class Test
		4	Unit-IV- Staffing and Directing - Concept of staffing - Recruitment and Selection; Orientation; Training and Development; Career Development; Performance Appraisal.	Same as Above	5	2	

	October	1	<p>Unit-IV- Staffing and Directing –</p> <p>Motivation – Concept, importance, intrinsic and extrinsic motivation; Major motivation theories - Maslow’s need hierarchy theory, Herzberg’s two factor theory, McGregor’s Theory X and Theory Y, Ouchi’s Theory Z.</p>	Same as Above	5	2	Internal Assessment - Class Test	
		2	<p>Unit-IV</p> <p>Staffing and Directing</p> <p>Leadership – Concept, importance; Major theories of leadership (Likert’s scale theory, Blake and Mouton’s Grid theory, House’s path goal theory, Fred Fielder’s situational leadership), Transactional leadership, Transformational leadership, Transforming leadership.</p>	Same as Above	5	2	Internal Assessment - Class Test	

		3	<p>Unit-IV</p> <p>Staffing and Directing-</p> <p>Communication – Concept, purpose, process; Oral and written communication; Formal and informal communication networks; Barriers to communication, overcoming barriers to communication.</p> <p>Unit V- Control-</p> <p>Concept, process, limitation</p>	Same as Above	5	2	Internal Assessment - Class Test	
	November	1	Students Presentation on Unit-III & Unit IV	Same as Above	5	2		

		2	Unit V- Control- Principles of effective control, Major techniques of control - Ratio analysis (ROI), budgetary control, EVA, MVA, PERT, and CPM.	Same as Above	5	2		
		3 rd Week onwar ds	Revision Classes.	Same as Above	5	2		

Name of the Teacher: Prerna Soni

Course Name: B Com(Hons)

Paper Title: Corporate Laws

Semester/Year: 2nd semester/1st year

S. No.	Month	Week No.	Unit/Topic	Resource/References/Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
1.	January	1	Unit-1 Introduction-Meaning and characteristics of a company; Lifting of corporate veil; Administration of Company Law [including National Company Law Tribunal (NCLT), National Company Law Appellate Tribunal (NCLAT), Special Courts];	9. Hicks, Andrew & Goo S.H.,Cases and Material on Company Law, Oxford University Press. 10. Chadha R. & Chadha, S. Company Laws. Scholar Tech Press, Delhi. 11. Gowar, LCB, principles of modern company Law. Steven & Sons, London. 12. Majumdar, A.K., and Kapoor, G.K. Company Law & Practice, Taxmann, New Delhi. 13. Kumar, A.,Corporate Laws, Taxmann Pvt Ltd. 14. Sharma, J.P. An Easy Approach to Corporate Laws, Ane Books Pvt. Ltd., New Delhi 15. Ramaiya. A guide to companies Act. LexisNexis Buttersworth wadhwa 16. Companies Act, 2013 (Bare Act)	5	1		
		2	Unit-1 Introduction-Types of companies including private and public company,	9. Hicks, Andrew & Goo S.H.,Cases and Material on Company Law, Oxford University Press.				

			<p>government company, foreign company, one person company, small company, associate company, dormant company and producer company; Association not for profit; Illegal association.</p>	<p>10. Chadha R. & Chadha, S. Company Laws. Scholar Tech Press, Delhi. 11. Gowar, LCB, principles of modern company Law. Steven & Sons, London. 12. Majumdar, A.K., and Kapoor, G.K. Company Law & Practice, Taxmann, New Delhi. 13. Kumar, A., Corporate Laws, Taxmann Pvt Ltd. 14. Sharma, J.P. An Easy Approach to Corporate Laws, Ane Books Pvt. Ltd., New Delhi 15. Ramaiya. A guide to companies Act. LexisNexis Buttersworth wadhwa 16. Companies Act, 2013 (Bare Act)</p>	5	2		
		3	<p>Unit-1 Introduction- Formation of company, promoters, their legal position and pre incorporation contracts; Online registration of a company.</p>	<p>9. Hicks, Andrew & Goo S.H., Cases and Material on Company Law, Oxford University Press. 10. Chadha R. & Chadha, S. Company Laws. Scholar Tech Press, Delhi. 11. Gowar, LCB, principles of modern company Law. Steven & Sons, London. 12. Majumdar, A.K., and Kapoor, G.K. Company Law & Practice, Taxmann, New Delhi.</p>	5	1		

				<p>13. Kumar, A., Corporate Laws, Taxmann Pvt Ltd.</p> <p>14. Sharma, J.P. An Easy Approach to Corporate Laws, Ane Books Pvt. Ltd., New Delhi</p> <p>15. Ramaiya. A guide to companies Act. LexisNexis Buttersworth wadhwa</p> <p>16. Companies Act, 2013 (Bare Act)</p>				
		4	<p>Unit-II</p> <p>Documents - Memorandum of Association and its alteration, Articles of Association and its alteration, doctrine of constructive notice, doctrine of ultra vires and indoor management</p>	Same as Above	5	3		
2.	February	1	<p>Unit-II</p> <p>Documents - Prospectus, Shelf and Red herring prospectus, misstatement in prospectus; GDR; book building</p>	<p>Same as Above</p> <p>Additional: https://www.sebi.gov.in/filings/public-issues.html</p>	5	2	Students' Presentation	Group Discussion on the Topic: Scams in the IPO Market

		2	Unit-II Documents - Allotment and Forfeiture of share, Calls on Shares, Public offer & private placement, Sweat Equity, ESOPs, Bonus issue, transmission of shares, buyback and provisions regarding buyback	Same as Above	5	1	Students' Presentatio n	Group Discussion on the Topic: Scams in the Secondary Market
		3	Unit-II Documents- Share Certificate, D- mat system, Membership of company	Same as Above	2	1		
			Unit III Management and Meetings- Classification of directors-Additional, Alternate and Ad-hoc directors, Women directors, Independent director,		3			

			Small shareholder's director					
		4	Unit III Management and Meetings-Director Identity Number (DIN); Appointment, Disqualifications, Removal of directors; Legal positions, Powers and Duties	Same as Above	5	1	Students' Presentation	
3.	March	1	Unit III Management and Meetings- Key managerial personnel, Managing director, Manager, Board Meetings: meeting through video conferencing	Same as Above	5	1	Students' Presentation	

		2	<p>Unit III</p> <p>Management and Meetings- Shareholder meetings: AGM and EGM. Convening and Conduct of meetings: Requisites of a valid meeting; Resolutions; Postal ballot; e-voting. Committees of board directors, Prohibition of insider trading.</p>	Same as Above	5	1	
		3	<p>Unit-IV</p> <p>Dividends, Accounts Audit - Provisions relating to payment of Dividend, provision related to books of accounts, provisions relating to Audit, Auditor's appointment, Rotation of auditors, Auditors' report, Secretarial standards and Secretarial audit, online filing of documents.</p>	Same as Above	5	1	Internal Assessment - Class Test

	April	1	<p>Unit-IV</p> <p>Dividends, Accounts, Audit – Winding up- concepts and modes of winding up.</p> <p>Students' Presentation</p>	Same as Above	3	1	Students' Presentation	
		2	<p>Unit V</p> <p>The Depositories Act 1996-Definitions; Rights and obligations of depositories; Participants issuers and beneficial owners; Inquiry and inspections; Penalties.</p>	<p>Same as Above</p> <p>The Depositories Act 1996 (Bare Act)</p>	5	1	Students' Presentation	Group Discussion

		3rd week onwar ds	Revision Classes					
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INSTRUCTIONS:

- (1) Once you are done filling the form, please save the file as: 'teacher name'
E.g., abc. xyz, where abc refers to the first name and xyz refers to the surname.
- (2) Columns/Rows/Cells can be split or merged at your convenience. The **Basic Format** can be adapted to **expand** it to your needs.
- (3) Information required in the basic format is compulsory and **not optional**.
- (4) Teachers taking more than one paper in a semester should add extra table(s) for that particular semester
- (5) You may refer to the sample proforma attached with the email.
- (6) In case of any queries, please email teachingplansrcc@gmail.com
- (7) **The form must be submitted by 8th March 2021, 5:00 p.m., to the email mentioned above.**

TEACHING PLAN FOR ODD SEMESTER (ACADEMIC YEAR 2020-21)

Name of the Teacher : PRIYANKA AGGARWAL
Course Name : B.COM. (H)
Paper Title : FINANCIAL ACCOUNTING
Semester/Year : Semester I

S. No.	Month	Week No.	Unit/Topic	Resource/ References/ Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks
1.	NOVEMBER	3 rd	Unit-1: Introduction of Accounting Concepts & Principles; and Preparation of Financial Statements (Sole Proprietorship only)	<ul style="list-style-type: none"> • Charles, T Horngren, Gart L. Sundem, John A Elliot and Donna R. Philbrick. Introduction to Financial Accounting, Pearson. • Anthony, R. N., & Reece, J. S. Accounting Principles. Laxman Chand Arya for All India Traveller Bookseller. • Goyal, Bhushan Kumar and H.N. Tiwari, Financial Accounting, Taxmann • Kumar, Alok. Financial Accounting, Singhal Publication. 	6	1	25 Marks	
		4 th	Unit-1 (Contd.) Preparation of Financial Statements (Sole Proprietorship only) Unit-2: Preparation of financial statements of not for profit organization	<ul style="list-style-type: none"> • Tulsian, P C. Financial Accounting, Tata McGraw Hill New Delhi • Lal, Jawahar, Seema Srivastava & Abrol, Shivani. Financial Accounting Text and problems, Himalaya Publishing House, New Delhi. • Sah, R. K. Financial Accounting. Cengage. 	6	1		

2.	DECEMBER	1st	Unit-2 (Contd.): Preparation of financial statements of not for profit organization; & Depreciation Accounting	<ul style="list-style-type: none"> • Monga, J.R. <i>Financial Accounting: Concepts and Applications</i>. Mayoor Paper Backs, New Delhi. • ICAI Modules 	6	1		
		2 nd	Unit-2: Inventory Valuation		6	1		
		3 rd	Unit-3: Accounting for Hire Purchase		6	1		
		4 th	Unit-3 (contd.): Accounting for Hire Purchase		6	1		
3.	JANUARY	1st	Unit-3: Accounting for Inland Branches		6	1		
		2 nd	Unit-3 (contd.): Accounting for Inland Branches		6	1		
		3 rd	Unit-4: Accounting for Dissolution of the Partnership Firm		6	1		
		4 th	Unit-4 (Contd.):		6	1		

			Accounting for Dissolution of the Partnership Firm				
4.	FEBRUARY	1st	Unit-4: Dissolution of Partnership Firm		6	1	
		2 nd	Unit-3: Departmental Accounting		6	1	
		3 rd	Unit-3: Lease Accounting		6	1	
		4 th	Unit-5: Computerized Accounting (Tally)		6	1	

TEACHING PLAN FOR EVEN SEMESTER (ACADEMIC YEAR 2019-20)

Name of the Teacher : PRIYANKA AGGARWAL
Course Name : B.COM. (H)
Paper Title : CORPORATE ACCOUNTING
Semester/Year : Semester II

S. No.	Month	Week No.	Unit/Topic	Resource/ References/ Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks
1.	JANUARY	1 st	Unit-3: Cash Flow Statements	<ul style="list-style-type: none"> • Goyal, Bhushan Kumar. <i>Corporate Accounting</i>. Taxmann, New Delhi • Kumar, Alok. <i>Corporate Accounting</i>. Kitab Mahal • Monga, J. R. <i>Fundamentals of Corporate Accounting</i>. Mayur Paper Backs, New Delhi • Sah, Raj Kumar, <i>Concept Building Approach to Corporate Accounting</i>, Cengage • Tulsian P. C. <i>Corporate Accounting</i>. S Chand & Co. New Delhi • ICAI Modules • Self-prepared Handouts for Questions 	6	1	25 Marks	
		2 nd	Unit-1: Accounting for Share Capital; Underwriting of shares and debentures; Redemption of Preference Shares		6	1		
		3 rd	Unit-1: Redemption of Preference Shares (Contd.)		6			
		4 th	Unit-1: Redemption of debentures		6			
2.	FEBRUARY	1 st	Unit-1: Redemption of debentures (Contd.)		6	1		

		2 nd	Unit-1: Redemption of debentures (Contd.)		6	1		
		3 rd	Unit-4: Accounting for Amalgamation of Companies		6	1		
		4 th	Unit-4: Accounting for Amalgamation of Companies (contd.)		6	1		
3.	MARCH	1 st	Unit-4: Accounting for Internal Reconstruction		6	1		
		2 nd	Unit-4: Accounting for Internal Reconstruction		6	1		
		3 rd	Unit-2: Financial Statements of a Company		6	1		
		4 th	Unit-2: Financial Statements of a Company		6	1		
4.	APRIL	1 st	Unit-4: Accounting for liquidation of companies		6	1		
		2 nd	Unit-5: Accounts of Holding Companies/ Parent Companies		6	1		

		3 rd	Unit-5: Accounts of Holding Companies/ Parent Companies		6	1		
		4 th	Unit-5: Accounts of Holding Companies/ Parent Companies		6	1		

Teaching Plan Summer Semester 2020-21

Name of the Teacher: Purnima Meena

Course Name: B.com (Hons.)

Paper Title: Financial Accounting

Semester/Year: I/1st

S. No.	Month	Week No.	Chapters	Sub topics with Resource/References/Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity)
1.	December	1	Chapter 1, 2, 3 & 4	1. Brief introduction about Subject (reading list)	1	0	NA	
				2. Financial Accounting Principles (Alok Kumar & B.k Goyal)	1	0		
				3. Accounting Standards	1	0		
		2	Syllabus	1. Reading List		0	NA	
			Chapter 5	2. Business Income & Recognition + Tally portion (Installation & company creation with features)	1	0		
		3	Chapter 6	3. Depreciation for Plant, Property & Equipment	4	0	NA	
			Chapter 6	1. Change in method & Exchange of old asset	3	0		
		4	Chapter 7	2. Inventory Valuation : Introduction & Format + Tally	1	0		
		2.	January	1	Chapter 7	1. Inventory Valuation : FIFO, LIFO & Weighted Average	3	
2	Chapter 8			1. Capital & Revenue Expenditures and Receipts (Tally)	1	0		
	Chapter 9			2. Final Accounts : Non – corporate business entities & adjustments	1	0		
3	Chapter 9			1. Final Accounts : detailed discussion on remaining adjustments (Tally)	2	0		
				2. Final Accounts- Full-fledged questions	2			
	Chapter 10			3. Non – profit organisations with adjustments	1	0	Pattern : Theory & Practical	

		4.	Chapter 10 Chapter 11	1. Full-fledged questions on NPO + Tally 2. Hire Purchase Accounting	2 3	0		Pattern : Theory & Numerical
3	February	1	Chapter 12	1. Accounting for Lease + Tally	1	0		
		1	Chapter 13	2. Accounting for Branches	3			
			Chapter 14	3. Departmental Accounting	1			
		2	Chapter 14 & 16	4. Departmental Accounting + Dissolution of firm	2 +3	0		
		3	Chapter 16	1. Dissolution = Garner vs. Murray rule (insolvency)	2	0		
			Chapter 16	4. Dissolution = Insolvency of all partners	1	0		
5. Piecemeal distribution of cash- Maximum possible loss & surplus capital	2			0				
4.	March	1	Chapter 17	Computerized Accounting (Tally) + Doubts (specific)	4	0	Internal Assessment on Completion of course	

Teaching Plan Summer Semester 2017-18

Name of the Teacher: Ranjeet Kumar Agarwal

Course Name: B.Com(H)

Paper Title: GST & Customs Law

Semester/Year: VI/3rd

S. No.	Month	Week No.	Unit/Topic	Resource/References/Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity-GD, documentary etc.)
1.	January		Unit 1: Introduction	1. Ahuja , Girish and Ravi Gupta	18	12		Introduction, Group Discussion and Debate , Numerical and Few examples
				2. Singhania , Vinod K. and Monica Singhania				
			Unit 2: Leavy And Collection of GST	3. Bansal K.M. , Taxmann				
				4. Website of Central Board of GST and Custom				
				5. Various other resources from internet				
2	February		Unit 3 : Input Tax Credit	1.Ahuja , Girish and Ravi Gupta	19	10		Some Practical Question , Revision , Discussion for the Internal assessment
				2. Singhania , Vinod K. and Monica Singhania				
				3. Bansal K.M. , Taxmann				
				4. Website of Central Board of GST and Custom				
				5. Various other resources from internet				
3.	March		Unit 4 & Unit 5 : Procedures and Special Provisions under GST	1. Ahuja , Girish and Ravi Gupta	14	7	Internal Assessment	Numerical Question And Examples and Past year Paper Discussion
				2. Singhania , Vinod K. and Monica Singhania				
				3. Bansal K.M. , Taxmann				
				4. Website of Central Board of GST and Custom				
				5. Various other resources from internet				
4.	April			1. Ahuja , Girish and Ravi Gupta				

			Unit 6 : Customs Law	2. Singhania , Vinod K. and Monica Singhania	18	11	Viva , Group Discussion , Complete Syllabus Test	Numerical Question And Examples and Past year Paper Discussion , Group Discussion and Debate, Complete Syllabus Test and Doubt
				3. Bansal K.M. , Taxmann				
				4. Website of Central Board of GST and Custom				
				5. Various other resources from internet				
			REVISION	Doubts Classes			NA	
Exam Solutions	Test Paper and Past Year Papers Solutions							

End of Lectures; Individual Interaction with Students till Exam Preparatory Leave.

Teaching Plan Summer Semester 2017-18

Name of the Teacher: Ranjeet Kumar Agarwal

Course Name: B.Com(H)

Paper Title: Personal Tax Planning

Semester/Year: III/2nd

S. No.	Month	Week No.	Unit/Topic	Resource/ References/Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
1.	July		Unit 1: Concept of Tax Planning	6. Ahuja , Girish and Ravi Gupta	7	2		Introduction, Group Discussion and Debate
				7. Singhania , Vinod K. and Monica Singhania				
				8. Corporate Professional Today, Taxman				
				9. Website of Income Tax Department				
				10. Various other resources from internet				
2	August		Unit 2 : Planning with Reference to Salary Income	1.Ahuja , Girish and Ravi Gupta	18	11		Numerical and Few examples, Discussion for the Internal assessment
				2. Singhania , Vinod K. and Monica Singhania				
				3. Corporate Professional Today, Taxman				
				4.Website of Income Tax Department				

				5. Various other resources from internet				
3.	September		Unit 3: Tax Planning in relation to Income from House Property and Business Income	1.Ahuja , Girish and Ravi Gupta 2. Singhanian , Vinod K. and Monica Singhanian 3. Corporate Professional Today, Taxman 4.Website of Income Tax Department 5. Various other resources from internet	17	12	Internal Assessment	Some Practical Question , Revision , Past year paper discussion
4.	October		Unit 4 : Tax Planning in relation to Capital gains and Other Sources	1.Ahuja , Girish and Ravi Gupta 2. Singhanian , Vinod K. and Monica Singhanian 3. Corporate Professional Today, Taxman 4.Website of Income Tax Department 5. Various other resources from internet	15	9		Numerical Question And Examples and Past year Paper discussion
5.	November		Unit 5: Other areas of Tax Planning	1.Ahuja , Girish and Ravi Gupta 2. Singhanian , Vinod K. and Monica Singhanian 3. Corporate Professional Today, Taxman 4.Website of Income Tax Department 5. Various other resources from internet	16	10	Viva , Group Discussion , Complete Syllabus Test	Group Discussion and Debate, Complete Syllabus Test and Doubt
			REVISION	Doubts Classes			NA	
			Exam Solutions	Test Paper and Past Year Papers Solutions				
End of Lectures; Individual Interaction with Students till Exam Preparatory Leave.								

Teaching Plan Summer Semester 2018-19

Name of the Teacher: Ranjeet Kumar Agarwal

Course Name: B.Com(H)

Paper Title: GST & Customs Law

Semester/Year: VI/3rd

S. No.	Month	Week No.	Unit/Topic	Resource/References/Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity-GD, documentary etc.)
1.	January		Unit 1: Introduction	11. Ahuja , Girish and Ravi Gupta	18	12		Introduction, Group Discussion and Debate , Numerical and Few examples
				12. Singhaniania , Vinod K. and Monica Singhaniania				
			Unit 2: Leavy And Collection of GST	13. Bansal K.M. , Taxmann				
				14. Website of Central Board of GST and Custom				
				15. Various other resources from internet				
2	February		Unit 3 : Input Tax Credit	1.Ahuja , Girish and Ravi Gupta	19	10		Some Practical Question , Revision , Discussion for the Internal assessment
				6. Singhaniania , Vinod K. and Monica Singhaniania				
				7. Bansal K.M. , Taxmann				
				8. Website of Central Board of GST and Custom				
				9. Various other resources from internet				
3.	March		Unit 4 & Unit 5 : Procedures and Special Provisions under GST	6. Ahuja , Girish and Ravi Gupta	14	7	Internal Assessment	Numerical Question And Examples and Past year Paper Discussion
				7. Singhaniania , Vinod K. and Monica Singhaniania				
				8. Bansal K.M. , Taxmann				
				9. Website of Central Board of GST and Custom				
				10. Various other resources from internet				
4.	April		Unit 6 : Customs Law	6. Ahuja , Girish and Ravi Gupta			Viva , Group Discussion ,	
				7. Singhaniania , Vinod K. and Monica Singhaniania				
				8. Bansal K.M. , Taxmann				

			9. Website of Central Board of GST and Custom	18	11	Complete Syllabus Test	Numerical Question And Examples and Past year Paper Discussion , Group Discussion and Debate, Complete Syllabus Test and Doubt
			10. Various other resources from internet				
		REVISION	Doubts Classes				
		Exam Solutions	Test Paper and Past Year Papers Solutions			NA	
End of Lectures; Individual Interaction with Students till Exam Preparatory Leave.							

Teaching Plan Summer Semester 2018-19

Name of the Teacher: Ranjeet Kumar Agarwal

Course Name: B.Com(H)

Paper Title: Personal Tax Planning

Semester/Year: III/2nd

S. No.	Month	Week No.	Unit/Topic	Resource/References/Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity-GD, documentary etc.)
1.	July		Unit 1: Concept of Tax Planning	16. Ahuja , Girish and Ravi Gupta	7	2		Introduction, Group Discussion and Debate
				17. Singhania , Vinod K. and Monica Singhania				
				18. Corporate Professional Today, Taxman				
				19. Website of Income Tax Department				
				20. Various other resources from internet				
2	August		Unit 2 : Planning with Reference to Salary Income	1.Ahuja , Girish and Ravi Gupta	18	11		Numerical and Few examples, Discussion for the Internal assessment
				2. Singhania , Vinod K. and Monica Singhania				
				3. Corporate Professional Today, Taxman				
				4.Website of Income Tax Department				
				5. Various other resources from internet				

3.	September		Unit 3: Tax Planning in relation to Income from House Property and Business Income	1.Ahuja , Girish and Ravi Gupta	17	12	Internal Assessment	Some Practical Question , Revision , Past year paper discussion
				2. Singhaniania , Vinod K. and Monica Singhaniania				
				3. Corporate Professional Today, Taxman				
				4.Website of Income Tax Department				
				5. Various other resources from internet				
4.	October		Unit 4 : Tax Planning in relation to Capital gains and Other Sources	1.Ahuja , Girish and Ravi Gupta	15	9		Numerical Question And Examples and Past year Paper discussion
				2. Singhaniania , Vinod K. and Monica Singhaniania				
				3. Corporate Professional Today, Taxman				
				4.Website of Income Tax Department				
				5. Various other resources from internet				
5.	November		Unit 5: Other areas of Tax Planning	1.Ahuja , Girish and Ravi Gupta	16	10	Viva , Group Discussion , Complete Syllabus Test	Group Discussion and Debate, Complete Syllabus Test and Doubt
				2. Singhaniania , Vinod K. and Monica Singhaniania				
				3. Corporate Professional Today, Taxman				
				4.Website of Income Tax Department				
				5. Various other resources from internet				
			REVISION	Doubts Classes			NA	
			Exam Solutions	Test Paper and Past Year Papers Solutions				
End of Lectures; Individual Interaction with Students till Exam Preparatory Leave.								

Teaching Plan Summer Semester 2019-20

Name of the Teacher: Ranjeet Kumar Agarwal

Course Name: B.Com(H)

Paper Title: GST & Customs Law**Semester/Year: VI/3rd**

S. No.	Month	Week No.	Unit/Topic	Resource/References/Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity-GD, documentary etc.)
1.	January		Unit 1: Introduction	21. Ahuja , Girish and Ravi Gupta	18	12		Introduction, Group Discussion and Debate , Numerical and Few examples
				22. Singhania , Vinod K. and Monica Singhania				
			Unit 2: Leavy And Collection of GST	23. Bansal K.M. , Taxmann				
				24. Website of Central Board of GST and Custom				
				25. Various other resources from internet				
2	February		Unit 3 : Input Tax Credit	1.Ahuja , Girish and Ravi Gupta	19	10		Some Practical Question , Revision , Discussion for the Internal assessment
				10. Singhania , Vinod K. and Monica Singhania				
				11. Bansal K.M. , Taxmann				
				12. Website of Central Board of GST and Custom				
				13. Various other resources from internet				
3.	March		Unit 4 & Unit 5 : Procedures and Special Provisions under GST	11. Ahuja , Girish and Ravi Gupta	14	7	Internal Assessment	Numerical Question And Examples and Past year Paper Discussion
				12. Singhania , Vinod K. and Monica Singhania				
				13. Bansal K.M. , Taxmann				
				14. Website of Central Board of GST and Custom				
				15. Various other resources from internet				
4.	April		Unit 6 : Customs Law	11. Ahuja , Girish and Ravi Gupta	18	11	Viva , Group Discussion , Complete Syllabus Test	Numerical Question And Examples and Past year Paper Discussion ,
				12. Singhania , Vinod K. and Monica Singhania				
				13. Bansal K.M. , Taxmann				
				14. Website of Central Board of GST and Custom				

			15. Various other resources from internet				Group Discussion and Debate, Complete Syllabus Test and Doubt
		REVISION	Doubts Classes			NA	
		Exam Solutions	Test Paper and Past Year Papers Solutions				
End of Lectures; Individual Interaction with Students till Exam Preparatory Leave.							

Teaching Plan Summer Semester 2019-20

Name of the Teacher: Ranjeet Kumar Agarwal

Course Name: B.Com(H)

Paper Title: Personal Tax Planning

Semester/Year: III/2nd

S. No.	Month	Week No.	Unit/Topic	Resource/References/Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity-GD, documentary etc.)
1.	July		Unit 1: Concept of Tax Planning	26. Ahuja , Girish and Ravi Gupta	7	2		Introduction, Group Discussion and Debate
				27. Singhania , Vinod K. and Monica Singhania				
				28. Corporate Professional Today, Taxman				
				29. Website of Income Tax Department				
				30. Various other resources from internet				
2	August		Unit 2 : Planning with Reference to Salary Income	1.Ahuja , Girish and Ravi Gupta	18	11		Numerical and Few examples, Discussion for the Internal assessment
				2. Singhania , Vinod K. and Monica Singhania				
				3. Corporate Professional Today, Taxman				
				4.Website of Income Tax Department				
				5. Various other resources from internet				
3.	September		Unit 3: Tax Planning in	1.Ahuja , Girish and Ravi Gupta				

			relation to Income from House Property and Business Income	2. Singhanian , Vinod K. and Monica Singhanian 3. Corporate Professional Today, Taxman 4.Website of Income Tax Department 5. Various other resources from internet	17	12	Internal Assessment	Some Practical Question , Revision , Past year paper discussion
4.	October		Unit 4 : Tax Planning in relation to Capital gains and Other Sources	1.Ahuja , Girish and Ravi Gupta 2. Singhanian , Vinod K. and Monica Singhanian 3. Corporate Professional Today, Taxman 4.Website of Income Tax Department 5. Various other resources from internet	15	9		Numerical Question And Examples and Past year Paper discussion
5.	November		Unit 5: Other areas of Tax Planning	1.Ahuja , Girish and Ravi Gupta 2. Singhanian , Vinod K. and Monica Singhanian 3. Corporate Professional Today, Taxman 4.Website of Income Tax Department 5. Various other resources from internet	16	10	Viva , Group Discussion , Complete Syllabus Test	Group Discussion and Debate, Complete Syllabus Test and Doubt
			REVISION	Doubts Classes				
			Exam Solutions	Test Paper and Past Year Papers Solutions			NA	
End of Lectures; Individual Interaction with Students till Exam Preparatory Leave.								

Teaching Plan Summer Semester 2020-21

Name of the Teacher: Ranjeet Kumar Agarwal

Course Name: B.Com(H)

Paper Title: GST & Customs Law

Semester/Year: VI/3rd

S. No.	Month	Week No.	Unit/Topic	Resource/References/Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity-GD, documentary etc.)
1.	January		Unit 1: Introduction	31. Ahuja , Girish and Ravi Gupta	18	12		Introduction, Group Discussion and Debate , Numerical and Few examples
				32. Singhania , Vinod K. and Monica Singhania				
			Unit 2: Leavy And Collection of GST	33. Bansal K.M. , Taxmann				
				34. Website of Central Board of GST and Custom				
				35. Various other resources from internet				
2	February		Unit 3 : Input Tax Credit	1.Ahuja , Girish and Ravi Gupta	19	10		Some Practical Question , Revision , Discussion for the Internal assessment
				14. Singhania , Vinod K. and Monica Singhania				
				15. Bansal K.M. , Taxmann				
				16. Website of Central Board of GST and Custom				
				17. Various other resources from internet				
3.	March		Unit 4 & Unit 5 : Procedures and Special Provisions under GST	16. Ahuja , Girish and Ravi Gupta	14	7	Internal Assessment	Numerical Question And Examples and Past year Paper Discussion
				17. Singhania , Vinod K. and Monica Singhania				
				18. Bansal K.M. , Taxmann				
				19. Website of Central Board of GST and Custom				
				20. Various other resources from internet				
4.	April		Unit 6 : Customs Law	16. Ahuja , Girish and Ravi Gupta	18	11	Viva , Group Discussion , Complete Syllabus Test	Numerical Question And Examples and Past year Paper Discussion , Group Discussion and Debate, Complete Syllabus Test and Doubt
				17. Singhania , Vinod K. and Monica Singhania				
				18. Bansal K.M. , Taxmann				
				19. Website of Central Board of GST and Custom				
				20. Various other resources from internet				

			REVISION	Doubts Classes				
			Exam Solutions	Test Paper and Past Year Papers Solutions			NA	
End of Lectures; Individual Interaction with Students till Exam Preparatory Leave.								

Teaching Plan Summer Semester 2020-21

Name of the Teacher: Ranjeet Kumar Agarwal

Course Name: B.Com(H)

Paper Title: Personal Tax Planning

Semester/Year: III/2nd

S. No.	Month	Week No.	Unit/Topic	Resource/References/Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity-GD, documentary etc.)
1.	July		Unit 1: Concept of Tax Planning	36. Ahuja , Girish and Ravi Gupta	7	2		Introduction, Group Discussion and Debate
				37. Singhania , Vinod K. and Monica Singhania				
				38. Corporate Professional Today, Taxman				
				39. Website of Income Tax Department				
				40. Various other resources from internet				
2	August		Unit 2 : Planning with Reference to Salary Income	1.Ahuja , Girish and Ravi Gupta	18	11		Numerical and Few examples, Discussion for the Internal assessment
				2. Singhania , Vinod K. and Monica Singhania				
				3. Corporate Professional Today, Taxman				
				4.Website of Income Tax Department				
				5. Various other resources from internet				
3.	September		Unit 3: Tax Planning in relation to Income from	1.Ahuja , Girish and Ravi Gupta				
				2. Singhania , Vinod K. and Monica Singhania				

			House Property and Business Income	3. Corporate Professional Today, Taxman 4.Website of Income Tax Department 5. Various other resources from internet	17	12	Internal Assessment	Some Practical Question , Revision , Past year paper discussion
4.	October		Unit 4 : Tax Planning in relation to Capital gains and Other Sources	1.Ahuja , Girish and Ravi Gupta 2. Singhanian , Vinod K. and Monica Singhanian 3. Corporate Professional Today, Taxman 4.Website of Income Tax Department 5. Various other resources from internet	15	9		Numerical Question And Examples and Past year Paper discussion
5.	November		Unit 5: Other areas of Tax Planning	1.Ahuja , Girish and Ravi Gupta 2. Singhanian , Vinod K. and Monica Singhanian 3. Corporate Professional Today, Taxman 4.Website of Income Tax Department 5. Various other resources from internet	16	10	Viva , Group Discussion , Complete Syllabus Test	Group Discussion and Debate, Complete Syllabus Test and Doubt
			REVISION	Doubts Classes				
			Exam Solutions	Test Paper and Past Year Papers Solutions			NA	
End of Lectures; Individual Interaction with Students till Exam Preparatory Leave.								

Teaching Plan Summer Semester 2016-17

Name of the Teacher: Reena Chadha

Course Name: B. Com(Hons)

Paper Title: Business Laws

Semester/Year: I semester/1st year

S. No.	Month	Week No.	Unit/Topic	Resource/References/Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
1.	July	3	Introduction: Business Laws Introduction: Indian Contract Act, 1872 Contract – meaning, characteristics and kinds	17. Singh, Avtar.(2018). The Principles of Mercantile Law. Lucknow. Eastern Book Company. 18. Sharma, J.P. and Kanojia S. (2019). Business Laws. New Delhi. Bharat Law House Pvt. Ltd. 19. Tulsian P.C. (2018). Business Law. New Delhi.Tata McGraw Hill. 20. Jagota R. (2019). Business Laws. MKM Publishers ScholarTech Press.	5	1	N.A	Discuss the case laws related to the topics covered week by week and viva-voce of the same. Movie Recommendation: 12 angry Men, The man from Earth

				<p>21. Kuchhal, M C. (2018). Business Laws. New Delhi. Vikas Publishing House.</p> <p>22. Arora, S. (2015). Business Laws. New Delhi. Taxmann</p> <p>23. Indian Contract Act, 1872 (Bare Act)</p>				
		4	Unit 1: Offer and Acceptance, Consideration	Same as above	3+2	1		
2.	August	1	Unit 1: Capacity of Parties	Same as Above	5	1		
		2	Unit 1: Free Consent	Same as Above	5	1		

		3	Unit 1: Legality of object and consideration, Void agreements	Same as Above	2+3	1		
		4	Unit 1: Discharge of contract, Quasi Contract, Remedies for the breach of contract	Same as Above	2 1 2	1	Test 1 from the syllabus covered	Discuss the case laws related to the topics covered week by week and viva-voce of the same. Revision of the earlier Chapters.
3.	September	1	Unit II: Special Contracts: Indemnity & Guarantee, Bailment and pledge	Same as Above	5	1		Discussion of previous years question papers

		2	Unit II: Special contracts: Agency	Same as Above	5	1	
		3	Unit-III Sale of goods: Introduction, Conditions and warranties, Performance of contract of sale	Same as Above Additional: Sale of Goods Act, 1932 (Bare Act)	1+3+1	1	Test 2 from the syllabus covered
September		4	Unit-III Sale of goods: Transfer of property, Rights of unpaid seller	Same as above	2+3	1	
October		1	Unit-IV LLP Act, 2008: Salient Features of LLP, Difference between LLP and	Same as Above Additional: LLP Act, 2008 (Bare Act)	5	1	

			Partnership, LLP and Company LLP Agreement. Nature of LLP, Partners and Designated Partners, Incorporation Document, Incorporation by Registration,				
		2	Unit-IV LLP Act, 2008: Registered office of LLP and change therein. Change of name, Partners and their Relations. Extent and limitation of liability of LLP and partners. Whistle blowing. Taxation of LLP. Conversion into LLP. Winding up and dissolution of LLP.	Same as Above	5	1	Discuss the case laws related to the topics covered week by week and viva-voce of the same. Revision of the earlier Chapters. Discussion of previous years question papers

		3	Mid- Semester Break				
		4	Unit V: The Information Technology Act 2000 Definitions under the Act. Digital signature. Electronic governance. Attribution, acknowledgement and dispatch of electronic records.	Same as above Additional: IT Act, 2000 (Bare Act)	5	1	

5	November	1	Unit V: The Information Technology Act 2000 Regulation of certifying authorities. Digital signatures certificates. Duties of subscribers under the Act. Penalties and adjudication. Offences as per the Act.	Same as above	5	1	Discuss the case laws related to the topics covered week by week and viva-voce of the same. Revision of the earlier Chapters. Discussion of previous years question papers
		2	Revision	Revision	5	1	

Teaching Plan Summer Semester 2017-18

Name of the Teacher: Dr. Kanu Jain

Course Name: B. Com(Hons)

Paper Title: Business Laws

Semester/Year: I semester/1st year

S. No.	Month	Week No.	Unit/Topic	Resource/References/Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
1.	July	3	Introduction: Business Laws Introduction: Indian Contract Act, 1872 Contract – meaning, characteristics and kinds	1. Singh, Avtar.(2018). The Principles of Mercantile Law. Lucknow. Eastern Book Company. 2. Sharma, J.P. and Kanojia S. (2019). Business Laws. New Delhi. Bharat Law House Pvt. Ltd. 3. Tulsian P.C. (2018). Business Law. New Delhi.Tata McGraw Hill. 4. Jagota R. (2019). Business Laws. MKM Publishers ScholarTech Press. 5. Kuchhal, M C. (2018). Business Laws. New Delhi. Vikas Publishing House. 6. Arora, S. (2015). Business Laws. New Delhi. Taxmann	5	1	N.A	Discuss the case laws related to the topics covered week by week and viva-voce of the same. Movie Recommendation: 12 angry Men, The man from Earth

				7. Indian Contract Act, 1872 (Bare Act)				
		4	Unit 1: Offer and Acceptance, Consideration	Same as above	3+2	1		
2.	August	1	Unit 1: Capacity of Parties	Same as Above	5	1		
		2	Unit 1: Free Consent	Same as Above	5	1		

		3	Unit 1: Legality of object and consideration, Void agreements	Same as Above	2+3	1		
		4	Unit 1: Discharge of contract, Quasi Contract, Remedies for the breach of contract	Same as Above	2 1 2	1	Test 1 from the syllabus covered	Discuss the case laws related to the topics covered week by week and viva-voce of the same. Revision of the earlier Chapters.
3.	September	1	Unit II: Special Contracts: Indemnity & Guarantee, Bailment and pledge	Same as Above	5	1		Discussion of previous years question papers

		2	Unit II: Special contracts: Agency	Same as Above	5	1	
		3	Unit-III Sale of goods: Introduction, Conditions and warranties, Performance of contract of sale	Same as Above Additional: Sale of Goods Act, 1932 (Bare Act)	1+3+1	1	Test 2 from the syllabus covered
September		4	Unit-III Sale of goods: Transfer of property, Rights of unpaid seller	Same as above	2+3	1	
October		1	Unit-IV LLP Act, 2008: Salient Features of LLP, Difference between LLP and	Same as Above Additional: LLP Act, 2008 (Bare Act)	5	1	

			Partnership, LLP and Company LLP Agreement. Nature of LLP, Partners and Designated Partners, Incorporation Document, Incorporation by Registration,				
		2	Unit-IV LLP Act, 2008: Registered office of LLP and change therein. Change of name, Partners and their Relations. Extent and limitation of liability of LLP and partners. Whistle blowing. Taxation of LLP. Conversion into LLP. Winding up and dissolution of LLP.	Same as Above	5	1	Discuss the case laws related to the topics covered week by week and viva-voce of the same. Revision of the earlier Chapters. Discussion of previous years question papers

		3	Mid- Semester Break				
		4	Unit V: The Information Technology Act 2000 Definitions under the Act. Digital signature. Electronic governance. Attribution, acknowledgement and dispatch of electronic records.	Same as above Additional: IT Act, 2000 (Bare Act)	5	1	

5	November	1	Unit V: The Information Technology Act 2000 Regulation of certifying authorities. Digital signatures certificates. Duties of subscribers under the Act. Penalties and adjudication. Offences as per the Act.	Same as above	5	1	Discuss the case laws related to the topics covered week by week and viva-voce of the same. Revision of the earlier Chapters. Discussion of previous years question papers
		2	Revision	Revision	5	1	

Teaching Plan Summer Semester 2018-19

Name of the Teacher: Dr. Kanu Jain

Course Name: B. Com(Hons)

Paper Title: Business Laws

Semester/Year: I semester/1st year

S. No.	Month	Week No.	Unit/Topic	Resource/References/Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
1.	July	3	Introduction: Business Laws Introduction: Indian Contract Act, 1872 Contract – meaning, characteristics and kinds	1. Singh, Avtar.(2018). The Principles of Mercantile Law. Lucknow. Eastern Book Company. 2. Sharma, J.P. and Kanojia S. (2019). Business Laws. New Delhi. Bharat Law House Pvt. Ltd. 3. Tulsian P.C. (2018). Business Law. New Delhi.Tata McGraw Hill. 4. Jagota R. (2019). Business Laws. MKM Publishers ScholarTech Press. 5. Kuchhal, M C. (2018). Business Laws. New Delhi. Vikas Publishing House. 6. Arora, S. (2015). Business Laws. New Delhi. Taxmann	5	1	N.A	Discuss the case laws related to the topics covered week by week and viva-voce of the same. Movie Recommendation: 12 angry Men, The man from Earth

				7. Indian Contract Act, 1872 (Bare Act)				
		4	Unit 1: Offer and Acceptance, Consideration	Same as above	3+2	1		
2.	August	1	Unit 1: Capacity of Parties	Same as Above	5	1		
		2	Unit 1: Free Consent	Same as Above	5	1		

		3	Unit 1: Legality of object and consideration, Void agreements	Same as Above	2+3	1		
		4	Unit 1: Discharge of contract, Quasi Contract, Remedies for the breach of contract	Same as Above	2 1 2	1	Test 1 from the syllabus covered	Discuss the case laws related to the topics covered week by week and viva-voce of the same. Revision of the earlier Chapters.
3.	September	1	Unit II: Special Contracts: Indemnity & Guarantee, Bailment and pledge	Same as Above	5	1		Discussion of previous years question papers

		2	Unit II: Special contracts: Agency	Same as Above	5	1	
		3	Unit-III Sale of goods: Introduction, Conditions and warranties, Performance of contract of sale	Same as Above Additional: Sale of Goods Act, 1932 (Bare Act)	1+3+1	1	Test 2 from the syllabus covered
September		4	Unit-III Sale of goods: Transfer of property, Rights of unpaid seller	Same as above	2+3	1	
October		1	Unit-IV LLP Act, 2008: Salient Features of LLP, Difference between LLP and	Same as Above Additional: LLP Act, 2008 (Bare Act)	5	1	

			Partnership, LLP and Company LLP Agreement. Nature of LLP, Partners and Designated Partners, Incorporation Document, Incorporation by Registration,				
		2	Unit-IV LLP Act, 2008: Registered office of LLP and change therein. Change of name, Partners and their Relations. Extent and limitation of liability of LLP and partners. Whistle blowing. Taxation of LLP. Conversion into LLP. Winding up and dissolution of LLP.	Same as Above	5	1	Discuss the case laws related to the topics covered week by week and viva-voce of the same. Revision of the earlier Chapters. Discussion of previous years question papers

		3	Mid- Semester Break				
		4	Unit V: The Information Technology Act 2000 Definitions under the Act. Digital signature. Electronic governance. Attribution, acknowledgement and dispatch of electronic records.	Same as above Additional: IT Act, 2000 (Bare Act)	5	1	

5	November	1	Unit V: The Information Technology Act 2000 Regulation of certifying authorities. Digital signatures certificates. Duties of subscribers under the Act. Penalties and adjudication. Offences as per the Act.	Same as above	5	1	Discuss the case laws related to the topics covered week by week and viva-voce of the same. Revision of the earlier Chapters. Discussion of previous years question papers
		2	Revision	Revision	5	1	

Teaching Plan Summer Semester 2019-20

Name of the Teacher: Dr. Kanu Jain

Course Name: B. Com(Hons)

Paper Title: Business Laws

Semester/Year: I semester/1st year

S. No.	Month	Week No.	Unit/Topic	Resource/References/Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
1.	July	3	Introduction: Business Laws Introduction: Indian Contract Act, 1872 Contract – meaning, characteristics and kinds	1. Singh, Avtar.(2018). The Principles of Mercantile Law. Lucknow. Eastern Book Company. 2. Sharma, J.P. and Kanojia S. (2019). Business Laws. New Delhi. Bharat Law House Pvt. Ltd. 3. Tulsian P.C. (2018). Business Law. New Delhi.Tata McGraw Hill. 4. Jagota R. (2019). Business Laws. MKM Publishers ScholarTech Press. 5. Kuchhal, M C. (2018). Business Laws. New Delhi. Vikas Publishing House. 6. Arora, S. (2015). Business Laws. New Delhi. Taxmann	5	1	N.A	Discuss the case laws related to the topics covered week by week and viva-voce of the same. Movie Recommendation: 12 angry Men, The man from Earth

				7. Indian Contract Act, 1872 (Bare Act)				
		4	Unit 1: Offer and Acceptance, Consideration	Same as above	3+2	1		
2.	August	1	Unit 1: Capacity of Parties	Same as Above	5	1		
		2	Unit 1: Free Consent	Same as Above	5	1		

		3	Unit 1: Legality of object and consideration, Void agreements	Same as Above	2+3	1		
		4	Unit 1: Discharge of contract, Quasi Contract, Remedies for the breach of contract	Same as Above	2 1 2	1	Test 1 from the syllabus covered	Discuss the case laws related to the topics covered week by week and viva-voce of the same. Revision of the earlier Chapters.
3.	September	1	Unit II: Special Contracts: Indemnity & Guarantee, Bailment and pledge	Same as Above	5	1		Discussion of previous years question papers

		2	Unit II: Special contracts: Agency	Same as Above	5	1	
		3	Unit-III Sale of goods: Introduction, Conditions and warranties, Performance of contract of sale	Same as Above Additional: Sale of Goods Act, 1932 (Bare Act)	1+3+1	1	Test 2 from the syllabus covered
September		4	Unit-III Sale of goods: Transfer of property, Rights of unpaid seller	Same as above	2+3	1	
October		1	Unit-IV LLP Act, 2008: Salient Features of LLP, Difference between LLP and	Same as Above Additional: LLP Act, 2008 (Bare Act)	5	1	

			Partnership, LLP and Company LLP Agreement. Nature of LLP, Partners and Designated Partners, Incorporation Document, Incorporation by Registration,				
		2	Unit-IV LLP Act, 2008: Registered office of LLP and change therein. Change of name, Partners and their Relations. Extent and limitation of liability of LLP and partners. Whistle blowing. Taxation of LLP. Conversion into LLP. Winding up and dissolution of LLP.	Same as Above	5	1	Discuss the case laws related to the topics covered week by week and viva-voce of the same. Revision of the earlier Chapters. Discussion of previous years question papers

		3	Mid- Semester Break				
		4	Unit V: The Information Technology Act 2000 Definitions under the Act. Digital signature. Electronic governance. Attribution, acknowledgement and dispatch of electronic records.	Same as above Additional: IT Act, 2000 (Bare Act)	5	1	

5	November	1	Unit V: The Information Technology Act 2000 Regulation of certifying authorities. Digital signatures certificates. Duties of subscribers under the Act. Penalties and adjudication. Offences as per the Act.	Same as above	5	1		Discuss the case laws related to the topics covered week by week and viva-voce of the same. Revision of the earlier Chapters. Discussion of previous years question papers
		2	Revision	Revision	5	1		

Teaching Plan Odd Semester 2020-21

Name of the Teacher: Dr. Kanu Jain

Course Name: B. Com(Hons)

Paper Title: Business Laws

Semester/Year: I semester/1st year

S. No.	Month	Week No.	Unit/Topic	Resource/References/Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
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1.	November	3	<p>Introduction: Business Laws</p> <p>Introduction: Indian Contract Act, 1872</p> <p>Contract – meaning, characteristics and kinds</p>	<ol style="list-style-type: none"> 1. Singh, Avtar.(2018). The Principles of Mercantile Law. Lucknow. Eastern Book Company. 2. Sharma, J.P. and Kanojia S. (2019). Business Laws. New Delhi. Bharat Law House Pvt. Ltd. 3. Tulsian P.C. (2018). Business Law. New Delhi.Tata McGraw Hill. 4. Jagota R. (2019). Business Laws. MKM Publishers ScholarTech Press. 5. Kuchhal, M C. (2018). Business Laws. New Delhi. Vikas Publishing House. 6. Arora, S. (2015). Business Laws. New Delhi. Taxmann 7. Indian Contract Act, 1872 (Bare Act) 	5	1	N.A	<p>Discuss the case laws related to the topics covered week by week and viva-voce of the same.</p> <p>Movie Recommendation: 12 angry Men, The man from Earth</p>
		4	<p>Unit 1: Offer and Acceptance, Consideration</p>	Same as above	3+2	1		

2.	December	1	Unit 1: Capacity of Parties	Same as Above	5	1		
		2	Unit 1: Free Consent	Same as Above	5	1		
		3	Unit 1: Legality of object and consideration, Void agreements	Same as Above	2+3	1		
		4	Unit 1: Discharge of contract, Quasi Contract,	Same as Above	2 1 2	1	Test 1 from the syllabus covered	Discuss the case laws related to the topics covered week by week and viva-voce of the same.

			Remedies for the breach of contract					Revision of the earlier Chapters.
3.	January	1	Unit II: Special Contracts: Indemnity & Guarantee, Bailment and pledge	Same as Above	5	1		Discussion of previous years question papers
		2	Unit II: Special contracts: Agency	Same as Above	5	1		
		3	Unit-III Sale of goods: Introduction, Conditions and warranties, Performance of contract of sale	Same as Above Additional: Sale of Goods Act, 1932 (Bare Act)	1+3+1	1	Test 2 from the syllabus covered	

	January	4	Unit-III Sale of goods: Transfer of property, Rights of unpaid seller	Same as above	2+3	1		
	February	1	Unit-IV LLP Act, 2008: Salient Features of LLP, Difference between LLP and Partnership, LLP and Company LLP Agreement. Nature of LLP, Partners and Designated Partners, Incorporation Document, Incorporation by Registration,	Same as Above Additional: LLP Act, 2008 (Bare Act)	5	1		
		2	Unit-IV LLP Act, 2008: Registered office of LLP and change therein. Change of name, Partners and their Relations. Extent and limitation of liability of LLP and partners. Whistle blowing. Taxation of LLP. Conversion into	Same as Above	5	1		Discuss the case laws related to the topics covered week by week and viva-voce of the same. Revision of the earlier Chapters. Discussion of previous years question papers

			LLP. Winding up and dissolution of LLP.				
		3	Unit V: The Information Technology Act 2000 Definitions under the Act. Digital signature. Electronic governance. Attribution, acknowledgement and dispatch of electronic records.	Same as above Additional: IT Act, 2000 (Bare Act)	5	1	

		4	Unit V: The Information Technology Act 2000 Regulation of certifying authorities. Digital signatures certificates. Duties of subscribers under the Act. Penalties and adjudication. Offences as per the Act.	Same as above	5	1		Discuss the case laws related to the topics covered week by week and viva-voce of the same. Revision of the earlier Chapters. Discussion of previous years question papers
5	March	1	Revision of the earlier Acts		5	1		

Name of the Teacher: Reena chadha

Course Name: B Com(Hons)

Paper Title: Corporate Laws

Semester/Year: 2nd semester/1st year

S. No.	Month	Week No.	Unit/Topic	Resource/References/Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
1.	January	1	Unit-1 Introduction-Meaning and characteristics of a company; Lifting of corporate veil; Administration of Company Law [including National Company Law Tribunal (NCLT), National Company Law Appellate Tribunal (NCLAT), Special Courts];	24. Hicks, Andrew & Goo S.H.,Cases and Material on Company Law, Oxford University Press. 25. Chadha R. & Chadha, S. Company Laws. Scholar Tech Press, Delhi. 26. Gowar, LCB, principles of modern company Law. Steven & Sons, London. 27. Majumdar, A.K., and Kapoor, G.K. Company Law & Practice, Taxmann, New Delhi. 28. Kumar, A.,Corporate Laws, Taxmann Pvt Ltd. 29. Sharma, J.P. An Easy Approach to Corporate Laws, Ane Books Pvt. Ltd., New Delhi 30. Ramaiya. A guide to companies Act. LexisNexis Buttersworth wadhwa 31. Companies Act, 2013 (Bare Act)	5	1		
		2	Unit-1 Introduction-Types of companies including	17. Hicks, Andrew & Goo S.H.,Cases and Material on Company Law, Oxford University Press.				

			<p>private and public company, government company, foreign company, one person company, small company, associate company, dormant company and producer company; Association not for profit; Illegal association.</p>	<p>18. Chadha R. & Chadha, S. Company Laws. Scholar Tech Press, Delhi. 19. Gowar, LCB, principles of modern company Law. Steven & Sons, London. 20. Majumdar, A.K., and Kapoor, G.K. Company Law & Practice, Taxmann, New Delhi. 21. Kumar, A., Corporate Laws, Taxmann Pvt Ltd. 22. Sharma, J.P. An Easy Approach to Corporate Laws, Ane Books Pvt. Ltd., New Delhi 23. Ramaiya. A guide to companies Act. LexisNexis Buttersworth wadhwa 24. Companies Act, 2013 (Bare Act)</p>	5	2		
	3	Unit-1 Introduction- Formation of company, promoters, their legal position and pre incorporation contracts; Online registration of a company.	<p>17. Hicks, Andrew & Goo S.H., Cases and Material on Company Law, Oxford University Press. 18. Chadha R. & Chadha, S. Company Laws. Scholar Tech Press, Delhi. 19. Gowar, LCB, principles of modern company Law. Steven & Sons, London. 20. Majumdar, A.K., and Kapoor, G.K. Company Law & Practice, Taxmann, New Delhi.</p>	5	1			

				<p>21. Kumar, A., Corporate Laws, Taxmann Pvt Ltd.</p> <p>22. Sharma, J.P. An Easy Approach to Corporate Laws, Ane Books Pvt. Ltd., New Delhi</p> <p>23. Ramaiya. A guide to companies Act. LexisNexis Buttersworth wadhwa</p> <p>24. Companies Act, 2013 (Bare Act)</p>				
		4	<p>Unit-II</p> <p>Documents - Memorandum of Association and its alteration, Articles of Association and its alteration, doctrine of constructive notice, doctrine of ultra vires and indoor management</p>	Same as Above	5	3		
2.	February	1	<p>Unit-II</p> <p>Documents - Prospectus, Shelf and Red herring prospectus, misstatement in prospectus; GDR; book building</p>	<p>Same as Above</p> <p>Additional: https://www.sebi.gov.in/filings/public-issues.html</p>	5	2	Students' Presentation	Group Discussion on the Topic: Scams in the IPO Market
		2	<p>Unit-II</p> <p>Documents - Allotment and Forfeiture of share,</p>	Same as Above	5	1	Students' Presentation	Group Discussion on the Topic: Scams in the Secondary Market

			<p>Calls on Shares, Public offer & private placement, Sweat Equity, ESOPs, Bonus issue, transmission of shares, buyback and provisions regarding buyback</p>				
		3	<p>Unit-II</p> <p>Documents- Share Certificate, D-mat system, Membership of company</p>	Same as Above	2	1	
			<p>Unit III</p> <p>Management and Meetings- Classification of directors-Additional, Alternate and Ad-hoc directors, Women directors, Independent director, Small shareholder's director</p>		3		

		4	Unit III Management and Meetings-Director Identity Number (DIN); Appointment, Disqualifications, Removal of directors; Legal positions, Powers and Duties	Same as Above	5	1	Students' Presentation	
3.	March	1	Unit III Management and Meetings- Key managerial personnel, Managing director, Manager, Board Meetings: meeting through video conferencing	Same as Above	5	1	Students' Presentation	
		2	Unit III	Same as Above	5	1		

			<p>Management and Meetings- Shareholder meetings: AGM and EGM. Convening and Conduct of meetings: Requisites of a valid meeting; Resolutions; Postal ballot; e-voting. Committees of board directors, Prohibition of insider trading.</p>				
		3	<p>Unit-IV Dividends, Accounts Audit - Provisions relating to payment of Dividend, provision related to books of accounts, provisions relating to Audit, Auditor's appointment, Rotation of auditors, Auditors' report, Secretarial standards and Secretarial audit, online filing of documents.</p>	Same as Above	5	1	Internal Assessment- Class Test

	April	1	Unit-IV Dividends, Accounts, Audit – Winding up-concepts and modes of winding up. Students' Presentation	Same as Above	3 2	1	Students' Presentation	
		2	Unit V The Depositories Act 1996-Definitions; Rights and obligations of depositories; Participants issuers and beneficial owners; Inquiry and inspections; Penalties.	Same as Above The Depositories Act 1996 (Bare Act)	5	1	Students' Presentation	Group Discussion

		3rd week onwards	Revision Classes					
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Name of the Teacher: Reena chadha

Course Name: B Com(Hons)

Paper Title: Corporate Laws

Semester/Year: 2nd semester/1st year

S. No.	Month	Week No.	Unit/Topic	Resource/References/Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
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1.	January	1	<p>Unit-1</p> <p>Introduction-Meaning and characteristics of a company; Lifting of corporate veil; Administration of Company Law [including National Company Law Tribunal (NCLT), National Company Law Appellate Tribunal (NCLAT), Special Courts];</p>	<p>32. Hicks, Andrew & Goo S.H.,Cases and Material on Company Law, Oxford University Press.</p> <p>33. Chadha R. & Chadha, S. Company Laws. Scholar Tech Press, Delhi.</p> <p>34. Gowar, LCB, principles of modern company Law. Steven & Sons, London.</p> <p>35. Majumdar, A.K., and Kapoor, G.K. Company Law & Practice, Taxmann, New Delhi.</p> <p>36. Kumar, A.,Corporate Laws, Taxmann Pvt Ltd.</p> <p>37. Sharma, J.P. An Easy Approach to Corporate Laws, Ane Books Pvt. Ltd., New Delhi</p> <p>38. Ramaiya. A guide to companies Act. LexisNexis Buttersworth wadhwa</p> <p>39. Companies Act, 2013 (Bare Act)</p>	5	1		
		2	<p>Unit-1</p> <p>Introduction-Types of companies including private and public company, government company, foreign company, one person company, small</p>	<p>25. Hicks, Andrew & Goo S.H.,Cases and Material on Company Law, Oxford University Press.</p> <p>26. Chadha R. & Chadha, S. Company Laws. Scholar Tech Press, Delhi.</p> <p>27. Gowar, LCB, principles of modern company Law. Steven & Sons, London.</p>	5	2		

			company, associate company, dormant company and producer company; Association not for profit; Illegal association.	<p>28. Majumdar, A.K., and Kapoor, G.K. Company Law & Practice, Taxmann, New Delhi.</p> <p>29. Kumar, A., Corporate Laws, Taxmann Pvt Ltd.</p> <p>30. Sharma, J.P. An Easy Approach to Corporate Laws, Ane Books Pvt. Ltd., New Delhi</p> <p>31. Ramaiya. A guide to companies Act. LexisNexis Buttersworth wadhwa</p> <p>32. Companies Act, 2013 (Bare Act)</p>				
	3	Unit-1 Introduction- Formation of company, promoters, their legal position and pre incorporation contracts; Online registration of a company.	<p>25. Hicks, Andrew & Goo S.H., Cases and Material on Company Law, Oxford University Press.</p> <p>26. Chadha R. & Chadha, S. Company Laws. Scholar Tech Press, Delhi.</p> <p>27. Gowar, LCB, principles of modern company Law. Steven & Sons, London.</p> <p>28. Majumdar, A.K., and Kapoor, G.K. Company Law & Practice, Taxmann, New Delhi.</p> <p>29. Kumar, A., Corporate Laws, Taxmann Pvt Ltd.</p> <p>30. Sharma, J.P. An Easy Approach to Corporate Laws, Ane Books Pvt. Ltd., New Delhi</p>	5	1			

				31. Ramaiya. A guide to companies Act. LexisNexis Buttersworth wadhwa 32. Companies Act, 2013 (Bare Act)				
		4	Unit-II Documents - Memorandum of Association and its alteration, Articles of Association and its alteration, doctrine of constructive notice, doctrine of ultra vires and indoor management	Same as Above	5	3		
2.	February	1	Unit-II Documents - Prospectus, Shelf and Red herring prospectus, misstatement in prospectus; GDR; book building	Same as Above Additional: https://www.sebi.gov.in/filings/public-issues.html	5	2	Students' Presentation	Group Discussion on the Topic: Scams in the IPO Market
		2	Unit-II Documents - Allotment and Forfeiture of share, Calls on Shares, Public offer & private placement, Sweat Equity, ESOPs, Bonus issue, transmission of	Same as Above	5	1	Students' Presentation	Group Discussion on the Topic: Scams in the Secondary Market

			shares, buyback and provisions regarding buyback				
		3	Unit-II Documents- Share Certificate, D-mat system, Membership of company	Same as Above	2	1	
			Unit III Management and Meetings- Classification of directors-Additional, Alternate and Ad-hoc directors, Women directors, Independent director, Small shareholder's director		3		

		4	Unit III Management and Meetings-Director Identity Number (DIN); Appointment, Disqualifications, Removal of directors; Legal positions, Powers and Duties	Same as Above	5	1	Students' Presentation	
3.	March	1	Unit III Management and Meetings- Key managerial personnel, Managing director, Manager, Board Meetings: meeting through video conferencing	Same as Above	5	1	Students' Presentation	
		2	Unit III Management and Meetings- Shareholder meetings: AGM and EGM. Convening and Conduct of meetings: Requisites of a valid meeting; Resolutions;	Same as Above	5	1		

			Postal ballot; e-voting. Committees of board directors, Prohibition of insider trading.				
		3	Unit-IV Dividends, Accounts Audit - Provisions relating to payment of Dividend, provision related to books of accounts, provisions relating to Audit, Auditor's appointment, Rotation of auditors, Auditors' report, Secretarial standards and Secretarial audit, online filing of documents.	Same as Above	5	1	Internal Assessment- Class Test
April		1	Unit-IV Dividends, Accounts, Audit – Winding up- concepts and modes of winding up.	Same as Above	3	1	Students' Presentation

			Students' Presentation		2			
		2	Unit V The Depositories Act 1996-Definitions; Rights and obligations of depositories; Participants issuers and beneficial owners; Inquiry and inspections; Penalties.	Same as Above The Depositories Act 1996 (Bare Act)	5	1	Students' Presentation	Group Discussion
		3rd week onwards	Revision Classes					

Name of the Teacher: Reena chadha

Course Name: B Com(Hons)

Paper Title: Corporate Laws

Semester/Year: 2nd semester/1st year

S. No.	Month	Week No.	Unit/Topic	Resource/References/Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
1.	January	1	Unit-1 Introduction-Meaning and characteristics of a company; Lifting of corporate veil; Administration of Company Law [including National Company Law Tribunal (NCLT), National Company Law Appellate Tribunal (NCLAT), Special Courts];	40. Hicks, Andrew & Goo S.H.,Cases and Material on Company Law, Oxford University Press. 41. Chadha R. & Chadha, S. Company Laws. Scholar Tech Press, Delhi. 42. Gowar, LCB, principles of modern company Law. Steven & Sons, London. 43. Majumdar, A.K., and Kapoor, G.K. Company Law & Practice, Taxmann, New Delhi. 44. Kumar, A.,Corporate Laws, Taxmann Pvt Ltd. 45. Sharma, J.P. An Easy Approach to Corporate Laws, Ane Books Pvt. Ltd., New Delhi	5	1		

				<p>46. Ramaiya. A guide to companies Act. LexisNexis Buttersworth wadhwa</p> <p>47. Companies Act, 2013 (Bare Act)</p>				
		2	<p>Unit-1</p> <p>Introduction-Types of companies including private and public company, government company, foreign company, one person company, small company, associate company, dormant company and producer company; Association not for profit; Illegal association.</p>	<p>33. Hicks, Andrew & Goo S.H.,Cases and Material on Company Law, Oxford University Press.</p> <p>34. Chadha R. & Chadha, S. Company Laws. Scholar Tech Press, Delhi.</p> <p>35. Gowar, LCB, principles of modern company Law. Steven & Sons, London.</p> <p>36. Majumdar, A.K., and Kapoor, G.K. Company Law & Practice, Taxmann, New Delhi.</p> <p>37. Kumar, A.,Corporate Laws, Taxmann Pvt Ltd.</p> <p>38. Sharma, J.P. An Easy Approach to Corporate Laws, Ane Books Pvt. Ltd., New Delhi</p> <p>39. Ramaiya. A guide to companies Act. LexisNexis Buttersworth wadhwa</p> <p>40. Companies Act, 2013 (Bare Act)</p>	5	2		

		3	Unit-1 Introduction- Formation of company, promoters, their legal position and pre incorporation contracts; Online registration of a company.	33. Hicks, Andrew & Goo S.H.,Cases and Material on Company Law, Oxford University Press. 34. Chadha R. & Chadha, S. Company Laws. Scholar Tech Press, Delhi. 35. Gowar, LCB, principles of modern company Law. Steven & Sons, London. 36. Majumdar, A.K., and Kapoor, G.K. Company Law & Practice, Taxmann, New Delhi. 37. Kumar, A.,Corporate Laws, Taxmann Pvt Ltd. 38. Sharma, J.P. An Easy Approach to Corporate Laws, Ane Books Pvt. Ltd., New Delhi 39. Ramaiya. A guide to companies Act. LexisNexis Buttersworth wadhwa 40. Companies Act, 2013 (Bare Act)	5	1		
		4	Unit-II Documents - Memorandum of Association and its alteration, Articles of Association and its alteration, doctrine of constructive notice, doctrine of ultra vires	Same as Above	5	3		

			and indoor management				
2.	February	1	Unit-II Documents - Prospectus, Shelf and Red herring prospectus, misstatement in prospectus; GDR; book building	Same as Above Additional: https://www.sebi.gov.in/filings/public-issues.html	5	2	Students' Presentation Group Discussion on the Topic: Scams in the IPO Market
		2	Unit-II Documents - Allotment and Forfeiture of share, Calls on Shares, Public offer & private placement, Sweat Equity, ESOPs, Bonus issue, transmission of shares, buyback and provisions regarding buyback	Same as Above	5	1	Students' Presentation Group Discussion on the Topic: Scams in the Secondary Market

		3	Unit-II Documents- Share Certificate, D- mat system, Membership of company	Same as Above	2	1		
			Unit III Management and Meetings- Classification of directors-Additional, Alternate and Ad-hoc directors, Women directors, Independent director, Small shareholder's director		3			
		4	Unit III Management and Meetings-Director Identity Number (DIN); Appointment,	Same as Above	5	1	Students' Presentation	

			Disqualifications, Removal of directors; Legal positions, Powers and Duties				
3.	March	1	Unit III Management and Meetings- Key managerial personnel, Managing director, Manager, Board Meetings: meeting through video conferencing	Same as Above	5	1	Students' Presentation
		2	Unit III Management and Meetings- Shareholder meetings: AGM and EGM. Convening and Conduct of meetings: Requisites of a valid meeting; Resolutions; Postal ballot; e-voting. Committees of board directors, Prohibition of insider trading.	Same as Above	5	1	

		3	<p>Unit-IV</p> <p>Dividends, Accounts Audit - Provisions relating to payment of Dividend, provision related to books of accounts, provisions relating to Audit, Auditor's appointment, Rotation of auditors, Auditors' report, Secretarial standards and Secretarial audit, online filing of documents.</p>	Same as Above	5	1	Internal Assessment- Class Test
April		1	<p>Unit-IV</p> <p>Dividends, Accounts, Audit – Winding up-concepts and modes of winding up.</p> <p>Students' Presentation</p>	Same as Above	3	1	Students' Presentation

					2			
		2	Unit V The Depositories Act 1996-Definitions; Rights and obligations of depositories; Participants issuers and beneficial owners; Inquiry and inspections; Penalties.	Same as Above The Depositories Act 1996 (Bare Act)	5	1	Students' Presentation	Group Discussion
		3rd week onwards	Revision Classes					

Name of the Teacher: Reena chadha

Course Name: B Com(Hons)

Paper Title: Corporate Laws

Semester/Year: 2nd semester/1st year

S. No.	Month	Week No.	Unit/Topic	Resource/References/Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
1.	January	1	Unit-1 Introduction-Meaning and characteristics of a company; Lifting of corporate veil; Administration of Company Law [including National Company Law Tribunal (NCLT), National Company Law Appellate Tribunal (NCLAT), Special Courts];	<ol style="list-style-type: none">1. Hicks, Andrew & Goo S.H., (2017) Cases and Material on Company Law, Oxford University Press.2. Sharma, J.P. (2018). An Easy Approach to Corporate Laws, Ane Books Pvt. Ltd., New Delhi3. Kumar, A., (2019)Corporate Laws, Taxmann Pvt Ltd4. Chadha R. & Chadha, S. (2018). Company Laws. Scholar Tech Press, Delhi.5. Companies Act, 2013 (Bare Act)	5	1		
		2	Unit-1 Introduction-Types of companies including private and public company, government	<ol style="list-style-type: none">1. Hicks, Andrew & Goo S.H., (2017) Cases and Material on Company Law, Oxford University Press.				

			company, foreign company, one person company, small company, associate company, dormant company and producer company; Association not for profit; Illegal association.	<ol style="list-style-type: none"> 2. Sharma, J.P. (2018). An Easy Approach to Corporate Laws, Ane Books Pvt. Ltd., New Delhi 3. Kumar, A., (2019)Corporate Laws, Taxmann Pvt Ltd 4. Chadha R. & Chadha, S. (2018). Company Laws. Scholar Tech Press, Delhi. 5. Companies Act, 2013 (Bare Act) 6. http://www.mca.gov.in/MinistryV2/acquiredsc.html 	5	2		
	3	Unit-1 Introduction- Formation of company, promoters, their legal position and pre incorporation contracts; Online registration of a company.	<ol style="list-style-type: none"> 1. Hicks, Andrew & Goo S.H., (2017) Cases and Material on Company Law, Oxford University Press. 2. Sharma, J.P. (2018). An Easy Approach to Corporate Laws, Ane Books Pvt. Ltd., New Delhi 3. Kumar, A., (2019)Corporate Laws, Taxmann Pvt Ltd 4. Chadha R. & Chadha, S. (2018). Company Laws. Scholar Tech Press, Delhi. 5. Companies Act, 2013 (Bare Act) 	5	1			

				6. http://www.mca.gov.in/MinistryV2/acquiredsc.html				
		4	Unit-II Documents and Shares-Memorandum of Association and its alteration, Articles of Association and its alteration, doctrine of constructive notice, doctrine of ultra vires and indoor management	Same as Above	5	3		
2.	February	1	Unit-II Documents and Shares-Prospectus, Shelf and Red herring prospectus, misstatement in prospectus; book building;	Same as Above Additional: https://www.sebi.gov.in/filings/public-issues.html	5	2	Students' Presentation	Group Discussion on the Topic: Scams in the IPO Market
		2	Unit-II Documents and Shares-Allotment and Forfeiture of share, Sweat Equity, ESOPs, Bonus issue, and Further issue of shares, buyback and	Same as Above Additional: https://www.icai.org/post.html?post_id=16944	5	1	Students' Presentation	Group Discussion on the Topic: Scams in the Secondary Market

			provisions regarding buyback				
		3	Unit-II Documents and Shares- Membership of company	2	1		
			Unit III Management and Meetings- Classification of directors-Additional, Alternate and Casual directors, Women directors, Independent director, Small shareholder's director	3			
		4	Unit III Management and Meetings-Director Identity Number (DIN); Appointment, Disqualifications,	5	1	Students' Presentation	

			Removal of directors; Legal positions, Powers and Duties				
3.	March	1	Unit III Management and Meetings- Key managerial personnel, Managing director, Manager and Whole Time Director; Board Meetings: meeting through video conferencing	Same as Above Additional: https://www.icai.org/post.html?post_id=16944	5	1	Students' Presentation
		2	Unit III Management and Meetings- Shareholder meetings: AGM and EGM. Convening and Conduct of meetings: Requisites of a valid meeting; Resolutions; Postal ballot; e-voting.	Same as Above Additional: https://www.icai.org/post.html?post_id=16944	4	1	

		3	Unit-IV Dividends, Audit and Winding up- Provisions relating to payment of Dividend, Company Audit- auditor's qualification and disqualifications, Auditor's appointment, Rotation of auditors, Auditor's removal, Auditors' report and Auditor's powers. Winding Up: Concept and Modes of Winding Up	Same as Above	5	1	Internal Assessment- Class Test	
April		1	Unit-IV Dividends, Audit and Winding up- Provisions of winding up under Insolvency and Bankruptcy Code 2016. Students' Presentation	Same as Above Additional: Insolvency and Bankruptcy Code 2016. (Bare Act) https://www.ibbi.gov.in/	3 2	1	Students' Presentation	

		2	Unit V The Depositories Act 1996-Definitions; Depositories system; Rights and obligations of depositories; Participants issuers and beneficial owners; Inquiry and inspections; Penalty	Same as Above The Depositories Act 1996 (Bare Act)	5	1	Students' Presentation	Group Discussion
		3rd week onwards	Revision Classes					

Name of the Teacher: Reena chadha

Course Name: B Com(Hons)

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S. No.	Month	Week No.	Unit/Topic	Resource/References/Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
1.	January	1	Unit-1 Introduction-Meaning and characteristics of a company; Lifting of corporate veil; Administration of Company Law [including National Company Law Tribunal (NCLT), National Company Law Appellate Tribunal (NCLAT), Special Courts];	6. Hicks, Andrew & Goo S.H., (2017) Cases and Material on Company Law, Oxford University Press. 7. Sharma, J.P. (2018). An Easy Approach to Corporate Laws, Ane Books Pvt. Ltd., New Delhi 8. Kumar, A., (2019)Corporate Laws, Taxmann Pvt Ltd 9. Chadha R. & Chadha, S. (2018). Company Laws. Scholar Tech Press, Delhi. 10. Companies Act, 2013 (Bare Act)	5	1		
		2	Unit-1 Introduction-Types of companies including private and public company, government company, foreign	7. Hicks, Andrew & Goo S.H., (2017) Cases and Material on Company Law, Oxford University Press. 8. Sharma, J.P. (2018). An Easy Approach to Corporate Laws, Ane	5	2		

		company, one person company, small company, associate company, dormant company and producer company; Association not for profit; Illegal association.	<p>Books Pvt. Ltd., New Delhi</p> <p>9. Kumar, A., (2019)Corporate Laws, Taxmann Pvt Ltd</p> <p>10. Chadha R. & Chadha, S. (2018). Company Laws. Scholar Tech Press, Delhi.</p> <p>11. Companies Act, 2013 (Bare Act)</p> <p>12. http://www.mca.gov.in/MinistryV2/acquiredsc.html</p>				
	3	Unit-1 Introduction- Formation of company, promoters, their legal position and pre incorporation contracts; Online registration of a company.	<p>7. Hicks, Andrew & Goo S.H., (2017) Cases and Material on Company Law, Oxford University Press.</p> <p>8. Sharma, J.P. (2018). An Easy Approach to Corporate Laws, Ane Books Pvt. Ltd., New Delhi</p> <p>9. Kumar, A., (2019)Corporate Laws, Taxmann Pvt Ltd</p> <p>10. Chadha R. & Chadha, S. (2018). Company Laws. Scholar Tech Press, Delhi.</p> <p>11. Companies Act, 2013 (Bare Act)</p> <p>12. http://www.mca.gov.in/MinistryV2/acquiredsc.html</p>	5	1		

		4	Unit-II Documents and Shares-Memorandum of Association and its alteration, Articles of Association and its alteration, doctrine of constructive notice, doctrine of ultra vires and indoor management	Same as Above	5	3		
2.	February	1	Unit-II Documents and Shares-Prospectus, Shelf and Red herring prospectus, misstatement in prospectus; book building;	Same as Above Additional: https://www.sebi.gov.in/filings/public-issues.html	5	2	Students' Presentation	Group Discussion on the Topic: Scams in the IPO Market
		2	Unit-II Documents and Shares-Allotment and Forfeiture of share, Sweat Equity, ESOPs, Bonus issue, and Further issue of shares, buyback and provisions regarding buyback	Same as Above Additional: https://www.icai.org/post.html?post_id=16944	5	1	Students' Presentation	Group Discussion on the Topic: Scams in the Secondary Market

		3	Unit-II Documents and Shares- Membership of company	Same as Above Additional: https://www.icai.org/post.html?post_id=16944	2	1		
			Unit III Management and Meetings- Classification of directors-Additional, Alternate and Casual directors, Women directors, Independent director, Small shareholder's director		3			
		4	Unit III Management and Meetings-Director Identity Number (DIN); Appointment, Disqualifications, Removal of directors;	Same as Above Additional: https://www.icai.org/post.html?post_id=16944	5	1	Students' Presentation	

			Legal positions, Powers and Duties				
3.	March	1	Unit III Management and Meetings- Key managerial personnel, Managing director, Manager and Whole Time Director; Board Meetings: meeting through video conferencing	Same as Above Additional: https://www.icai.org/post.html?post_id=16944	5	1	Students' Presentation
		2	Unit III Management and Meetings- Shareholder meetings: AGM and EGM. Convening and Conduct of meetings: Requisites of a valid meeting; Resolutions; Postal ballot; e-voting.	Same as Above Additional: https://www.icai.org/post.html?post_id=16944	4	1	
		3	Unit-IV Dividends, Audit and Winding up-	Same as Above	5	1	Internal Assessment- Class Test

			Provisions relating to payment of Dividend, Company Audit-auditor's qualification and disqualifications, Auditor's appointment, Rotation of auditors, Auditor's removal, Auditors' report and Auditor's powers. Winding Up: Concept and Modes of Winding Up				
April	1	Unit-IV Dividends, Audit and Winding up- Provisions of winding up under Insolvency and Bankruptcy Code 2016. Students' Presentation	Same as Above Additional: Insolvency and Bankruptcy Code 2016. (Bare Act) https://www.ibbi.gov.in/	3 2	1	Students' Presentation	

		2	Unit V The Depositories Act 1996-Definitions; Depositories system; Rights and obligations of depositories; Participants issuers and beneficial owners; Inquiry and inspections; Penalty	Same as Above The Depositories Act 1996 (Bare Act)	5	1	Students' Presentation	Group Discussion
		3rd week onwards	Revision Classes					

Name of the Teacher: Reena chadha

Course Name: B Com(Hons)

Paper Title: Corporate Laws

Semester/Year: 2nd semester/1st year

S. No.	Month	Week No.	Unit/Topic	Resource/References/Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
1.	January	1	Unit-1 Introduction-Meaning and characteristics of a company; Lifting of corporate veil; Administration of Company Law [including National Company Law Tribunal (NCLT), National Company Law Appellate Tribunal (NCLAT), Special Courts];	11. Hicks, Andrew & Goo S.H., (2017) Cases and Material on Company Law, Oxford University Press. 12. Sharma, J.P. (2018). An Easy Approach to Corporate Laws, Ane Books Pvt. Ltd., New Delhi 13. Kumar, A., (2019)Corporate Laws, Taxmann Pvt Ltd 14. Chadha R. & Chadha, S. (2018). Company Laws. Scholar Tech Press, Delhi. 15. Companies Act, 2013 (Bare Act)	5	1		
		2	Unit-1 Introduction-Types of companies including private and public company, government company, foreign	13. Hicks, Andrew & Goo S.H., (2017) Cases and Material on Company Law, Oxford University Press. 14. Sharma, J.P. (2018). An Easy Approach to Corporate Laws, Ane	5	2		

		company, one person company, small company, associate company, dormant company and producer company; Association not for profit; Illegal association.	<p>Books Pvt. Ltd., New Delhi</p> <p>15. Kumar, A., (2019)Corporate Laws, Taxmann Pvt Ltd</p> <p>16. Chadha R. & Chadha, S. (2018). Company Laws. Scholar Tech Press, Delhi.</p> <p>17. Companies Act, 2013 (Bare Act)</p> <p>18. http://www.mca.gov.in/MinistryV2/acquiredsc.html</p>				
	3	Unit-1 Introduction- Formation of company, promoters, their legal position and pre incorporation contracts; Online registration of a company.	<p>13. Hicks, Andrew & Goo S.H., (2017) Cases and Material on Company Law, Oxford University Press.</p> <p>14. Sharma, J.P. (2018). An Easy Approach to Corporate Laws, Ane Books Pvt. Ltd., New Delhi</p> <p>15. Kumar, A., (2019)Corporate Laws, Taxmann Pvt Ltd</p> <p>16. Chadha R. & Chadha, S. (2018). Company Laws. Scholar Tech Press, Delhi.</p> <p>17. Companies Act, 2013 (Bare Act)</p> <p>18. http://www.mca.gov.in/MinistryV2/acquiredsc.html</p>	5	1		

		4	Unit-II Documents and Shares-Memorandum of Association and its alteration, Articles of Association and its alteration, doctrine of constructive notice, doctrine of ultra vires and indoor management	Same as Above	5	3		
2.	February	1	Unit-II Documents and Shares-Prospectus, Shelf and Red herring prospectus, misstatement in prospectus; book building;	Same as Above Additional: https://www.sebi.gov.in/filings/public-issues.html	5	2	Students' Presentation	Group Discussion on the Topic: Scams in the IPO Market
		2	Unit-II Documents and Shares-Allotment and Forfeiture of share, Sweat Equity, ESOPs, Bonus issue, and Further issue of shares, buyback and provisions regarding buyback	Same as Above Additional: https://www.icai.org/post.html?post_id=16944	5	1	Students' Presentation	Group Discussion on the Topic: Scams in the Secondary Market

		3	Unit-II Documents and Shares- Membership of company	Same as Above Additional: https://www.icai.org/post.html?post_id=16944	2	1		
			Unit III Management and Meetings- Classification of directors-Additional, Alternate and Casual directors, Women directors, Independent director, Small shareholder's director		3			
		4	Unit III Management and Meetings-Director Identity Number (DIN); Appointment, Disqualifications, Removal of directors;	Same as Above Additional: https://www.icai.org/post.html?post_id=16944	5	1	Students' Presentation	

			Legal positions, Powers and Duties				
3.	March	1	Unit III Management and Meetings- Key managerial personnel, Managing director, Manager and Whole Time Director; Board Meetings: meeting through video conferencing	Same as Above Additional: https://www.icai.org/post.html?post_id=16944	5	1	Students' Presentation
		2	Unit III Management and Meetings- Shareholder meetings: AGM and EGM. Convening and Conduct of meetings: Requisites of a valid meeting; Resolutions; Postal ballot; e-voting.	Same as Above Additional: https://www.icai.org/post.html?post_id=16944	4	1	
		3	Unit-IV Dividends, Audit and Winding up-	Same as Above	5	1	Internal Assessment- Class Test

		2	Unit V The Depositories Act 1996-Definitions; Depositories system; Rights and obligations of depositories; Participants issuers and beneficial owners; Inquiry and inspections; Penalty	Same as Above The Depositories Act 1996 (Bare Act)	5	1	Students' Presentation	Group Discussion
		3rd week onwards	Revision Classes					

Instructions:

(8) Once you are done filling the form, please save the file as: 'teacher name'

E.g., abc. xyz, where abc refers to the first name and xyz refers to the surname.

(9) Columns/Rows/Cells can be split or merged at your convenience. The **Basic Format** can be adapted to **expand** it to your needs.

(10) Information required in the basic format is compulsory and **not optional**.

(11) Teachers taking more than one paper in a semester should add extra table(s) for that particular semester

(12) You may refer to the sample proforma attached with the email.

(13) In case of any queries, please email teachingplansrcc@gmail.com

(14) **The form must be submitted by 4th March 2021, 5:00 p.m., to the email mentioned above.**

Teaching Plan for Summer Semester 2016-17

Name of the Teacher: Renu Agarwal

Course Name: BCom(H)

Paper Title: Management Principles & Applications

Semester/Year: 3rd semester , 2 sections

S. No.	Month	Week No.	Unit/Topic	Resource/ References/ Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
1.	July	two	introduction	1.koontz H. and weirich H.Essential's of management	20	6	presentations , assignments ,oral tests , discussions	group discussions . Discussion of news articles
				2.Robbins S.P and Coulter M management				
				3.Robbins S.P, Decenzo D.A, Bhattacharya D.S & Agrawal M.M fundamentals of management : essential's concepts and applications				
				4.Drucker P.F practise of management				
				5.Griffin R.W management principles and applications 6. chhabraT.N & Chhabra M.S management principles and applications 7. Economic times 8. Business Standard				
2.	August	Four	introduction planning	1.koontz H. and weirich H.Essential's of management	40	16	presentations , assignments ,oral tests , discussions	
				2.Robbins S.P and Coulter M management				
				3.Robbins S.P, Decenzo D.A, Bhattacharya D.S & Agrawal M.M fundamentals of management : essential's concepts and applications				
				4.Drucker P.F practise of management				
				5.Griffin R.W management principles and applications				

S. No.	Month	Week No.	Unit/Topic	Resource/ References/ Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
				6. chhabraT.N & Chhabra M.S management principles and applications 7. Economic times 8. Business Standard				
3.	September	four	organising directing	1.koontz H. and weirich H.Essential's of management 2.Robbins S.P and Coulter M management 3.Robbins S.P, Decenzo D.A, Bhattacharya D.S & Agrawal M.M fundamentals of management : essential's concepts and applications 4.Drucker P.F practise of management 5.Griffin R.W management principles and applications 6. chhabraT.N & Chhabra M.S management principles and applications 7. Economic times 8. Business Standard	40	16	presentations , assignments ,oral tests , discussions	
4.	October	four	directing controlling	1.koontz H. and weirich H.Essential's of management 2.Robbins S.P and Coulter M management 3.Robbins S.P, Decenzo D.A, Bhattacharya D.S & Agrawal M.M fundamentals of management : essential's concepts and applications 4.Drucker P.F practise of management 5.Griffin R.W management principles and applications	40	16	presentations , assignments ,oral tests , discussions	

S. No.	Month	Week No.	Unit/Topic	Resource/ References/ Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
				6. chhabraT.N & Chhabra M.S management principles and applications 7. Economic times 8. Business Standard				
5.	November	three	contemporary issues in management	1.koontz H. and weirich H.Essential's of management 2.Robbins S.P and Coulter M management 3.Robbins S.P, Decenzo D.A, Bhattacharya D.S & Agrawal M.M fundamentals of management : essential's concepts and applications 4.Drucker P.F practise of management 5.Griffin R.W management principles and applications 6. chhabraT.N & Chhabra M.S management principles and applications 7. Economic times 8. Business Standard	30	12	presentations , assignments ,oral tests , discussions	Test Papers, Exam Questions

Teaching Plan for Winter Semester 2016-17

Name of the Teacher: Ms Renu Agarwal

Course Name: BCom(H)

Paper Title: Corporate Laws , 2 sections

Semester/Year: 2

S. No.	Month	Week No.	Unit/Topic	Resource/ References/ Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
1.	January	4	Unit 1 Unit 2	1.Hicks, Andrew and goo S.H – Cases & Material on Company law	40	16	Presentations Tests Assignments Oral viva	
				2.The depositories act 1996				
				3.Sharma J.P- an easy approach to corporate laws				
				4.Kumar A- corporate laws				
				5.chaddha R and chadhas S- corporate laws				
6.Ramaya- a guide to Companies Act								
2.	February	4	Unit 2 Unit 3	1.Hicks, Andrew and goo S.H – Cases & Material on Company law	40	16	Presentations Tests Assignments Oral viva	
				2.The depositories act 1996				
				3.Sharma J.P- an easy approach to corporate laws				
				4.Kumar A- corporate laws				
				5.chaddha R and chadhas S- corporate laws				
6.Ramaya- a guide to Companies Act								
3.	March	4	Unit 3 Unit 4	1.Hicks, Andrew and goo S.H – Cases & Material on Company law	40	16	Presentations Tests Assignments Oral viva	
				2.The depositories act 1996				
				3.Sharma J.P- an easy approach to corporate laws				
				4.Kumar A- corporate laws				
				5.chaddha R and chadhas S- corporate laws				
6.Ramaya- a guide to Companies Act								
4.	April	3	Unit 4 Unit 5	1.Hicks, Andrew and goo S.H – Cases & Material on Company law	30	12	Presentations Tests	

				2.The depositories act 1996			Assignments Oral viva Examination questions	
				3.Sharma J.P- an easy approach to corporate laws				
				4.Kumar A- corporate laws				
				5.chaddha R and chadhas S- corporate laws				
				6.Ramaya- a guide to Companies Act				
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Teaching Plan for Summer Semester 2017-18

Name of the Teacher: Ms Renu Agarwal

Course Name: BCom(H)

Paper Title: Management principles and applications ,2 sections

Semester/Year: 3

S. No.	Month	Week No.	Unit/Topic	Resource/ References/ Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
1.	July	2	introduction	1.koontz H. and weirich H.Essential's of management	20	6	presentations , assignments ,oral tests , discussions	group discussions discussions of news articles
				2.Robbins S.P and Coulter M management				
				3.Robbins S.P, Decenzo D.A, Bhattacharya D.S & Agrawal M.M fundamentals of management : essential's concepts and applications				
				4.Drucker P.F practise of management				
				5.Griffin R.W management principles and applications 6. chhabra T.N & Chhabra M.S management principles and applications 7. Economic times 8. Business Standard				
2.	August	4	introduction planning	1.koontz H. and weirich H.Essential's of management	40	16	presentations , assignments ,oral tests , discussions	
				2.Robbins S.P and Coulter M management				
				3.Robbins S.P, Decenzo D.A, Bhattacharya D.S & Agrawal M.M fundamentals of management : essential's concepts and applications				
				4.Drucker P.F practise of management				
				5.Griffin R.W management principles and applications				

S. No.	Month	Week No.	Unit/Topic	Resource/ References/ Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
				6. chhabraT.N & Chhabra M.S management principles and applications 7. Economic times 8. Business Standard				
3.	September	4	organising directing	1.koontz H. and weirich H.Essential's of management 2.Robbins S.P and Coulter M management 3.Robbins S.P, Decenzo D.A, Bhattacharya D.S & Agrawal M.M fundamentals of management : essential's concepts and applications 4.Drucker P.F practise of management 5.Griffin R.W management principles and applications 6. chhabraT.N & Chhabra M.S management principles and applications 7. Economic times 8. Business Standard	40	16	presentations , assignments ,oral tests , discussions	
4.	October	4	directing controlling	1.koontz H. and weirich H.Essential's of management 2.Robbins S.P and Coulter M management 3.Robbins S.P, Decenzo D.A, Bhattacharya D.S & Agrawal M.M fundamentals of management : essential's concepts and applications 4.Drucker P.F practise of management 5.Griffin R.W management principles and applications	40	16	presentations , assignments ,oral tests , discussions	

S. No.	Month	Week No.	Unit/Topic	Resource/ References/ Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
				6. chhabraT.N & Chhabra M.S management principles and applications 7. Economic times 8. Business Standard				
5.	November	3	contemporary issues in management	1.koontz H. and weirich H.Essential's of management 2.Robbins S.P and Coulter M management 3.Robbins S.P, Decenzo D.A, Bhattacharya D.S & Agrawal M.M fundamentals of management : essential's concepts and applications 4.Drucker P.F practise of management 5.Griffin R.W management principles and applications 6. chhabraT.N & Chhabra M.S management principles and applications 7. Economic times 8. Business Standard	30	12	presentations , assignments ,oral tests , discussions	test questions examination papers

Teaching Plan for Winter Semester 2017-18

Name of the Teacher: Ms. Renu Agarwal

Course Name: B Com(H)

Paper Title: corporate laws ,2 sections

Semester/Year: 2

S. No.	Month	Week No.	Unit/Topic	Resource/ References/ Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
1.	January	4	Unit 1 Unit 2	1.Hicks, Andrew and goo S.H – Cases & Material on Company law	40	16	Presentations Tests Assignments Oral viva	
				2.The depositories act 1996				
				3.Sharma J.P- an easy approach to corporate laws				
				4.Kumar A- corporate laws				
				5.chaddha R and chadhas S- corporate laws				
6.Ramaya- a guide to Companies Act								
2.	February	4	unit 2 unit 3	1.Hicks, Andrew and goo S.H – Cases & Material on Company law	40	16	Presentations Tests Assignments Oral viva	
				2.The depositories act 1996				
				3.Sharma J.P- an easy approach to corporate laws				
				4.Kumar A- corporate laws				
				5.chaddha R and chadhas S- corporate laws				
6.Ramaya- a guide to Companies Act								
3.	March	4	unit 3 unit 4	1.Hicks, Andrew and goo S.H – Cases & Material on Company law	40	16	Presentations Tests Assignments Oral viva	
				2.The depositories act 1996				
				3.Sharma J.P- an easy approach to corporate laws				
				4.Kumar A- corporate laws				
				5.chaddha R and chadhas S- corporate laws				
6.Ramaya- a guide to Companies Act								
4.	April	3	unit 4 unit 5	1.Hicks, Andrew and goo S.H – Cases & Material on Company law	30	12	Presentations Tests	

S. No.	Month	Week No.	Unit/Topic	Resource/ References/ Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
				2.The depositories act 1996			Assignments Oral viva Exam questions	
				3.Sharma J.P- an easy approach to corporate laws				
				4.Kumar A- corporate laws				
				5.chaddha R and chadhas S- corporate laws				
				6.Ramaya- a guide to Companies Act				
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Teaching Plan for Summer Semester 2018-19

Name of the Teacher: Ms Renu Agarwal

Course Name: BCom(H)

Paper Title: management principles and applications ,2 sections

Semester/Year: 3

S. No.	Month	Week No.	Unit/Topic	Resource/ References/ Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
1.	July	2	introduction	1.koontz H. and weirich H.Essential's of management	20	6	presentations , assignments ,oral tests , discussions	group discussions discussion of newspaper articles
				2.Robbins S.P and Coulter M management				
				3.Robbins S.P, Decenzo D.A, Bhattacharya D.S & Agrawal M.M fundamentals of management : essential's concepts and applications				
				4.Drucker P.F practise of management				
				5.Griffin R.W management principles and applications 6. chhabra T.N & Chhabra M.S management principles and applications 7. Economic times 8. Business Standard				
2.	August	4	introduction ,planning	1.koontz H. and weirich H.Essential's of management	40	16	presentations , assignments ,oral tests , discussions	
				2.Robbins S.P and Coulter M management				
				3.Robbins S.P, Decenzo D.A, Bhattacharya D.S & Agrawal M.M fundamentals of management : essential's concepts and applications				
				4.Drucker P.F practise of management				
				5.Griffin R.W management principles and applications				

S. No.	Month	Week No.	Unit/Topic	Resource/ References/ Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
				6. chhabraT.N & Chhabra M.S management principles and applications 7. Economic times 8. Business Standard				
3.	September	4	planning organising	1.koontz H. and weirich H.Essential's of management 2.Robbins S.P and Coulter M management 3.Robbins S.P, Decenzo D.A, Bhattacharya D.S & Agrawal M.M fundamentals of management : essential's concepts and applications 4.Drucker P.F practise of management 5.Griffin R.W management principles and applications 6. chhabraT.N & Chhabra M.S management principles and applications 7. Economic times 8. Business Standard	40	16	presentations , assignments ,oral tests , discussions	
4.	October	4	organising directing	1.koontz H. and weirich H.Essential's of management 2.Robbins S.P and Coulter M management 3.Robbins S.P, Decenzo D.A, Bhattacharya D.S & Agrawal M.M fundamentals of management : essential's concepts and applications 4.Drucker P.F practise of management 5.Griffin R.W management principles and applications	40	16	presentations , assignments ,oral tests , discussions	

S. No.	Month	Week No.	Unit/Topic	Resource/ References/ Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
				6. chhabraT.N & Chhabra M.S management principles and applications 7. Economic times 8. Business Standard				
5.	November	3	contemporary issues in management	1.koontz H. and weirich H.Essential's of management 2.Robbins S.P and Coulter M management 3.Robbins S.P, Decenzo D.A, Bhattacharya D.S & Agrawal M.M fundamentals of management : essential's concepts and applications 4.Drucker P.F practise of management 5.Griffin R.W management principles and applications 6. chhabraT.N & Chhabra M.S management principles and applications 7. Economic times 8. Business Standard	30	12	presentations , assignments ,oral tests , discussions	test questions examination papers

Teaching Plan for Winter Semester 2018-19

Name of the Teacher: Ms Renu Agarwal

Course Name: B Com(H)

Paper Title: Corporate laws- 2 Sections

Semester/Year: 2

S. No.	Month	Week No.	Unit/Topic	Resource/ References/ Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
1.	January	4	unit one unit 2	1.Hicks, Andrew and goo S.H – Cases & Material on Company law	40	16	presentations assignments test Oral viva	
				2.The depositories act 1996				
				3.Sharma J.P- an easy approach to corporate laws				
				4.Kumar A- corporate laws				
				5.chaddha R and chadhas S- corporate laws 6.Ramaya- a guide to Companies Act				
2.	February	0		1.Hicks, Andrew and goo S.H – Cases & Material on Company law				On leave, Substitute appointed
				2.The depositories act 1996				
				3.Sharma J.P- an easy approach to corporate laws				
				4.Kumar A- corporate laws				
				5.chaddha R and chadhas S- corporate laws 6.Ramaya- a guide to Companies Act				
3.	March	4	unit 3 unit 4	1.Hicks, Andrew and goo S.H – Cases & Material on Company law	40	16	presentations assignments test Oral viva	
				2.The depositories act 1996				
				3.Sharma J.P- an easy approach to corporate laws				
				4.Kumar A- corporate laws				
				5.chaddha R and chadhas S- corporate laws 6.Ramaya- a guide to Companies Act				
4.	April	4	unit 4 unit 5	1.Hicks, Andrew and goo S.H – Cases & Material on Company law	30	12	presentations assignments	examination questions test papers

S. No.	Month	Week No.	Unit/Topic	Resource/ References/ Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
				2.The depositories act 1996			test Oral viva	
				3.Sharma J.P- an easy approach to corporate laws				
				4.Kumar A- corporate laws				
				5.chaddha R and chadhas S- corporate laws				
				6.Ramaya- a guide to Companies Act				
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Teaching Plan for Summer Semester 2019-20

Name of the Teacher: Ms Renu Agarwal

Course Name: BCom(H)

Paper Title: management principles and applications ,2 sections

Semester/Year: 3rd year

S. No.	Month	Week No.	Unit/Topic	Resource/ References/ Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
1.	July	2	introduction	1.koontz H. and weirich H.Essential's of management	20	6	presentations , assignments ,oral tests , discussions	discussion of newspaper articles group discussions
				2.Robbins S.P and Coulter M management				
				3.Robbins S.P, Decenzo D.A, Bhattacharya D.S & Agrawal M.M fundamentals of management : essential's concepts and applications				
				4.Drucker P.F practise of management				
				5.Griffin R.W management principles and applications 6. chhabra T.N & Chhabra M.S management principles and applications 7. Economic times 8. Business Standard				
2.	August	4	introduction planning	1.koontz H. and weirich H.Essential's of management	40	16	presentations , assignments ,oral tests , discussions	
				2.Robbins S.P and Coulter M management				
				3.Robbins S.P, Decenzo D.A, Bhattacharya D.S & Agrawal M.M fundamentals of management : essential's concepts and applications				
				4.Drucker P.F practise of management				
				5.Griffin R.W management principles and applications				

S. No.	Month	Week No.	Unit/Topic	Resource/ References/ Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
				6. chhabraT.N & Chhabra M.S management principles and applications 7. Economic times 8. Business Standard				
3.	September	4	planning organising	1.koontz H. and weirich H.Essential's of management 2.Robbins S.P and Coulter M management 3.Robbins S.P, Decenzo D.A, Bhattacharya D.S & Agrawal M.M fundamentals of management : essential's concepts and applications 4.Drucker P.F practise of management 5.Griffin R.W management principles and applications 6. chhabraT.N & Chhabra M.S management principles and applications 7. Economic times 8. Business Standard	40	16	presentations , assignments ,oral tests , discussions	
4.	October	4	directing control	1.koontz H. and weirich H.Essential's of management 2.Robbins S.P and Coulter M management 3.Robbins S.P, Decenzo D.A, Bhattacharya D.S & Agrawal M.M fundamentals of management : essential's concepts and applications 4.Drucker P.F practise of management 5.Griffin R.W management principles and applications	40	16	presentations , assignments ,oral tests , discussions	

S. No.	Month	Week No.	Unit/Topic	Resource/ References/ Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
				6. chhabraT.N & Chhabra M.S management principles and applications 7. Economic times 8. Business Standard				
5.	November	3	contemporary issues in management	1.koontz H. and weirich H.Essential's of management 2.Robbins S.P and Coulter M management 3.Robbins S.P, Decenzo D.A, Bhattacharya D.S & Agrawal M.M fundamentals of management : essential's concepts and applications 4.Drucker P.F practise of management 5.Griffin R.W management principles and applications 6. chhabraT.N & Chhabra M.S management principles and applications 7. Economic times 8. Business Standard	30	12	presentations , assignments ,oral tests , discussions	Test Papers Examination questions

Teaching Plan for Winter Semester 2019-20

Name of the Teacher:Ms. Renu Agarwal

Course Name:BCom(H)

Paper Title:corporate laws ,2 sections

Semester/Year:2

S. No.	Month	Week No.	Unit/Topic	Resource/ References/ Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
1.	January	4	unit one unit 2	1.Hicks, Andrew and goo S.H – Cases & Material on Company law	40	16	presentations assignments test Oral viva	
				2.The depositories act 1996				
				3.Sharma J.P- an easy approach to corporate laws				
				4.Kumar A- corporate laws				
				5.chaddha R and chadhas S- corporate laws				
				6.Ramaya- a guide to Companies Act				
2.	February	4	unit 2 unit 3	1.Hicks, Andrew and goo S.H – Cases & Material on Company law	40	16		
				2.The depositories act 1996				
				3.Sharma J.P- an easy approach to corporate laws				
				4.Kumar A- corporate laws				
				5.chaddha R and chadhas S- corporate laws				
				6.Ramaya- a guide to Companies Act				
3.	March	4	unit 3 unit 4	1.Hicks, Andrew and goo S.H – Cases & Material on Company law	40	16	presentations assignments test Oral viva	
				2.The depositories act 1996				
				3.Sharma J.P- an easy approach to corporate laws				
				4.Kumar A- corporate laws				
				5.chaddha R and chadhas S- corporate laws				
				6.Ramaya- a guide to Companies Act				
4.	April	3	unit 4 unit 5	1.Hicks, Andrew and goo S.H – Cases & Material on Company law	30	12	presentations assignments	

S. No.	Month	Week No.	Unit/Topic	Resource/ References/ Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
				2.The depositories act 1996			test Oral viva Examination questions	
				3.Sharma J.P- an easy approach to corporate laws				
				4.Kumar A- corporate laws				
				5.chaddha R and chadhas S- corporate laws				
				6.Ramaya- a guide to Companies Act				
5.				1.				
				2.				
				3.				
				4.				
				5.				

Teaching Plan for Summer Semester 2020-21

Name of the Teacher: Ms. Renu Agarwal

Course Name: B Com(H)

Paper Title: management principles and applications

Semester/Year: 3

S. No.	Month	Week No.	Unit/Topic	Resource/ References/ Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
1.	August	4	Introduction Planning	1.koontz H. and weirich H.Essential's of management	40	16	Presentations Oral Discussions	group discussions discussion of newspaper articles
				2.Robbins S.P and Coulter M management				
				3.Robbins S.P, Decenzo D.A, Bhattacharya D.S & Agrawal M.M fundamentals of management : essential's concepts and applications				
				4.Drucker P.F practise of management				
				5.Griffin R.W management principles and applications 6. chhabra T.N & Chhabra M.S management principles and applications 7. Economic times 8. Business Standard				
2.	September	4	Planning Organising	1.koontz H. and weirich H.Essential's of management	40	16	Presentations Oral Discussions	
				2.Robbins S.P and Coulter M management				
				3.Robbins S.P, Decenzo D.A, Bhattacharya D.S & Agrawal M.M fundamentals of management : essential's concepts and applications				
				4.Drucker P.F practise of management				
				5.Griffin R.W management principles and applications				

S. No.	Month	Week No.	Unit/Topic	Resource/ References/ Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
				6. chhabraT.N & Chhabra M.S management principles and applications 7. Economic times 8. Business Standard				
3.	October	4	Organising Directing Control	1.koontz H. and weirich H.Essential's of management 2.Robbins S.P and Coulter M management 3.Robbins S.P, Decenzo D.A, Bhattacharya D.S & Agrawal M.M fundamentals of management : essential's concepts and applications 4.Drucker P.F practise of management 5.Griffin R.W management principles and applications 6. chhabraT.N & Chhabra M.S management principles and applications 7. Economic times 8. Business Standard	40	16	Presentations Oral Discussions	
4.	November	4	Control Salient And Contemporary Issues	1.koontz H. and weirich H.Essential's of management 2.Robbins S.P and Coulter M management 3.Robbins S.P, Decenzo D.A, Bhattacharya D.S & Agrawal M.M fundamentals of management : essential's concepts and applications 4.Drucker P.F practise of management 5.Griffin R.W management principles and applications	40	16	Presentations Oral Discussions	test questions examination papers

Teaching Plan for Winter Semester 2020-21

Name of the Teacher: Ms Renu Agarwal

Course Name: BCoM(H)

Paper Title: auditing and corporate governance

Semester/Year: 6

S. No.	Month	Week No.	Unit/Topic	Resource/ References/ Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
1.	January	4	Unit 1- auditing	1. Institute of Chartered Accountants of India ,auditing and assurance standards	17	28	presentation	
				2. Gupta Kamal and Arora Ashok fundamentals of auditing				
				3. David N. Ricchiute- Auditing & assurance Services				
				4. William F.messier junior Auditing & Assurance services: a systematic approach				
				5. Aruna jha -auditing and corporate governance				
6. Anilkumar Lovleen Gupta ,jyot sana Rajan Arora- auditing and corporate governance								
7. Auditing: concepts for a changing environment- Rittenberg & Schwieger								
2.	February	4	Unit 1- auditing Unit 2- corporate governance	1. Institute of Chartered Accountants of India ,auditing and assurance standards	20	36	presentation	
				2. Gupta Kamal and Arora Ashok fundamentals of auditing				
				3. David N. Ricchiute- Auditing & assurance Services				
				4. William F.messier junior Auditing & Assurance services: a systematic approach				
				5. Aruna jha -auditing and corporate governance				

S. No.	Month	Week No.	Unit/Topic	Resource/ References/ Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
				6. Anilkumar Lovleen Gupta ,jyot sana Rajan Arora- auditing and corporate governance 7. David larcker and Brian tayan corporate governance matters: a closer look at organizational choices and their consequences second edition 8. JP Sharma- corporate governance, business ethics and CSR 9.Auditing: concepts for a changing environment- Rittenberg & Schwieger				
3.	March	4	Unit 3- major corporate governance failures Unit 4- business ethics	1.Aruna jha -auditing and corporate governance 2. Anilkumar Lovleen Gupta ,jyot sana Rajan Arora- auditing and corporate governance 3. David larcker and Brian tayan corporate governance matters: a closer look at organizational choices and their consequences second edition 4. JP Sharma- corporate governance, business ethics and CSR	20	36	presentation	Web articles
				2.				
				3.				
				4.				
				5.				
4.	April	4	Unit 4- business ethics Unit 5- corporate social	1.Aruna jha -auditing and corporate governance 2. Anilkumar Lovleen Gupta ,jyot sana Rajan Arora- auditing and corporate governance 3. David larcker and Brian tayan corporate governance matters: a	20	36	presentation	Test questions & Examination Papers

S. No.	Month	Week No.	Unit/Topic	Resource/ References/ Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
			responsibility	closer look at organizational choices and their consequences second edition 4. JP Sharma- corporate governance, business ethics and CSR				
				2.				
				3.				
				4.				
				5.				
5.				1.				
			2.					
			3.					
			4.					
			5.					

Instructions:

- (15) Once you are done filling the form, please save the file as: 'teacher name'
E.g., abc. xyz, where abc refers to the first name and xyz refers to the surname.
- (16) Columns/Rows/Cells can be split or merged at your convenience. The **Basic Format** can be adapted to **expand** it to your needs.
- (17) Information required in the basic format is compulsory and **not optional**.
- (18) Teachers taking more than one paper in a semester should add extra table(s) for that particular semester
- (19) You may refer to the sample proforma attached with the email.
- (20) In case of any queries, please email teachingplansrcc@gmail.com
- (21) **The form must be submitted by 4th March 2021, 5:00 p.m., to the email mentioned above.**

Teaching Plan for Summer Semester 2016-17

Name of the Teacher: Renu Verma

Course Name: B.com(H)

Paper Title: Income tax

Semester/Year: III/2nd/ 2016

S. No.	Month	Week No.	Unit/Topic	Resource/ References/ Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
1.	July	3	<p>Introduction to the syllabus and objective of the paper</p> <p>Unit 1 (basics of Income tax act + Residential status)</p> <p>Topic1: Basic concept: Income, agricultural income, Definition of person</p> <p>Topic 2: assessee, assessment year, previous year; gross total income, Total income</p>	<p>1. Singhania, Vinod K. and Monica Singhania. Students' Guide to Income Tax, University Edition. Taxmann Publications Pvt. Ltd., New Delhi.</p> <p>2. Ahuja, Girish and Ravi Gupta. Systematic Approach to Income Tax. Bharat Law House, Delhi.</p> <p>3. Pagare, Dinkar. Law and Practice of Income Tax. Sultan Chand and Sons, New Delhi.</p> <p>4. Lal, B.B. Income Tax Law and Practice. Konark Publications, New Delhi.</p> <p>5. ICAI notes https://www.icai.org/post/applicability-of-income-computation-and-disclosure-standards-notified-under-section-145-2-of-the-income-tax-act-1961-from-assessment-year-2017-18-08-07-2016</p>	3	1		
		4	<p>Topic 3: Maximum marginal rate of tax. Permanent Account Number (PAN); introduction to residential status</p>	<p>1. Singhania, Vinod K. and Monica Singhania. Students' Guide to Income Tax, University Edition. Taxmann Publications Pvt. Ltd., New Delhi.</p>	5	1		

S. No.	Month	Week No.	Unit/Topic	Resource/ References/ Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
			<p>Topic 4: Residential status (individual , HUF)</p> <p>Practice class (Problem set I)</p> <p>Topic 5: Residential status (FIRM, AOP, Company)</p> <p>Pratice class (Problem set II)</p>	<p>2. Ahuja, Girish and Ravi Gupta. Systematic Approach to Income Tax. Bharat Law House, Delhi.</p> <p>3. Pagare, Dinkar. Law and Practice of Income Tax. Sultan Chand and Sons, New Delhi.</p> <p>4. Lal, B.B. Income Tax Law and Practice. Konark Publications, New Delhi.</p> <p>5. ICAI notes https://www.icai.org/post/applicability-of-income-computation-and-disclosure-standards-notified-under-section-145-2-of-the-income-tax-act-1961-from-assessment-year-2017-18-08-07-2016</p>				
2.	Aug	1	<p>Topic 6: Scope of total income on the basis of residential Status</p> <p>Topic 7: difference between residential status and incidence of tax, receipt of income, introduction to accrual of income</p> <p>Topic 8: Accrual of income and income deemed to accrue or arise</p> <p>Practice class (Problem set III)</p> <p>Practice class (Problem Set IV)</p>	<p>1. Singhania, Vinod K. and Monica Singhania. Students' Guide to Income Tax, University Edition. Taxmann Publications Pvt. Ltd., New Delhi.</p> <p>2. Ahuja, Girish and Ravi Gupta. Systematic Approach to Income Tax. Bharat Law House, Delhi.</p> <p>3. Pagare, Dinkar. Law and Practice of Income Tax. Sultan Chand and Sons, New Delhi.</p> <p>4. Lal, B.B. Income Tax Law and Practice. Konark Publications, New Delhi.</p>	5	1		

S. No.	Month	Week No.	Unit/Topic	Resource/ References/ Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
				5. ICAI notes https://www.icai.org/post/applicability-of-income-computation-and-disclosure-standards-notified-under-section-145-2-of-the-income-tax-act-1961-from-assessment-year-2017-18-08-07-2016				
		2	Topic 9: Exempted income under section 10 Topic 10: Exempted income under section 10 cotinued Practice class (Problem Set V) Unit 2 (Salary) Topic 1: Introduction to salary meaning according to Income tax Act, different forms of salary Topic 2: Allowances chargeable to tax	1. Singhania, Vinod K. and Monica Singhania. Students' Guide to Income Tax, University Edition. Taxmann Publications Pvt. Ltd., New Delhi. 2. Ahuja, Girish and Ravi Gupta. Systematic Approach to Income Tax. Bharat Law House, Delhi. 3. Pagare, Dinkar. Law and Practice of Income Tax. Sultan Chand and Sons, New Delhi. 4. Lal, B.B. Income Tax Law and Practice. Konark Publications, New Delhi. 5. ICAI notes https://www.icai.org/post/applicability-of-income-computation-and-disclosure-standards-notified-under-section-145-2-of-the-income-tax-act-1961-from-assessment-year-2017-18-08-07-2016	5	1		
		3	Practice class (Problem set VI)	1. Singhania, Vinod K. and Monica Singhania. Students' Guide to	5	1		

S. No.	Month	Week No.	Unit/Topic	Resource/ References/ Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
			<p>Topic 3: Perquisite (taxable/not taxable)</p> <p>Pracice class (Problem set VII)</p> <p>Topic 4: Deduction permissible from salary</p> <p>Topic 5: Different types of provident fund and its tax treatment</p>	<p>Income Tax, University Edition. Taxmann Publications Pvt. Ltd., New Delhi.</p> <p>2. Ahuja, Girish and Ravi Gupta. Systematic Approach to Income Tax. Bharat Law House, Delhi.</p> <p>3. Pagare, Dinkar. Law and Practice of Income Tax. Sultan Chand and Sons, New Delhi.</p> <p>4. Lal, B.B. Income Tax Law and Practice. Konark Publications, New Delhi.</p> <p>5. ICAI notes https://www.icaai.org/post/applicability-of-income-computation-and-disclosure-standards-notified-under-section-145-2-of-the-income-tax-act-1961-from-assessment-year-2017-18-08-07-2016</p>				
		4	<p>Topic 6: Tax treatment of salary income of NR technicians; exemption to Foreign citizen in respect of salary income</p> <p>Topic 7: deduction u/s 80C</p> <p>Practice class (Combined problem set VIII, UNIT 1 &UNIT 2)</p>	<p>1. Singhania, Vinod K. and Monica Singhania. Students' Guide to Income Tax, University Edition. Taxmann Publications Pvt. Ltd., New Delhi.</p> <p>2. Ahuja, Girish and Ravi Gupta. Systematic Approach to Income Tax. Bharat Law House, Delhi.</p> <p>3. Pagare, Dinkar. Law and Practice of Income Tax. Sultan Chand and Sons, New Delhi.</p>				

S. No.	Month	Week No.	Unit/Topic	Resource/ References/ Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
			Practice class (Combined Problem set X, UNIT1 & UNIT 2) Unit 2 (Income from house property) Topic 1: Introduction to Income from house property	4. Lal, B.B. Income Tax Law and Practice. Konark Publications, New Delhi. 5. ICAI notes https://www.icai.org/post/applicability-of-income-computation-and-disclosure-standards-notified-under-section-145-2-of-the-income-tax-act-1961-from-assessment-year-2017-18-08-07-2016				
3.	Sep	1	Topic 2: Basis of charges, cases where property is not chargeable to tax Topic 3: Concept of Let out House property Practice class (Problem set XI) Topic 4: Concept of Self occupied Property Topic 5: Deduction on let out house property and self occupied House property	1. Singhania, Vinod K. and Monica Singhania. Students' Guide to Income Tax, University Edition. Taxmann Publications Pvt. Ltd., New Delhi. 2. Ahuja, Girish and Ravi Gupta. Systematic Approach to Income Tax. Bharat Law House, Delhi. 3. Pagare, Dinkar. Law and Practice of Income Tax. Sultan Chand and Sons, New Delhi. 4. Lal, B.B. Income Tax Law and Practice. Konark Publications, New Delhi. 5. ICAI notes https://www.icai.org/post/applicability-of-income-computation-and-disclosure-standards-notified-under-section-145-2-of-the-income-tax-act-1961-from-assessment-year-2017-18-08-07-2016	5	1		

S. No.	Month	Week No.	Unit/Topic	Resource/ References/ Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
				1961-from-assessment-year-2017-18-08-07-2016				
		2	<p>Topic 6: deduction on self occupied property continued</p> <p>Practice class (Practice set XII)</p> <p>Topic 7: special cases of unrealized rent and mode of tax for arrears of rent</p> <p>Practice class (combined Problem set XIII, UNIT 3)</p> <p>Practice class (Combined problem set XIII continued, Unit3)</p>	<p>1. Singhanian, Vinod K. and Monica Singhanian. Students' Guide to Income Tax, University Edition. Taxmann Publications Pvt. Ltd., New Delhi.</p> <p>2. Ahuja, Girish and Ravi Gupta. Systematic Approach to Income Tax. Bharat Law House, Delhi.</p> <p>3. Pagare, Dinkar. Law and Practice of Income Tax. Sultan Chand and Sons, New Delhi.</p> <p>4. Lal, B.B. Income Tax Law and Practice. Konark Publications, New Delhi.</p> <p>5. ICAI notes https://www.icai.org/post/applicability-of-income-computation-and-disclosure-standards-notified-under-section-145-2-of-the-income-tax-act-1961-from-assessment-year-2017-18-08-07-2016</p>	5	1		
		3	<p style="text-align: center;">Unit 3</p> <p>Topic 1: Introduction to PGBP and detailed topic analysis</p> <p>Topic 2: basis of charges (section 28), principles for calculating business income</p>	<p>1. Singhanian, Vinod K. and Monica Singhanian. Students' Guide to Income Tax, University Edition. Taxmann Publications Pvt. Ltd., New Delhi.</p>	5	1		

S. No.	Month	Week No.	Unit/Topic	Resource/ References/ Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
			<p>Topic 3: method of accounting and scheme of business deduction, section 30</p> <p>Topic 4: Deduction: section 31, section 32</p> <p>Topic 5: section 32 continued + Practice class (Problem set XIV)</p>	<p>2. Ahuja, Girish and Ravi Gupta. Systematic Approach to Income Tax. Bharat Law House, Delhi.</p> <p>3. Pagare, Dinkar. Law and Practice of Income Tax. Sultan Chand and Sons, New Delhi.</p> <p>4. Lal, B.B. Income Tax Law and Practice. Konark Publications, New Delhi.</p> <p>5. ICAI notes https://www.icai.org/post/applicability-of-income-computation-and-disclosure-standards-notified-under-section-145-2-of-the-income-tax-act-1961-from-assessment-year-2017-18-08-07-2016</p>				
		4	<p>Topic 5: computation of additional depreciation and practical questions</p> <p>Topic 6: section 35AD, 33AB, 33ABA,</p> <p>Topic 7: SECTION 35, 35CCA, 35D, 35DD, 36</p> <p>Practice class</p>	<p>1. Singhania, Vinod K. and Monica Singhania. Students' Guide to Income Tax, University Edition. Taxmann Publications Pvt. Ltd., New Delhi.</p> <p>2. Ahuja, Girish and Ravi Gupta. Systematic Approach to Income Tax. Bharat Law House, Delhi.</p> <p>3. Pagare, Dinkar. Law and Practice of Income Tax. Sultan Chand and Sons, New Delhi.</p> <p>4. Lal, B.B. Income Tax Law and Practice. Konark Publications, New Delhi.</p>	4	1		

S. No.	Month	Week No.	Unit/Topic	Resource/ References/ Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
				5. ICAI notes https://www.icai.org/post/applicability-of-income-computation-and-disclosure-standards-notified-under-section-145-2-of-the-income-tax-act-1961-from-assessment-year-2017-18-08-07-2016				

Teaching Plan for Winter Semester 2016-17

Name of the teacher: Renu Verma; Subject: cyber crime and laws, collective bargaining and negotiaton skills; Sem: IV/2nd/2017

S. No.	Month	Week No.	Unit/Topic	Resource/References/Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
1	January	1	<p>Introduction to syllabus and objective of course</p> <p>Unit 1: Cyber Crimes</p> <p>Topic1: Introduction to computer crimes and cyber Crimes</p> <p>Topic 2: Changing nature of cyber crime; Conventional crimes and cyber crimes and Distinction between both</p> <p>Topic 3: Reason for growing cyber crimes and cyber criminals, mode and manner of committing cyber crime</p>	<p>Agarwala, Kamlesh N., Lal, Amit and Agarwala, Deeksha. "Business on the Net: An Introduction to the whats and hows of E-commerce." Macmillan India Ltd.</p> <ul style="list-style-type: none"> • Bajaj KK, Debjani Nag "E-Commerce. Tata McGraw Hill Company" New Delhi • Chhabra, T.N., Jain, Hem Chand, Jain, Aruna. "An Introduction to HTML" Dhanpat Rai & Co • Dietel, Harvey M., Dietel, Paul J., and Steinbuhler Kate. E-Business and E-commerce for Managers. Pearson Education. • Diwan, Parag and Sharma, Sunil " Electronic commerce- A manager's Guide to EBusiness", Vanity Books International ,Delhi 	4	NA	NA	

		2	<p>Revision class for Unit1: Topic1, Topic2 and Topic3</p> <p>Topic 4: cyber forensic and introduction to various kind of cyber crime</p> <p>Topic 5: kinds of cyber crimes – cyber stalking, cyber terrorism</p> <p>Topic 6:Kinds of cyber crime- faurgery and fraud,</p>	<ul style="list-style-type: none"> • Elias M. Awad “Electronic Commerce from vision to fulfillment” Third Edition PHI publications. • Kosiur, David, “Understanding Electronic Commerce” Prentice Hall of India Private Ltd., New Delhi. • Turban, E., et.al. “Electronic commerce: A Managerial perspective” Pearson Education Asia. • Whiteley, David, “E-Commerce” McGraw Hill, New York. 	4	NA	NA	Revision class (Quiz)
		3	<p>Revision class for Unit1: Topic 4, Topic 5, Topic 6</p> <p>Topic 7: Kinds of crimes: crimes related to IPRs, computer vandalism</p> <p>Topic 8: privacy of online data; Cyber space Jurisdiction</p>	<ul style="list-style-type: none"> • Elias M. Awad “Electronic Commerce from vision to fulfillment” Third Edition PHI publications. • Kosiur, David, “Understanding Electronic Commerce” Prentice Hall of India Private Ltd., New Delhi. • Turban, E., et.al. “Electronic commerce: A Managerial perspective” Pearson Education Asia. 	3	NA	NA	Revision class (Quiz)

				<ul style="list-style-type: none"> • Chadda & Sonia “Cyber crime and laws” galgotia publishing company 				
		4	<p>Topic 9: copyright issues; and domain name dispute legal case of Bharti cellular ltd. case, yahoo inc vs Akash Arora case, Travel. Indiatimes Vs Indiatimes travel; Nissan motor co. ltd vs Nissan computer corporation</p> <p>Unit2: Definition and terminology (information Technology act, 2000)</p> <p>Topic1: Objective of IT act, 2000; applicability of the IT act and non-applicability of IT Act</p> <p>Topic 2: Concept of internet, internet governance, E-contract, E-forms, computer, computer network, computer resources, computer system</p>	<ul style="list-style-type: none"> • Chadda & Sonia “Cyber crime and laws” galgotia publishing company • Business law (S.K aggrawal) • Business law (BK goyal & Kinneri Jain) 	3	NA	1 st Internal Assessment (Unit 1 and Unit 2 Theory) NA	
2	February	1	<p>Topic 3: Revision on Unit 1:Topic 9, Topic 10 and Topic 11</p> <p>Topic 4: Encryption, Data security, access, addressee, adjudicating officer</p>	<ul style="list-style-type: none"> • Business law (S.K aggrawal) • Business law (BK goyal & Kinneri Jain) 	4	NA	NA	

			<p>Topic 5: Affixing digital signature, appropriate government</p> <p>Topic 6: certifying authority, certification practice statement cyber appellate tribunal</p>					
		2	<p>Topic 7: Revision on Topic 9 Data, digital signature electronic form, electronic record, information, intermediary, key pair, originator, public key, secure system, verify, subscriber</p> <p>Topic 8: Amendments to IT Act, 2000+ Revision class for Unit2: Topic 5, 6,7 & 8.</p> <p>Unit 3: Electronic records</p> <p>Topic 1: Introduction to Electronic records and electronic signature</p> <p>Topic2: Authentication of electronic record; legal recognition of electronic record, and legal recognition of digital signature</p>	<ul style="list-style-type: none"> • Business law (S.K aggrawal) • Business law (BK goyal & Kinneri Jain) 	4	NA		Revision class (Quiz)
		3	<p>Topic 3: use of electronic records and digital signature in government and its agencies</p>	<ul style="list-style-type: none"> • Business law (S.K aggrawal) 	4	NA		

			<p>Topic 4: retention of electronic record; attribution, acknowledgement and dispatch of electronics records</p> <p>Topic 5: secure electronic records and digital signatures.</p> <p>Topic 6: Discussion on emerging electronic payment system.</p>	<ul style="list-style-type: none"> • Business law (BK goyal & Kinneri Jain) 				
		4	<p>Topic 7: legal cases related to Hacking: IIT khargpur case, Ritu Kohli case, ATM hacking case</p> <p>Topic 8: Dissemination of obscene material/ indecent exposure/ pornography/polluting through indecent exposure; legal case on air force bal Bharti school case</p> <p>Topic 9: Transmitting virus/ worms; legal case virus attack VBS_LOVELETTER, worm attack , Phishing legal cases; UTI bank case, ICICI bank case</p> <p>Revision class on (Topic 4, 5,6, 7 Unit 3)</p>	<ul style="list-style-type: none"> • Chadda & Sonia “Cyber crime and laws” galgotia publishing company 	4			
3	March	1	<p>Unit 4: regulation of certifying authorities</p>	<p>Business law (S.K aggrawal)</p> <ul style="list-style-type: none"> • Business law (BK goyal & Kinneri Jain) 	3			

			<p>Topic1: authorities under IT act, 2000; Importance of regulatory authority and their role</p> <p>Topic 2: Appointment of controller of certifying authorities</p>					
		2	<p>Topic 3: function of controller</p> <p>Topic 4: Power of controller</p> <p>Revision class (unit 4: Topic 1,2,3)</p>	<p>Business law (S.K aggrawal)</p> <p>• Business law (BK goyal & Kinneri Jain)</p>	3			
		3		Mid semester week				
		4	<p>Revision class (Unit 1)</p> <p>Revision class (Unit 2)</p> <p>Revision class (Unit 3)</p> <p>Test (Internal assessment)</p>		4	Internal assessment (unit1, 2, 3 (few topics)		
4	April	1	<p>Topic 5: rules regarding issue of license</p> <p>Topic 6: certifying Authority and duty of certifying authority</p> <p>Topic 7: procedure of Electronic signature certificate</p> <p>Topic 8: Duties of Subscribers</p>	<p>Business law (S.K aggrawal)</p> <p>Business law (BK goyal & Kinneri Jain)</p>	4			
		2	<p>Topic 9: cyber appellate tribunal</p> <p>Topic 10: appeal to cyber appellate tribunal</p>	<p>Business law (S.K aggrawal)</p> <p>Business law (BK goyal & Kinneri Jain)</p>				(Revision class: Quiz)

			<p>Topic 11: power of cyber appellate tribunal and compounding of cyber contravention</p> <p>Revision class (Unit4: topic 5, 6, 7 8 9, 10)</p>					
		3	<p>Topic 12: Penalties and adjudication</p> <p>Topic 13: Penalties and punishment for cyber offence</p> <p>Topic 14: Compounding of offences and intermediaries not liable in certain cases</p> <p>Revision class (Unit 4: topic 12, 13, 14)</p>	<p>Business law (S.K aggrawal)</p> <p>Business law (BK goyal & Kinneri Jain)</p>	4			
		4	<p>National nodal agency</p> <p>Revision class, Q&A class related to final examination</p>	<p>Business law (S.K aggrawal)</p> <p>Business law (BK goyal & Kinneri Jain)</p>	2			

Collective Bargaining and Negotiation Skills

S. no	Month	Week No.	Unit/Topic	Resource/References/Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
1	January	1	<p>Introduction to syllabus and objective of course</p> <p>Unit 1: Issues in Collective Bargaining</p> <p>Topic1: Meaning, Definitions and Characteristics of Collective Bargaining</p> <p>Topic 2: Critical Issues in Collective Bargaining</p> <p>Topic 3: Introduction to Theories of Collective Bargaining:</p>	Venkataratnam, C. S. Industrial Relations: Text and Cases. Delhi. Oxford University Press.	4	NA	NA	

		2	<p>Revision class for Unit1: Topic1, Topic2 and Topic3</p> <p>Topic 4: : Hick’s Analysis of Wages Setting under Collective Bargaining</p> <p>Topic 5: : Hick’s Analysis of Wages Setting under Collective Bargaining continued</p> <p>Topic 6:Conflict-choice Model of Negotiation</p>	<p>Michael Salamon, Industrial Relations—Theory & Practice. London. Prentice Hall.</p> <p>Industrial Relations: Theory and Practice in Britain. U.K. Blackwell Publishing.</p> <p>Research paper: 1.https://link.springer.com/chapter/10.1007%2F978-1-349-22825-6_11 2.https://www.jstor.org/stable/40749475?seq=1</p>	4	NA	NA	Revision class:Quiz
		3	<p>Revision class for Unit1: Topic 4, Topic 5, Topic 6</p> <p>Topic 7: A Behavioural Theory of Labour Negotiation</p> <p>Topic 8: A Behavioural Theory of Labour Negotiation continued</p>	<p>Michael Salamon, Industrial Relations—Theory & Practice. London. Prentice Hall.</p> <p>Industrial Relations: Theory and Practice in Britain. U.K. Blackwell Publishing.</p> <p>Research paper: 1. https://www.pon.harvard.edu/shop/behavioral-theory-of-labor-negotiations-a-an-analysis-of-a-social-interaction-system/ 2. https://www.researchgate.net/publication/270079767_Walton_and_McKersie_A_Behavioral_Theory_of_Labor_Negotiations_1965</p>	3	NA	NA	Revision class (quiz)

		4	<p>Unit2: Collective Bargaining in India</p> <p>Topic 1: Pre-requisites for successful Collective Bargaining in any Country</p> <p>Topic2: Collective Bargaining in Practice</p> <p>Topic 3: case study : Tea workers strike</p>	<p>Dwivedi, R.S., Managing Human Resources: Industrial Relations in Indian Enterprises, , New Delhi, Galgotia Publishing Company. 4. Edwards, P. (n.d.).</p> <p>Venkataratnam, C. S. Industrial Relations: Text and Cases. Delhi. Oxford University Press.</p>	3	NA	1 st Internal Assessment (Unit 1 and Unit 2 Theory) NA	Case study
2	February	1	<p>Revision on Unit 2:Topic 1,2</p> <p>Topic 4: case study on Maruti Suzuki strike</p> <p>Topic 5: Levels of Bargaining</p> <p>Topic 6: case study on labour union bargaining for workers wages</p>	<p>Dwivedi, R.S., Managing Human Resources: Industrial Relations in Indian Enterprises, , New Delhi, Galgotia Publishing Company. 4. Edwards, P. (n.d.).</p>	4	NA	NA	Revision class
		2	<p>Topic 7: Coverage and Duration of Agreements</p> <p>Topic 8: Difficulties in the Bargaining Process and Administration of Agreements</p>	<p>Venkataratnam, C. S. Industrial Relations: Text and Cases. Delhi. Oxford University Press.</p> <p>1.https://www.tandfonline.com/doi/full/10.1080/03066150.2016.1192608?casa_token=GFer72IE7qkAAAAA%3AD2tbuHkh8g7RXkwUdJ87OCFQXj2</p>	4	NA		Presentation by group of students on contemporary issues of collective bargaining and negotiation

			<p>Presentation by students on different case study on collecting bargaining (Group 1 &2)</p> <p>Topic 9: administration of agreements and difficulty in bargaining process continued</p>	tcHjRx5dHjy5NkfvZhAa3EMfhJYKR3EBB5VPtz5wrbxgOXAGcY8				
		3	<p>Presentation: case study on problems faced by informal workers (Group 3 &4)</p> <p>Topic 10: Historical background on rise of concern toward labour and emergence of different unions</p> <p>Topic 11: Emergence of different union, role of union</p> <p>Topic 12: overview of labour laws in India and important issues</p>	https://www.ajol.info/index.php/afrev/article/view/96671	4	NA		<p>Presentation by group of students on contemporary issues of collective bargaining and negotiation skills</p>
		4	<p>Presentation on negotiation between two companies and their impact on workers (Group 4 &5)</p> <p>Topic 7: Revision class topic 7, 8, 9</p> <p>Presentation on negotiation between two companies and their impact on workers (Group 6 &7)</p>	<p>Dwivedi, R.S., Managing Human Resources: Industrial Relations in Indian Enterprises, , New Delhi, Galgotia Publishing Company. 4. Edwards, P. (n.d.).</p>	4			<p>Presentation by group of students on contemporary issues of collective bargaining and negotiation skills</p>

			Topic 8: Discussed research paper on need for labour reform					
3	March	1	<p>Unit 3: Negotiation Skills</p> <p>Topic1: Introduction to Negotiation skills and their importance for the company</p> <p>Topic 2: Different set of skills used by negotiator while negotiating</p> <p>Topic 3: Group activity (negotiation skills)</p>	https://books.google.co.in/books?hl=en&lr=&id=d1J6DgAAQBAJ&oi=fnd&pg=PT7&dq=influence+.+network+HBR+&ots=Ijnk2wIy7p&sig=hS21Cn-XGpgpRxKV2-U4Xv7ysc&redir_esc=y#v=onepage&q=influence%20.%20network%20HBR&f=false	3			Group activity
		2	<p>Topic 4: Negotiation process</p> <p>Revision class (unit 3: Topic 1,2)</p> <p>Mid semester week (1 week)</p>		3			Revision class
		4	<p>Revision class (Unit 1)</p> <p>Revision class (Unit 2)</p> <p>Presentation on emerging scenario in collective bargaining (Group 7 &8)</p> <p>Test (Internal assessment)</p>		4		Test (IA)	<p>Revision class (Quiz)</p> <p>Presentation by group of students on contemporary issues of collective bargaining and negotiation skills</p>
4	April	1	<p>Topic 5: Effective Negotiation</p> <p>Topic 6: Preparing for Negotiation</p> <p>Topic 7: Negotiating Integrative Agreements</p>	https://books.google.co.in/books?hl=en&lr=&id=d1J6DgAAQBAJ&oi=fnd&pg=PT7&dq=influence+.+network+HBR+&ots=Ijnk2wIy7p&sig=hS21Cn-XGpgpRxKV2-	4			

			Topic 8: BATNA, Difference between Negotiation and Collective Bargaining	_U4Xv7ysc&redir_esc=y#v=onepage&q=influence%20.%20network%20HBR&f=false				
		2	Topic 9: Approaches and Phases in Collective Bargaining Topic 10: Coalition Bargaining Topic 11: Fractional Bargaining Topic 12: Impasse Resolution	https://link.springer.com/article/10.1007/s10726-008-9106-1 https://books.google.co.in/books?hl=en&lr=&id=d1J6DgAAQBAJ&oi=fnd&pg=PT7&dq=influence+.+network+HBR+&ots=Ijnk2wIy7p&sig=hS21Cn-XGppgRxKV2-_U4Xv7ysc&redir_esc=y#v=onepage&q=influence%20.%20network%20HBR&f=false	4			
		3	Topic 12: Contract Ratification Topic 13: Post Negotiation-Administration of the Agreement Topic 14: Grievance Management Topic 15: Binding up the Wounds	https://books.google.co.in/books?hl=en&lr=&id=d1J6DgAAQBAJ&oi=fnd&pg=PT7&dq=influence+.+network+HBR+&ots=Ijnk2wIy7p&sig=hS21Cn-XGppgRxKV2-_U4Xv7ysc&redir_esc=y#v=onepage&q=influence%20.%20network%20HBR&f=false	4			
		4	Collective Bargaining & the emerging scenario Revision class, Q&A class related to final examination	https://books.google.co.in/books?hl=en&lr=&id=d1J6DgAAQBAJ&oi=fnd&pg=PT7&dq=influence+.+network+HBR+&ots=Ijnk2wIy7p&sig=hS21Cn-XGppgRxKV2-_U4Xv7ysc&redir_esc=y#v=onepage&q=influence%20.%20network%20HBR&f=false	2			Revision class and Q&A session

				Dwivedi, R.S., Managing Human Resources: Industrial Relations in Indian Enterprises, , New Delhi, Galgotia Publishing Company. 4. Edwards, P. (n.d.).				
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Teaching Plan for Summer Semester 2017-18

Name of the Teacher: Renu Verma

Course Name: B.Com (H)

Paper Title:HRM

Semester/Year: III/2nd /2017

S. No.	Month	Week No.	Unit/Topic	Resource/ References/ Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
1.	July	1	Objective of the subject and overview of syllabus Unit I: Human Resource Management Topic 1: Concept and functions of HR manager Topic 2: Role of HR manager	. Mondy, A. W. and Noe, R. M., Human Resource Management, Pearson Education. Decenzo, D.A. and Robbins, S. P., Fundamentals of Human Resource Management, Wiley, India Dessler, G. and Varkkey, B., Human Resource Management, Pearson Education, Delhi.	3	1		

S. No.	Month	Week No.	Unit/Topic	Resource/ References/ Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
				<p>Chhabra, T.N., Human Resource Management, Dhanpat Rai & Co., Delhi.</p> <p>Aswathappa, K., Human Resource Management, Tata McGraw-Hill, New Delhi.</p> <p>French, W. L., Human Resource Management, Houghten Mifflin, Boston.</p> <p>Gupta, C.B., Human Resource Management, Sultan Chand & Sons, Delhi.</p> <p>Rao, V. S. P., Human Resource Management: Text and Cases, Excel Books.</p>				Case study, Exercise on company's HR policies
		2	<p>Case study on role of rHR manager</p> <p>Topic 3: status and competencies of HR manager</p> <p>Topic 4: HR policies</p> <p>Exercise on Company HR policies</p> <p>Topic 5: Evolution of HRM</p>	<p>. Mondy, A. W. and Noe, R. M., Human Resource Management, Pearson Education.</p> <p>Decenzo, D.A. and Robbins, S. P., Fundamentals of Human Resource Management, Wiley, India</p> <p>Dessler, G. and Varkkey, B., Human Resource Management, Pearson Education, Delhi.</p> <p>Chhabra, T.N., Human Resource Management, Dhanpat Rai & Co., Delhi.</p>	5	1		

S. No.	Month	Week No.	Unit/Topic	Resource/ References/ Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
				<p>Aswathappa, K., Human Resource Management, Tata McGraw-Hill, New Delhi.</p> <p>French, W. L., Human Resource Management, Houghten Mifflin, Boston.</p> <p>Gupta, C.B., Human Resource Management, Sultan Chand & Sons, Delhi.</p> <p>Rao, V. S. P., Human Resource Management: Text and Cases, Excel Books.</p>				
2.	Aug	1	<p>Topic 6: Evolution of HRM</p> <p>Topic 7: overview on Emerging challenges of human resource management</p> <p>Topic 8: Workforce diversity</p> <p>Topic 9: Employee empowerment</p> <p>Topic 10: Downsizing and VRS</p>	<p>. Mondy, A. W. and Noe, R. M., Human Resource Management, Pearson Education.</p> <p>Decenzo, D.A. and Robbins, S. P., Fundamentals of Human Resource Management, Wiley, India</p> <p>Dessler, G. and Varkkey, B., Human Resource Management, Pearson Education, Delhi.</p> <p>Chhabra, T.N., Human Resource Management, Dhanpat Rai & Co., Delhi.</p>	5	1		Revision (Quiz)

S. No.	Month	Week No.	Unit/Topic	Resource/ References/ Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
				<p>Aswathappa, K., Human Resource Management, Tata McGraw-Hill, New Delhi.</p> <p>French, W. L., Human Resource Management, Haughten Mifflin, Boston.</p> <p>Gupta, C.B., Human Resource Management, Sultan Chand & Sons, Delhi.</p> <p>Rao, V. S. P., Human Resource Management: Text and Cases, Excel Books.</p>				
		2	<p>Topic 11: work life balance.</p> <p>Revision class (Quiz)</p> <p>Unit II: Acquisition of Human Resource</p> <p>Topic 1: Intoduction to Human resource planning, the need and importance for HR planning</p> <p>Topic 2: Quantitative approach to HR planning</p> <p>Topic 3: Qualitative dimensions of HR planning</p>	<p>. Mondy, A. W. and Noe, R. M., Human Resource Management, Pearson Education.</p> <p>Decenzo, D.A. and Robbins, S. P., Fundamentals of Human Resource Management, Wiley, India</p> <p>Dessler, G. and Varkkey, B., Human Resource Management, Pearson Education, Delhi.</p> <p>Chhabra, T.N., Human Resource Management, Dhanpat Rai & Co., Delhi.</p> <p>Aswathappa, K., Human Resource Management, Tata McGraw-Hill, New Delhi.</p>	5	1		

S. No.	Month	Week No.	Unit/Topic	Resource/ References/ Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
				<p>French, W. L., Human Resource Management, Haughten Mifflin, Boston.</p> <p>Gupta, C.B., Human Resource Management, Sultan Chand & Sons, Delhi.</p> <p>Rao, V. S. P., Human Resource Management: Text and Cases, Excel Books.</p>				
		3	<p>Topic 4: concept of Job analysis – Job description and job specification</p> <p>Case study on HR planning</p> <p>Activity on Different Job and their identification in terms of JOB analysis, Job description and Job specification</p> <p>Topic 5: Recruitment – concept and sources</p>	<p>. Mondy, A. W. and Noe, R. M., Human Resource Management, Pearson Education.</p> <p>Decenzo, D.A. and Robbins, S. P., Fundamentals of Human Resource Management, Wiley, India</p> <p>Dessler, G. and Varkkey, B., Human Resource Management, Pearson Education, Delhi.</p> <p>Chhabra, T.N., Human Resource Management, Dhanpat Rai & Co., Delhi.</p> <p>Aswathappa, K., Human Resource Management, Tata McGraw-Hill, New Delhi.</p>	4	1		

S. No.	Month	Week No.	Unit/Topic	Resource/ References/ Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
				<p>French, W. L., Human Resource Management, Houghten Mifflin, Boston.</p> <p>Gupta, C.B., Human Resource Management, Sultan Chand & Sons, Delhi.</p> <p>Rao, V. S. P., Human Resource Management: Text and Cases, Excel Books.</p>				
		4	<p>Topic 6: Selection – concept and process; Test and interview</p> <p>Topic 7: Placement, induction and socialization</p> <p>Topic 8: Retention</p> <p>Case study on Recruitment selection and placement + Information on placement by company's in SRCC+ CV building and improvement</p>	<p>. Mondy, A. W. and Noe, R. M., Human Resource Management, Pearson Education.</p> <p>Decenzo, D.A. and Robbins, S. P., Fundamentals of Human Resource Management, Wiley, India</p> <p>Dessler, G. and Varkkey, B., Human Resource Management, Pearson Education, Delhi.</p> <p>Chhabra, T.N., Human Resource Management, Dhanpat Rai & Co., Delhi.</p> <p>Aswathappa, K., Human Resource Management, Tata McGraw-Hill, New Delhi.</p> <p>French, W. L., Human Resource Management, Houghten Mifflin, Boston.</p>	4	1		

S. No.	Month	Week No.	Unit/Topic	Resource/ References/ Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
				<p>Gupta, C.B., Human Resource Management, Sultan Chand & Sons, Delhi.</p> <p>Rao, V. S. P., Human Resource Management: Text and Cases, Excel Books.</p>				
3.	Sep	1	<p>Unit III: Training and Development</p> <p>Topic 1: Concept and importance of training</p> <p>Topic 2: Role specific and competency based training</p> <p>Case study on competency based training</p> <p>Topic 3: Training and development methods – Apprenticeship, understudy, job rotation</p>	<p>. Mondy, A. W. and Noe, R. M., Human Resource Management, Pearson Education.</p> <p>Decenzo, D.A. and Robbins, S. P., Fundamentals of Human Resource Management, Wiley, India</p> <p>Dessler, G. and Varkkey, B., Human Resource Management, Pearson Education, Delhi.</p> <p>Chhabra, T.N., Human Resource Management, Dhanpat Rai & Co., Delhi.</p> <p>Aswathappa, K., Human Resource Management, Tata McGraw-Hill, New Delhi.</p> <p>French, W. L., Human Resource Management, Houghten Mifflin, Boston.</p> <p>Gupta, C.B., Human Resource Management, Sultan Chand & Sons, Delhi.</p>	4			

S. No.	Month	Week No.	Unit/Topic	Resource/ References/ Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
				Rao, V. S. P., Human Resource Management: Text and Cases, Excel Books.				
		2	<p>Topic 4: Training and development methods - vestibule training, case study, role playing, sensitivity training</p> <p>Topic 5: Training and development methods- In-basket, management games, conferences and seminars</p> <p>Topic 6: Training and development methods- coaching and mentoring, management development programs</p> <p>Topic 7: Training process Topic 8: outsourcing</p> <p>Case study on Outsourcing</p>	<p>. Mondy, A. W. and Noe, R. M., Human Resource Management, Pearson Education.</p> <p>Decenzo, D.A. and Robbins, S. P., Fundamentals of Human Resource Management, Wiley, India</p> <p>Dessler, G. and Varkkey, B., Human Resource Management, Pearson Education, Delhi.</p> <p>Chhabra, T.N., Human Resource Management, Dhanpat Rai & Co., Delhi.</p> <p>Aswathappa, K., Human Resource Management, Tata McGraw-Hill, New Delhi.</p> <p>French, W. L., Human Resource Management, Houghten Mifflin, Boston.</p> <p>Gupta, C.B., Human Resource Management, Sultan Chand & Sons, Delhi.</p>	5	1		

S. No.	Month	Week No.	Unit/Topic	Resource/ References/ Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
				Rao, V. S. P., Human Resource Management: Text and Cases, Excel Books.				
		3	Revision class (Unit 2) Revision class (Unit 3) Unit IV: Performance Appraisal and Compensation Management Topic 1: overview of performance appraisal and compensation management Topic 2: Performance appraisal- Nature, objectives and process	. Mondy, A. W. and Noe, R. M., Human Resource Management, Pearson Education. Decenzo, D.A. and Robbins, S. P., Fundamentals of Human Resource Management, Wiley, India Dessler, G. and Varkkey, B., Human Resource Management, Pearson Education, Delhi. Chhabra, T.N., Human Resource Management, Dhanpat Rai & Co., Delhi. Aswathappa, K., Human Resource Management, Tata McGraw-Hill, New Delhi. French, W. L., Human Resource Management, Houghten Mifflin, Boston. Gupta, C.B., Human Resource Management, Sultan Chand & Sons, Delhi. Rao, V. S. P., Human Resource Management: Text and Cases, Excel Books.	4			

S. No.	Month	Week No.	Unit/Topic	Resource/ References/ Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
		4	<p>Topic 3: Performance management</p> <p>Topic 4: Methods of performance appraisal</p> <p>Topic 5: Methods of performance appraisal continued</p> <p>Topic 6: Potential appraisal; Employee counseling</p> <p>Case study on conflicting view of manager on performance appraisal</p>	<p>. Mondy, A. W. and Noe, R. M., Human Resource Management, Pearson Education.</p> <p>Decenzo, D.A. and Robbins, S. P., Fundamentals of Human Resource Management, Wiley, India</p> <p>Dessler, G. and Varkkey, B., Human Resource Management, Pearson Education, Delhi.</p> <p>Chhabra, T.N., Human Resource Management, Dhanpat Rai & Co., Delhi.</p> <p>Aswathappa, K., Human Resource Management, Tata McGraw-Hill, New Delhi.</p> <p>French, W. L., Human Resource Management, Houghten Mifflin, Boston.</p> <p>Gupta, C.B., Human Resource Management, Sultan Chand & Sons, Delhi.</p> <p>Rao, V. S. P., Human Resource Management: Text and Cases, Excel Books.</p>				
4.	Oct	1	Mid Semester Break	-				

S. No.	Month	Week No.	Unit/Topic	Resource/ References/ Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
		2	<p>Presentation on contemporary issues of HRM (Group 1, 2, 3)</p> <p>Presentation on contemporary issues of HRM (Group 4, 5, 6)</p> <p>Presentation on contemporary issues of HRM (Group 7, 8, 9)</p> <p>Presentation on contemporary issues of HRM (Group 10, 11, 12)</p> <p>Internal assessment Test</p>	2.	5			
		3	<p>Topic 7: Job changes - Transfers and promotions</p> <p>Topic 8: Human resource audit Case study on Job changes and promotion</p> <p>Topic 9: Compensation - Concept and policies, Base and supplementary compensation</p> <p>Topic 10: Individual, group and organization incentive plans; Fringe benefits; Performance linked compensation</p>	<p>. Mondy, A. W. and Noe, R. M., Human Resource Management, Pearson Education.</p> <p>Decenzo, D.A. and Robbins, S. P., Fundamentals of Human Resource Management, Wiley, India</p> <p>Dessler, G. and Varkkey, B., Human Resource Management, Pearson Education, Delhi.</p> <p>Chhabra, T.N., Human Resource Management, Dhanpat Rai & Co., Delhi.</p>	5			

S. No.	Month	Week No.	Unit/Topic	Resource/ References/ Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
				<p>Aswathappa, K., Human Resource Management, Tata McGraw-Hill, New Delhi.</p> <p>French, W. L., Human Resource Management, Haughten Mifflin, Boston.</p> <p>Gupta, C.B., Human Resource Management, Sultan Chand & Sons, Delhi.</p> <p>Rao, V. S. P., Human Resource Management: Text and Cases, Excel Books.</p>				
		4	<p>Topic 11: Employee stock option; Pay band compensation system; Job evaluation.</p> <p>Unit V: Maintenance of employees and Emerging Horizons of HRM</p> <p>Topic 1: Employee health and safety; Employee welfare</p> <p>Topic 2: Social security (excluding legal provisions); Employer-employee relations- An overview</p> <p>Topic 3: Grievance handling and redressal</p>	<p>. Mondy, A. W. and Noe, R. M., Human Resource Management, Pearson Education.</p> <p>Decenzo, D.A. and Robbins, S. P., Fundamentals of Human Resource Management, Wiley, India</p> <p>Dessler, G. and Varkkey, B., Human Resource Management, Pearson Education, Delhi.</p> <p>Chhabra, T.N., Human Resource Management, Dhanpat Rai & Co., Delhi.</p> <p>Aswathappa, K., Human Resource Management, Tata McGraw-Hill, New Delhi.</p>	5			

S. No.	Month	Week No.	Unit/Topic	Resource/ References/ Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
			Case study on grievance redressal	French, W. L., Human Resource Management, Houghten Mifflin, Boston. Gupta, C.B., Human Resource Management, Sultan Chand & Sons, Delhi. Rao, V. S. P., Human Resource Management: Text and Cases, Excel Books.				
5.	Nov	1	Topic 4: Industrial disputes: Causes and settlement machinery Case study on employer and employee relationship Topic 5: e-HRM; Human Resource Information System and e-HRM Case study on relevance of e-HRM	. Mondy, A. W. and Noe, R. M., Human Resource Management, Pearson Education. Decenzo, D.A. and Robbins, S. P., Fundamentals of Human Resource Management, Wiley, India Dessler, G. and Varkkey, B., Human Resource Management, Pearson Education, Delhi. Chhabra, T.N., Human Resource Management, Dhanpat Rai & Co., Delhi. Aswathappa, K., Human Resource Management, Tata McGraw-Hill, New Delhi.	4			

S. No.	Month	Week No.	Unit/Topic	Resource/ References/ Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
				<p>French, W. L., Human Resource Management, Houghten Mifflin, Boston.</p> <p>Gupta, C.B., Human Resource Management, Sultan Chand & Sons, Delhi.</p> <p>Rao, V. S. P., Human Resource Management: Text and Cases, Excel Books.</p>				
		2	<p>Topic 6: Impact of HRM practices on organisational performance</p> <p>Topic 7 Contemporary issues in human resource management.</p> <p>Revision class (Unit 4, 5)</p> <p>Revision class and Q&A session on examination pattern or other query of students</p>	<p>. Mondy, A. W. and Noe, R. M., Human Resource Management, Pearson Education.</p> <p>Decenzo, D.A. and Robbins, S. P., Fundamentals of Human Resource Management, Wiley, India</p> <p>Dessler, G. and Varkkey, B., Human Resource Management, Pearson Education, Delhi.</p> <p>Chhabra, T.N., Human Resource Management, Dhanpat Rai & Co., Delhi.</p> <p>Aswathappa, K., Human Resource Management, Tata McGraw-Hill, New Delhi.</p> <p>French, W. L., Human Resource Management, Houghten Mifflin, Boston.</p>	4			

S. No.	Month	Week No.	Unit/Topic	Resource/ References/ Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
				<p>Gupta, C.B., Human Resource Management, Sultan Chand & Sons, Delhi.</p> <p>Rao, V. S. P., Human Resource Management: Text and Cases, Excel Books.</p>				

Teaching Plan for Winter Semester 2017-18

Name of the Teacher: Renu Verma

Course Name: B.Com(H)

Paper Title: Goods and Service Tax

Semester/Year: VI/3rd/ 2018

S. No	Month	Week No.	Unit	Topics +Resource/ References/ Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks
		1		GST BAR ACT: Constitutional framework of indirect taxes before GST is covered briefly				
1.	Jan	2	Unit-1	GST BAR ACT: Provisions on Registration, emphasis on liability to register i.e. Section 22-27 along with Rule 10 covered	5	1		
		3.		GST BAR ACT: Provisions in respect of Amendment and Cancellation of Registration	5	1		
		4		GST BAR ACT: Levy and collection of GST	5	1		
2.	Feb	1.	Unit-2 ,	GST BAR ACT: Levy and collection of GST	5	1	Internal Assessment of 20 marks in the last week.	
		2.		Unit-3	GST BAR ACT : In respect of exemptions notified for services, the following areas are covered broadly (i.e. health, education, agriculture, law, renting of immovable property and transportation of passengers.)	5		
		3.	GST BAR ACT : Input Tax Credit		5	1		
		4	GST BAR ACT : Input Tax Credit	5	1			
3.	March	1.	Unit-3, Unit-4	Mid semester break				
		2		GST BAR ACT : Input Tax Credit	5	1		
		3		GST BAR ACT : Provisions of penalty in respect of following covered in detail- Late filing of return and delayed payment of tax.	5	1		
		4		GST BAR ACT : Provisions in respect of appeals to be discussed very briefly.	5	1		
4.	April	1	Unit-5	CUSTOMS BAR ACT : Basic concepts in respect of following covered in detail- Indian customs waters, Indian territorial waters, Exclusive	5	1		

			economic zones, high seas & taxable event in case of import				
		2.	CUSTOMS BAR ACT : Types of custom duties to be covered- Basic customs duty, anti-dumping duty, safeguards duty & protective duty	5	1		
		3.	CUSTOMS BAR ACT : Valuation for Import duty ;Baggage rules and exemptions	5	1		

Teaching Plan for Summer Semester 2018-19

Name of the Teacher: Renu Verma

Course Name: B.Com (H)

Paper Title: Management Principles and Application

Semester/Year: III/ 2018

S. No.	Month	Week No.	Unit/Topic	Resource/ References/ Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
1.	July	4	Introduction to subject and aim of the course Unit 1- Introdtion Topics covered: Meaning and importance of management; Coordination mechanisms in organisations	Robbins, Stephen P. and Coulter, Marry : <i>Management</i> . Printice hall Gupta, C,B. and Mathur, Shruti: <i>Management Principles and applications</i> . MKM Publishers	5	1	NA	
	Aug	1	Unit 1: Evolution of Management Thought: Classical approach – Taylor, Fayol,	Kumar, Pardeep. <i>Management : Principles and Applications</i> . JSR Publication House LP, Delhi	5	1	NA	Case studies related to concepts done in class. Presentations on contemporary issues of management
		2	Unit1: Neo classical and Human relations approach – Hawthorne experiments Behavioural approach, Systems approach	Kumar, Pardeep. <i>Management : Principles and Applications</i> . JSR Publication House LP, Delhi	5	1		
		3	Contingency approach, MBO, Re-engineering, Five-force analysis, Learning Organisation, Fortune at the Bottom of Pyramid	Kumar, Pardeep. <i>Management : Principles and Applications</i> . JSR Publication House LP, Delhi	5	1		
		4	Unit 1: Trends and Challenges of Management in Global Scenario, Emerging issues in management	Hill, Charles. W. L. and Mcshane, Steven L: <i>Principles of Management</i> . Mc Graw Hill	5	1	NA	Discussion of few case study based questions.

S. No.	Month	Week No.	Unit/Topic	Resource/ References/ Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
2.	Sep	1	Unit 2- Planning Types of Plan – An overview. 2.2 Strategic planning – Concept, process, Importance and limitations	Mahajan, J.P. and Mahajan Anupama. <i>Management Principles and applications.</i> Vikas Publications Robbins, Stephan P et al “organisational behaviour”	5	1	NA	Disussion with students based on any real life example to identify different types of plans in the example discussed by any one of them.
		2	Unit 2- Growth strategies – internal and external Environmental analysis and diagnosis (Internal and external environment) – Definition, Importance and Techniques (SWOT/TOWS/WOTS-UP)	Gupta, C,B. and Mathur, Shruti: <i>Management Principles and applications.</i> MKM Publishers Robbins, Stephan P et al “organisational behaviour” Hill, Charles. W. L. and Mcshane, Steven L: <i>Principles of Management.</i> Mc Graw Hill	5	1	NA	Case studies related to concepts done in class
		3	Unit 2: BCG Matrix, Competitor Analysis), Business environment - Concept and components, Decision-making – Concept, importance, group decision making, Individual versus group decision making,	Hill, Charles. W. L. and Mcshane, Steven L: <i>Principles of Management.</i> Mc Graw Hill Kumar, Pardeep. <i>Management : Principles and Applications.</i> JSR Publication House LP, Delhi.	5	1		Presentations delivered by students
		4	Unit 2- Decision-making – Concept, importance, group	Hill, Charles. W. L. and Mcshane, Steven L:	4	1		

S. No.	Month	Week No.	Unit/Topic	Resource/ References/ Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
			decision making, Individual versus group decision making,	<i>Principles of Management.</i> Mc Graw Hill Kumar, Pardeep. <i>Management : Principles and Applications.</i> JSR Publication House LP, Delhi.				
3.	Oct	1	Unit 2- Decision making process, perfect rationality and bounded rationality, techniques (qualitative and quantitative, MIS, DSS).	Kumar, Pardeep. <i>Management : Principles and Applications.</i> JSR Publication House LP, Delhi.	5	1	NA	
		2	Unit III: Organising Concept; Process of organizing – An overview, span of management, different types of authority (line, staff and functional), decentralization, delegation. Formal and informal organization. Principles of organizing. Types of organization structure.	Gupta, C,B. and Mathur, Shruti: <i>Management Principles and applications.</i> MKM Publishers Robbins, Stephen P. and Coulter, Marry : <i>Management.</i> Printice hall	5	1	NA	
		3	Mid semester week					
		4	Unit IV: Staffing and Directing Concept of staffing - Recruitment and Selection; Orientation; Training and Development; Career Development; Performance Appraisal. Motivation – Concept, importance, intrinsic and extrinsic motivation;	Gupta, C,B. and Mathur, Shruti: <i>Management Principles and applications.</i> MKM Publishers Hill, Charles. W. L. and Mcshane, Steven L: <i>Principles of Management.</i> Mc Graw Hill	5	1	1 st Internal assessment – Based on Unit 1,2 and 3	Case studies related to concepts done in class PPT on different theories of motivation

S. No.	Month	Week No.	Unit/Topic	Resource/ References/ Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
4.	Nov	1	<p>Unit IV: Major motivation</p> <p>theories - Maslow's need hierarchy theory, Herzberg's two factor theory, McGregor's Theory X and Theory Y, Ouchi's Theory Z. Leadership – Concept, importance; Major theories of leadership (Likert's scale theory, Blake and Mouton's Grid theory, House's path goal theory, Fred Fielder's situational leadership), Transactional leadership, Transformational leadership, Transforming leadership</p>	Robbins, Stephen P. and Coulter, Marry : <i>Management</i> . Printice hall Kumar, Pardeep. <i>Management : Principles and Applications</i> . JSR Publication House LP, Delhi.	5	1	NA	Case studies related to concepts done in class
		2	<p>Unit 4: Communication – Concept, purpose, process; Oral and written communication; Formal and informal communication networks; Barriers to communication, overcoming barriers to communication.</p> <p>Unit V: Control</p> <p>Concept, process, limitation, principles of effective control, Major techniques of control - Ratio analysis (ROI), budgetary control, EVA, MVA, PERT, and CPM</p> <p>Revision and Q&A class</p>	Gupta, C,B. and Mathur, Shruti: <i>Management Principles and applications</i> . MKM Publishers	5	1	NA	

Teaching Plan for Winter Semester 2018-19

Name of the Teacher: Renu Verma

Course Name: B.Com (H)

Paper Title: E-Filing of income tax return

Semester/Year: IV/ 2019

S. No.	Month	Week No.	Unit/Topic	Resource/References/Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
1	January	1	<p>Introduction to syllabus and objectives of course</p> <p>Unit-1:Conceptual Framework-E-filing</p> <p>Unit 1: Difference between e filings and regular filing</p> <p>Unit 1: Benefits and limitations of E-Filings;</p>	<p>Singhania,Vinod K. and Singhania Monica. <i>Students' guide to Income Tax</i>. University Edition. Taxmann Publications Pvt Ltd.,New Delhi.</p> <p>https://www.incometaxindiaefiling.gov.in/home</p> <p>MahendraB. Gabhawala.<i>Direct Taxes Ready Reckoner with tax planning</i>. Bharat Law House Pvt. Ltd., New Delhi.</p> <p>ICAI Study material on Taxation (Link-https://www.icai.org/post.html?post_id=16945)</p>	4	NA	NA	A virtual tour of Income tax website.
		2	<p>Unit 1:Various steps involved in process of E-filing, How to access relevant notifications on website?</p> <p>Unit 2: Income tax-Basic terms</p> <p>Unit 2: Practical workshops on ITR 1 (SAHAJ)</p>	<p>Singhania,Vinod K. and Singhania Monica. <i>Students' guide to Income Tax</i>. University Edition. Taxmann Publications Pvt Ltd.,New Delhi.</p> <p>https://www.incometaxindiaefiling.gov.in/home</p> <p>ICAI Study material on Taxation (link-https://www.icai.org/post.html?post_id=16945)</p>	3	NA	NA	<p>Discussion on relevant notifications and news related to Income Tax returns;</p> <p>Presentation by group of students on contemporary issues on Income Tax</p>

		3	<p>Unit 2: Section 139(1), Modes of Submission of returns, Electric Verification of Returns, Due date of filing of returns</p> <p>Unit 2: Original returns, Belated returns, Loss Returns, Defective/ Incomplete Returns. Consequences of Late filing of returns.</p> <p>Practical Workshop on ITR-2</p>	<p>Singhania, Vinod K. and Singhania Monica. <i>Students' guide to Income Tax</i>. University Edition. Taxmann Publications Pvt Ltd., New Delhi.</p> <p>https://www.incometaxindiaefiling.gov.in/home</p> <p>Mahendra B. Gabhawala. <i>Direct Taxes Ready Reckoner with tax planning</i>. Bharat Law House Pvt. Ltd., New Delhi.</p> <p>ICAI Study material on Taxation (link-https://www.icai.org/post.html?post_id=16945)</p>	4	NA	NA	<p>Discussion on relevant notifications and news related to Income Tax returns;</p> <p>Presentation by group of students on contemporary issues on Income Tax</p>
		4	<p>Unit 2: Meaning of Assessment, Self-Assessment, Summary Assessment, Scrutiny Assessment, Best Judgment Assessment, Escaping Assessment</p> <p>Unit 2: Concept of Advance Tax and Self-Assessment tax, Meaning of PAN & TAN and their relevant provisions.</p>	<p>Singhania, Vinod K. and Singhania Monica. <i>Students' guide to Income Tax</i>. University Edition. Taxmann Publications Pvt Ltd., New Delhi.</p> <p>https://www.incometaxindiaefiling.gov.in/home</p> <p>Mahendra B. Gabhawala. <i>Direct Taxes Ready Reckoner</i></p>	4	NA	1 st Internal Assessment (Unit 1 and Unit 2 Theory) NA	<p>E-filing of ITR-1 in completely online mode.</p> <p>Discussion on relevant notifications and news related to Income Tax returns;</p>

			Unit 2: Introduction to ITR-3 and ITR-4 (SUGAM)	with tax planning. Bharat Law House Pvt. Ltd., New Delhi. ICAI Study material on Taxation (link- https://www.icai.org/post.html?post_id=16945)				Presentation by group of students on contemporary issues on Income Tax
2	February	1	Unit 3: Concept of TDS and other related concepts, Sec 197 and 197A, Concept of advance tax, Calculation of advance tax, Detailed analysis of section 192. Unit 3: Practical Case studies on deduction of TDS from Salary Income Unit 2: Practical Problems on ITR 4(Presumptive Business Income)	Singhania, Vinod K. and Singhania Monica. <i>Students' guide to Income Tax</i> . University Edition. Taxmann Publications Pvt Ltd., New Delhi. https://www.incometaxindiaefiling.gov.in/home Mahendra B. Gabhawala. <i>Direct Taxes Ready Reckoner with tax planning</i> . Bharat Law House Pvt. Ltd., New Delhi. ICAI Study material on Taxation (link- https://www.icai.org/post.html?post_id=16945)	4	NA	NA	Discussion on Budget 2020 (with focus on provisions related to tax)
		2	Unit 3: Other TDS Provisions- Sec. 192A, 193, 194, 194A, 194B, 194BB, 194D, 194DA, 194H, 194I, 194IB, 194IA, 194J, 194C, 194M, 194N. Unit 3: Practical Problems on deduction of TDS. Unit 2: Practical Problem on ITR-3(Business Income)	Singhania, Vinod K. and Singhania Monica. <i>Students' guide to Income Tax</i> . University Edition. Taxmann Publications Pvt Ltd., New Delhi. https://www.incometaxindiaefiling.gov.in/home Mahendra B. Gabhawala. <i>Direct Taxes Ready Reckoner with tax planning</i> . Bharat Law House Pvt. Ltd., New Delhi. ICAI Study material on Taxation (link-	4	NA		Discussion on relevant notifications and news related to Income Tax returns; Presentation by group of students on contemporary issues on Income Tax

				https://www.icai.org/post.html?post_id=16945)				
		3	<p>Unit 3: Introduction to Various TDS returns forms - 24Q, 26Q, 27Q, 26QB, 26QC. Due dates of filing of TDS returns, Time of deposit of TDS, default in furnishing TDS returns Sec 234E, 271H, Exemptions from TDS</p> <p>Practical Workshop on ITR 3 (Business Income)</p>	<p>Singhania, Vinod K. and Singhania Monica. <i>Students' guide to Income Tax</i>. University Edition. Taxmann Publications Pvt Ltd., New Delhi. https://www.incometaxindiaefiling.gov.in/home Mahendra B. Gabhawala. <i>Direct Taxes Ready Reckoner with tax planning</i>. Bharat Law House Pvt. Ltd., New Delhi. ICAI Study material on Taxation (link- https://www.icai.org/post.html?post_id=16945) NSDL portal (https://www.tin-nsdl.com/)</p>	4	NA		<p>Discussion on relevant notifications and news related to Income Tax returns; Presentation by group of students on contemporary issues on Income Tax</p>
		4	<p>Unit 3: TDS certificate- Form 26AS, Form 16, Form 16A, Form 16B, Form 16C, Form 16D, Form 13, Form 15G/15H</p> <p>Unit 2: Practical Workshop on ITR 3 (Business Income)</p>	<p>Singhania, Vinod K. and Singhania Monica. <i>Students' guide to Income Tax</i>. University Edition. Taxmann Publications Pvt Ltd., New Delhi. https://www.incometaxindiaefiling.gov.in/home Mahendra B. Gabhawala. <i>Direct Taxes Ready Reckoner with tax planning</i>. Bharat Law House Pvt. Ltd., New Delhi. ICAI Study material on Taxation (link- https://www.icai.org/post.html?post_id=16945)</p>	3	NA	1 st Internal Assessment (Unit 1 and Unit 2 Theory	<p>Discussion on relevant notifications and news related to Income Tax returns; Presentation by group of students on contemporary issues on Income Tax</p>

				NSDL portal (https://www.tin-nsdl.com/)				
3	March	1	Unit3: Introduction to NSDL portal Unit 2: Practical workshop on ITR 5 (Assessment of Firm)	Singhania, Vinod K. and Singhania Monica. <i>Students' guide to Income Tax</i> . University Edition. Taxmann Publications Pvt Ltd., New Delhi. https://www.incometaxindiaefiling.gov.in/home Mahendra B. Gabhawala. <i>Direct Taxes Ready Reckoner with tax planning</i> . Bharat Law House Pvt. Ltd., New Delhi. ICAI Study material on Taxation (link- https://www.icai.org/post.html?post_id=16945) NSDL portal (https://www.tin-nsdl.com/)	3	NA		Discussion on relevant notifications and news related to Income Tax returns; Presentation by group of students on contemporary issues on Income Tax
		2	Unit 4: Introduction to service tax Unit 3: Practical workshop on TDS return 24Q (TDS on salary income)	ICAI Study material on Taxation https://students.icai.org/?page_id=5910 Singhania V. K , <i>Indirect tax</i> , Taxmann Publication.	4	NA		Discussion on relevant notifications and news related to Income Tax returns; Presentation by group of students on contemporary issues on Income Tax
		3		Mid semester Break				

		4	Unit 4: relevant notifications regarding e-filing of service tax returns, steps for preparing service tax returns, Service tax procedure Unit 3: Practical Workshop on TDS return 26Q	ICAI Study material on Taxation (link- https://www.icai.org/post.html?post_id=16945) Singhania V. K , <i>GST & Customs Lax</i> , Taxmann Publication. Bansal, K. M., <i>GST & Customs Law</i> , Taxmann Publication.	4	NA	2 nd Internal Assessment: Unit 1 and 2	
4	April	1	Unit 4: Registration, payment of service tax, due date of filing service tax return,	ICAI Study material on Taxation (link- https://www.icai.org/post.html?post_id=16945) Singhania V. K , <i>GST & Customs Lax</i> , Taxmann Publication. Bansal, K. M., <i>GST & Customs Law</i> , Taxmann Publication.	3	NA		Presentation by group of students on contemporary issues on Income Tax
		2	Unit 4: penalties on default, maintenance of record, voluntary compliance, refund, advance ruling	ICAI Study material on Taxation https://students.icai.org/?page_id=5910 Singhania V. K , <i>Indirect taxes</i> , Taxmann Publication.	4	NA		Presentation by group of students on contemporary issues on Income Tax
		3	Revision, Discussion on Previous Year papers, Doubts session		4	NA		Discussion on effective answer writing.
Individual Interaction with students during preparatory leaves (Optional)								

Teaching Plan for Summer Semester 2019-20

Name of the Teacher: Renu Verma
Course Name: B.Com (H)

Paper Title: Management Principles and Application

Semester/Year: III/ 2019

S. No.	Month	Week No.	Unit/Topic	Resource/ References/ Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
1.	July	4	Introduction to subject and aim of the course Unit 1- Introduction Topics covered: Meaning and importance of management; Coordination mechanisms in organisations	Robbins, Stephen P. and Coulter, Marry : <i>Management</i> . Printice hall Gupta, C,B. and Mathur, Shruti: <i>Management Principles and applications</i> . MKM Publishers	5	1	NA	
	Aug	1	Unit 1: Evolution of Management Thought: Classical approach – Taylor, Fayol,	Kumar, Pardeep. <i>Management : Principles and Applications</i> . JSR Publication House LP, Delhi	5	1	NA	Case studies related to concepts done in class. Presentations on contemporary issues of management
		2	Unit1: Neo classical and Human relations approach – Hawthorne experiments Behavioural approach, Systems approach	Kumar, Pardeep. <i>Management : Principles and Applications</i> . JSR Publication House LP, Delhi	5	1		
		3	Contingency approach, MBO, Re-engineering, Five-force analysis, Learning Organisation, Fortune at the Bottom of Pyramid	Kumar, Pardeep. <i>Management : Principles and Applications</i> . JSR Publication House LP, Delhi	5	1		
		4	Unit 1: Trends and Challenges of Management in Global Scenario, Emerging issues in management	Hill, Charles. W. L. and Mcshane, Steven L: <i>Principles of Management</i> . Mc Graw Hill	5	1	NA	Discussion of few case study based questions.
2.	Sep	1	Unit 2- Planning Types of Plan – An overview. 2.2 Strategic planning –	Mahajan, J.P. and Mahajan Anupama. <i>Management Principles and</i>	5	1	NA	Disussion with students based on any real life example to identify different types of plans

S. No.	Month	Week No.	Unit/Topic	Resource/ References/ Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
			Concept, process, Importance and limitations	<i>applications.</i> Vikas Publications Robbins, Stephan P et al “organisational behaviour”				in the example discussed by any one of them.
		2	Unit 2- Growth strategies – internal and external Environmental analysis and diagnosis (Internal and external environment) – Definition, Importance and Techniques (SWOT/TOWS/WOTS-UP)	Gupta, C,B. and Mathur, Shruti: <i>Management Principles and applications.</i> MKM Publishers Robbins, Stephan P et al “organisational behaviour” Hill, Charles. W. L. and Mcshane, Steven L: <i>Principles of Management.</i> Mc Graw Hill	5	1	NA	Case studies related to concepts done in class
		3	Unit 2: BCG Matrix, Competitor Analysis), Business environment - Concept and components, Decision-making – Concept, importance, group decision making, Individual versus group decision making,	Hill, Charles. W. L. and Mcshane, Steven L: <i>Principles of Management.</i> Mc Graw Hill Kumar, Pardeep. <i>Management : Principles and Applications.</i> JSR Publication House LP, Delhi.	5	1		Presentations delivered by students
		4	Unit 2- Decision-making – Concept, importance, group decision making, Individual versus group decision making,	Hill, Charles. W. L. and Mcshane, Steven L: <i>Principles of Management.</i> Mc Graw Hill	4	1		

S. No.	Month	Week No.	Unit/Topic	Resource/ References/ Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
				Kumar, Pardeep. <i>Management : Principles and Applications</i> . JSR Publication House LP, Delhi.				
3.	Oct	1	Unit 2- Decision making process, perfect rationality and bounded rationality, techniques (qualitative and quantitative, MIS, DSS).	Kumar, Pardeep. <i>Management : Principles and Applications</i> . JSR Publication House LP, Delhi.	5	1	NA	
		2		Mid semester week				
		3	Unit III: Organising Concept; Process of organizing – An overview, span of management, different types of authority (line, staff and functional), decentralization, delegation. Formal and informal organization. Principles of organizing. Types of organization structure.	Gupta, C,B. and Mathur, Shruti: <i>Management Principles and applications</i> . MKM Publishers Robbins, Stephen P. and Coulter, Marry : <i>Management</i> . Printice hall	5	1	1 st Internal assessment – Based on Unit 1,2 and 3	
		4	Unit IV: Staffing and Directing Concept of staffing - Recruitment and Selection; Orientation; Training and Development; Career Development; Performance Appraisal. Motivation – Concept, importance, intrinsic and extrinsic motivation;	Gupta, C,B. and Mathur, Shruti: <i>Management Principles and applications</i> . MKM Publishers Hill, Charles. W. L. and Mcshane, Steven L: <i>Principles of Management</i> . Mc Graw Hill	5	1	NA	Case studies related to concepts done in class PPT on different theories of motivation
4.	Nov	1	Unit IV: Major motivation	Robbins, Stephen P. and Coulter, Marry : <i>Management</i> . Printice hall	5	1	NA	Case studies related to concepts done in class

S. No.	Month	Week No.	Unit/Topic	Resource/ References/ Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
			Theories - Maslow's need hierarchy theory, Hertzberg's two factor theory, McGregor's Theory X and Theory Y, Ouchi's Theory Z. Leadership – Concept, importance; Major theories of leadership (Likert's scale theory, Blake and Mouton's Grid theory, House's path goal theory, Fred Fielder's situational leadership), Transactional leadership, Transformational leadership, Transforming leadership	Kumar, Pardeep. <i>Management : Principles and Applications</i> . JSR Publication House LP, Delhi.				
		2	Unit 4: Communication – Concept, purpose, process; Oral and written communication; Formal and informal communication networks; Barriers to communication, overcoming barriers to communication. Unit V: Control Concept, process, limitation, principles of effective control, Major techniques of control - Ratio analysis (ROI), budgetary control, EVA, MVA, PERT, and CPM Revision and Q&A class	Gupta, C,B. and Mathur, Shruti: <i>Management Principles and applications</i> . MKM Publishers	5	1	NA	

Teaching Plan for Winter Semester 2019-20

Name of the Teacher: Renu Verma

Course Name: B.Com (H)

Paper Title: E-Filing of income tax return

Semester/Year: IV/2020

S. No.	Month	Week No.	Unit/Topic	Resource/References/Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
1	January	1	<p>Introduction to syllabus and objectives of course</p> <p>Unit-1:Conceptual Framework-E-filing</p> <p>Unit 1: Difference between e filings and regular filing</p> <p>Unit 1: Benefits and limitations of E-Filings;</p>	<p>Singhania,Vinod K. and Singhania Monica. <i>Students' guide to Income Tax</i>. University Edition. Taxmann Publications Pvt Ltd.,New Delhi.</p> <p>https://www.incometaxindiaefiling.gov.in/home</p> <p>MahendraB. Gabhawala.<i>Direct Taxes Ready Reckoner with tax planning</i>. Bharat Law House Pvt. Ltd., New Delhi.</p> <p>ICAI Study material on Taxation (Link-https://www.icai.org/post.html?post_id=16945)</p>	4	NA	NA	A virtual tour of Income tax website.
		2	<p>Unit 1:Various steps involved in process of E-filing, How to access relevant notifications on website?</p> <p>Unit 2: Income tax-Basic terms</p> <p>Unit 2: Practical workshops on ITR 1 (SAHAJ)</p>	<p>Singhania,Vinod K. and Singhania Monica. <i>Students' guide to Income Tax</i>. University Edition. Taxmann Publications Pvt Ltd.,New Delhi.</p> <p>https://www.incometaxindiaefiling.gov.in/home</p> <p>ICAI Study material on Taxation (link-https://www.icai.org/post.html?post_id=16945)</p>	3	NA	NA	<p>Discussion on relevant notifications and news related to Income Tax returns;</p> <p>Presentation by group of students on contemporary issues on Income Tax</p>

		3	<p>Unit 2: Section 139(1), Modes of Submission of returns, Electric Verification of Returns, Due date of filing of returns</p> <p>Unit 2: Original returns, Belated returns, Loss Returns, Defective/ Incomplete Returns. Consequences of Late filing of returns.</p> <p>Practical Workshop on ITR-2</p>	<p>Singhania, Vinod K. and Singhania Monica. <i>Students' guide to Income Tax</i>. University Edition. Taxmann Publications Pvt Ltd., New Delhi.</p> <p>https://www.incometaxindiaefiling.gov.in/home</p> <p>Mahendra B. Gabhawala. <i>Direct Taxes Ready Reckoner with tax planning</i>. Bharat Law House Pvt. Ltd., New Delhi.</p> <p>ICAI Study material on Taxation (link-https://www.icai.org/post.html?post_id=16945)</p>	4	NA	NA	<p>Discussion on relevant notifications and news related to Income Tax returns;</p> <p>Presentation by group of students on contemporary issues on Income Tax</p>
		4	<p>Unit 2: Meaning of Assessment, Self-Assessment, Summary Assessment, Scrutiny Assessment, Best Judgment Assessment, Escaping Assessment</p> <p>Unit 2: Concept of Advance Tax and Self-Assessment tax, Meaning of PAN & TAN and their relevant provisions.</p>	<p>Singhania, Vinod K. and Singhania Monica. <i>Students' guide to Income Tax</i>. University Edition. Taxmann Publications Pvt Ltd., New Delhi.</p> <p>https://www.incometaxindiaefiling.gov.in/home</p> <p>Mahendra B. Gabhawala. <i>Direct Taxes Ready Reckoner</i></p>	4	NA	1 st Internal Assessment (Unit 1 and Unit 2 Theory) NA	<p>E –filing of ITR-1 in completely online mode.</p> <p>Discussion on relevant notifications and news related to Income Tax returns;</p>

			Unit 2: Introduction to ITR-3 and ITR-4 (SUGAM)	with tax planning. Bharat Law House Pvt. Ltd., New Delhi. ICAI Study material on Taxation (link- https://www.icai.org/post.html?post_id=16945)				Presentation by group of students on contemporary issues on Income Tax
2	February	1	Unit 3: Concept of TDS and other related concepts, Sec 197 and 197A, Concept of advance tax, Calculation of advance tax, Detailed analysis of section 192. Unit 3: Practical Case studies on deduction of TDS from Salary Income Unit 2: Practical Problems on ITR 4(Presumptive Business Income)	Singhania, Vinod K. and Singhania Monica. <i>Students' guide to Income Tax</i> . University Edition. Taxmann Publications Pvt Ltd., New Delhi. https://www.incometaxindiaefiling.gov.in/home Mahendra B. Gabhawala. <i>Direct Taxes Ready Reckoner with tax planning</i> . Bharat Law House Pvt. Ltd., New Delhi. ICAI Study material on Taxation (link- https://www.icai.org/post.html?post_id=16945)	4	NA	NA	Discussion on Budget 2020 (with focus on provisions related to tax)
		2	Unit 3: Other TDS Provisions- Sec. 192A, 193, 194, 194A, 194B, 194BB, 194D, 194DA, 194H, 194I, 194IB, 194IA, 194J, 194C, 194M, 194N. Unit 3: Practical Problems on deduction of TDS. Unit 2: Practical Problem on ITR-3(Business Income)	Singhania, Vinod K. and Singhania Monica. <i>Students' guide to Income Tax</i> . University Edition. Taxmann Publications Pvt Ltd., New Delhi. https://www.incometaxindiaefiling.gov.in/home Mahendra B. Gabhawala. <i>Direct Taxes Ready Reckoner with tax planning</i> . Bharat Law House Pvt. Ltd., New Delhi. ICAI Study material on Taxation (link-	4	NA		Discussion on relevant notifications and news related to Income Tax returns; Presentation by group of students on contemporary issues on Income Tax

				https://www.icai.org/post.html?post_id=16945)				
		3	<p>Unit 3: Introduction to Various TDS returns forms - 24Q, 26Q, 27Q, 26QB, 26QC. Due dates of filing of TDS returns, Time of deposit of TDS, default in furnishing TDS returns Sec 234E, 271H, Exemptions from TDS</p> <p>Practical Workshop on ITR 3 (Business Income)</p>	<p>Singhania, Vinod K. and Singhania Monica. <i>Students' guide to Income Tax</i>. University Edition. Taxmann Publications Pvt Ltd., New Delhi. https://www.incometaxindiaefiling.gov.in/home</p> <p>Mahendra B. Gabhawala. <i>Direct Taxes Ready Reckoner with tax planning</i>. Bharat Law House Pvt. Ltd., New Delhi. ICAI Study material on Taxation (link- https://www.icai.org/post.html?post_id=16945)</p> <p>NSDL portal (https://www.tin-nsdl.com/)</p>	4	NA		<p>Discussion on relevant notifications and news related to Income Tax returns; Presentation by group of students on contemporary issues on Income Tax</p>
		4	<p>Unit 3: TDS certificate- Form 26AS, Form 16, Form 16A, Form 16B, Form 16C, Form 16D, Form 13, Form 15G/15H</p> <p>Unit 2: Practical Workshop on ITR 3 (Business Income)</p>	<p>Singhania, Vinod K. and Singhania Monica. <i>Students' guide to Income Tax</i>. University Edition. Taxmann Publications Pvt Ltd., New Delhi. https://www.incometaxindiaefiling.gov.in/home</p> <p>Mahendra B. Gabhawala. <i>Direct Taxes Ready Reckoner with tax planning</i>. Bharat Law House Pvt. Ltd., New Delhi. ICAI Study material on Taxation (link- https://www.icai.org/post.html?post_id=16945)</p>	3	NA	1 st Internal Assessment (Unit 1 and Unit 2 Theory	<p>Discussion on relevant notifications and news related to Income Tax returns; Presentation by group of students on contemporary issues on Income Tax</p>

				NSDL portal (https://www.tin-nsdl.com/)				
3	March	1	Unit3: Introduction to NSDL portal Unit 2: Practical workshop on ITR 5 (Assessment of Firm)	Singhania, Vinod K. and Singhania Monica. <i>Students' guide to Income Tax</i> . University Edition. Taxmann Publications Pvt Ltd., New Delhi. https://www.incometaxindiaefiling.gov.in/home Mahendra B. Gabhawala. <i>Direct Taxes Ready Reckoner with tax planning</i> . Bharat Law House Pvt. Ltd., New Delhi. ICAI Study material on Taxation (link- https://www.icai.org/post.html?post_id=16945) NSDL portal (https://www.tin-nsdl.com/)	3	NA		Discussion on relevant notifications and news related to Income Tax returns; Presentation by group of students on contemporary issues on Income Tax
		2		Mid semester week				
		3	Unit 4: Introduction to service tax Unit 3: Practical workshop on TDS return 24Q (TDS on salary income)	ICAI Study material on Taxation https://students.icai.org/?page_id=5910 Singhania V. K , <i>Indirect tax</i> , Taxmann Publication.	4	NA		Online class due to covid 19 + Material uploaded on SRCC website
		4	Unit 4: relevant notifications regarding e-filing of service tax returns, steps for preparing service tax returns, Service tax procedure	ICAI Study material on Taxation (link- https://www.icai.org/post.html?post_id=16945)	4	NA	2 nd Internal Assessment: Assignment on unit 4	Online class due to covid 19 +

			Unit 3: Practical Workshop on TDS return 26Q	Singhania V. K , <i>GST & Customs Lax</i> , Taxmann Publication. Bansal, K. M., <i>GST & Customs Law</i> , Taxmann Publication.				Material uploaded on SRCC website
4	April	1	Unit 4: Introduction to GST, CGST, IGST, SGST Act, Taxes subsumed in GST, Pre-GST v/s GST, State Compensation Act, Unit 3: Practical workshop on TDS return 24Q (TDS on salary income)	ICAI Study material on Taxation (link- https://www.icai.org/post.html?post_id=16945) Singhania V. K , <i>GST & Customs Lax</i> , Taxmann Publication. Bansal, K. M., <i>GST & Customs Law</i> , Taxmann Publication.	3	NA		Online class due to covid 19+ material uploaded on SRCC website Presentation submitted by group of students through mail
		2	Unit 4: GST Network, Concept of ITC, Utilization of ITC, Reverse Charge Mechanism, Registration, Composition Scheme, Unit 4: Payment of GST by Electronic Ledgers : Concept, Electronic cash Ledger, Electronic Credit Ledger, Electronic Liability Ledger Person Liable to Pay GST, Due Dates of payment of GST, Interest on delayed payment of GST	ICAI Study material on Taxation https://students.icai.org/?page_id=5910 Singhania V. K , <i>Indirect taxes</i> , Taxmann Publication.	4	NA		Presentation submitted by group of students on contemporary issues on Income Tax via mail material uploaded on SRCC website
		3	Unit 4: Filing of GST returns-Concept and Process, Modes of Filing of GST returns, GSTR-1, GSTR-2, GSTR-3, GSTR-4, GSTR-9, GSTR-3B Unit 4: Defaults and delay in furnishing GST returns, Interest/ Penalty on defaults.		4	NA		Assignment on Unit 4 Doubts taken via phone call and zoom

Individual Interaction with students during preparatory leaves (Optional)								

Teaching Plan for Summer Semester 2020-21

Name of the Teacher: Renu Verma

Course Name: B. COM(H)

Paper Title: Management principles and applications

Semester/Year: III / 2nd /2020

Completely Online mode

S. No.	Month	Week No.	Unit/Topic	Resource/ References/ Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
1.	August	2	Introduction to subject and aim of the course Unit 1- Introduction Meaning and importance of management; Coordination mechanisms in organisations,	Robbins, Stephen P. and Coulter, Marry : <i>Management</i> . Printice hall Gupta, C,B. and Mathur, Shruti: <i>Management Principles and applications</i> . MKM Publishers	5	1	NA	Complete online mode
		3	Unit 1- management as an eclectic modern discipline, Theory base of management- Classical, neo-classical and modern constructions of management;	Kumar, Pardeep. <i>Management : Principles and Applications</i> . JSR Publication House LP, Delhi.	5	1	NA	Complete online mode Case studies related to concepts done in class. Presentations delivered by students on neo classical and modern constructions of management
		4	Unit 1- Managerial functions, roles (Mintzberg), management levels and competencies.	Hill, Charles. W. L. and Mcshane, Steven L: <i>Principles of Management</i> . Mc Graw Hill	5	1	NA	Complete online mode Discussion of few case study based questions.
2.	Sep	1	Unit 2- Planning Organisational objective setting;	Mahajan, J.P. and Mahajan Anupama. <i>Management Principles</i>	5	1	NA	Complete online mode

S. No.	Month	Week No.	Unit/Topic	Resource/ References/ Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
			Decision Making: environment (certainty, risk, uncertainty), and techniques for individual and group decision-making;	<i>and applications.</i> Vikas Publications				Disussion with students based on any real life example to identify different types of plans in the example discussed by any one of them.
		2	Unit 2- Forecasting and Scheduling; Planning vis-à-vis Strategy- meaning, Business-level strategic planning.	Gupta, C,B. and Mathur, Shruti: <i>Management Principles and applications.</i> MKM Publishers Hill, Charles. W. L. and Mcshane, Steven L: <i>Principles of Management.</i> Mc Graw Hill	5	1	NA	Complete online mode Case studies related to concepts done in class
		3	Unit 2- elements of environment of business firm – micro (immediate), meso (intermediate e.g. industry), macro (domestic); Industry structure,	Hill, Charles. W. L. and Mcshane, Steven L: <i>Principles of Management.</i> Mc Graw Hill Kumar, Pardeep. <i>Management : Principles and Applications.</i> JSR Publication House LP, Delhi.	5	1		Complete online mode Presentations delivered by students
3.	Oct	4	Unit 3- Division of Labor; Decentralization and Delegation; Organisational	Kumar, Pardeep. <i>Management : Principles and Applications.</i> JSR Publication House LP, Delhi.	5	1	NA	Complete online mode

S. No.	Month	Week No.	Unit/Topic	Resource/ References/ Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
			forms (Mintzberg); Factors affecting organisational design;					
		1	Unit 3- Organising Departmentalization; Staffing as a function, Organisational structures and Organograms-traditional and modern	Gupta, C,B. and Mathur, Shruti: <i>Management Principles and applications</i> . MKM Publishers Robbins, Stephen P. and Coulter, Marry : <i>Management</i> . Printice hall	5	1	NA	Complete online mode
		2	Unit 3- comparative suitability and changes over time in organograms, formal- informal organisations' interface.	Kumar, Pardeep. <i>Management : Principles and Applications</i> . JSR Publication House LP, Delhi.	5	1	NA	Completetely online mode Presentation by students on few topics from Unit 3
		3	Unit 4- Directing and Controlling Motivation- meaning, importance and factors affecting motivation	Gupta, C,B. and Mathur, Shruti: <i>Management Principles and applications</i> . MKM Publishers Hill, Charles. W. L. and Mcshane, Steven L: <i>Principles of Management</i> . Mc Graw Hill	5	1	1 st Internal assessment – Based on Unit 1and Unit 2	Completely online mode Case studies related to concepts done in class PPT on different theories of motivation
		4	Unit 4- Leadership – meaning, importance and factors affecting leadership,	Robbins, Stephen P. and Coulter, Marry : <i>Management</i> . Printice hall	5	1	NA	Completely online mode Case studies related to concepts done in class

S. No.	Month	Week No.	Unit/Topic	Resource/ References/ Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
			leadership styles, and followership	Kumar, Pardeep. <i>Management : Principles and Applications</i> . JSR Publication House LP, Delhi.				
4.	Nov	1	Unit4- Principles of controlling, relationship amongst planning, organizing, directing and controlling, Performing controlling function, Measures of controlling and accountability for performance.	Gupta, C,B. and Mathur, Shruti: <i>Management Principles and applications</i> . MKM Publishers	5	1	NA	Online mode
		2	Unit 5- Salient Developments and Contemporary Issues in Management Management challenges of the 21 st Century, Factors reshaping and redesigning management, Management challenges of the 21 st Century, Factors reshaping and	Gupta, C,B. and Mathur, Shruti: <i>Management Principles and applications</i> . MKM Publishers	5	1	2 nd internal assessment – based on presentations given in class	

S. No.	Month	Week No.	Unit/Topic	Resource/ References/ Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
			redesigning management					
		3	Unit 5- internationalization ,Digitalization, Entrepreneurship & innovation, Values & ethics, holistic purpose and measures of firm performance	Gupta, C,B. and Mathur, Shruti: <i>Management Principles and applications</i> . MKM Publishers	5	1	NA	Online mode
		4	Unit 5- Workplace diversity, Democracy and Sociocracy, Subaltern management ideas from India.	Gupta, C,B. and Mathur, Shruti: <i>Management Principles and applications</i> . MKM Publishers	5	1	NA	Quoting real life examples of the concepts discussed in class

Teaching Plan for Winter Semester 2020-21

Name of the Teacher: Renu Verma; Course Name: B. COM(H); Paper Title: E-filing of income tax return; Semester/Year: IV / 2nd /2020

S. No.	Month	Week No.	Unit/Topic	Resource/References/Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
1	January	1	<p>Introduction to syllabus and objectives of course</p> <p>Unit-1:Conceptual Framework-E-filing</p> <p>Unit 1: Difference between e filings and regular filing</p> <p>Unit 1: Benefits and limitations of E-Filings;</p>	<p>Singhania, Vinod K. and Singhania Monica. <i>Students' guide to Income Tax</i>. University Edition. Taxmann Publications Pvt Ltd., New Delhi.</p> <p>https://www.incometaxindiaefiling.gov.in/home</p> <p>MahendraB. Gabhawala. <i>Direct Taxes Ready Reckoner with tax planning</i>. Bharat Law House Pvt. Ltd., New Delhi.</p> <p>ICAI Study material on Taxation (Link-https://www.icai.org/post.html?post_id=16945)</p>	4	NA	NA	A virtual tour of Income tax website.
		2	<p>Unit 1: Various steps involved in process of E-filing, How to access relevant notifications on website?</p> <p>Unit 2: Income tax-Basic terms</p> <p>Unit 2: Practical workshops on ITR 1 (SAHAJ)</p>	<p>Singhania, Vinod K. and Singhania Monica. <i>Students' guide to Income Tax</i>. University Edition. Taxmann Publications Pvt Ltd., New Delhi.</p> <p>https://www.incometaxindiaefiling.gov.in/home</p> <p>ICAI Study material on Taxation (link-</p>	3	NA	NA	<p>Discussion on relevant notifications and news related to Income Tax returns;</p> <p>Presentation by group of students on contemporary</p>

				https://www.icai.org/post.html?post_id=16945)				issues on Income Tax
		3	<p>Unit 2: Section 139(1), Modes of Submission of returns, Electric Verification of Returns, Due date of filing of returns</p> <p>Unit 2: Original returns, Belated returns, Loss Returns, Defective/ Incomplete Returns. Consequences of Late filing of returns.</p> <p>Practical Workshop on ITR-2</p>	<p>Singhania, Vinod K. and Singhania Monica. <i>Students' guide to Income Tax</i>. University Edition. Taxmann Publications Pvt Ltd., New Delhi.</p> <p>https://www.incometaxindiaefiling.gov.in/home</p> <p>Mahendra B. Gabhawala. <i>Direct Taxes Ready Reckoner with tax planning</i>. Bharat Law House Pvt. Ltd., New Delhi.</p> <p>ICAI Study material on Taxation (link-https://www.icai.org/post.html?post_id=16945))</p>	4	NA	NA	<p>Discussion on relevant notifications and news related to Income Tax returns;</p> <p>Presentation by group of students on contemporary issues on Income Tax</p>
		4	<p>Unit 2: Meaning of Assessment, Self-Assessment, Summary Assessment, Scrutiny Assessment, Best Judgment Assessment, Escaping Assessment</p> <p>Unit 2: Concept of Advance Tax and Self- Assessment tax, Meaning of PAN & TAN and their relevant provisions.</p>	<p>Singhania, Vinod K. and Singhania Monica. <i>Students' guide to Income Tax</i>. University Edition. Taxmann Publications Pvt Ltd., New Delhi.</p> <p>https://www.incometaxindiaefiling.gov.in/home</p> <p>Mahendra B. Gabhawala. <i>Direct Taxes Ready Reckoner</i></p>	4	NA	1 st Internal Assessment (Unit 1 and Unit 2 Theory) NA	<p>E –filing of ITR-1 in completely online mode.</p> <p>Discussion on relevant notifications and news related to Income Tax returns;</p>

			Unit 2: Introduction to ITR-3 and ITR-4 (SUGAM)	with tax planning. Bharat Law House Pvt. Ltd., New Delhi. ICAI Study material on Taxation (link- https://www.icai.org/post.html?post_id=16945)				Presentation by group of students on contemporary issues on Income Tax
2	February	1	Unit 3: Concept of TDS and other related concepts, Sec 197 and 197A, Concept of advance tax, Calculation of advance tax, Detailed analysis of section 192. Unit 3: Practical Case studies on deduction of TDS from Salary Income Unit 2: Practical Problems on ITR 4(Presumptive Business Income)	Singhania, Vinod K. and Singhania Monica. <i>Students' guide to Income Tax</i> . University Edition. Taxmann Publications Pvt Ltd., New Delhi. https://www.incometaxindiaefiling.gov.in/home Mahendra B. Gabhawala. <i>Direct Taxes Ready Reckoner with tax planning</i> . Bharat Law House Pvt. Ltd., New Delhi. ICAI Study material on Taxation (link- https://www.icai.org/post.html?post_id=16945)	4	NA	NA	Discussion on Budget 2020 (with focus on provisions related to tax)
		2	Unit 3: Other TDS Provisions- Sec. 192A, 193, 194, 194A, 194B, 194BB, 194D, 194DA, 194H, 194I, 194IB, 194IA, 194J, 194C, 194M, 194N. Unit 3: Practical Problems on deduction of TDS. Unit 2: Practical Problem on ITR-3(Business Income)	Singhania, Vinod K. and Singhania Monica. <i>Students' guide to Income Tax</i> . University Edition. Taxmann Publications Pvt Ltd., New Delhi. https://www.incometaxindiaefiling.gov.in/home Mahendra B. Gabhawala. <i>Direct Taxes Ready Reckoner with tax planning</i> . Bharat Law House Pvt. Ltd., New Delhi. ICAI Study material on Taxation (link-	4	NA		Discussion on relevant notifications and news related to Income Tax returns; Presentation by group of students on contemporary issues on Income Tax

				https://www.icai.org/post.html?post_id=16945)				
		3	<p>Unit 3: Introduction to Various TDS returns forms - 24Q, 26Q, 27Q, 26QB, 26QC. Due dates of filing of TDS returns, Time of deposit of TDS, default in furnishing TDS returns Sec 234E, 271H, Exemptions from TDS</p> <p>Practical Workshop on ITR 3 (Business Income)</p>	<p>Singhania, Vinod K. and Singhania Monica. <i>Students' guide to Income Tax</i>. University Edition. Taxmann Publications Pvt Ltd., New Delhi. https://www.incometaxindiaefiling.gov.in/home</p> <p>Mahendra B. Gabhawala. <i>Direct Taxes Ready Reckoner with tax planning</i>. Bharat Law House Pvt. Ltd., New Delhi. ICAI Study material on Taxation (link- https://www.icai.org/post.html?post_id=16945)</p> <p>NSDL portal (https://www.tin-nsdl.com/)</p>	4	NA		<p>Discussion on relevant notifications and news related to Income Tax returns; Presentation by group of students on contemporary issues on Income Tax</p>
		4	<p>Unit 3: TDS certificate- Form 26AS, Form 16, Form 16A, Form 16B, Form 16C, Form 16D, Form 13, Form 15G/15H</p> <p>Unit 2: Practical Workshop on ITR 3 (Business Income)</p>	<p>Singhania, Vinod K. and Singhania Monica. <i>Students' guide to Income Tax</i>. University Edition. Taxmann Publications Pvt Ltd., New Delhi. https://www.incometaxindiaefiling.gov.in/home</p> <p>Mahendra B. Gabhawala. <i>Direct Taxes Ready Reckoner with tax planning</i>. Bharat Law House Pvt. Ltd., New Delhi. ICAI Study material on Taxation (link- https://www.icai.org/post.html?post_id=16945)</p>	3	NA	1 st Internal Assessment (Unit 1 and Unit 2) Theory	<p>Discussion on relevant notifications and news related to Income Tax returns; Presentation by group of students on contemporary issues on Income Tax</p>

				NSDL portal (https://www.tin-nsdl.com/)				
3	March	1	Unit3: Introduction to NSDL portal Unit 2: Practical workshop on ITR 5 (Assessment of Firm)	Singhania, Vinod K. and Singhania Monica. <i>Students' guide to Income Tax</i> . University Edition. Taxmann Publications Pvt Ltd., New Delhi. https://www.incometaxindiaefiling.gov.in/home Mahendra B. Gabhawala. <i>Direct Taxes Ready Reckoner with tax planning</i> . Bharat Law House Pvt. Ltd., New Delhi. ICAI Study material on Taxation (link- https://www.icai.org/post.html?post_id=16945) NSDL portal (https://www.tin-nsdl.com/)	3	NA		Discussion on relevant notifications and news related to Income Tax returns; Presentation by group of students on contemporary issues on Income Tax
		2	Unit 4: Introduction to GST, CGST, IGST, SGST Act, Taxes subsumed in GST, Pre-GST v/s GST, State Compensation Act, Unit 3: Practical workshop on TDS return 24Q (TDS on salary income)	ICAI Study material on Taxation (link- https://www.icai.org/post.html?post_id=16945) Singhania V. K , <i>GST & Customs Lax</i> , Taxmann Publication. Bansal, K. M., <i>GST & Customs Law</i> , Taxmann Publication.	4	NA		Discussion on relevant notifications and news related to Income Tax returns; Presentation by group of students on contemporary issues on Income Tax
		3	Unit 4: GST Network, Concept of ITC, Utilization of ITC, Reverse Charge	ICAI Study material on Taxation (link-	4	NA		Discussion on relevant notifications and

			Mechanism, Registration, Composition Scheme. Unit 3: Practical Workshop on TDS return 26Q	https://www.icai.org/post.html?post_id=16945 Singhania V. K , <i>GST & Customs Lax</i> , Taxmann Publication. Bansal, K. M., <i>GST & Customs Law</i> , Taxmann Publication.				news related to Income Tax returns; Presentation by group of students on contemporary issues on Income Tax
Mid-semester break								
4	April	1	Unit 4: Payment of GST by Electronic Ledgers : Concept, Electronic cash Ledger, Electronic Credit Ledger, Electronic Liability Ledger Person Liable to Pay GST, Due Dates of payment of GST, Interest on delayed payment of GST	ICAI Study material on Taxation (link- https://www.icai.org/post.html?post_id=16945) Singhania V. K , <i>GST & Customs Lax</i> , Taxmann Publication. Bansal, K. M., <i>GST & Customs Law</i> , Taxmann Publication.	3	NA	2 nd Internal Assessment: Unit 2 and Unit 3 (theory)	Presentation by group of students on contemporary issues on Income Tax
		2	Unit 4: Filing of GST returns-Concept and Process, Modes of Filing of GST returns, GSTR-1, GSTR-2, GSTR-3, GSTR-4, GSTR-9, GSTR-3B Unit 4: Defaults and delay in furnishing GST returns, Interest/ Penalty on defaults.	ICAI Study material on Taxation (link- https://www.icai.org/post.html?post_id=16945) Singhania V. K , <i>GST & Customs Lax</i> , Taxmann Publication. Bansal, K. M., <i>GST & Customs Law</i> , Taxmann Publication.	4	NA		Presentation by group of students on contemporary issues on Income Tax
		3	Revision, Discussion on Previous Year papers, Doubts session		4	NA		Discussion on effective answer writing.
Individual Interaction with students during preparatory leaves (Optional)								

Teaching Plan for Summer Semester 2016-17

Name of the Teacher: Richa Gupta

Course Name: B.Com.(H)

Paper Title: Management Accounting

Semester/Year: V/III

S. No.	Month	Week No.	Unit/Topic	Resource/ References/ Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
1.	July	1 and 0.5	Unit 1	1. M.N. Arora, Management Accounting 2.S.N. Maheshwari and S.N. Mittal, Management Accounting 3. Charles T. Horngreem & Gary L. Sundem, Introduction to Management Accounting	7	1		
2.	August	1	Unit 2	1. M.N. Arora, Management Accounting 2.S.N. Maheshwari and S.N. Mittal, Management Accounting 3. Charles T. Horngreem & Gary L. Sundem, Introduction to Management Accounting	5	1		
		2	Unit 2		5	1		
		3	Unit 4		5	1		
		4	Unit 4		5	1		
3.	September	1	Unit 4	1. M.N. Arora, Management Accounting 2.S.N. Maheshwari and S.N. Mittal, Management Accounting 3. Charles T. Horngreem & Gary L. Sundem, Introduction to Management Accounting	5	1		
		2	Unit 5		5	1		
		3	Unit 5		5	1		
		4	Unit 5		5	1		
4.	October	1	Unit 6 and Unit 3	1. M.N. Arora, Management Accounting	5	1	Internal Assessment (Test)	Syllabus: Units 1,2,4,5

S. No.	Month	Week No.	Unit/Topic	Resource/ References/ Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
		2	Unit 3	2.S.N. Maheshwari and S.N. Mittal, Management Accounting	5	1		
		3	Unit 3	3. Charles T. Horngreem & Gary L. Sundem, Introduction to Management Accounting	5	1		
5.	November	1	Unit 3	1. M.N. Arora, Management Accounting 2.S.N. Maheshwari and S.N. Mittal, Management Accounting	5	1	Improvement Test (Optional)	
		2	Revision	3. Charles T. Horngreem & Gary L. Sundem, Introduction to Management Accounting	5	1		

Teaching Plan for Winter Semester 2016-17

Name of the Teacher: Richa Gupta

Course Name: B.Com.(H)

Paper Title: Entrepreneurship

Semester/Year: IV/II

S. No.	Month	Week No.	Unit/Topic	Resource/ References/ Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
1.	January	1	Unit 1	1. Amar v. Bhide, The Origin and Evolution of New Business. 2. Kuratko and Rao, Entrepreneurship: A South Asian Perspective. 3. Internet	4	0		Activity: Identify a problem and try to find out a business solution.
		2	Unit 1		4	0		
		3	Unit 2		4	0		
		4	Unit 2		4	0		
2.	February	1	Unit 2 and Unit 3	1. Amar v. Bhide, The Origin and Evolution of New Business. 2. Kuratko and Rao, Entrepreneurship: A South Asian Perspective. 3. Internet	4	0		
		2	Unit 3		4	0		
		3	Unit 3		4	0		
		4	Unit 4		4	0		
3.	March	1	Unit 4	1. Amar v. Bhide, The Origin and Evolution of New Business. 2. Kuratko and Rao, Entrepreneurship: A South Asian Perspective. 3. Internet	4	0		
		2	Unit 4		4	0		
		3	Unit 5		4	0		
4.	April	1	Unit 5	1. Amar v. Bhide, The Origin and Evolution of New Business. 2. Kuratko and Rao, Entrepreneurship: A South Asian Perspective. 3. Internet	4	0	Group Presentation (Business Plan)	
		2	Presentatio n		4	0		
		3	Presentatio n		4	0		

S. No.	Month	Week No.	Unit/Topic	Resource/ References/ Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
		4	Revision		4	0		

Teaching Plan for Summer Semester 2017-18

Name of the Teacher: Richa Gupta

Course Name: B.Com. (H)

Paper Title: Management Accounting

Semester/Year: V/III

S. No.	Month	Week No.	Unit/Topic	Resource/ References/ Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
1.	July	1 and 0.5	Unit 1	1. M.N. Arora, Management Accounting 2.S.N. Maheshwari and S.N. Mittal, Management Accounting 3. Charles T. Horngreem & Gary L. Sundem, Introduction to Management Accounting	7	1		
2.	August	1	Unit 2	1. M.N. Arora, Management Accounting 2.S.N. Maheshwari and S.N. Mittal, Management Accounting 3. Charles T. Horngreem & Gary L. Sundem, Introduction to Management Accounting	5	1		
		2	Unit 2		5	1		
		3	Unit 4		5	1		
		4	Unit 4		5	1		
3.	September	1	Unit 4	1. M.N. Arora, Management Accounting 2.S.N. Maheshwari and S.N. Mittal, Management Accounting 3. Charles T. Horngreem & Gary L. Sundem, Introduction to Management Accounting	5	1		
		2	Unit 5		5	1		
		3	Unit 5		5	1		
		4	Unit 5		5	1		
4.	October	1	Unit 6 and Unit 3	1. M.N. Arora, Management Accounting 2.S.N. Maheshwari and S.N. Mittal, Management Accounting	5	1	Internal Assessment (Test)	Syllabus: Units 1,2,4,5
		2	Unit 3		5	1		

		3	Unit 3	3. Charles T. Horngreem & Gary L. Sundem, Introduction to Management Accounting	5	1		
5.	November	1	Unit 3	1. M.N. Arora, Management Accounting 2. S.N. Maheshwari and S.N. Mittal, Management Accounting	5	1	Improvement Test (Optional)	
		2	Revision	3. Charles T. Horngreem & Gary L. Sundem, Introduction to Management Accounting	5	1		

Teaching Plan for Winter Semester 2017-18

Name of the Teacher: Richa Gupta
Course Name: B.Com. (H)
Paper Title: Corporate Accounting
Semester/Year: II/I

S. No.	Month	Week No.	Unit/Topic	Resource/ References/ Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
1.	January	1	Unit 1	1. J.R. Monga, Fundamentals of Corporate Accounting 2. B.K. Goyal, Corporate Accounting	5	1		
		2	Unit 1		5	1		
		3	Unit 1		5	1		
		4	Unit 1		5	1		
2.	February	1	Unit 2	1. J.R. Monga, Fundamentals of Corporate Accounting 2. B.K. Goyal, Corporate Accounting	5	1		
		2	Unit 4		5	1		
		3	Unit 4		5	1		
		4	Unit 4		5	1		
3.	March	1	Unit 3	1. J.R. Monga, Fundamentals of Corporate Accounting 2. B.K. Goyal, Corporate Accounting	5	1	Internal Assessment (Test)	
		2	Unit 7		5	1		
		3	Unit 5		5	1		
4.	April	1	Unit 5	1. J.R. Monga, Fundamentals of Corporate Accounting 2. B.K. Goyal, Corporate Accounting	5	1	Improvement Test (Optional)	
		2	Unit 5 and 6		5	1		
		3	Unit 6		5	1		
		4	Revision		5	1		

Teaching Plan for Summer Semester 2018-19

Name of the Teacher: Richa Gupta

Course Name: B.Com. (H)

Paper Title: Business Statistics

Semester/Year: V/III

S. No.	Month	Week No.	Unit/Topic	Resource/ References/ Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
1.	July	1 & 0.5	Unit 1	1. J.K. Thukral, business Statistics 2. S.C. Gupta, Fundamental of Statistics 3. Richard Levin, David S. Rubin, Rastogi and Siddiqui, Statistics for Management	7	1		
2.	August	1	Unit 1	1. J.K. Thukral, business Statistics 2. S.C. Gupta, Fundamental of Statistics 3. Richard Levin, David S. Rubin, Rastogi and Siddiqui, Statistics for Management	5	1		
		2	Unit 1		5	1		
		3	Unit 1		5	1		
		4	Unit 2		5	1		
3.	September	1	Unit 2	1. J.K. Thukral, business Statistics 2. S.C. Gupta, Fundamental of Statistics 3. Richard Levin, David S. Rubin, Rastogi and Siddiqui, Statistics for Management	5	1		
		2	Unit 3		5	1		
		3	Unit 3		5	1		
		4	Unit 4		5	1		
4.	October	1	Unit 5	1. J.K. Thukral, business Statistics 2. S.C. Gupta, Fundamental of Statistics 3. Richard Levin, David S. Rubin, Rastogi and Siddiqui, Statistics for Management	5	1	Internal assessment (Test)	
		2	Unit 5			1		
		3	Unit 6		5	1		

5.	November	1	Unit 6	1. J.K. Thukral, business Statistics 2. S.C. Gupta, Fundamental of Statistics 3. Richard Levin, David S. Rubin, Rastogi and Siddiqui, Statistics for Management	5	1	Improvement Test (Optional)	
		2	Revision		5	1		

Teaching Plan for Winter Semester 2018-19

Name of the Teacher: Richa Gupta

Course Name: B.Com. (H)

Paper Title: Financial Reporting and Analysis

Semester/Year: VI/III

S. No.	Month	Week No.	Unit/Topic	Resource/ References/ Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
1.	January	1	Unit 1	1. Companies' Annual Reports 2. ICAI's Website 3. Internet 4. Jawahar Lal and Sucheta Gauba, Financial Reporting and Analysis	5	1		
		2	Unit 1		5	1		
		3	Unit 2		5	1		
		4	Unit 2		5	1		
2.	February	1	Unit 2	1. Companies' Annual Reports 2. ICAI's Website 3. Internet 4. Jawahar Lal and Sucheta Gauba, Financial Reporting and Analysis	5	1		
		2	Unit 4		5	1		
		3	Unit 4		5	1		
		4	Unit 4		5	1		
3.	March	1	Unit 5	1. Companies' Annual Reports 2. ICAI's Website 3. Internet 4. Jawahar Lal and Sucheta Gauba, Financial Reporting and Analysis 5. MCA's Website	5	1	Internal Assessment (Test)	
		2	Unit 3		5	1		
		3	Unit 3		5	1		
4.	April	1	Unit 3	1. MCA's Website	5	1	Improvement Test (Optional)	
		2	Unit 3		5	1		
		3	Unit 3		5	1		

S. No.	Month	Week No.	Unit/Topic	Resource/ References/ Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
		4	Revision		5	1		

Teaching Plan for Summer Semester 2019-20

Name of the Teacher: Richa Gupta

Course Name: B.Com. (H)

Paper Title: Financial Markets, Institutions and Financial Services

Semester/Year: V/III

S. No.	Month	Week No.	Unit/Topic	Resource/ References/ Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
1.	July	1 & 0.5	Unit 1	1. Bharati Pathak, Indian Financial system 2. L.M. Bhole, Financial Markets and Institutions 3. MY Khan, Indian Financial system: Theory and Practice 4. Internet	7	1		
2.	August	1	Unit 1 and Unit 2	1. Bharati Pathak, Indian Financial system 2. L.M. Bhole, Financial Markets and Institutions 3. MY Khan, Indian Financial system: Theory and Practice 4. Internet	5	1		
		2	Unit 2		5	1		
		3	Unit 2		5	1		
		4	Unit 2		5	1		
3.	September	1	Unit 2	1. Bharati Pathak, Indian Financial system 2. L.M. Bhole, Financial Markets and Institutions 3. MY Khan, Indian Financial system: Theory and Practice 4. Internet	5	1		
		2	Unit 3		5	1		
		3	Unit 3		5	1		
		4	Unit 3		5	1		
4.	October	1	Unit 3 and 4	1. Bharati Pathak, Indian Financial system 2. L.M. Bhole, Financial Markets and Institutions	5	1	Internal assessment (Test)	
		2	Unit 4			1		

		3	Unit 5	3. MY Khan, Indian Financial system: Theory and Practice 4. Internet	5	1		
5.	November	1	Unit 5	1. Bharati Pathak, Indian Financial system 2. L.M. Bhole, Financial Markets and Institutions	5	1	Improvement Test (Optional)	
		2	Revision	3. MY Khan, Indian Financial system: Theory and Practice 4. Internet	5	1		

Teaching Plan for Winter Semester 2019-20

Name of the Teacher: Richa Gupta

Course Name: B.Com. (H)

Paper Title: Corporate Accounting

Semester/Year: II/I

S. No.	Month	Week No.	Unit/Topic	Resource/ References/ Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
1.	January	1	Unit 1	1. J.R. Monga, Fundamentals of Corporate Accounting	5	1		
		2	Unit 1	2. B.K. Goyal, Corporate Accounting	5	1		
		3	Unit 1	3. Alok Kumar, Corporate Accounting	5	1		
		4	Unit 1	4. R.K. Sah, Corporate Accounting	5	1		
2.	February	1	Unit 1	1. J.R. Monga, Fundamentals of Corporate Accounting	5	1		
		2	Unit 2	2. B.K. Goyal, Corporate Accounting	5	1		
		3	Unit 3	3. Alok Kumar, Corporate Accounting	5	1		
		4	Unit 4	4. R.K. Sah, Corporate Accounting	5	1		
3.	March	1	Unit 4	1. J.R. Monga, Fundamentals of Corporate Accounting	5	1	Internal Assessment (Test)	
		2	Unit 4	2. B.K. Goyal, Corporate Accounting	5	1		
		3	Unit 4	3. Alok Kumar, Corporate Accounting 4. R.K. Sah, Corporate Accounting	5	1		
4.	April	1	Unit 5	1. J.R. Monga, Fundamentals of Corporate Accounting	5	1	Improvement Test (Optional)	
		2	Unit 5	2. B.K. Goyal, Corporate Accounting	5	1		

S. No.	Month	Week No.	Unit/Topic	Resource/ References/ Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
		3	Unit 5	3. Alok Kumar, Corporate Accounting 4. R.K. Sah, Corporate Accounting	5	1		
		4	Revision		5	1		

Teaching Plan for Summer Semester 2020-21

Name of the Teacher: Richa Gupta

Course Name: B.Com. (H)

Paper Title: Financial Markets, Institutions and Financial Services

Semester/Year: V/III

S. No.	Month	Week No.	Unit/Topic	Resource/ References/ Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
1.	July	1 & 0.5	Unit 1	1. Bharati Pathak, Indian Financial system 2. L.M. Bhole, Financial Markets and Institutions 3. MY Khan, Indian Financial system: Theory and Practice 4. Internet	7	1		
2.	August	1	Unit 1 and Unit 2	1. Bharati Pathak, Indian Financial system 2. L.M. Bhole, Financial Markets and Institutions 3. MY Khan, Indian Financial system: Theory and Practice 4. Internet	5	1		
		2	Unit 2		5	1		
		3	Unit 2		5	1		
		4	Unit 2		5	1		
3.	September	1	Unit 2	1. Bharati Pathak, Indian Financial system 2. L.M. Bhole, Financial Markets and Institutions 3. MY Khan, Indian Financial system: Theory and Practice 4. Internet	5	1	Assignment (as per the direction of the University)	
		2	Unit 3		5	1		
		3	Unit 3		5	1		
		4	Unit 3		5	1		
4.	October	1	Unit 3 and 4	1. Bharati Pathak, Indian Financial system 2. L.M. Bhole, Financial Markets and Institutions	5	1		
		2	Unit 4			1		

		3	Unit 5	3. MY Khan, Indian Financial system: Theory and Practice 4. Internet	5	1		
5.	November	1	Unit 5	1. Bharati Pathak, Indian Financial system 2. L.M. Bhole, Financial Markets and Institutions	5	1		
		2	Revision	3. MY Khan, Indian Financial system: Theory and Practice 4. Internet	5	1		

Teaching Plan for Winter Semester 2020-21

Name of the Teacher: Richa Gupta

Course Name: B.Com. (H)

Paper Title: Financial Reporting and Analysis

Semester/Year: V/III

S. No.	Month	Week No.	Unit/Topic	Resource/ References/ Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
1.	January	1	Unit 1	1. Companies' Annual Reports 2. ICAI's Website 3. Internet 4. Jawahar Lal and Sucheta Gauba, Financial Reporting and Analysis	5	1		
		2	Unit 1		5	1		
		3	Unit 2		5	1		
		4	Unit 2		5	1		
2.	February	1	Unit 2	1. Companies' Annual Reports 2. ICAI's Website 3. Internet 4. Jawahar Lal and Sucheta Gauba, Financial Reporting and Analysis	5	1		
		2	Unit 4		5	1		
		3	Unit 4		5	1		
		4	Unit 4		5	1		
3.	March	1	Unit 5	1. Companies' Annual Reports 2. ICAI's Website 3. Internet 4. Jawahar Lal and Sucheta Gauba, Financial Reporting and Analysis 5. MCA's Website	5	1	Internal Assessment (Presentation on AS and Ind AS)	
		2	Unit 3		5	1		
		3	Unit 3		5	1		
4.	April	1	Unit 3	1. MCA's Website	5	1		
		2	Unit 3		5	1		
		3	Unit 3		5	1		

S. No.	Month	Week No.	Unit/Topic	Resource/ References/ Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
		4	Revision		5	1		

Teaching Plan Academic Year 2019-20

Name of the Teacher: Ruchika Choudhary

Course Name: B.Com.(Hons.)

Paper Title: E-FILING OF RETURNS

Semester/Year: III/2nd

S. No.	Month	Week No.	Unit/Topic	Resource/References/Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
1	Feb	1	Introduction to syllabus Unit-1 <ul style="list-style-type: none"> Understanding the meaning of e-filing Benefits and limitations of e-filing difference between e-filing and regular filing of returns Types of e-filing; e-filing process 	Vinod Kumar Singhania, e-filing of Income Tax Returns and Computation of Tax, Taxmann Publication Pvt. Ltd, New Delhi. Latest version	4		-	
		2	Unit-2 <ul style="list-style-type: none"> Understanding Basic terminology; types of assessee income taxable under different heads basics of computation of total income and tax liability deductions available from gross total income 	Singhania, Vinod K. and Singhania Monica. <i>Students' guide to Income Tax</i> . University Edition. Taxmann Publications Pvt Ltd., New Delhi. Ahuja, Girish and Gupta Ravi. <i>Systematic Approach to Income Tax</i> . Bharat Law House, Delhi.	3		Theoretical Assignment covering Unit 1 & Unit 2 (Conceptual framework of E-filing and provisions of E-filing of ITR)	
		3	Unit 2 <ul style="list-style-type: none"> PAN card 	Vinod Kumar Singhania, e-filing of Income Tax Returns	2			

			<ul style="list-style-type: none"> due date of filing of income tax return 	<p>and Computation of Tax, Taxmann Publication Pvt. Ltd, New Delhi. Latest version</p> <p>Ahuja, Girish and Gupta Ravi. Systematic Approach to Income Tax. Bharat Law House, Delhi.</p> <p>Reading List</p>				
		4	<ul style="list-style-type: none"> Introduction to Income Tax Portal Instructions for filling out form ITR-1, ITR-2, ITR-3, ITR-4, ITR-4S, ITR-5, ITR-6 	<p>Vinod Kumar Singhanian, e-filing of Income Tax Returns and Computation of Tax, Taxmann Publication Pvt. Ltd, New Delhi.</p>	4			
2	March	1	<p>Preparation of electronic return: ITR 3</p> <p>Various case studies on ITR 3</p>	<p>Singhanian, Vinod K. and Singhanian Monica. <i>Students' guide to Income Tax</i>. University Edition. Taxmann Publications Pvt Ltd., New Delhi.</p> <p>Vinod Kumar Singhanian, e-filing of Income Tax Returns and Computation of Tax, Taxmann Publication Pvt. Ltd, New Delhi.</p>	4			
		2	<p>Case studies on ITR 3 (Contd.)</p>	<p>Singhanian, Vinod K. and Singhanian Monica. <i>Students' guide to Income Tax</i>. University Edition. Taxmann Publications Pvt Ltd., New Delhi</p>	4			
		4	<p>Preparation of electronic return: ITR 5</p> <p>Case studies on ITR 5</p>	<p>Singhanian, Vinod K. and Singhanian Monica. <i>Students' guide to Income Tax</i>. University</p>	4			

				Edition. Taxmann Publications Pvt Ltd.,New Delhi. Vinod Kumar Singhania, e-filing of Income Tax Returns and Computation of Tax, Taxmann Publication Pvt. Ltd, New Delhi.				
April	1	Unit 3	<ul style="list-style-type: none"> • Introduction to the concept of TDS • advance payment of tax; schedule for deposit of TDS; schedule for submission of TDS returns • Prescribed forms for filing of TDS returns • Exemption from TDS – Form 13, 15G, 15H 	<p>Vinod Kumar Singhania, e-filing of Income Tax Returns and Computation of Tax, Taxmann Publication Pvt. Ltd, New Delhi.</p> <p>NSDL website for TDS returns (Link-://www.tin-nsdl.com/services/etds-etcs/etds-steps.html)</p>	2		Assignment on Unit 3 (TDS provisions)	
	2	Unit 3	<ul style="list-style-type: none"> • Practical workshop on e-filing of TDS returns • Salary Case-24Q • TDS- 26Q (Case studies) 	<p>NSDL website for TDS returns (Link-://www.tin-nsdl.com/services/etds-etcs/etds-steps.html)</p> <p>Singhania, Vinod K. and Singhania Monica. <i>Students' guide to Income Tax</i>. University Edition. Taxmann Publications Pvt Ltd.,New Delhi.</p> <p>Ahuja, Girish and Gupta Ravi. <i>Systematic Approach to Income Tax</i>. Bharat Law House, Delhi.</p>	4		Class test: Practical Question on TDS (Salary Case-24Q)	

3		3	<p>Unit 4: Conceptual framework of GST</p> <ul style="list-style-type: none"> • Introduction to basic concepts of GST • Output tax liability of CGST, SGST, UTGST, IGST.; schedule for payment of GST; • State compensation cess; GST Network; input tax credit utilization; small supplies and composition scheme • interest/penalty for late/non-filing of return; payment of GST by electronic ledger – electronic liability register, electronic credit ledger, electronic cash ledger 	<p>Singhania, Vinod K. and Singhania Monica. <i>Students' guide to Income Tax</i>. University Edition. Taxmann Publications Pvt Ltd., New Delhi.</p> <p>Ahuja, Girish and Gupta Ravi. <i>Systematic Approach to Income Tax</i>. Bharat Law House, Delhi.</p>	4			
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Teaching Plan Summer Semester 2020-21

Name of the Teacher: Ruchika Choudhary

Course Name: B.com H.

Paper Title: Business Mathematics

Semester/Year: III/2ND

S. No.	Month	Week No.	Unit/Topic	Resource/References/Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
1.	January	1	Unit I: Matrices and Determinants	1. Introduction- Syllabus	1	1	NA	Discussed the article: Revised cramer's rule for solving linear systems (http://www.isca.in/MATH_SCI/Archive/v6/i7/ISCA- RJMSS-2018-004.pdf)
				2. Definition, types of matrices and Algebra of Matrices, Adjoint of Matrix and Inverse of Matrix using Adjoint (Sharma, S.K. &	2	1		

			Kaur, Gurmeet. Business Mathematics. Sultan Chand)				
			3. Solution of system of Linear Equations using: Matrix Method Cramer's Rule (Sharma, S.K. & Kaur, Gurmeet. Business Mathematics. Sultan Chand)	2	1		
	2	Unit I	1. Business Applications of matrices (Sharma, S.K. & Kaur, Gurmeet. Business Mathematics. Sultan Chand)	2	1	1 st Internal Assessment (On completion of Unit 1)	Matrix operation in Excel
			2. Leontief Input Output Model (Open Model Only) Determination of output & Determination of demand (Thukral, J.K. Business Mathematics. Mayur Publications)	3	1		
	3						
		Unit 2: Basic Calculus	1. Introduction	1	1	2 nd Internal Assessment (On Completion of Unit 2)	
			2. Concept of function and their types (linear, quadratic, polynomial, exponential, logarithmic and logistic function) (Sharma, S.K. & Kaur, Gurmeet. Business Mathematics. Sultan Chand)				
			1. Concepts of limit	2			
			2. Continuity (Sharma, S.K. & Kaur, Gurmeet. Business Mathematics. Sultan Chand)				
	4		1. Derivatives 2. Rules for differentiation 3. Logarithms and successive differentiation	1	1		

				<p>(Sharma, S.K. & Kaur, Gurmeet. Business Mathematics. Sultan Chand)</p> <p>(Thukral, J.K. Business Mathematics. Mayur Publications)</p>				
2.	February	1	Unit 2	<ol style="list-style-type: none"> 1. Concept of Marginal Analysis 2. Cost function 3. Revenue function 4. Concept of Elasticity <p>(Thukral, J.K. Business Mathematics. Mayur Publications)</p> <p>(Sharma, S.K. & Kaur, Gurmeet. Business Mathematics. Sultan Chand)</p>	2	1		
		2	Unit 2	<ol style="list-style-type: none"> 1. Applied Maxima and Minima problems including effect of Tax on Monopolist's Optimum price and quantity 2. Economic Order Quantity and application of differentiation <p>(Thukral, J.K. Business Mathematics. Mayur Publications)</p> <p>(Sharma, S.K. & Kaur, Gurmeet. Business Mathematics. Sultan Chand)</p>	2	1	3 rd Internal Assessment (On Completion of Unit 3)	Article: Larson, Caleb (2017) "An Appreciation of Euler's Formula," Rose-Hulman Undergraduate Mathematics Journal: Vol. 18 : Iss. 1 , Article 17.
		3	Unit 3: Advanced Calculus	<ol style="list-style-type: none"> 1. Partial Derivatives (upto second order) 	2	1		

				(Sharma, S.K. & Kaur, Gurmeet. Business Mathematics. Sultan Chand)				
				2.Homogeneous Function and Euler's Theorem (Sharma, S.K. & Kaur, Gurmeet. Business Mathematics. Sultan Chand)	2			
				3.Total differentials (Sharma, S.K. & Kaur, Gurmeet. Business Mathematics. Sultan Chand)	1			
		4.	Unit 3	1.Differentiation of implicit functions with the help of total differentials 2.Maxima Minima (Sharma, S.K. & Kaur, Gurmeet. Business Mathematics. Sultan Chand)	2	1	Optional Improvement Exam	Discussed past year paper questions.
				3.Lagrangian multipliers (Sharma, S.K. & Kaur, Gurmeet. Business Mathematics. Sultan Chand)	2			
4.	March	1	Unit 3	1.Integration 2.Methods of integration- by substitution, by parts and by use of partial fractions. (Sharma, S.K. & Kaur, Gurmeet. Business Mathematics. Sultan Chand)	2	1		
		2		1.Application of Integration to marginal analysis 2.Consumer's and Producer's Surplus 3.The Learning Curve (Thukral, J.K. Business Mathematics. Mayur Publications)	3	1		Mathematics of Finance using Excel functions

		3	Unit 4: Mathematics of Finance	1.Rates of interest: nominal, effective and their inter- relationships in different compounding situations.	2	0		
				2.Compounding and discounting of a sum using different types of rates.	2			
				3. Depreciation of assets	1			
		4	Unit 4	1.Equation of value	1			
				2.Types of annuities: ordinary, due deferred, continuous, perpetual.	2			
				3.Determination of future and present values using different types of rates of interest.	2			
				Reading list (Sharma, S.K. & Kaur, Gurmeet. Business Mathematics. Sultan Chand) (Thukral, J.K. Business Mathematics. Mayur Publications)				
				1.Applications relating to Capital expenditure, Leasing, Valuation of simple loans and debentures, sinking fund.	2	0		
				(Sharma, S.K. & Kaur, Gurmeet. Business Mathematics. Sultan Chand)				
MID SEMESTER BREAK								

Teaching Plan Semester 2019-20

Name of the Teacher: Ruchika Choudhary

Course Name: B. A. (Hons.) Economics – CBCS

Paper Title: GE- 2(Aa): FINANCE FOR NON-FINANCE EXECUTIVES

Semester/Year: II/1st

S. No.	Month	Week No.	Unit/Topic	Resource/References/Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
1.	January	1	Unit: I Introduction	1. Introduction- Syllabus	1	0	NA	(a)
				2. Meaning of Finance , Time Value of money - Reading list	1	0		
				3. Risk & Return - Reading list	1	0		
		2	Unit 1	1. Alternative investment options <i>Rustagi, R.P. Financial Management.</i> <i>Chandra, P. Financial Management- Theory and Practice. Tata Mc Graw Hill.</i>	1	0	1 st Internal Assessment (On completion of Unit 1)	
				2. Sources of Long term financing and short term financing <i>Rustagi, R.P. Financial Management.</i> <i>Chandra, P. Financial Management- Theory and Practice. Tata Mc Graw Hill.</i>	1	1		
3								

			Unit: II Financial Analysis & Capital Budgeting	1. Types of Financial Statements- Income Statement, Balance Sheet, Ratio Analysis- Reading list Rustagi, R.P. <i>Financial Management.</i>	2	1	2 nd Internal Assessment (On Completion of Unit 2)	
				1. Current Ratio, Quick Ratio, Absolute Liquidity Ratio, Debt-Equity Ratio Reading list Rustagi, R.P. <i>Financial Management.</i> Chandra, P. <i>Financial Management- Theory and Practice.</i> Tata Mc Graw Hill.	1			
		4		1. Interest Coverage Ratio, Inventory Turnover Ratio, Debtors Turnover Ratio, Average Collection Period, Creditors Turnover Ratio, Average Payment Period	1	1		
2.	February	1		Return on Capital Employed, Earning Per Share, Dividend Per Share Reading list	1	1		
		2	Capital Budgeting Process Capital Budgeting Techniques (Pay Back Period, Discounted payback period, NPV, IRR).-	2	1	3 rd Internal Assessment (On Completion of Unit 3)		

			<p>Rustagi, R.P. <i>Financial Management.</i></p> <p>Chandra, P. <i>Financial Management- Theory and Practice.</i> Tata Mc Graw Hill.</p>				
	3	Unit: III Cost of Capital & Capital Structure	<p>1. Cost of Debt Capital</p> <p>Reading list</p> <p>2. Cost of Preference Share Capital-Reading list</p> <p>Rustagi, R.P. <i>Financial Management.</i></p> <p>Chandra, P. <i>Financial Management- Theory and Practice.</i> Tata Mc Graw Hill.</p>	2	1		
			<p>3. Cost of Equity Share Capital</p> <p>Reading list</p> <p>Rustagi, R.P. <i>Financial Management.</i></p> <p>Chandra, P. <i>Financial Management- Theory and Practice.</i> Tata Mc Graw Hill.</p>	1			
	4.	Unit 3	<p>1. Weighted Average Cost of Capital (WACC)</p> <p>Reading list</p> <p>2. Leverage</p> <p>Operating Leverage, Financial Leverage, Combined Leverage.</p> <p>Rustagi, R.P. <i>Financial Management.</i></p>	2	1	Optional Improvement Exam	

				Chandra, P. <i>Financial Management- Theory and Practice</i> . Tata Mc Graw Hill				
4.	March	1	Unit: IV Dividend Decisions & Working Capital	1. Types of Dividends, Dividend policies and factors affecting dividend policies Reading list Rustagi, R.P. <i>Financial Management</i> . Chandra, P. <i>Financial Management- Theory and Practice</i> . Tata Mc Graw Hill.	2	1		
		2		1. Working Capital, its components and Factors affecting working capital requirements. Reading list	3	1		
		3		1. Contemporary issues in Finance Sharma, G.L. and Y. P.Singh. ed. <i>Contemporary Issues in Finance and Taxation</i> . Academic Foundation Delhi.	2	0		
MID SEMESTER BREAK								
5.	April	1	Unit: V Valuation of Securities	1. Types of Risks and Returns. 2. Concept of Valuation, 3. Equity Valuation & Analysis, Bond Valuation & Analysis.	2 2	1	NA	

				4. Portfolio Analysis				
				Reading list				
				Bhargav, B, K, Finance For Non Finance Managers	2			
				Chandra, P. Financial Management-Theory and Practice	2			
		2	Papers	Practice sheets				
End of Lectures; Individual Interaction with Students (Optional) till Exam Preparatory Leave.								

Teaching Plan Academic Year 2020-21

Name of the Teacher: Ruchika Choudhary

Course Name: B.Com.(Hons.)

Paper Title: Income Tax Law and Practice

Semester/Year: III/2nd

S. No.	Month	Week No.	Unit/Topic	Resource/References/Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
1	August	2	Introduction to syllabus Unit-1 <ul style="list-style-type: none"> Understanding the basic concepts in the law of income tax 	Rattan, Jyoti. Taxation Laws Reading list given to students Singhania, Vinod K. and Singhania Monica. <i>Students' guide to Income Tax.</i>	6	1		

			<ul style="list-style-type: none"> • Agricultural income; Person; Assessee; Assessment year; Previous year • Gross Total Income; Total income; Maximum marginal rate of tax; Permanent Account Number (PAN) 	<p>University Edition. Taxmann Publications Pvt Ltd.,New Delhi.</p> <p>Ahuja, Girish and Gupta Ravi. Systematic Approach to Income Tax. Bharat Law House, Delhi.</p> <p>ICAI Study material on Taxation (Link-https://www.icai.org/post.html?post_id=16945)</p>				
		3	<ul style="list-style-type: none"> • Concept of Residential Status • Relevance of Residential Status • Scope of Total Income • Deemed Income u/s -7 • Basics and Additional Conditions for determining the Residential 	<p>Reading list</p> <p>Singhania, Vinod K. and Singhania Monica. <i>Students' guide to Income Tax</i>. University Edition. Taxmann Publications Pvt Ltd.,New Delhi.</p> <p>Ahuja, Girish and Gupta Ravi. Systematic Approach to Income Tax. Bharat Law House, Delhi.</p> <p>ICAI Study material on Taxation (Link-https://www.icai.org/post.html?post_id=16945)</p>	5	1		<p>Discussion on Article: PATEL. JYOTSANA, “Residential Status and Tax Incidence Under The Income Tax Act, FEMA and Companies Act” Volume: 4 Issue : 5 May 2015 • ISSN No 2277 – 8179 https://www.worldwidejournals.com/international-journal-of-scientific-research-(IJSR)/recent_issues_pdf/2015</p>

		4	<p>Unit 2</p> <p>Income under head “salary”</p> <ul style="list-style-type: none"> • Meaning of salary • Basis of charge <p>Introduction of various incomes to be include in gross salary</p>	<p>Singhania, Vinod K. and Singhania Monica. <i>Students' guide to Income Tax</i>. University Edition. Taxmann Publications Pvt Ltd., New Delhi.</p> <p>Ahuja, Girish and Gupta Ravi. <i>Systematic Approach to Income Tax</i>. Bharat Law House, Delhi.</p> <p>Study material by CA Rajat Mogha (Link- https://www.scribd.com/document/458075195/Salary-Chapter-Notes-by-CA-Rajat-Mogha-Sir-1-pdf#:~:text=CA%20RAJAT%20MOGHA%20%7C%20%20B91%2096906%2091957%2083&text=2019%20at%20a%20Basic%20Salary,6%2C000%20pm%2C%20Commission%202%2C500%20pm.)</p>	6	1		<p>Shared the article with the class to have understating of income under salaries: Upadhyay Mukesh R., Modi D. G, “COMPUTATION OF INCOME UNDER THE HEAD : “SALARIES”, International Multidisciplinary Journal of Applied Research, Volume : 1/ Issue : 2/ May-2013/ ISSN 2320 – 7620. “http://www.viewof space</p>

				ICAI Study material on Taxation (Link- https://www.icai.org/post.html?post_id=16945)				
	September	1	<p>Allowances</p> <ul style="list-style-type: none"> ● Meaning ● House rent allowances ● Entertainment allowances <p>(theory + practical)</p>	<p>Singhania, Vinod K. and Singhania Monica. <i>Students' guide to Income Tax</i>. University Edition. Taxmann Publications Pvt Ltd., New Delhi.</p> <p>Ahuja, Girish and Gupta Ravi. <i>Systematic Approach to Income Tax</i>. Bharat Law House, Delhi.</p> <p>ICAI Study material on Taxation (Link- https://www.icai.org/post.html?post_id=16945)</p>	6	1		
2		2	<p>Perquisites</p> <ul style="list-style-type: none"> ● Meaning ● Taxability of perquisites ● Specified employee ● Valuation of perquisite regarding all types of accommodation <p>(theory + practical)</p>	<p>Study material by CA Rajat Mogha (Link given above)</p> <p>Singhania, Vinod K. and Singhania Monica. <i>Students' guide to Income Tax</i>. University Edition. Taxmann Publications Pvt Ltd., New Delhi.</p>	6	1		

				<p>Ahuja, Girish and Gupta Ravi. Systematic Approach to Income Tax. Bharat Law House, Delhi.</p> <p>ICAI Study material on Taxation (Link-https://www.icai.org/post.html?post_id=16945)</p>				
		3	<ul style="list-style-type: none"> ● Monetary obligation discharged by employer ● Valuation of LIC ● Fringe benefits ● Quick revision ● Gratuity ● Pension <p>(theory + practical)</p>	<p>Singhania, Vinod K. and Singhania Monica. <i>Students' guide to Income Tax</i>. University Edition. Taxmann Publications Pvt Ltd., New Delhi.</p> <p>Ahuja, Girish and Gupta Ravi. Systematic Approach to Income Tax. Bharat Law House, Delhi.</p> <p>ICAI Study material on Taxation (Link-https://www.icai.org/post.html?post_id=16945)</p>	6	1		
		4	<ul style="list-style-type: none"> ● Treatment of leave salary ● Compensation of VRS 	<p>Singhania, Vinod K. and Singhania Monica. <i>Students' guide to Income Tax</i>. University Edition. Taxmann</p>	6	1		

			<ul style="list-style-type: none"> • Treatment of provident fund • Other retirement benefits (theory + practical) Practical Problems of Salary	Publications Pvt Ltd.,New Delhi. Ahuja, Girish and Gupta Ravi. Systematic Approach to Income Tax. Bharat Law House, Delhi. ICAI Study material on Taxation (Link- https://www.icai.org/post.html?post_id=16945)				
	October	1	Income from House property <ul style="list-style-type: none"> • Meaning • Conditions • Computation of annual value <ol style="list-style-type: none"> 1. House property which is let throughout the PY 2. Property which is let and was vacant during the whole or part of previous year 3. House property which is let out part of year and self occupied for 	NSDL website for TDS returns (Link-://www.tin-nsdl.com/services/etds-etcs/etds-steps.html) Singhania, Vinod K. and Singhania Monica. <i>Students' guide to Income Tax</i> . University Edition. Taxmann Publications Pvt Ltd.,New Delhi. Ahuja, Girish and Gupta Ravi. Systematic Approach to Income Tax. Bharat Law House, Delhi. ICAI Study material on Taxation (Link-	5	1		

			part of year Self occupied	https://www.icai.org/post.html?post_id=16945)				
3		2	<ul style="list-style-type: none"> • Treatment of unrealised rent • Computation of income from house property of various categories. • Practical problems 	Singhania, Vinod K. and Singhania Monica. <i>Students' guide to Income Tax</i> . University Edition. Taxmann Publications Pvt Ltd., New Delhi. Ahuja, Girish and Gupta Ravi. <i>Systematic Approach to Income Tax</i> . Bharat Law House, Delhi. ICAI Study material on Taxation (Link- https://www.icai.org/post.html?post_id=16945)	6	1		
		3	Unit 3 PGBP <ul style="list-style-type: none"> • Meaning • Basis of chargeability • Concept of depreciation in PGBP 	Singhania, Vinod K. and Singhania Monica. <i>Students' guide to Income Tax</i> . University Edition. Taxmann Publications Pvt Ltd., New Delhi.	6	1	1 st Internal Assessment Residential status and House Property	

			<ul style="list-style-type: none"> • Concept of depreciation continues • Practical problems regarding same 	<p>Ahuja, Girish and Gupta Ravi. Systematic Approach to Income Tax. Bharat Law House, Delhi.</p> <p>ICAI Study material on Taxation (Link-https://www.icai.org/post.html?post_id=16945)</p>				
		4	<ul style="list-style-type: none"> • Section 35 in detail regarding expenditure on research • Various other provisions and sections 	<p>Singhania, Vinod K. and Singhania Monica. <i>Students' guide to Income Tax</i>. University Edition. Taxmann Publications Pvt Ltd., New Delhi.</p> <p>Ahuja, Girish and Gupta Ravi. Systematic Approach to Income Tax. Bharat Law House, Delhi.</p> <p>ICAI Study material on Taxation (Link-https://www.icai.org/post.html?post_id=16945)</p>	6	1		
4	November	1	<ul style="list-style-type: none"> • Practical problems of PGBP 	<p>ICAI Study material on Taxation (link-https://www.icai.org/post.html?post_id=16945)</p>	5	1	2 nd Internal Assessment: Income from salary	

			<p>Income from Capital Gain</p> <ul style="list-style-type: none"> • Meaning and types of capital asset • Provisions for calculating STCG & LTCG 	<p>Singhania, Vinod K. and Singhania Monica. <i>Students' guide to Income Tax</i>. University Edition. Taxmann Publications Pvt Ltd., New Delhi.</p> <p>Ahuja, Girish and Gupta Ravi. <i>Systematic Approach to Income Tax</i>. Bharat Law House, Delhi.</p>				
		2	<ul style="list-style-type: none"> • Provisions for calculating STCG & LTCG (cont....) in addition to practical problems <p>Unit 4</p> <p>Set off, carried forward and set off of losses.</p> <p>Advance Payment of tax</p> <p>Clubbing of Income</p> <p>TDS and TCS</p> <p>Unit 5</p>	<p>Singhania, Vinod K. and Singhania Monica. <i>Students' guide to Income Tax</i>. University Edition. Taxmann Publications Pvt Ltd., New Delhi.</p> <p>Ahuja, Girish and Gupta Ravi. <i>Systematic Approach to Income Tax</i>. Bharat Law House, Delhi.</p> <p>ICAI Study material on Taxation (Link-https://www.icai.org/post.html?post_id=16945)</p>	6	1		<p>Shared article: C.A. Ashok L. Sharma, Mumbai 10th October, 2015 ,"SET OFF AND CARRY FORWARD OF LOSSES" https://ctconline.org/documents/all/Mr_Ashok_Sharma_10.10.2015_on_sub_SET_OFF_AND_CARRY_FORWARD_OF</p>

			Procedure of filing return, due dates of filing return					
		3	ITR- 1 and 2	Case studies from Singhanian, Vinod K. and Singhanian Monica. <i>Students' guide to Income Tax</i> . University Edition. Taxmann Publications Pvt Ltd., New Delhi.	6	1		
		4	Revision	Singhanian, Vinod K. and Singhanian Monica. <i>Students' guide to Income Tax</i> . University Edition. Taxmann Publications Pvt Ltd., New Delhi. Ahuja, Girish and Gupta Ravi. <i>Systematic Approach to Income Tax</i> . Bharat Law House, Delhi.	4	NA		

Instructions:

- (22) Once you are done filling the form, please save the file as: 'teacher name'
E.g., abc. xyz, where abc refers to the first name and xyz refers to the surname.
- (23) Columns/Rows/Cells can be split or merged at your convenience. The **Basic Format** can be adapted to **expand** it to your needs.
- (24) Information required in the basic format is compulsory and **not optional**.
- (25) Teachers taking more than one paper in a semester should add extra table(s) for that particular semester
- (26) You may refer to the sample proforma attached with the email.
- (27) In case of any queries, please email teachingplansrcc@gmail.com
- (28) **The form must be submitted by 4th March 2021, 5:00 p.m., to the email mentioned above.**

Teaching Plan for Summer Semester 2016-17

Name of the Teacher:

Course Name:

Paper Title:

Semester/Year:

S. No.	Month	Week No.	Unit/Topic	Resource/ References/ Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
1.				1.				
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Teaching Plan for Winter Semester 2016-17

Name of the Teacher:

Course Name:

Paper Title:

Semester/Year:

S. No.	Month	Week No.	Unit/Topic	Resource/ References/ Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
1.				1.				
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Teaching Plan for Summer Semester 2017-18

Name of the Teacher:

Course Name:

Paper Title:

Semester/Year:

S. No.	Month	Week No.	Unit/Topic	Resource/ References/ Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
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Teaching Plan for Winter Semester 2017-18

Name of the Teacher:

Course Name:

Paper Title:

Semester/Year:

S. No.	Month	Week No.	Unit/Topic	Resource/ References/ Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
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Teaching Plan for Summer Semester 2018-19

Name of the Teacher:

Course Name:

Paper Title:

Semester/Year:

S. No.	Month	Week No.	Unit/Topic	Resource/ References/ Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
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Teaching Plan for Winter Semester 2018-19

Name of the Teacher:

Course Name:

Paper Title:

Semester/Year:

S. No.	Month	Week No.	Unit/Topic	Resource/ References/ Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
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Teaching Plan for Summer Semester 2019-20

Name of the Teacher:

Course Name:

Paper Title:

Semester/Year:

S. No.	Month	Week No.	Unit/Topic	Resource/ References/ Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
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Teaching Plan for Winter Semester 2019-20

Name of the Teacher: Sakshi Gambhir

Course Name: B.Com (Hons.)

Paper Title: Cost Accounting

Semester/Year: 4th Semester/2nd Year

S. No.	Month	Week No.	Unit/Topic	Resource/ References/ Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
1.	January	3	Unit I: Introduction	1.Arora, M.N. Cost Accounting – Principles and Practice	4	1		
				2.Maheshwari, S.N. and Mittal, S.N. Cost Accounting – Theory and Problems				
		4	Unit I: Introduction	1.Arora, M.N. Cost Accounting – Principles and Practice	2	2		
				2.Maheshwari, S.N. and Mittal, S.N. Cost Accounting – Theory and Problems				
			Unit II: Elements of Cost (a) Materials	1.Arora, M.N. Cost Accounting – Principles and Practice	3	2		
		2.Maheshwari, S.N. and Mittal, S.N. Cost Accounting – Theory and Problems						
		3. Singh, Surender. Fundamentals of Cost Accounting						
		5	Unit II: Elements of Cost (a) Materials	1.Arora, M.N. Cost Accounting – Principles and Practice	4	2		
				2.Maheshwari, S.N. and Mittal, S.N. Cost Accounting – Theory and Problems				
				3. Singh, Surender. Fundamentals of Cost Accounting				
2.	February	1	Unit II: Elements of Cost (a) Materials	1.Arora, M.N. Cost Accounting – Principles and Practice	1	1		
				2.Maheshwari, S.N. and Mittal, S.N. Cost Accounting – Theory and Problems				
				3. Singh, Surender. Fundamentals of Cost Accounting				

S. No.	Month	Week No.	Unit/Topic	Resource/ References/ Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)	
		2	Unit II: Elements of Cost (a) Materials (b) Labour	1.Arora, M.N. Cost Accounting – Principles and Practice	5	2			
				2.Maheshwari, S.N. and Mittal, S.N. Cost Accounting – Theory and Problems					
				3. Singh, Surender. Fundamentals of Cost Accounting					
		3	Unit II: Elements of Cost (b) Labour Unit III: Elements of Cost : Overheads	1.Arora, M.N. Cost Accounting – Principles and Practice	5	2			
				2.Maheshwari, S.N. and Mittal, S.N. Cost Accounting – Theory and Problems					
				3. Singh, Surender. Fundamentals of Cost Accounting					
		4	Unit III: Elements of Cost : Overheads	1.Arora, M.N. Cost Accounting – Principles and Practice	5	2			
				2.Maheshwari, S.N. and Mittal, S.N. Cost Accounting – Theory and Problems					
				3. Singh, Surender. Fundamentals of Cost Accounting					
		5	Unit III: Elements of Cost : Overheads	1.Arora, M.N. Cost Accounting – Principles and Practice	5	2			Internal Assesment I – Syllabus – Cost Sheet and Materials
				2.Maheshwari, S.N. and Mittal, S.N. Cost Accounting – Theory and Problems					
				3. Singh, Surender. Fundamentals of Cost Accounting					
3.	March	1	Unit III: Elements of Cost : Overheads	1.Arora, M.N. Cost Accounting – Principles and Practice	3	1			
				2.Maheshwari, S.N. and Mittal, S.N. Cost Accounting – Theory and Problems					
3. Singh, Surender. Fundamentals of Cost Accounting									
		3	Unit IV: Methods of	1.Arora, M.N. Cost Accounting – Principles and Practice	5	2			

S. No.	Month	Week No.	Unit/Topic	Resource/ References/ Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
			Costing – Unit Costing, Job Costing	2.Maheshwari, S.N. and Mittal, S.N. Cost Accounting – Theory and Problems 3. Singh, Surender. Fundamentals of Cost Accounting				
		4	Unit IV: Methods of Costing – Contract Costing	1.Arora, M.N. Cost Accounting – Principles and Practice 2.Maheshwari, S.N. and Mittal, S.N. Cost Accounting – Theory and Problems 3. Singh, Surender. Fundamentals of Cost Accounting	5	3		
		5	Unit IV: Methods of Costing – Contract Costing	1.Arora, M.N. Cost Accounting – Principles and Practice 2.Maheshwari, S.N. and Mittal, S.N. Cost Accounting – Theory and Problems 3. Singh, Surender. Fundamentals of Cost Accounting	2	2	Internal Assessment II - Overheads	
4.	April	1	Unit IV: Methods of Costing – Process Costing	1.Arora, M.N. Cost Accounting – Principles and Practice 2.Maheshwari, S.N. and Mittal, S.N. Cost Accounting – Theory and Problems 3. Singh, Surender. Fundamentals of Cost Accounting	3	2		
		2	Unit IV: Methods of Costing – Process Costing, Service Costing	1.Arora, M.N. Cost Accounting – Principles and Practice 2.Maheshwari, S.N. and Mittal, S.N. Cost Accounting – Theory and Problems 3. Singh, Surender. Fundamentals of Cost Accounting	5	2		
		3	Unit V: Cost	1.Arora, M.N. Cost Accounting – Principles and Practice	5	1	Internal Assessment	

S. No.	Month	Week No.	Unit/Topic	Resource/ References/ Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
			Accounting Systems – Integral and Non-Integral Systems, Reconciliation of Cost and Financial Accounts	2.Maheshwari, S.N. and Mittal, S.N. Cost Accounting – Theory and Problems 3. Singh, Surender. Fundamentals of Cost Accounting			III – Contract Costing, Process Costing	
		4	Revision	Doubts and Discussions				

Teaching Plan for Summer Semester 2020-21

Name of the Teacher: Sakshi Gambhir

Course Name: B.Com (Hons.)

Paper Title: Financial Accounting

Semester/Year: Ist Semester/ Ist Year

S. No.	Month	Week No.	Unit/Topic	Resource/ References/ Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)	
1.	November	3	Unit I: Introduction – Conceptual Framework	1.Goyal, Bhushan Kumar and H.N Tiwari, Financial Accounting	2				
				2.Monga, J.R. Financial Accounting – Concepts and Applications					
				3.Kumar, Alok. Financial Accounting					
		4	Unit I: Conceptual Framework , Preparation of final accounts of sole proprietorship	1.Goyal, Bhushan Kumar and H.N Tiwari, Financial Accounting	6				
				2.Monga, J.R. Financial Accounting – Concepts and Applications					
				3.Kumar, Alok. Financial Accounting					
		5	Unit I: Preparation of final accounts of sole proprietorship	1.Goyal, Bhushan Kumar and H.N Tiwari, Financial Accounting	2				
				2.Monga, J.R. Financial Accounting – Concepts and Applications					
				3.Kumar, Alok. Financial Accounting					
2.	December	1	Unit I: Preparation of final accounts of sole proprietorship, NPO	1.Goyal, Bhushan Kumar and H.N Tiwari, Financial Accounting	4				
				2.Monga, J.R. Financial Accounting – Concepts and Applications					
				3.Kumar, Alok. Financial Accounting					

S. No.	Month	Week No.	Unit/Topic	Resource/ References/ Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)	
		2	Unit I: Preparation of final accounts of NPO Unit II: Depreciation Accounting	1.Goyal, Bhushan Kumar and H.N Tiwari, Financial Accounting	6				
				2.Monga, J.R. Financial Accounting – Concepts and Applications					
				3.Kumar, Alok. Financial Accounting					
		3	Unit II: Depreciation Accounting , Inventory Valuation	1.Goyal, Bhushan Kumar and H.N Tiwari, Financial Accounting	6				
				2.Monga, J.R. Financial Accounting – Concepts and Applications					
				3.Kumar, Alok. Financial Accounting					
		4	Unit II: Inventory Valuation Unit III: Special Types of Accounting – Hire Purchase Accounting	1.Goyal, Bhushan Kumar and H.N Tiwari, Financial Accounting	6				
				2.Monga, J.R. Financial Accounting – Concepts and Applications					
				3.Kumar, Alok. Financial Accounting					
		5	Unit III: Special Types of Accounting – Hire Purchase Accounting	1.Goyal, Bhushan Kumar and H.N Tiwari, Financial Accounting	6			Internal Assessment I: Final accounts, Inventory Valuation	
				2.Monga, J.R. Financial Accounting – Concepts and Applications					
				3.Kumar, Alok. Financial Accounting					
3.	January	1	Unit III: Special Types of Accounting	1.Goyal, Bhushan Kumar and H.N Tiwari, Financial Accounting	2				
				2.Monga, J.R. Financial Accounting – Concepts and Applications					

S. No.	Month	Week No.	Unit/Topic	Resource/ References/ Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
			– Lease Accounting	3.Kumar, Alok. Financial Accounting				
		2	Unit III: Special Types of Accounting – Lease Accounting , Branch Accounting (Dependent Branches)	1.Goyal, Bhushan Kumar and H.N Tiwari, Financial Accounting 2.Monga, J.R. Financial Accounting – Concepts and Applications 3.Kumar, Alok. Financial Accounting	3			
		4	Unit III: Special Types of Accounting – Branch Accounting (Dependent Branches)	1.Goyal, Bhushan Kumar and H.N Tiwari, Financial Accounting 2.Monga, J.R. Financial Accounting – Concepts and Applications 3.Kumar, Alok. Financial Accounting	6			
		5	Unit III: Special Types of Accounting – Branch Accounting (Independent Branches), Departmental Accounting	1.Goyal, Bhushan Kumar and H.N Tiwari, Financial Accounting 2.Monga, J.R. Financial Accounting – Concepts and Applications 3.Kumar, Alok. Financial Accounting	6			
4.	February	1	Unit IV: Accounting for Partnership Firm	1.Goyal, Bhushan Kumar and H.N Tiwari, Financial Accounting 2.Monga, J.R. Financial Accounting – Concepts and Applications	6		Internal Assessment II: Hire Purchase Accounting	

S. No.	Month	Week No.	Unit/Topic	Resource/ References/ Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
				3.Kumar, Alok. Financial Accounting			and Branch Accounting	
		2	Unit IV: Accounting for Partnership Firm	1.Goyal, Bhushan Kumar and H.N Tiwari, Financial Accounting	6			
		2.Monga, J.R. Financial Accounting – Concepts and Applications						
		3.Kumar, Alok. Financial Accounting						
		3	Unit V: Computerized Accounting System (Tally Prime)	1.Goyal, Bhushan Kumar and H.N Tiwari, Financial Accounting	6			
		2.Monga, J.R. Financial Accounting – Concepts and Applications						
		3.Kumar, Alok. Financial Accounting						
		4	Unit V: Computerized Accounting System (Tally Prime)	1.Goyal, Bhushan Kumar and H.N Tiwari, Financial Accounting	6			
		2.Monga, J.R. Financial Accounting – Concepts and Applications						
		3.Kumar, Alok. Financial Accounting						
5.	March	1	Revision – Doubts and Discussions	1.Goyal, Bhushan Kumar and H.N Tiwari, Financial Accounting	6		Internal Assessment III: Accounting for Partnership Firm	
		2.Monga, J.R. Financial Accounting – Concepts and Applications						
		3.Kumar, Alok. Financial Accounting						

TEACHING PLAN SUMMER SEMESTER
2016-21

Name of the Teacher: SANTOSH SABHARWAL
Course Name: B.COM. (H)
Paper Title: ORGANISATIONAL BEHAVIOUR
Semester/Year: V / 5th

ACADEMIC YEAR 2020-21

S. No.	MONTH	Week No.	Unit	Topic	Resource/References/Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
1.	AUGUST	2-3	1. Introduction	Introduction to organisational theories; Organisational behavior- concepts, determinants, challenges, opportunities; Contributing disciplines of OB; OB models. Unit II: Individual Behavior	Luthans, F. (1997). Organisational Behavior. McGraw-Hill International Editions. • Pareek, U. (2014). Understanding Organisational Behavior. Oxford University Press.	5	0	Assessment Methods Class tests/Assignments, Class participation, Presentations, End-semester examination	Learning through analysis and discussion of case studies and active participation in experiential exercises and simulations. Group discussions and presentations.
		3-	Unit II: Individual Behavior	Foundations of Individual Behavior; Personality- factors influencing personality, Traits, Type A and B; Big five personality types;	• Robbins, S. T., Judge, T. A., & Hasham, E. S. (2013). Organisational Behavior. Pearson.	20	4	Internal assessment from unit II	Discussions, participation, presentations, real life examples and case discussions, assignments and previous year papers discussions
		4		Values - concept and types: terminal values and instrumental values; Attitude - components, job related attitudes; Learning- concept, theories and reinforcement;	• Sekaran, U. Organisational Behavior: Text and Cases. New Delhi: Tata McGraw Hill. • Singh, A. K., & Singh, B. P. Organisational				

2.	SEPTEMBER	1		Perception and emotions- concept, perceptual process, importance, factors influencing perception, perceptual errors and distortions;	Behavior. New Delhi: Excel Books Pvt. Ltd. • Singh, K. (2015). Organisational Behavior: Texts & Cases (3rd Edition). India: Pearson. Greenberg, J., & Baron, R. A. Behavior in Organisations. New Delhi: Prentice Hall of India Pvt. Ltd. • Hersey, P. K., Blanchard, D., & Johnson, D. Management of Organisational Behavior: Leading Human Resources. Pearson Education.				Discussions, participation, presentations, real life examples and case discussions, assignments and previous year papers discussions	
		2		Emotional intelligence.						
		3								
		4	Unit III: Motivation and Communication	Meaning and importance of motivation; Need theories- Maslow, McClelland and Alderfer; Two factor theory of Herzberg; Theory X and Theory Y of McGregor; Intrinsic motivation by Ken Thomas; Behavior modification; Communication and feedback; JOHARI window; Motivation practices of 5 prominent organisations.		20	4			
3.	OCTOBER	1		concepts, types- group norms, group roles, and group cohesiveness; Leadership concept and theories; Power, Influence, followership & Leadership; Styles of leadership; Leadership continuum; Trait, Behavioral and Situational approach; Leadership effectiveness				Internal assessment from unit III		
		2								
		3								
		4	Unit IV: Group Behavior and Leadership Group dynamics-				20	4		Discussions, participation, presentations, real life examples and case discussions, assignments and previous year papers discussions
4.	NOVEMBER	1								
		2								

		3	Unit V: Dynamics of Organisational Behavior	Organisational conflict - sources, resolution strategies; Organisational culture- concept and determinants; Organisational change- importance, proactive vs. reactive change, resistance to change, managing change; Stress- individual and organisational factors, stressors, consequences, prevention and management of stress.		10	2		
		4						Internal assessment from overall syllabus	Discussions, participation, presentations, real life examples and case discussions, assignments and previous year papers discussions
DISCUSSION OF DOUBTS AND PREVIOUS YEAR PAPERS									

ACADEMIC YEAR 2019-21

S. No.	MONTH	Week No.	Unit	Topic	Resource/References/Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
1.	July - august	3-	1.	Introduction	Introduction to organisational theories; Organisational behavior- concepts, determinants, challenges, opportunities; Contributing disciplines of OB; OB models. Unit II: Individual Behavior	5	0	Assessment Methods Class tests/Assignments, Class participation, Presentations, End-semester examination	Learning through analysis and discussion of case studies and active participation in experiential exercises and simulations. Group discussions and presentations.
		1-4	Unit II:	Individual Behavior	Foundations of Individual Behavior; Personality- factors influencing personality, Traits, Type A and B; Big five personality types; Values - concept and types: terminal values and instrumental values;	20	4	Internal assessment from unit II	Discussions, participation, presentations, real life examples and case discussions, assignments and previous year papers discussions

2.	SEPTEMBER	1		Attitude - components, job related attitudes; Learning- concept, theories and reinforcement;	<ul style="list-style-type: none"> • Sekaran, U. Organisational Behavior: Text and Cases. New Delhi: Tata McGraw Hill. • Singh, A. K., & Singh, B. P. Organisational Behavior. New Delhi: Excel Books Pvt. Ltd. • Singh, K. (2015). Organisational Behavior: Texts & Cases (3rd Edition). India: Pearson. • Greenberg, J., & Baron, R. A. Behavior in Organisations. New Delhi: Prentice Hall of India Pvt. Ltd. • Hersey, P. K., Blanchard, D., & Johnson, D. Management of Organisational Behavior: Leading Human Resources. Pearson Education. 				Discussions, participation, presentations, real life examples and case discussions, assignments and previous year papers discussions	
		2		Perception and emotions- concept, perceptual process, importance, factors influencing perception, perceptual errors and distortions;						
		3		Emotional intelligence.						
		4	Unit III: Motivation and Communication	Meaning and importance of motivation; Need theories- Maslow, McClelland and Alderfer; Two factor theory of Herzberg; Theory X and Theory Y of McGregor; Intrinsic motivation by Ken Thomas; Behavior modification; Communication and feedback; JOHARI window; Motivation practices of 5 prominent organisations.		20	4			
3.	OCTOBER	1		concepts, types- group norms, group roles, and group cohesiveness; Leadership concept and theories; Power, Influence, followership & Leadership; Styles of leadership; Leadership continuum; Trait, Behavioral and Situational approach; Leadership effectiveness			Internal assessment from unit III			
		2								
		3								
		4	Unit IV: Group Behavior and Leadership Group dynamics-		20	4		Discussions, participation, presentations, real life examples and case discussions, assignments and previous year papers discussions		
4.	NOVEMBER	1								

		2						
		3	Unit V: Dynamics of Organisational Behavior	Organisational conflict - sources, resolution strategies; Organisational culture- concept and determinants; Organisational change- importance, proactive vs. reactive change, resistance to change, managing change; Stress- individual and organisational factors, stressors, consequences, prevention and management of stress.		10	2	
		4					Internal assessment from overall syllabus	Discussions, participation, presentations, real life examples and case discussions, assignments and previous year papers discussions
DISCUSSION OF DOUBTS AND PREVIOUS YEAR PAPERS								

ACADEMIC YEAR 2018-19

S. No.	MONTH	Week No.	Unit	Topic	Resource/References/Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
1.	July - august	3-	1. Introduction	Introduction to organisational theories; Organisational behavior- concepts, determinants, challenges, opportunities; Contributing disciplines of OB; OB models. Unit II: Individual Behavior	Luthans, F. (1997). Organisational Behavior. McGraw-Hill International Editions. • Pareek, U. (2014). Understanding	5	0	Assessment Methods Class tests/Assignments, Class participation, Presentations, End-semester examination	Learning through analysis and discussion of case studies and active participation in experiential exercises and simulations. Group discussions and presentations.

		1-4	Unit II: Individual Behavior	<p>Foundations of Individual Behavior; Personality- factors influencing personality, Traits, Type A and B; Big five personality types;</p> <p>Values - concept and types: terminal values and instrumental values;</p>	<p>Organisational Behavior. Oxford University Press.</p> <ul style="list-style-type: none"> • Robbins, S. T., Judge, T. A., & Hasham, E. S. (2013). Organisational Behavior. Pearson. • Sekaran, U. 	20	4	Internal assessment from unit II	Discussions, participation, presentations, real life examples and case discussions, assignments and previous year papers discussions
2.	SEPTEMBER	1		<p>Attitude - components, job related attitudes;</p> <p>Learning- concept, theories and reinforcement;</p>	<p>Organisational Behavior: Text and Cases. New Delhi: Tata McGraw Hill.</p> <ul style="list-style-type: none"> • Singh, A. K., & Singh, B. P. 				Discussions, participation, presentations, real life examples and case discussions, assignments and previous year papers discussions
		2		<p>Perception and emotions- concept, perceptual process, importance, factors influencing perception, perceptual errors and distortions;</p>	<p>Organisational Behavior. New Delhi: Excel Books Pvt. Ltd.</p> <ul style="list-style-type: none"> • Singh, K. (2015). 				
		3		<p>Emotional intelligence.</p>	<p>Organisational Behavior: Texts & Cases (3rd Edition). India: Pearson.</p>				
		4	Unit III: Motivation and Communication	<p>Meaning and importance of motivation; Need theories- Maslow, McClelland and Alderfer; Two factor theory of Herzberg; Theory X and Theory Y of McGregor; Intrinsic motivation by Ken Thomas; Behavior modification; Communication and feedback; JOHARI window; Motivation practices of 5 prominent organisations.</p>	<p>Greenberg, J., & Baron, R. A. Behavior in Organisations. New Delhi: Prentice Hall of India Pvt. Ltd. • Hersey, P. K.,</p>	20	4		
3.	OCTOBER	1						Internal assessment from unit III	
		2							
		3							

		4	Unit IV: Group Behavior and Leadership Group dynamics-	concepts, types- group norms, group roles, and group cohesiveness; Leadership concept and theories; Power, Influence, followership & Leadership; Styles of leadership; Leadership continuum; Trait, Behavioral and Situational approach; Leadership effectiveness	Blanchard, D., & Johnson, D. Management of Organisational Behavior: Leading Human Resources. Pearson Education.	20	4		Discussions, participation, presentations, real life examples and case discussions, assignments and previous year papers discussions
4.	NOVEMBER	1							
		2							
		3	Unit V: Dynamics of Organisational Behavior	Organisational conflict - sources, resolution strategies; Organisational culture- concept and determinants; Organisational change- importance, proactive vs. reactive change, resistance to change, managing change; Stress- individual and organisational factors, stressors, consequences, prevention and management of stress.		10	2		
		4						Internal assessment from overall syllabus	Discussions, participation, presentations, real life examples and case discussions, assignments and previous year papers discussions
DISCUSSION OF DOUBTS AND PREVIOUS YEAR PAPERS									

ACADEMIC YEAR 2017-18

S. No.	MONTH	Week No.	Unit	Topic	Resource/References/Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
1.	July - august	3-	1.	Introduction	Introduction to organisational theories; Organisational behavior- concepts, determinants, challenges, opportunities; Contributing disciplines of OB; OB models. Unit II: Individual Behavior	5	0	Assessment Methods Class tests/Assignments, Class participation, Presentations, End-semester examination	Learning through analysis and discussion of case studies and active participation in experiential exercises and simulations. Group discussions and presentations.
		1-4	Unit II: Individual Behavior	Foundations of Individual Behavior; Personality- factors influencing personality, Traits, Type A and B; Big five personality types; Values - concept and types: terminal values and instrumental values; Attitude - components, job related attitudes; Learning- concept, theories and reinforcement;	Organisational Behavior. Oxford University Press. • Robbins, S. T., Judge, T. A., & Hasham, E. S. (2013). Organisational Behavior. Pearson. • Sekaran, U. Organisational Behavior: Text and Cases. New Delhi: Tata McGraw Hill. • Singh, A. K., & Singh, B. P. Organisational Behavior. New Delhi: Excel Books Pvt. Ltd. • Singh, K. (2015).	20	4	Internal assessment from unit II	Discussions, participation, presentations, real life examples and case discussions, assignments and previous year papers discussions
2.	SEPTEMBER	1		Perception and emotions- concept, perceptual process, importance, factors influencing perception, perceptual errors and distortions;					Discussions, participation, presentations, real life examples and case discussions, assignments and previous year papers discussions
		2							
		3							

				Emotional intelligence.	Organisational Behavior: Texts & Cases (3rd Edition). India: Pearson.						
		4	Unit III: Motivation and Communication	Meaning and importance of motivation; Need theories- Maslow, McClelland and Alderfer; Two factor theory of Herzberg; Theory X and Theory Y of McGregor; Intrinsic motivation by Ken Thomas; Behavior modification; Communication and feedback; JOHARI window; Motivation practices of 5 prominent organisations.	Greenberg, J., & Baron, R. A. Behavior in Organisations. New Delhi: Prentice Hall of India Pvt. Ltd. • Hersey, P. K., Blanchard, D., & Johnson, D. Management of Organisational Behavior: Leading Human Resources. Pearson Education.	20	4				
3.	OCTOBER	1								Internal assessment from unit III	
		2									
		3									
		4	Unit IV: Group Behavior and Leadership Group dynamics-	concepts, types- group norms, group roles, and group cohesiveness; Leadership concept and theories; Power, Influence, followership & Leadership; Styles of leadership; Leadership continuum; Trait, Behavioral and Situational approach; Leadership effectiveness	20	4		Discussions, participation, presentations, real life examples and case discussions, assignments and previous year papers discussions			
4.	NOVEMBER	1	Unit V: Dynamics of Organisational Behavior	Organisational conflict - sources, resolution strategies; Organisational culture- concept and determinants; Organisational change- importance, proactive vs. reactive change, resistance to change, managing change; Stress- individual and organisational factors, stressors,							
		2									
		3						10	2		
		4								Internal assessment from overall syllabus	Discussions, participation, presentations, real life examples and case discussions, assignments and previous year papers discussions

				consequences, prevention and management of stress.					
DISCUSSION OF DOUBTS AND PREVIOUS YEAR PAPERS									

ACADEMIC YEAR 2016-17

S. No.	MONTH	Week No.	Unit	Topic	Resource/References/Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
1.	July - august	3-	1. Introduction	Introduction to organisational theories; Organisational behavior- concepts, determinants, challenges, opportunities; Contributing disciplines of OB; OB models. Unit II: Individual Behavior	Luthans, F. (1997). Organisational Behavior. McGraw-Hill International Editions. • Pareek, U. (2014). Understanding Organisational Behavior. Oxford University Press.	5	0	Assessment Methods Class tests/Assignments, Class participation, Presentations, End-semester examination	Learning through analysis and discussion of case studies and active participation in experiential exercises and simulations. Group discussions and presentations.
		1-4	Unit II: Individual Behavior	Foundations of Individual Behavior; Personality- factors influencing personality, Traits, Type A and B; Big five personality types; Values - concept and types: terminal values and instrumental values;	• Robbins, S. T., Judge, T. A., & Hasham, E. S. (2013). Organisational Behavior. Pearson.	20	4	Internal assessment from unit II	Discussions, participation, presentations, real life examples and case discussions, assignments and previous year papers discussions

2.	SEPTEMBER	1		Attitude - components, job related attitudes; Learning- concept, theories and reinforcement;	<ul style="list-style-type: none"> • Sekaran, U. Organisational Behavior: Text and Cases. New Delhi: Tata McGraw Hill. • Singh, A. K., & Singh, B. P. Organisational Behavior. New Delhi: Excel Books Pvt. Ltd. • Singh, K. (2015). Organisational Behavior: Texts & Cases (3rd Edition). India: Pearson. • Greenberg, J., & Baron, R. A. Behavior in Organisations. New Delhi: Prentice Hall of India Pvt. Ltd. • Hersey, P. K., Blanchard, D., & Johnson, D. Management of Organisational Behavior: Leading Human Resources. Pearson Education. 				Discussions, participation, presentations, real life examples and case discussions, assignments and previous year papers discussions		
		2		Perception and emotions- concept, perceptual process, importance, factors influencing perception, perceptual errors and distortions;							
		3		Emotional intelligence.							
		4	Unit III: Motivation and Communication	Meaning and importance of motivation; Need theories- Maslow, McClelland and Alderfer; Two factor theory of Herzberg; Theory X and Theory Y of McGregor; Intrinsic motivation by Ken Thomas; Behavior modification; Communication and feedback; JOHARI window; Motivation practices of 5 prominent organisations.		20	4				
3.	OCTOBER	1	Unit IV: Group Behavior and Leadership Group dynamics-	concepts, types- group norms, group roles, and group cohesiveness; Leadership concept and theories; Power, Influence, followership & Leadership; Styles of leadership; Leadership continuum; Trait, Behavioral and Situational approach; Leadership effectiveness				Internal assessment from unit III			
		2									
		3									
		4				20	4		Discussions, participation, presentations, real life examples and case discussions, assignments and previous year papers discussions		
4.	NOVEMBER	1									

		2						
		3	Unit V: Dynamics of Organisational Behavior	Organisational conflict - sources, resolution strategies; Organisational culture- concept and determinants; Organisational change- importance, proactive vs. reactive change, resistance to change, managing change; Stress- individual and organisational factors, stressors, consequences, prevention and management of stress.		10	2	
		4					Internal assessment from overall syllabus	Discussions, participation, presentations, real life examples and case discussions, assignments and previous year papers discussions
DISCUSSION OF DOUBTS AND PREVIOUS YEAR PAPERS								

TEACHING PLANS WINTER SEMESTER

2016-2021

Name of the Teacher: SANTOSH SABHARWAL

Course Name: B.COM. (H)

Paper Title: COST ACCOUNTING
Semester/Year: IV / 2nd

Academic Year 2020-21

S. No.	Month	Week No.	Unit	Topic	Resource/References/Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
1.	January	1	1. Introduction	introduction, basics of cost accounting, difference between cost and financial accounting	Reading list Syllabus discussion Horngren and Welsch Maheshwari and Mittal Surrender singh Rajiv goel	5	0	NA	Simulation and Case Creation

		2	3. Overheads	Classification, allocation, apportionment and absorption of overheads, Under- and over absorption; Capacity Levels and Costs; Treatments of certain items in costing like interest on capital, packing expenses, bad debts, research and development expenses. Activity based costing.	Reading list Horngren and Welsch Maheshwari and Mittal MN Arora Surrender singh Rajiv goel Class assignment and self notes	15	3	1st Internal Assessment (On completion of Unit 1 and 3)	Discussions, participation, presentations, real life examples and case discussions, assignments and previous year papers discussions
	3								
	4								
2.	February	1	4. Methods of costing	-Unit costing and Job costing (5 lectures), -Contract costing (5 lectures), -Process costing (including process losses, valuation of work-in-progress, joint and by-products) (10 lectures) -Service costing (only transport) (5 lectures)	Reading list Horngren and Welsch Maheshwari and Mittal MN Arora Surrender singh Rajiv goel Class assignment and self notes	25	5	2nd Internal Assessment (On completion of Unit 4)	Discussions, participation, presentations, real life examples and case discussions, assignments and previous year papers discussions
		2							
		3							
		4							
3.	March	1							
		2							

		3	5. Cost Accounting Book-Keeping Systems	Integral and non-integral systems; Reconciliation of cost accounting records with financial accounts.	Reading list Horngren and Welsch Maheshwari and Mittal MN Arora Surrender singh Rajiv goel Class assignment and self notes	10	2		
		4	MID SEM BREAK						
4.	April	1	Unit II: Elements of Cost: Material and Labour	(a)Materials: Material/inventory control techniques. Accounting and control of purchases, storage and issue of materials. Inventory systems, Methods of pricing of materials issues — FIFO, LIFO, Simple Average, Weighted Average, Replacement, Standard Cost; Physical Verification, Accounting treatment and control of losses— Wastage, scrap, spoilage and defectives (10 Lectures)	Reading list Horngren and Welsch Maheshwari and Mittal MN Arora Surrender singh Rajiv goel Class assignment and self notes	20	4		
2									
3									
4		b) Labour: Accounting and Control of labour cost. Time-keeping and time-booking. Concept and treatment of idle time, over time, labour turnover and fringe benefits. Methods of wage payment							

			and Incentive schemes- Halsey, Rowan, Taylor's differential piece wage. (10 Lectures)	Class assignment and self notes				
Optional classes for doubt clearing and practice of examination papers								

Academic Year 2019-20

S. No.	Month	Week No.	Unit	Topic	Resource/References/Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
1.	January	1	1. Introduction	introduction, basics of cost accounting, difference between cost and financial accounting	Reading list Syllabus discussion Horngren and Welsch	5	0	NA	Simulation and Case Creation

					Maheshwari and Mittal Surrender singh Rajiv goel				
		2	3. Overheads	Classification, allocation, apportionment and absorption of overheads, Under- and over absorption; Capacity Levels and Costs; Treatments of certain items in costing like interest on capital, packing expenses, bad debts, research and development expenses. Activity based costing.	Reading list Horngren and Welsch Maheshwari and Mittal MN Arora Surrender singh Rajiv goel Class assignment and self notes	15	3	1st Internal Assessment (On completion of Unit 1 and 3)	Discussions, participation, presentations, real life examples and case discussions, assignments and previous year papers discussions
	3								
	4								
2.	February	1	4. Methods of costing	-Unit costing and Job costing (5 lectures), -Contract costing (5 lectures), -Process costing (including process losses, valuation of work-in-progress, joint and by-products) (10 lectures) -Service costing (only transport) (5 lectures)	Reading list Horngren and Welsch Maheshwari and Mittal MN Arora Surrender singh Rajiv goel Class assignment and self notes	25	5	2nd Internal Assessment (On completion of Unit 4)	Discussions, participation, presentations, real life examples and case discussions, assignments and previous year papers discussions
		2							
		3							
		4							
3.	March	1							
		2							

		3	5. Cost Accounting Book-Keeping Systems	Integral and non-integral systems; Reconciliation of cost accounting records with financial accounts.	Reading list Horngren and Welsch Maheshwari and Mittal MN Arora Surrender singh Rajiv goel Class assignment and self notes	10	2		
		4	MID SEM BREAK						
4.	April	1	Unit II: Elements of Cost: Material and Labour	(a)Materials: Material/inventory control techniques. Accounting and control of purchases, storage and issue of materials. Inventory systems, Methods of pricing of materials issues — FIFO, LIFO, Simple Average, Weighted Average, Replacement, Standard Cost; Physical Verification, Accounting treatment and control of losses— Wastage, scrap, spoilage and defectives (10 Lectures)	Reading list Horngren and Welsch Maheshwari and Mittal MN Arora Surrender singh Rajiv goel Class assignment and self notes	20	4		
	2								
	3	b) Labour: Accounting and Control of labour cost. Time-keeping and time-booking. Concept and treatment of idle time, over time, labour turnover and fringe benefits. Methods of wage payment		Reading list Horngren and Welsch Maheshwari and Mittal MN Arora Surrender singh Rajiv goel				3rd Internal Assessment (On completion of Unit 5 and 2)	Discussions, participation, presentations, real life examples and case discussions, assignments and previous year papers discussions
	4								

			and Incentive schemes- Halsey, Rowan, Taylor's differential piece wage. (10 Lectures)	Class assignment and self notes				
Optional classes for doubt clearing and practice of examination papers								

Academic Year 2018-19

S. No.	Month	Week No.	Unit	Topic	Resource/References/Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
1.	January	1	1. Introduction	introduction, basics of cost accounting, difference between cost and financial accounting	Reading list Syllabus discussion Horngren and Welsch Maheshwari and Mittal Surrender singh	5	0	NA	Simulation and Case Creation

					Rajiv goel				
		2	3. Overheads	Classification, allocation, apportionment and absorption of overheads, Under- and over absorption; Capacity Levels and Costs; Treatments of certain items in costing like interest on capital, packing expenses, bad debts, research and development expenses. Activity based costing.	Reading list Horngren and Welsch Maheshwari and Mittal MN Arora Surrender singh Rajiv goel Class assignment and self notes	15	3	1st Internal Assessment (On completion of Unit 1 and 3)	Discussions, participation, presentations, real life examples and case discussions, assignments and previous year papers discussions
	3								
	4								
2.	February	1	4. Methods of costing	-Unit costing and Job costing (5 lectures), -Contract costing (5 lectures), -Process costing (including process losses, valuation of work-in-progress, joint and by-products) (10 lectures) -Service costing (only transport) (5 lectures)	Reading list Horngren and Welsch Maheshwari and Mittal MN Arora Surrender singh Rajiv goel Class assignment and self notes	25	5	2nd Internal Assessment (On completion of Unit 4)	Discussions, participation, presentations, real life examples and case discussions, assignments and previous year papers discussions
		2							
		3							
		4							
3.	March	1							
		2							

		3	5. Cost Accounting Book-Keeping Systems	Integral and non-integral systems; Reconciliation of cost accounting records with financial accounts.	Reading list Horngren and Welsch Maheshwari and Mittal MN Arora Surrender singh Rajiv goel Class assignment and self notes	10	2		
		4	MID SEM BREAK						
4.	April	1	Unit II: Elements of Cost: Material and Labour	(a)Materials: Material/inventory control techniques. Accounting and control of purchases, storage and issue of materials. Inventory systems, Methods of pricing of materials issues — FIFO, LIFO, Simple Average, Weighted Average, Replacement, Standard Cost; Physical Verification, Accounting treatment and control of losses— Wastage, scrap, spoilage and defectives (10 Lectures)	Reading list Horngren and Welsch Maheshwari and Mittal MN Arora Surrender singh Rajiv goel Class assignment and self notes	20	4		
2									
3									
4		b) Labour: Accounting and Control of labour cost. Time-keeping and time-booking. Concept and treatment of idle time, over time, labour turnover and fringe benefits. Methods of wage payment							

			and Incentive schemes- Halsey, Rowan, Taylor's differential piece wage. (10 Lectures)	Class assignment and self notes				
Optional classes for doubt clearing and practice of examination papers								

Academic Year 2017-18

S. No.	Month	Week No.	Unit	Topic	Resource/References/Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
1.	January	1	1. Introduction	introduction, basics of cost accounting, difference between cost and financial accounting	Reading list Syllabus discussion Horngren and Welsch Maheshwari and Mittal	5	0	NA	Simulation and Case Creation

					Surrender singh Rajiv goel				
		2	3. Overheads	Classification, allocation, apportionment and absorption of overheads, Under- and over absorption; Capacity Levels and Costs; Treatments of certain items in costing like interest on capital, packing expenses, bad debts, research and development expenses. Activity based costing.	Reading list Horngren and Welsch Maheshwari and Mittal MN Arora Surrender singh Rajiv goel Class assignment and self notes	15	3	1st Internal Assessment (On completion of Unit 1 and 3)	Discussions, participation, presentations, real life examples and case discussions, assignments and previous year papers discussions
	3								
	4								
2.	February	1	4. Methods of costing	-Unit costing and Job costing (5 lectures), -Contract costing (5 lectures), -Process costing (including process losses, valuation of work-in-progress, joint and by-products) (10 lectures) -Service costing (only transport) (5 lectures)	Reading list Horngren and Welsch Maheshwari and Mittal MN Arora Surrender singh Rajiv goel Class assignment and self notes	25	5	2nd Internal Assessment (On completion of Unit 4)	Discussions, participation, presentations, real life examples and case discussions, assignments and previous year papers discussions
		2							
		3							
		4							
3.	March	1							
		2							

		3	5. Cost Accounting Book-Keeping Systems	Integral and non-integral systems; Reconciliation of cost accounting records with financial accounts.	Reading list Horngren and Welsch Maheshwari and Mittal MN Arora Surrender singh Rajiv goel Class assignment and self notes	10	2		
		4	MID SEM BREAK						
4.	April	1	Unit II: Elements of Cost: Material and Labour	(a)Materials: Material/inventory control techniques. Accounting and control of purchases, storage and issue of materials. Inventory systems, Methods of pricing of materials issues — FIFO, LIFO, Simple Average, Weighted Average, Replacement, Standard Cost; Physical Verification, Accounting treatment and control of losses— Wastage, scrap, spoilage and defectives (10 Lectures)	Reading list Horngren and Welsch Maheshwari and Mittal MN Arora Surrender singh Rajiv goel Class assignment and self notes	20	4		
2									
3	b) Labour: Accounting and Control of labour cost. Time-keeping and time-booking. Concept and treatment of idle time, over time, labour turnover and fringe benefits. Methods of wage payment	Reading list Horngren and Welsch Maheshwari and Mittal MN Arora Surrender singh Rajiv goel				3rd Internal Assessment (On completion of Unit 5 and 2)	Discussions, participation, presentations, real life examples and case discussions, assignments and previous year papers discussions		
4									

				and Incentive schemes- Halsey, Rowan, Taylor's differential piece wage. (10 Lectures)	Class assignment and self notes				
Optional classes for doubt clearing and practice of examination papers									

Academic Year 2016-17

S. No.	Month	Week No.	Unit	Topic	Resource/References/Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
1.	January	1	1. Introduction	introduction, basics of cost accounting, difference between cost and financial accounting	Reading list Syllabus discussion Horngren and Welsch Maheshwari and Mittal Surrender singh Rajiv goel	5	0	NA	Simulation and Case Creation
		2	3. Overheads	Classification, allocation, apportionment and absorption of overheads, Under- and over absorption; Capacity Levels and	Reading list Horngren and Welsch	15	3	1st Internal Assessment (On completion)	Discussions, participation, presentations, real life examples and case discussions, assignments

		3		Costs; Treatments of certain items in costing like interest on capital, packing expenses, bad debts, research and development expenses. Activity based costing.	Maheshwari and Mittal MN Arora Surrender singh Rajiv goel			of Unit 1 and 3)	and previous year papers discussions
		4			Class assignment and self notes				
2.	February	1	4. Methods of costing	-Unit costing and Job costing (5 lectures),	Reading list Horngren and Welsch	25	5	2nd Internal Assessment (On completion of Unit 4)	Discussions, participation, presentations, real life examples and case discussions, assignments and previous year papers discussions
		2		-Contract costing (5 lectures),	Maheshwari and Mittal				
		3		-Process costing (including process losses, valuation of work-in-progress, joint and by-products) (10 lectures)	MN Arora Surrender singh Rajiv goel				
		4		-Service costing (only transport) (5 lectures)	Class assignment and self notes				
3.	March	1							
		2							
		3	5. Cost Accounting Book-Keeping Systems	Integral and non-integral systems; Reconciliation of cost accounting records with financial accounts.	Reading list Horngren and Welsch Maheshwari and Mittal MN Arora Surrender singh Rajiv goel	10	2		
					Class assignment and self notes				

		4	MID SEM BREAK						
4.	April	1	Unit II: Elements of Cost: Material and Labour	(a)Materials: Material/inventory control techniques. Accounting and control of purchases, storage and issue of materials. Inventory systems, Methods of pricing of materials issues — FIFO, LIFO, Simple Average, Weighted Average, Replacement, Standard Cost; Physical Verification, Accounting treatment and control of losses— Wastage, scrap, spoilage and defectives (10 Lectures)	Reading list Horngren and Welsch Maheshwari and Mittal MN Arora Surrender singh Rajiv goel Class assignment and self notes	20	4		
		2							
		3		b) Labour: Accounting and Control of labour cost. Time-keeping and time-booking. Concept and treatment of idle time, over time, labour turnover and fringe benefits. Methods of wage payment and Incentive schemes- Halsey, Rowan, Taylor’s differential piece wage. (10 Lectures)	Reading list Horngren and Welsch Maheshwari and Mittal MN Arora Surrender singh Rajiv goel Class assignment and self notes			3rd Internal Assessment (On completion of Unit 5 and 2)	Discussions, participation, presentations, real life examples and case discussions, assignments and previous year papers discussions
		4							
Optional classes for doubt clearing and practice of examination papers									

SARITA - Teaching Plan for Summer Semester 2016-17

Name of the Teacher: SARITA

Course Name: B.Com(H)

Paper Title: Human Resource Management

Semester/Year:IIIrd /2nd

S. No.	Month	Week No.	Unit/Topic	Resource/ References/Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
1.	July	3	Unit-1	Introduction Meaning, importance and scope of HRM; Evolution of HRM; functions, status and competencies of HR manager	5			Case studies and recent news related to all the topics will be discussed in the class
		4	Unit-1	Emerging issues and challenges of HRM— employee empowerment, downsizing, work- life balance	5			
2.	August	1	Unit-2	Human Resource Planning - quantitative and qualitative dimensions; Job analysis—job description and job specification; HR Policies.	5		Internal Assessment-I	Some of the standard questionnaires will be discussed for better understanding.
		2	Unit-2	Recruitment & Selection	5			
		3	Unit-2	placement, induction, and socialization	5			
		4	Unit-3	Training – need, types	5			management games also played in the class
3.	September	1	Unit-3	Development of employees, types of management development	5		Internal Assessment-II	
		2	Unit-3	Case study discussion	5			

		3-4	Unit-4	Performance Appraisal & employee counseling	9			
	October	1	Unit-4	Compensation & Job evaluation	5		Internal Assesment- III	
4		2	Unit-5	Employee Maintenance, Employee health and safety, employee welfare, social security; Grievance handling and redressal; Industrial disputes and settlement machinery	5			
		3	Unit -5	Job changes—transfers and promotions; HR audit, use of technology in HRM functions; e-HRM, green-HRM, outsourcing HRM, ethics in HRM.	5			

References • Decenzo, D. A., & Robbins, S. P. (2011). Fundamentals of Human Resource Management . India: Wiley. • Dessler, G. (2017). Human Resource Management. Pearson. • Muller-Camen, M., Croucher, R., & Leigh, S. (2016). Human Resource Management: A Case Study Approach . CIPD. Viva Books. • Rao, V. Human Resource Management: Text and Cases. Excel.

Teaching Plan for Winter Semester 2016-17

Name of the Teacher: Sarita

Course Name: B.Com(H)

Paper Title: Auditing and Corporate Governance

Semester/Year: VI /3rd

S. No.	Month	Week No.	Unit/Topic	Resource/ References/Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
1.	January	1	Unit-1	Auditing, Audit Planning, Internal Control; Role of Auditors in corporate governance	5			Case study and latest news related to the topics will be discussed in the class
		2	Unit-1	Peer review and Independent review of Audit	5			
		3	Unit-2	Corporate Governance, Theories and Models of corporate governance	5			
		4	Unit-2	Board structure and Independent director, board committees and their functions	5			
2.	February	1	Unit-3	Major Corporate Governance Failures and International Codes	5		Internal Assessment-I	
		2	Unit-3	Codes and Standards on Corporate Governance, shareholder activism and, proxy advisory firms., role of rating agencies Whistle blowing, , Class Action	4			
		3	Unit-4	Corporate Governance Framework in India, Initiatives and reforms	5			

		4	Unit-4	Regulatory framework: Relevant provisions of Companies Act, 2013	5			
3.	March	1-2	Unit-5	Business Ethics and Corporate Social Responsibility, Corporate Governance, Ethical theories	8		Internal Assessment-II	
		3-4	Unit-5	CSR and Corporate Sustainability, Corporate Philanthropy; Environmental Aspect of CSR	9			
4.	April	1-2	Unit-5	Models and benefits of CSR, Drivers of CSR; CSR in India	9		Internal Assessment-III	

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Kumar A., Gupta L. and R.J. Arora, Auditing and Corporate Governance, (2016), Taxmann Pvt Ltd. • Sharma, J.P.(2016), Corporate Governance, Business Ethics, and CSR, Ane Books Pvt Ltd, New Delhi • Tricker, Bob.(2015) Corporate Governance-Principles, Policies, and Practice (Indian Edition). Oxford University Press, New Delhi. Additional Resources • Gupta, Kamal and Ashok Arora, (2015) Fundamentals of Auditing, Tata Mc-Graw Hill Publishing Co. Ltd., New Delhi. • Institute of Chartered Accountants of India, Auditing and Assurance Standards, ICAI, New Delhi. • Mallin, Christine A.(2018), Corporate Governance (Indian Edition), Oxford University Press, New Delhi. • Rani, Geeta D., and R.K. Mishra, (2017) Corporate Governance- Theory and Practice, Excel Books, New Delhi.

Name of the Teacher: SARITA

Course Name: B.Com(H)

Paper Title: Human Resource Management

Semester/Year:III/2nd

S. No.	Month	Week No.	Unit/Topic	Resource/ References/Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
1.	July	3	Unit-1	Introduction Meaning, importance and scope of HRM; Evolution of HRM; functions, status and competencies of HR manager	5			Case studies and recent news related to all the topics will be discussed in the class
		4	Unit-1	Emerging issues and challenges of HRM— employee empowerment, downsizing, work- life balance	5			
2.	August	1	Unit-2	Human Resource Planning - quantitative and qualitative dimensions; Job analysis—job description and job specification; HR Policies.	5		Internal Assessment-I	Some of the standard questionnaires will be discussed for better understanding.
		2	Unit-2	Recruitment & Selection	5			
		3	Unit-2	placement, induction, and socialization	5			
		4	Unit-3	Training – need, types	5			management games also played in the class
3.	September	1	Unit-3	Development of employees, types of management development	5			

		2	Unit-4	Performance Appraisal & employee counseling	5		Internal Assessment-II	
		3-4	Unit-4	Compensation & Job evaluation, Employee Maintenance, Employee health and safety, employee welfare, social security	9			
4	October	1	Unit-4	Grievance handling and redressal; Industrial disputes and settlement machinery	5		Internal Assessment-III	
		2	Unit-5	job changes—transfers and promotions; HR audit	5			
		3	Unit -5	use of technology in HRM functions; e-HRM, green-HRM, outsourcing HRM, ethics in HRM.	5			

Teaching Plan for Winter Semester 2017-18

Name of the Teacher: SARITA

Course Name: B.Com(H)

Paper Title: Auditing and Corporate Governance

Semester/Year:VI /3rd

S. No.	Month	Week No.	Unit/Topic	Resource/ References/Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
1.	January	1	Unit-1	Auditing, Audit Planning, Internal Control; Role of Auditors in corporate governance	5			Case study and latest news related to the topics will be discussed in the class
		2	Unit-1	Peer review and Independent review of Audit	5			
		3	Unit-2	Corporate Governance, Theories and Models of corporate governance	5			
		4	Unit-2	Board structure and Independent director, board committees and their functions	5			
2.	February	1	Unit-3	Major Corporate Governance Failures and International Codes	5		Internal Assesment-I	
		2	Unit-3	Codes and Standards on Corporate Governance, shareholder activism and, proxy advisory firms, role of rating agencies Whistle blowing, , Class Action	4			
		3	Unit-4	Corporate Governance Framework in India, Initiatives and reforms	5			

		4	Unit-4	Regulatory framework: Relevant provisions of Companies Act, 2013	5			
3.	March	1-2	Unit-5	Business Ethics and Corporate Social Responsibility, Corporate Governance, Ethical theories	8		Internal Assessment-II	
		3-4	Unit-5	CSR and Corporate Sustainability, Corporate Philanthropy; Environmental Aspect of CSR	9			
4.	April	1-2	Unit-5	Models and benefits of CSR, Drivers of CSR; CSR in India	9		Internal Assessment-III	

Teaching Plan for Summer Semester 2018-19

Name of the Teacher: SARITA

Course Name: B.Com (H)

Paper Title: Human Resource Management

Semester/Year: IIIrd /2nd

S. No.	Month	Week No.	Unit/Topic	Resource/ References/Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
1.	July	3	Unit-1	Introduction Meaning, importance and scope of HRM; Evolution of HRM; functions, status and competencies of HR manager	5			Case studies and recent news related to all the topics will be discussed in the class
		4	Unit-1	Emerging issues and challenges of HRM— employee empowerment, downsizing, work- life balance	5			
2.	August	1	Unit-2	Human Resource Planning - quantitative and qualitative dimensions; Job analysis—job description and job specification; HR Policies.	5		Internal Assessment-I	Some of the standard questionnaires will be discussed for better understanding.
		2	Unit-2	Recruitment & Selection	5			
		3	Unit-2	placement, induction, and socialization	5			
		4	Unit-3	Training – need, types	5			management games also played in the class
3.	September	1	Unit-3	Development of employees, types of management development	5		Internal Assessment-II	
		2	Unit-3	Performance Appraisal	5			

		3-4	Unit-4	employee counseling, Compensation & Job evaluation	9			
	October	1	Unit-4	Employee Maintenance, Employee health and safety, employee welfare, social security	5		Internal Assessment-III	
4		2	Unit-5	Grievance handling and redressal; Industrial disputes and settlement machinery	5			
		3	Unit -5	Job changes—transfers and promotions; HR audit, use of technology in HRM functions; e-HRM, green-HRM, outsourcing HRM, ethics in HRM	5			

Teaching Plan for Winter Semester 2018-19

Name of the Teacher: SARITA

Course Name: B.Com(H)

Paper Title: Auditing and Corporate Governance

Semester/Year:VI /3rd

S. No.	Month	Week No.	Unit/Topic	Resource/ References/Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
1.	January	1	Unit-1	Auditing, Audit Planning, Internal Control; Role of Auditors in corporate governance	5			Case study and latest news related to the topics will be discussed in the class
		2	Unit-1	Peer review and Independent review of Audit	5			
		3	Unit-2	Corporate Governance, Theories and Models of corporate governance	5			
		4	Unit-2	Board structure and Independent director, board committees and their functions	5			
2.	February	1	Unit-3	Major Corporate Governance Failures and International Codes	5		Internal Assesment-I	
		2	Unit-3	Codes and Standards on Corporate Governance, shareholder activism and, proxy advisory firms., role of rating agencies Whistle blowing, , Class Action	4			
		3	Unit-4	Corporate Governance Framework in India, Initiatives and reforms	5			

		4	Unit-4	Regulatory framework: Relevant provisions of Companies Act, 2013	5			
3.	March	1-2	Unit-5	Business Ethics and Corporate Social Responsibility, Corporate Governance, Ethical theories	8		Internal Assessment-II	
		3-4	Unit-5	CSR and Corporate Sustainability, Corporate Philanthropy; Environmental Aspect of CSR	9			
4.	April	1-2	Unit-5	Models and benefits of CSR, Drivers of CSR; CSR in India	9		Internal Assessment-III	

Teaching Plan for Summer Semester 2019-20

Name of the Teacher: SARITA

Course Name: B.Com (H)

Paper Title: Human Resource Management

Semester/Year:III/2nd

S. No.	Month	Week No.	Unit/Topic	Resource/ References/Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
1.	July	3	Unit-1	Introduction , importance and scope of HRM; Evolution of HRM; functions, status and competencies of HR manager	5			Case studies and recent news related to all the topics will be discussed in the class
		4	Unit-1	Emerging issues and challenges of HRM— employee empowerment, downsizing, work- life balance	5			
2.	August	1	Unit-2	Human Resource Planning - quantitative and qualitative dimensions; Job analysis—job description and job specification; HR Policies.	5		Internal Assessment-I	Some of the standard questionnaires will be discussed for better understanding.
		2	Unit-2	Recruitment & Selection	5			
		3	Unit-2	placement, induction, and socialization	5			
		4	Unit-3	Training – need, types	5			management games also played in the class
3.	September	1	Unit-3	Development of employees	5		Internal Assessment-II	
		2	Unit-3	Performance Appraisal & employee counseling	5			

		3-4	Unit-4	Compensation & Job evaluation	9			
	October	1	Unit-4	Employee Maintenance, Employee health and safety, employee welfare, social security	5		Internal Assessment-III	
4		2	Unit-5	Grievance handling and redressal; Industrial disputes and settlement machinery	5			
		3	Unit -5	Job transfers and promotions; HR audit, use of technology in HRM functions; e-HRM, green-HRM, outsourcing HRM, ethics in HRM.	5			

Teaching Plan for Winter Semester 2019-20

Name of the Teacher: SARITA

Course Name: B.Com (H)

Paper Title: Computer Application in Business

Semester/Year: IV/2nd

S. No.	Month	Week No.	Unit/Topic	Resource/ References/Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
1	Jan	1-2	Unit1	Data Processing, Networking and Recent trends in computing , Basic computer concepts and networking, Basic Internet terminologies	12			
		3-4	Unit-2-3	Word Processing , Recent trends in computing, Preparing Presentation	14			
2.	Feb	1	Unit -4	Spreadsheet and its Business Applications	5			
		2	Unit- 4	Mathematical, Statistical, Financial, Logical, Date and Time, Lookup and reference, Sort and filter	10			
		3-4	Unit-4	Pivot tables; What-if-analysis, Data analysis ToolPak	12			
3.	March	1-2	Unit-4	Loan and Lease statement; Payroll statements	15		Internal Assesment-I	
		3-4	Unit-4	Capital Budgeting; Assignment Problems, Depreciation Accounting; Frequency distribution; Correlation and Regression Analysis	14			
4.	April	1	Unit-5	Database Management System, Theoretical background of database designs for accounting	12		Internal Assesment-II	

				and business				
		2-3	Unit-5	SQL and retrieval of information, DBMS Software	12		Internal Assesment- III	

Teaching Plan for Summer Semester 2020-21

Name of the Teacher: SARITA

Course Name: B.Com (H)

Paper Title: Human Resource Management

Semester/Year: IIIrd /2nd

S. No.	Month	Week No.	Unit/Topic	Resource/ References/Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
1.	July	3	Unit-1	Introduction Meaning, importance and scope of HRM; Evolution of HRM; functions, status and competencies of HR manager	5			Case studies and recent news related to all the topics will be discussed in the class
		4	Unit-1	Emerging issues and challenges of HRM— employee empowerment, downsizing, work- life balance	5			
2.	August	1	Unit-2	Human Resource Planning - quantitative and qualitative dimensions; Job analysis—job description and job specification; HR Policies.	5		Internal Assessment-I	Some of the standard questionnaires will be discussed for better understanding.
		2	Unit-2	Recruitment & Selection	5			
		3	Unit-2	placement, induction, and socialization	5			
		4	Unit-3	Training – need, types	5			management games also played in the class
3.	September	1	Unit-3	Development of employees	5		Internal Assessment-II	
		2	Unit-4	Performance Appraisal & employee counseling	5			

		3-4	Unit-4	Compensation & Job evaluation	9			
	October	1	Unit-5	Employee Maintenance, Employee health and safety, employee welfare, social security	5			
4		2	Unit-5	Grievance handling and redressal; Industrial disputes and settlement machinery	5		Internal Assesment-III	
		3	Unit -5	Job changes—transfers and promotions; HR audit, use of technology in HRM functions; e-HRM, green-HRM, outsourcing HRM, ethics in HRM	5			

Teaching Plan for Winter Semester 2020-21

Name of the Teacher: SARITA

Course Name: B.Com (H)

Paper Title: Computer Application in Business

Semester/Year: IV/2nd

S. No.	Month	Week No.	Unit/Topic	Resource/ References/Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
1	Jan	1-2	Unit1	Data Processing, Networking and Recent trends in computing , Basic computer concepts and networking, Basic Internet terminologies	12			
		3-4	Unit-2-3	Word Processing , Recent trends in computing, Preparing Presentation	13			
2.	Feb	1	Unit -4	Spreadsheet and its Business Applications	4			
		2	Unit- 4	Mathematical, Statistical, Financial, Logical, Date and Time, Lookup and reference, Sort and filter	10			
		3-4	Unit-4	Pivot tables; What-if-analysis, Data analysis Toolpak	12			
3.	March	1-2	Unit-4	Loan and Lease statement; Payroll statements	15			
		3-4	Unit-4	Capital Budgeting; Assignment Problems, Depreciation Accounting; Frequency distribution; Correlation and Regression Analysis	14			Internal Assesment-I
4.	April	1	Unit-5	Database Management System, Theoretical background of database designs for accounting and business	8		Internal Assesment-II	

		2-3	Unit-5	SQL and retrieval of information, DBMS Software	15		Internal Assesment- III	
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Teaching Plan for Summer Semester 2016-17

Name of the Teacher: Saroj Joshi
Course Name: B.Com (Hons)
Paper Title: Financial Accounting
Semester/Year: 1st semester/1st year

S. No.	Month	Week No.	Unit/Topic	Resource/References/Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity-GD, documentary etc.)
1.	July	4	Unit-1: Introduction Conceptual Framework: Accounting principle, Concepts and Conventions Introduction to Accounting Standards and Indian Accounting Standards (AS & Ind AS),	1. Goyal, Bhushan Kumar and H.N. Tiwari, Financial Accounting , Taxmann	3	1		
		5	Unit-1: Introduction Preparation of Financial Statements of a profit making sole proprietorship trading firm with additional information,	2. Kumar, Alok. Financial Accounting, Singhal Publication. 3. Monga, J R. Financial Accounting: concept and Applications. Mayur paper Backs, New Delhi	6	1		
2.	August	1	Unit-1: Introduction Preparation of Financial Statements of a not for profit organisations.	1. Goyal, Bhushan Kumar and H.N. Tiwari, Financial Accounting , Taxmann	6	1		
		2	Unit-2: Depreciation Accounting	2. Kumar, Alok. Financial Accounting, Singhal Publication.	6	1		
		3						

S. No.	Month	Week No.	Unit/Topic	Resource/References/Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity-GD, documentary etc.)
		4	Unit-2:Inventory Valuation Inventory Valuation: Meaning, Significance of Inventory Valuation, Inventory Record System-Periodic and Perpetual, Methods of Inventory Valuation- FIFO, LIFO and Weighted Average	3. Monga, J R. Financial Accounting: concept and Applications. Mayur paper Backs, New Delhi	5	1		
		5	Unit-3: Special types of Accounting Hire Purchase Accounting: Calculation of Interest, Partial and Full Repossession.		6	1		
			Unit-3: Special types of Accounting Hire Purchase Accounting: profit Computation (Stock & Debtors System only)		3	1		
3.	September	1	Unit-3: Special types of Accounting Hire Purchase Accounting: profit Computation (Stock & Debtors System only)	1. Goyal, Bhushan Kumar and H.N. Tiwari, Financial Accounting , Taxmann	3	1	Internal Assessment 1	
		2	Unit-3: Special types of Accounting Accounting for Leases: Concept Classification of leases	2. Kumar, Alok. Financial Accounting, Singhal Publication. 3. Monga, J R. Financial Accounting: concept and Applications. Mayur paper	6	1		

S. No.	Month	Week No.	Unit/Topic	Resource/References/Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity-GD, documentary etc.)
		3	Unit-3: Special types of Accounting Accounting for Branches	Backs, New Delhi	5	1		
		4	Unit-3: Special types of Accounting Accounting for Branches		6	1		
		5	Unit-3: Special types of Accounting Departmental Accounting: Concept, Type of departments, Basis of allocation of departmental expenses, Methods of departmental accounting		4	1		
4.	October	1	Mid sem break	1.				
		2	Mid sem break					
		3	Unit-5: Computerized Accounting System	1. Goyal, Bhushan Kumar and H.N. Tiwari, Financial Accounting , Taxmann	6	1		
		4	Unit-4: Accounting for Partnership Firm	2. Kumar, Alok. Financial Accounting, Singhal Publication.	6	1		

S. No.	Month	Week No.	Unit/Topic	Resource/References/Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity-GD, documentary etc.)
			Partnership accounts: Fundamentals, Admission, Retirement and Death of a partner. Accounting for Dissolution of Partnership Firm.	3. Monga, J R. Financial Accounting: concept and Applications. Mayur paper Backs, New Delhi				
5.	November	1	Unit-5: Computerized Accounting System	1. Goyal, Bhushan Kumar and H.N. Tiwari, Financial Accounting , Taxmann	3	1	Internal Assessment 2	
		2	Unit-4: Accounting for Partnership Firm Dissolution of Partnership Firm including Insolvency of partners	2. Kumar, Alok. Financial Accounting, Singhal Publication.	6	1		
		3	Unit-4: Accounting for Partnership Firm Gradual realization of assets and piecemeal payment of liabilities	3. Monga, J R. Financial Accounting: concept and Applications. Mayur paper Backs, New Delhi	4	1		

Teaching Plan for Winter Semester 2016-17

Name of the Teacher: Saroj Joshi

Course Name: B.Com (Hons)

Paper Title: Business Mathematics
Semester/Year: 4th semester/2nd year

S. No.	Month	Week No.	Unit/Topic	Resource/References/Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
1.	January	1	Unit I: Matrices and Determinants Definition and types of matrix, Algebra of matrices, Inverse of a matrix- Business Applications.	1. Kapoor, V.K. Business Mathematics, Theory & Applications. Sultan Chand & Sons 2. Sharma, S.K. & Kaur, Gurmeet. Business Mathematics. Sultan Chand 3. Thukral, J.K. Business Mathematics. Mayur Publications.	5	1		
		2	Unit I: Matrices and Determinants Solution of system of linear equations using matrix inversion method and Cramer's Rule.		5	1		
		3	Unit I: Matrices and Determinants Leontief Input Output Model		5	1		
		4	Unit II: Basic Calculus Mathematical functions and their types (linear, quadratic, polynomial, exponential, logarithmic and logistic function). Concepts of limit and continuity of a function.		5	1		
		5	Unit II: Basic Calculus Concept of Marginal Analysis. Concept of Elasticity.		2	1		
2.	Feburary	1	Unit II: Basic Calculus	1. Kapoor, V.K. Business Mathematics, Theory &	3	1		

		2	Applied Maxima and Minima problems including effect of Tax on Monopolist's Optimum price and quantity, Economic Order Quantity.	Applications. Sultan Chand & Sons 2. Sharma, S.K. & Kaur, Gurmeet. Business Mathematics. Sultan Chand 3. Thukral, J.K. Business Mathematics. Mayur Publications.	5	1	Internal Assessment 1	
		3	Unit III: Advanced Calculus Partial Differentiation: Partial derivatives up to second order. Homogeneity of functions and Euler's theorem.		5	1		
		4	Unit III: Advanced Calculus Total differentials. Differentiation of implicit functions with the help of total differentials.		5	1		
		5	Unit III: Advanced Calculus Maxima and Minima involving two variables – Applied optimization problems.		2			
			Unit III: Advanced Calculus Constraint optimization problems using Lagrange multiplier involving two variables having not more than one constraint.					
3.	March	1	Unit III: Advanced Calculus Integration: Standard forms & methods of integration- by substitution, by parts and by use of partial fractions. Definite integration. Finding areas in simple cases	1. Kapoor, V.K. Business Mathematics, Theory & Applications. Sultan Chand & Sons 2. Sharma, S.K. & Kaur, Gurmeet. Business Mathematics. Sultan Chand	3 5	1 1		

		2	Unit III: Advanced Calculus Application of Integration to marginal analysis; Consumer's and Producer's Surplus. Rate of sales, The Learning Curve.	3. Thukral, J.K. Business Mathematics. Mayur Publications.	4	1		
		3	Unit IV: Mathematics of Finance Rates of interest: nominal, effective and their inter-relationships in different compounding situations.		4	1		
		4	Mid sem break					
		5	Unit IV: Mathematics of Finance Compounding and discounting of a sum using different types of rates. Applications relating to Depreciation of assets and Equation of value.					
4.	April	1	Unit IV: Mathematics of Finance Types of annuities: ordinary, due deferred, continuous, perpetual. Determination of future and present values using different types of rates of interest. Applications relating to Capital expenditure, Leasing, Valuation of simple loans and debentures, sinking fund.	1. Kapoor, V.K. Business Mathematics, Theory & Applications. Sultan Chand & Sons 2. Sharma, S.K. & Kaur, Gurmeet. Business Mathematics. Sultan Chand 3. Thukral, J.K. Business Mathematics. Mayur Publications.	5	1	Internal Assessment 2	
		2	Unit V: Linear Programming Formulation of Linear programming problems (LPPs),		5	1		

			Graphical solutions of LPPs. Cases of unique solutions, multiple optional solutions, unbounded solutions, infeasibility, and redundant constraints.		5	1		
		3	Unit V: Linear Programming Solution of LPPs by simplex method - maximization and minimization cases. Shadow prices of the resources, Identification of unique and multiple optimal solutions, unbounded solution, infeasibility and degeneracy.					
		4	Unit V: Linear Programming The dual problem: Formulation, relationship between Primal and Dual LPP, Primal and Dual solutions. Economic interpretation of the dual.		5	1		

Teaching Plan for Summer Semester 2017-18

Name of the Teacher: Saroj Joshi
Course Name: B.Com (Hons)
Paper Title: Financial Accounting
Semester/Year: 1st semester/1st year

S. No.	Month	Week No.	Unit/Topic	Resource/References/Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
1.	July	4	Unit-1: Introduction Conceptual Framework: Accounting principle, Concepts and Conventions Introduction to Accounting Standards and Indian Accounting Standards (AS & Ind AS),	1. Goyal, Bhushan Kumar and H.N. Tiwari, Financial Accounting , Taxmann	3	1		
		5	Unit-1: Introduction Preparation of Financial Statements of a profit making sole proprietorship trading firm with additional information,	2. Kumar, Alok. Financial Accounting, Singhal Publication. 3. Monga, J R. Financial Accounting: concept and Applications. Mayur paper Backs, New Delhi	6	1		
2.	August	1	Unit-1: Introduction Preparation of Financial Statements of a not for profit organisations.	1. Goyal, Bhushan Kumar and H.N. Tiwari, Financial Accounting , Taxmann	6	1		
		2	Unit-2: Depreciation Accounting	2. Kumar, Alok. Financial Accounting, Singhal Publication. 3. Monga, J R. Financial Accounting: concept and Applications. Mayur paper Backs, New Delhi	6	1		
		3	Unit-2:Inventory Valuation Inventory Valuation: Meaning, Significance of Inventory Valuation, Inventory Record System-Periodic and Perpetual, Methods of Inventory Valuation-FIFO, LIFO and Weighted Average		5	1		

S. No.	Month	Week No.	Unit/Topic	Resource/References/Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
		4	Unit-3: Special types of Accounting Hire Purchase Accounting: Calculation of Interest, Partial and Full Repossession.		6	1		
		5	Unit-3: Special types of Accounting Hire Purchase Accounting: profit Computation (Stock & Debtors System only)		3	1		
3.	September	1	Unit-3: Special types of Accounting Hire Purchase Accounting: profit Computation (Stock & Debtors System only)	1. Goyal, Bhushan Kumar and H.N. Tiwari, Financial Accounting , Taxmann	2	1		
		2	Unit-3: Special types of Accounting Accounting for Leases: Concept Classification of leases	2. Kumar, Alok. Financial Accounting, Singhal Publication.	6	1		
		3	Unit-3: Special types of Accounting Accounting for Branches	3. Monga, J R. Financial Accounting: concept and Applications. Mayur paper Backs, New Delhi	5	1	Internal Assessment 1	
		4	Unit-3: Special types of Accounting Accounting for Branches		6	1		

S. No.	Month	Week No.	Unit/Topic	Resource/References/Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
		5	Unit-3: Special types of Accounting Departmental Accounting: Concept, Type of departments, Basis of allocation of departmental expenses, Methods of departmental accounting		4	1		
4.	October	1	Mid sem break	1. Goyal, Bhushan Kumar and H.N. Tiwari, Financial Accounting , Taxmann				
		2	Unit-3: Special types of Accounting Departmental Accounting: Concept, Type of departments, Basis of allocation of departmental expenses, Methods of departmental accounting	2. Kumar, Alok. Financial Accounting, Singhal Publication.	6	1		
		3	Unit-5: Computerized Accounting System	3. Monga, J R. Financial Accounting: concept and Applications. Mayur paper Backs, New Delhi	6	1		
		4	Unit-4: Accounting for Partnership Firm Partnership accounts: Fundamentals, Admission, Retirement and Death of a partner. Accounting for Dissolution of Partnership Firm.		6	1		

S. No.	Month	Week No.	Unit/Topic	Resource/References/Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
5.	November	1	Unit-5: Computerized Accounting System	1. Goyal, Bhushan Kumar and H.N. Tiwari, Financial Accounting , Taxmann	3	1	Internal Assessment 2	
		2	Unit-4: Accounting for Partnership Firm Dissolution of Partnership Firm including Insolvency of partners	2. Kumar, Alok. Financial Accounting, Singhal Publication.	6	1		
		3	Unit-4: Accounting for Partnership Firm Gradual realization of assets and piecemeal payment of liabilities	3. Monga, J R. Financial Accounting: concept and Applications. Mayur paper Backs, New Delhi	4	1		

Teaching Plan for Winter Semester 2017-18

Name of the Teacher: Saroj Joshi

Course Name: B.Com (Hons)

Paper Title: Auditing and Corporate Governance

Semester/Year: 6th semester/3rd year

S. No.	Month	Week No.	Unit/Topic	Resource/ References/ Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
1.	January	1.	Unit I: Auditing Basic Principles and Techniques; Classification of Audit, Audit Planning, Internal Control – Internal Check and Internal Audit	1. Institute of Chartered Accountants of India, <i>Auditing and Assurance Standards</i> , ICAI, New Delhi.	5	1		
		2.	Unit I: Auditing Company Auditor- Qualifications and disqualifications, Appointment, Rotation, Removal, Remuneration, Rights and Duties; Auditor's Report- Contents and Types.	2. Relevant Publications of ICAI on <i>Auditing (CARO)</i> .	5	1		
		3.	Unit I: Auditing Special Areas of Audit: Cost audit, Tax audit and Management audit; Recent Trends in Auditing: Basic considerations of audit in EDP Environment; Relevant Auditing and Assurance Standards (AASs).	3. Sharma, J.P., <i>Corporate Governance, Business Ethics, and CSR</i> , Ane Books Pvt Ltd, New Delhi.	5	1		
		4.	Unit II: Corporate Governance Meaning, Theories, Models and Benefits of Corporate Governance; Politics and governance;	4. latest editions of text books	5	1		
2.	February	1.	Unit II: Corporate Governance Board Committees and their Functions; Insider Trading; Rating Agencies; Green Governance/E-governance; Clause 49 of Listing Agreement;	1. Institute of Chartered Accountants of India, <i>Auditing and Assurance Standards</i> , ICAI, New Delhi.	3	1		
		2.	Unit II: Corporate Governance		4	1		

S. No.	Month	Week No.	Unit/Topic	Resource/ References/ Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
		3.	Corporate governance in public sector undertakings; corporate funding of political parties; Class Action; Whistle Blowing; Shareholders Activism. Unit III: Major Corporate Governance Failures BCCI (UK), Maxwell Communication (UK), Enron (USA), World.Com (USA), Andersen Worldwide (USA),	2. Relevant Publications of ICAI on <i>Auditing</i> (CARO). 3. Sharma, J.P., <i>Corporate Governance, Business Ethics, and CSR</i> , Ane Books Pvt Ltd, New Delhi. 4. latest editions of text books	5	1		
		4.	Unit III: Major Corporate Governance Failures Harshad Mehta Scam, Satyam Computer Services Ltd, and Kingfisher Airlines; Common Governance Problems Noticed in various Corporate Failures;		4	1		
3.	March	1.	Mid sem break					
		2.	Unit III: Major Corporate Governance Failures Codes and Standards on Corporate Governance; Initiatives in India.	1. Institute of Chartered Accountants of India, <i>Auditing and Assurance Standards</i> , ICAI, New Delhi. 2. Relevant Publications of ICAI on <i>Auditing</i> (CARO).	3	1	Internal assessment 1	
		3.	Unit IV: Business Ethics Morality and Ethics; Business Values and Ethics; Various Approaches to Business		5	1		

S. No.	Month	Week No.	Unit/Topic	Resource/ References/ Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
		4.						
5.								

Teaching Plan for Summer Semester 2018-19

Name of the Teacher: Saroj Joshi
Course Name: B.Com (Hons)
Paper Title: Financial Accounting
Semester/Year: 1st semester/1st year

S. No.	Month	Week No.	Unit/Topic	Resource/ References/ Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
1.	July	4	Unit-1: Introduction Conceptual Framework: Accounting principle, Concepts and Conventions Introduction to Accounting Standards and Indian Accounting Standards (AS & Ind AS),	1. Goyal, Bhushan Kumar and H.N. Tiwari, Financial Accounting , Taxmann	3	1		
		5	Unit-1: Introduction Preparation of Financial Statements of a profit making sole proprietorship trading firm with additional information,	2. Kumar, Alok. Financial Accounting, Singhal Publication. 3. Monga, J R. Financial Accounting: concept and Applications. Mayur paper Backs, New Delhi	6	1		
2.	August	1	Unit-1: Introduction Preparation of Financial Statements of a not for profit organisations.	1. Goyal, Bhushan Kumar and H.N. Tiwari, Financial Accounting , Taxmann	6	1		
		2	Unit-2: Depreciation Accounting	2. Kumar, Alok. Financial Accounting, Singhal Publication. 3. Monga, J R. Financial Accounting: concept and Applications. Mayur paper Backs, New Delhi	6	1		
		3	Unit-2:Inventory Valuation Inventory Valuation: Meaning, Significance of Inventory Valuation, Inventory Record System- Periodic and Perpetual,		5	1		

S. No.	Month	Week No.	Unit/Topic	Resource/ References/ Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
		4	Methods of Inventory Valuation-FIFO, LIFO and Weighted Average Unit-3: Special types of Accounting Hire Purchase Accounting: Calculation of Interest, Partial and Full Repossession.		6	1		
		5	Unit-3: Special types of Accounting Hire Purchase Accounting: profit Computation (Stock & Debtors System only)		3	1		
3.	September	1	Unit-3: Special types of Accounting Hire Purchase Accounting: profit Computation (Stock & Debtors System only)	1. Goyal, Bhushan Kumar and H.N. Tiwari, Financial Accounting , Taxmann	3	1	Internal Assessment 1	
		2	Unit-3: Special types of Accounting Accounting for Leases: Concept Classification of leases	2. Kumar, Alok. Financial Accounting, Singhal Publication. 3. Monga, J R. Financial Accounting: concept and Applications. Mayur paper Backs, New Delhi	6	1		
		3	Unit-3: Special types of Accounting Accounting for Branches		5	1		

S. No.	Month	Week No.	Unit/Topic	Resource/ References/ Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
		4	Unit-3: Special types of Accounting Accounting for Branches		6	1		
		5	Unit-3: Special types of Accounting Departmental Accounting: Concept, Type of departments, Basis of allocation of departmental expenses, Methods of departmental accounting		4	1		
4.	October	1	Unit-3: Special types of Accounting Departmental Accounting: Concept, Type of departments, Basis of allocation of departmental expenses, Methods of departmental accounting	1. Goyal, Bhushan Kumar and H.N. Tiwari, Financial Accounting , Taxmann 2. Kumar, Alok. Financial Accounting, Singhal Publication.	6	1		
		2	Unit-5: Computerized Accounting System	3. Monga, J R. Financial Accounting: concept and Applications. Mayur paper Backs, New Delhi	6	1		
		3	Mid sem break					

S. No.	Month	Week No.	Unit/Topic	Resource/ References/ Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)

Teaching Plan for Winter Semester 2018-19

Name of the Teacher: Saroj Joshi

Course Name: B.Com (Hons)

Paper Title: Business Mathematics

Semester/Year: 4th semester/2nd year

S. No.	Month	Week No.	Unit/Topic	Resource/ References/ Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
1.	January	1	Unit I: Matrices and Determinants Definition and types of matrix, Algebra of matrices, Inverse of a matrix- Business Applications.	1. Kapoor, V.K. Business Mathematics, Theory & Applications. Sultan Chand & Sons	3	1		
		2	Unit I: Matrices and Determinants Solution of system of linear equations using matrix inversion method and Cramer's Rule.	2. Sharma, S.K. & Kaur, Gurmeet. Business Mathematics. Sultan Chand 3. Thukral, J.K. Business Mathematics. Mayur Publications.	5	1		
		3	Unit I: Matrices and Determinants Leontief Input Output Model		5	1		

S. No.	Month	Week No.	Unit/Topic	Resource/ References/ Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
		4	Unit II: Basic Calculus Mathematical functions and their types (linear, quadratic, polynomial, exponential, logarithmic and logistic function). Concepts of limit and continuity of a function.		5	1		
		5	Unit II: Basic Calculus Concept of Marginal Analysis. Concept of Elasticity.		2	1		
2.	Feburary	1	Unit II: Basic Calculus Applied Maxima and Minima problems including effect of Tax on Monopolist's Optimum price and quantity, Economic Order Quantity.	1. Kapoor, V.K. Business Mathematics, Theory & Applications. Sultan Chand & Sons 2. Sharma, S.K. & Kaur, Gurmeet. Business Mathematics. Sultan Chand	2	1		
		2	Unit III: Advanced Calculus Partial Differentiation: Partial derivatives up to second order. Homogeneity of functions and Euler's theorem.	3. Thukral, J.K. Business Mathematics. Mayur Publications.	5	1		
		3	Unit III: Advanced Calculus		5	1		

S. No.	Month	Week No.	Unit/Topic	Resource/ References/ Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
		4	Total differentials. Differentiation of implicit functions with the help of total differentials. Unit III: Advanced Calculus Maxima and Minima involving two variables – Applied optimization problems.		5	1	Internal Assessment 1	
		5	Unit III: Advanced Calculus Constraint optimization problems using La grangean multiplier involving two variables having not more than one constraint.		3	1		
3.	March	1	Unit III: Advanced Calculus Integration: Standard forms & methods of integration- by substitution, by parts and by use of partial fractions. Definite integration. Finding areas in simple cases	1. Kapoor, V.K. Business Mathematics, Theory & Applications. Sultan Chand & Sons 2. Sharma, S.K. & Kaur, Gurmeet. Business Mathematics. Sultan Chand 3. Thukral, J.K. Business Mathematics. Mayur Publications.	2	1		
		2	Unit III: Advanced Calculus Application of Integration to marginal analysis; Consumer's and Producer's Surplus. Rate of sales, The Learning Curve.		5	1		
		3	Mid sem break					

S. No.	Month	Week No.	Unit/Topic	Resource/ References/ Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
		4	Unit IV: Mathematics of Finance Rates of interest: nominal, effective and their inter-relationships in different compounding situations.		4	1		
		5	Unit IV: Mathematics of Finance Compounding and discounting of a sum using different types of rates. Applications relating to Depreciation of assets and Equation of value.		5	1		
4.	April	1	Unit IV: Mathematics of Finance Types of annuities: ordinary, due deferred, continuous, perpetual. Determination of future and present values using different types of rates of interest. Applications relating to Capital expenditure, Leasing, Valuation of simple loans and debentures, sinking fund.	1. Kapoor, V.K. Business Mathematics, Theory & Applications. Sultan Chand & Sons 2. Sharma, S.K. & Kaur, Gurmeet. Business Mathematics. Sultan Chand 3. Thukral, J.K. Business Mathematics. Mayur Publications.	5	1	Internal Assessment 2	

S. No.	Month	Week No.	Unit/Topic	Resource/ References/ Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
		2	Unit V: Linear Programming Formulation of Linear programming problems (LPPs), Graphical solutions of LPPs. Cases of unique solutions, multiple optional solutions, unbounded solutions, infeasibility, and redundant constraints.		5	1		
		3	Unit V: Linear Programming Solution of LPPs by simplex method - maximization and minimization cases. Shadow prices of the resources, Identification of unique and multiple optimal solutions, unbounded solution, infeasibility and degeneracy.		5	1		
		4	Unit V: Linear Programming The dual problem: Formulation, relationship between Primal and Dual LPP, Primal and Dual solutions. Economic interpretation of the dual.		5	1		
5.				1.				
				2.				
				3.				
				4.				
				5.				

Teaching Plan for Summer Semester 2019-20

Name of the Teacher: Saroj Joshi
Course Name: B.Com (Hons)
Paper Title: Financial Accounting
Semester/Year: 1st semester/1st year

S. No.	Month	Week No.	Unit/Topic	Resource/ References/ Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)	
1.	July	4	Unit-1: Introduction Conceptual Framework: Accounting principle, Concepts and Conventions Introduction to Accounting Standards and Indian Accounting Standards (AS & Ind AS),	1. Goyal, Bhushan Kumar and H.N. Tiwari, Financial Accounting , Taxmann	3	1			
		5	Unit-1: Introduction Preparation of Financial Statements of a profit making sole proprietorship trading firm with additional information,	2. Kumar, Alok. Financial Accounting, Singhal Publication. 3. Monga, J R. Financial Accounting: concept and Applications. Mayur paper Backs, New Delhi	6	1			
2.	August	1	Unit-1: Introduction Preparation of Financial Statements of a not for profit organisations.	1. Goyal, Bhushan Kumar and H.N. Tiwari, Financial Accounting , Taxmann	3	1			
		2	Unit-2: Depreciation Accounting	2. Kumar, Alok. Financial Accounting, Singhal Publication. 3. Monga, J R. Financial Accounting: concept and Applications. Mayur paper Backs, New Delhi	6	1			
		3	Unit-2:Inventory Valuation Inventory Valuation: Meaning, Significance of Inventory		5	1			

S. No.	Month	Week No.	Unit/Topic	Resource/ References/ Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
		4	Valuation, Inventory Record System-Periodic and Perpetual, Methods of Inventory Valuation-FIFO, LIFO and Weighted Average Unit-3: Special types of Accounting Hire Purchase Accounting: Calculation of Interest, Partial and Full Repossession.		6	1		
		5	Unit-3: Special types of Accounting Hire Purchase Accounting: profit Computation (Stock & Debtors System only)		5	1		
3.	September	1	Unit-3: Special types of Accounting Hire Purchase Accounting: profit Computation (Stock & Debtors System only)	1. Goyal, Bhushan Kumar and H.N. Tiwari, Financial Accounting , Taxmann	5	1		
		2	Unit-3: Special types of Accounting Accounting for Leases: Concept Classification of leases	2. Kumar, Alok. Financial Accounting, Singhal Publication. 3. Monga, J R. Financial Accounting: concept and Applications. Mayur paper Backs, New Delhi	6	1	Internal Assessment 1	
		3	Unit-3: Special types of Accounting Accounting for Branches		5	1		

S. No.	Month	Week No.	Unit/Topic	Resource/ References/ Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
		4	Unit-3: Special types of Accounting Accounting for Branches		6	1		
		5	Unit-3: Special types of Accounting Departmental Accounting: Concept, Type of departments, Basis of allocation of departmental expenses, Methods of departmental accounting		2			
4.	October	1	Unit-3: Special types of Accounting Departmental Accounting: Concept, Type of departments, Basis of allocation of departmental expenses, Methods of departmental accounting	1. Goyal, Bhushan Kumar and H.N. Tiwari, Financial Accounting , Taxmann 2. Kumar, Alok. Financial Accounting, Singhal Publication. 3. Monga, J R. Financial Accounting: concept and Applications. Mayur paper Backs, New Delhi	4	1		
		2	Mid sem break					
		3			6	1		

S. No.	Month	Week No.	Unit/Topic	Resource/ References/ Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
		4	Unit-5: Computerized Accounting System		5	1		
		5	Unit-4: Accounting for Partnership Firm Partnership accounts: Fundamentals, Admission, Retirement and Death of a partner. Accounting for Dissolution of Partnership Firm.		3	1		
			Unit-4: Accounting for Partnership Firm Partnership accounts: Fundamentals, Admission, Retirement and Death of a partner. Accounting for Dissolution of Partnership Firm.					
5.	November	1	Unit-5: Computerized Accounting System	1. Goyal, Bhushan Kumar and H.N. Tiwari, Financial Accounting , Taxmann	4	1	Internal Assessment 2	
		2	Unit-4: Accounting for Partnership Firm Dissolution of Partnership Firm including Insolvency of partners	2. Kumar, Alok. Financial Accounting, Singhal Publication.	6	1		
		3	Unit-4: Accounting for Partnership Firm	3. Monga, J R. Financial Accounting: concept and Applications. Mayur paper Backs, New Delhi	4	1		

S. No.	Month	Week No.	Unit/Topic	Resource/ References/ Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
		4	Gradual realization of assets and piecemeal payment of liabilities Unit-4: Accounting for Partnership Firm Gradual realization of assets and piecemeal payment of liabilities		4	1		

Teaching Plan for Winter Semester 2019-20

Name of the Teacher: Saroj Joshi

Course Name: B.Com (Hons)

Paper Title: Business Mathematics

Semester/Year: 4th semester/2nd year

S. No.	Month	Week No.	Unit/Topic	Resource/ References/ Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
1.	January	1	Unit I: Matrices and Determinants Definition and types of matrix, Algebra of matrices, Inverse of a matrix- Business Applications.	1. Kapoor, V.K. Business Mathematics, Theory & Applications. Sultan Chand & Sons	3	1		
		2	Unit I: Matrices and Determinants Solution of system of linear equations using matrix inversion method and Cramer's Rule.	2. Sharma, S.K. & Kaur, Gurmeet. Business Mathematics. Sultan Chand 3. Thukral, J.K. Business Mathematics. Mayur Publications.	5	1		
		3			5	1		

S. No.	Month	Week No.	Unit/Topic	Resource/ References/ Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
		4	Unit I: Matrices and Determinants Leontief Input Output Model		5	1		
		5	Unit II: Basic Calculus Mathematical functions and their types (linear, quadratic, polynomial, exponential, logarithmic and logistic function). Concepts of limit and continuity of a function.		4	1		
			Unit II: Basic Calculus Concept of Marginal Analysis. Concept of Elasticity.					
2.	Feburary	1	Unit II: Basic Calculus Applied Maxima and Minima problems including effect of Tax on Monopolist's Optimum price and quantity, Economic Order Quantity.	1. Kapoor, V.K. Business Mathematics, Theory & Applications. Sultan Chand & Sons 2. Sharma, S.K. & Kaur, Gurmeet. Business Mathematics. Sultan Chand	5	1		
		2	Unit III: Advanced Calculus Partial Differentiation: Partial derivatives up to second order. Homogeneity of functions and Euler's theorem.	3. Thukral, J.K. Business Mathematics. Mayur Publications.	5	1		
		3	Unit III: Advanced Calculus		4	1		

S. No.	Month	Week No.	Unit/Topic	Resource/ References/ Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
		4	<p>Total differentials. Differentiation of implicit functions with the help of total differentials.</p> <p>Unit III: Advanced Calculus Maxima and Minima involving two variables – Applied optimization problems. Constraint optimization problems using La grangean multiplier involving two variables having not more than one constraint.</p>		5	1	Internal Assessment 1	
3.	March	1	<p>Unit III: Advanced Calculus Integration: Standard forms & methods of integration- by substitution, by parts and by use of partial fractions. Definite integration. Finding areas in simple cases</p>	<p>1. Kapoor, V.K. Business Mathematics, Theory & Applications. Sultan Chand & Sons 2. Sharma, S.K. & Kaur, Gurmeet. Business Mathematics. Sultan Chand 3. Thukral, J.K. Business Mathematics. Mayur Publications.</p>	5	1		
		2	Mid sem break					
		3	<p>Unit III: Advanced Calculus Application of Integration to marginal analysis; Consumer's</p>		5	1		

S. No.	Month	Week No.	Unit/Topic	Resource/ References/ Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
		4	and Producer's Surplus. Rate of sales, The Learning Curve. Unit IV: Mathematics of Finance Rates of interest: nominal, effective and their inter-relationships in different compounding situations.		4	1		
		5	Unit IV: Mathematics of Finance Compounding and discounting of a sum using different types of rates. Applications relating to Depreciation of assets and Equation of value.		2	1		
4.	April	1	Unit IV: Mathematics of Finance Types of annuities: ordinary, due deferred, continuous, perpetual. Determination of future and present values using different types of rates of interest.	1. Kapoor, V.K. Business Mathematics, Theory & Applications. Sultan Chand & Sons 2. Sharma, S.K. & Kaur, Gurmeet. Business Mathematics. Sultan Chand 3. Thukral, J.K. Business Mathematics. Mayur Publications.	3	1		
		2	Unit IV: Mathematics of Finance Applications relating to Capital expenditure, Leasing, Valuation of simple loans and debentures, sinking fund.		5	1	Internal Assessment 2	

S. No.	Month	Week No.	Unit/Topic	Resource/ References/ Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)

Teaching Plan for Summer Semester 2020-21

Name of the Teacher: Saroj Joshi

Course Name: B.Com (Hons)

Paper Title: Financial Accounting

Semester/Year: 1st semester/1st year

S. No.	Month	Week No.	Unit/Topic	Resource/ References/ Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
1.	November	3	Unit-1: Introduction Conceptual Framework: Accounting principle, Concepts and Conventions Introduction to Accounting Standards and Indian Accounting Standards (AS & Ind AS),	1. Goyal, Bhushan Kumar and H.N. Tiwari, Financial Accounting , Taxmann	3	1		
		4	Unit-1: Introduction Preparation of Financial Statements of a profit making sole proprietorship trading firm with additional information,	2. Kumar, Alok. Financial Accounting, Singhal Publication. 3. Monga, J R. Financial Accounting: concept and Applications. Mayur paper Backs, New Delhi	6	1		
2.	December	1	Unit-1: Introduction Preparation of Financial Statements of a not for profit organisations.	1. Goyal, Bhushan Kumar and H.N. Tiwari, Financial Accounting , Taxmann	4	1		

S. No.	Month	Week No.	Unit/Topic	Resource/ References/ Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
		2	Unit-2: Depreciation Accounting	2. Kumar, Alok. Financial Accounting, Singhal Publication.	6	1		
		3	Unit-2: Inventory Valuation Inventory Valuation: Meaning, Significance of Inventory Valuation, Inventory Record System-Periodic and Perpetual, Methods of Inventory Valuation-FIFO, LIFO and Weighted Average	3. Monga, J R. Financial Accounting: concept and Applications. Mayur paper Backs, New Delhi	5	1		
		4	Unit-3: Special types of Accounting Hire Purchase Accounting: Calculation of Interest, Partial and Full Repossession.		6	1		
		5	Unit-3: Special types of Accounting Hire Purchase Accounting: profit Computation (Stock & Debtors System only)		3	1		
3.	January	1	Unit-3: Special types of Accounting Hire Purchase Accounting: profit Computation (Stock & Debtors System only)	1. Goyal, Bhushan Kumar and H.N. Tiwari, Financial Accounting , Taxmann	2	1	Internal Assessment 1	

S. No.	Month	Week No.	Unit/Topic	Resource/ References/ Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
		2	Unit-3: Special types of Accounting Accounting for Leases: Concept Classification of leases	2. Kumar, Alok. Financial Accounting, Singhal Publication.	6	1		
		3	Unit-3: Special types of Accounting Accounting for Branches	3. Monga, J R. Financial Accounting: concept and Applications. Mayur paper Backs, New Delhi	5	1		
		4	Unit-3: Special types of Accounting Accounting for Branches		6	1		
		5	Unit-3: Special types of Accounting Departmental Accounting: Concept, Type of departments, Basis of allocation of departmental expenses, Methods of departmental accounting		5	1		
4.	Feburary	1	Unit-5: Computerized Accounting System	1. 1. Goyal, Bhushan Kumar and H.N. Tiwari, Financial Accounting , Taxmann	5	1	Internal assessment 2	
		2	Unit-4: Accounting for Partnership Firm Introduction. Dissolution of		6	1		

Teaching Plan:Even Semester-Academic Year 2017-18

Name of the Teacher: Satnam Singh

Course Name: B.Com.(Hons.)

Paper Title: 4.5(e) E-Filings of Returns-Skill Enhancement Course

Semester/Year: IV/2nd

S. No.	Month	Week No.	Unit/Topic	Resource/References/Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
1	January	1	<p>Introduction to syllabus and objectives of course</p> <p>Unit-1:Conceptual Framework-E-filing</p> <p>Unit 1: Difference between e filings and regular filing</p> <p>Unit 1: Benefits and limitations of E-Filings;</p>	<p>Singhania,Vinod K. and Singhania Monica. <i>Students' guide to Income Tax</i>. University Edition. Taxmann Publications Pvt Ltd.,New Delhi.</p> <p>https://www.incometaxindiaefiling.gov.in/home</p> <p>MahendraB. Gabhawala.<i>Direct Taxes Ready Reckoner with tax planning</i>. Bharat Law House Pvt. Ltd., New Delhi.</p> <p>ICAI Study material on Taxation (Link-https://www.icai.org/post.html?post_id=16945)</p>	4	NA	NA	A virtual tour of Income tax website.
		2	<p>Unit 1:Various steps involved in process of E-filing, How to access relevant notifications on website?</p> <p>Unit 2: Income tax-Basic terms</p> <p>Unit 2: Practical workshops on ITR 1 (SAHAJ)</p>	<p>Singhania,Vinod K. and Singhania Monica. <i>Students' guide to Income Tax</i>. University Edition. Taxmann Publications Pvt Ltd.,New Delhi.</p> <p>https://www.incometaxindiaefiling.gov.in/home</p> <p>ICAI Study material on Taxation (link-</p>	3	NA	NA	<p>Discussion on relevant notifications and news related to Income Tax returns;</p> <p>Presentation by group of students on contemporary</p>

				https://www.icai.org/post.html?post_id=16945)				issues on Income Tax
		3	<p>Unit 2: Section 139(1), Modes of Submission of returns, Electric Verification of Returns, Due date of filing of returns</p> <p>Unit 2: Original returns, Belated returns, Loss Returns, Defective/ Incomplete Returns. Consequences of Late filing of returns.</p> <p>Practical Workshop on ITR-2</p>	<p>Singhania, Vinod K. and Singhania Monica. <i>Students' guide to Income Tax</i>. University Edition. Taxmann Publications Pvt Ltd., New Delhi.</p> <p>https://www.incometaxindiaefiling.gov.in/home</p> <p>Mahendra B. Gabhawala. <i>Direct Taxes Ready Reckoner with tax planning</i>. Bharat Law House Pvt. Ltd., New Delhi.</p> <p>ICAI Study material on Taxation (link-https://www.icai.org/post.html?post_id=16945))</p>	4	NA	NA	<p>Discussion on relevant notifications and news related to Income Tax returns;</p> <p>Presentation by group of students on contemporary issues on Income Tax</p>
		4	<p>Unit 2: Meaning of Assessment, Self-Assessment, Summary Assessment, Scrutiny Assessment, Best Judgment Assessment, Escaping Assessment</p> <p>Unit 2: Concept of Advance Tax and Self-Assessment tax, Meaning of PAN & TAN and their relevant provisions.</p>	<p>Singhania, Vinod K. and Singhania Monica. <i>Students' guide to Income Tax</i>. University Edition. Taxmann Publications Pvt Ltd., New Delhi.</p> <p>https://www.incometaxindiaefiling.gov.in/home</p> <p>Mahendra B. Gabhawala. <i>Direct Taxes Ready Reckoner</i></p>	4	NA	1 st Internal Assessment (Unit 1 and Unit 2 Theory)	<p>E –filing of ITR-1 in completely online mode.</p> <p>Discussion on relevant notifications and news related to Income Tax returns;</p>

			Unit 2: Introduction to ITR-3 and ITR-4 (SUGAM)	with tax planning. Bharat Law House Pvt. Ltd., New Delhi. ICAI Study material on Taxation (link- https://www.icai.org/post.html?post_id=16945)				Presentation by group of students on contemporary issues on Income Tax
2	February	1	Unit 3: Concept of TDS and other related concepts, Sec 197 and 197A, Concept of advance tax, Calculation of advance tax, Detailed analysis of section 192. Unit 3: Practical Case studies on deduction of TDS from Salary Income Unit 2: Practical Problems on ITR 4(Presumptive Business Income)	Singhania, Vinod K. and Singhania Monica. <i>Students' guide to Income Tax</i> . University Edition. Taxmann Publications Pvt Ltd., New Delhi. https://www.incometaxindiaefiling.gov.in/home Mahendra B. Gabhawala. <i>Direct Taxes Ready Reckoner with tax planning</i> . Bharat Law House Pvt. Ltd., New Delhi. ICAI Study material on Taxation (link- https://www.icai.org/post.html?post_id=16945)	4	NA	NA	Discussion on Economic Survey 2020-2021 (with focus on provisions related to tax)
		2	Unit 3: Other TDS Provisions- Sec. 192A, 193, 194, 194A, 194B, 194BB, 194D, 194DA, 194H, 194I, 194IB, 194IA, 194J, 194C, 194M, 194N. Unit 3: Practical Problems on deduction of TDS. Unit 2: Practical Problem on ITR-3(Business Income)	Singhania, Vinod K. and Singhania Monica. <i>Students' guide to Income Tax</i> . University Edition. Taxmann Publications Pvt Ltd., New Delhi. https://www.incometaxindiaefiling.gov.in/home Mahendra B. Gabhawala. <i>Direct Taxes Ready Reckoner with tax planning</i> . Bharat Law House Pvt. Ltd., New Delhi. ICAI Study material on Taxation (link-	4	NA		Discussion on Budget 2020 (with focus on provisions related to tax) Discussion on relevant notifications and news related to Income Tax returns;

				https://www.icai.org/post.html?post_id=16945				Presentation by group of students on contemporary issues on Income Tax
		3	<p>Unit 3: Introduction to Various TDS returns forms - 24Q, 26Q, 27Q, 26QB, 26QC. Due dates of filing of TDS returns, Time of deposit of TDS, default in furnishing TDS returns Sec 234E, 271H, Exemptions from TDS</p> <p>Practical Workshop on ITR 3 (Business Income)</p>	<p>NSDL website for TDS returns (Link-://www.tin-nsdl.com/services/etds-etcs/etds-steps.html) Singhania, Vinod K. and Singhania Monica. <i>Students' guide to Income Tax</i>. University Edition. Taxmann Publications Pvt Ltd., New Delhi. https://www.incometaxindiaefiling.gov.in/home Mahendra B. Gabhawala. <i>Direct Taxes Ready Reckoner with tax planning</i>. Bharat Law House Pvt. Ltd., New Delhi. ICAI Study material on Taxation (link-https://www.icai.org/post.html?post_id=16945)</p> <p>NSDL portal (https://www.tin-nsdl.com/)</p>	4	NA		Discussion on relevant notifications and news related to Income Tax returns; Presentation by group of students on contemporary issues on Income Tax
		4	<p>Unit 3: TDS certificate- Form 26AS, Form 16, Form 16A, Form 16B, Form 16C, Form 16D, Form 13, Form 15G/15H</p> <p>Unit 2: Practical Workshop on ITR 3 (Business Income)</p>	<p>NSDL website for TDS returns (Link-://www.tin-nsdl.com/services/etds-etcs/etds-steps.html) Singhania, Vinod K. and Singhania Monica. <i>Students' guide to Income Tax</i>.</p>	3	NA	NA	Discussion on relevant notifications and news related to Income Tax returns; Presentation by group of students on contemporary

				<p>University Edition. Taxmann Publications Pvt Ltd., New Delhi. https://www.incometaxindiaefiling.gov.in/home Mahendra B. Gabhawala. <i>Direct Taxes Ready Reckoner with tax planning</i>. Bharat Law House Pvt. Ltd., New Delhi. ICAI Study material on Taxation (link- https://www.icai.org/post.html?post_id=16945)</p> <p>NSDL portal (https://www.tin-nsdl.com/)</p>				issues on Income Tax
Mid-Semester Break								
	March	2	<p>Unit3: Introduction to NSDL portal Unit 2: Practical workshop on ITR 5 (Assessment of Firm)</p>	<p>NSDL website for TDS returns (Link-://www.tin-nsdl.com/services/etds-etcs/etds-steps.html) , Vinod K. and Singhania Monica. <i>Students' guide to Income Tax</i>. University Edition. Taxmann Publications Pvt Ltd., New Delhi. https://www.incometaxindiaefiling.gov.in/home Mahendra B. Gabhawala. <i>Direct Taxes Ready Reckoner with tax planning</i>. Bharat Law House Pvt. Ltd., New Delhi. ICAI Study material on Taxation (link- https://www.icai.org/post.html?post_id=16945)</p>	3	NA		<p>Discussion on relevant notifications and news related to Income Tax returns; Presentation by group of students on contemporary issues on Income Tax</p>

				NSDL portal (https://www.tin-nsdl.com/)				
		3	Unit 4: Introduction to Service Tax, relevant notification regarding e-filing of service tax. Filing of Service tax returns. Unit 3: Practical workshop on TDS return 24Q (TDS on salary income)	NSDL website for TDS returns (Link-://www.tin-nsdl.com/services/etds-etcs/etds-steps.html) ICAI Study material on Taxation (link- https://www.icai.org/post.html?post_id=16945) Singhania V. K , <i>GST & Customs Lax</i> , Taxmann Publication. Bansal, K. M., <i>GST & Customs Law</i> , Taxmann Publication.	4	NA		Discussion on relevant notifications and news related to Income Tax returns; Presentation by group of students on contemporary issues on Income Tax
		4	Unit 4: Practical workshop on e-filing of service tax. Unit 3: Practical Workshop on TDS return 26Q	NSDL website for TDS returns (Link-://www.tin-nsdl.com/services/etds-etcs/etds-steps.html) ICAI Study material on Taxation (link- https://www.icai.org/post.html?post_id=16945) Singhania V. K , <i>GST & Customs Lax</i> , Taxmann Publication. Bansal, K. M., <i>GST & Customs Law</i> , Taxmann Publication.	4	NA	2 nd Internal Assessment: Unit 3 and Unit 4	Discussion on relevant notifications and news related to Income Tax returns; Presentation by group of students on contemporary issues on Income Tax
4	April	1	Additional topics(not in syllabus): Introduction to GST, CGST, IGST, SGST Act, Taxes subsumed in GST,	NSDL website for TDS returns (Link-://www.tin-nsdl.com/services/etds-etcs/etds-steps.html)	3	NA		Presentation by group of students on contemporary

			Pre-GST v/s GST, State Compensation Act, Unit 3: Practical workshop on TDS return 24Q (TDS on salary income) GST Network, Concept of ITC, Utilization of ITC, Reverse Charge Mechanism, Registration, Composition Scheme.	ICAI Study material on Taxation (link- https://www.icai.org/post.html?post_id=16945) Singhania V. K , <i>GST & Customs Lax</i> , Taxmann Publication. Bansal, K. M., <i>GST & Customs Law</i> , Taxmann Publication.				issues on Income Tax GST was implemented from July 2017 but the same was not updated in university syllabus. For giving the updates knowledge of GST, this topic was covered despite it is not in syllabus.
		2	Unit 4: Payment of GST by Electronic Ledgers : Concept, Electronic cash Ledger, Electronic Credit Ledger, Electronic Liability Ledger Person Liable to Pay GST, Due Dates of payment of GST, Interest on delayed payment of GST Filing of GST returns-Concept and Process, Modes of Filing of GST returns, Detailed analysis of GSTR-1, GSTR-2, GSTR-3, GSTR-4, GSTR-9, GSTR-3B. Applicability of different GST returns forms. Unit 4: Defaults and delay in furnishing GST returns, Interest/ Penalty on defaults.	ICAI Study material on Taxation (link- https://www.icai.org/post.html?post_id=16945) Singhania V. K , <i>GST & Customs Lax</i> , Taxmann Publication. Bansal, K. M., <i>GST & Customs Law</i> , Taxmann Publication.	4	NA		Presentation by group of students on contemporary issues on Income Tax
		3	Revision, Discussion on Previous Years paper, Doubts session		4	NA		Discussion on effective answer writing.
Individual Interaction with students during preparatory leaves (Optional). Practical Exam was held during the last week of preparatory leaves.								

Teaching Plan:Even Semester-Academic Year 2018-19

Name of the Teacher: Satnam Singh

Course Name: B.Com.(Hons.)

Paper Title: 4.5(e) E-Filings of Returns-Skill Enhancement Course

Semester/Year: IV/2nd

S. No.	Month	Week No.	Unit/Topic	Resource/References/Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
1	January	1	Introduction to syllabus and objectives of course Unit-1:Conceptual Framework-E-filing Unit 1: Difference between e filings and regular filing Unit 1: Benefits and limitations of E-Filings;	Singhania,Vinod K. and Singhania Monica. <i>Students' guide to Income Tax</i> . University Edition. Taxmann Publications Pvt Ltd.,New Delhi. https://www.incometaxindiaefiling.gov.in/home MahendraB. Gabhawala. <i>Direct Taxes Ready Reckoner with tax planning</i> . Bharat Law House Pvt. Ltd., New Delhi. ICAI Study material on Taxation (Link- https://www.icai.org/post.html?post_id=16945)	4	NA	NA	A virtual tour of Income tax website.
		2	Unit 1:Various steps involved in process of E-filing, How to access relevant notifications on website? Unit 2: Income tax-Basic terms Unit 2: Practical workshops on ITR 1 (SAHAJ)	Singhania,Vinod K. and Singhania Monica. <i>Students' guide to Income Tax</i> . University Edition. Taxmann Publications Pvt Ltd.,New Delhi. https://www.incometaxindiaefiling.gov.in/home ICAI Study material on Taxation (link-	3	NA	NA	Discussion on relevant notifications and news related to Income Tax returns; Presentation by group of students on contemporary

				https://www.icai.org/post.html?post_id=16945)				issues on Income Tax
		3	<p>Unit 2: Section 139(1), Modes of Submission of returns, Electric Verification of Returns, Due date of filing of returns</p> <p>Unit 2: Original returns, Belated returns, Loss Returns, Defective/ Incomplete Returns. Consequences of Late filing of returns.</p> <p>Practical Workshop on ITR-2</p>	<p>Singhania, Vinod K. and Singhania Monica. <i>Students' guide to Income Tax</i>. University Edition. Taxmann Publications Pvt Ltd., New Delhi.</p> <p>https://www.incometaxindiaefiling.gov.in/home</p> <p>Mahendra B. Gabhawala. <i>Direct Taxes Ready Reckoner with tax planning</i>. Bharat Law House Pvt. Ltd., New Delhi.</p> <p>ICAI Study material on Taxation (link-https://www.icai.org/post.html?post_id=16945))</p>	4	NA	NA	<p>Discussion on relevant notifications and news related to Income Tax returns;</p> <p>Presentation by group of students on contemporary issues on Income Tax</p>
		4	<p>Unit 2: Meaning of Assessment, Self-Assessment, Summary Assessment, Scrutiny Assessment, Best Judgment Assessment, Escaping Assessment</p> <p>Unit 2: Concept of Advance Tax and Self-Assessment tax, Meaning of PAN & TAN and their relevant provisions.</p>	<p>Singhania, Vinod K. and Singhania Monica. <i>Students' guide to Income Tax</i>. University Edition. Taxmann Publications Pvt Ltd., New Delhi.</p> <p>https://www.incometaxindiaefiling.gov.in/home</p> <p>Mahendra B. Gabhawala. <i>Direct Taxes Ready Reckoner</i></p>	4	NA	1 st Internal Assessment (Unit 1 and Unit 2 Theory)	<p>E –filing of ITR-1 in completely online mode.</p> <p>Discussion on relevant notifications and news related to Income Tax returns;</p>

			Unit 2: Introduction to ITR-3 and ITR-4 (SUGAM)	with tax planning. Bharat Law House Pvt. Ltd., New Delhi. ICAI Study material on Taxation (link- https://www.icai.org/post.html?post_id=16945)				Presentation by group of students on contemporary issues on Income Tax
2	February	1	Unit 3: Concept of TDS and other related concepts, Sec 197 and 197A, Concept of advance tax, Calculation of advance tax, Detailed analysis of section 192. Unit 3: Practical Case studies on deduction of TDS from Salary Income Unit 2: Practical Problems on ITR 4(Presumptive Business Income)	Singhania, Vinod K. and Singhania Monica. <i>Students' guide to Income Tax</i> . University Edition. Taxmann Publications Pvt Ltd., New Delhi. https://www.incometaxindiaefiling.gov.in/home Mahendra B. Gabhawala. <i>Direct Taxes Ready Reckoner with tax planning</i> . Bharat Law House Pvt. Ltd., New Delhi. ICAI Study material on Taxation (link- https://www.icai.org/post.html?post_id=16945)	4	NA	NA	Discussion on Economic Survey 2020-2021 (with focus on provisions related to tax)
		2	Unit 3: Other TDS Provisions- Sec. 192A, 193, 194, 194A, 194B, 194BB, 194D, 194DA, 194H, 194I, 194IB, 194IA, 194J, 194C. Unit 3: Practical Problems on deduction of TDS. Unit 2: Practical Problem on ITR-3(Business Income)	Singhania, Vinod K. and Singhania Monica. <i>Students' guide to Income Tax</i> . University Edition. Taxmann Publications Pvt Ltd., New Delhi. https://www.incometaxindiaefiling.gov.in/home Mahendra B. Gabhawala. <i>Direct Taxes Ready Reckoner with tax planning</i> . Bharat Law House Pvt. Ltd., New Delhi. ICAI Study material on Taxation (link-	4	NA		Discussion on Budget 2020 (with focus on provisions related to tax) Discussion on relevant notifications and news related to Income Tax returns;

				https://www.icai.org/post.html?post_id=16945)				Presentation by group of students on contemporary issues on Income Tax
		3	<p>Unit 3: Introduction to Various TDS returns forms - 24Q, 26Q, 27Q, 26QB, 26QC. Due dates of filing of TDS returns, Time of deposit of TDS, default in furnishing TDS returns Sec 234E, 271H, Exemptions from TDS</p> <p>Practical Workshop on ITR 3 (Business Income)</p>	<p>NSDL website for TDS returns (Link-://www.tin-nsdl.com/services/etds-etcs/etds-steps.html) , Vinod K. and Singhania Monica. <i>Students' guide to Income Tax</i>. University Edition. Taxmann Publications Pvt Ltd., New Delhi. https://www.incometaxindiaefiling.gov.in/home Mahendra B. Gabhawala. <i>Direct Taxes Ready Reckoner with tax planning</i>. Bharat Law House Pvt. Ltd., New Delhi. ICAI Study material on Taxation (link- https://www.icai.org/post.html?post_id=16945) NSDL portal (https://www.tin-nsdl.com/)</p>	4	NA		Discussion on relevant notifications and news related to Income Tax returns; Presentation by group of students on contemporary issues on Income Tax
		4	<p>Unit 3: TDS certificate- Form 26AS, Form 16, Form 16A, Form 16B, Form 16C, Form 16D, Form 13, Form 15G/15H</p> <p>Unit 2: Practical Workshop on ITR 3 (Business Income)</p>	<p>Singhania, Vinod K. and Singhania Monica. <i>Students' guide to Income Tax</i>. University Edition. Taxmann Publications Pvt Ltd., New Delhi. https://www.incometaxindiaefiling.gov.in/home</p>	3	NA	NA	Discussion on relevant notifications and news related to Income Tax returns; Presentation by group of students

				<p>Mahendra B. Gabhawala. <i>Direct Taxes Ready Reckoner with tax planning</i>. Bharat Law House Pvt. Ltd., New Delhi.</p> <p>ICAI Study material on Taxation (link-https://www.icai.org/post.html?post_id=16945)</p> <p>NSDL portal (https://www.tin-nsdl.com/)</p>				on contemporary issues on Income Tax
3	March	1	<p>Unit3: Introduction to NSDL portal</p> <p>Unit 2: Practical workshop on ITR 5 (Assessment of Firm)</p>	<p>NSDL website for TDS returns (Link-://www.tin-nsdl.com/services/etds-etcs/etds-steps.html)</p> <p>Singhania, Vinod K. and Singhania Monica. <i>Students' guide to Income Tax</i>. University Edition. Taxmann Publications Pvt Ltd., New Delhi.</p> <p>https://www.incometaxindiaefiling.gov.in/home</p> <p>Mahendra B. Gabhawala. <i>Direct Taxes Ready Reckoner with tax planning</i>. Bharat Law House Pvt. Ltd., New Delhi.</p> <p>ICAI Study material on Taxation (link-https://www.icai.org/post.html?post_id=16945)</p> <p>NSDL portal (https://www.tin-nsdl.com/)</p>	3	NA		Discussion on relevant notifications and news related to Income Tax returns; Presentation by group of students on contemporary issues on Income Tax

		2	Unit 4: Introduction to GST, CGST, IGST, SGST Act, Taxes subsumed in GST, Pre-GST v/s GST, State Compensation Act, Unit 3: Practical workshop on TDS return 24Q (TDS on salary income)	NSDL website for TDS returns (Link-://www.tin-nsdl.com/services/etds-etcs/etds-steps.html) ICAI Study material on Taxation (link-https://www.icai.org/post.html?post_id=16945) Singhania V. K , <i>GST & Customs Lax</i> , Taxmann Publication. Bansal, K. M., <i>GST & Customs Law</i> , Taxmann Publication.	4	NA		Discussion on relevant notifications and news related to Income Tax returns; Presentation by group of students on contemporary issues on Income Tax
Mid-semester break								
		4	Unit 4: GST Network, Concept of ITC, Utilization of ITC, Reverse Charge Mechanism, Registration, Composition Scheme. Unit 3: Practical Workshop on TDS return 26Q	NSDL website for TDS returns (Link-://www.tin-nsdl.com/services/etds-etcs/etds-steps.html) ICAI Study material on Taxation (link-https://www.icai.org/post.html?post_id=16945) Singhania V. K , <i>GST & Customs Lax</i> , Taxmann Publication. Bansal, K. M., <i>GST & Customs Law</i> , Taxmann Publication.	4	NA	2 nd Internal Assessment: Unit 3 and Unit 4	Discussion on relevant notifications and news related to Income Tax returns; Presentation by group of students on contemporary issues on Income Tax
4	April	1	Unit 4: Payment of GST by Electronic Ledgers : Concept, Electronic cash Ledger, Electronic Credit Ledger, Electronic Liability Ledger	ICAI Study material on Taxation (link-https://www.icai.org/post.html?post_id=16945)	3	NA		Presentation by group of students on contemporary issues on Income Tax

			Person Liable to Pay GST, Due Dates of payment of GST, Interest on delayed payment of GST	Singhania V. K , <i>GST & Customs Lax</i> , Taxmann Publication. Bansal, K. M., <i>GST & Customs Law</i> , Taxmann Publication.				
		2	Unit 4: Filing of GST returns-Concept and Process, Modes of Filing of GST returns, Detailed analysis of GSTR-1, GSTR-2, GSTR-3, GSTR-4, GSTR-9, GSTR-3B. Applicability of different GST returns forms. Unit 4: Defaults and delay in furnishing GST returns, Interest/ Penalty on defaults.	ICAI Study material on Taxation (link- https://www.icai.org/post.html?post_id=16945) Singhania V. K , <i>GST & Customs Lax</i> , Taxmann Publication. Bansal, K. M., <i>GST & Customs Law</i> , Taxmann Publication.	4	NA		Presentation by group of students on contemporary issues on Income Tax
		3	Revision, Discussion on Previous Years paper, Doubts session		4	NA		Discussion on effective answer writing.
Individual Interaction with students during preparatory leaves (Optional). Practical exam during the last week of preparatory leaves.								

Teaching Plan:Even Semester-Academic Year 2019-20

Name of the Teacher: Satnam Singh

Course Name: B.Com.(Hons.)

Paper Title: 4.5(e) E-Filings of Returns-Skill Enhancement Course

Semester/Year: IV/2nd

S. No.	Month	Week No.	Unit/Topic	Resource/ References/Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
1	January	1	<p>Introduction to syllabus and objectives of course</p> <p>Unit-1:Conceptual Framework-E-filing</p> <p>Unit 1: Difference between e filings and regular filing</p> <p>Unit 1: Benefits and limitations of E-Filings;</p>	<p>Singhania, Vinod K. and Singhania Monica. <i>Students' guide to Income Tax</i>. University Edition. Taxmann Publications Pvt Ltd., New Delhi.</p> <p>https://www.incometaxindiaefiling.gov.in/home</p> <p>MahendraB. Gabhawala. <i>Direct Taxes Ready Reckoner with tax planning</i>. Bharat Law House Pvt. Ltd., New Delhi.</p> <p>ICAI Study material on Taxation (Link-https://www.icai.org/post.html?post_id=16945)</p>	3	NA	NA	A virtual tour of Income tax website.
		2	<p>Unit 1: Benefits and limitations of E-Filings;</p> <p>Unit 1: Various steps involved in process of E-filing, How to access relevant notifications on website?</p> <p>Unit 2: Income tax-Basic terms</p> <p>Unit 2: Practical workshops on ITR 1 (SAHAJ)</p>	<p>Singhania, Vinod K. and Singhania Monica. <i>Students' guide to Income Tax</i>. University Edition. Taxmann Publications Pvt Ltd., New Delhi.</p> <p>https://www.incometaxindiaefiling.gov.in/home</p> <p>ICAI Study material on Taxation (link-https://www.icai.org/post.html?post_id=16945)</p>	4	NA	NA	<p>Discussion on relevant notifications and news related to Income Tax returns;</p> <p>Presentation by group of students on contemporary issues on Income Tax</p>

		3	<p>Unit 2: Section 139(1), Modes of Submission of returns, Electric Verification of Returns, Due date of filing of returns</p> <p>Unit 2: Original returns, Belated returns, Loss Returns, Defective/ Incomplete Returns. Consequences of Late filing of returns.</p> <p>Practical Workshop on ITR-2</p>	<p>Singhania, Vinod K. and Singhania Monica. <i>Students' guide to Income Tax</i>. University Edition. Taxmann Publications Pvt Ltd., New Delhi.</p> <p>https://www.incometaxindiaefiling.gov.in/home</p> <p>Mahendra B. Gabhawala. <i>Direct Taxes Ready Reckoner with tax planning</i>. Bharat Law House Pvt. Ltd., New Delhi.</p> <p>ICAI Study material on Taxation (link-https://www.icai.org/post.html?post_id=16945)</p>	4	NA	NA	<p>Discussion on relevant notifications and news related to Income Tax returns;</p> <p>Presentation by group of students on contemporary issues on Income Tax</p>
		4	<p>Unit 2: Meaning of Assessment, Self-Assessment, Summary Assessment, Scrutiny Assessment, Best Judgment Assessment, Escaping Assessment</p> <p>Unit 2: Concept of Advance Tax and Self-Assessment tax, Meaning of PAN & TAN and their relevant provisions.</p>	<p>Singhania, Vinod K. and Singhania Monica. <i>Students' guide to Income Tax</i>. University Edition. Taxmann Publications Pvt Ltd., New Delhi.</p> <p>https://www.incometaxindiaefiling.gov.in/home</p> <p>Mahendra B. Gabhawala. <i>Direct Taxes Ready Reckoner</i></p>	4	NA	1 st Internal Assessment (Unit 1 and Unit 2 Theory)	<p>E –filing of ITR-1 in completely online mode.</p> <p>Discussion on relevant notifications and news related to Income Tax returns;</p>

			Unit 2: Introduction to ITR-3 and ITR-4 (SUGAM)	with tax planning. Bharat Law House Pvt. Ltd., New Delhi. ICAI Study material on Taxation (link- https://www.icai.org/post.html?post_id=16945)				Presentation by group of students on contemporary issues on Income Tax
2	February	1	Unit 3: Concept of TDS and other related concepts, Sec 197 and 197A, Concept of advance tax, Calculation of advance tax, Detailed analysis of section 192. Unit 3: Practical Case studies on deduction of TDS from Salary Income Unit 2: Practical Problems on ITR 4(Presumptive Business Income)	Singhania, Vinod K. and Singhania Monica. <i>Students' guide to Income Tax</i> . University Edition. Taxmann Publications Pvt Ltd., New Delhi. https://www.incometaxindiaefiling.gov.in/home Mahendra B. Gabhawala. <i>Direct Taxes Ready Reckoner with tax planning</i> . Bharat Law House Pvt. Ltd., New Delhi. ICAI Study material on Taxation (link- https://www.icai.org/post.html?post_id=16945)	4	NA	NA	Discussion on Economic Survey 2020-2021 (with focus on provisions related to tax)
		2	Unit 3: Other TDS Provisions- Sec. 192A, 193, 194, 194A, 194B, 194BB, 194D, 194DA, 194H, 194I, 194IB, 194IA, 194J, 194C, 194M, 194N. Unit 3: Practical Problems on deduction of TDS. Unit 2: Practical Problem on ITR-3(Business Income)	Singhania, Vinod K. and Singhania Monica. <i>Students' guide to Income Tax</i> . University Edition. Taxmann Publications Pvt Ltd., New Delhi. https://www.incometaxindiaefiling.gov.in/home Mahendra B. Gabhawala. <i>Direct Taxes Ready Reckoner with tax planning</i> . Bharat Law House Pvt. Ltd., New Delhi. ICAI Study material on Taxation (link-	4	NA		Discussion on Budget 2020 (with focus on provisions related to tax) Discussion on relevant notifications and news related to Income Tax returns;

				https://www.icai.org/post.html?post_id=16945)				Presentation by group of students on contemporary issues on Income Tax
		3	<p>Unit 3: Introduction to Various TDS returns forms - 24Q, 26Q, 27Q, 26QB, 26QC. Due dates of filing of TDS returns, Time of deposit of TDS, default in furnishing TDS returns Sec 234E, 271H, Exemptions from TDS</p> <p>Practical Workshop on ITR 3 (Business Income)</p>	<p>Singhania, Vinod K. and Singhania Monica. <i>Students' guide to Income Tax</i>. University Edition. Taxmann Publications Pvt Ltd., New Delhi. https://www.incometaxindiaefiling.gov.in/home Mahendra B. Gabhawala. <i>Direct Taxes Ready Reckoner with tax planning</i>. Bharat Law House Pvt. Ltd., New Delhi. ICAI Study material on Taxation (link- https://www.icai.org/post.html?post_id=16945) NSDL portal (https://www.tin-nsdl.com/)</p>	4	NA		<p>Discussion on relevant notifications and news related to Income Tax returns; Presentation by group of students on contemporary issues on Income Tax</p>
		4	<p>Unit 3: TDS certificate- Form 26AS, Form 16, Form 16A, Form 16B, Form 16C, Form 16D, Form 13, Form 15G/15H</p> <p>Unit 2: Practical Workshop on ITR 3 (Business Income)</p>	<p>Singhania, Vinod K. and Singhania Monica. <i>Students' guide to Income Tax</i>. University Edition. Taxmann Publications Pvt Ltd., New Delhi. https://www.incometaxindiaefiling.gov.in/home Mahendra B. Gabhawala. <i>Direct Taxes Ready Reckoner with tax planning</i>. Bharat Law House Pvt. Ltd., New Delhi.</p>	3	NA	NA	<p>Discussion on relevant notifications and news related to Income Tax returns; Presentation by group of students on contemporary issues on Income Tax</p>

				<p>ICAI Study material on Taxation (link-https://www.icai.org/post.html?post_id=16945)</p> <p>NSDL portal (https://www.tin-nsdl.com/)</p>				
3	March	1	<p>Unit3: Introduction to NSDL portal</p> <p>Unit 2: Practical workshop on ITR 5 (Assessment of Firm)</p>	<p>NSDL website for TDS returns (Link-://www.tin-nsdl.com/services/etds-etcs/etds-steps.html)</p> <p>Singhania, Vinod K. and Singhania Monica. <i>Students' guide to Income Tax</i>. University Edition. Taxmann Publications Pvt Ltd., New Delhi.</p> <p>https://www.incometaxindiaefiling.gov.in/home</p> <p>Mahendra B. Gabhawala. <i>Direct Taxes Ready Reckoner with tax planning</i>. Bharat Law House Pvt. Ltd., New Delhi.</p> <p>ICAI Study material on Taxation (link-https://www.icai.org/post.html?post_id=16945)</p> <p>NSDL portal (https://www.tin-nsdl.com/)</p>	3	NA		<p>Discussion on relevant notifications and news related to Income Tax returns;</p> <p>Presentation by group of students on contemporary issues on Income Tax</p>
Mid-semester break								
		3	<p>Unit 4: Introduction to GST, CGST, IGST, SGST Act, Taxes subsumed in GST, Pre-GST v/s GST, State Compensation Act,</p>	<p>NSDL website for TDS returns (Link-://www.tin-nsdl.com/services/etds-etcs/etds-steps.html)</p>	4	NA		<p>Discussion on relevant notifications and news related to</p>

			Unit 3: Practical workshop on TDS return 24Q (TDS on salary income)	<p>ICAI Study material on Taxation (link-https://www.icai.org/post.html?post_id=16945) Singhania V. K , <i>GST & Customs Lax</i>, Taxmann Publication. Bansal, K. M., <i>GST & Customs Law</i>, Taxmann Publication.</p>				Income Tax returns; Presentation by group of students on contemporary issues on Income Tax
		4	<p>Unit 4: GST Network, Concept of ITC, Utilization of ITC, Reverse Charge Mechanism, Registration, Composition Scheme.</p> <p>Unit 3: Practical Workshop on TDS return 26Q</p>	<p>NSDL website for TDS returns (Link-://www.tin-nsdl.com/services/etds-etcs/etds-steps.html) ICAI Study material on Taxation (link-https://www.icai.org/post.html?post_id=16945) Singhania V. K , <i>GST & Customs Lax</i>, Taxmann Publication. Bansal, K. M., <i>GST & Customs Law</i>, Taxmann Publication.</p>	4	NA	2 nd Internal Assessment: Unit 3 and Unit 4	Discussion on relevant notifications and news related to Income Tax returns; Presentation by group of students on contemporary issues on Income Tax
4	April	1	<p>Unit 4: Payment of GST by Electronic Ledgers : Concept, Electronic cash Ledger, Electronic Credit Ledger, Electronic Liability Ledger</p> <p>Person Liable to Pay GST, Due Dates of payment of GST, Interest on delayed payment of GST</p>	<p>ICAI Study material on Taxation (link-https://www.icai.org/post.html?post_id=16945) Singhania V. K , <i>GST & Customs Lax</i>, Taxmann Publication. Bansal, K. M., <i>GST & Customs Law</i>, Taxmann Publication.</p>	3	NA		Presentation by group of students on contemporary issues on Income Tax

		2	Unit 4: Filing of GST returns-Concept and Process, Modes of Filing of GST returns, Detailed analysis of GSTR-1, GSTR-2, GSTR-3, GSTR-4, GSTR-9, GSTR-3B. Applicability of different GST returns forms. Unit 4: Defaults and delay in furnishing GST returns, Interest/ Penalty on defaults.	ICAI Study material on Taxation (link- https://www.icai.org/post.html?post_id=16945) Singhania V. K , <i>GST & Customs Lax</i> , Taxmann Publication. Bansal, K. M., <i>GST & Customs Law</i> , Taxmann Publication.	4	NA		Presentation by group of students on contemporary issues on Income Tax
		3	Revision, Discussion on Previous Years paper, Doubts session		4	NA		Discussion on effective answer writing.
Individual Interaction with students during preparatory leaves (Optional). In the last week of preparatory leaves, Practical Exam was conducted in Online mode as per University Guidelines due to Covid-19 pandemic.								

Teaching Plan :Even Semester-Academic Year 2020-21

Name of the Teacher: Satnam Singh

Course Name: B.Com.(Hons.)

Paper Title: 4.5(e) E-Filings of Returns-Skill Enhancement Course

Semester/Year: IV/2nd

S. No.	Month	Week No.	Unit/Topic	Resource/References/Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
1	January	1	<p>Introduction to syllabus and objectives of course</p> <p>Unit-1:Conceptual Framework-E-filing</p> <p>Unit 1: Difference between e filings and regular filing</p> <p>Unit 1: Benefits and limitations of E-Filings;</p>	<p>Singhanian, Vinod K. and Singhanian Monica. <i>Students' guide to Income Tax</i>. University Edition. Taxmann Publications Pvt Ltd., New Delhi.</p> <p>https://www.incometaxindiaefiling.gov.in/home</p> <p>Mahendra B. Gabhawala. <i>Direct Taxes Ready Reckoner with tax planning</i>. Bharat Law House Pvt. Ltd., New Delhi.</p> <p>ICAI Study material on Taxation (Link-https://www.icai.org/post.html?post_id=16945)</p>	4	NA	NA	A virtual tour of Income tax website.
		2	<p>Unit 1: Various steps involved in process of E-filing, How to access relevant notifications on website?</p> <p>Unit 2: Income tax-Basic terms</p> <p>Unit 2: Practical workshops on ITR 1 (SAHAJ)</p>	<p>Singhanian, Vinod K. and Singhanian Monica. <i>Students' guide to Income Tax</i>. University Edition. Taxmann Publications Pvt Ltd., New Delhi.</p> <p>https://www.incometaxindiaefiling.gov.in/home</p> <p>ICAI Study material on Taxation (link-https://www.icai.org/post.html?post_id=16945)</p>	3	NA	NA	<p>Discussion on relevant notifications and news related to Income Tax returns;</p> <p>Presentation by group of students on contemporary issues on Income Tax</p>

		3	<p>Unit 2: Section 139(1), Modes of Submission of returns, Electric Verification of Returns, Due date of filing of returns</p> <p>Unit 2: Original returns, Belated returns, Loss Returns, Defective/ Incomplete Returns. Consequences of Late filing of returns.</p> <p>Practical Workshop on ITR-2</p>	<p>Singhania, Vinod K. and Singhania Monica. <i>Students' guide to Income Tax</i>. University Edition. Taxmann Publications Pvt Ltd., New Delhi.</p> <p>https://www.incometaxindiaefiling.gov.in/home</p> <p>Mahendra B. Gabhawala. <i>Direct Taxes Ready Reckoner with tax planning</i>. Bharat Law House Pvt. Ltd., New Delhi.</p> <p>ICAI Study material on Taxation (link-https://www.icai.org/post.html?post_id=16945)</p>	4	NA	NA	<p>Discussion on relevant notifications and news related to Income Tax returns;</p> <p>Presentation by group of students on contemporary issues on Income Tax</p>
		4	<p>Unit 2: Meaning of Assessment, Self-Assessment, Summary Assessment, Scrutiny Assessment, Best Judgment Assessment, Escaping Assessment</p> <p>Unit 2: Concept of Advance Tax and Self-Assessment tax, Meaning of PAN & TAN and their relevant provisions.</p>	<p>Singhania, Vinod K. and Singhania Monica. <i>Students' guide to Income Tax</i>. University Edition. Taxmann Publications Pvt Ltd., New Delhi.</p> <p>https://www.incometaxindiaefiling.gov.in/home</p> <p>Mahendra B. Gabhawala. <i>Direct Taxes Ready Reckoner</i></p>	4	NA	1 st Internal Assessment (Unit 1 and Unit 2 Theory)	<p>E –filing of ITR-1 in completely online mode.</p> <p>Discussion on relevant notifications and news related to Income Tax returns;</p>

			Unit 2: Introduction to ITR-3 and ITR-4 (SUGAM)	with tax planning. Bharat Law House Pvt. Ltd., New Delhi. ICAI Study material on Taxation (link- https://www.icai.org/post.html?post_id=16945)				Presentation by group of students on contemporary issues on Income Tax
2	February	1	Unit 3: Concept of TDS and other related concepts, Sec 197 and 197A, Concept of advance tax, Calculation of advance tax, Detailed analysis of section 192. Unit 3: Practical Case studies on deduction of TDS from Salary Income Unit 2: Practical Problems on ITR 4(Presumptive Business Income)	Singhania, Vinod K. and Singhania Monica. <i>Students' guide to Income Tax</i> . University Edition. Taxmann Publications Pvt Ltd., New Delhi. https://www.incometaxindiaefiling.gov.in/home Mahendra B. Gabhawala. <i>Direct Taxes Ready Reckoner with tax planning</i> . Bharat Law House Pvt. Ltd., New Delhi. ICAI Study material on Taxation (link- https://www.icai.org/post.html?post_id=16945)	4	NA	NA	Discussion on Economic Survey 2020-2021 (with focus on provisions related to tax)
		2	Unit 3: Other TDS Provisions- Sec. 192A, 193, 194, 194A, 194B, 194BB, 194D, 194DA, 194H, 194I, 194IB, 194IA, 194J, 194C, 194M, 194N. Unit 3: Practical Problems on deduction of TDS. Unit 2: Practical Problem on ITR-3(Business Income)	Singhania, Vinod K. and Singhania Monica. <i>Students' guide to Income Tax</i> . University Edition. Taxmann Publications Pvt Ltd., New Delhi. https://www.incometaxindiaefiling.gov.in/home Mahendra B. Gabhawala. <i>Direct Taxes Ready Reckoner with tax planning</i> . Bharat Law House Pvt. Ltd., New Delhi. ICAI Study material on Taxation (link-	4	NA		Discussion on Budget 2020 (with focus on provisions related to tax) Discussion on relevant notifications and news related to Income Tax returns;

				https://www.icai.org/post.html?post_id=16945)				Presentation by group of students on contemporary issues on Income Tax
		3	<p>Unit 3: Introduction to Various TDS returns forms - 24Q, 26Q, 27Q, 26QB, 26QC. Due dates of filing of TDS returns, Time of deposit of TDS, default in furnishing TDS returns Sec 234E, 271H, Exemptions from TDS</p> <p>Practical Workshop on ITR 3 (Business Income)</p>	<p>NSDL website for TDS returns (Link-://www.tin-nsdl.com/services/etds-etcs/etds-steps.html) Singhania, Vinod K. and Singhania Monica. <i>Students' guide to Income Tax</i>. University Edition. Taxmann Publications Pvt Ltd., New Delhi. https://www.incometaxindiaefiling.gov.in/home Mahendra B. Gabhawala. <i>Direct Taxes Ready Reckoner with tax planning</i>. Bharat Law House Pvt. Ltd., New Delhi. ICAI Study material on Taxation (link-https://www.icai.org/post.html?post_id=16945) NSDL portal (https://www.tin-nsdl.com/)</p>	4	NA		Discussion on relevant notifications and news related to Income Tax returns; Presentation by group of students on contemporary issues on Income Tax
		4	<p>Unit 3: TDS certificate- Form 26AS, Form 16, Form 16A, Form 16B, Form 16C, Form 16D, Form 13, Form 15G/15H</p> <p>Unit 2: Practical Workshop on ITR 3 (Business Income)</p>	<p>NSDL website for TDS returns (Link-://www.tin-nsdl.com/services/etds-etcs/etds-steps.html) Singhania, Vinod K. and Singhania Monica. <i>Students' guide to Income Tax</i>.</p>	3	NA	NA	Discussion on relevant notifications and news related to Income Tax returns; Presentation by group of students on contemporary

				<p>University Edition. Taxmann Publications Pvt Ltd.,New Delhi. https://www.incometaxindiaefiling.gov.in/home Mahendra B. Gabhawala. <i>Direct Taxes Ready Reckoner with tax planning</i>. Bharat Law House Pvt. Ltd., New Delhi. ICAI Study material on Taxation (link- https://www.icai.org/post.html?post_id=16945)</p> <p>NSDL portal (https://www.tin-nsdl.com/)</p>				issues on Income Tax
3	March (tentative)	1	<p>Unit3: Introduction to NSDL portal Unit 2: Practical workshop on ITR 5 (Assessment of Firm)</p>	<p>NSDL website for TDS returns (Link-://www.tin-nsdl.com/services/etds-etcs/etds-steps.html) Singhania, Vinod K. and Singhania Monica. <i>Students' guide to Income Tax</i>. University Edition. Taxmann Publications Pvt Ltd.,New Delhi. https://www.incometaxindiaefiling.gov.in/home Mahendra B. Gabhawala. <i>Direct Taxes Ready Reckoner with tax planning</i>. Bharat Law House Pvt. Ltd., New Delhi. ICAI Study material on Taxation (link- https://www.icai.org/post.html?post_id=16945)</p>	3	NA		<p>Discussion on relevant notifications and news related to Income Tax returns; Presentation by group of students on contemporary issues on Income Tax</p>

				NSDL portal (https://www.tin-nsdl.com/)				
		2	Unit 4: Introduction to GST, CGST, IGST, SGST Act, Taxes subsumed in GST, Pre-GST v/s GST, State Compensation Act, Unit 3: Practical workshop on TDS return 24Q (TDS on salary income)	NSDL website for TDS returns (Link-: //www.tin-nsdl.com/services/etds-etcs/etds-steps.html) ICAI Study material on Taxation (link- https://www.icai.org/post.html?post_id=16945) Singhania V. K , <i>GST & Customs Lax</i> , Taxmann Publication. Bansal, K. M., <i>GST & Customs Law</i> , Taxmann Publication.	4	NA		Discussion on relevant notifications and news related to Income Tax returns; Presentation by group of students on contemporary issues on Income Tax
		3	Unit 4: GST Network, Concept of ITC, Utilization of ITC, Reverse Charge Mechanism, Registration, Composition Scheme. Unit 3: Practical Workshop on TDS return 26Q	NSDL website for TDS returns (Link-: //www.tin-nsdl.com/services/etds-etcs/etds-steps.html) ICAI Study material on Taxation (link- https://www.icai.org/post.html?post_id=16945) Singhania V. K , <i>GST & Customs Lax</i> , Taxmann Publication. Bansal, K. M., <i>GST & Customs Law</i> , Taxmann Publication.	4	NA	2 nd Internal Assessment: Unit 3 and Unit 4	Discussion on relevant notifications and news related to Income Tax returns; Presentation by group of students on contemporary issues on Income Tax
Mid-semester break								
4	April (tentative)	1	Unit 4: Payment of GST by Electronic Ledgers : Concept, Electronic cash Ledger, Electronic	ICAI Study material on Taxation (link- https://www.icai.org/post.html?post_id=16945)	3	NA		Presentation by group of students on contemporary

			Credit Ledger, Electronic Liability Ledger Person Liable to Pay GST, Due Dates of payment of GST, Interest on delayed payment of GST	Singhania V. K , <i>GST & Customs Lax</i> , Taxmann Publication. Bansal, K. M., <i>GST & Customs Law</i> , Taxmann Publication.				issues on Income Tax
		2	Unit 4: Filing of GST returns-Concept and Process, Modes of Filing of GST returns, Detailed analysis of GSTR-1, GSTR-2, GSTR-3, GSTR-4, GSTR-9, GSTR-3B. Applicability of different GST returns forms. Unit 4: Defaults and delay in furnishing GST returns, Interest/ Penalty on defaults.	ICAI Study material on Taxation (link- https://www.icai.org/post.html?post_id=16945) Singhania V. K , <i>GST & Customs Lax</i> , Taxmann Publication. Bansal, K. M., <i>GST & Customs Law</i> , Taxmann Publication.	4	NA		Presentation by group of students on contemporary issues on Income Tax
		3	Revision, Discussion on Previous Years paper, Doubts session		4	NA	NA	Discussion on effective answer writing.
Individual Interaction with students during preparatory leaves (Optional). Practical Exam shall be conducted as per University guidelines in last week of preparatory leaves or on dates decided by University keeping in mind the exceptional situations due to Covid-19.								

Teaching Plan Odd Semester-Academic Year 2018-19

Name of the Teacher: Satnam Singh

Course Name: B.Com.(Hons.)

Paper Title: Income Tax Law and Practice -Core

Semester/Year: III/2nd

S. No.	Month	Week No.	Unit/Topic	Resource/References/Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
1	July	3	<p>Introduction to syllabus and objectives of course</p> <p>Unit-1:Introduction</p> <ul style="list-style-type: none"> • Meaning of Tax • Direct Tax v/s Indirect Tax • Regressive v/s Progressive tax system • Basic Concepts: <ul style="list-style-type: none"> ○ Person ○ Assessment Year and Previous Year ○ Assessee ○ Income • Computation of GTI and TTI • Exemption v/s Deductions • PAN • Exempted Income under section 10 • Residential Status :Basics Conditions and Additional Conditions • Indian Income and Foreign Income • Scope of total income • Practical Problems on RS and Incidence of Tax 	<p>Singhania, Vinod K. and Singhania Monica. <i>Students' guide to Income Tax</i>. University Edition. Taxmann Publications Pvt Ltd., New Delhi.</p> <p>Ahuja, Girish and Gupta Ravi. <i>Systematic Approach to Income Tax</i>. Bharat Law House, Delhi.</p> <p>ICAI Study material on Taxation (Link-https://www.icai.org/post.html?post_id=16945)</p>	3	1	NA	

		4	<p>Unit-1:Introduction</p> <ul style="list-style-type: none"> • Agricultural Income • Concept and Meaning • Composite Income • Partial Integration of AI with non-AI • Practical Problems on AI <p>Unit 2: Computation of Income under different heads-1 (salary)</p> <ul style="list-style-type: none"> • Meaning of salary • Basis of Charge of salary income • Forms of salary • Chargeability of Allowances • Practical Problems of Chargeability of Allowances 	<p>Singhania, Vinod K. and Singhania Monica. <i>Students' guide to Income Tax</i>. University Edition. Taxmann Publications Pvt Ltd., New Delhi.</p> <p>Ahuja, Girish and Gupta Ravi. <i>Systematic Approach to Income Tax</i>. Bharat Law House, Delhi.</p> <p>ICAI Study material on Taxation (Link-https://www.icai.org/post.html?post_id=16945)</p>	5	1	NA	
2	August	1	<p>Unit 2: Computation of Income under different heads-1 (salary)</p> <ul style="list-style-type: none"> • Chargeability of Perquisites • Practical Problems on Chargeability of Perquisites • Chargeability of Retirement Benefits • Practical Problems on Chargeability of Retirement Benefits 	<p>Singhania, Vinod K. and Singhania Monica. <i>Students' guide to Income Tax</i>. University Edition. Taxmann Publications Pvt Ltd., New Delhi.</p> <p>Ahuja, Girish and Gupta Ravi. <i>Systematic Approach to Income Tax</i>. Bharat Law House, Delhi.</p> <p>ICAI Study material on Taxation (Link-https://www.icai.org/post.html?post_id=16945)</p>	6	1	NA	

		2	Unit 2: Computation of Income under different heads-1 (salary) Deductions from salary Treatment of arrear salary and advance salary Practical Problems on Computation of salary income	Singhania, Vinod K. and Singhania Monica. <i>Students' guide to Income Tax</i> . University Edition. Taxmann Publications Pvt Ltd., New Delhi. Ahuja, Girish and Gupta Ravi. <i>Systematic Approach to Income Tax</i> . Bharat Law House, Delhi. ICAI Study material on Taxation (Link- https://www.icai.org/post.html?post_id=16945)	5	1		
		3	Unit 2: Computation of Income under different heads-1 (House Property) Meaning of House Property Income Relevant definitions Basis of Charge u/s-22 Calculation of GAV Deductions from GAV in case of SO/LO Standard deductions and deduction for interest on borrowed capital Treatment of Unrealized rent Practical Problems on computation of HP Income	Singhania, Vinod K. and Singhania Monica. <i>Students' guide to Income Tax</i> . University Edition. Taxmann Publications Pvt Ltd., New Delhi. Ahuja, Girish and Gupta Ravi. <i>Systematic Approach to Income Tax</i> . Bharat Law House, Delhi. ICAI Study material on Taxation (Link- https://www.icai.org/post.html?post_id=16945)	6	1	NA	
		4	Unit 3: Computation of Income under different heads-2 (PGBP) Meaning of PGBP Chargeability under section -28 Expenses expressly allowed u/s 30-37	Singhania, Vinod K. and Singhania Monica. <i>Students' guide to Income Tax</i> . University Edition. Taxmann Publications Pvt Ltd., New Delhi.	6	1	1 st Internal Assessment (Unit 1 and Unit 2)	

			Section 32 in detail Practical Problems on depreciation calculatin	Ahuja, Girish and Gupta Ravi. Systematic Approach to Income Tax. Bharat Law House, Delhi. ICAI Study material on Taxation (Link- https://www.icai.org/post.html?post_id=16945)				
3	September	1	Unit 3: Computation of Income under different heads-2 (PGBP) Expanses not expressly allowed sec 40, 40A, 43B Deemed profits sec 41 Practical Problems on computation of Business Income	Singhania, Vinod K. and Singhania Monica. <i>Students' guide to Income Tax</i> . University Edition. Taxmann Publications Pvt Ltd., New Delhi. Ahuja, Girish and Gupta Ravi. Systematic Approach to Income Tax. Bharat Law House, Delhi. ICAI Study material on Taxation (Link- https://www.icai.org/post.html?post_id=16945)	5	1		
		2	Unit 3: Computation of Income under different heads-2 (PGBP) Provisions related to maintenance of accounts u/s 44AA Provisions related to audit of accounts u/s 44AB Presumptive scheme of computing business income u/s 44AD Presumptive scheme of computing business income u/s 44ADA	Singhania, Vinod K. and Singhania Monica. <i>Students' guide to Income Tax</i> . University Edition. Taxmann Publications Pvt Ltd., New Delhi. Ahuja, Girish and Gupta Ravi. Systematic Approach to Income Tax. Bharat Law House, Delhi.	6	1	2 st Internal Assessment	

			Presumptive scheme of computing business income u/s 44AE Practical Problems on Presumptive Taxation	ICAI Study material on Taxation (Link- https://www.icai.org/post.html?post_id=16945))				
		3	Unit 3: Computation of Income under different heads-2 (Capital Gains) <ul style="list-style-type: none"> • Basis of charge under sec 45 • Computation of CG u/s 48:Cost of acquisition, cost of transfer, cost of improvement • Long term Capital Asset v/s Short term Capital Asset • Indexation benefit • CG exemption u/s 10 and 115JG 	Singhania, Vinod K. and Singhania Monica. <i>Students' guide to Income Tax</i> . University Edition. Taxmann Publications Pvt Ltd., New Delhi. Ahuja, Girish and Gupta Ravi. <i>Systematic Approach to Income Tax</i> . Bharat Law House, Delhi. ICAI Study material on Taxation (Link- https://www.icai.org/post.html?post_id=16945)	5	1		
		4	Unit 3: Computation of Income under different heads-2 (Capital Gains) <ul style="list-style-type: none"> • Capital Gain-Special Cases • Capital Gain Exemptions u/s 54, 54B, 54EC, 54F • Taxation of CG sec-111, 111A, 112, 112A • Practical Problems on computation of CG and tax liability 	Singhania, Vinod K. and Singhania Monica. <i>Students' guide to Income Tax</i> . University Edition. Taxmann Publications Pvt Ltd., New Delhi. Ahuja, Girish and Gupta Ravi. <i>Systematic Approach to Income Tax</i> . Bharat Law House, Delhi. ICAI Study material on Taxation (Link-	6	1	1 st Internal Assessment Residential status and House Property	

				https://www.icai.org/post.html?post_id=16945				
4	October	1	Unit 3: Computation of Income under different heads-2 (Other Sources) <ul style="list-style-type: none"> • Basis of Charge u/s 56 • Specific Income u/s 56(2) and Residual Income u/s 56(1) • Dividend income • Gift income from relative and non-relative • Composite let out income • Interest on securities • Deductions from income from other sources • Practical Problems on Income from other sources • Provisions of clubbing of income • Practical Problems on clubbing of income • Aggregation of Income • Inter-head and Intra head adjustment • Rules for setting-off and carry forward of losses to subsequent AYs 	Singhanian, Vinod K. and Singhanian Monica. <i>Students' guide to Income Tax</i> . University Edition. Taxmann Publications Pvt Ltd., New Delhi. Ahuja, Girish and Gupta Ravi. <i>Systematic Approach to Income Tax</i> . Bharat Law House, Delhi. ICAI Study material on Taxation (Link- https://www.icai.org/post.html?post_id=16945)	6	1	2 nd Internal Assessment: Unit 3 and Unit 4	
		2	Unit 4: Computation	ICAI Study material on Taxation (link- https://www.icai.org/post.html?post_id=16945) Singhanian, Vinod K. and Singhanian Monica. <i>Students' guide to Income Tax</i> .	5	1		

			<p>of Total income and Tax liability</p> <ul style="list-style-type: none"> • Deduction under chapter VI-A of Income Tax act • Deductions u/s – 80C, 80CCC, 80 CCD(1), 80CCD(1B), 80CCD(2), 80D, 80DD, 80DDB, 80E, 80G, 80TTA, 80TTB, 80EEA, 80EEB, 80G, 80U 	<p>University Edition. Taxmann Publications Pvt Ltd.,New Delhi.</p> <p>Ahuja, Girish and Gupta Ravi. Systematic Approach to Income Tax. Bharat Law House, Delhi.</p>				
Mid-Semester Break								
		4	<p>Unit 4: Computation of Total Income and Tax liability</p> <ul style="list-style-type: none"> • Rebates and reliefs • Computation of tax liability of an individual 	<p>Singhania, Vinod K. and Singhania Monica. <i>Students' guide to Income Tax</i>. University Edition. Taxmann Publications Pvt Ltd.,New Delhi.</p> <p>Ahuja, Girish and Gupta Ravi. Systematic Approach to Income Tax. Bharat Law House, Delhi.</p> <p>ICAI Study material on Taxation (Link-https://www.icai.org/post.html?post_id=16945)</p>	5	1	2 st Internal Assessment(Unit 3 and 4)	

			<ul style="list-style-type: none"> • Full-fledged practical problems on computation of individual's income • Assessment of Firm: Section 40(b) • Practical Problems on Assessment of Firm 					
5	November	1	<p>Unit 5: Preparation of Income tax Returns</p> <p>E-filing of returns-Meaning When E-filing is compulsory? ITR Forms and Uses Process of E filing of returns Practical Workshop in E-filing of ITR-1 and 2 using excel utilities</p>	<p>Singhania, Vinod K. and Singhania Monica. <i>Students' guide to Income Tax</i>. University Edition. Taxmann Publications Pvt Ltd., New Delhi.</p> <p>Ahuja, Girish and Gupta Ravi. <i>Systematic Approach to Income Tax</i>. Bharat Law House, Delhi.</p> <p>ICAI Study material on Taxation (Link- https://www.icai.org/post.html?post_id=16945) https://www.incometaxindiaefiling.gov.in/home</p>	6	1		
		2	<p>Revision Discussion past year papers solutions Doubts Sessions</p>	<p>Singhania, Vinod K. and Singhania Monica. <i>Students' guide to Income Tax</i>. University Edition. Taxmann Publications Pvt Ltd., New Delhi.</p> <p>ICAI Study material on Taxation (Link- https://www.icai.org/post.html?post_id=16945))</p>	6	1		

Individual Interaction with students during preparatory leaves (Optional). E-filing Practical Exam was conducted under the supervision of external examiners.

Teaching Plan Odd Semester-Academic Year 2020-21

Name of the Teacher: Satnam Singh

Course Name: B.Com. (Hons.)

Paper Title: 3.5(d) Personal Tax Planning-Skill Enhancement Course

Semester/Year: IV/2nd

S. No.	Month	Week No.	Unit/Topic	Resource/References/Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
1	July	3	<p>Introduction to syllabus and objectives of course</p> <p>Unit-1: Concept of Tax Planning</p> <ul style="list-style-type: none"> Understanding the concepts of Tax Planning, Tax Management, Tax Avoidance and Tax Evasion. Difference between Tax Evasion and Avoidance with examples. Practical case studies on concepts covered. 	<p>Singhania, Vinod K. and Singhania Monica. <i>Students' guide to Income Tax</i>. University Edition. Taxmann Publications Pvt Ltd., New Delhi.</p> <p>Ahuja, Girish and Ravi Gupta. <i>Systematic Approach to Income Tax</i>. Bharat Law House, Delhi</p> <p>Mahendra B. Gabhawala. <i>Direct Taxes Ready Reckoner with tax planning</i>. Bharat Law House Pvt. Ltd., New Delhi.</p> <p>ICAI Study material on Taxation (Link-https://www.icai.org/post.html?post_id=16945)</p>	2	NA	NA	Discussion on case Laws related to conflict on Tax Avoidance and Tax Evasion to have a better understanding of Tax Avoidance and Tax Evasion

		4	<p>Unit-1: Concept of Tax Planning</p> <ul style="list-style-type: none"> • Concept of Residential Status, Relevance of Residential Status, Scope of Total Income and Incidence of Tax • Basics and Additional Conditions for determining the Residential of Individual Assessee, • Practical Problems on residential status determination 	<p>Singhania, Vinod K. and Singhania Monica. <i>Students' guide to Income Tax</i>. University Edition. Taxmann Publications Pvt Ltd., New Delhi.</p> <p>Ahuja, Girish and Ravi Gupta. <i>Systematic Approach to Income Tax</i>. Bharat Law House, Delhi</p> <p>MahendraB. Gabhawala. <i>Direct Taxes Ready Reckoner with tax planning</i>. Bharat Law House Pvt. Ltd., New Delhi</p> <p>ICAI Study material on Taxation (link-https://www.icai.org/post.html?post_id=16945)</p>	4	NA	NA	<ul style="list-style-type: none"> • Discussion on relevant notifications and news related to Income Tax returns; • Presentation by group of students on contemporary issues on Income Tax
2	August	1	<p>Unit-1: Concept of Tax Planning</p> <ul style="list-style-type: none"> • Double Taxation Relief: DTAA, Types of relief-Bilateral and Unilateral • Double Taxation Relief: Section 90 and 90A, Section 91- Unilateral Agreement • Practical Case studies on Double taxation Relief • Concept of agricultural income, Composite income 	<p>Singhania, Vinod K. and Singhania Monica. <i>Students' guide to Income Tax</i>. University Edition. Taxmann Publications Pvt Ltd., New Delhi.</p> <p>Ahuja, Girish and Ravi Gupta. <i>Systematic Approach to Income Tax</i>. Bharat Law House, Delhi</p> <p>MahendraB. Gabhawala. <i>Direct Taxes Ready Reckoner with tax planning</i>. Bharat Law House Pvt. Ltd., New Delhi.</p>	4	NA	NA	<ul style="list-style-type: none"> • Discussion on Vodafone Case Law on Double Taxation Issue • Discussion on relevant notifications and news related to Income Tax returns; • Presentation by group of

			<ul style="list-style-type: none"> • Concept of Partial Integration of Agricultural Income with non-agricultural income • Practical Problems on tax planning with reference to agricultural income 	<p>ICAI Study material on Taxation (link-https://www.icai.org/post.html?post_id=16945)</p>				students on contemporary issues on Income Tax
		2	<p>Unit 2: Tax Planning with reference to salary income:</p> <ul style="list-style-type: none"> • Basics • Treatment of allowances under Salaries • Treatment of Perquisite under Salaries • Treatment of retirement benefits • Remuneration Planning • Tax Planning Hints for employers • Tax Planning hints for employees 	<p>Singhania, Vinod K. and Singhania Monica. <i>Students' guide to Income Tax</i>. University Edition. Taxmann Publications Pvt Ltd., New Delhi.</p> <p>Ahuja, Girish and Ravi Gupta. <i>Systematic Approach to Income Tax</i>. Bharat Law House, Delhi</p> <p>Mahendra B. Gabhawala. <i>Direct Taxes Ready Reckoner with tax planning</i>. Bharat Law House Pvt. Ltd., New Delhi.</p> <p>ICAI Study material on Taxation (link-https://www.icai.org/post.html?post_id=16945)</p>	4	NA	NA	<ul style="list-style-type: none"> • Discussion on relevant notifications and news related to Income Tax returns; • Presentation by group of students on contemporary issues on Income Tax Presentation by group of students on contemporary issues on Income Tax
		3	<p>Unit 2: Tax Planning with reference to salary income:</p> <ul style="list-style-type: none"> • Practical Problems on Pay Package designing • Section 89(1) arrears of salary • Practical Problems of section 89(1) 	<p>Singhania, Vinod K. and Singhania Monica. <i>Students' guide to Income Tax</i>. University Edition. Taxmann Publications Pvt Ltd., New Delhi.</p> <p>Ahuja, Girish and Ravi Gupta. <i>Systematic Approach to</i></p>	3	NA	NA	<ul style="list-style-type: none"> • Discussion on relevant notifications and news related to Income Tax returns;

				<p><i>Income Tax</i>. Bharat Law House, Delhi</p> <p>Mahendra B. Gabhawala. <i>Direct Taxes Ready Reckoner with tax planning</i>. Bharat Law House Pvt. Ltd., New Delhi.</p> <p>ICAI Study material on Taxation (link-https://www.icai.org/post.html?post_id=16945)</p>				<p>Presentation by group of students on contemporary issues on Income Tax</p>
		4	<p>Unit 3: Tax Planning in relation to Income from House Property and Business Income:</p> <ul style="list-style-type: none"> • Computation of Income under the head House property in case of let out property • Computation of Income under the head House property in case of self-occupied property • Discussion on section 24 • Use of deduction u/s 80C for HP • Deduction u/s 80EEA • Set off and Carry forward rules of HP loss • Tax Planning hints with respect to House Property Income • Practical Problems on House Property Income Tax Planning 	<p>Singhania, Vinod K. and Singhania Monica. <i>Students' guide to Income Tax</i>. University Edition. Taxmann Publications Pvt Ltd., New Delhi.</p> <p>Ahuja, Girish and Ravi Gupta. <i>Systematic Approach to Income Tax</i>. Bharat Law House, Delhi</p> <p>Mahendra B. Gabhawala. <i>Direct Taxes Ready Reckoner with tax planning</i>. Bharat Law House Pvt. Ltd., New Delhi.</p> <p>ICAI Study material on Taxation (link-https://www.icai.org/post.html?post_id=16945)</p>	4	NA	NA	<ul style="list-style-type: none"> • Discussion on relevant notifications and news related to Income Tax returns; • Presentation by group of students on contemporary issues on Income Tax
3.	September	1	<p>Unit 3: Tax Planning in relation to Income from House Property and Business Income:</p>	<p>Singhania, Vinod K. and Singhania Monica. <i>Students' guide to Income Tax</i>.</p>	4	NA	NA	<ul style="list-style-type: none"> • Discussion on relevant notifications and news

			<ul style="list-style-type: none"> Provisions related to maintenance of accounts u/s 44AA Provisions related to audit of accounts u/s 44AB Presumptive scheme of computing business income u/s 44AD Presumptive scheme of computing business income u/s 44ADA Presumptive scheme of computing business income u/s 44AE 	<p>University Edition. Taxmann Publications Pvt Ltd., New Delhi.</p> <p>Ahuja, Girish and Ravi Gupta. <i>Systematic Approach to Income Tax</i>. Bharat Law House, Delhi</p> <p>Mahendra B. Gabhawala. <i>Direct Taxes Ready Reckoner with tax planning</i>. Bharat Law House Pvt. Ltd., New Delhi.</p> <p>ICAI Study material on Taxation (link-</p>				<p>related to Income Tax returns;</p> <ul style="list-style-type: none"> Presentation by group of students on contemporary issues on Income Tax
		2	<p>Unit 3: Tax Planning in relation to Income from House Property and Business Income:</p> <ul style="list-style-type: none"> Tax Planning hints with respect to Business income Conditions for availing maximum allowances from business revenue Detailed discussion on section-32 (depreciation) Choice between presumptive taxation and normal tax scheme of business income. Case studies on choice between presumptive taxation and normal taxation of 	<p>Singhania, Vinod K. and Singhania Monica. <i>Students' guide to Income Tax</i>. University Edition. Taxmann Publications Pvt Ltd., New Delhi.</p> <p>Ahuja, Girish and Ravi Gupta. <i>Systematic Approach to Income Tax</i>. Bharat Law House, Delhi</p> <p>Mahendra B. Gabhawala. <i>Direct Taxes Ready Reckoner with tax planning</i>. Bharat Law House Pvt. Ltd., New Delhi.</p> <p>ICAI Study material on Taxation (link-https://www.icai.org/post.html?post_id=16945)</p>	4	NA	1 st Internal Assessment (Unit 1 and Unit 2)	<ul style="list-style-type: none"> Discussion on relevant notifications and news related to Income Tax returns; Presentation by group of students on contemporary issues on Income Tax

			business income from tax planning point of view.					
		3	<p>Unit 4:Tax Planning in Relation to Capital Gains and Other Sources:</p> <ul style="list-style-type: none"> Section 45- Basis of Charge for Capital Gains Concept of LTCG and STCG Practical Problem on choice of time period of Holding an asset from tax planning point 	<p>Singhania, Vinod K. and Singhania Monica. <i>Students' guide to Income Tax</i>. University Edition. Taxmann Publications Pvt Ltd., New Delhi.</p> <p>Ahuja, Girish and Ravi Gupta. <i>Systematic Approach to Income Tax</i>. Bharat Law House, Delhi</p> <p>Mahendra B. Gabhawala. <i>Direct Taxes Ready Reckoner with tax planning</i>. Bharat Law House Pvt. Ltd., New Delhi.</p> <p>ICAI Study material on Taxation (link-https://www.icai.org/post.html?post_id=16945)</p>	4	NA	NA	<ul style="list-style-type: none"> Discussion on relevant notifications and news related to Income Tax returns Presentation by group of students on contemporary issues on Income Tax
		4	<p>Unit 4:Tax Planning in Relation to Capital Gains and Other Sources:</p> <ul style="list-style-type: none"> Concept of Indexation Choice of Indexed cost of acquisition Practical Problems on choice of FMV or Actual Cost of Acquisition Exemptions under section 54, 54B, 54F, 54EC 	<p>ICAI Study material on Taxation (link-https://www.icai.org/post.html?post_id=16945)</p> <p>Singhania V. K , <i>GST & Customs Lax</i>, Taxmann Publication.</p> <p>Ahuja, Girish and Ravi Gupta. <i>Systematic Approach to</i></p>	3	NA	NA	<ul style="list-style-type: none"> Discussion on relevant notifications and news related to Income Tax returns Presentation by group of

			<ul style="list-style-type: none"> Practical Problems on use of exemptions from planning point 	<i>Income Tax</i> . Bharat Law House, Delhi .				students on contemporary issues on Income Tax
4.	October	1	Unit 4:Tax Planning in Relation to Capital Gains and Other Sources: <ul style="list-style-type: none"> Section 56- Basis of Charge for other sources income Tax liability in case of gift received from relative and non-relative Tax planning hints in case of gift income from relative and non-relative Practical Problems on gift income from planning point 	Singhania, Vinod K. and Singhania Monica. <i>Students' guide to Income Tax</i> . University Edition. Taxmann Publications Pvt Ltd., New Delhi. Ahuja, Girish and Ravi Gupta. <i>Systematic Approach to Income Tax</i> . Bharat Law House, Delhi Mahendra B. Gabhawala. <i>Direct Taxes Ready Reckoner with tax planning</i> . Bharat Law House Pvt. Ltd., New Delhi. ICAI Study material on Taxation (link- https://www.icai.org/post.html?post_id=16945)	4	NA		<ul style="list-style-type: none"> Discussion on relevant notifications and news related to Income Tax returns Presentation by group of students on contemporary issues on Income Tax
		2	Unit 4:Tax Planning in Relation to Capital Gains and Other Sources: Deductions permissible from Income from Other sources and its conditions	Singhania, Vinod K. and Singhania Monica. <i>Students' guide to Income Tax</i> . University Edition. Taxmann Publications Pvt Ltd., New Delhi. Ahuja, Girish and Ravi Gupta. <i>Systematic Approach to Income Tax</i> . Bharat Law House, Delhi Mahendra B. Gabhawala. <i>Direct Taxes Ready Reckoner</i>	2		NA	<ul style="list-style-type: none"> Discussion on relevant notifications and news related to Income Tax returns; Presentation by group of students on contemporary issues on Income Tax

				with tax planning. Bharat Law House Pvt. Ltd., New Delhi. ICAI Study material on Taxation (link- https://www.icai.org/post.html?post_id=16945)				
Mid-Semester break								
		4	Unit 5: Other Areas of Tax Planning: <ul style="list-style-type: none"> • Concept of Clubbing of Income under section 60 to 64 • Tax planning hints in relation to Clubbing of Income provisions • Practical Problems on clubbing of income tax planning 	Singhania, Vinod K. and Singhania Monica. <i>Students' guide to Income Tax</i> . University Edition. Taxmann Publications Pvt Ltd., New Delhi. Ahuja, Girish and Ravi Gupta. <i>Systematic Approach to Income Tax</i> . Bharat Law House, Delhi Mahendra B. Gabhawala. <i>Direct Taxes Ready Reckoner with tax planning</i> . Bharat Law House Pvt. Ltd., New Delhi. ICAI Study material on Taxation (link- https://www.icai.org/post.html?post_id=16945)	4	NA	NA	<ul style="list-style-type: none"> • Discussion on relevant notifications and news related to Income Tax returns; • Presentation by group of students on contemporary issues on Income Tax
5	November	1	Unit 5: Other Areas of Tax Planning: <ul style="list-style-type: none"> • Deduction under chapter VI-A of Income Tax act • Deductions u/s – 80C, 80CCC, 80CCD(1), 80CCD(1B), 80CCD(2), 80D, 80DD, 80DDB, 80E, 80G, 80TTA, 80TTB, 80EEA, 80EEB, 80G, 80U 	Singhania, Vinod K. and Singhania Monica. <i>Students' guide to Income Tax</i> . University Edition. Taxmann Publications Pvt Ltd., New Delhi. Ahuja, Girish and Ravi Gupta. <i>Systematic Approach to Income Tax</i> . Bharat Law House, Delhi	4	NA	2 nd Internal Assessment: Unit 3 and Unit 4	<ul style="list-style-type: none"> • Discussion on relevant notifications and news related to Income Tax returns; • Presentation by group of

			<ul style="list-style-type: none"> Practical Problems on use utilization of deductions so as to minimize tax liability 	<p>Mahendra B. Gabhawala. <i>Direct Taxes Ready Reckoner with tax planning</i>. Bharat Law House Pvt. Ltd., New Delhi.</p> <p>ICAI Study material on Taxation (link-https://www.icai.org/post.html?post_id=16945)</p>				students on contemporary issues on Income Tax
		2	<p>Unit 5: Other Areas of Tax Planning:</p> <ul style="list-style-type: none"> Rebate under 87A Practical Problems on Rebate under 87A so as to minimize tax liability <p>Revision Discussion on Previous years papers Discussion on Internal Assessment papers</p>	<p>Singhania, Vinod K. and Singhania Monica. <i>Students' guide to Income Tax</i>. University Edition. Taxmann Publications Pvt Ltd., New Delhi.</p> <p>Ahuja, Girish and Ravi Gupta. <i>Systematic Approach to Income Tax</i>. Bharat Law House, Delhi</p> <p>Mahendra B. Gabhawala. <i>Direct Taxes Ready Reckoner with tax planning</i>. Bharat Law House Pvt. Ltd., New Delhi.</p> <p>ICAI Study material on Taxation (link-https://www.icai.org/post.html?post_id=16945)</p>	4	NA	NA	<ul style="list-style-type: none"> Discussion on relevant notifications and news related to Income Tax returns; Presentation by group of students on contemporary issues on Income Tax
		3	<p>Revision Discussion on Previous years papers Discussion on Internal Assessment papers Doubt sessions</p>	<p>Singhania, Vinod K. and Singhania Monica. <i>Students' guide to Income Tax</i>. University Edition. Taxmann Publications Pvt Ltd., New Delhi.</p> <p>Ahuja, Girish and Ravi Gupta. <i>Systematic Approach to</i></p>	2		NA	Discussion on effective answer writing.

				<p><i>Income Tax.</i> Bharat Law House, Delhi</p> <p>Mahendra B. Gabhawala. <i>Direct Taxes Ready Reckoner with tax planning.</i> Bharat Law House Pvt. Ltd., New Delhi.</p> <p>ICAI Study material on Taxation (link- https://www.icai.org/post.html?post_id=16945)</p>				
Individual Interaction with students during preparatory leaves (Optional).								

Teaching Plan Odd Semester-Academic Year 2020-21

Name of the Teacher: Satnam Singh

Course Name: B.Com. (Hons.)

Paper Title: 3.5(d) Personal Tax Planning-Skill Enhancement Course

Semester/Year: IV/2nd

S. No.	Month	Week No.	Unit/Topic	Resource/References/Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
1	August	2	<p>Introduction to syllabus and objectives of course</p> <p>Unit-1: Concept of Tax Planning</p> <ul style="list-style-type: none"> Understanding the concepts of Tax Planning, Tax Management, Tax Avoidance and Tax Evasion. Difference between Tax Evasion and Avoidance with examples. Practical case studies on concepts covered. 	<p>Singhania, Vinod K. and Singhania Monica. <i>Students' guide to Income Tax</i>. University Edition. Taxmann Publications Pvt Ltd., New Delhi.</p> <p>Ahuja, Girish and Ravi Gupta. <i>Systematic Approach to Income Tax</i>. Bharat Law House, Delhi</p> <p>Mahendra B. Gabhawala. <i>Direct Taxes Ready Reckoner with tax planning</i>. Bharat Law House Pvt. Ltd., New Delhi.</p> <p>ICAI Study material on Taxation (Link-https://www.icai.org/post.html?post_id=16945)</p>	2	NA	NA	Discussion on case Laws related to conflict on Tax Avoidance and Tax Evasion to have a better understanding of Tax Avoidance and Tax Evasion

		3	<p>Unit-1: Concept of Tax Planning</p> <ul style="list-style-type: none"> • Concept of Residential Status, Relevance of Residential Status, Scope of Total Income and Incidence of Tax • Basics and Additional Conditions for determining the Residential of Individual Assessee, • Practical Problems on residential status determination 	<p>Singhania, Vinod K. and Singhania Monica. <i>Students' guide to Income Tax</i>. University Edition. Taxmann Publications Pvt Ltd., New Delhi.</p> <p>Ahuja, Girish and Ravi Gupta. <i>Systematic Approach to Income Tax</i>. Bharat Law House, Delhi</p> <p>MahendraB. Gabhawala. <i>Direct Taxes Ready Reckoner with tax planning</i>. Bharat Law House Pvt. Ltd., New Delhi</p> <p>ICAI Study material on Taxation (link-https://www.icai.org/post.html?post_id=16945)</p>	4	NA	NA	<ul style="list-style-type: none"> • Discussion on relevant notifications and news related to Income Tax returns; • Presentation by group of students on contemporary issues on Income Tax
		4	<p>Unit-1: Concept of Tax Planning</p> <ul style="list-style-type: none"> • Double Taxation Relief: DTAA, Types of relief-Bilateral and Unilateral • Double Taxation Relief: Section 90 and 90A, Section 91- Unilateral Agreement • Practical Case studies on Double taxation Relief • Concept of agricultural income, Composite income 	<p>Singhania, Vinod K. and Singhania Monica. <i>Students' guide to Income Tax</i>. University Edition. Taxmann Publications Pvt Ltd., New Delhi.</p> <p>Ahuja, Girish and Ravi Gupta. <i>Systematic Approach to Income Tax</i>. Bharat Law House, Delhi</p> <p>MahendraB. Gabhawala. <i>Direct Taxes Ready Reckoner with tax planning</i>. Bharat Law House Pvt. Ltd., New Delhi.</p>	4	NA	NA	<ul style="list-style-type: none"> • Discussion on Vodafone Case Law on Double Taxation Issue • Discussion on relevant notifications and news related to Income Tax returns; • Presentation by group of

			<ul style="list-style-type: none"> • Concept of Partial Integration of Agricultural Income with non-agricultural income • Practical Problems on tax planning with reference to agricultural income 	<p>ICAI Study material on Taxation (link-https://www.icai.org/post.html?post_id=16945)</p>				students on contemporary issues on Income Tax
		4	<p>Unit 2: Tax Planning with reference to salary income:</p> <ul style="list-style-type: none"> • Basics • Treatment of allowances under Salaries • Treatment of Perquisite under Salaries • Treatment of retirement benefits • Remuneration Planning • Tax Planning Hints for employers • Tax Planning hints for employees 	<p>Singhania, Vinod K. and Singhania Monica. <i>Students' guide to Income Tax</i>. University Edition. Taxmann Publications Pvt Ltd., New Delhi.</p> <p>Ahuja, Girish and Ravi Gupta. <i>Systematic Approach to Income Tax</i>. Bharat Law House, Delhi</p> <p>Mahendra B. Gabhawala. <i>Direct Taxes Ready Reckoner with tax planning</i>. Bharat Law House Pvt. Ltd., New Delhi.</p> <p>ICAI Study material on Taxation (link-https://www.icai.org/post.html?post_id=16945)</p>	4	NA	NA	<ul style="list-style-type: none"> • Discussion on relevant notifications and news related to Income Tax returns; • Presentation by group of students on contemporary issues on Income Tax Presentation by group of students on contemporary issues on Income Tax
2	September	1	<p>Unit 2: Tax Planning with reference to salary income:</p> <ul style="list-style-type: none"> • Practical Problems on Pay Package designing • Section 89(1) arrears of salary • Practical Problems of section 89(1) 	<p>Singhania, Vinod K. and Singhania Monica. <i>Students' guide to Income Tax</i>. University Edition. Taxmann Publications Pvt Ltd., New Delhi.</p> <p>Ahuja, Girish and Ravi Gupta. <i>Systematic Approach to</i></p>	3	NA	NA	<ul style="list-style-type: none"> • Discussion on relevant notifications and news related to Income Tax returns;

				<p><i>Income Tax</i>. Bharat Law House, Delhi</p> <p>Mahendra B. Gabhawala. <i>Direct Taxes Ready Reckoner with tax planning</i>. Bharat Law House Pvt. Ltd., New Delhi.</p> <p>ICAI Study material on Taxation (link-https://www.icai.org/post.html?post_id=16945)</p>					Presentation by group of students on contemporary issues on Income Tax
		2	<p>Unit 3: Tax Planning in relation to Income from House Property and Business Income:</p> <ul style="list-style-type: none"> • Computation of Income under the head House property in case of let out property • Computation of Income under the head House property in case of self-occupied property • Discussion on section 24 • Use of deduction u/s 80C for HP • Deduction u/s 80EEA • Set off and Carry forward rules of HP loss • Tax Planning hints with respect to House Property Income • Practical Problems on House Property Income Tax Planning 	<p>Singhania, Vinod K. and Singhania Monica. <i>Students' guide to Income Tax</i>. University Edition. Taxmann Publications Pvt Ltd., New Delhi.</p> <p>Ahuja, Girish and Ravi Gupta. <i>Systematic Approach to Income Tax</i>. Bharat Law House, Delhi</p> <p>Mahendra B. Gabhawala. <i>Direct Taxes Ready Reckoner with tax planning</i>. Bharat Law House Pvt. Ltd., New Delhi.</p> <p>ICAI Study material on Taxation (link-https://www.icai.org/post.html?post_id=16945)</p>	4	NA	NA	<ul style="list-style-type: none"> • Discussion on relevant notifications and news related to Income Tax returns; • Presentation by group of students on contemporary issues on Income Tax 	
		3	<p>Unit 3: Tax Planning in relation to Income from House Property and Business Income:</p>	<p>Singhania, Vinod K. and Singhania Monica. <i>Students' guide to Income Tax</i>.</p>	4	NA	NA	<ul style="list-style-type: none"> • Discussion on relevant notifications and news 	

			<ul style="list-style-type: none"> Provisions related to maintenance of accounts u/s 44AA Provisions related to audit of accounts u/s 44AB Presumptive scheme of computing business income u/s 44AD Presumptive scheme of computing business income u/s 44ADA Presumptive scheme of computing business income u/s 44AE 	<p>University Edition. Taxmann Publications Pvt Ltd., New Delhi.</p> <p>Ahuja, Girish and Ravi Gupta. <i>Systematic Approach to Income Tax</i>. Bharat Law House, Delhi</p> <p>Mahendra B. Gabhawala. <i>Direct Taxes Ready Reckoner with tax planning</i>. Bharat Law House Pvt. Ltd., New Delhi.</p> <p>ICAI Study material on Taxation (link-</p>				<p>related to Income Tax returns;</p> <ul style="list-style-type: none"> Presentation by group of students on contemporary issues on Income Tax
		4	<p>Unit 3: Tax Planning in relation to Income from House Property and Business Income:</p> <ul style="list-style-type: none"> Tax Planning hints with respect to Business income Conditions for availing maximum allowances from business revenue Detailed discussion on section-32 (depreciation) Choice between presumptive taxation and normal tax scheme of business income. Case studies on choice between presumptive taxation and normal taxation of 	<p>Singhania, Vinod K. and Singhania Monica. <i>Students' guide to Income Tax</i>. University Edition. Taxmann Publications Pvt Ltd., New Delhi.</p> <p>Ahuja, Girish and Ravi Gupta. <i>Systematic Approach to Income Tax</i>. Bharat Law House, Delhi</p> <p>Mahendra B. Gabhawala. <i>Direct Taxes Ready Reckoner with tax planning</i>. Bharat Law House Pvt. Ltd., New Delhi.</p> <p>ICAI Study material on Taxation (link-https://www.icai.org/post.html?post_id=16945)</p>	4	NA	1 st Internal Assessment (Unit 1 and Unit 2)	<ul style="list-style-type: none"> Discussion on relevant notifications and news related to Income Tax returns; Presentation by group of students on contemporary issues on Income Tax

			business income from tax planning point of view.					
3	October	1	<p>Unit 4:Tax Planning in Relation to Capital Gains and Other Sources:</p> <ul style="list-style-type: none"> Section 45- Basis of Charge for Capital Gains Concept of LTCG and STCG Practical Problem on choice of time period of Holding an asset from tax planning point 	<p>Singhania, Vinod K. and Singhania Monica. <i>Students' guide to Income Tax.</i> University Edition. Taxmann Publications Pvt Ltd., New Delhi.</p> <p>Ahuja, Girish and Ravi Gupta. <i>Systematic Approach to Income Tax.</i> Bharat Law House, Delhi</p> <p>Mahendra B. Gabhawala. <i>Direct Taxes Ready Reckoner with tax planning.</i> Bharat Law House Pvt. Ltd., New Delhi.</p> <p>ICAI Study material on Taxation (link-https://www.icai.org/post.html?post_id=16945)</p>	4	NA	NA	<ul style="list-style-type: none"> Discussion on relevant notifications and news related to Income Tax returns Presentation by group of students on contemporary issues on Income Tax
		2	<p>Unit 4:Tax Planning in Relation to Capital Gains and Other Sources:</p> <ul style="list-style-type: none"> Concept of Indexation Choice of Indexed cost of acquisition Practical Problems on choice of FMV or Actual Cost of Acquisition Exemptions under section 54, 54B, 54F, 54EC 	<p>ICAI Study material on Taxation (link-https://www.icai.org/post.html?post_id=16945)</p> <p>Singhania V. K , <i>GST & Customs Lax</i>, Taxmann Publication.</p> <p>Ahuja, Girish and Ravi Gupta. <i>Systematic Approach to</i></p>	3	NA	NA	<ul style="list-style-type: none"> Discussion on relevant notifications and news related to Income Tax returns Presentation by group of

			<ul style="list-style-type: none"> Practical Problems on use of exemptions from planning point 	<i>Income Tax</i> . Bharat Law House, Delhi 				students on contemporary issues on Income Tax
		3	Unit 4:Tax Planning in Relation to Capital Gains and Other Sources: <ul style="list-style-type: none"> Section 56- Basis of Charge for other sources income Tax liability in case of gift received from relative and non-relative Tax planning hints in case of gift income from relative and non-relative Practical Problems on gift income from planning point 	Singhania, Vinod K. and Singhania Monica. <i>Students' guide to Income Tax</i> . University Edition. Taxmann Publications Pvt Ltd., New Delhi. Ahuja, Girish and Ravi Gupta. <i>Systematic Approach to Income Tax</i> . Bharat Law House, Delhi Mahendra B. Gabhawala. <i>Direct Taxes Ready Reckoner with tax planning</i> . Bharat Law House Pvt. Ltd., New Delhi. ICAI Study material on Taxation (link- https://www.icai.org/post.html?post_id=16945)	4	NA		<ul style="list-style-type: none"> Discussion on relevant notifications and news related to Income Tax returns Presentation by group of students on contemporary issues on Income Tax
		4	Unit 4:Tax Planning in Relation to Capital Gains and Other Sources: Deductions permissible from Income from Other sources and its conditions	Singhania, Vinod K. and Singhania Monica. <i>Students' guide to Income Tax</i> . University Edition. Taxmann Publications Pvt Ltd., New Delhi. Ahuja, Girish and Ravi Gupta. <i>Systematic Approach to Income Tax</i> . Bharat Law House, Delhi Mahendra B. Gabhawala. <i>Direct Taxes Ready Reckoner</i>	2		NA	<ul style="list-style-type: none"> Discussion on relevant notifications and news related to Income Tax returns; Presentation by group of students on contemporary issues on Income Tax

				with tax planning. Bharat Law House Pvt. Ltd., New Delhi. ICAI Study material on Taxation (link- https://www.icai.org/post.html?post_id=16945)				
4	November	1	Unit 5: Other Areas of Tax Planning: <ul style="list-style-type: none"> • Concept of Clubbing of Income under section 60 to 64 • Tax planning hints in relation to Clubbing of Income provisions • Practical Problems on clubbing of income tax planning 	Singhania, Vinod K. and Singhania Monica. <i>Students' guide to Income Tax</i> . University Edition. Taxmann Publications Pvt Ltd., New Delhi. Ahuja, Girish and Ravi Gupta. <i>Systematic Approach to Income Tax</i> . Bharat Law House, Delhi Mahendra B. Gabhawala. <i>Direct Taxes Ready Reckoner with tax planning</i> . Bharat Law House Pvt. Ltd., New Delhi. ICAI Study material on Taxation (link- https://www.icai.org/post.html?post_id=16945)	4	NA	NA	<ul style="list-style-type: none"> • Discussion on relevant notifications and news related to Income Tax returns; • Presentation by group of students on contemporary issues on Income Tax
		2	Unit 5: Other Areas of Tax Planning: <ul style="list-style-type: none"> • Deduction under chapter VI-A of Income Tax act • Deductions u/s – 80C, 80CCC, 80CCD(1), 80CCD(1B), 80CCD(2), 80D, 80DD, 80DDB, 80E, 80G, 80TTA, 80TTB, 80EEA, 80EEB, 80G, 80U 	Singhania, Vinod K. and Singhania Monica. <i>Students' guide to Income Tax</i> . University Edition. Taxmann Publications Pvt Ltd., New Delhi. Ahuja, Girish and Ravi Gupta. <i>Systematic Approach to Income Tax</i> . Bharat Law House, Delhi	4	NA	2 nd Internal Assessment: Unit 3 and Unit 4	<ul style="list-style-type: none"> • Discussion on relevant notifications and news related to Income Tax returns; • Presentation by group of students on contemporary

			<ul style="list-style-type: none"> Practical Problems on use utilization of deductions so as to minimize tax liability 	<p>Mahendra B. Gabhawala. <i>Direct Taxes Ready Reckoner with tax planning</i>. Bharat Law House Pvt. Ltd., New Delhi.</p> <p>ICAI Study material on Taxation (link-https://www.icai.org/post.html?post_id=16945)</p>				issues on Income Tax
		3	<p>Unit 5: Other Areas of Tax Planning:</p> <ul style="list-style-type: none"> Rebate under 87A Practical Problems on Rebate under 87A so as to minimize tax liability <p>Revision Discussion on Previous years papers Discussion on Internal Assessment papers</p>	<p>Singhania, Vinod K. and Singhania Monica. <i>Students' guide to Income Tax</i>. University Edition. Taxmann Publications Pvt Ltd., New Delhi.</p> <p>Ahuja, Girish and Ravi Gupta. <i>Systematic Approach to Income Tax</i>. Bharat Law House, Delhi</p> <p>Mahendra B. Gabhawala. <i>Direct Taxes Ready Reckoner with tax planning</i>. Bharat Law House Pvt. Ltd., New Delhi.</p> <p>ICAI Study material on Taxation (link-https://www.icai.org/post.html?post_id=16945)</p>	4	NA	NA	<ul style="list-style-type: none"> Discussion on relevant notifications and news related to Income Tax returns; Presentation by group of students on contemporary issues on Income Tax
		4	<p>Revision Discussion on Previous years papers Discussion on Internal Assessment papers Doubt sessions</p>	<p>Singhania, Vinod K. and Singhania Monica. <i>Students' guide to Income Tax</i>. University Edition. Taxmann Publications Pvt Ltd., New Delhi.</p> <p>Ahuja, Girish and Ravi Gupta. <i>Systematic Approach to</i></p>	3		NA	Discussion on effective answer writing.

				<p><i>Income Tax.</i> Bharat Law House, Delhi</p> <p>Mahendra B. Gabhawala. <i>Direct Taxes Ready Reckoner with tax planning.</i> Bharat Law House Pvt. Ltd., New Delhi.</p> <p>ICAI Study material on Taxation (link- https://www.icai.org/post.html?post_id=16945)</p>				
Individual Interaction with students during preparatory leaves (Optional).								

Teaching Plan Winter Semester 2020-21

Name of the Teacher: Saumya Aggarwal

Course Name: B.Com. Hons.

Paper Title: Computer Application in Business

Semester/Year: IV/2nd

S. No.	Month	Week No.	Unit/Topic	Resource/References/Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity-GD, documentary etc.)
1.	January	1 & 2	Unit 4 Spreadsheet Basic Concepts	1. Jain Hem Chand and Tiwari H. N. Computer Application in Business, Taxmann	5	0		
			Statistical Projects Like Correlation & Regression, Frequency Distribution Tables		5	0		
		3 & 4	Unit 4 Spreadsheet PayRoll including Advanced PayRoll	1. Jain Hem Chand and Tiwari H. N. Computer Application in Business, Taxmann 2. Madan Sushila, Computer Applications in Business, Scholar Tech Press. 3. Mathur Shruti and Jain Pooja, Computer Applications in Business, Galgotia Publishing Company	12	0	Test 1 Towards the end of third week on the topic PayRoll	Various Functions were discussed apart from the syllabus and students were asked to give presentations on the same.
			Loan & Lease Accounting		4	0		
2.	February	1	Unit 4	1. Jain Hem Chand and Tiwari H. N. Computer		0		

		What if Analysis	Application in Business, Taxmann	2			
		Capital Budgeting		2			
		Data Analysis & Pivot Tables		2			
	2 & 3	Dashboard (Slider)	1. Jain Hem Chand and Tiwari H. N. Computer Application in Business, Taxmann	1	0	Test 2	
		Depreciation	2. Madan Sushila, Computer Applications in Business, Scholar Tech Press.	7		On the Loan & Lease & Depreciation Topic	
		Financial Functions		2			
	4	Solver & Assignment	1. Jain Hem Chand and Tiwari H. N. Computer Application in Business, Taxmann	6	0		

4.	March	1	Unit 1 Theory Networking	<ol style="list-style-type: none"> 1. Jain Hem Chand and Tiwari H. N. Computer Application in Business, Taxmann 2. Madan Sushila, Computer Applications in Business, Scholar Tech Press. 3. Mathur Shruti and Jain Pooja, Computer Applications in Business, Galgotia Publishing Company 	5	0		
		2 & 3	Unit 2 MS-Word Including Mail Merge	<ol style="list-style-type: none"> 1. Madan Sushila, Computer Applications in Business, Scholar Tech Press. 	5	0		
			Unit 5 DBMS Theory & Basics of MS-Access	<ol style="list-style-type: none"> 1. Jain Hem Chand and Tiwari H. N. Computer Application in Business, Taxmann 	5	0 0 0		
MID SEMESTER BREAK								
5.	April	1	Unit 5 ER Models & theory DBMS	<ol style="list-style-type: none"> 1. Jain Hem Chand and Tiwari H. N. Computer Application in Business, Taxmann 2. Mathur Shruti and Jain Pooja, Computer Applications in Business, Galgotia Publishing Company 	5	0	Recent trends and cases to be	
		2	Unit 1 Theory	<ol style="list-style-type: none"> 1. Jain Hem Chand and Tiwari H. N. Computer 	8	0		

		3	Internet Terminology & Recent Trends	Application in Business, Taxmann	3		discussed from newspaper articles on Internet of Things	
		4	Unit 3 Presentations Revision & Doubts Clearing Session	2. Madan Sushila, Computer Applications in Business, Scholar Tech Press.	4			

Teaching Plan Winter Semester 2019-2020

Name of the Teacher: Saumya Aggarwal

Course Name: B.Com. Hons.

Paper Title: Computer Application in Business

Semester/Year: IV/2nd

S. No.	Month	Week No.	Unit/Topic	Resource/References/Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity-GD, documentary etc.)
1.	January	1	Unit 4 Spreadsheet Basic Concepts (Sorting & Filtering, working on multiple worksheets, functions)	<ol style="list-style-type: none"> 1. Jain Hem Chand and Tiwari H. N. Computer Application in Business, Taxmann 2. Madan Sushila, Computer Applications in Business, Scholar Tech Press. 3. Mathur Shruti and Jain Pooja, Computer Applications in Business, Galgotia Publishing Company. 		8		<p>Multiple Tests Taken from the students on Socrative App in MCQ Format Based on Theory Topics and Concepts were tested to determine their practical knowledge of the Spreadsheet Application Software.</p> <p>Workbooks were also taken from the students.</p>
		2	Statistical Projects Like Correlation & Regression, Frequency Distribution Tables			8		
		3	PayRoll			8		
		4	Advanced PayRoll			6		

2.	February	1	Loan & Lease Accounting			6		
		2	What if Analysis Capital Budgeting			4 3		
		3	Data Analysis & Pivot Tables Depreciation			4 4		
		4.	Depreciation			8	Tests in MCQ format	
4.	March	1	Solver LPP			5		
		2 & 3	Theory Unit 1 MS-Word, Power point			7 5		
Lockdown (Online Classes)								
5.	April & May (Classes got extended due to lockdown)	April May	Theory & unit 5, DBMS CAAT Tools & Doubt			18 7	Tests in MCQ format plus workbook	

			Session Class				
					0		

Name of the Teacher: Mr. Saurabh Gupta

Course Name: B Com(Hons)

Paper Title: Advertising

Semester/Year: V semester/3rd year (2018-19)

S. No	Month	Week No.	Unit/Topic	Resource/References/Recommended readings	No. of lectures (tentative)	No. of Tutorials (tentative)	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
1.	July	1	Unit-1 Introduction: Communication Process Features	1. George E Belch, Michael A Belch, Keyoor Purani, Advertising and Promotion : An Integrated Marketing Communications Perspective (SIE), McGraw Hill Education	5	1		Group Discussion Case Study
2.	August	1	Unit-1 Introduction: Advertising , Meaning ,Nature ,Types	1. S. Wats Dunn, and Arnold M. Barban. S. Wats Dunn, and Arnold M. Barban. 2. Batra, Myers and Aakers. Advertising Management. PHI Learning.	5	1		Group Discussion

		2	<p>Unit-1</p> <p>Introduction: Advertising objectives.</p> <p>Audience analysis;</p>	<p>1. Burnett, Wells, and Moriatty. Advertising: Principles and Practice. 5th ed. Prentice Hall of India, New Delhi.</p>	2	1	<p>Presentations</p> <p>Case Study</p>
					3		
		3	<p>Unit-1</p> <p>Introduction: Advertising Budget</p>	<p>1. Terence A. Shimp. Advertising and Promotion: An IMC Approach. Cengage Learning.</p> <p>2. Ruchi Gupta, Advertising, S. Chand & Co.</p>	5	11	<p>Debates</p>
		4	<p>Unit 2: Media Decisions: Major media types</p>	<p>1. Ruchi Gupta, Advertising, S. Chand & Co</p> <p>2. Terence A. Shimp. Advertising and Promotion: An IMC Approach. Cengage</p>	5	1	

				Learning.				
3.	September	1	Unit 2: Media Decisions : Factors influencing media choice Merits and Demerits	1.Sharma, Kavita. Advertising: Planning and Decision Making, Taxmann Publications 2.Ruchi Gupta, Advertising, S. Chand &. Co	3 2	1		Group Discussion
		2	Unit 2: Media Decisions : media selection,	1. George E Belch, Michael A Belch, Keyoor Purani, Advertising and Promotion : An	3	1		Group Discussion Articles on Advertising

			media scheduling	<p>Integrated Marketing Communications Perspective (SIE), McGraw Hill Education</p> <p>2. Sharma, Kavita. Advertising: Planning and Decision Making, Taxmann Publications</p>	2			
		3	Unit 2: Media Decisions : Advertising	1. Sharma, Kavita. Advertising: Planning	2	11		

			through the Internet- media devices	and Decision Making, Taxmann Publications 2. Ruchi Gupta, Advertising, S. Chand & Co	3			
		4	Unit 3: Message Development Advertising appeals	1 George E Belch, Michael A Belch, Keyoor Purani, Advertising and Promotion : An Integrated Marketing Communications Perspective (SIE), McGraw Hill Education	5	1	Internal Assesment-I	Group Discussion Case Study
		1	Unit 3: Message Development:	1. Sharma, Kavita. Advertising: Planning	2	1		

4.	October		Advertising copy and elements	and Decision Making, Taxmann Publications				
			Preparing ads for different media	2. Ruchi Gupta, Advertising, S. Chand & Co	3			
	2	Unit 4: Measuring Advertising Effectiveness	1. Jaishree Jethwaney and Shruti Jain, Advertising Management, Oxford University Press, 2. Chunawala and Sethia, Advertising, Himalaya Publishing House	2	1			
		3	Unit 4: Measuring Advertising Effectiveness	1. Jaishree Jethwaney and Shruti Jain, Advertising Management, Oxford University Press,	2	1	Internal Assessment -II	

			<p>Pre- testing techniques</p> <p>Post-testing techniques.</p>	<p>2 . Ruchi Gupta, Advertising, S. Chand &. Co</p>	3			
5.	November	1	<p>Unit 5: Advertising Agency: Role, types</p> <p>selection of advertising agency.</p>	<p>1. Sharma, Kavita. Advertising: Planning and Decision Making, Taxmann Publications</p> <p>2. Ruchi Gupta, Advertising, S. Chand &. Co</p>	2	1		<p>Debate</p> <p>Case Study</p>
					3			

		2	Unit 5: Advertising Agency: Social aspects	1. Jaishree Jethwaney and Shruti Jain, Advertising Management, Oxford University Press,	5	1		
		3	Unit 5: Advertising Agency : ethical and legal aspects of advertising in India.	1. George E Belch, Michael A Belch, Keyoor Purani, Advertising and Promotion : An Integrated Marketing Communications Perspective (SIE), McGraw Hill Education	5	1		Debate

Teaching Plan Summer Semester July 2019- December 2019,July 2020- December 2020

Name of the Teacher: Saurabh Gupta

Course Name: B.Com (Hons.)

Paper Title: Principles of Marketing

Semester/Year: 5th semester/3rd year

S. No.	Month	Week No.	Unit/Topic	Resource/References/Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
1.	July	3	Unit I – Introduction to Marketing: Meaning, Nature, Scope and Importance; Core concepts of marketing;	Etzel, M. J., Walker, B. J., Stanton, W. J., & Pandit, A. (2010). Marketing (14th ed.). McGraw Hill Kotler, P., Keller, K. L., Koshy, A., & Jha, M. (2013). Principles of Marketing: A South Asian Perspective (13th ed.). Pearson Education.	5	1	None	Discussed numerous examples from daily life and case studies
		4	Unit I - Marketing Philosophies; Services Marketing: Meaning and distinctive characteristics; Marketing Mix Marketing Environment: Need for studying marketing environment;	Kotler, P., Keller, K. L., Koshy, A., & Jha, M. (2013). Principles of Marketing: A South Asian Perspective (13th ed.). Pearson Education. Kotler, P., Armstrong, G. and Agnihotri, P. (2018). Principles of Marketing (17	5	1		Discussed numerous examples from daily life and case studies

				Edition), Pearson Education. Indian edition.				
2.	August	1	Unit I Micro environmental factors- company, suppliers, marketing intermediaries, customers, competitors, publics	Kotler, P., Keller, K. L., Koshy, A., & Jha, M. (2013). Principles of Marketing: A South Asian Perspective (13thed.). Pearson Education. Mahajan, J.P. and Mahajan Anupama. Principles of Marketing. Vikas Publications.	5	1		Discussed numerous examples from daily life and case studies
		2	Unit I – Macro environmental factors – demographic, economic, natural, technological, politico-legal and sociocultural.	Kotler, P., Keller, K. L., Koshy, A., & Jha, M. (2013). Principles of Marketing: A South Asian Perspective (13thed.). Pearson Education. Sharma, K., & Swati Aggarwal. (2018). Principles of Marketing. Taxmann's.	5	1		Discussed numerous examples from daily life and case studies

		3	<p>Unit II -</p> <p>Consumer Behaviour: Need for studying consumer behaviour; Types; Stages in Consumer buying decision process;</p>	<p>Kotler, P., Keller, K. L., Koshy, A., & Jha, M. (2013). Principles of Marketing: A South Asian Perspective (13thed.). Pearson Education.</p> <p>Sharma, K., & Swati Aggarwal. (2018). Principles of Marketing. Taxmann's.</p>	5	1	Unit 1 test	Discussed numerous examples from daily life and case studies
		4	<p>Unit II -</p> <p>Factors influencing consumer buying decisions.</p> <p>Market Selection: Choosing market value through STP. Market Segmentation- Levels and bases of segmenting consumer markets.</p>	<p>Kotler, P., Keller, K. L., Koshy, A., & Jha, M. (2013). Principles of Marketing: A South Asian Perspective (13thed.). Pearson Education.</p> <p>Etzel, M. J., Walker, B. J., Stanton, W. J., & Pandit, A. (2010). Marketing (14th ed.). Mc Graw Hill.</p>	5	1		Discussed numerous examples from daily life and case studies

3.	September	1	Unit II - Market Targeting- concept and criteria. Product Positioning – concept and bases; Product differentiation- concept and bases.	Kotler, P., Keller, K. L., Koshy, A., & Jha, M. (2013). Principles of Marketing: A South Asian Perspective (13thed.). Pearson Education. Etzel, M. J., Walker, B. J., Stanton, W. J., & Pandit, A. (2010). Marketing (14th ed.). Mc Graw Hill.	5	1	Unit 2 Viva	Discussed numerous examples from daily life and case studies
		2	Unit III: Product Decisions: Concept and classification; Levels of Product. Designing value- Productmix dimensions, strategies and types; Branding- functions, strategies, types and qualities of good brand name	Kotler, P., Keller, K. L., Koshy, A., & Jha, M. (2013). Principles of Marketing: A South Asian Perspective (13thed.). Pearson Education. Sharma, K., & Swati Aggarwal. (2018). Principles of Marketing. Taxmann's.	5	1		Discussed numerous examples from daily life and case studies
		3	Unit III: Packaging and Labeling- functions, types and ethical	Kotler, P., Keller, K. L., Koshy, A., & Jha, M. (2013). Principles of Marketing: A	5	1		Discussed numerous examples from daily life and case studies

			aspects; Product support services.	South Asian Perspective (13thed.). Pearson Education.				
		4	Unit III: New Product Development: Product life cycle – concept and marketing strategies; New product development- concept and process.	Kotler, P., Keller, K. L., Koshy, A., & Jha, M. (2013). Principles of Marketing: A South Asian Perspective (13thed.). Pearson Education.	5	1		Discussed numerous examples from daily life and case studies
4.		1	Unit IV: Pricing Decisions: Objectives; Factors affecting price of a product; Pricing methods; Pricing strategies; Ethical issues in pricing decisions. Distribution Decisions: Channels of distribution- types and functions.	Kotler, P., Keller, K. L., Koshy, A., & Jha, M. (2013). Principles of Marketing: A South Asian Perspective (13thed.). Pearson Education.	5	1	Unit 3 role plays	Discussed numerous examples from daily life and case studies

		2	<p>Unit IV: Project Risk and Performance Assessment</p> <ul style="list-style-type: none"> Project Performance Measurement and Evaluation 	<p>Gido, Jack,. And Clements, James P. Project Management. Cengage Learning.</p> <p>Etzel, M. J., Walker, B. J., Stanton, W. J., & Pandit, A. (2010). Marketing (14th ed.). Mc Graw Hill.</p>	5	1		Discussed numerous examples from daily life and case studies
	October	3	<p>Unit IV:</p> <p>Delivering value-factors affecting choice of distribution channel; Distribution strategies; Distribution logistics – concept, importance and major logistics decisions; Wholesaling and retailing; Types of retail formats;</p> <p>Management of retailing operations: an overview. Emerging distribution trends.</p>	<p>Kotler, P., Keller, K. L., Koshy, A., & Jha, M. (2013). Principles of Marketing: A South Asian Perspective (13thed.). Pearson Education.</p>	5	1		

5	November	1	<p>Unit V: Promotion Decisions: Communication process; Importance of Promotion. Communicating value- Decision about Promotion mix tools including advertising, personal selling, sales promotion, public relations, publicity and direct marketing; Factors influencing promotion mix; Integrated Marketing Communication approach.</p>	<p>Kotler, P., Keller, K. L., Koshy, A., & Jha, M. (2013). Principles of Marketing: A South Asian Perspective (13thed.). Pearson Education.</p> <p>Kotler, P., Armstrong, G. and Agnihotri, P. (2018). Principles of Marketing (17 Edition), Pearson Education. Indian edition.</p>	5	1		Discussed numerous examples from daily life and case studies
		2	<p>Unit V: Developments in Marketing: Relationship Marketing- concept and dimensions. Sustainable Marketing- concept and issues. Rural marketing- characteristics, drivers of growth in rural</p>	<p>Kotler, P., Keller, K. L., Koshy, A., & Jha, M. (2013). Principles of Marketing: A South Asian Perspective (13thed.). Pearson Education.</p> <p>Kotler, P., Armstrong, G. and Agnihotri, P. (2018). Principles of Marketing (17</p>	5	1	Unit 4 and 5 test	Discussed numerous examples from daily life and case studies

			marketing, rural marketing mix. Social marketing- concept, tools and issues. Digital marketing- concept, tools and issues.	Edition), Pearson Education. Indian edition.				
		3	Test Paper and Past Year Papers Solutions		5	1		
End of Lectures; Individual Interaction with Students (Optional) till Exam Preparatory Leave.								

Teaching Plan Summer Semester July 2019- December 2019, July 2020- December 2020

Name of the Teacher: Saurabh Gupta

Course Name: B.Com (Hons.)

Paper Title: Principles of Marketing

Semester/Year: 5th semester/3rd year

S. No.	Month	Week No.	Unit/Topic	Resource/References/Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
1.	July	3	Unit I – Introduction to Marketing: Meaning, Nature, Scope and Importance; Core concepts of marketing;	Etzel, M. J., Walker, B. J., Stanton, W. J., & Pandit, A. (2010). Marketing (14th ed.). McGraw Hill Kotler, P., Keller, K. L., Koshy, A., & Jha, M. (2013). Principles of Marketing: A South Asian Perspective (13th ed.). Pearson Education.	5	1	None	Discussed numerous examples from daily life and case studies
		4	Unit I - Marketing Philosophies; Services Marketing: Meaning and distinctive characteristics; Marketing Mix Marketing Environment: Need for studying marketing environment;	Kotler, P., Keller, K. L., Koshy, A., & Jha, M. (2013). Principles of Marketing: A South Asian Perspective (13th ed.). Pearson Education. Kotler, P., Armstrong, G. and Agnihotri, P. (2018). Principles of Marketing (17	5	1		Discussed numerous examples from daily life and case studies

				Edition), Pearson Education. Indian edition.				
2.	August	1	Unit I Micro environmental factors- company, suppliers, marketing intermediaries, customers, competitors, publics	Kotler, P., Keller, K. L., Koshy, A., & Jha, M. (2013). Principles of Marketing: A South Asian Perspective (13thed.). Pearson Education. Mahajan, J.P. and Mahajan Anupama. Principles of Marketing. Vikas Publications.	5	1		Discussed numerous examples from daily life and case studies
		2	Unit I – Macro environmental factors – demographic, economic, natural, technological, politico-legal and sociocultural.	Kotler, P., Keller, K. L., Koshy, A., & Jha, M. (2013). Principles of Marketing: A South Asian Perspective (13thed.). Pearson Education. Sharma, K., & Swati Aggarwal. (2018). Principles of Marketing. Taxmann's.	5	1		Discussed numerous examples from daily life and case studies

		3	<p>Unit II -</p> <p>Consumer Behaviour: Need for studying consumer behaviour; Types; Stages in Consumer buying decision process;</p>	<p>Kotler, P., Keller, K. L., Koshy, A., & Jha, M. (2013). Principles of Marketing: A South Asian Perspective (13thed.). Pearson Education.</p> <p>Sharma, K., & Swati Aggarwal. (2018). Principles of Marketing. Taxmann's.</p>	5	1	Unit 1 test	Discussed numerous examples from daily life and case studies
		4	<p>Unit II -</p> <p>Factors influencing consumer buying decisions.</p> <p>Market Selection: Choosing market value through STP. Market Segmentation- Levels and bases of segmenting consumer markets.</p>	<p>Kotler, P., Keller, K. L., Koshy, A., & Jha, M. (2013). Principles of Marketing: A South Asian Perspective (13thed.). Pearson Education.</p> <p>Etzel, M. J., Walker, B. J., Stanton, W. J., & Pandit, A. (2010). Marketing (14th ed.). Mc Graw Hill.</p>	5	1		Discussed numerous examples from daily life and case studies

3.	September	1	Unit II - Market Targeting- concept and criteria. Product Positioning – concept and bases; Product differentiation- concept and bases.	Kotler, P., Keller, K. L., Koshy, A., & Jha, M. (2013). Principles of Marketing: A South Asian Perspective (13thed.). Pearson Education. Etzel, M. J., Walker, B. J., Stanton, W. J., & Pandit, A. (2010). Marketing (14th ed.). Mc Graw Hill.	5	1	Unit 2 Viva	Discussed numerous examples from daily life and case studies
		2	Unit III: Product Decisions: Concept and classification; Levels of Product. Designing value- Productmix dimensions, strategies and types; Branding- functions, strategies, types and qualities of good brand name	Kotler, P., Keller, K. L., Koshy, A., & Jha, M. (2013). Principles of Marketing: A South Asian Perspective (13thed.). Pearson Education. Sharma, K., & Swati Aggarwal. (2018). Principles of Marketing. Taxmann's.	5	1		Discussed numerous examples from daily life and case studies
		3	Unit III: Packaging and Labeling- functions, types and ethical	Kotler, P., Keller, K. L., Koshy, A., & Jha, M. (2013). Principles of Marketing: A	5	1		Discussed numerous examples from daily life and case studies

			aspects; Product support services.	South Asian Perspective (13thed.). Pearson Education.				
		4	Unit III: New Product Development: Product life cycle – concept and marketing strategies; New product development- concept and process.	Kotler, P., Keller, K. L., Koshy, A., & Jha, M. (2013). Principles of Marketing: A South Asian Perspective (13thed.). Pearson Education.	5	1		Discussed numerous examples from daily life and case studies
4.		1	Unit IV: Pricing Decisions: Objectives; Factors affecting price of a product; Pricing methods; Pricing strategies; Ethical issues in pricing decisions. Distribution Decisions: Channels of distribution- types and functions.	Kotler, P., Keller, K. L., Koshy, A., & Jha, M. (2013). Principles of Marketing: A South Asian Perspective (13thed.). Pearson Education.	5	1	Unit 3 role plays	Discussed numerous examples from daily life and case studies

		2	<p>Unit IV: Project Risk and Performance Assessment</p> <ul style="list-style-type: none"> Project Performance Measurement and Evaluation 	<p>Gido, Jack,. And Clements, James P. Project Management. Cengage Learning.</p> <p>Etzel, M. J., Walker, B. J., Stanton, W. J., & Pandit, A. (2010). Marketing (14th ed.). Mc Graw Hill.</p>	5	1		Discussed numerous examples from daily life and case studies
	October	3	<p>Unit IV:</p> <p>Delivering value-factors affecting choice of distribution channel; Distribution strategies; Distribution logistics – concept, importance and major logistics decisions; Wholesaling and retailing; Types of retail formats;</p> <p>Management of retailing operations: an overview. Emerging distribution trends.</p>	<p>Kotler, P., Keller, K. L., Koshy, A., & Jha, M. (2013). Principles of Marketing: A South Asian Perspective (13thed.). Pearson Education.</p>	5	1		

5	November	1	<p>Unit V: Promotion Decisions: Communication process; Importance of Promotion. Communicating value- Decision about Promotion mix tools including advertising, personal selling, sales promotion, public relations, publicity and direct marketing; Factors influencing promotion mix; Integrated Marketing Communication approach.</p>	<p>Kotler, P., Keller, K. L., Koshy, A., & Jha, M. (2013). Principles of Marketing: A South Asian Perspective (13thed.). Pearson Education.</p> <p>Kotler, P., Armstrong, G. and Agnihotri, P. (2018). Principles of Marketing (17 Edition), Pearson Education. Indian edition.</p>	5	1		Discussed numerous examples from daily life and case studies
		2	<p>Unit V: Developments in Marketing: Relationship Marketing- concept and dimensions. Sustainable Marketing- concept and issues. Rural marketing- characteristics, drivers of growth in rural</p>	<p>Kotler, P., Keller, K. L., Koshy, A., & Jha, M. (2013). Principles of Marketing: A South Asian Perspective (13thed.). Pearson Education.</p> <p>Kotler, P., Armstrong, G. and Agnihotri, P. (2018). Principles of Marketing (17</p>	5	1	Unit 4 and 5 test	Discussed numerous examples from daily life and case studies

			marketing, rural marketing mix. Social marketing- concept, tools and issues. Digital marketing- concept, tools and issues.	Edition), Pearson Education. Indian edition.				
		3	Test Paper and Past Year Papers Solutions		5	1		

End of Lectures; Individual Interaction with Students (Optional) till Exam Preparatory Leave.

INSTRUCTIONS:

- (1) Once you are done filling the form, please save the file as: 'teacher name'
E.g., abc. xyz, where abc refers to the first name and xyz refers to the surname.
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- (3) Information required in the basic format is compulsory and **not optional**.
- (4) Teachers taking more than one paper in a semester should add extra table(s) for that particular semester
- (5) You may refer to the sample proforma attached with the email.
- (6) In case of any queries, please email teachingplansrcc@gmail.com
- (7) **The form must be submitted by 8th March 2021, 5:00 p.m., to the email mentioned above.**

TEACHING PLAN FOR WINTER SEMESTER 2017-18, 2018-19, 2019-20, 2020-21

Name of the Teacher: Saurabh Gupta

Course Name: B. COM (H)

Paper Title: GST

Semester/Year: 6th Semester

S. No.	Month	Week No.	Unit/Topic	Resource/ References/ Recommended readings	No. of lectures (Tentative)	No. of Tutorials (Tentative)	Internal Assessment	Remarks
1.	January	1	Unit-1	GST BAR ACT: Constitutional framework of indirect taxes before GST is covered briefly	5	1		
		2						
		3.						
		4		GST BAR ACT: Provisions in respect of Amendment and Cancellation of Registration	5	1		
2.	February	1.	Unit-2 , Unit-3	GST BAR ACT: Levy and collection of GST	5	1	Internal Assessment of 30 marks in the last week(For 19-20 and 20-21 academic years.),	
		2.		GST BAR ACT: Levy and collection of GST	5	1		
		3.		GST BAR ACT : In respect of exemptions notified for services, the following areas are to be covered broadly (i.e. health, education, agriculture, law, renting of immovable property and transportation of passengers.) Bansal, K. M., GST & Customs Law, Taxmann Publication	5	1		

		4		GST BAR ACT : Input Tax Credit	5	1	18-19 academic years.)	
3.	March	1.	Unit-3, Unit-4	GST BAR ACT : Input Tax Credit	5	1		
		2		GST BAR ACT : Input Tax Credit	5	1		
		3		GST BAR ACT : Provisions of penalty in respect of following will be covered in detail- Late filing of return and delayed payment of tax.	5	1		
		4		GST BAR ACT : Provisions in respect of appeals to be discussed very briefly.	5	1		
4.	April	1	Unit-5	CUSTOMS BAR ACT : Basic concepts in respect of following be covered in detail- Indian customs waters, Indian territorial waters, Exclusive economic zones, high seas & taxable event in case of import	5	1		
		2.		CUSTOMS BAR ACT : Types of custom duties to be covered- Basic customs duty, anti-dumping duty, safeguards duty & protective duty	5	1		
		3.		CUSTOMS BAR ACT : Valuation for Import duty (A practical question on computation of assessable value (customs value) based on transaction value maybe asked.) Baggage rules and exemptions	5	1		
		4.		Previous Years Papers Discussion	5	1		

INSTRUCTIONS:

- (1) Once you are done filling the form, please save the file as: 'teacher name'
E.g., abc. xyz, where abc refers to the first name and xyz refers to the surname.
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TEACHING PLAN FOR WINTER SEMESTER 2017-18, 2018-19, 2019-20, 2020-21

Name of the Teacher: Saurabh Gupta

Course Name: B. COM (H)

Paper Title: GST

Semester/Year: 6th Semester

S. No.	Month	Week No.	Unit/Topic	Resource/ References/ Recommended readings	No. of lectures (Tentative)	No. of Tutorials (Tentative)	Internal Assessment	Remarks
1.	January	1	Unit-1	GST BAR ACT: Constitutional framework of indirect taxes before GST is covered briefly	5	1		
		2						
		3.						
		4		GST BAR ACT: Provisions on Registration, emphasis should be laid on liability to register i.e. Section 22-27 along with Rule 10 need to be covered	5	1		
				GST BAR ACT: Provisions in respect of Amendment and Cancellation of Registration	5	1		
2.	February	1.	Unit-2 , Unit-3	GST BAR ACT: Levy and collection of GST	5	1	Internal Assessment of 30 marks in the last week(For 19-20 and 20-21 academic years.),	
		2.		GST BAR ACT: Levy and collection of GST	5	1		
		3.		GST BAR ACT : In respect of exemptions notified for services, the following areas are to be covered broadly (i.e. health, education, agriculture, law, renting of immovable property and transportation of passengers.) Bansal, K. M., GST & Customs Law, Taxmann Publication	5	1		
							Internal Assessment of 20 marks in the last week(for 17-18 and	

		4		GST BAR ACT : Input Tax Credit	5	1	18-19 academic years.)	
3.	March	1.	Unit-3, Unit-4	GST BAR ACT : Input Tax Credit	5	1		
		2		GST BAR ACT : Input Tax Credit	5	1		
		3		GST BAR ACT : Provisions of penalty in respect of following will be covered in detail- Late filing of return and delayed payment of tax.	5	1		
		4		GST BAR ACT : Provisions in respect of appeals to be discussed very briefly.	5	1		
4.	April	1	Unit-5	CUSTOMS BAR ACT : Basic concepts in respect of following be covered in detail- Indian customs waters, Indian territorial waters, Exclusive economic zones, high seas & taxable event in case of import	5	1		
		2.		CUSTOMS BAR ACT : Types of custom duties to be covered- Basic customs duty, anti-dumping duty, safeguards duty & protective duty	5	1		
		3.		CUSTOMS BAR ACT : Valuation for Import duty (A practical question on computation of assessable value (customs value) based on transaction value maybe asked.) Baggage rules and exemptions	5	1		
		4.		Previous Years Papers Discussion	5	1		

INSTRUCTIONS:

- (1) Once you are done filling the form, please save the file as: 'teacher name'
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- (7) **The form must be submitted by 8th March 2021, 5:00 p.m., to the email mentioned above.**

TEACHING PLAN FOR WINTER SEMESTER 2017-18, 2018-19, 2019-20, 2020-21

Name of the Teacher: Saurabh Gupta

Course Name: B. COM (H)

Paper Title: GST

Semester/Year: 6th Semester

S. No.	Month	Week No.	Unit/Topic	Resource/ References/ Recommended readings	No. of lectures (Tentative)	No. of Tutorials (Tentative)	Internal Assessment	Remarks
1.	January	1	Unit-1	GST BAR ACT: Constitutional framework of indirect taxes before GST is covered briefly	5	1		
		2						
		3.						
		4		GST BAR ACT: Provisions in respect of Amendment and Cancellation of Registration	5	1		
2.	February	1.	Unit-2 , Unit-3	GST BAR ACT: Levy and collection of GST	5	1	Internal Assessment of 30 marks in the last week(For 19-20 and 20-21 academic years.), Internal Assessment of 20 marks in the last week(for 17-18 and	
		2.		GST BAR ACT: Levy and collection of GST	5	1		
		3.		GST BAR ACT : In respect of exemptions notified for services, the following areas are to be covered broadly (i.e. health, education, agriculture, law, renting of immovable property and transportation of passengers.) Bansal, K. M., GST & Customs Law, Taxmann Publication	5	1		

		4		GST BAR ACT : Input Tax Credit	5	1	18-19 academic years.)	
3.	March	1.	Unit-3, Unit-4	GST BAR ACT : Input Tax Credit	5	1		
		2		GST BAR ACT : Input Tax Credit	5	1		
		3		GST BAR ACT : Provisions of penalty in respect of following will be covered in detail- Late filing of return and delayed payment of tax.	5	1		
		4		GST BAR ACT : Provisions in respect of appeals to be discussed very briefly.	5	1		
4.	April	1	Unit-5	CUSTOMS BAR ACT : Basic concepts in respect of following be covered in detail- Indian customs waters, Indian territorial waters, Exclusive economic zones, high seas & taxable event in case of import	5	1		
		2.		CUSTOMS BAR ACT : Types of custom duties to be covered- Basic customs duty, anti-dumping duty, safeguards duty & protective duty	5	1		
		3.		CUSTOMS BAR ACT : Valuation for Import duty (A practical question on computation of assessable value (customs value) based on transaction value maybe asked.) Baggage rules and exemptions	5	1		
		4.		Previous Years Papers Discussion	5	1		

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- (7) **The form must be submitted by 8th March 2021, 5:00 p.m., to the email mentioned above.**

TEACHING PLAN FOR WINTER SEMESTER 2017-18, 2018-19, 2019-20, 2020-21

Name of the Teacher: Saurabh Gupta

Course Name: B. COM (H)

Paper Title: GST

Semester/Year: 6th Semester

S. No.	Month	Week No.	Unit/Topic	Resource/ References/ Recommended readings	No. of lectures (Tentative)	No. of Tutorials (Tentative)	Internal Assessment	Remarks
1.	January	1	Unit-1	GST BAR ACT: Constitutional framework of indirect taxes before GST is covered briefly	5	1		
		2						
		3.						
		4		GST BAR ACT: Provisions in respect of Amendment and Cancellation of Registration	5	1		
2.	February	1.	Unit-2 , Unit-3	GST BAR ACT: Levy and collection of GST	5	1	Internal Assessment of 30 marks in the last week(For 19-20 and 20-21 academic years.), Internal Assessment of 20 marks in the last week(for 17-18 and	
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		3.		GST BAR ACT : In respect of exemptions notified for services, the following areas are to be covered broadly (i.e. health, education, agriculture, law, renting of immovable property and transportation of passengers.) Bansal, K. M., GST & Customs Law, Taxmann Publication	5	1		

		4		GST BAR ACT : Input Tax Credit	5	1	18-19 academic years.)	
3.	March	1.	Unit-3, Unit-4	GST BAR ACT : Input Tax Credit	5	1		
		2		GST BAR ACT : Input Tax Credit	5	1		
		3		GST BAR ACT : Provisions of penalty in respect of following will be covered in detail- Late filing of return and delayed payment of tax.	5	1		
		4		GST BAR ACT : Provisions in respect of appeals to be discussed very briefly.	5	1		
4.	April	1	Unit-5	CUSTOMS BAR ACT : Basic concepts in respect of following be covered in detail- Indian customs waters, Indian territorial waters, Exclusive economic zones, high seas & taxable event in case of import	5	1		
		2.		CUSTOMS BAR ACT : Types of custom duties to be covered- Basic customs duty, anti-dumping duty, safeguards duty & protective duty	5	1		
		3.		CUSTOMS BAR ACT : Valuation for Import duty (A practical question on computation of assessable value (customs value) based on transaction value maybe asked.) Baggage rules and exemptions	5	1		
		4.		Previous Years Papers Discussion	5	1		

Teaching Plan Winter Semester 2018-2019

Name of the Teacher: Saumya Aggarwal

Course Name: B.Com. Hons.

Paper Title: Computer Application in Business

Semester/Year: IV/2rd

S. No.	Month	Week No.	Unit/Topic	Resource/References/Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity-GD, documentary etc.)
1.	January	1	Unit 3 Excel Basics	1. Jain Hem Chand and Tiwari H. N. Computer Application in Business, Taxmann 2. Madan Sushila, Computer Applications in Business, Scholar Tech Press. 3. Mathur Shruti and Jain Pooja, Computer Applications in Business, Galgotia Publishing Company.		6		Workbooks were taken and Students were asked to give presentations on the topic: Artificial Intelligence, Quantum Computing Viva was taken on the workbooks submitted by the students
			Graphical Representation of Data			2		
		2	Frequency Distribution			3		
			Correlation & Regression			2		
		3	PayRoll Statements			8		
4	PayRoll		8					
2.	February	1	Capital Budgeting			2		
			Ratio Analysis			2		
		2	Loan & Lease			5		
		3	Depreciation Accounting			8		
4.					3			

			What-if analysis, Data Validation Pivot Tables			3		
4.	March	1	Solver			3		
			Unit IV RDBMS			8		
		2	Concepts & Access			7		
		3	Access (Creating Relationship, Queries, Forms, Reports) SQL			5		
5.	April	1	MS-Word			4		
		2	PowerPoint			2		
			Unit 1 Introduction			7		
		3 & 4	CAAT Tools			8		

Teaching Plan Winter Semester 2017-2018

Name of the Teacher: Saumya Aggarwal

Course Name: B.Com. Hons.

Paper Title: Computer Application in Business

Semester/Year: IV/2nd

S. No.	Month	Week No.	Unit/Topic	Resource/References/Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity-GD, documentary etc.)
1.	January	1	Unit 3 Excel Basics Sorting, Filtering, Graphical Representati on of Data, working on multiple worksheets	1. Jain Hem Chand and Tiwari H. N. Computer Application in Business, Taxmann 2. Madan Sushila, Computer Applications in Business, Scholar Tech Press. 3. Mathur Shruti and Jain Pooja, Computer Applications in Business, Galgotia Publishing Company.		8		Workbooks were taken and Theory Exam was taken.
		2 & 3	Excel Functions			5		
			Statistical projects			5		
		3	Capital Budgeting			2		
			Ratio Analysis			2		
			PayRoll Basics			4		
4	payroll questions and Advanced Payroll		10					

2.	February	1	Loan & Lease		6		
		2 & 3	Depreciation Accounting		9		
		3	What-if analysis, Data Validation Pivot Tables		6		
4.	Solver Unit 1 Theory		3 6				
4.	March	1	Word & Powerpoint		6		
		2 & 3	Unit IV RDBMS Concepts and Access		16		
5.	April		CAAT Tools		8		
			Revision, Theory, and Tests		7		

Teaching Plan Winter Semester 2016-2017

Name of the Teacher: Saumya Aggarwal

Course Name: B.Com. Hons.

Paper Title: Computer Application in Business

Semester/Year: IV/2nd

S. No.	Month	Week No.	Unit/Topic	Resource/References/Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity-GD, documentary etc.)		
1.	January	1	Unit 3 Excel Basics	1. Jain Hem Chand and Tiwari H. N. Computer Application in Business, Taxmann 2. Madan Sushila, Computer Applications in Business, Scholar Tech Press. 3. Mathur Shruti and Jain Pooja, Computer Applications in Business, Galgotia Publishing Company.		8				
			Graphical Representation of Data							
		2	Excel Functions			8				
3	Statistical Projects		8							
		4	Capital Budgeting		5					
			Ratio Analysis							
2.	February	1	PayRoll					16		
		2	Loan & Lease					8		
		3	Depreciation			14				
						0				
		4.	Other Excel Applications			5				
4.	March	1	Theory Unit 1			6		Workbooks were taken and Theory Exam was taken		

		2 & 3	MS-Access & RDBMS		15		
5.	April	1 & 2	Access & Word and PPT		9		
		3	Revision & Doubt Solving Session		6		

Teaching Plan for Summer Semester 2016-17

Name of the Teacher: Dr. SHALINI AGGARWAL

Course Name: B. Com (H)

Paper Title: Management Accounting

Semester/Year: V

S. No.	Month	Week No.	Unit/Topic	Resource/ References/ Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
1.	July	4	Unit 1	1. M.N. Arora, Management Accounting	5	1		
				2.Horngren, Datar & Rajan, Cost Accounting				
				3.Maheshwari & Mittal, Management Accounting				
				4. P.C. Tulsian, Cost Accounting				
				5. Dr. R.P Rustagi, Management Accounting				
2.	August	1 to 4	Unit 4, 5	1. M.N. Arora, Management Accounting	20	5	Class Test 1	
				2.Horngren, Datar & Rajan, Cost Accounting				
				3.Maheshwari & Mittal, Management Accounting				
				4. P.C. Tulsian, Cost Accounting				
				5. Dr. R.P Rustagi, Management Accounting				
3.	September	1 to 4	Unit 5, 2	1. M.N. Arora, Management Accounting	20	5		
				2.Horngren, Datar & Rajan, Cost Accounting				
				3.Maheshwari & Mittal, Management Accounting				
				4. P.C. Tulsian, Cost Accounting				
				5. Dr. R.P Rustagi, Management Accounting				
4.	October	1 to 4	Unit 3	1. M.N. Arora, Management Accounting	20	5	Class Test 2	
				2.Horngren, Datar & Rajan, Cost Accounting				

				3.Maheshwari & Mittal, Management Accounting				
				4. P.C. Tulsian, Cost Accounting				
				5. Dr. R.P Rustagi, Management Accounting				
5.	November	1 to 3	Unit 3, 6	1. M.N. Arora, Management Accounting	20	4		
				2.Horngren, Datar & Rajan, Cost Accounting				
				3.Maheshwari & Mittal, Management Accounting				
				4. P.C. Tulsian, Cost Accounting				
				5. Dr. R.P Rustagi, Management Accounting				

Teaching Plan for Winter Semester 2016-17

Name of the Teacher: Dr. SHALINI AGGARWAL

Course Name: B.Com (H)

Paper Title: COST ACCOUNTING

Semester/Year: IV

S. No.	Month	Week No.	Unit/Topic	Resource/ References/ Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
1.	January	1 to 4	Units 1, 2	1. M.N. Arora, Cost Accounting	20	4		

S. No.	Month	Week No.	Unit/Topic	Resource/ References/ Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
				2.P.C. Tulsian, Cost Accounting				
				3.Maheshwari & Mittal, Cost Accounting				
				4.D.K. Mittal, Cost Accounting				
				5. Horngren, Datar & Rajan, Cost Accounting				
2.	February	1 to 4	Units 3, 4	1. M.N. Arora, Cost Accounting	20	4	Class Test – 1	
				2.P.C. Tulsian, Cost Accounting				
				3.Maheshwari & Mittal, Cost Accounting				
				4.D.K. Mittal, Cost Accounting				
				5. Horngren, Datar & Rajan, Cost Accounting				
3.	March	1 to 5	Unit 4	1. M.N. Arora, Cost Accounting	23	5	Class Test -2	
				2.P.C. Tulsian, Cost Accounting				
				3.Maheshwari & Mittal, Cost Accounting				
				4.D.K. Mittal, Cost Accounting				
				5. Horngren, Datar & Rajan, Cost Accounting				
4.	April	1to 4	Unit 4, 5	1. M.N. Arora, Cost Accounting	20	4	Class test -3	
				2.P.C. Tulsian, Cost Accounting				
				3.Maheshwari & Mittal, Cost Accounting				
				4.D.K. Mittal, Cost Accounting				
				5. Horngren, Datar & Rajan, Cost Accounting				

Teaching Plan for Summer Semester 2017-18

Name of the Teacher: Dr. SHALINI AGGARWAL

Course Name: B. Com (H)

Paper Title: Management Accounting

Semester/Year: V

S. No.	Month	Week No.	Unit/Topic	Resource/ References/ Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
1.	July	4	Unit 1	1. M.N. Arora, Management Accounting	5	1		

				2.Horngren, Datar & Rajan, Cost Accounting				
				3.Maheshwari & Mittal, Management Accounting				
				4. P.C. Tulsian, Cost Accounting				
				5. Dr. R.P Rustagi, Management Accounting				
2.	August	1 to 4	Unit 4, 5	1. M.N. Arora, Management Accounting	20	5	Class Test 1	
				2.Horngren, Datar & Rajan, Cost Accounting				
				3.Maheshwari & Mittal, Management Accounting				
				4. P.C. Tulsian, Cost Accounting				
				5. Dr. R.P Rustagi, Management Accounting				
3.	September	1 to 4	Unit 5, 2	1. M.N. Arora, Management Accounting	20	5		
				2.Horngren, Datar & Rajan, Cost Accounting				
				3.Maheshwari & Mittal, Management Accounting				
				4. P.C. Tulsian, Cost Accounting				
				5. Dr. R.P Rustagi, Management Accounting				
4.	October	1 to 4	Unit 3	1. M.N. Arora, Management Accounting	20	5	Class Test 2	
				2.Horngren, Datar & Rajan, Cost Accounting				
				3.Maheshwari & Mittal, Management Accounting				
				4. P.C. Tulsian, Cost Accounting				
				5. Dr. R.P Rustagi, Management Accounting				
5.	November	1 to 3	Unit 3, 6	1. M.N. Arora, Management Accounting	20	4	Rivision Class Test 3	
				2.Horngren, Datar & Rajan, Cost Accounting				
				3.Maheshwari & Mittal, Management Accounting				

				4. P.C. Tulsian, Cost Accounting				
				5. Dr. R.P Rustagi, Management Accounting				

Teaching Plan for Winter Semester 2017-18

Name of the Teacher: Dr. SHALINI AGGARWAL

Course Name: B.Com (H)

Paper Title: COST ACCOUNTING

Semester/Year: IV

S. No.	Month	Week No.	Unit/Topic	Resource/ References/ Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
1.	January	1 to 4	Units 1, 2	1. M.N. Arora, Cost Accounting	20	4		
				2.P.C. Tulsian, Cost Accounting				
				3.Maheshwari & Mittal, Cost Accounting				
				4.D.K. Mittal, Cost Accounting				
				5. Horngren, Datar & Rajan, Cost Accounting				
2.	February	1 to 4	Units 3, 4	1. M.N. Arora, Cost Accounting	20	4	Class Test - 1	
				2.P.C. Tulsian, Cost Accounting				
				3.Maheshwari & Mittal, Cost Accounting				
				4.D.K. Mittal, Cost Accounting				

S. No.	Month	Week No.	Unit/Topic	Resource/ References/ Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
				5. Horngren, Datar & Rajan, Cost Accounting				
3.	March	1 to 5	Unit 4	1. M.N. Arora, Cost Accounting	23	5	Class Test -2	
				2.P.C. Tulsian, Cost Accounting				
				3.Maheshwari & Mittal, Cost Accounting				
				4.D.K. Mittal, Cost Accounting				
				5. Horngren, Datar & Rajan, Cost Accounting				
4.	April	1to 4	Unit 4, 5	1. M.N. Arora, Cost Accounting	20	4	Class test -3	
				2.P.C. Tulsian, Cost Accounting				
				3.Maheshwari & Mittal, Cost Accounting				
				4.D.K. Mittal, Cost Accounting				
				5. Horngren, Datar & Rajan, Cost Accounting				

Teaching Plan for Summer Semester 2018-19

Name of the Teacher: Dr. SHALINI AGGARWAL

Course Name: B. Com (H)

Paper Title: Management Accounting

Semester/Year: V

S. No.	Month	Week No.	Unit/Topic	Resource/ References/ Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
1.	July	4	Unit 1	1. M.N. Arora, Management Accounting	5	1		
				2.Horngren, Datar & Rajan, Cost Accounting				
				3.Maheshwari & Mittal, Management Accounting				
				4. P.C. Tulsian, Cost Accounting				
				5. Dr. R.P Rustagi, Management Accounting				
2.	August	1 to 4	Unit 4, 5	1. M.N. Arora, Management Accounting	20	5	Class Test 1	

				2.Horngren, Datar & Rajan, Cost Accounting				
				3.Maheshwari & Mittal, Management Accounting				
				4. P.C. Tulsian, Cost Accounting				
				5. Dr. R.P Rustagi, Management Accounting				
3.	September	1 to 4	Unit 5, 2	1. M.N. Arora, Management Accounting	20	5		
				2.Horngren, Datar & Rajan, Cost Accounting				
				3.Maheshwari & Mittal, Management Accounting				
				4. P.C. Tulsian, Cost Accounting				
				5. Dr. R.P Rustagi, Management Accounting				
4.	October	1 to 4	Unit 3	1. M.N. Arora, Management Accounting	20	5	Class Test 2	
				2.Horngren, Datar & Rajan, Cost Accounting				
				3.Maheshwari & Mittal, Management Accounting				
				4. P.C. Tulsian, Cost Accounting				
				5. Dr. R.P Rustagi, Management Accounting				
5.	November	1 to 3	Unit 3, 6	1. M.N. Arora, Management Accounting	20	4	Revision Class Test 3	
				2.Horngren, Datar & Rajan, Cost Accounting				
				3.Maheshwari & Mittal, Management Accounting				
				4. P.C. Tulsian, Cost Accounting				
				5. Dr. R.P Rustagi, Management Accounting				

Teaching Plan for Winter Semester 2018-19

Name of the Teacher: Dr. SHALINI AGGARWAL

Course Name: B.Com (H)

Paper Title: COST ACCOUNTING

Semester/Year: IV

S. No.	Month	Week No.	Unit/Topic	Resource/ References/ Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
1.	January	1 to 4	Units 1, 2	1. M.N. Arora, Cost Accounting	20	4		
				2.P.C. Tulsian, Cost Accounting				
				3.Maheshwari & Mittal, Cost Accounting				
				4.D.K. Mittal, Cost Accounting				
				5. Horngren, Datar & Rajan, Cost Accounting				
2.	February	1 to 4	Units 3, 4	1. M.N. Arora, Cost Accounting	20	4	Class Test - 1	
				2.P.C. Tulsian, Cost Accounting				
				3.Maheshwari & Mittal, Cost Accounting				
				4.D.K. Mittal, Cost Accounting				
				5. Horngren, Datar & Rajan, Cost Accounting				
3.	March	1 to 5	Unit 4	1. M.N. Arora, Cost Accounting	23	5	Class Test -2	
				2.P.C. Tulsian, Cost Accounting				
				3.Maheshwari & Mittal, Cost Accounting				
				4.D.K. Mittal, Cost Accounting				

S. No.	Month	Week No.	Unit/Topic	Resource/ References/ Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
				5. Horngren, Datar & Rajan, Cost Accounting				
4.	April	1to 4	Unit 4, 5	1. M.N. Arora, Cost Accounting	20	4	Class test -3	
				2.P.C. Tulsian, Cost Accounting				
				3.Maheshwari & Mittal, Cost Accounting				
				4.D.K. Mittal, Cost Accounting				
				5. Horngren, Datar & Rajan, Cost Accounting				

Teaching Plan for Summer Semester 2019-20

Name of the Teacher: Dr. SHALINI AGGARWAL

Course Name: B. Com (H)

Paper Title: Management Accounting

Semester/Year: V

S. No.	Month	Week No.	Unit/Topic	Resource/ References/ Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
1.	July	4	Unit 1	1. M.N. Arora, Management Accounting	5	1		
				2.Horngren, Datar & Rajan, Cost Accounting				
				3.Maheshwari & Mittal, Management Accounting				
				4. P.C. Tulsian, Cost Accounting				
				5. Dr. R.P Rustagi, Management Accounting				
2.	August	1 to 4	Unit 4, 5	1. M.N. Arora, Management Accounting	20	5	Class Test 1	
				2.Horngren, Datar & Rajan, Cost Accounting				
				3.Maheshwari & Mittal, Management Accounting				
				4. P.C. Tulsian, Cost Accounting				
				5. Dr. R.P Rustagi, Management Accounting				
3.	September	1 to 4	Unit 5, 2	1. M.N. Arora, Management Accounting	20	5		
				2.Horngren, Datar & Rajan, Cost Accounting				
				3.Maheshwari & Mittal, Management Accounting				
				4. P.C. Tulsian, Cost Accounting				
				5. Dr. R.P Rustagi, Management Accounting				
4.	October	1 to 4	Unit 3	1. M.N. Arora, Management Accounting	20	5	Class Test 2	
				2.Horngren, Datar & Rajan, Cost Accounting				

				3.Maheshwari & Mittal, Management Accounting				
				4. P.C. Tulsian, Cost Accounting				
				5. Dr. R.P Rustagi, Management Accounting				
5.	November	1 to 3	Unit 3, 6	1. M.N. Arora, Management Accounting	20	4	Rivision Class Test 3	
				2.Horngren, Datar & Rajan, Cost Accounting				
				3.Maheshwari & Mittal, Management Accounting				
				4. P.C. Tulsian, Cost Accounting				
				5. Dr. R.P Rustagi, Management Accounting				

Teaching Plan for Winter Semester 2019-20

Name of the Teacher: Dr. SHALINI AGGARWAL

Course Name: B.Com (H)

Paper Title: COST ACCOUNTING

Semester/Year: IV

S. No.	Month	Week No.	Unit/Topic	Resource/ References/ Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
1.	January	1 to 4	Units 1, 2	1. M.N. Arora, Cost Accounting	20	4		
				2.P.C. Tulsian, Cost Accounting				
				3.Maheshwari & Mittal, Cost Accounting				
				4.D.K. Mittal, Cost Accounting				
				5. Horngren, Datar & Rajan, Cost Accounting				
2.	February	1 to 4	Units 3, 4	1. M.N. Arora, Cost Accounting	20	4	Class Test - 1	
				2.P.C. Tulsian, Cost Accounting				
				3.Maheshwari & Mittal, Cost Accounting				
				4.D.K. Mittal, Cost Accounting				
				5. Horngren, Datar & Rajan, Cost Accounting				
3.	March	1 to 5	Unit 4	1. M.N. Arora, Cost Accounting	23	5	Class Test -2	
				2.P.C. Tulsian, Cost Accounting				
				3.Maheshwari & Mittal, Cost Accounting				
				4.D.K. Mittal, Cost Accounting				
				5. Horngren, Datar & Rajan, Cost Accounting				
4.	April	1to 4	Unit 4, 5	1. M.N. Arora, Cost Accounting	20	4	Class test -3	
				2.P.C. Tulsian, Cost Accounting				
				3.Maheshwari & Mittal, Cost Accounting				
				4.D.K. Mittal, Cost Accounting				
				5. Horngren, Datar & Rajan, Cost Accounting				

Teaching Plan for Summer Semester 2020-21

Name of the Teacher: Dr. SHALINI AGGARWAL

Course Name: B. Com (H)

Paper Title: Management Accounting

Semester/Year: V

S. No.	Month	Week No.	Unit/Topic	Resource/ References/ Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
1.	August	2 to 4	Unit 1, 4	1. M.N. Arora, Management Accounting	20	3	Class Test 1	
				2.Horngren, Datar & Rajan, Cost Accounting				
				3.Maheshwari & Mittal, Management Accounting				
				4. P.C. Tulsian, Cost Accounting				
				5. Dr. R.P Rustagi, Management Accounting				
2.	September	1 to 4	Unit 5	1. M.N. Arora, Management Accounting	20	5		
				2.Horngren, Datar & Rajan, Cost Accounting				
				3.Maheshwari & Mittal, Management Accounting				
				4. P.C. Tulsian, Cost Accounting				
				5. Dr. R.P Rustagi, Management Accounting				
3.	October	1 to 4	Unit 2, 3	1. M.N. Arora, Management Accounting	20	5	Class Test 2	
				2.Horngren, Datar & Rajan, Cost Accounting				
				3.Maheshwari & Mittal, Management Accounting				
				4. P.C. Tulsian, Cost Accounting				
				5. Dr. R.P Rustagi, Management Accounting				
5.	November	1 to 4	Unit 3, 6	1. M.N. Arora, Management Accounting	20	4	Revision Class Test 3	
				2.Horngren, Datar & Rajan, Cost Accounting				

				3.Maheshwari & Mittal, Management Accounting				
				4. P.C. Tulsian, Cost Accounting				
				5. Dr. R.P Rustagi, Management Accounting				

Teaching Plan for Winter Semester 2020-21

Name of the Teacher: Dr. SHALINI AGGARWAL

Course Name: B.Com (H)

Paper Title: COST ACCOUNTING

Semester/Year: IV

S. No.	Month	Week No.	Unit/Topic	Resource/ References/ Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
1.	January	1 to 4	Units 1, 2	1. M.N. Arora, Cost Accounting	20	4		
				2.P.C. Tulsian, Cost Accounting				
				3.Maheshwari & Mittal, Cost Accounting				
				4.D.K. Mittal, Cost Accounting				
				5. Horngren, Datar & Rajan, Cost Accounting				
2.	February	1 to 4	Units 3, 4	1. M.N. Arora, Cost Accounting	20	4	Class Test - 1	
				2.P.C. Tulsian, Cost Accounting				
				3.Maheshwari & Mittal, Cost Accounting				
				4.D.K. Mittal, Cost Accounting				
				5. Horngren, Datar & Rajan, Cost Accounting				
3.	March	1 to 5	Unit 4	1. M.N. Arora, Cost Accounting	23	5	Class Test -2	
				2.P.C. Tulsian, Cost Accounting				
				3.Maheshwari & Mittal, Cost Accounting				
				4.D.K. Mittal, Cost Accounting				
				5. Horngren, Datar & Rajan, Cost Accounting				
4.	April	1to 4	Unit 4, 5	1. M.N. Arora, Cost Accounting	20	4	Class test -3	
				2.P.C. Tulsian, Cost Accounting				
				3.Maheshwari & Mittal, Cost Accounting				
				4.D.K. Mittal, Cost Accounting				
				5. Horngren, Datar & Rajan, Cost Accounting				

Teaching Plan for Summer Semester 2019-20

Name of the Teacher: Shalini Rawal

Course Name: B.com (Hons)

Paper Title: Principles of Marketing

Semester/Year: 5th Sem

S. No.	Month	Week No.	Unit/Topic	Resource/ References/ Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)	
1.	August	3	Unit 1/ Meaning, Nature, Scope and Importance; Core concepts of marketing; Marketing Philosophies;	1. Kotler, P., Armstrong, G. and Agnihotri, P. (2018). Principles of Marketing (17th Edition), Pearson Education. Indian edition.	10	5	NA	NA	
		4	Services Marketing: Meaning and distinctive characteristics; Marketing Mix.	2. Kapoor, Neeru. Principles of Marketing. PHI	10	5	NA		
2.	September	1	Need for studying marketing environment; Micro environmental factors- company, suppliers, marketing intermediaries, customers, competitors, publics;	1. Kotler, P., Armstrong, G. and Agnihotri, P. (2018). Principles of Marketing (17th Edition), Pearson Education. Indian edition.	8	5	NA	Case Study	
				2. Kapoor, Neeru. Principles of Marketing. PHI					
		2	Macro environmental factors – demographic, economic, natural, technological, politico-legal and sociocultural. : Need for studying consumer behaviour;		10	5	Presentations		Case Study
3	Types; Stages in Consumer buying		10	4	Student Presentations	NA			

S. No.	Month	Week No.	Unit/Topic	Resource/ References/ Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
		3	ethical aspects; Product support services. New Product Development: Product life cycle – concept and marketing strategies; New product development- concept and process.		10	4	Student Presentations	Case Study
		4	Distribution Decisions: Channels of distribution- types and functions. Delivering value- factors affecting choice of distribution channel; Distribution strategies; Distribution logistics – concept, importance and major logistics decisions; Wholesaling and retailing; Types of retail formats; Management of retailing operations: an overview. Emerging distribution trends.		8	5	NA	Case Study
4.	November	1	: Communication process; Importance of Promotion. Communicating value	1. Kotler, P., Armstrong, G. and Agnihotri, P. (2018). Principles of Marketing (17th Edition), Pearson Education. Indian edition.	8	5	Student Presentations	NA

S. No.	Month	Week No.	Unit/Topic	Resource/ References/ Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
		2	Factors influencing promotion mix; Integrated Marketing Communication approach.	2. Kapoor, Neeru. Principles of Marketing. PHI	8	4	NA	NA
		3	: Relationship Marketing- concept and dimensions. Sustainable Marketing- concept and issues. Rural marketing- characteristics		10	5	Student Presentations	Case Study
		4.	Drivers of growth in rural marketing, rural marketing mix. Social marketing- concept, tools and issues. Digital marketing concept, tools and issues.		10	5	Student Presentations	Case Study

Teaching Plan for Winter Semester 2019-20

Name of the Teacher: Shalini Rawal

Course Name: B.com (Hons)

Paper Title: Corporate Laws

Semester/Year: 2nd Semester

S. No.	Month	Week No.	Unit/Topic	Resource/References/Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity-GD, documentary etc.)
1.	January	1	Meaning and characteristics of a company; Lifting of corporate veil; Administration of Company Law [including National Company Law Tribunal (NCLT), National Company Law Appellate Tribunal (NCLAT), Special Courts];	1. Bhushan, Bharat. Kapoor, N.D., Abbi, Rajni, "Elements of Company Law". Sultan Chand & Sons Pvt. Ltd	10		NA	
		2	Types of companies including private and public company, government company, foreign company, one person company, small company, associate company, dormant company and producer company;	2. Chadha R. & Chadha, S.(2018). Company Laws. Scholar Tech Press, Delhi.	10		NA	
		3	Association not for profit; Illegal association; Formation of company, promoters, their legal position and pre incorporation contracts; Online registration of a company.		10		NA	
		4	Memorandum of Association and its alteration, Articles of Association and its alteration,		10		NA	

S. No.	Month	Week No.	Unit/Topic	Resource/References/Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity-GD, documentary etc.)
2	February	1	doctrine of constructive notice, doctrine of ultra vires and indoor management; Prospectus, Shelf and Red herring prospectus, misstatement in prospectus; book building;	1. Bhushan, Bharat. Kapoor, N.D., Abbi, Rajni, "Elements of Company Law". Sultan Chand & Sons Pvt. Ltd	8		NA	
		2	Allotment and Forfeiture of share, Sweat Equity, ESOPs, Bonus issue, and Further issue of shares, buyback and provisions regarding buyback; Membership of company.	2. Chadha R. & Chadha, S.(2018). Company Laws. Scholar Tech Press, Delhi.	8		NA	
		3.						
		4.						
		3	Classification of directors- Additional, Alternate and Casual directors, Women directors, Independent director, Small shareholder's director;		10		NA	
4	Director Identity Number (DIN); Appointment, Disqualifications, Removal of directors;							

S. No.	Month	Week No.	Unit/Topic	Resource/References/Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity-GD, documentary etc.)
3.	March	1	Legal positions, Powers and Duties; Key managerial personnel, Managing director, Manager and Whole Time Director;	1. Bhushan, Bharat. Kapoor, N.D., Abbi, Rajni, "Elements of Company Law". Sultan Chand & Sons Pvt. Ltd	10		Student Presentations	
		3	Board Meetings: meeting through video conferencing; Shareholder meetings: AGM and EGM. Convening and Conduct of meetings: Requisites of a valid meeting; Resolutions; Postal ballot; e-voting.	2. Chadha R. & Chadha, S.(2018). Company Laws. Scholar Tech Press, Delhi.				
				3.				
				4.				
				5.				
		4	Provisions relating to payment of Dividend, Company Audit-auditor's qualification and disqualifications,10		10			
4.	April	1	Auditor's appointment, Rotation of auditors, Auditor's removal,	1. Bhushan, Bharat. Kapoor, N.D., Abbi, Rajni, "Elements of	10		Student Presentations	

S. No.	Month	Week No.	Unit/Topic	Resource/References/Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity-GD, documentary etc.)
		2	Auditors' report and Auditor's powers.	Company Law". Sultan Chand & Sons Pvt. Ltd			NA	
			Winding Up: Concept and Modes of Winding Up; Provisions of winding up under Insolvency and Bankruptcy Code 2016.	2. Chadha R. & Chadha, S.(2018). Company Laws. Scholar Tech Press, Delhi				
		3		3.			NA	
				4.				
		4	5.		10		Test	
			Definitions; Depositories system; Rights and obligations of depositories		10			
			Participants issuers and beneficial owners; Inquiry and inspections; Penalty.		10			
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				2.				
				3.				
				4.				
				5.				

Teaching Plan for Summer Semester 2020-21

Name of the Teacher: Shalini Rawal

Course Name: Bcom (hons)

Paper Title: Principles of Marketing

Semester/Year: 5th Semester

S. No.	Month	Week No.	Unit/Topic	Resource/ References/ Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)	
1.	August	2	Meaning, Nature, Scope and Importance; Core concepts of marketing	1. Kotler, P., Armstrong, G. and Agnihotri, P. (2018). Principles of Marketing (17th Edition), Pearson Education. Indian edition	4	4	NA	Case Study	
		3	Marketing Philosophies; Services Marketing: Meaning and distinctive characteristics; Marketing Mix.		5	5		Case Study	
		4	Need for studying marketing environment; Micro environmental factors- company, suppliers, marketing intermediaries, customers, competitors, publics; Macro environmental factors – demographic, economic, natural, technological, politico-legal and sociocultural.	2. Kotler, P., Keller, K. L., Koshy, A., & Jha, M. (2013). Principles of Marketing: A South Asian Perspective (13thed.). Pearson Education.	4	4	NA	Student Presentations	Case Study
				3.					
				4.					
5.									
2.	September	1	: Need for studying consumer behaviour; Types; Stages in Consumer buying decision process	1. Kotler, P., Armstrong, G. and Agnihotri, P. (2018). Principles of Marketing (17th Edition), Pearson Education. Indian edition	5	5	Student Presentations	Group Discussion	

S. No.	Month	Week No.	Unit/Topic	Resource/ References/ Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
		2	Factors influencing consumer buying decisions. Market Selection: Choosing market value through STP. Market Segmentation- Levels and bases of segmenting consumer markets.	2. Kotler, P., Armstrong, G. and Agnihotri, P. (2018). Principles of Marketing (17th Edition), Pearson Education. Indian edition	5	5	Student Presentations	Case Study
		3	Market Targeting- concept and criteria. Product Positioning – concept and bases; Product differentiation- concept and bases	3. 4. 5.	4	4	NA	Case Study
		4	Concept and classification; Levels of Product. Designing value-Productmix dimensions, strategies and type		5	5	NA	Case Study
3.	October	1	Branding- functions, strategies, types and qualities of good brand name; Packaging and Labeling- functions, types and ethical aspects; Product support services	1. Kotler, P., Armstrong, G. and Agnihotri, P. (2018). Principles of Marketing (17th Edition), Pearson Education. Indian edition	4	4	Student Presentations	Case Study
		2	Product life cycle – concept and marketing strategies; New product development- concept and process	2. Kotler, P., Armstrong, G. and Agnihotri, P. (2018). Principles of Marketing (17th Edition), Pearson Education. Indian edition	5	5	Student Presentations	Case Study
				3.				

S. No.	Month	Week No.	Unit/Topic	Resource/ References/ Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
		3	Pricing Decisions: Objectives; Factors affecting price of a product; Pricing methods; Pricing strategies; Ethical issues in pricing decisions	4.	5	5	Student Presentations	Case Study
		4	Distribution Decisions: Channels of distribution- types and functions. Delivering value-factors affecting choice of distribution channel; Distribution strategies; Distribution logistics – concept, importance and major logistics decisions	5.	2	2	NA	Case Study
4.	November	1	: Communication process; Importance of Promotion. Communicating value- Decision about Promotion mix tools including advertising, personal selling, sales promotion, public relations	1. . Kotler, P., Armstrong, G. and Agnihotri, P. (2018). Principles of Marketing (17th Edition), Pearson Education. Indian edition	4	4	NA	Case Study
		2	publicity and direct marketing; Factors influencing promotion mix; Integrated Marketing Communication approach	2. Kotler, P., Armstrong, G. and Agnihotri, P. (2018). Principles of Marketing (17th Edition), Pearson Education. Indian edition8	4	4	Student Presentation	
		3	Relationship Marketing- concept and dimensions. Sustainable Marketing- concept and issues.	3.				
				4.	5	5		
				5.				

S. No.	Month	Week No.	Unit/Topic	Resource/ References/ Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
		4	Rural marketing- characteristics, drivers of growth in rural marketing, rural marketing mix. Social marketing- concept, tools and issues. Digital marketingconcept, tools and issues.		4	4		
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				3.				
				4.				
				5.				

Teaching Plan for Summer Semester 2019-20 (II)

Name of the Teacher: Shalini Rawal

Course Name: Bcom (Hons)

Paper Title: Digital Marketing

Semester/Year: 3rd Sem

S. No.	Month	Week No.	Unit/Topic	Resource/References/Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
1.	August	3	Concept, scope, and importance of digital marketing. Traditional marketing versus digital marketing	1. Kapoor, Neeru. E-Marketing, Pinnacle learning	4		NA	
		4	Challenges and opportunities for digital marketing. Digital penetration in the Indian market. Digital marketing landscape: an overview	2. Gupta, Seema (2018). Digital Marketing. McGraw Hill Education (India) Private Ltd.	2		NA	
2.	September	1	Digital-marketing mix. Segmentation, Targeting, Differentiation, and Positioning	1. . Kapoor, Neeru. E-Marketing, Pinnacle learning	4		Student Presentations	
		2	Positioning: Concept, levels, and strategies in a digital environment	2. Gupta, Seema (2018). Digital Marketing. McGraw Hill Education (India) Private Ltd.	3		Student Presentations	
		3	Digital technology and customer-relationship management. Digital consumers and their buying decision process. Concept and		4		Student Presentations	

S. No.	Month	Week No.	Unit/Topic	Resource/References/Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
		4	<p>role of Internet in marketing. Online marketing domains. The P.O.E.S-M framework.</p> <p>Website design and Domain name branding. Search engine optimisation: stages, types of traffic, tactics. Online advertising: types, formats, requisites of a good online advertisement. Buying models</p>		4		Student Presentations	
3.	October	1	Online public relation management. Direct marketing: scope and growth. E-mail marketing: types and strategies.	1. Gupta, Seema (2018). Digital Marketing. McGraw Hill Education (India) Private Ltd.	2		NA	
		2	Interactive marketing: concept and options.	2. Kotler, Philip, Hermawan Kartajaya, and Iwan Setiawan (2017). Digital Marketing: 4.0 Moving from Traditional to Digital. Pearson India	3		Student Presentations	
		3	Social media marketing: concept and tools. Online communities and social networks.		4		Student Presentations	
		4	Blogging: types and role. Video marketing: tools and techniques. Mobile marketing tools. PPC marketing. Payment options.		2		NA	

4.	November	1	Ethical issues and legal challenges in digital marketing	1. Gupta, Seema (2018). Digital Marketing. McGraw Hill Education (India) Private Ltd.	3		NA	
		2	Ethical issues and legal challenges in digital marketing		4		Student Presentations	
		3	Regulatory framework for digital marketing in India.	2. . Kotler, Philip, Hermawan Kartajaya, and Iwan Setiawan (2017). Digital Marketing: 4.0 Moving from Traditional to Digital. Pearson India	3		Student Presentations	
		4	Regulatory framework for digital marketing in India.		3			
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				2.				
				3.				
				4.				
				5.				

Teaching Plan for Winter Semester 2020-21

Name of the Teacher: Shalini Rawal

Course Name: Bcom (hons)

Paper Title: Cost Accounting

Semester/Year: 4th Semester

S. No.	Month	Week No.	Unit/Topic	Resource/References/Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)	
1.	January	1	Meaning, scope, objectives and advantages of cost accounting; Difference between financial and cost accounting. Cost concepts and classifications	1. Arora, M.N. Cost Accounting-principles and practice. Vikas Publishing House, New Delhi.	6	3	NA		
		2	Overview of elements of cost and Cost sheet. Role of a cost accountant in an organisation. Introduction to Cost Accounting Standards & Cost Accounting Records and Audit Rules	2. Jhamb, H. V. Fundamentals of Cost Accounting. Ane Books Pvt Ltd, New Delhi	8	4	NA		
		3	Material/inventory control techniques. Accounting and control of purchases, storage and issue of materials.	3.					Class test
				4.		10	5		
4	Inventory systems, Methods of pricing of materials issues — FIFO, LIFO, Simple Average, Weighted Average, Replacement, Standard Cost			6	3	NA			
2.	February	1	Issues — FIFO, LIFO, Simple Average, Weighted Average, Replacement, Standard Cost; Physical Verification, Accounting treatment and control of losses— Wastage, scrap, spoilage and defectives	1. Arora, M.N. Cost Accounting-principles and practice. Vikas Publishing House, New Delhi.	10	5	NA		
				2. Jhamb, H. V. Fundamentals of Cost	6	3	NA		

S. No.	Month	Week No.	Unit/Topic	Resource/References/Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
		2	Classification, allocation, apportionment and absorption of overheads	Accounting. Ane Books Pvt Ltd, New Delhi			NA	
		3	Classification, allocation, apportionment and absorption of overheads	3.				
				4.	8	4		
		4	Under- and overabsorption	5.	6	3	NA	
				NA				
3.	March	1	Capacity Levels and Costs; Treatments of certain items in costing like interest on capital, packing expenses, bad debts,	1. Jhamb, H. V. Fundamentals of Cost Accounting. Ane Books Pvt Ltd, New Delhi	10	5	NA	
		2	Treatments of certain items in costing like interest on capital, packing expenses, bad debts research and development expenses. Activity based costing.	2. Lal, Jawahar., and Srivastava, Seema. Cost Accounting. McGraw Hill Publishing Co., New Delhi.	10	5	NA	
				3	Unit costing, Job costing	3.		
		4.						
		5.						

S. No.	Month	Week No.	Unit/Topic	Resource/References/Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
4.	April	1	Contract costing	1.				
		2	Process costing (including process losses, valuation of work-in-progress, joint and by-products)	2. Arora, M.N. Cost Accounting-principles and practice. Vikas Publishing House, New Delhi.				
				3. Lal, Jawahar., and Srivastava, Seema. Cost Accounting. McGraw Hill Publishing Co., New Delhi.				
				4.				
		4	Reconciliation of cost accounting records with financial accounts	5.				
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				3.				
				4.				
				5.				

Teaching Plan Summer Semester 2020-21

Name of the Teacher: Shashank Vikram Pratap Singh

Course name: B.com (H)

Paper Title: Business law

Semester/Year: I/ 1st

S. No	Month	Week No	Unit/Topic	Resource/References Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity-GD. document ary etc.)
1.	December	3	Unit I: The Indian Contract Act, 1872	Goyal, B.K and Jain, Kinneri (2020). Business Law. New Delhi. Singhal Publications and ICAI Module (2021)	5	3		
2.		4	Unit I: The Indian Contract Act, 1872	Goyal, B.K and Jain, Kinneri (2020). Business Law. New Delhi. Singhal Publications	5	3		

				and ICAI Module (2021)				
3.	January	1	Unit II: Special Contracts	Kuchhal, M.C. and Kuchhal, V. (2020). Business Laws. Vikash Publication. ICAI Module (2021)	5	3		
4.		2	Unit II: Special Contracts	Kuchhal, M.C. and Kuchhal, V. (2020). Business Laws. Vikash Publication. ICAI Module (2021)	5	3		
5.		3	Unit III: The Sale of Goods Act, 1930	Goyal, B.K and Jain, Kinneri (2020). Business Law. New Delhi. Singhal. ICAI Module (2021)	5	3		
6.		4	Unit III: The Sale of Goods Act, 1930	Goyal, B.K and Jain, Kinneri (2020). Business Laws. New Delhi. Singhal Publications.	5	3	Internal Assessment-1	

				ICAI Module (2021)				
7.	February	1	Unit IV: The Limited Liability Partnership Act, 2008	Goyal, B.K and Jain, Kinneri (2020). Business Law. New Delhi. Singhal	5	3		
8.		2	Unit IV: The Limited Liability Partnership Act, 2008	Goyal, B.K and Jain, Kinneri (2020). Business Law. New Delhi. Singhal Publications. ICAI Module (2021)	5	3		
9.		3	Unit V: The Information Technology Act 2000	Goyal, B.K and Jain, Kinneri (2020). Business Law. New Delhi. Singhal	5	3		
10.		4	Unit V: The Information Technology Act 2000	Goyal, B.K and Jain, Kinneri (2020). Business Laws. New Delhi. Singhal	5	3	Internal Assessment-2	
11.	March	1	All Units	Goyal, B.K and Jain, Kinneri (2020). Business Laws.	5	3		Revision

			New Delhi. Singhal				
12.		2	Preparatory Break and practical Examinations				
13.		3	Conduct of Examinations				
14.		4	Semester Break				

Teaching Plan for Winter Semester 2016-17

Name of the Teacher: Dr Shikha Makkar

Course Name: Bcom Hons

Paper Title: Corporate laws

Semester/Year: II/ I

S. No.	Month	Week No.	Unit/Topic	Resource/ References/ Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity-GD, documentary etc.)
1.	January	1.	Introduction Administration of Company Law [including National Company Law Tribunal (NCLT), National Company Law Appellate Tribunal (NCLAT), Special Courts];		5	1		
				Suggested Readings: 1. MC Kuchhal, Modern Indian Company Law, Shri Mahavir Book Depot (Publishers), Delhi. 2. GK Kapoor and Sanjay Dhamija, Company Law, Bharat Law House, Delhi. 3. Anil Kumar, Corporate Laws, Indian Book House, Delhi B.Com (Hons.) CBCS 14 4. Reena Chadha and Sumant Chadha, Corporate Laws, Scholar Tech Press, Delhi. 5. Avtar Singh, Introduction to Company Law, Eastern Book Company 6. Ramaiya, A Guide to Companies Act, LexisNexis, Wadhwa and Buttersworth. 7. Manual of Companies Act, Corporate Laws and SEBI Guideline, Bharat Law House, New Delhi,. 8. A Compendium of Companies Act 2013, along with Rules, by Taxmann Publications. 9. Gower and Davies, Principles of Modern Company Law, Sweet & Maxwell 10. Sharma, J.P., An				Suggested Readings are same throughout the semester

S. No.	Month	Week No.	Unit/Topic	Resource/ References/ Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
				Easy Approach to Corporate Laws, Ane Books Pvt. Ltd., New Delhi				
		2.	Characteristics of a company; lifting of corporate veil;		5	1		
		3.	types of companies including one person company, small company, and dormant company; association not for profit; illegal association; formation of company, on-line filing of documents,		5	1		
		4	promoters, their legal position, pre-incorporation contract; on-line registration of a company.		5	1		
					5	1		
	Feburary	1.	Memorandum of association, Articles of association,		5			
		2.	Doctrine of constructive notice and indoor management, prospector-shelf and red herring prospectus		5			
		3.	misstatement in prospectus, GDR; book-building; issue, allotment and forfeiture of share,		5			
		4.	transmission of shares, buyback and provisions regarding buyback; issue of bonus shares.		5			
	March	1.	Classification of directors, women directors, independent director, small shareholder's director; disqualifications, director identity number (DIN);		5			
		2.	appointment; Legal positions, powers and duties; removal of directors; Key managerial personnel,		5			

S. No.	Month	Week No.	Unit/Topic	Resource/ References/ Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
			managing director, manager; Meetings: Meetings of shareholders and board of directors; Types of meetings,					
		3.	Convening and conduct of meetings, Requisites of a valid meeting, postal ballot, meeting through video conferencing, e-voting. Committees of Board of Directors - Audit Committee, Nomination and Remuneration Committee, Stakeholders Relationship Committee, Corporate Social Responsibility Committee		5	1		
	April	1.	Dividends, Accounts, Audit: Provisions relating to payment of Dividend, Provisions relating to Books of Account, Provisions relating to Audit, Auditors' Appointment, Rotation of Auditors, Auditors' Report, Secretarial Audit.		5	1		
		2.	Winding Up: Concept and modes of Winding Up.		5		IA was conducted for syllabus covered till 3 rd week of march	
		3.	Insider Trading, Whistle Blowing: Insider Trading; meaning & legal provisions; Whistleblowing : Concept and Mechanism.		5	1		
		4.	The Depositories Act 1996 – Definitions; rights and obligations of depositories; participants issuers and beneficial owners; inquiry and inspections, penalty		5	1		

Teaching Plan for Winter Semester 2017-18

Name of the Teacher: Dr Shikha MAkkar

Course Name: B Com HOns

Paper Title: Corporate laws
Semester/Year: II/I

S. No.	Month	Week No.	Unit/Topic	Resource/ References/ Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
1.	January	1.	Introduction Administration of Company Law [including National Company Law Tribunal (NCLT), National Company Law Appellate Tribunal (NCLAT), Special Courts];		5	1		
				Suggested Readings: 1. MC Kuchhal, Modern Indian Company Law, Shri Mahavir Book Depot (Publishers), Delhi. 2. GK Kapoor and Sanjay Dhamija, Company Law, Bharat Law House, Delhi. 3. Anil Kumar, Corporate Laws, Indian Book House, Delhi B.Com (Hons.) CBCS 14 4. Reena Chadha and Sumant Chadha, Corporate Laws, Scholar Tech Press, Delhi. 5. Avtar Singh, Introduction to Company Law, Eastern Book Company 6. Ramaiya, A Guide to Companies Act, LexisNexis, Wadhwa and Buttersworth. 7. Manual of Companies Act, Corporate Laws and SEBI Guideline, Bharat Law House, New Delhi,. 8. A Compendium of Companies Act 2013, along with Rules, by Taxmann Publications. 9. Gower and Davies, Principles of Modern Company Law, Sweet & Maxwell 10. Sharma, J.P., An Easy Approach to Corporate Laws, Ane Books Pvt. Ltd., New Delhi				Suggested Readings are same throughout the semester
					5			

S. No.	Month	Week No.	Unit/Topic	Resource/ References/ Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
		2.	Characteristics of a company; lifting of corporate veil;			1		
		3.	types of companies including one person company, small company, and dormant company; association not for profit; illegal association; formation of company, on-line filing of documents,		5	1		
		4.	, promoters, their legal position, pre-incorporation contract; on-line registration of a company.		5	1		
					5	1		
	Feburary	1.	Memorandum of association, Articles of association,		5	1		
		2.	Doctrine of constructive notice and indoor management, prospector-shelf and red herring prospectus		5	1		
		3.	misstatement in prospectus, GDR; book-building; issue, allotment and forfeiture of share,		5	1		
		4.	transmission of shares, buyback and provisions regarding buyback; issue of bonus shares.		5	1		
	March	1.	Classification of directors, women directors, independent director, small shareholder's director; disqualifications, director identity number (DIN);		5	1		
		2.	appointment; Legal positions, powers and duties; removal of directors; Key managerial personnel, managing director, manager; Meetings: Meetings of		5	1		

S. No.	Month	Week No.	Unit/Topic	Resource/ References/ Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
			shareholders and board of directors; Types of meetings,					
		3.	Convening and conduct of meetings, Requisites of a valid meeting, postal ballot, meeting through video conferencing, e-voting. Committees of Board of Directors - Audit Committee, Nomination and Remuneration Committee, Stakeholders Relationship Committee, Corporate Social Responsibility Committee		5	1		
	April	1.	Dividends, Accounts, Audit: Provisions relating to payment of Dividend, Provisions relating to Books of Account, Provisions relating to Audit, Auditors' Appointment, Rotation of Auditors, Auditors' Report, Secretarial Audit.		5	1		
		2.	Winding Up: Concept and modes of Winding Up.		5			
		3.	Insider Trading, Whistle Blowing: Insider Trading; meaning & legal provisions; Whistleblowing : Concept and Mechanism.		5	1		
		4.	The Depositories Act 1996 – Definitions; rights and obligations of depositories; participants issuers and beneficial owners; inquiry and inspections, penalty		5	1		
							IA was conducted for syllabus covered till 3 rd week of march	

Teaching Plan for Winter Semester 2018-19

Name of the Teacher: DR Shikha Makkar

Course Name: B Com Hons

Paper Title: GST
Semester/Year: VI/III

S. No.	Month	Week No.	Unit/Topic	Resource/ References/ Recommended readings	No. of lectures	No. of Tutorial s	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
1.	January	1.	Introduction to gst	Cgst Act 2020	5	1		
				GST by K.M. Bansal				
				GST by VK Singhania				
		2.	Constitutional framework of indirect taxes before gst	Cgst Act 2020	5	1		
				GST by K.M. Bansal				
				GST by VK Singhania				
		3.	Concept of VAT: Meaning, variants and methods rationale of gst, structure, gst council	Cgst Act 2020	5	1		
				GST by K.M. Bansal				
				GST by VK Singhania				
		4.	Registration under gst	Cgst Act 2020	5	1		
				GST by K.M. Bansal				
				GST by VK Singhania				
	Feburary	1.	Reverse charge mechanism	CGST Act 2020	5			
				GST by K.M. Bansal				
				GST by VK Singhania				
		2.	Composition Scheme under GST	CGST Act 2020	5			
		3.	Exemptions under gst, Place of supply	GST by K.M. Bansal	5			
				GST by VK Singhania				
		4.	Place of supply	IGST Act 2020	5			

S. No.	Month	Week No.	Unit/Topic	Resource/ References/ Recommended readings	No. of lectures	No. of Tutorial s	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
				Icai study material				
	March	1.	Time of supply		5			
				GST by K.M. Bansal				
				CGST Act 2020				
		2.	Time of supply		5			
				GST by K.M. Bansal				
				GST by VK Singhania				
		3.	Value of supply					
				CGST Act 2020				
				GST by K.M. Bansal				
	GST by VK Singhania			5	1			
	April	1.	Input tax credit		5	1	IA was conducted for the syllabus covered till march 3 rd week	
				CGST Act 2020				
				GST by K.M. Bansal				
		2.	Input tax credit, Payment of taxes		5			
				CGST Act 2020				
				GST by K.M. Bansal				
		3.	Refund, job work, special provisions under gst					
				GST by VK Singhania				
				CGST Act 2020	5	1		
		4.	Customs law					
				GST by K.M. Bansal				
				GST by VK Singhania				
				Customs Law Bare Act	5	1		

Teaching Plan for Winter Semester 2019-20

Name of the Teacher: Dr Shikha Makkar

Course Name: B Com Hons

Paper Title: GST
Semester/Year: VI/ III

S. No.	Month	Week No.	Unit/Topic	Resource/ References/ Recommended readings	No. of lectures	No. of Tutorial s	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
1.	January	1.	Introduction to gst	Cgst Act 2020	5	1		
				GST by K.M. Bansal				
				GST by VK Singhania				
		2.	Constitutional framework of indirect taxes before gst	Cgst Act 2020	5	1		
				GST by K.M. Bansal				
				GST by VK Singhania				
		3.	Concept of VAT: Meaning, variants and methods rationale of gst, structure, gst council	Cgst Act 2020	5	1		
				GST by K.M. Bansal				
				GST by VK Singhania				
		4.	Registration under gst	Cgst Act 2020	5	1		
				GST by K.M. Bansal				
				GST by VK Singhania				
	Feburary	1.	Reverse charge mechanism	CGST Act 2020	5	1		
				GST by K.M. Bansal				
				GST by VK Singhania				
		2.	Composition Scheme under GST	CGST Act 2020	5	1		
		3.	Exemptions under gst, Place of supply	GST by K.M. Bansal	5	1		
				GST by VK Singhania				
		4.	Place of supply	IGST Act 2020	5	1		

S. No.	Month	Week No.	Unit/Topic	Resource/ References/ Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
				Icai study material				
	March	1.	Time of supply		5	1	IA based on the syllabus covered till 4 th week of feb	
GST by K.M. Bansal								
CGST Act 2020								
		2.	Time of supply	GST by K.M. Bansal	5	1		
GST by VK Singhania								
CGST Act 2020								
		3.	Value of supply	GST by K.M. Bansal	5	1		
GST by VK Singhania								
CGST Act 2020								
	April	1.	Input tax credit	GST by K.M. Bansal	5	1		
GST by VK Singhania								
CGST Act 2020								
		2.	Input tax credit, Payment of taxes	GST by K.M. Bansal	5	1		
GST by VK Singhania								
CGST Act 2020								
		3.	Refund, job work, special provisions under gst	GST by K.M. Bansal	5	1		
GST by VK Singhania								
CGST Act 2020								
		4.	Customs law	GST by VK Singhania	5	1		
GST by K.M. Bansal								
GST by VK Singhania								
			Customs Law Bare Act	5	1			

Teaching Plan for Winter Semester 2020-21

Name of the Teacher: DR SHIKHA MAKKAR

Course Name: B.COM HONS

Paper Title: GOODS AND SERVICES TAX

Semester/Year:VI/III

S. No.	Month	Week No.	Unit/Topic	Resource/ References/ Recommended readings	No. of lectures	No. of Tutorial s	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
1.	January	1.	Introduction to gst	Cgst Act 2020	5	1		
				GST by K.M. Bansal				
				GST by VK Singhania				
		2.	Constitutional framework of indirect taxes before gst	Cgst Act 2020	5	1		
				GST by K.M. Bansal GST by VK Singhania				
		3.	Concept of VAT: Meaning, variants and methods rationale of gst, structure, gst council	Cgst Act 2020	5	1		
				GST by K.M. Bansal				
				GST by VK Singhania				
		4.	Registration under gst	Cgst Act 2020	5	1		
				GST by K.M. Bansal				
				GST by VK Singhania				
	Feburary	1.	Reverse charge mechanism	CGST Act 2020	5			
				GST by K.M. Bansal				
				GST by VK Singhania				
		2.	Composition Scheme under GST	CGST Act 2020	5			
		3.	Exemptions under gst, Place of supply	GST by K.M. Bansal	5			
				GST by VK Singhania				
		4.	Place of supply	IGST Act 2020	5			
				Icai study material				

S. No.	Month	Week No.	Unit/Topic	Resource/ References/ Recommended readings	No. of lectures	No. of Tutorial s	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)	
	March	1.	Time of supply	CGST Act 2020	5				
				GST by K.M. Bansal					
				CGST Act 2020					
		2.	Time of supply	GST by K.M. Bansal	5				
				GST by VK Singhania					
		3.	Value of supply	CGST Act 2020	5				
				GST by K.M. Bansal					
				GST by VK Singhania					
		4.	Mid sem Break						
	April	1.	Input tax credit	CGST Act 2020	5				
				GST by K.M. Bansal					
				GST by VK Singhania					
		2.	Input tax credit, Payment of taxes	CGST Act 2020	5				
				GST by K.M. Bansal					
		3.	Refund, job work, special provisions under gst	GST by VK Singhania	5				
				CGST Act 2020					
				GST by K.M. Bansal GST by VK Singhania					
		4.	Customs law	Customs Law Bare Act	5				

Teaching Plan for Summer Semester 2016-17

Name of the Teacher: DR SHIKHA MAKKAR

Course Name: B.COM HONS

Paper Title: Business Laws

Semester/Year: I/I

S. No.	Month	Week No.	Unit/Topic	Resource/ References/ Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
1	July	3	The Indian Contract Act, 1872 a) Contract – meaning, characteristics and kinds	1. Lee Reach, Business Laws, Oxford University Press, UK. 2. Singh, Avtar, The Principles of Mercantile Law, Eastern Book Company, Lucknow. 3. Tulsian, P.C, Business Law, Tata McGraw Hill, New Delhi. 4. Sharma, J.P., and Kanojia, Sunaina. Business Laws, Ane Books Pvt. Ltd., New Delhi. 5. Chadha, P.R, Business Law, Galgotia Publishing Company, New Delhi 6. Maheshwari & Maheshwari, Business Law, National Publishing House, New Delhi. 7. Information Technology Rules 2000 with Information Technology Act 2000, Taxmann Publications Pvt. Ltd., New Delhi.	5	1		Resource/ References/ Recommended readings are same throughout the semester.
		4	b) Essentials of valid contract - Offer and acceptance, consideration,		5	1		

			contractual capacity, free consent, legality of objects.				
2	AUGUST	1	c) Void agreements d) Discharge of contract – modes of discharge including breach and its remedies.		5	1	
		2	e) Contingent contracts f) Quasi – contracts		5	1	
		3	g) Contract of Indemnity and Guarantee h) Contract of Bailment		5	1	
		4	i) Contract of Agency		5	1	
3	SEPTEMBER	1	The Sale of Goods Act, 1930 a) Contract of sale, meaning and difference between sale and agreement to sell.		5	1	
		2	b) Conditions and warranties		5	1	
		3	c) Transfer of ownership in goods including sale by non-owners d) Performance of contract of sale		5	1	
		4	e) Unpaid seller – meaning and rights of an unpaid seller against the goods and the buyer.		5	1	
4	OCTOBER	1	The Limited Liability Partnership Act, 2008 a) Salient Features of LLP b) Difference between LLP and Partnership, LLP and Company c) LLP Agreement d) Nature of LLP e) Partners and Designated Partners		5	1	
		2	f) Incorporation Document g) Incorporation by Registration, Registered office of LLP and change therein h) Change of name i) Partners and their Relations		5	1	I A conducted of the syllabus covered till
		3					

			j) Extent and limitation of liability of LLP and partners k) Whistle blowing l) Taxation of LLP m) Conversion of LLP n) Winding up and dissolution				september last week	
					5	1		
5	NOVEMBER	1	The Information Technology Act 2000 a) Definitions under the Act b) Digital signature Electronic governance d) Attribution, acknowledgement and dispatch of electronic records		5	1		
		2	e) Regulation of certifying authorities f) Digital signatures certificates g) Duties of subscribers h) Penalties and adjudication i) Appellate Tribunal j) Offences		5			
						1		

Teaching Plan for Summer Semester 2017-18

Name of the Teacher: Dr Shikha Makkar

Course Name: B Com Hons

Paper Title: Business Laws

Semester/Year: I/I

S. No.	Month	Week No.	Unit/Topic	Resource/ References/ Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity-GD, documentary etc.)
1	July	3	The Indian Contract Act, 1872 a) Contract – meaning, characteristics and kinds	1. Lee Reach, Business Laws, Oxford University Press, UK. 2. Singh, Avtar, The Principles of Mercantile Law, Eastern Book Company, Lucknow. 3. Tulsian, P.C, Business Law, Tata McGraw Hill, New Delhi. 4. Sharma, J.P., and Kanojia, Sunaina. Business Laws, Ane Books Pvt. Ltd., New	5	1		Resource/ References/ Recommended readings are same throughout the semester.

			Delhi. 5. Chadha, P.R, Business Law, Galgotia Publishing Company, New Delhi 6. Maheshwari & Maheshwari, Business Law, National Publishing House, New Delhi. 7. Information Technology Rules 2000 with Information Technology Act 2000, Taxmann Publications Pvt. Ltd., New Delhi.				
		4	b) Essentials of valid contract - Offer and acceptance, consideration, contractual capacity, free consent, legality of objects.	5	1		
2	AUGUST	1	c) Void agreements d) Discharge of contract – modes of discharge including breach and its remedies.	5	1		
		2	e) Contingent contracts f) Quasi – contracts	5	1		
		3	g) Contract of Indemnity and Guarantee h) Contract of Bailment	5	1		
		4	i) Contract of Agency	5	1		
3	SEPTEMBER	1	The Sale of Goods Act, 1930 a) Contract of sale, meaning and difference between sale and agreement to sell.	5	1		
		2	b) Conditions and warranties	5			
		3	c) Transfer of ownership in goods including sale by non-owners d) Performance of contract of sale	5	1		

		4	e) Unpaid seller – meaning and rights of an unpaid seller against the goods and the buyer.		5	1		
4	OCTOBER	1	The Limited Liability Partnership Act, 2008 a) Salient Features of LLP b) Difference between LLP and Partnership, LLP and Company c) LLP Agreement d) Nature of LLP e) Partners and Designated Partners		5	1	I A conducted of the syllabus covered till september last week	
		2	f) Incorporation Document g) Incorporation by Registration, Registered office of LLP and change therein h) Change of name i) Partners and their Relations		5	1		
		3	j) Extent and limitation of liability of LLP and partners k) Whistle blowing l) Taxation of LLP m) Conversion of LLP n) Winding up and dissolution		5	1		
5	NOVEMBER	1	The Information Technology Act 2000 a) Definitions under the Act b) Digital signature Electronic governance d) Attribution, acknowledgement and dispatch of electronic records		5	1		
		2	e) Regulation of certifying authorities f) Digital signatures certificates g) Duties of subscribers h) Penalties and adjudication i) Appellate Tribunal j) Offences		5	1		

Teaching Plan for Summer Semester 2018-19

Name of the Teacher: Dr Shikha Makkar

Course Name: B Com Hons

Paper Title: Business Laws

Semester/Year: I/I

S. No.	Month	Week No.	Unit/Topic	Resource/ References/ Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned)
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								activity-GD, documentary etc.)
1	July	3	The Indian Contract Act, 1872 a) Contract – meaning, characteristics and kinds	1. Lee Reach, Business Laws, Oxford University Press, UK. 2. Singh, Avtar, The Principles of Mercantile Law, Eastern Book Company, Lucknow. 3. Tulsian, P.C, Business Law, Tata McGraw Hill, New Delhi. 4. Sharma, J.P., and Kanojia, Sunaina. Business Laws, Ane Books Pvt. Ltd., New Delhi. 5. Chadha, P.R, Business Law, Galgotia Publishing Company, New Delhi 6. Maheshwari & Maheshwari, Business Law, National Publishing House, New Delhi. 7. Information Technology Rules 2000 with Information Technology Act 2000, Taxmann Publications Pvt. Ltd., New Delhi.	5	1		Resource/References/Recommended readings are same throughout the semester.
		4	b) Essentials of valid contract - Offer and acceptance, consideration, contractual capacity, free consent, legality of objects.		5	1		
2	AUGUST	1	c) Void agreements d) Discharge of contract – modes of discharge including breach and its remedies.		5	1		
		2	e) Contingent contracts f) Quasi – contracts		5	1		

		3	g) Contract of Indemnity and Guarantee h) Contract of Bailment		5	1		
		4	i) Contract of Agency		5	1		
3	SEPTEMBER	1	The Sale of Goods Act, 1930 a) Contract of sale, meaning and difference between sale and agreement to sell.		5	1		
		2	b) Conditions and warranties		5			
		3	c) Transfer of ownership in goods including sale by non-owners d) Performance of contract of sale		5	1		
		4	e) Unpaid seller – meaning and rights of an unpaid seller against the goods and the buyer.		5	1		
4	OCTOBER	1	The Limited Liability Partnership Act, 2008 a) Salient Features of LLP b) Difference between LLP and Partnership, LLP and Company c) LLP Agreement d) Nature of LLP e) Partners and Designated Partners		5	1		
		2	f) Incorporation Document g) Incorporation by Registration, Registered office of LLP and change therein h) Change of name i) Partners and their Relations		5	1		I A conducted of the syllabus covered till september last week
		3	j) Extent and limitation of liability of LLP and partners k) Whistle blowing l) Taxation of LLP m) Conversion of LLP n) Winding up and dissolution		5	1		
5	NOVEMBER	1	The Information Technology Act 2000 a) Definitions under the Act b) Digital signature Electronic governance d) Attribution, acknowledgement and dispatch of electronic records		5	1		

		2	e) Regulation of certifying authorities f) Digital signatures certificates g) Duties of subscribers h) Penalties and adjudication i) Appellate Tribunal j) Offences		5			
						1		

Teaching Plan for Summer Semester 2019-20

Name of the Teacher: Dr Shikha MAkkaar

Course Name: B Com Hons

Paper Title: Business Laws

Semester/Year: 1/ 1

S. No.	Month	Week No.	Unit/Topic	Resource/ References/ Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity-GD, documentary etc.)
1	July	3	The Indian Contract Act, 1872 a) Contract – meaning, characteristics and kinds	1. Lee Reach, Business Laws, Oxford University Press, UK. 2. Singh, Avtar, The Principles of Mercantile Law, Eastern Book Company, Lucknow. 3. Tulsian, P.C, Business Law, Tata McGraw Hill, New Delhi. 4. Sharma, J.P., and Kanojia, Sunaina. Business Laws, Ane Books Pvt. Ltd., New Delhi. 5. Chadha, P.R, Business Law, Galgotia Publishing Company, New Delhi 6. Maheshwari & Maheshwari, Business Law, National Publishing House, New Delhi. 7. Information Technology Rules 2000 with	5	1		Resource/ References/ Recommended readings are same throughout the semester.

			Information Technology Act 2000, Taxmann Publications Pvt. Ltd., New Delhi.				
		4	b) Essentials of valid contract - Offer and acceptance, consideration, contractual capacity, free consent, legality of objects.	5	1		
2	AUGUST	1	c) Void agreements d) Discharge of contract – modes of discharge including breach and its remedies.	5	1		
		2	e) Contingent contracts f) Quasi – contracts	5	1		
		3	g) Contract of Indemnity and Guarantee h) Contract of Bailment	5	1		
		4	i) Contract of Agency	5	1		
3	SEPTEMBER	1	The Sale of Goods Act, 1930 a) Contract of sale, meaning and difference between sale and agreement to sell.	5	1		
		2	b) Conditions and warranties	5	1		
		3	c) Transfer of ownership in goods including sale by non-owners d) Performance of contract of sale	5	1		
		4	e) Unpaid seller – meaning and rights of an unpaid seller against the goods and the buyer.	5	1		
4	OCTOBER	1	The Limited Liability Partnership Act, 2008 a) Salient Features of LLP b) Difference between LLP and Partnership, LLP and Company c) LLP	5	1		

			Agreement d) Nature of LLP e) Partners and Designated Partners					
		2	f) Incorporation Document g) Incorporation by Registration, Registered office of LLP and change therein h) Change of name i) Partners and their Relations		5	1	I A conducted of the syllabus covered till september last week	
		3	j) Extent and limitation of liability of LLP and partners k) Whistle blowing l) Taxation of LLP m) Conversion of LLP n) Winding up and dissolution		5	1		
5	NOVEMBER	1	The Information Technology Act 2000 a) Definitions under the Act b) Digital signature Electronic governance d) Attribution, acknowledgement and dispatch of electronic records		5	1		
		2	e) Regulation of certifying authorities f) Digital signatures certificates g) Duties of subscribers h) Penalties and adjudication i) Appellate Tribunal j) Offences		5	1		

Teaching Plan for Summer Semester 2020-21

Name of the Teacher: DR SHIKHA MAKKAR

Course Name: B COM HONS

Paper Title: ORGANISATIONAL BEHAVIOUR

Semester/Year: V/ III

S. No.	Month	Week No.	Unit/Topic	Resource/ References/ Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
1.	August	2	Introduction: Organisational theories, Classical, Neo-classical and Contemporary. Organisational Behaviour: concepts, determinants	1. Robbins, S.P., <i>Organisational Behaviour</i> , Prentice Hall of India Pvt. Ltd., New Delhi.	5	1		The resources/ references are

S. No.	Month	Week No.	Unit/Topic	Resource/ References/ Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
				<p>2. Luthans, Fred, <i>Organisational Behaviour</i>, McGraw Hill International, New York.</p> <p>3. Greenberg, Jerald, and Robert A Baron, <i>Organisational Behaviour</i>, Prentice Hall of India Pvt. Ltd., New Delhi.</p> <p>4. Chhabra, T.N., <i>Organisational Behaviour</i>, Sun India Publications.</p> <p>5. Singh, A.K., and B.P. Singh, <i>Organisational Behaviour</i>, Excel Books Pvt. Ltd, New Delhi.</p> <p>6. Sekaran, Uma, <i>Organisational Behaviour: Text and Cases</i>, Tata McGraw Hill, New Delhi.</p> <p>7. Hersey, P.K., Blanchard, H. and D.E. Johnson, <i>Management of organisational</i></p>				common for the entire semester

S. No.	Month	Week No.	Unit/Topic	Resource/ References/ Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
				<i>Behaviour; Leading Human Resources, Pearson Education.</i>				
		3	Flat and Tall structures. Opportunities of OB. Contributing disciplines of OB. Organizational Behaviour Models.		5	1		
		4	Individual Behaviour Personality- Type A and B, Big Five personality types		5	1		
2	September	1	Values and Attitudes- Concept and types of values: Terminal value and Instrumental Value.		5	1		
		2	Component of attitude, job related attitudes, measurement of attitude.		5	1		
		3	Learning- Concept and Learning theories and reinforcement, Schedules of reinforcement.		5	1		
		4	Perception and Emotions- Concept, Perceptual process, Importance, Factors influencing perception, perceptual errors and distortions, Emotional Intelligence.		5	1		
3	October	1	Concept and nature of decision making process, Individual versus group decision making. Nominal group technique and Delphi technique.		5	1		
		2	Communication and Feedback, Models of Communication. Transactional Analysis, Johari Window.		5	1		
		3	Meaning and Importance of motivation, Theories- Vroom's Valence - Expectancy Theory, Intrinsic motivation by Ken Thomas .Behaviour modification		5	1		
		4	Motivation and organisational		5	1		

S. No.	Month	Week No.	Unit/Topic	Resource/References/Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
			effectiveness, Measurement of motivation using standard questionnaire.					
4	November	1	Concept and theories, Styles of leadership, Behavioural approach, Situational approach, Leadership effectiveness		5	1		
		2	Power and conflict. Bases of power, power tactics; Sources of conflict, Conflict Resolution Strategies		5	1		
		3	Organisational Culture and climate- Concept and determinants of organisational culture. Developing Organizational culture. Organisational change- Importance, Stability vs. Change, Proactive vs Reaction Change, Change Process, Managing Change.		5	1	IA based on the syllabus covered till 4 th week of october	
		4	Individual and organisational factors to stress; Work Stressors, Consequences of stress on individual and organization; Prevention and Management of stress.		5	1		

Teaching Plan Summer Semester 2016-17

Name of the Teacher: Smita Sharma

Course Name: B. Com(Hons)

Paper Title: Business Laws

Semester/Year: I semester/1st year

S. No.	Month	Week No.	Unit/Topic	Resource/References/Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
1.	July	3	Introduction: Business Laws Introduction: Indian Contract Act, 1872 Contract – meaning, characteristics and kinds	48. Singh, Avtar.(2018). The Principles of Mercantile Law. Lucknow. Eastern Book Company. 49. Sharma, J.P. and Kanojia S. (2019). Business Laws. New Delhi. Bharat Law House Pvt. Ltd. 50. Tulsian P.C. (2018). Business Law. New Delhi.Tata McGraw Hill. 51. Jagota R. (2019). Business Laws. MKM Publishers ScholarTech Press.	5	1	N.A	Discuss the case laws related to the topics covered week by week and viva-voce of the same. Movie Recommendation: 12 angry Men, The man from Earth

				<p>52. Kuchhal, M C. (2018). Business Laws. New Delhi. Vikas Publishing House.</p> <p>53. Arora, S. (2015). Business Laws. New Delhi. Taxmann</p> <p>54. Indian Contract Act, 1872 (Bare Act)</p>				
		4	Unit 1: Offer and Acceptance, Consideration	Same as above	3+2	1		
2.	August	1	Unit 1: Capacity of Parties	Same as Above	5	1		
		2	Unit 1: Free Consent	Same as Above	5	1		

		3	Unit 1: Legality of object and consideration, Void agreements	Same as Above	2+3	1		
		4	Unit 1: Discharge of contract, Quasi Contract, Remedies for the breach of contract	Same as Above	2 1 2	1	Test 1 from the syllabus covered	Discuss the case laws related to the topics covered week by week and viva-voce of the same. Revision of the earlier Chapters.
3.	September	1	Unit II: Special Contracts: Indemnity & Guarantee, Bailment and pledge	Same as Above	5	1		Discussion of previous years question papers

		2	Unit II: Special contracts: Agency	Same as Above	5	1	
		3	Unit-III Sale of goods: Introduction, Conditions and warranties, Performance of contract of sale	Same as Above Additional: Sale of Goods Act, 1932 (Bare Act)	1+3+1	1	Test 2 from the syllabus covered
September		4	Unit-III Sale of goods: Transfer of property, Rights of unpaid seller	Same as above	2+3	1	
October		1	Unit-IV LLP Act, 2008: Salient Features of LLP, Difference between LLP and	Same as Above Additional: LLP Act, 2008 (Bare Act)	5	1	

			Partnership, LLP and Company LLP Agreement. Nature of LLP, Partners and Designated Partners, Incorporation Document, Incorporation by Registration,				
		2	Unit-IV LLP Act, 2008: Registered office of LLP and change therein. Change of name, Partners and their Relations. Extent and limitation of liability of LLP and partners. Whistle blowing. Taxation of LLP. Conversion into LLP. Winding up and dissolution of LLP.	Same as Above	5	1	Discuss the case laws related to the topics covered week by week and viva-voce of the same. Revision of the earlier Chapters. Discussion of previous years question papers

		3	Mid- Semester Break				
		4	Unit V: The Information Technology Act 2000 Definitions under the Act. Digital signature. Electronic governance. Attribution, acknowledgement and dispatch of electronic records.	Same as above Additional: IT Act, 2000 (Bare Act)	5	1	

5	November	1	Unit V: The Information Technology Act 2000 Regulation of certifying authorities. Digital signatures certificates. Duties of subscribers under the Act. Penalties and adjudication. Offences as per the Act.	Same as above	5	1	Discuss the case laws related to the topics covered week by week and viva-voce of the same. Revision of the earlier Chapters. Discussion of previous years question papers
		2	Revision	Revision	5	1	

Teaching Plan Summer Semester 2017-18

Name of the Teacher: Dr. Kanu Jain

Course Name: B. Com(Hons)

Paper Title: Business Laws

Semester/Year: I semester/1st year

S. No.	Month	Week No.	Unit/Topic	Resource/References/Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
1.	July	3	Introduction: Business Laws Introduction: Indian Contract Act, 1872 Contract – meaning, characteristics and kinds	8. Singh, Avtar.(2018). The Principles of Mercantile Law. Lucknow. Eastern Book Company. 9. Sharma, J.P. and Kanooja S. (2019). Business Laws. New Delhi. Bharat Law House Pvt. Ltd. 10. Tulsian P.C. (2018). Business Law. New Delhi.Tata McGraw Hill. 11. Jagota R. (2019). Business Laws. MKM Publishers ScholarTech Press. 12. Kuchhal, M C. (2018). Business Laws. New Delhi. Vikas Publishing House. 13. Arora, S. (2015). Business Laws. New Delhi. Taxmann	5	1	N.A	Discuss the case laws related to the topics covered week by week and viva-voce of the same. Movie Recommendation: 12 angry Men, The man from Earth

				14. Indian Contract Act, 1872 (Bare Act)				
		4	Unit 1: Offer and Acceptance, Consideration	Same as above	3+2	1		
2.	August	1	Unit 1: Capacity of Parties	Same as Above	5	1		
		2	Unit 1: Free Consent	Same as Above	5	1		

		3	Unit 1: Legality of object and consideration, Void agreements	Same as Above	2+3	1		
		4	Unit 1: Discharge of contract, Quasi Contract, Remedies for the breach of contract	Same as Above	2 1 2	1	Test 1 from the syllabus covered	Discuss the case laws related to the topics covered week by week and viva-voce of the same. Revision of the earlier Chapters.
3.	September	1	Unit II: Special Contracts: Indemnity & Guarantee, Bailment and pledge	Same as Above	5	1		Discussion of previous years question papers

		2	Unit II: Special contracts: Agency	Same as Above	5	1	
		3	Unit-III Sale of goods: Introduction, Conditions and warranties, Performance of contract of sale	Same as Above Additional: Sale of Goods Act, 1932 (Bare Act)	1+3+1	1	Test 2 from the syllabus covered
September		4	Unit-III Sale of goods: Transfer of property, Rights of unpaid seller	Same as above	2+3	1	
October		1	Unit-IV LLP Act, 2008: Salient Features of LLP, Difference between LLP and	Same as Above Additional: LLP Act, 2008 (Bare Act)	5	1	

			Partnership, LLP and Company LLP Agreement. Nature of LLP, Partners and Designated Partners, Incorporation Document, Incorporation by Registration,				
		2	Unit-IV LLP Act, 2008: Registered office of LLP and change therein. Change of name, Partners and their Relations. Extent and limitation of liability of LLP and partners. Whistle blowing. Taxation of LLP. Conversion into LLP. Winding up and dissolution of LLP.	Same as Above	5	1	Discuss the case laws related to the topics covered week by week and viva-voce of the same. Revision of the earlier Chapters. Discussion of previous years question papers

		3	Mid- Semester Break				
		4	Unit V: The Information Technology Act 2000 Definitions under the Act. Digital signature. Electronic governance. Attribution, acknowledgement and dispatch of electronic records.	Same as above Additional: IT Act, 2000 (Bare Act)	5	1	

5	November	1	Unit V: The Information Technology Act 2000 Regulation of certifying authorities. Digital signatures certificates. Duties of subscribers under the Act. Penalties and adjudication. Offences as per the Act.	Same as above	5	1	Discuss the case laws related to the topics covered week by week and viva-voce of the same. Revision of the earlier Chapters. Discussion of previous years question papers
		2	Revision	Revision	5	1	

Teaching Plan Summer Semester 2018-19

Name of the Teacher: Dr. Kanu Jain

Course Name: B. Com(Hons)

Paper Title: Business Laws

Semester/Year: I semester/1st year

S. No.	Month	Week No.	Unit/Topic	Resource/References/Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
1.	July	3	Introduction: Business Laws Introduction: Indian Contract Act, 1872 Contract – meaning, characteristics and kinds	8. Singh, Avtar.(2018). The Principles of Mercantile Law. Lucknow. Eastern Book Company. 9. Sharma, J.P. and Kanojia S. (2019). Business Laws. New Delhi. Bharat Law House Pvt. Ltd. 10. Tulsian P.C. (2018). Business Law. New Delhi.Tata McGraw Hill. 11. Jagota R. (2019). Business Laws. MKM Publishers ScholarTech Press. 12. Kuchhal, M C. (2018). Business Laws. New Delhi. Vikas Publishing House. 13. Arora, S. (2015). Business Laws. New Delhi. Taxmann	5	1	N.A	Discuss the case laws related to the topics covered week by week and viva-voce of the same. Movie Recommendation: 12 angry Men, The man from Earth

				14. Indian Contract Act, 1872 (Bare Act)				
		4	Unit 1: Offer and Acceptance, Consideration	Same as above	3+2	1		
2.	August	1	Unit 1: Capacity of Parties	Same as Above	5	1		
		2	Unit 1: Free Consent	Same as Above	5	1		

		3	Unit 1: Legality of object and consideration, Void agreements	Same as Above	2+3	1		
		4	Unit 1: Discharge of contract, Quasi Contract, Remedies for the breach of contract	Same as Above	2 1 2	1	Test 1 from the syllabus covered	Discuss the case laws related to the topics covered week by week and viva-voce of the same. Revision of the earlier Chapters.
3.	September	1	Unit II: Special Contracts: Indemnity & Guarantee, Bailment and pledge	Same as Above	5	1		Discussion of previous years question papers

		2	Unit II: Special contracts: Agency	Same as Above	5	1	
		3	Unit-III Sale of goods: Introduction, Conditions and warranties, Performance of contract of sale	Same as Above Additional: Sale of Goods Act, 1932 (Bare Act)	1+3+1	1	Test 2 from the syllabus covered
September		4	Unit-III Sale of goods: Transfer of property, Rights of unpaid seller	Same as above	2+3	1	
October		1	Unit-IV LLP Act, 2008: Salient Features of LLP, Difference between LLP and	Same as Above Additional: LLP Act, 2008 (Bare Act)	5	1	

			Partnership, LLP and Company LLP Agreement. Nature of LLP, Partners and Designated Partners, Incorporation Document, Incorporation by Registration,				
		2	Unit-IV LLP Act, 2008: Registered office of LLP and change therein. Change of name, Partners and their Relations. Extent and limitation of liability of LLP and partners. Whistle blowing. Taxation of LLP. Conversion into LLP. Winding up and dissolution of LLP.	Same as Above	5	1	Discuss the case laws related to the topics covered week by week and viva-voce of the same. Revision of the earlier Chapters. Discussion of previous years question papers

		3	Mid- Semester Break				
		4	Unit V: The Information Technology Act 2000 Definitions under the Act. Digital signature. Electronic governance. Attribution, acknowledgement and dispatch of electronic records.	Same as above Additional: IT Act, 2000 (Bare Act)	5	1	

5	November	1	Unit V: The Information Technology Act 2000 Regulation of certifying authorities. Digital signatures certificates. Duties of subscribers under the Act. Penalties and adjudication. Offences as per the Act.	Same as above	5	1	Discuss the case laws related to the topics covered week by week and viva-voce of the same. Revision of the earlier Chapters. Discussion of previous years question papers
		2	Revision	Revision	5	1	

Teaching Plan Summer Semester 2019-20

Name of the Teacher: Dr. Kanu Jain

Course Name: B. Com(Hons)

Paper Title: Business Laws

Semester/Year: I semester/1st year

S. No.	Month	Week No.	Unit/Topic	Resource/References/Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
1.	July	3	Introduction: Business Laws Introduction: Indian Contract Act, 1872 Contract – meaning, characteristics and kinds	8. Singh, Avtar.(2018). The Principles of Mercantile Law. Lucknow. Eastern Book Company. 9. Sharma, J.P. and Kanojia S. (2019). Business Laws. New Delhi. Bharat Law House Pvt. Ltd. 10. Tulsian P.C. (2018). Business Law. New Delhi.Tata McGraw Hill. 11. Jagota R. (2019). Business Laws. MKM Publishers ScholarTech Press. 12. Kuchhal, M C. (2018). Business Laws. New Delhi. Vikas Publishing House. 13. Arora, S. (2015). Business Laws. New Delhi. Taxmann	5	1	N.A	Discuss the case laws related to the topics covered week by week and viva-voce of the same. Movie Recommendation: 12 angry Men, The man from Earth

				14. Indian Contract Act, 1872 (Bare Act)				
		4	Unit 1: Offer and Acceptance, Consideration	Same as above	3+2	1		
2.	August	1	Unit 1: Capacity of Parties	Same as Above	5	1		
		2	Unit 1: Free Consent	Same as Above	5	1		

		3	Unit 1: Legality of object and consideration, Void agreements	Same as Above	2+3	1		
		4	Unit 1: Discharge of contract, Quasi Contract, Remedies for the breach of contract	Same as Above	2 1 2	1	Test 1 from the syllabus covered	Discuss the case laws related to the topics covered week by week and viva-voce of the same. Revision of the earlier Chapters.
3.	September	1	Unit II: Special Contracts: Indemnity & Guarantee, Bailment and pledge	Same as Above	5	1		Discussion of previous years question papers

		2	Unit II: Special contracts: Agency	Same as Above	5	1	
		3	Unit-III Sale of goods: Introduction, Conditions and warranties, Performance of contract of sale	Same as Above Additional: Sale of Goods Act, 1932 (Bare Act)	1+3+1	1	Test 2 from the syllabus covered
September		4	Unit-III Sale of goods: Transfer of property, Rights of unpaid seller	Same as above	2+3	1	
October		1	Unit-IV LLP Act, 2008: Salient Features of LLP, Difference between LLP and	Same as Above Additional: LLP Act, 2008 (Bare Act)	5	1	

			Partnership, LLP and Company LLP Agreement. Nature of LLP, Partners and Designated Partners, Incorporation Document, Incorporation by Registration,				
		2	Unit-IV LLP Act, 2008: Registered office of LLP and change therein. Change of name, Partners and their Relations. Extent and limitation of liability of LLP and partners. Whistle blowing. Taxation of LLP. Conversion into LLP. Winding up and dissolution of LLP.	Same as Above	5	1	Discuss the case laws related to the topics covered week by week and viva-voce of the same. Revision of the earlier Chapters. Discussion of previous years question papers

		3	Mid- Semester Break				
		4	Unit V: The Information Technology Act 2000 Definitions under the Act. Digital signature. Electronic governance. Attribution, acknowledgement and dispatch of electronic records.	Same as above Additional: IT Act, 2000 (Bare Act)	5	1	

5	November	1	Unit V: The Information Technology Act 2000 Regulation of certifying authorities. Digital signatures certificates. Duties of subscribers under the Act. Penalties and adjudication. Offences as per the Act.	Same as above	5	1		Discuss the case laws related to the topics covered week by week and viva-voce of the same. Revision of the earlier Chapters. Discussion of previous years question papers
		2	Revision	Revision	5	1		

Teaching Plan Odd Semester 2020-21

Name of the Teacher: Dr. Kanu Jain

Course Name: B. Com(Hons)

Paper Title: Business Laws

Semester/Year: I semester/1st year

S. No.	Month	Week No.	Unit/Topic	Resource/References/Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
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1.	November	3	<p>Introduction: Business Laws</p> <p>Introduction: Indian Contract Act, 1872</p> <p>Contract – meaning, characteristics and kinds</p>	<p>8. Singh, Avtar.(2018). The Principles of Mercantile Law. Lucknow. Eastern Book Company.</p> <p>9. Sharma, J.P. and Kanojia S. (2019). Business Laws. New Delhi. Bharat Law House Pvt. Ltd.</p> <p>10. Tulsian P.C. (2018). Business Law. New Delhi.Tata McGraw Hill.</p> <p>11. Jagota R. (2019). Business Laws. MKM Publishers ScholarTech Press.</p> <p>12. Kuchhal, M C. (2018). Business Laws. New Delhi. Vikas Publishing House.</p> <p>13. Arora, S. (2015). Business Laws. New Delhi. Taxmann</p> <p>14. Indian Contract Act, 1872 (Bare Act)</p>	5	1	N.A	<p>Discuss the case laws related to the topics covered week by week and viva-voce of the same.</p> <p>Movie Recommendation: 12 angry Men, The man from Earth</p>
		4	<p>Unit 1: Offer and Acceptance, Consideration</p>	Same as above	3+2	1		

2.	December	1	Unit 1: Capacity of Parties	Same as Above	5	1		
		2	Unit 1: Free Consent	Same as Above	5	1		
		3	Unit 1: Legality of object and consideration, Void agreements	Same as Above	2+3	1		
		4	Unit 1: Discharge of contract, Quasi Contract,	Same as Above	2 1 2	1	Test 1 from the syllabus covered	Discuss the case laws related to the topics covered week by week and viva-voce of the same.

			Remedies for the breach of contract					Revision of the earlier Chapters.
3.	January	1	Unit II: Special Contracts: Indemnity & Guarantee, Bailment and pledge	Same as Above	5	1		Discussion of previous years question papers
		2	Unit II: Special contracts: Agency	Same as Above	5	1		
		3	Unit-III Sale of goods: Introduction, Conditions and warranties, Performance of contract of sale	Same as Above Additional: Sale of Goods Act, 1932 (Bare Act)	1+3+1	1	Test 2 from the syllabus covered	

	January	4	Unit-III Sale of goods: Transfer of property, Rights of unpaid seller	Same as above	2+3	1		
	February	1	Unit-IV LLP Act, 2008: Salient Features of LLP, Difference between LLP and Partnership, LLP and Company LLP Agreement. Nature of LLP, Partners and Designated Partners, Incorporation Document, Incorporation by Registration,	Same as Above Additional: LLP Act, 2008 (Bare Act)	5	1		
		2	Unit-IV LLP Act, 2008: Registered office of LLP and change therein. Change of name, Partners and their Relations. Extent and limitation of liability of LLP and partners. Whistle blowing. Taxation of LLP. Conversion into	Same as Above	5	1		Discuss the case laws related to the topics covered week by week and viva-voce of the same. Revision of the earlier Chapters. Discussion of previous years question papers

			LLP. Winding up and dissolution of LLP.				
		3	Unit V: The Information Technology Act 2000 Definitions under the Act. Digital signature. Electronic governance. Attribution, acknowledgement and dispatch of electronic records.	Same as above Additional: IT Act, 2000 (Bare Act)	5	1	

		4	Unit V: The Information Technology Act 2000 Regulation of certifying authorities. Digital signatures certificates. Duties of subscribers under the Act. Penalties and adjudication. Offences as per the Act.	Same as above	5	1		Discuss the case laws related to the topics covered week by week and viva-voce of the same. Revision of the earlier Chapters. Discussion of previous years question papers
5	March	1	Revision of the earlier Acts		5	1		

Teaching Plan for Summer Semester 2016-17

Name of the Teacher: Dr. SNEH LATA GUPTA

Course Name: B. Com (H)

Paper Title: Management Accounting

Semester/Year: V

S. No.	Month	Week No.	Unit/Topic	Resource/ References/ Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
1.	July	4	Unit 1	1. M.N. Arora, Management Accounting	5	1		
				2. M.Y. Khan and P.K. Jain, Cost Accounting				
				3. Maheshwari & Mittal, Management Accounting				
				4. P.C. Tulsian, Cost Accounting				
				5. Colin Drury, Costing 6. Horngren, Datar and Rajan, Cost Accounting				
2.	August	1 to 4	Unit 4, 5	1. M.N. Arora, Management Accounting	20	5	Class Test 1 Based on the topics covered in class	
				2. Maheshwari & Mittal, Management Accounting				
				3. B.S. Khanna, I. M. Pandey G.K. Ahuja, SCL Batra, Practical costing				
				4. P.C. Tulsian, Cost Accounting 5. Jawahar Lal, Cost Accounting 6. Adolf Matz and Milton F. usry, Cost Accounting: Planning and Control				
3.	September	1 to 4	Unit 5	1. M.N. Arora, Management Accounting	20	5		

				2. Jawahar Lal			New topic discussed and Assignment given for assessment purpose	
				3. Maheshwari & Mittal, Management Accounting				
				4. P.C. Tulsian, Cost Accounting				
				5. Dr. R.P Rustagi, Management Accounting				
4.	October	1 to 4	Unit 3,2	1. M.N. Arora, Management Accounting	20	5	Class Test 2	
				2. M.Y. Khan and P.K. Jain				
				3. Maheshwari & Mittal, Management Accounting				
				4. P.C. Tulsian, Cost Accounting				
				5. Jawahar Lal, Cost Accounting				
5.	November	1 to 3	Unit 2, 6, A few Revisionary classes	1. M.N. Arora, Management Accounting	15	3		
				2. M.Y. Khan and P.K. Jain				
				3. Maheshwari & Mittal, Management Accounting				
				4. P.C. Tulsian, Cost Accounting				
				5. D.K. Mittal, Cost Accounting				

Teaching Plan for Winter Semester 2016-17

Name of the Teacher: Dr. SNEH LATA GUPTA

Course Name: B.Com (H)

Paper Title: COST ACCOUNTING

Semester/Year: IV

S. No.	Month	Week No.	Unit/Topic	Resource/ References/ Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
1.	January	1 to 4	Units 1, 2	1. M.N. Arora, Cost Accounting	20	4		
				2. Colin Drury, Costing				
				3. Maheshwari & Mittal, Cost Accounting				
				4. D.K. Mittal, Cost Accounting				
				5. Horngren, Datar & Rajan, Cost Accounting 6. B.S. Khanna, I. M. Pandey, G.K. Ahuja, S.C.L. Batra, Practical Costing				
2.	February	1 to 4	Units 4,5	1. M.N. Arora, Cost Accounting	20	4	Class Test – 1	
				2. M.Y. Khan and P.K. Jain, cost Accounting				
				3. Maheshwari & Mittal, Cost Accounting				
				4. D.K. Mittal, Cost Accounting				
				5. Horngren, Datar & Rajan, Cost Accounting 6. B.S. Khanna, I.M. Pandey, G.K. Ahuja, S.C.L. Batra, Practical Costing 7. Adolf Matz and Milton F. Usry, Cost Accounting: Planning and Control				
3.	March	1 to 5	Unit 5	1. M.N. Arora, Cost Accounting	20	5		
				2. P.C. Tulsian, Cost Accounting				

				3.Maheshwari & Mittal, Cost Accounting			Assignment given for Assessment purpose	
				4.D.K. Mittal, Cost Accounting				
				5.Jawahar Lal , Cost Accounting 6. . B.S.Khanna, I.M.Pandey, G.K.Ahuja, S.C.L.Batra, Practical Costing				
4.	April	1to 4	Unit 6,3	1. M.N. Arora, Cost Accounting	20	4	Class test -2	
				2.P.C. Tulsian, Cost Accounting				
				3.Maheshwari & Mittal, Cost Accounting				
				4.D.K. Mittal, Cost Accounting				
				5. Jawahar Lal, Cost Accounting 6. M.Y.Khan and P.K. Jain, Cost Accounting				

Teaching Plan for Summer Semester 2017-18

Name of the Teacher: Dr. SNEH LATA GUPTA

Course Name: B. Com (H)

Paper Title: Management Accounting

Semester/Year: V

S. No.	Month	Week No.	Unit/Topic	Resource/ References/ Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
1.	July	4	Unit 1	1. M.N. Arora, Management Accounting	5	1		
				2. M.Y. Khan and P.K. Jain, Cost Accounting				
				3. Maheshwari & Mittal, Management Accounting				
				4. P.C. Tulsian, Cost Accounting				
				5. Colin Drury, Costing 6. Horngren, Datar and Rajan, Cost Accounting				
2.	August	1 to 4	Unit 4, 5	1. M.N. Arora, Management Accounting	20	5	Class Test 1 Based on the topics covered in class	
				2. Maheshwari & Mittal, Management Accounting				
				3. B.S. Khanna, I. M. Pandey G.K. Ahuja, SCL Batra, Practical costing				
				4. P.C. Tulsian, Cost Accounting 5. Jawahar Lal, Cost Accounting 6. Adolf Matz and Milton F. usry, Cost Accounting: Planning and Control				
3.	September	1 to 4	Unit 5	1. M.N. Arora, Management Accounting	20	5		

				2. Jawahar Lal			New topic discussed and Assignment given for assessment purpose	
				3. Maheshwari & Mittal, Management Accounting				
				4. P.C. Tulsian, Cost Accounting				
				5. Dr. R.P Rustagi, Management Accounting				
4.	October	1 to 4	Unit 3,2	1. M.N. Arora, Management Accounting	20	5	Class Test 2	
				2. M.Y. Khan and P.K. Jain				
				3. Maheshwari & Mittal, Management Accounting				
				4. P.C. Tulsian, Cost Accounting				
				5. Jawahar Lal, Cost Accounting				
5.	November	1 to 3	Unit 2, 6, A few Revisionary classes	1. M.N. Arora, Management Accounting	15	3		
				2. M.Y. Khan and P.K. Jain				
				3. Maheshwari & Mittal, Management Accounting				
				4. P.C. Tulsian, Cost Accounting				
				5. D.K. Mittal, Cost Accounting				

Teaching Plan for Winter Semester 2017-18

Name of the Teacher: Dr. SNEH LATA GUPTA

Course Name: B.Com (H)

Paper Title: COST ACCOUNTING

Semester/Year: IV

S. No.	Month	Week No.	Unit/Topic	Resource/ References/ Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
1.	January	1 to 4	Units 1, 2	1. M.N. Arora, Cost Accounting	20	4		
				2. Colin Drury, Costing				
				3. Maheshwari & Mittal, Cost Accounting				
				4. D.K. Mittal, Cost Accounting				
				5. Horngren, Datar & Rajan, Cost Accounting 6. B.S. Khanna, I. M. Pandey, G.K. Ahuja, S.C.L. Batra, Practical Costing				
2.	February	1 to 4	Units 4,5	1. M.N. Arora, Cost Accounting	20	4	Class Test – 1	
				2. M.Y. Khan and P.K. Jain, cost Accounting				
				3. Maheshwari & Mittal, Cost Accounting				
				4. D.K. Mittal, Cost Accounting				
				5. Horngren, Datar & Rajan, Cost Accounting 6. B.S. Khanna, I.M. Pandey, G.K. Ahuja, S.C.L. Batra, Practical Costing 7. Adolf Matz and Milton F. Usry, Cost Accounting: Planning and Control				
3.	March	1 to 5	Unit 5	1. M.N. Arora, Cost Accounting	20	5		
				2. P.C. Tulsian, Cost Accounting				

				3.Maheshwari & Mittal, Cost Accounting			Assignment given for Assessment purpose	
				4.D.K. Mittal, Cost Accounting				
				5.Jawahar Lal , Cost Accounting 6. B.S.Khanna, I.M.Pandey, G.K.Ahuja, S.C.L.Batra, Practical Costing				
4.	April	1to 4	Unit 6,3	1. M.N. Arora, Cost Accounting	20	4	Class test -2	
				2.P.C. Tulsian, Cost Accounting				
				3.Maheshwari & Mittal, Cost Accounting				
				4.D.K. Mittal, Cost Accounting				
				5. Jawahar Lal, Cost Accounting 6. M.Y.Khan and P.K.Jain, cost Accounting				

Teaching Plan for Summer Semester 2018-19

Name of the Teacher: Dr. SNEH LATA GUPTA

Course Name: B. Com (H)

Paper Title: Management Accounting

Semester/Year: V

S. No.	Month	Week No.	Unit/Topic	Resource/ References/ Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
1.	July	4	Unit 1	1. M.N. Arora, Management Accounting	5	1		
				2. M.Y. Khan and P.K. Jain, Cost Accounting				
				3. Maheshwari & Mittal, Management Accounting				
				4. P.C. Tulsian, Cost Accounting				
				5. Colin Drury, Costing 6. Horngren, Datar and Rajan, Cost Accounting				
2.	August	1 to 4	Unit 4, 5	1. M.N. Arora, Management Accounting	20	5	Class Test 1 Based on the topics covered in class	
				2. Maheshwari & Mittal, Management Accounting				
				3. B.S. Khanna, I. M. Pandey G.K. Ahuja, SCL Batra, Practical costing				
				4. P.C. Tulsian, Cost Accounting 5. Jawahar Lal, Cost Accounting 6. Adolf Matz and Milton F. usry, Cost Accounting: Planning and Control				
3.	September	1 to 4	Unit 5	1. M.N. Arora, Management Accounting	20	5		

				2. Jawahar Lal			New topic discussed and Assignment given for assessment purpose	
				3. Maheshwari & Mittal, Management Accounting				
				4. P.C. Tulsian, Cost Accounting				
				5. Dr. R.P Rustagi, Management Accounting				
4.	October	1 to 4	Unit 3,2	1. M.N. Arora, Management Accounting	20	5	Class Test 2	
				2. M.Y. Khan and P.K. Jain				
				3. Maheshwari & Mittal, Management Accounting				
				4. P.C. Tulsian, Cost Accounting				
				5. Jawahar Lal, Cost Accounting				
5.	November	1 to 3	Unit 2, 6, A few Revisionary classes	1. M.N. Arora, Management Accounting	15	3		
				2. M.Y. Khan and P.K. Jain				
				3. Maheshwari & Mittal, Management Accounting				
				4. P.C. Tulsian, Cost Accounting				
				5. D.K. Mittal, Cost Accounting				

Teaching Plan for Winter Semester 2018-19

Name of the Teacher: Dr. SNEH LATA GUPTA

Course Name: B.Com (H)

Paper Title: COST ACCOUNTING

Semester/Year: IV

S. No.	Month	Week No.	Unit/Topic	Resource/ References/ Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
1.	January	1 to 4	Units 1, 2	1. M.N. Arora, Cost Accounting	20	4		
				2. Colin Drury, Costing				
				3. Maheshwari & Mittal, Cost Accounting				
				4. D.K. Mittal, Cost Accounting				
				5. Horngren, Datar & Rajan, Cost Accounting 6. B.S. Khanna, I. M. Pandey, G.K. Ahuja, S.C.L. Batra, Practical Costing				
2.	February	1 to 4	Units 4,5	1. M.N. Arora, Cost Accounting	20	4	Class Test – 1	
				2. M.Y. Khan and P.K. Jain, cost Accounting				
				3. Maheshwari & Mittal, Cost Accounting				
				4. D.K. Mittal, Cost Accounting				
				5. Horngren, Datar & Rajan, Cost Accounting 6. B.S. Khanna, I.M. Pandey, G.K. Ahuja, S.C.L. Batra, Practical Costing 7. Adolf Matz and Milton F. Usry, Cost Accounting: Planning and Control				
3.	March	1 to 5	Unit 5	1. M.N. Arora, Cost Accounting	20	5		
				2. P.C. Tulsian, Cost Accounting				

				3.Maheshwari & Mittal, Cost Accounting			Assignment given for Assessment purpose	
				4.D.K. Mittal, Cost Accounting				
				5.Jawahar Lal , Cost Accounting 6. B.S.Khanna, I.M.Pandey, G.K.Ahuja, S.C.L.Batra, Practical Costing				
4.	April	1to 4	Unit 6,3	1. M.N. Arora, Cost Accounting	20	4	Class test -2	
				2.P.C. Tulsian, Cost Accounting				
				3.Maheshwari & Mittal, Cost Accounting				
				4.D.K. Mittal, Cost Accounting				
				5. Jawahar Lal, Cost Accounting 6. M.Y.Khan and P.K.Jain, cost Accounting				

Teaching Plan for Summer Semester 2019-20

Name of the Teacher: Dr. SNEH LATA GUPTA

Course Name: B. Com (H)

Paper Title: Management Accounting

Semester/Year: V

S. No.	Month	Week No.	Unit/Topic	Resource/ References/ Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
1.	July	4	Unit 1	1. M.N. Arora, Management Accounting	5	1		
				2. M.Y. Khan and P.K. Jain, Cost Accounting				
				3. Maheshwari & Mittal, Management Accounting				
				4. P.C. Tulsian, Cost Accounting				
				5. Colin Drury, Costing 6. Horngren, Datar and Rajan, Cost Accounting				
2.	August	1 to 4	Unit 4, 5	1. M.N. Arora, Management Accounting	20	5	Class Test 1 Based on the topics covered in class	
				2. Maheshwari & Mittal, Management Accounting				
				3. B.S. Khanna, I. M. Pandey G.K. Ahuja, SCL Batra, Practical costing				
				4. P.C. Tulsian, Cost Accounting 5. Jawahar Lal, Cost Accounting 6. Adolf Matz and Milton F. usry, Cost Accounting: Planning and Control				

3.	September	1 to 4	Unit 5	1. M.N. Arora, Management Accounting	20	5	New topic discussed and Assignment given for assessment purpose	
				2. Jawahar Lal				
				3. Maheshwari & Mittal, Management Accounting				
				4. P.C. Tulsian, Cost Accounting				
				5. Dr. R.P Rustagi, Management Accounting				
4.	October	1 to 4	Unit 3,2	1. M.N. Arora, Management Accounting	20	5	Class Test 2	
				2. M.Y. Khan and P.K. Jain				
				3. Maheshwari & Mittal, Management Accounting				
				4. P.C. Tulsian, Cost Accounting				
				5. Jawahar Lal, Cost Accounting				
5.	November	1 to 3	Unit 2, 6, A few Revisionary classes	1. M.N. Arora, Management Accounting	15	3		
				2. M.Y. Khan and P.K. Jain				
				3. Maheshwari & Mittal, Management Accounting				
				4. P.C. Tulsian, Cost Accounting				
				5. D.K. Mittal, Cost Accounting				

Teaching Plan for Winter Semester 2019-20

Name of the Teacher: Dr. SNEH LATA GUPTA

Course Name: B.Com (H)

Paper Title: COST ACCOUNTING

Semester/Year: IV

S. No.	Month	Week No.	Unit/Topic	Resource/ References/ Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
1.	January	1 to 4	Units 1, 2	1. M.N. Arora, Cost Accounting	20	4		
				2. Colin Drury, Costing				
				3. Maheshwari & Mittal, Cost Accounting				
				4. D.K. Mittal, Cost Accounting				
				5. Horngren, Datar & Rajan, Cost Accounting 6. B.S. Khanna, I. M. Pandey, G.K. Ahuja, S.C.L. Batra, Practical Costing				
2.	February	1 to 4	Units 4,5	1. M.N. Arora, Cost Accounting	20	4	Class Test – 1	
				2. M.Y. Khan and P.K. Jain, cost Accounting				
				3. Maheshwari & Mittal, Cost Accounting				
				4. D.K. Mittal, Cost Accounting				
				5. Horngren, Datar & Rajan, Cost Accounting 6. B.S. Khanna, I.M. Pandey, G.K. Ahuja, S.C.L. Batra, Practical Costing 7. Adolf Matz and Milton F. Usry, Cost Accounting: Planning and Control				
3.	March	1 to 5	Unit 5	1. M.N. Arora, Cost Accounting	20	5		
				2. P.C. Tulsian, Cost Accounting				

				3.Maheshwari & Mittal, Cost Accounting			Assignment given for Assessment purpose	
				4.D.K. Mittal, Cost Accounting				
				5.Jawahar Lal , Cost Accounting 6. B.S.Khanna, I.M.Pandey, G.K.Ahuja, S.C.L.Batra, Practical Costing				
4.	April	1to 4	Unit 6,3	1. M.N. Arora, Cost Accounting	20	4	Class test -2	
				2.P.C. Tulsian, Cost Accounting				
				3.Maheshwari & Mittal, Cost Accounting				
				4.D.K. Mittal, Cost Accounting				
				5. Jawahar Lal, Cost Accounting 6. M.Y.Khan and P.K.Jain, cost Accounting				

Teaching Plan for Summer Semester 2020-21

Name of the Teacher: Dr. SNEH LATA GUPTA

Course Name: B. Com (H)

Paper Title: Management Accounting

Semester/Year: V

S. No.	Month	Week No.	Unit/Topic	Resource/ References/ Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
2.	August	2 to 4	Unit 1,4	1. M.N. Arora, Management Accounting	16	4	Class Test 1 Based on the topics covered in class	
				2. Maheshwari & Mittal, Management Accounting				
				3. Colin Drury, Costing 4. M.Y.Khan and P.K. Jain, Cost Accounting				
				5. P.C. Tulsian, Cost Accounting 6. Jawahar Lal, Cost Accounting 7. Adolf Matz and Milton F. usry, Cost Accounting: Planning and Control				
3.	September	1 to 4	Unit 4, 5	1. M.N. Arora, Management Accounting	20	5	New topic discussed and Assignment given for assessment purpose	
				2. Jawahar Lal				
				3. Maheshwari & Mittal, Management Accounting				
				4. P.C. Tulsian, Cost Accounting				

				5. Dr. R.P Rustagi, Management Accounting				
4.	October	1 to 4	Unit 3,2	1. M.N. Arora, Management Accounting	20	5	Class Test 2	
				2.M.Y. Khan and P.K. Jain				
				3.Maheshwari & Mittal, Management Accounting				
				4. P.C. Tulsian, Cost Accounting				
				5 Jawahar Lal, Cost Accounting				
5.	November	1 to 4	Unit 2, 6, A few Revisionary classes	1. M.N. Arora, Management Accounting	20	4		
				2.M.Y. Khan and P.K. Jain				
				3.Maheshwari & Mittal, Management Accounting				
				4. P.C. Tulsian, Cost Accounting				
				5. D.K. Mittal, Cost Accounting				

Teaching Plan for Winter Semester 2020-21

Name of the Teacher: Dr. SNEH LATA GUPTA

Course Name: B.Com (H)

Paper Title: COST ACCOUNTING

Semester/Year: IV

S. No.	Month	Week No.	Unit/Topic	Resource/ References/ Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
1.	January	1 to 4	Units 1, 2	1. M.N. Arora, Cost Accounting	20	4		
				2. Colin Drury, Costing				
				3. Maheshwari & Mittal, Cost Accounting				
				4. D.K. Mittal, Cost Accounting				
				5. Horngren, Datar & Rajan, Cost Accounting 6. B.S. Khanna, I. M. Pandey, G.K. Ahuja, S.C.L. Batra, Practical Costing				
2.	February	1 to 4	Units 4,5	1. M.N. Arora, Cost Accounting	20	4	Class Test – 1	
				2. M.Y. Khan and P.K. Jain, cost Accounting				
				3. Maheshwari & Mittal, Cost Accounting				
				4. D.K. Mittal, Cost Accounting				
				5. Horngren, Datar & Rajan, Cost Accounting 6. B.S. Khanna, I.M. Pandey, G.K. Ahuja, S.C.L. Batra, Practical Costing 7. Adolf Matz and Milton F. Usry, Cost Accounting: Planning and Control				
3.	March	1 to 4	Unit 5	1. M.N. Arora, Cost Accounting	20	5	Assignment given for Assessment purpose	
				2. P.C. Tulsian, Cost Accounting				

				3.Maheshwari & Mittal, Cost Accounting				
				4.D.K. Mittal, Cost Accounting				
				5.Jawahar Lal , Cost Accounting				
				6. B.S.Khanna, I.M.Pandey, G.K.Ahuja, S.C.L.Batra, Practical Costing				
4.	April	1to 4	Unit 5,6,3 and A few revisionary classes	1. M.N. Arora, Cost Accounting	20	4	Class test -2	
				2.P.C. Tulsian, Cost Accounting				
				3.Maheshwari & Mittal, Cost Accounting				
				4.D.K. Mittal, Cost Accounting				
				5. Jawahar Lal, Cost Accounting				
				6. M.Y.Khan and P.K.Jain, cost Accounting				

Teaching Plan Winter Semester 2020-21

Name of the Teacher: Ms Suman Si

Course Name: B.Com. Hons.

Paper Title: Computer Application in Business

Semester/Year: IV/2nd

S. No.	Month	Week No.	Unit/Topic	Resource/References/Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity-GD, documentary etc.)
1.	January	1 & 2	Unit 4 Spreadsheet Basic Concepts	2. Jain Hem Chand and Tiwari H. N. Computer Application in Business, Taxmann	5	0		
			Statistical Projects Like Correlation & Regression, Frequency Distribution Tables		5	0		
		3 & 4	Unit 4 Spreadsheet PayRoll including Advanced PayRoll	4. Jain Hem Chand and Tiwari H. N. Computer Application in Business, Taxmann 5. Madan Sushila, Computer Applications in Business, Scholar Tech Press. 6. Mathur Shruti and Jain Pooja, Computer Applications in Business, Galgotia Publishing Company	12	0	Test 1 Towards the end of third week on the topic PayRoll	Various Functions were discussed apart from the syllabus and students were asked to give presentations on the same.
			Loan & Lease Accounting		4	0		
2.	February	1	Unit 4	2. Jain Hem Chand and Tiwari H. N. Computer		0		

		What if Analysis	Application in Business, Taxmann	2			
		Capital Budgeting		2			
		Data Analysis & Pivot Tables		2			
	2 & 3	Dashboard (Slicer)	2. Jain Hem Chand and Tiwari H. N. Computer Application in Business, Taxmann	1	0	Test 2	
		Depreciation	2. Madan Sushila, Computer Applications in Business, Scholar Tech Press.	7		On the Loan & Lease & Depreciation Topic	
		Financial Functions		2			
	4	Solver & Assignment	2. Jain Hem Chand and Tiwari H. N. Computer Application in Business, Taxmann	6	0		

4.	March	1	Unit 1 Theory Networking	4. Jain Hem Chand and Tiwari H. N. Computer Application in Business, Taxmann 5. Madan Sushila, Computer Applications in Business, Scholar Tech Press. 6. Mathur Shruti and Jain Pooja, Computer Applications in Business, Galgotia Publishing Company	5	0		
		2 & 3	Unit 2 MS-Word Including Mail Merge	2. Madan Sushila, Computer Applications in Business, Scholar Tech Press.	5	0		
			Unit 5 DBMS Theory & Basics of MS-Access	2. Jain Hem Chand and Tiwari H. N. Computer Application in Business, Taxmann	5	0		
						0		
MID SEMESTER BREAK								
5.	April	1	Unit 5 ER Models & theory DBMS	3. Jain Hem Chand and Tiwari H. N. Computer Application in Business, Taxmann 4. Mathur Shruti and Jain Pooja, Computer Applications in Business, Galgotia Publishing Company	5	0	Recent trends and cases to be	
		2	Unit 1 Theory	3. Jain Hem Chand and Tiwari H. N. Computer	8	0		

		3	Internet Terminology & Recent Trends	Application in Business, Taxmann	3		discussed from newspaper articles on Internet of Things	
		4	Unit 3 Presentations Revision & Doubts Clearing Session	4. Madan Sushila, Computer Applications in Business, Scholar Tech Press.	4			

Teaching Plan Winter Semester 2019-2020

Name of the Teacher: Ms Suman Si

Course Name: B.Com. Hons.

Paper Title: Computer Application in Business

Semester/Year: IV/2nd

S. No.	Month	Week No.	Unit/Topic	Resource/References/Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity-GD, documentary etc.)
1.	January	1	Unit 4 Spreadsheet Basic Concepts (Sorting & Filtering, working on multiple worksheets, functions)	4. Jain Hem Chand and Tiwari H. N. Computer Application in Business, Taxmann 5. Madan Sushila, Computer Applications in Business, Scholar Tech Press. 6. Mathur Shruti and Jain Pooja, Computer Applications in Business, Galgotia Publishing Company.		8		Multiple Tests Taken from the students on Socrative App in MCQ Format Based on Theory Topics and Concepts were tested to determine their practical knowledge of the Spreadsheet Application Software. Workbooks were also taken from the students.
		2	Statistical Projects Like Correlation & Regression, Frequency Distribution Tables			8		
		3	PayRoll			8		
		4	Advanced PayRoll			6		

2.	February	1	Loan & Lease Accounting			6		
		2	What if Analysis Capital Budgeting			4 3		
		3	Data Analysis & Pivot Tables Depreciation			4 4		
		4.	Depreciation			8	Tests in MCQ format	
4.	March	1	Solver LPP			5		
		2 & 3	Theory Unit 1 MS-Word, Power point			7 5		
Lockdown (Online Classes)								
5.	April & May (Classes got extended due to lockdown)	April May	Theory & unit 5, DBMS CAAT Tools & Doubt			18 7	Tests in MCQ format plus workbook	

			Session Class				
					0		

Teaching Plan Winter Semester 2018-2019

Name of the Teacher: Ms Suman Si

Course Name: B.Com. Hons.

Paper Title: Computer Application in Business

Semester/Year: IV/2rd

S. No.	Month	Week No.	Unit/Topic	Resource/References/Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity-GD, documentary etc.)
1.	January	1	Unit 3 Excel Basics	4. Jain Hem Chand and Tiwari H. N. Computer Application in Business, Taxmann 5. Madan Sushila, Computer Applications in Business, Scholar Tech Press. 6. Mathur Shruti and Jain Pooja, Computer Applications in Business, Galgotia Publishing Company.		6		Workbooks were taken and Students were asked to give presentations on the topic: Artificial Intelligence, Quantum Computing Viva was taken on the workbooks submitted by the students
			Graphical Representation of Data			2		
		2	Frequency Distribution			3		
			Correlation & Regression			2		
		3	PayRoll Statements			8		
4	PayRoll		8					
2.	February	1	Capital Budgeting			2		
			Ratio Analysis			2		
		2	Loan & Lease		5			
		3	Depreciation Accounting		8			
4.				3				

			What-if analysis, Data Validation Pivot Tables		3		
4.	March	1	Solver		3		
			Unit IV RDBMS		8		
		2	Concepts & Access		7		
		3	Access (Creating Relationship, Queries, Forms, Reports) SQL		5		
5.	April	1	MS-Word		4		
		2	PowerPoint		2		
			Unit 1 Introduction		7		
		3 & 4	CAAT Tools		8		

Teaching Plan Winter Semester 2017-2018

Name of the Teacher: Ms Suman Si

Course Name: B.Com. Hons.

Paper Title: Computer Application in Business

Semester/Year: IV/2nd

S. No.	Month	Week No.	Unit/Topic	Resource/References/Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity-GD, documentary etc.)	
1.	January	1	Unit 3 Excel Basics Sorting, Filtering, Graphical Representati on of Data, working on multiple worksheets	4. Jain Hem Chand and Tiwari H. N. Computer Application in Business, Taxmann 5. Madan Sushila, Computer Applications in Business, Scholar Tech Press. 6. Mathur Shruti and Jain Pooja, Computer Applications in Business, Galgotia Publishing Company.		8		Workbooks were taken and Theory Exam was taken.	
		2 & 3	Excel Functions				5		
			Statistical projects				5		
		3	Capital Budgeting			2			
			Ratio Analysis			2			
		4	PayRoll Basics			4			
payroll questions and Advanced Payroll			10						

2.	February	1	Loan & Lease		6		
		2 & 3	Depreciation Accounting		9		
		3	What-if analysis, Data Validation Pivot Tables		6		
4.	Solver Unit 1 Theory		3 6				
4.	March	1	Word & Powerpoint		6		
		2 & 3	Unit IV RDBMS Concepts and Access		16		
5.	April		CAAT Tools		8		
			Revision, Theory, and Tests		7		

Teaching Plan Winter Semester 2020-21

Name of the Teacher: Vaishali Chhokar

Course Name: B.Com. (Hons.)

Paper Title: Financial Accounting

Semester/Year: I/ 1st

Month	Week No.	Unit/ Topic	Resource/ References/Recommended readings	No. of lectures	No. of tutorials
December	1	Unit-1 Introduction to Financial Accounting	www.icai.org	3	2
		Accounting Principles & Practice			
	Accounting Standards				
	Capital & Revenue Transactions				
		Unit-2: Property, Plant & Equipment	Financial Accounting- Theory and Practice by Dr. Alok Kumar	3	3
	2	Property, Plant & Equipment	Taxmann's Financial Accounting by Dr. Bhushan Kumar Goyal	1	2
	Inventory Valuation	5		2	
3	Financial Statements of Non-Corporate	6		4	

		Business Entities			
	4	Financial Statements of Non-Corporate Business Entities		2	2
		Departmental Accounting		2	1
		Tally Prime-Company Creation		2	1
January	1	Financial Statements of Not for Profit Entity		4	2
		Tally Prime-Groups and Ledger Creation		2	2
	2	Accounting for Partnership Firm		4	2
		Tally Prime-Groups and Ledger Creation		2	2
	3	Accounting for Dissolution of Partnership Firm		6	4
	4	Accounting for Dissolution of		6	4

		Partnership Firm			
February	1	Branch Accounting		4	2
		Tally Prime-Inventory Management		2	2
	2	Branch Accounting		4	2
		Tally Prime-Inventory Management		2	2
	3	Hire Purchase		4	2
		Tally Prime-Comprehensive Practice		2	2
	4	Hire Purchase		6	4
	March	1	Lease Financing		3
Revision				3	2

Teaching Plan for Winter Semester 2018-19

Name of the Teacher: Varda Sardana

Course Name: B.Com (H)

Paper Title: E-filing of Returns

Semester/Year: 2nd Year, 4th Semester

S. No.	Month	Week No.	Unit/Topic	Resource/ References/ Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
1.	January	1	Unit 1: Basics of e-filing	1. Provisions of Income Tax Act and updates as per the Finance Bill 2. Singhania and Singhania 3. Ahuja and Gupta	4	0	Group Presentations on contemporary and relevant topics	2 presentations, followed by discussions on contemporary topics once a week.
		2	Unit 1: E-filing process and website overview		4	0		
		3	Unit 2: Revisiting Income tax concepts		4	0		
		4	Unit 2: Income taxable under various heads		4	0		
2.	February	1	Unit 2: ITR Forms	1. www.incometaxindiaefiling.gov.in 2. Provisions of Income Tax Act and updates as per the Finance Bill 3. Singhania and Singhania 4. Ahuja and Gupta	4	0		2 presentations, followed by discussions on contemporary topics once a week. Case Studies for Practicals
		2	Unit 2: Preparation of ITR 3 and 4 through Excel Utility		4	0		
		3	Unit 2: Preparation of ITR 3 and 4 through Excel Utilities		4	0		
		4	Unit 2: Preparation of ITR 5 through Excel Utilities		4	0		

S. No.	Month	Week No.	Unit/Topic	Resource/ References/ Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
3.	March	1	Unit 2: Practice of Case Studies on ITR	1. www.incometaxindiaefiling.gov.in 3. Singhania and Singhania 4. Ahuja and Gupta	4	0	Theoretical Test	Objective type test for Internal Assessment
		2	Unit 3: Concept of TDS		4	0		
		3	Unit 3: TDS Provisions		2	0		
		4	Unit 3: Practicals of TDS: 24Q		2	0		
4.	April	1	Unit 3: Practicals of TDS: 26Q	1. Website of the Income Tax Department 2. Updates in the Finance Bill	4	0		
		2	Unit 4: Service Tax		4	0		
		3	Revisions and Doubts		3	0		

Teaching Plan for Winter Semester 2019-20

Name of the Teacher: Varda Sardana

Course Name: B.Com (H)

Paper Title: E-filing of Returns

Semester/Year: 2nd Year, 4th Semester

S. No.	Month	Week No.	Unit/Topic	Resource/ References/ Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
1.	January	1	Unit 1: Basics of e-filing	1. Provisions of Income Tax Act and updates as per the Finance Bill 2. Singhania and Singhania 3. Ahuja and Gupta	4	0	Group Presentations on contemporary and relevant topics	2 presentations, followed by discussions on contemporary topics once a week.
		2	Unit 1: E-filing process and website overview		4	0		
		3	Unit 2: Revisiting Income tax concepts		4	0		
		4	Unit 2: Income taxable under various heads		4	0		
2.	February	1	Unit 2: ITR Forms		4	0		

S. No.	Month	Week No.	Unit/Topic	Resource/ References/ Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
		2	Unit 2: Preparation of ITR 3 and 4 through Excel Utility	1. www.incometaxindiaefiling.gov.in 2. Provisions of Income Tax Act and updates as per the Finance Bill 3. Singhania and Singhania 4. Ahuja and Gupta	4	0		2 presentations, followed by discussions on contemporary topics once a week. Case Studies for Practicals
		3	Unit 2: Preparation of ITR 3 and 4 through Excel Utilities		4	0		
		4	Unit 2: Preparation of ITR 5 through Excel Utilities		4	0		
3.	March	1	Unit 2: Practice of Case Studies on ITR	1. www.incometaxindiaefiling.gov.in 3. Singhania and Singhania 4. Ahuja and Gupta	4	0	Theoretical Test	Objective type test for Internal Assessment
		2	Unit 3: Concept of TDS		4	0		
		3	Unit 3: TDS Provisions		2	0		
		4	Unit 3: Practicals of TDS: 24Q		2	0		
4.	April	1	Unit 3: Practicals of TDS: 26Q	1. Website of the Income Tax Department 2. Updates in the Finance Bill	4	0		
		2	Unit 4: Basics of Goods and Services ax		4	0		
		3	Revisions and Doubts		3	0		

Teaching Plan for Winter Semester 2020-21

Name of the Teacher: Varda Sardana

Course Name: B.Com (H)

Paper Title: E-filing of Returns

Semester/Year: 2nd Year, 4th Semester

S. No.	Month	Week No.	Unit/Topic	Resource/ References/ Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
1.	January	1	Unit 1: Basics of e-filing	1. Provisions of Income Tax Act and updates as per the Finance Bill 2. Singhania and Singhania 3. Ahuja and Gupta	4	0	Group Presentations on contemporary and relevant topics	2 presentations, followed by discussions on contemporary topics once a week.
		2	Unit 1: E-filing process and website overview		4	0		
		3	Unit 2: Revisiting Income tax concepts		4	0		
		4	Unit 2: Income taxable under various heads		4	0		
2.	February	1	Unit 2: ITR Forms	1. www.incometaxindiaefiling.gov.in 2. Provisions of Income Tax Act and updates as per the Finance Bill 3. Singhania and Singhania 4. Ahuja and Gupta	4	0	Group Presentations on contemporary and relevant topics	2 presentations, followed by discussions on contemporary topics once a week. Case Studies for Practicals
		2	Unit 2: Preparation of ITR 3 and 4 through Excel Utility		4	0		
		3	Unit 2: Preparation of ITR 3 and 4 through Excel Utilities		4	0		
		4	Unit 2: Preparation of ITR 5 through Excel Utilities		4	0		
3.	March	1	Unit 2: Practice of Case Studies on ITR	1. www.incometaxindiaefiling.gov.in 3. Singhania and Singhania 4. Ahuja and Gupta	4	0	Theoretical Test	Objective type test for Internal Assessment
		2	Unit 3: Concept of TDS		4	0		
		3	Unit 3: TDS Provisions and introduction to forms		2	0		

S. No.	Month	Week No.	Unit/Topic	Resource/ References/ Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
		4	Unit 3: Practicals of TDS: 24Q and 26Q		2	0		
4.	April	1	Unit 4: Basics of GST	1.Website of the Income Tax Department 2. Updates in the Finance Bill	4	0	Group Presentations on contemporary and relevant topics	
		2	Unit 4: Provision and Concepts of GST		4	0		
		3	Unit 5: GST Return Filing		4	0		
		4	Revision and Doubts		3	0		

Teaching Plan for Summer Semester 2018-19

Name of the Teacher: Varda Sardana

Course Name: B.com (H)

Paper Title: Principles of Marketing

Semester/Year: 3rd Year, 5th Semester

S. No.	Month	Week No.	Unit/Topic	Resource/ References/ Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
1.	July	1		1. Kotler and Agnihotri (2018) 2. Marketing mix examples of HUL and Nestle				
		2						
		3	Unit 1: Basics of Marketing, functions, scope and philosophies		2	0		
		4	Unit 1: Marketing Mix		5	6		
2.	August	1	Unit 1: Marketing Environment	1. Kotler and Agnihotri (2018) 2. Cases studies	5	6	Group discussions and presentations	TEDx and other vidoes on consumer decision making process. Case studies of companies applying marketing segmentation and targeting.
		2	Unit 2: Consumer decision, behaviour and choices		5	6		
		3	Unit 2:Market segmentation and targetting		5	6		

S. No.	Month	Week No.	Unit/Topic	Resource/ References/ Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
		4	Unit 2: Product positioning and differentiation		5	6		
3.	September	1	Unit 3: Levels and classification of product	1. Kotler and Agnihotri (2018) 2. Product examples of IBM, Colgate	5	6	Group discussions and presentations	
		2	Unit 3: Branding, packaging, labelling		5	6		
		3	Unit 3: Product life cycle and product development		5	6		
		4	Unit 4: Basics of pricing: meaning, factors and ethical issues		5	6		
4.	October	1	Unit 4: Pricing methods and basics of distribution	1. Kotler and Agnihotri (2018) 2. Pricing, distribution cases of Amazon, Patanjali, Dabur etc.	5	6	Class Test	Videos of different brand and product promotions to distinguish between the various tools
		2	Unit 4: Channels, strategies and decisions regarding distribution		5	6		
		3	Unit 5: Promotion mix and decisions		5	6		
		4	Unit 5: Promotion tools		5	6		
5.	November	1	Unit 5: Recent concepts in marketing	1. Kotler and Agnihotri (2018)	5	6		
		2	Revision and doubts		5	6		

Teaching Plan for Summer Semester 2019-20

Name of the Teacher: Varda Sardana

Course Name: B.Com(H)

Paper Title: Financial Management (Practical Labs)

Semester/Year: 3rd Year, 5th Semester

S. No.	Month	Week No.	Unit/Topic	Resource/ References/ Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
1.	July	1		1. R.P Rustagi 2. Khan and Jain				
		2						
		3	Unit 1: Introduction to Finanvial Management		2	0		
		4	Unit 1: Basic terms and concepts		5	6		
2.	August	1	Unit 2: Basics of Capital Budgeting	1. R.P Rustagi 2. Khan and Jain 3. Self created case sudies	5	6		Practical aspects of capital budgeting using spreadsheets and formulaes
		2	Unit 2:PB Period method, ARR, NPV		5	6		
		3	Unit 2: NPV, IRR,PI		5	6		
		4	Uni 2: Risk Adjustment and uncertainty in capital budgeting		5	6		
3.	Septembe r	1	Unit 3: Basics of financing and COC	1. I.M. Pandey 2. R.P Rustagi 3. Self created case sudies	5	6	Internal assessment based on practocals of capital budgeting	Practical aspects of cost of capital using spreadsheets
		2	Unit 3: Practicals for cost of equity, debt, WACC		5	6		
		3	Unit 3: Theories of Capital Structure		5	6		
		4	Unit 3: Leverage, analysis and interpretation		5	6		

S. No.	Month	Week No.	Unit/Topic	Resource/ References/ Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
4.	October	1	Unit 4: Theories of dividend decisions	1. R.P Rustagi 2. Khan and Jain	5	6	Internal Assessment Test	Case studies for practice
		2	Unit 4: Theories of dividend decisions		5	6		
		3	Unit 4: Dividend policies and factors		5	6		
		4	Unit 5: Working capital and its concepts		5	6		
5.	November	1	Unit 5: Working capital estimation and calculation	1. R.P Rustagi 2. Khan and Jain	5	6		
		2	Revisions and Doubts		5	6		

Teaching Plan for Summer Semester 2020-21

Name of the Teacher: Varda Sardana

Course Name: B.Com (H)

Paper Title: Human Resource Management

Semester/Year: 2nd Year , 3rd Semester

S. No.	Month	Week No.	Unit/Topic	Resource/ References/ Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
1.	July	1		1. Dessler (2017) 2. Decenzo and Robbins (2011)				
		2						
		3	Unit 1: Basics of HRM		2	0		
		4	Unit 1: HR Planning and Policies		5	6		
2.	August	1	Unit 1: Job Analysis,	1. Dessler (2017)	5	6	Internal assessment	

S. No.	Month	Week No.	Unit/Topic	Resource/ References/ Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
			Specification, Description	2. Decenzo and Robbins (2011) 3. Case Studies from HBR			based on presentation on contemporary topics	Various small video bytes on the concepts from certain TV series, movies, along with case discussions
		2	Unit 2: Recruitments and Selection: Meaning, difference and types		5	7		
		3	Unit 2: Placement and Induction		5	7		
		4	Unit 2: Training and Development of HR		5	7		
3.	September	1	Unit 2: Training and Development of HR	1. Dessler (2017) 2. Case Studies from Dessler 3. V. Rao	5	7	Internal assessment based on presentation on contemporary topics	Animated videos from YouTube for better concept clarity
		2	Unit 3: Basics and methods of performance appraisal		5	7		
		3	Unit 3: Transfers and promotions		5	7		
		4	Unit 3: Jemployee counselling and HR Audit		5	7		
4.	October	1	Unit 4: Meaning of compensation, policies and methods	1. V. Rao 2. Dessler (2017) 3. Case studies from HBR	5	7	Class Test	Group discussions and case discussions
		2	Unit 4: Types of Employee compensation		5	7		
		3	Unit 4: Details of Job evaluation		5	7		
		4	Unit 5: Employee welfare, health and safety, social security		5	7		

S. No.	Month	Week No.	Unit/Topic	Resource/ References/ Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
5.	November	1	Unit 5: Grievance handling, dispute redressal and settlement	1. Case studies from Robbins	5	7	Class Participation in Cases	
		2	Unit 5: Contemporary topics in HRM		2	3		

Teaching Plan Summer Semester 2016-17

Name of the Teacher: Ms. Vartika Khandelwal

Course Name: B Com(Hons)

Paper Title: Business Laws

Semester/Year: 1st semester/1st year

S. No.	Month	Week No.	Unit/Topic	Resource/References/Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
1.	July	3	Unit-I The Indian Contract Act, 1872-Contract – meaning, characteristics and kinds	<ol style="list-style-type: none">1. The Indian Contract Act, 1872, Bare Act2. Singh, Avtar. The Principles of Mercantile Law. Lucknow. Eastern Book Company.3. B.K.Goyal, Business Laws4. Sharma, J.P. and Kanojia S. Business Laws. New Delhi. Bharat Law House Pvt. Ltd.5. Tulsian P.C. Business Law. New Delhi.Tata McGraw Hill.6. Kuchhal, M C. Business Laws. New Delhi. Vikas Publishing House.	3	1		Discuss the case laws related to the topics covered week by week.

			Unit I The Indian Contract Act, 1872-Essentials of valid contract - Offer and acceptance	Same as Above	2	1	
		4	Unit-I The Indian Contract Act, 1872-Essentials of valid contract – Offer and Acceptance, Consideration	Same as Above	5	2	Discuss the case laws related to the topics covered week by week.

2.	August	1	Unit-I The Indian Contract Act, 1872-Essentials of valid contract – contractual capacity, free consent, legality of objects.	Same as Above	5	2	Discuss the case laws related to the topics covered week by week. Discussion of previous years question papers
		2	Unit-I The Indian Contract Act, 1872- Void agreements. Discharge of contract – modes of discharge including breach and its remedies. Quasi Contracts, Contingent Contracts.	Same as Above	5	1	Discuss the case laws related to the topics covered week by week.
		3	Unit-II Special Contracts:, Contract of Indemnity and Guarantee, Contract of Bailment and Pledge	Same as Above	5	1	Discuss the case laws related to the topics covered week by week.
		4	Unit-II Special Contracts: Contract of Bailment and Pledge, Contract of Agency	Same as Above	5	1	Discuss the case laws related to the topics covered week by week.

3.	September	1	<p>Unit III</p> <p>The Sale of Goods Act, 1930- Contract of sale, meaning and difference between sale and agreement to sell. Conditions and warranties.</p>	<ol style="list-style-type: none"> 1. The Sale of Goods Act, 1930, Bare Act 2. Singh, Avtar. The Principles of Mercantile Law. Lucknow. Eastern Book Company. 3. B.K.Goyal, Business Laws 4. Sharma, J.P. and Kanojia S. Business Laws. New Delhi. Bharat Law House Pvt. Ltd. 5. Tulsian P.C. Business Law. New Delhi. Tata McGraw Hill. 6. Kuchhal, M C. Business Laws. New Delhi. Vikas Publishing House. 	5	1		<p>Discuss the case laws related to the topics covered week by week.</p> <p>Discussion of previous years questions</p>
		2	<p>Unit III</p> <p>The Sale of Goods Act, 1930- Transfer of ownership in goods including sale by non-owners. Performance of contract of sale. Unpaid seller – meaning and rights of an unpaid seller against the goods.</p>	Same as Above	5	1		<p>Discuss the case laws related to the topics covered week by week.</p>
		3	<p>Unit-IV</p>	<ol style="list-style-type: none"> 1. The LLP Act, 2008, Bare Act 2. B.K.Goyal, Business Laws 3. S.K.Aggarwal, Business Laws 	5	1		

			<p>The Limited Liability Partnership Act, 2008-</p> <p>Salient Features of LLP, Difference between LLP and Partnership, LLP and Company LLP Agreement. Nature of LLP, Partners and Designated Partners, Incorporation Document, Incorporation by Registration</p>				
		4	<p>Unit-IV</p> <p>The Limited Liability Partnership Act, 2008-Registered office of LLP and change therein. Change of name, Partners and their Relations. Extent and limitation of liability of LLP and partners. Whistle blowing. Taxation of LLP. Conversion into LLP.</p>	<ol style="list-style-type: none"> 1. The LLP Act, 2008, Bare Act 2. B.K.Goyal, Business Laws 3. S.K.Aggarwal, Business Laws 	5	1	
4.October	1		<p>Unit-IV</p>	<ol style="list-style-type: none"> 1. The LLP Act, 2008, Bare Act 2. B.K.Goyal, Business Laws 	3	1	

			The Limited Liability Partnership Act, 2008- Winding up and dissolution of LLP	3. S.K.Aggarwal, Business Laws				
			Students' Presentation		2			

		2	Students Presentation		5	1		Discussion of previous years question papers
		3	Mid-Semester Break					
		4	Revision Classes for Units 1, 2 and 3		5	1	Internal Assessment: Class Test	
5.	November	1	Unit V: The Information Technology Act 2000- Definitions under the Act. Digital signature.	<ol style="list-style-type: none"> 1. The The Information Technology Act 2000, Bare Act 2. B.K.Goyal 3. S.K.Aggarwal 4. Information Technology Rules 2000 with 	5	1		Discussion of previous years question papers

			Electronic governance.	Information Technology Act 2000, Taxmann Publications Pvt. Ltd., New Delhi.				
		2	Unit V: The Information Technology Act 2000- Attribution, acknowledgement and dispatch of electronic records. Regulation of certifying authorities. Digital signatures certificates. Duties of subscribers under the Act. Penalties and adjudication.	Same as Above	5			
		3	Unit V: The Information Technology Act 2000- Offences as per the Act. Revision	Same as Above	5			Discuss the case laws related to the topics covered week by week and viva-voce of the same. Revision of the earlier Chapters. Discussion of previous years question papers

Teaching Plan Summer Semester 2017-18

Name of the Teacher: Ms. Vartika Khandelwal

Course Name: B Com(Hons)

Paper Title: Business Laws

Semester/Year: 1st semester/1st year

S. No.	Month	Week No.	Unit/Topic	Resource/References/Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
1.	July	3	Unit-I The Indian Contract Act, 1872-Contract – meaning, characteristics and kinds	<ol style="list-style-type: none">1. The Indian Contract Act, 1872, Bare Act2. Singh, Avtar. The Principles of Mercantile Law. Lucknow. Eastern Book Company.3. B.K.Goyal, Business Laws4. Sharma, J.P. and Kanojia S. Business Laws. New Delhi. Bharat Law House Pvt. Ltd.5. Tulsian P.C. Business Law. New Delhi.Tata McGraw Hill.	3	1		Discuss the case laws related to the topics covered week by week.

			<p>Unit I</p> <p>The Indian Contract Act, 1872-Essentials of valid contract - Offer and acceptance</p>	<p>6. Kuchhal, M C. Business Laws. New Delhi. Vikas Publishing House.</p> <p>Same as Above</p>				
		4	<p>Unit-I</p> <p>The Indian Contract Act, 1872-Essentials of valid contract – Offer and</p>	<p>Same as Above</p>	2	1		<p>Discuss the case laws related to the topics covered week by week.</p>

			Acceptance, Consideration		5	2		
2.	August	1	Unit-I The Indian Contract Act, 1872-Essentials of valid contract – contractual capacity, free consent, legality of objects.	Same as Above	5	2		Discuss the case laws related to the topics covered week by week. Discussion of previous years question papers
		2	Unit-I The Indian Contract Act, 1872- Void agreements. Discharge of contract – modes of discharge including breach and its remedies. Quasi Contracts, Contingent Contracts.	Same as Above	5	1		Discuss the case laws related to the topics covered week by week.
		3	Unit-II Special Contracts:, Contract of Indemnity and Guarantee, Contract of Bailment and Pledge	Same as Above	5	1		Discuss the case laws related to the topics covered week by week.
		4	Unit-II Special Contracts: Contract of Bailment	Same as Above	5	1		Discuss the case laws related to the topics covered week by week.

			and Pledge, Contract of Agency					
3.	September	1	<p>Unit III</p> <p>The Sale of Goods Act, 1930- Contract of sale, meaning and difference between sale and agreement to sell. Conditions and warranties.</p>	<ol style="list-style-type: none"> 1. The Sale of Goods Act, 1930, Bare Act 2. Singh, Avtar. The Principles of Mercantile Law. Lucknow. Eastern Book Company. 3. B.K.Goyal, Business Laws 4. Sharma, J.P. and Kanojia S. Business Laws. New Delhi. Bharat Law House Pvt. Ltd. 5. Tulsian P.C. Business Law. New Delhi. Tata McGraw Hill. 6. Kuchhal, M C. Business Laws. New Delhi. Vikas Publishing House. 	5	1		<p>Discuss the case laws related to the topics covered week by week.</p> <p>Discussion of previous years questions</p>
		2	<p>Unit III</p> <p>The Sale of Goods Act, 1930- Transfer of ownership in goods including sale by non-owners. Performance of contract of sale. Unpaid seller – meaning and rights of an unpaid seller against the goods.</p>	Same as Above	5	1		<p>Discuss the case laws related to the topics covered week by week.</p>

		3	<p>Unit-IV</p> <p>The Limited Liability Partnership Act, 2008-</p> <p>Salient Features of LLP, Difference between LLP and Partnership, LLP and Company LLP Agreement. Nature of LLP, Partners and Designated Partners, Incorporation Document, Incorporation by Registration</p>	<ol style="list-style-type: none"> 1. The LLP Act, 2008, Bare Act 2. B.K.Goyal, Business Laws 3. S.K.Aggarwal, Business Laws 	5	1		
		4	<p>Unit-IV</p> <p>The Limited Liability Partnership Act, 2008-Registered office of LLP and change therein. Change of name, Partners and their Relations. Extent and limitation of liability of LLP and partners. Whistle blowing. Taxation of LLP. Conversion into LLP.</p>	<ol style="list-style-type: none"> 1. The LLP Act, 2008, Bare Act 2. B.K.Goyal, Business Laws 3. S.K.Aggarwal, Business Laws 	5	1		

	4.October	1	<p>Unit-IV</p> <p>The Limited Liability Partnership Act, 2008- Winding up and dissolution of LLP</p>	<ol style="list-style-type: none"> 1. The LLP Act, 2008, Bare Act 2. B.K.Goyal, Business Laws 3. S.K.Aggarwal, Business Laws 	3	1		
			Students' Presentation		2			

		2	Students Presentation		5	1		Discussion of previous years question papers
		3	Mid-Semester Break					
		4	Revision Classes for Units 1, 2 and 3		5	1	Internal Assessment: Class Test	
5.	November	1	Unit V: The Information Technology Act 2000- Definitions under the Act. Digital signature.	<ol style="list-style-type: none"> 1. The The Information Technology Act 2000, Bare Act 2. B.K.Goyal 3. S.K.Aggarwal 4. Information Technology Rules 2000 with 	5	1		Discussion of previous years question papers

			Electronic governance.	Information Technology Act 2000, Taxmann Publications Pvt. Ltd., New Delhi.				
		2	Unit V: The Information Technology Act 2000- Attribution, acknowledgement and dispatch of electronic records. Regulation of certifying authorities. Digital signatures certificates. Duties of subscribers under the Act. Penalties and adjudication.	Same as Above	5			
		3	Unit V: The Information Technology Act 2000- Offences as per the Act. Revision	Same as Above	5			Discuss the case laws related to the topics covered week by week and viva-voce of the same. Revision of the earlier Chapters. Discussion of previous years question papers

Teaching Plan Summer Semester 2018-19

Name of the Teacher: Ms. Vartika Khandelwal

Course Name: B Com(Hons)

Paper Title: Business Laws

Semester/Year: 1st semester/1st year

S. No.	Month	Week No.	Unit/Topic	Resource/References/Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
1.	July	3	Unit-I The Indian Contract Act, 1872-Contract – meaning, characteristics and kinds	<ol style="list-style-type: none">1. The Indian Contract Act, 1872, Bare Act2. Singh, Avtar. The Principles of Mercantile Law. Lucknow. Eastern Book Company.3. B.K.Goyal, Business Laws4. Sharma, J.P. and Kanojia S. Business Laws. New Delhi. Bharat Law House Pvt. Ltd.5. Tulsian P.C. Business Law. New Delhi.Tata McGraw Hill.	3	1		Discuss the case laws related to the topics covered week by week.

			<p>Unit I</p> <p>The Indian Contract Act, 1872-Essentials of valid contract - Offer and acceptance</p>	<p>6. Kuchhal, M C. Business Laws. New Delhi. Vikas Publishing House.</p> <p>Same as Above</p>				
		4	<p>Unit-I</p> <p>The Indian Contract Act, 1872-Essentials of valid contract – Offer and</p>	<p>Same as Above</p>	2	1		<p>Discuss the case laws related to the topics covered week by week.</p>

			Acceptance, Consideration		5	2		
2.	August	1	Unit-I The Indian Contract Act, 1872-Essentials of valid contract – contractual capacity, free consent, legality of objects.	Same as Above	5	2		Discuss the case laws related to the topics covered week by week. Discussion of previous years question papers
		2	Unit-I The Indian Contract Act, 1872- Void agreements. Discharge of contract – modes of discharge including breach and its remedies. Quasi Contracts, Contingent Contracts.	Same as Above	5	1		Discuss the case laws related to the topics covered week by week.
		3	Unit-II Special Contracts; Contract of Indemnity and Guarantee, Contract of Bailment and Pledge	Same as Above	5	1		Discuss the case laws related to the topics covered week by week.
		4	Unit-II Special Contracts: Contract of Bailment	Same as Above	5	1		Discuss the case laws related to the topics covered week by week.

			and Pledge, Contract of Agency					
3.	September	1	<p>Unit III</p> <p>The Sale of Goods Act, 1930- Contract of sale, meaning and difference between sale and agreement to sell. Conditions and warranties.</p>	<ol style="list-style-type: none"> 1. The Sale of Goods Act, 1930, Bare Act 2. Singh, Avtar. The Principles of Mercantile Law. Lucknow. Eastern Book Company. 3. B.K.Goyal, Business Laws 4. Sharma, J.P. and Kanojia S. Business Laws. New Delhi. Bharat Law House Pvt. Ltd. 5. Tulsian P.C. Business Law. New Delhi. Tata McGraw Hill. 6. Kuchhal, M C. Business Laws. New Delhi. Vikas Publishing House. 	5	1		<p>Discuss the case laws related to the topics covered week by week.</p> <p>Discussion of previous years questions</p>
		2	<p>Unit III</p> <p>The Sale of Goods Act, 1930- Transfer of ownership in goods including sale by non-owners. Performance of contract of sale. Unpaid seller – meaning and rights of an unpaid seller against the goods.</p>	Same as Above	5	1		<p>Discuss the case laws related to the topics covered week by week.</p>

		3	<p>Unit-IV</p> <p>The Limited Liability Partnership Act, 2008-</p> <p>Salient Features of LLP, Difference between LLP and Partnership, LLP and Company LLP Agreement. Nature of LLP, Partners and Designated Partners, Incorporation Document, Incorporation by Registration</p>	<ol style="list-style-type: none"> 1. The LLP Act, 2008, Bare Act 2. B.K.Goyal, Business Laws 3. S.K.Aggarwal, Business Laws 	5	1		
		4	<p>Unit-IV</p> <p>The Limited Liability Partnership Act, 2008-Registered office of LLP and change therein. Change of name, Partners and their Relations. Extent and limitation of liability of LLP and partners. Whistle blowing. Taxation of LLP. Conversion into LLP.</p>	<ol style="list-style-type: none"> 1. The LLP Act, 2008, Bare Act 2. B.K.Goyal, Business Laws 3. S.K.Aggarwal, Business Laws 	5	1		

	4.October	1	<p>Unit-IV</p> <p>The Limited Liability Partnership Act, 2008- Winding up and dissolution of LLP</p> <p>Students' Presentation</p>	<ol style="list-style-type: none"> 1. The LLP Act, 2008, Bare Act 2. B.K.Goyal, Business Laws 3. S.K.Aggarwal, Business Laws 	3	1		
					2			

		2	Students Presentation		5	1		Discussion of previous years question papers
		3	Mid-Semester Break					
		4	Revision Classes for Units 1, 2 and 3		5	1	Internal Assessment: Class Test	
5.	November	1	Unit V: The Information Technology Act 2000- Definitions under the Act. Digital signature.	<ol style="list-style-type: none"> 1. The The Information Technology Act 2000, Bare Act 2. B.K.Goyal 3. S.K.Aggarwal 4. Information Technology Rules 2000 with 	5	1		Discussion of previous years question papers

			Electronic governance.	Information Technology Act 2000, Taxmann Publications Pvt. Ltd., New Delhi.				
		2	Unit V: The Information Technology Act 2000- Attribution, acknowledgement and dispatch of electronic records. Regulation of certifying authorities. Digital signatures certificates. Duties of subscribers under the Act. Penalties and adjudication.	Same as Above	5			
		3	Unit V: The Information Technology Act 2000- Offences as per the Act. Revision	Same as Above	5			Discuss the case laws related to the topics covered week by week and viva-voce of the same. Revision of the earlier Chapters. Discussion of previous years question papers

Name of the Teacher: Ms. Vartika Khandelwal

Course Name: B Com(Hons)

Paper Title: Business Laws

Semester/Year: 1st semester/1st year

S. No.	Month	Week No.	Unit/Topic	Resource/References/Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
1.	July	3	Unit-I The Indian Contract Act, 1872-Contract – meaning, characteristics and kinds	<ol style="list-style-type: none">1. The Indian Contract Act, 1872, Bare Act2. Singh, Avtar.(2018). The Principles of Mercantile Law. Lucknow. Eastern Book Company.3. B.K.Goyal and Kinneri Jain (2019), Singhal Publications4. Sharma, J.P. and Kanojia S. (2019). Business Laws. New Delhi. Bharat Law House Pvt. Ltd.5. Tulsian P.C. (2018). Business Law. New Delhi.Tata McGraw Hill.6. Jagota R. (2019). Business Laws. MKM Publishers ScholarTech Press.7. Kuchhal, M C. (2018). Business Laws. New Delhi. Vikas Publishing House.8. Arora, S. (2019). Business Laws. New Delhi. Taxmann	3	1		Discuss the case laws related to the topics covered week by week.

			Unit I The Indian Contract Act, 1872-Essentials of valid contract - Offer and acceptance	Same as Above	2	1		
		4	Unit-I The Indian Contract Act, 1872-Essentials of valid contract – Offer and Acceptance, Consideration	Same as Above	5	2		Discuss the case laws related to the topics covered week by week.

2.	August	1	Unit-I The Indian Contract Act, 1872-Essentials of valid contract – contractual capacity, free consent, legality of objects.	Same as Above	5	2	Discuss the case laws related to the topics covered week by week.
		2	Unit-I The Indian Contract Act, 1872- Void agreements. Performance of contract. Discharge of contract – modes of discharge including breach and its remedies.	Same as Above	5	1	Discuss the case laws related to the topics covered week by week.
		3	Unit-II Special Contracts: Quasi Contracts, Contract of Indemnity and Guarantee, Contract of Bailment and Pledge	Same as Above	5	1	Discuss the case laws related to the topics covered week by week.
		4	Unit-II Special Contracts: Contract of Bailment and Pledge, Contract of Agency	Same as Above	5	1	Discuss the case laws related to the topics covered week by week. Discussion of previous years question papers

3.	September	1	<p>Unit III</p> <p>The Sale of Goods Act, 1930- Contract of sale, meaning and difference between sale and agreement to sell. Conditions and warranties.</p>	<ol style="list-style-type: none"> 1. The Sale of Goods Act, 1930, Bare Act 2. Singh, Avtar.(2018). The Principles of Mercantile Law. Lucknow. Eastern Book Company. 3. B.K.Goyal and Kinneri Jain (2019), Singhal Publications 4. Sharma, J.P. and Kanojia S. (2019). Business Laws. New Delhi. Bharat Law House Pvt. Ltd. 5. Tulsian P.C. (2018). Business Law. New Delhi.Tata McGraw Hill. 6. Jagota R. (2019). Business Laws. MKM Publishers ScholarTech Press. 7. Kuchhal, M C. (2018). Business Laws. New Delhi. Vikas Publishing House. 8. Arora, S. (2019). Business Laws. New Delhi. Taxmann 	5	1		<p>Discuss the case laws related to the topics covered week by week.</p> <p>Discussion of previous years question papers</p>
		2	<p>Unit III</p> <p>The Sale of Goods Act, 1930- Transfer of ownership in goods including sale by non-owners. Performance of contract of sale. Unpaid seller – meaning and rights of</p>	Same as Above	5	1		<p>Discuss the case laws related to the topics covered week by week.</p> <p>Discuss the case laws related to the topics covered week by week.</p>

			an unpaid seller against the goods.				
3	Unit-IV The Limited Liability Partnership Act, 2008- Salient Features of LLP, Difference between LLP and Partnership, LLP and Company LLP Agreement. Nature of LLP, Partners and Designated Partners, Incorporation Document, Incorporation by Registration	1. The LLP Act, 2008, Bare Act 2. B.K.Goyal and Kinneri Jain (2019), Singhal Publications 3. Jagota R. (2019). Business Laws. MKM Publishers ScholarTech Press. 4. Arora, S. (2019). Business Laws. New Delhi. Taxmann 5. http://www.mca.gov.in/MinistryV2/acquiredsc.html	5	1			
4	Unit-IV The Limited Liability Partnership Act, 2008-Registered office of LLP and change therein. Change of name, Partners and their Relations. Extent and limitation of liability of LLP and partners.	1. The LLP Act, 2008, Bare Act 2. B.K.Goyal and Kinneri Jain (2019), Singhal Publications 3. Jagota R. (2019). Business Laws. MKM Publishers ScholarTech Press. 4. Arora, S. (2019). Business Laws. New Delhi. Taxmann	5	1			

			Whistle blowing. Taxation of LLP. Conversion into LLP.				
4.October	1	Unit-IV The Limited Liability Partnership Act, 2008- Winding up and dissolution of LLP	<ol style="list-style-type: none"> 1. The LLP Act, 2008, Bare Act 2. B.K.Goyal and Kinneri Jain (2019), Singhal Publications 3. Jagota R. (2019). Business Laws. MKM Publishers ScholarTech Press. 4. Arora, S. (2019). Business Laws. New Delhi. Taxmann 5. Insolvency and Bankruptcy Code 2016. (Bare Act) 6. https://www.ibbi.gov.in/ 	3	1		
		Students' Presentation		2			

		2	Students Presentation		5	1		Discussion of previous years question papers
		3	Mid-Semester Break					
		4	Revision Classes for Units 1, 2 and 3		5	1	Internal Assessment: Class Test	
5.	November	1	Unit V: The Information Technology Act 2000- Definitions under the Act. Digital signature.	<ol style="list-style-type: none"> 1. The The Information Technology Act 2000, Bare Act 2. B.K.Goyal and Kinneri Jain (2019), Singhal Publications 	5	1		Discussion of previous years question papers

			Electronic governance.	<p>3. Jagota R. (2019). Business Laws. MKM Publishers ScholarTech Press.</p> <p>4. Arora, S. (2019). Business Laws. New Delhi. Taxmann</p> <p>5. Information Technology Rules 2000 with Information Technology Act 2000, Taxmann Publications Pvt. Ltd., New Delhi.</p>				
		2	Unit V: The Information Technology Act 2000- Attribution, acknowledgement and dispatch of electronic records. Regulation of certifying authorities. Digital signatures certificates. Duties of subscribers under the Act. Penalties and adjudication.	Same as Above	5			Discussion of previous years question papers
		3	Unit V: The Information Technology Act 2000- Offences as per the Act. Revision	Same as Above	5			<p>Revision of the earlier Chapters.</p> <p>Discussion of previous years</p>

								question papers
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Teaching Plan Odd Semester 2020-21

Name of the Teacher: Ms. Vartika Khandelwal

Course Name: B Com(Hons)

Paper Title: Business Laws

Semester/Year: 1st semester/1st year

S. No.	Month	Week No.	Unit/Topic	Resource/References/Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity- GD, documentary etc.)
1.	November	3	Unit-I The Indian Contract Act, 1872-Contract – meaning, characteristics and kinds	<ol style="list-style-type: none"> 1. The Indian Contract Act, 1872, Bare Act 2. Singh, Avtar.(2018). The Principles of Mercantile Law. Lucknow. Eastern Book Company. 3. B.K.Goyal and Kinneri Jain (2020), Singhal Publications 4. Sharma, J.P. and Kanojia S. (2019). Business Laws. New Delhi. Bharat Law House Pvt. Ltd. 5. Tulsian P.C. (2018). Business Law. New Delhi.Tata McGraw Hill. 	3	1		Discuss the case laws related to the topics covered week by week.

			<p>6. Jagota R. (2020). Business Laws. MKM Publishers ScholarTech Press.</p> <p>7. Kuchhal, M C. (2018). Business Laws. New Delhi. Vikas Publishing House.</p> <p>8. Arora, S. (2020). Business Laws. New Delhi. Taxmann</p>				
		<p>Unit I</p> <p>The Indian Contract Act, 1872-Essentials of valid contract - Offer and acceptance</p>	Same as Above	2	1		
	4	<p>Unit-I</p> <p>The Indian Contract Act, 1872-Essentials of valid contract –</p>	Same as Above				<p>Discuss the case laws related to the topics covered week by week.</p> <p>Discussion of previous years</p>

			Offer and Acceptance, Consideration		5	2		question papers
2.	December	1	Unit-I The Indian Contract Act, 1872-Essentials of valid contract – contractual capacity, free consent, legality of objects.	Same as Above	5	2		Discuss the case laws related to the topics covered week by week.
		2	Unit-I The Indian Contract Act, 1872- Void agreements. Discharge of contract – modes of discharge including breach and its remedies.	Same as Above	5	1		Discuss the case laws related to the topics covered week by week.
		3	Unit-II Special Contracts: Quasi Contracts, Contract of Indemnity and Guarantee, Contract of Bailment and Pledge	Same as Above	5	1		Discuss the case laws related to the topics covered week by week.
		4	Unit-II Special Contracts: Contract of Bailment	Same as Above	5	1		Discuss the case laws related to the topics covered week by week. Discussion of previous years question papers

			and Pledge, Contract of Agency				
3.	January	1	Unit III The Sale of Goods Act, 1930- Contract of sale, meaning and difference between sale and agreement to sell. Conditions and warranties.	<ol style="list-style-type: none"> 1. The Sale of Goods Act, 1930, Bare Act 2. Singh, Avtar.(2018). The Principles of Mercantile Law. Lucknow. Eastern Book Company. 3. B.K.Goyal and Kinneri Jain (2020), Singhal Publications 4. Sharma, J.P. and Kanojia S. (2019). Business Laws. New Delhi. Bharat Law House Pvt. Ltd. 5. Tulsian P.C. (2018). Business Law. New Delhi.Tata McGraw Hill. 6. Jagota R. (2020). Business Laws. MKM Publishers ScholarTech Press. 7. Kuchhal, M C. (2018). Business Laws. New Delhi. Vikas Publishing House. 8. Arora, S. (2020). Business Laws. New Delhi. Taxmann 	5	1	Discuss the case laws related to the topics covered week by week.
		2	Unit III The Sale of Goods Act, 1930- Transfer of ownership in goods including sale by non-owners. Performance	Same as Above	5	1	Discuss the case laws related to the topics covered week by week. Discussion of previous years question papers

			of contract of sale. Unpaid seller – meaning and rights of an unpaid seller against the goods.				
	3	Unit-IV The Limited Liability Partnership Act, 2008- Salient Features of LLP, Difference between LLP and Partnership, LLP and Company LLP Agreement. Nature of LLP, Partners and Designated Partners, Incorporation Document, Incorporation by Registration	<ol style="list-style-type: none"> 1. The LLP Act, 2008, Bare Act 2. B.K.Goyal and Kinneri Jain (2020), Singhal Publications 3. Jagota R. (2020). Business Laws. MKM Publishers ScholarTech Press. 4. Arora, S. (2020). Business Laws. New Delhi. Taxmann 5. http://www.mca.gov.in/MinistryV2/acquiredsc.html 	5	1		
	4	Unit-IV The Limited Liability Partnership Act, 2008-Registered office of LLP and change therein. Change of name, Partners and their	<ol style="list-style-type: none"> 1. The LLP Act, 2008, Bare Act 2. B.K.Goyal and Kinneri Jain (2020), Singhal Publications 3. Jagota R. (2020). Business Laws. MKM Publishers ScholarTech Press. 	5	1		

			Relations. Extent and limitation of liability of LLP and partners. Whistle blowing. Taxation of LLP. Conversion into LLP.	4. Arora, S. (2020). Business Laws. New Delhi. Taxmann				
4. February	1	Unit-IV The Limited Liability Partnership Act, 2008- Winding up and dissolution of LLP		<ol style="list-style-type: none"> 1. The LLP Act, 2008, Bare Act 2. B.K.Goyal and Kinneri Jain (2020), Singhal Publications 3. Jagota R. (2020). Business Laws. MKM Publishers ScholarTech Press. 4. Arora, S. (2020). Business Laws. New Delhi. Taxmann 5. Insolvency and Bankruptcy Code 2016. (Bare Act) 6. https://www.ibbi.gov.in/ 	3	1		
		Students' Presentation			2			

		2	Unit V: The Information Technology Act 2000- Definitions under the Act. Digital signature. Electronic governance.	<ol style="list-style-type: none"> 1. The The Information Technology Act 2000, Bare Act 2. B.K.Goyal and Kinneri Jain (2020), Singhal Publications 3. Jagota R. (2020). Business Laws. MKM Publishers ScholarTech Press. 4. Arora, S. (2020). Business Laws. New Delhi. Taxmann 5. Information Technology Rules 2000 with Information Technology Act 2000, Taxmann Publications Pvt. Ltd., New Delhi. 	5	1		Discussion of previous years question papers
		3	Unit V: The Information Technology Act 2000- Attribution, acknowledgement and dispatch of electronic records. Regulation of certifying authorities. Digital signatures certificates. Duties of subscribers under the Act. Penalties and adjudication.	Same as Above	5	1		

		4	Unit V: The Information Technology Act 2000- Offences as per the Act. Revision	Same as Above	5	1		Discussion of previous years question papers
5.	March	1	Revision and Students' Assessment		5	1		

Teaching Plan for Summer Semester 2020-21

Name of the Teacher: Mr. Vikki Sharma

Course Name: B.Com(H)

Paper Title: : Business law

Semester/Year: Semester 1st

S. No	Month	Week No	Unit/Topic	Resource/References Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity-GD. documentary etc.)
1.	December	1.	Unit I: The Indian Contract Act, 1872	Goyal, B.K and Jain, Kinneri (2020)10 th Edition ,Business Law. New Delhi. Singhal Publications	2	1		
2.		2	Unit I: The Indian Contract Act, 1872	Goyal, B.K and Jain, Kinneri (2020). 10 th Edition ,Business Law. New Delhi. Singhal Publications	5	3		
3.		3	Unit I: The Indian Contract Act, 1872	Goyal, B.K and Jain, Kinneri (2020). 10 th Edition, Business Law. New Delhi. Singhal Publications	5	3		
4.		4	Unit I: The Indian Contract Act, 1872	Goyal, B.K and Jain, Kinneri (2020). 10 th Edition, Business Law. New Delhi. Singhal Publications	4	1		
5.	January	1	Unit II: Special Contracts	Goyal, B.K and Jain, Kinneri (2020). 10 th Edition, Business Law. New Delhi. Singhal	4	1		

6.		2	Unit II: Special Contracts	Goyal, B.K and Jain, Kinneri (2020). 10 th Edition ,Business Law. New Delhi. Singhal	5	3		
7.		3	Unit III: The Sale of Goods Act, 1930	Goyal, B.K and Jain, Kinneri (2020). 10 th Edition,Business Law. New Delhi. Singhal	5	3		
8.		4	Unit III: The Sale of Goods Act, 1930	Goyal, B.K and Jain, Kinneri (2020). 10 th Edition ,Business Law. New Delhi. Singhal	4	2	Internal Assessment-1	
9.	February	1	Unit IV: The Limited Liability Partnership Act, 2008	Goyal, B.K and Jain, Kinneri (2020). Business Law. New Delhi. Singhal	4	3		
10.		2	Unit IV: The Limited Liability Partnership Act, 2008	Goyal, B.K and Jain, Kinneri (2020). 10 th Edition ,Business Law. New Delhi. Singhal	5	3		
11		3	Unit V: The Information Technology Act 2000	Goyal, B.K and Jain, Kinneri (2020). 10 th Edition ,Business Law. New Delhi. Singhal	5	3		
12		4	Unit V: The Information Technology Act 2000	Goyal, B.K and Jain, Kinneri (2020). 10 th Edition ,Business Law. New Delhi. Singhal	3	2	Internal Assessment-2	
13	March	1	All Units	Goyal, B.K and Jain, Kinneri (2020). 10 th Edition, Business Law. New Delhi. Singhal	4	2		Revision
14		2	Preparatory Break					
15		3	Conduct of Examinations					
16		4	Semester Break					

Teaching Plan for Summer Semester 2019-20

Name of the Teacher: Mr. Vikki Sharma

Course Name: B.A.(H) Economics

Paper Title: Business Organisation And Management

Semester/Year: Semester 1st

S. No	Month	Week No	Unit/Topic	Resource/References Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity-GD. documentary etc.)
1.	September	1.	Unit I: Introduction to Organisations & Management	Gupta C. B. Modern Business Organisation. New Delhi.	4	2		
2.		2	Unit I: Introduction to Organisations & Management	Gupta C. B. Modern Business Organisation. New Delhi.	5	3		
3.		3	Unit II: Entrepreneurship: Founding the Business	Gupta C. B. Modern Business Organisation. New Delhi.	5	3		
4.		4	Unit II: Entrepreneurship: Founding the Business	Gupta C. B. Modern Business Organisation. New Delhi.	4	2		
5.	October	1	Unit III: Organisation of Business	Gupta C. B. Modern Business Organisation. New Delhi.	4	2		
6.		2	Unit III: Organisation of Business	Gupta C. B. Modern Business Organisation. New Delhi.	5	3		

7.		3	Unit IV: Management of Business	Gupta C. B. Modern Business Organisation. New Delhi.	5	3		
8.		4	Unit IV: Management of Business	Gupta C. B. Modern Business Organisation. New Delhi.	5	3	Internal Assessment- 1	
9.		5	Unit IV: Management of Business	Gupta C. B. Modern Business Organisation. New Delhi.	2	1		
10.	November	1	Unit V: Context of Business	Gupta C. B. Modern Business Organisation. New Delhi.	4	2	Internal Assessment- 2	
11		2	All Units	Gupta C. B. Modern Business Organisation. New Delhi.	3	1		Revision
12		3	Preparatory Break					
13	December	1	Conduct of Examinations					
14		2	Conduct of Examinations					
15		3	Semester Break					
16		4	Semester Break					

Teaching Plan for Winter Semester 2019-20

Name of the Teacher: Mr. Vikki Sharma

Course Name: B.Com(H)

Paper Title: Computer Application In Business

Semester/Year: Semester 4th

S. No	Month	Week No	Unit/Topic	Resource/References Recommended readings	No. of lectures	No. of Tutorials	Internal Assessment	Remarks (any other planned activity-GD. documentary etc.)
1.	January	1.	Unit1: Data Processing, Networking and Recent trends in computing	Jain Hem Chand and Tiwari H. N. (2019), Computer Applications in Business, Taxmann	4	2		
2.		2	Unit1: Data Processing, Networking and Recent trends in computing	Jain Hem Chand and Tiwari H. N. (2019), Computer Applications in Business, Taxmann	5	3		
3.		3	Unit 2: Word Processing	Jain Hem Chand and Tiwari H. N. (2019), Computer Applications in Business, Taxmann	5	3		
4.		4	Unit 2: Word Processing	Jain Hem Chand and Tiwari H. N. (2019), Computer Applications in Business, Taxmann	4	2		
5.	February	1	Unit 2: Word Processing	Jain Hem Chand and Tiwari H. N. (2019), Computer Applications in Business, Taxmann	4	2		
6.		2	Unit 3: Preparing Presentations	Jain Hem Chand and Tiwari H. N. (2019), Computer Applications in Business, Taxmann	4	2		
7.		3	Unit 3: Preparing Presentations	Jain Hem Chand and Tiwari H. N. (2019), Computer Applications in Business, Taxmann	5	3		
8.		4	Unit 4: Spreadsheet and its Business Applications	Jain Hem Chand and Tiwari H. N. (2019), Computer Applications in Business, Taxmann	3	1		

9.	March	1	Unit 4: Spreadsheet and its Business Applications	Jain Hem Chand and Tiwari H. N. (2019), Computer Applications in Business, Taxmann	5	3		
10.		2	Unit 4: Spreadsheet and its Business Applications	Jain Hem Chand and Tiwari H. N. (2019), Computer Applications in Business, Taxmann	5	3		
11		3	Unit 4: Spreadsheet and its Business Applications	Jain Hem Chand and Tiwari H. N. (2019), Computer Applications in Business, Taxmann	5	3	Internal Assessment- 1	
12		4	Unit 4: Spreadsheet and its Business Applications	Jain Hem Chand and Tiwari H. N. (2019), Computer Applications in Business, Taxmann	5	3		
13	April	1	Unit 5: Database Management System (Theory)	Jain Hem Chand and Tiwari H. N. (2019), Computer Applications in Business, Taxmann	4	2	Internal Assessment- 2	
10.		2	Unit 5: Database Management System (Theory)	Jain Hem Chand and Tiwari H. N. (2019), Computer Applications in Business, Taxmann	5	3		
11.		3	All Units	Jain Hem Chand and Tiwari H. N. (2019), Computer Applications in Business, Taxmann	5	3		Revision
12.		4	All Units	Jain Hem Chand and Tiwari H. N. (2019), Computer Applications in Business, Taxmann	4	2		Revision
13.	May	1	Preparatory Break and Practical Examinations					
14.		2	Conduct of Examinations					
15.		3	Conduct of Examinations					
16.		4	Semester Break					