

## Lesson Plan

Name of Teacher: <b>Dr. Preeti</b>		Class: B.Com 1 <sup>st</sup> Year
Session: 2023-24 Even Semester		Subject: Business Management-II
Month	Week	Topic
Jan. 2024	1 (1-6)	Staffing: concept, nature and scope; Matching job and people;
	2 (8-13)	Recruitment
	3 (15-20)	Selection
	4 (22-27)	Problems, Presentations and Discussion
	5 (29-31)	Training of employees
Feb. 2024	1 (1-3)	Motivation-concept, Theories-Maslow, Herzberg, Megregor and Quchi
	2 (5-10)	Financial and Non-Financial Incentives.
	3 (12-17)	Leadership: concept and Theories
	4 (19-24)	Problems, Presentations and Discussion
	5 (26-29)	Communication Concept, Nature,
March 2024	1 (1-2)	Barriers and Remedies
	2 (4-9)	Types and Process
	3 (11-16)	Control: Concept, Process and Techniques
	4 (18-23)	Effective Control System
	5 (25-31)	Holi Break
April 2024	1 (1-6)	Problems, Presentations and Discussion
	2 (8-13)	Concept, Nature and Process of Planned Change
	3 (15-20)	Resistance to Change; Emerging Horizons of management in a changing environment
	4 (22-27)	Revision and Test
	5 (29-30)	Problems

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## Lesson Plan

Name of Teacher: Dr. Preeti		Class: B.Com 2 <sup>nd</sup> Year
Session: 2023-24 Even Semester		Subject: Secretarial Practices
Month	Week	Topic
Jan. 2024	1 (1-6)	Meaning, definitions, functions, duties, responsibilities, powers,
	2 (8-13)	appointment, procedure; qualifications and disqualifications;
	3 (15-20)	position and removal of secretary
	4 (22-27)	Problems, Presentations and Discussion
	5 (29-31)	Duties of Secretary regarding formation of M/A and A/A and their alterations.
Feb. 2024	1 (1-3)	Duties of secretary regarding issue of share certificate, share warrant and share stock,
	2 (5-10)	calls-in-arrear, forfeiture and re-issue of shares
	3 (12-17)	transfer and transmission of shares
	4 (19-24)	Duties of Secretary regarding meetings,
	5 (26-29)	Problems, Presentations and Discussion
March 2024	1 (1-2)	Requisites of a valid meeting,
	2 (4-9)	secretarial duties regarding meetings of shareholders,
	3 (11-16)	Revision
	4 (18-23)	meetings of Board of directors
	5 (25-31)	Holi Break
April 2024	1 (1-6)	Company Secretary and motion,
	2 (8-13)	Resolution
	3 (15-20)	voting and proxy
	4 (22-27)	Revision and Test
	5 (29-30)	Problems

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## Lesson Plan

Name of Teacher: <b>Dr. Preeti</b>		Class: <b>B.Com 2<sup>nd</sup> Year</b>
Session: <b>2023-24 Even Semester</b>		Subject: <b>Corporate Law-II</b>
Month	Week	Topic
Jan. 2024	1 (1-6)	Depository System –meaning and importance
	2 (8-13)	Shares: Types of shares, Allotment of Shares, Transfer and Transmission of shares
	3 (15-20)	Paperless Trading – Benefits and Procedure; Need for educating investors
	4 (22-27)	Problems, Presentations and Discussion
	5 (29-31)	Share capital: - Meaning and forms of capital; Alteration of share capital
Feb. 2024	1 (1-3)	Reduction of share capital; Further issue of share capital Rights of pre-emption of shares
	2 (5-10)	Shareholders and Members:- Difference between Shareholders and members; Modes of acquiring membership
	3 (12-17)	Termination of membership; who may be members? Rights and Liabilities of members
	4 (19-24)	Meeting of Company: - Essentials of valid meeting, meetings of Shareholders: - Annual general meeting; Extra-ordinary general meeting;
	5 (26-29)	Problems, Presentations and Discussion
March 2024	1 (1-2)	Meetings of board of directors; Proxy; Voting,
	2 (4-9)	Notice, Agenda and Minutes of meetings
	3 (11-16)	Directors: - Duties, Powers, Liabilities,
	4 (18-23)	Appointment and removal of directors.
	5 (25-31)	Holi Break
April 2024	1 (1-6)	Winding Up:- Meaning; Winding up by the Tribunal-Petition for winding up;
	2 (8-13)	Voluntary winding up
	3 (15-20)	Powers and Duties of company Liquidator,
	4 (22-27)	consequences of winding up
	5 (29-30)	Problems and Test

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## Lesson Plan

Name of Teacher: <b>Dr. Preeti</b>		Class: B.Com 3 <sup>rd</sup> Year
Session: 2023-24 Even Semester		Subject: Cost Accounting-II
Month	Week	Topic
Jan. 2024	1 (1-6)	Process Costing
	2 (8-13)	Process Costing
	3 (15-20)	Process Costing
	4 (22-27)	Problems, Presentations and Discussion
	5 (29-31)	Contract Costing
Feb. 2024	1 (1-3)	Contract Costing
	2 (5-10)	Budgetary Control
	3 (12-17)	Budgetary Control
	4 (19-24)	Budgetary Control
	5 (26-29)	Problems, Presentations and Discussion
March 2024	1 (1-2)	Standard Costing
	2 (4-9)	Standard Costing
	3 (11-16)	Problems, Presentations and Discussion
	4 (18-23)	Standard Costing
	5 (25-31)	Holi Break
April 2024	1 (1-6)	Marginal Costing and Profit planning
	2 (8-13)	Marginal Costing and Profit planning
	3 (15-20)	Marginal Costing and Profit planning
	4 (22-27)	Problems, Presentations and Discussion
	5 (29-30)	Problems and Test

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## Lesson Plan

Name of Teacher: <b>Dr. Preeti</b>		Class: B.Com 3 <sup>rd</sup> Year
Session: 2023-24 Even Semester		Subject: Taxation Law-II
Month	Week	Topic
Jan. 2024	1 (1-6)	Rebate & Relief of Tax
	2 (8-13)	computation of Total income and Tax liability of individuals
	3 (15-20)	Filling and Filing of return (ITR – I and II)
	4 (22-27)	Problems, Presentations and Discussion
	5 (29-31)	Assessment of Hindu Undivided Families
Feb. 2024	1 (1-3)	Assessment of Firms
	2 (5-10)	Association of Persons
	3 (12-17)	Income Tax authorities & their powers;
	4 (19-24)	Procedure for assessment;
	5 (26-29)	Problems, Presentations and Discussion
March 2024	1 (1-2)	Deduction of Tax at Source (TDS);
	2 (4-9)	advance payment of tax
	3 (11-16)	Penalties
	4 (18-23)	offences & prosecutions
	5 (25-31)	Holi Break
April 2024	1 (1-6)	Revision
	2 (8-13)	Recovery & refund of tax
	3 (15-20)	appeals & revision
	4 (22-27)	Problems and Revision
	5 (29-30)	Problems and Test

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