

Name of Assistant Professor : Ms. Dheeraj Rani

Class and Section : B.com.4th Semester (Section-A&B)

Subject: Corporate Accounting

Lesson Plan: 18Weeks (from January 2018 to April 2018)

Week 1, January 1 to January 7 <ul style="list-style-type: none">• Chapter 1: Valuation of goodwill.
Assignments
Week 1, Day 1, January 1 <ul style="list-style-type: none">• Meaning of Goodwill.• Features of Goodwill.
Week 1, Day 2, January 2 <ul style="list-style-type: none">• Factors affecting the value of Goodwill.
Week 1, Day 3, January 3 <ul style="list-style-type: none">• Needs of valuation of Goodwill.
Week 1, Day 4, January 4 <ul style="list-style-type: none">• Methods of valuation of Goodwill.
Week 1, Day 5, January 5 Holiday
Week 1, Day 6, January 6 <ul style="list-style-type: none">• Average profit method of calculation of goodwill.
Week 2, January 8 to January 14 <ul style="list-style-type: none">• Chapter 1:-Valuation of Goodwill.
Assignments
Week 2, Day 1, January 8 <ul style="list-style-type: none">• Super profit method of calculation of goodwill.
Week 2, Day 2, January 9 <ul style="list-style-type: none">• Precautions while calculating Actual Average Profit.
Week 2, Day 3, January 10 <ul style="list-style-type: none">• Calculation of Capital Employed.
Week 2, Day 4, January 11 <ul style="list-style-type: none">• Capitalization Method of calculating goodwill
Week 2, Day 5, January 12 <ul style="list-style-type: none">• Annuity Method of calculating goodwill.• Comparison among all Methods and problems regarding all methods.
Week 2, Day 6, January 13

<ul style="list-style-type: none"> • Revision of Chapter.
Week 3, January 15 to January 21 <ul style="list-style-type: none"> • Chapter 2:- Valuation of Shares.
Assignments
Week 3, Day 1, January 15 <ul style="list-style-type: none"> • Meaning of Valuation of Shares. • Needs of Valuation of Shares.
Week 3, Day 2, January 16 <ul style="list-style-type: none"> • Factors affecting the Valuation of Shares.
Week 3, Day 3, January 17 <ul style="list-style-type: none"> • Methods of Valuation of Shares.
Week 3, Day 4, January 18 <ul style="list-style-type: none"> • Net Asset Method of valuation of shares.
Week 3, Day 5, January 19 <ul style="list-style-type: none"> • Precautions, Merits and Demerits of Net Asset Method.
Week 3, Day 6, January 20 <ul style="list-style-type: none"> • Dividend Yield Method of valuation of shares.
Week 4, January 22 to January 28 <ul style="list-style-type: none"> • Chapter 2:- Valuation of Shares.
Assignments
Week 4, Day 1, January 22 Holiday
Week 4, Day 2, January 23 <ul style="list-style-type: none"> • Dividend Yield Method of valuation of shares.
Week 4, Day 3, January 24 <ul style="list-style-type: none"> • Earning Capacity Method and Average Method with practical problems.
Week 4, Day 4, January 25 <ul style="list-style-type: none"> • Problems regarding all methods.
Week 4, Day 5, January 26 Holiday
Week 4, Day 6, January 27 <ul style="list-style-type: none"> • Problems regarding all methods.
Week 5, January 29 to February 4 <ul style="list-style-type: none"> • Chapter 3:- Accounts of Holding Companies.
Assignments
Week 5, Day 1, January 29 <ul style="list-style-type: none"> • Class test of valuation of shares
Week 5, Day 2, January 30

Week 5, Day 3, January 31 Holiday
Week 5, Day 4, February 1 <ul style="list-style-type: none"> • Introduction to holding companies • Advantages and Disadvantages of Holding Companies.
Week 5, Day 5, February 2 <ul style="list-style-type: none"> • Wholly owned and partly owned companies. • Meaning of Consolidated Financial Statement.
Week 5, Day 6, February 3 <ul style="list-style-type: none"> • Advantages and Disadvantages of Financial Statement.
Week 6, February 5 to February 11 <ul style="list-style-type: none"> • Chapter 3:- Accounts of Holding Companies.
Assignments
Week 6, Day 1, February 5 <ul style="list-style-type: none"> • Format and Content of Consolidated Balance Sheet.
Week 6, Day 2, February 6 <ul style="list-style-type: none"> • Calculation of Capital Reserve.
Week 6, Day 3, February 7 <ul style="list-style-type: none"> • Calculation of Minority Interest.
Week 6, Day 4, February 8 <ul style="list-style-type: none"> • Minority Interest with practical problems
Week 6, Day 5, February 9 <ul style="list-style-type: none"> • Pre-Acquisition and Post-Acquisition Profits/Reserves calculations.
Week 6, Day 6, February 10 Holiday <ul style="list-style-type: none"> •
Week 7, February 12 to February 18 <ul style="list-style-type: none"> • Chapter 3:- Accounts of Holding Companies.
Assignments
Week 7, Day 1, February 12 <ul style="list-style-type: none"> • Shares of Subsidiary Acquired the course of the year.
Week 7, Day 2, February 13 Holiday
Week 7, Day 3, February 14 <ul style="list-style-type: none"> • Unrealized profit include in the profit.
Week 7, Day 4, February 15 <ul style="list-style-type: none"> • Elimination of Mutual Owners.

<ul style="list-style-type: none"> • Debentures of Subsidiary Companies.
<p>Week 7, Day 5, February 16</p> <ul style="list-style-type: none"> • Preference Shares in the Subsidiary Companies.
<p>Week 7, Day 6, February 17</p> <ul style="list-style-type: none"> • Dividend received from Pre-Acquisition and Post-Acquisition Profits.
<p>Week 8 February 19 to February 25</p> <ul style="list-style-type: none"> • Chapter 3:- Accounts of Holding Companies.
<p>Assignments</p>
<p>Week 8, Day 1, February 19</p> <p>Problems regarding practical questions.</p>
<p>Week Interim 8, Day 2, February 20</p> <ul style="list-style-type: none"> • Dividend/Proposed Dividend. • Revaluation of Assets.
<p>Week 8, Day 3, February 21</p> <ul style="list-style-type: none"> • Issue of Bonus Shares from Pre-Acquisition profit and Post-Acquisition Profit.
<p>Week 8, Day 4, February 22</p> <ul style="list-style-type: none"> • Problems regarding practical questions.
<p>Week 8, Day 5, February 23</p> <ul style="list-style-type: none"> • Revision of Chapter-03.
<p>Week 8, Day 6, February 24</p> <ul style="list-style-type: none"> • Class Test.
<p>Week 9, February 26 to March 4</p> <ul style="list-style-type: none"> • Chapter 4:- Liquidation of Companies.
<p>Assignments</p>
<p>Week 9, Day 1, February 26</p> <ul style="list-style-type: none"> • Introduction to Liquidation of Companies.
<p>Week 9, Day 2, February 27</p> <ul style="list-style-type: none"> • Methods of Liquidation.
<p>Week 9, Day 3, February 28 Holiday</p>
<p>Week 9, Day 4, March 1 Holiday</p>
<p>Week 9, Day 5, March 2 Holiday</p>
<p>Week 9, Day 6, March 3 Holiday</p>
<p>Week 10, March 5 to March 11</p>

<ul style="list-style-type: none"> • Chapter 4:- Liquidation of Companies.
Assignments:-
Week 10, Day 1, March 5 <ul style="list-style-type: none"> • Format of Liquidator's Final Statement of Accounts.
Week 10, Day 2, March 6 <ul style="list-style-type: none"> • Liquidator's Remuneration on amount distributed to Equity Share Holders and Preference Share Holders.
Week 10, Day 3, March 7 <ul style="list-style-type: none"> • Liquidator's Remuneration on amount distributed to Equity Share Holders and Preference Share Holders.
Week 10, Day 4, March 8 <ul style="list-style-type: none"> • Calls in Arrears. • Calls in Advance.
Week 10, Day 5, March 9 <ul style="list-style-type: none"> • Calls on Equity Shares.
Week 10, Day 6, March 10 <ul style="list-style-type: none"> • Receiver for Debentureholders.
Week 11, March 12 to March 18 <ul style="list-style-type: none"> • Chapter 4:- Liquidation of Companies.
Assignments
Week 11, Day 1, March 12 <ul style="list-style-type: none"> • List of Contributors.
Week 11, Day 2, March 13 <ul style="list-style-type: none"> • Statement of Affairs.
Week 11, Day 3, March 14 <ul style="list-style-type: none"> • Deficiency of Surplus A/c.
Week 11, Day 4, March 15 <ul style="list-style-type: none"> • List of Statement of Affairs.
Week 11, Day 5, March 16 <ul style="list-style-type: none"> • Discussion about the problems.
Week 11, Day 6, March 17 <ul style="list-style-type: none"> • Discussion about the problems.
Week 12, March 19 to March 25 <ul style="list-style-type: none"> • Chapter 5:- Accounts of Banking Companies.
Assignments
Week 12, Day 1, March 19 <ul style="list-style-type: none"> • Introduction and meaning of General terms of Banking Companies.
Week 12, Day 2, March 20

<ul style="list-style-type: none"> • New Revised Format of Profit and Loss Account.
<p>Week 12, Day 3, March 21</p> <ul style="list-style-type: none"> • Schedule – 13.
<p>Week 12, Day 4, March 22</p> <ul style="list-style-type: none"> • Schedule – 14, 15.
<p>Week 12, Day 5, March 23</p> <ul style="list-style-type: none"> • Schedule – 16.
<p>Week 12, Day 6, March 24</p> <ul style="list-style-type: none"> • Schedule – 13, 14, 15, 16.
<p>Week 13, March 26 to April 1</p> <ul style="list-style-type: none"> • Chapter 5:- Accounts of Banking Companies.
<p>Assignments</p>
<p>Week 13, Day 1, March 26</p> <ul style="list-style-type: none"> • Format and Explanation of Schedule given in Balance Sheet.
<p>Week 13, Day 2, March 27</p> <ul style="list-style-type: none"> • Schedule – 1, 2, 3, 4.
<p>Week 13, Day 3, March 28</p> <ul style="list-style-type: none"> • Schedule – 5, 6, 7, 8.
<p>Week 13, Day 4, March 29 Holiday</p>
<p>Week 13, Day 5, March 30</p> <ul style="list-style-type: none"> • Schedule – 9, 10, 11, 12.
<p>Week 13, Day 6, March 31</p> <ul style="list-style-type: none"> • Important terms Regarding P&L A/c and Balance Sheet.
<p>Week 14, April 2 to April 8</p> <ul style="list-style-type: none"> • Chapter 5:- Accounts of Banking Companies.
<p>Assignments</p>
<p>Week 14, Day 1, April 2</p> <ul style="list-style-type: none"> • Practical problems.
<p>Week 14, Day 2, April 3</p> <ul style="list-style-type: none"> • Practical problems.
<p>Week 14, Day 3, April 4</p> <ul style="list-style-type: none"> • Class test
<p>Week 14, Day 4, April 5</p> <ul style="list-style-type: none"> • Revision.
<p>Week 14, Day 5, April 6</p> <ul style="list-style-type: none"> • Revision
<p>Week 14, Day 6, April 7</p> <ul style="list-style-type: none"> • Class Test.

<p>Week 15, April 9 to April15</p> <ul style="list-style-type: none"> • Chapter 6:- Accounts of Insurance Companies.
<p>Assignments</p>
<p>Week15 , Day 1, April 9</p> <ul style="list-style-type: none"> • Meaning and types of Insurance.
<p>Week 15, Day 2, April 10</p> <ul style="list-style-type: none"> • Regulation of Insurance Business.
<p>Week 15, Day 3, April 11</p> <ul style="list-style-type: none"> • Financial Statement of Life Insurance Business.
<p>Week 15, Day 4, April 12</p> <ul style="list-style-type: none"> • Format Revenue Account.
<p>Week 15, Day 5, April 13</p> <ul style="list-style-type: none"> • Format of Profit and Loss Account.
<p>Week 15, Day 6, April 14 Holiday</p>
<p>Week 16, April 16 to April22</p> <ul style="list-style-type: none"> • Chapter 6:- Accounts of Insurance Companies.
<p>Assignments</p>
<p>Week 16, Day 1, April 16</p> <ul style="list-style-type: none"> • Format of Balance Sheet.
<p>Week 16, Day 2, April 17</p> <ul style="list-style-type: none"> • Other Related Various Important Items.
<p>Week 16, Day 3, April 18 Holiday</p>
<p>Week 16, Day 4, April 19</p> <ul style="list-style-type: none"> • Premium, Re-insurance Premium.
<p>Week 16, Day 5, April 20</p> <ul style="list-style-type: none"> • Claims, Annuity, Bonus, Determination of Profit and Loss of Business.
<p>Week 16, Day 6, April 21</p> <ul style="list-style-type: none"> • Claims, Annuity, Bonus, Determination of Profit and Loss of Business.
<p>Week17 April 23 to April29</p> <ul style="list-style-type: none"> • Chapter 6:- Accounts of Insurance Companies.
<p>Assignments</p>
<p>Week17 , Day 1, April 23</p> <ul style="list-style-type: none"> • Revision of Accounts of Insurance Companies.
<p>Week 17, Day 2, April 24</p> <ul style="list-style-type: none"> • Class Test.
<p>Week 17, Day 3, April 25</p>

<ul style="list-style-type: none">• Revision of Chapter – 01.
Week 17, Day 4, April 26 <ul style="list-style-type: none">• Revision of Chapter – 02.
Week 17, Day 5, April 27 <ul style="list-style-type: none">• Revision of Chapter – 03.
Week 17, Day 6, April 28 <ul style="list-style-type: none">• Revision of Chapter – 04.
Week 18, April 30 to May 6
Week 18, Day 1, April 30 Holiday

Name of Assistant Professor : DEEPAK KAKKAR
 Class and Section : B.COM. IVth SEM., SECTION A & B
 Subject : BUSINESS ENVIRONMENT IN HARYANA
 Lesson Plan

Week 1, January 1 to January 7
Week 1, Day 1, January 1 ➤ BUSINESS ENVIRONMENT – AN INTRODUCTION : Introduction, Meaning, Concept
Week 1, Day 2 , January 2 ➤ BUSINESS ENVIRONMENT – AN INTRODUCTION : Components/Types of Business Environment
Week 1, Day 3 , January 3 ➤ BUSINESS ENVIRONMENT – AN INTRODUCTION : Need of the study of Business Environment
Week 1, Day 4, January 4 ➤ HARYANA ECONOMY : Introduction of Haryana, Structure of State Income
Week 1, Day 5 , January 5 Holiday
Week 1, Day 6 ,January 6 ➤ HARYANA ECONOMY : Economic Development , Features of Economic Development, Needs of Economic Development
Week 1, Day 7 ,January 7 Sunday
Week 2, January 8 to January 14
Week 2, Day 1, January 8 ➤ HARYANA ECONOMY : Features and Problems of Haryana Economy
Week 2, Day 2, January 9 ➤ HARYANA ECONOMY : Discussion and Revision
Week 2, Day 3, January 10 ➤ HARYANA ECONOMY ON THE EVE OF INCEPTION : Population, Health & Nutrition
Week 2, Day 4, January 11 ➤ HARYANA ECONOMY ON THE EVE OF INCEPTION : Literacy, Banking
Week 2, Day 5, January 12 ➤ HARYANA ECONOMY ON THE EVE OF INCEPTION : Industrialization, Foreign Trade
Week 2, Day 6, January 13 ➤ HARYANA ECONOMY ON THE EVE OF INCEPTION : Discussion & Revision
Week 2, Day 7, January 14 Sunday
Week 3, January 15 to January 21
Week 3, Day 1, January 15 ➤ <i>Presentation on Economic Development & Haryana Economy on the Eve of Inception</i>
Week 3, Day 2, January 16 ➤ <i>Presentation on Economic Development & Haryana Economy on the Eve of Inception</i>
Week 3, Day 3, January 17 ➤ AGRICULTURE IN HARYANA : Introduction, Meaning of Agriculture, Role of Agriculture in Indian Economy

Week 3, Day 4, January 18
➤ AGRICULTURE IN HARYANA : Agriculture Production in Indian, Agriculture Productivity
Week 3, Day 5, January 19
➤ AGRICULTURE IN HARYANA : Condition of Agriculture in Haryana, Weakness of Agriculture Sector in Haryana
Week 3, Day 6, January 20
➤ AGRICULTURE IN HARYANA : Suggestion to Overcome Weakness in Agriculture Sector
Week 3, Day 7, January 21 Sunday
Week 4, January 22 to January 28
Week 4, Day 1, January 22 Holiday
Week 4, Day 2, January 23
➤ AGRICULTURE IN HARYANA : Agriculture Development in India & Haryana
Week 4, Day 3, January 24
➤ AGRICULTURE IN HARYANA : Cropping Pattern in Haryana, Investment in Agriculture
Week 4, Day 4, January 25
➤ AGRICULTURE IN HARYANA : Evaluation of Agriculture Development in Haryana, Discussion and Revision
Week 4, Day 5, January 26 Holiday
Week 4, Day 6, January 27
➤ <i>Group Discussion about Agriculture in Haryana</i>
Week 4, Day 7, January 28 Sunday
Week 5, January 29 to February 4
Week 5, Day 1, January 29
➤ <i>Case Study about Agriculture in Haryana</i>
Week 5, Day 2, January 30
➤ Organizing National Seminar Sponsored by DHE
Week 5, Day 3, January 31 Holiday
Week 5, Day 4, February 1
➤ <i>Test of Agriculture in Haryana and Economy of Haryana</i>
Week 5, Day 5, February 2
➤ AGRICULTURE CREDIT : Introduction, Types of Agriculture Finance
Week 5, Day 6, February 3
➤ AGRICULTURE CREDIT : Needs of Agriculture Finance to the Farmer, Problems Faced by the Farmer in Getting Finance
Week 5, Day 7, February 4 Sunday
Week 6, February 5 to February 11
Week 6, Day 1, February 5
➤ AGRICULTURE CREDIT : Suggestion to Remove Limitation of Agriculture Finance, Agriculture Credit Review Committee
Week 6, Day 2, February 6 Holiday
Week 6, Day 3, February 7

➤ <i>Presentation on Agriculture Credit</i>
Week 6, Day 4, February 8 ➤ <i>Presentation on Agriculture Credit</i>
Week 6, Day 5, February 9 ➤ NATIONAL BANK FOR AGRICULTURE AND RURAL DEVELOPMENT {NABARD} : Introduction, Features of NABARD
Week 6, Day 6, February 10 ➤ NATIONAL BANK FOR AGRICULTURE AND RURAL DEVELOPMENT {NABARD} : Partners of NABARD, Objective of NABARD
Week 6, Day 7, February 11 Sunday
Week 7, February 12 to February 18
Week 7, Day 1, February 12 ➤ NATIONAL BANK FOR AGRICULTURE AND RURAL DEVELOPMENT {NABARD} : Function
Week 7, Day 2, February 13 Holiday
Week 7, Day 3, February 14 ➤ NATIONAL BANK FOR AGRICULTURE AND RURAL DEVELOPMENT {NABARD} : Haryana & NABARD
Week 7, Day 4, February 15 ➤ NATIONAL BANK FOR AGRICULTURE AND RURAL DEVELOPMENT {NABARD} : Discussion and Revision
Week 7, Day 5, February 16 ➤ RURAL INDEBTEDNESS : Introduction, Features of Rural Indebtedness
Week 7, Day 6, February 17 ➤ RURAL INDEBTEDNESS : Causes and Consequences
Week 7, Day 7, February 18 Sunday
Week 8, February 19 to February 25
Week 8, Day 1, February 19 ➤ RURAL INDEBTEDNESS : Solution to the Problems of Rural Indebtedness
Week 8, Day 2, February 20 ➤ RURAL INDEBTEDNESS : Discussion and Revision
Week 8, Day 3, February 21 ➤ <i>Case Study about Rural Indebtedness and Discussion</i>
Week 8, Day 4, February 22 ➤ <i>Case Study about Rural Indebtedness and Discussion</i>
Week 8, Day 5, February 23 ➤ SMALL SCALE INDUSTRIES {SSI} IN HARYANA : Introduction, Classification of Industries, Present Position of Cottage & SSI in Haryana
Week 8, Day 6, February 24 ➤ SMALL SCALE INDUSTRIES {SSI} IN HARYANA : Importance, Problems & Suggestion of Cottage & SSI
Week 8, Day 7, February 25 Sunday
Week 9, February 26 to March 4

Week 9, Day 1, February 26
➤ SMALL SCALE INDUSTRIES {SSI} IN HARYANA : State Govt. and SSI, SSI and 5 Year Plans
Week 9, Day 2, February 27
➤ SMALL SCALE INDUSTRIES {SSI} IN HARYANA : Haryana and Micro, Small and Medium Enterprises, Haryana State Small industries and Export Corporation Ltd.
Week 9, Day 3, February 28 Holiday
Week 9, Day 4, March 1 Holiday
Week 9, Day 5, March 2 Holiday
Week 9, Day 6, March 3 Holiday
Week 9, Day 7, March 4 Sunday
Week 10, March 5 to March 11
Week 10, Day 1, March 5
➤ Test of Small Scale Industries in Haryana and NABARD
Week 10, Day 2, March 6
➤ HARYANA STATE INDUSTRIAL AND INFRASTRUCTURE DEVELOPMENT CORPORATION {HSIIDC} : Introduction, Objective of HSIIDC
Week 10, Day 3, March 7
➤ HARYANA STATE INDUSTRIAL AND INFRASTRUCTURE DEVELOPMENT CORPORATION {HSIIDC} : Function
Week 10, Day 4, March 8
➤ HARYANA STATE INDUSTRIAL AND INFRASTRUCTURE DEVELOPMENT CORPORATION {HSIIDC} : Failures, Suggestions to Improve the Efficiency of Functioning of HSIIDC
Week 10, Day 5, March 9
➤ HARYANA STATE INDUSTRIAL AND INFRASTRUCTURE DEVELOPMENT CORPORATION {HSIIDC} : Discussion and Revision
Week 10, Day 6, March 10
➤ <i>Presentation on HSIIDC</i>
Week 10, Day 7, March 11 Sunday
Week 11, March 12 to March 18
Week 11, Day 1, March 12
➤ SPECIAL ECONOMIC ZONE {SEZ} : Introduction, History in India & Haryana, Objectives of SEZ
Week 11, Day 2, March 13
➤ SPECIAL ECONOMIC ZONE {SEZ} : Incentive offered to SEZ
Week 11, Day 3, March 14
➤ SPECIAL ECONOMIC ZONE {SEZ} : Approval Mechanism and Status of SEZ in Haryana
Week 11, Day 4, March 15
➤ SPECIAL ECONOMIC ZONE {SEZ} : Advantages and Criticism of SEZ
Week 11, Day 5, March 16
➤ SPECIAL ECONOMIC ZONE {SEZ} : Suggestion to Improve the Efficiency of SEZ in India & Haryana

Week 11, Day 6, March 17
➤ SPECIAL ECONOMIC ZONE {SEZ} : Discussion and Revision
Week 11, Day 7, March 18 Sunday
Week 12, March 19 to March 25
Week 12, Day 1, March 19
➤ <i>Assignment of Special Economic Zone and Discussion</i>
Week 12, Day 2, March 20
➤ HARYANA FINANCE CORPORATION {HFC} : Introduction, Features of HFC
Week 12, Day 3, March 21
➤ HARYANA FINANCE CORPORATION {HFC} : Regulation on HFC, Eligible Unit to Obtain Loan from HUF
Week 12, Day 4, March 22
➤ HARYANA FINANCE CORPORATION {HFC} : Organizational Structure
Week 12, Day 5, March 23
➤ HARYANA FINANCE CORPORATION {HFC} : Procedure for Providing and Recovery of Loan
Week 12, Day 6, March 24
➤ HARYANA FINANCE CORPORATION {HFC} : Performance and Function of HFC
Week 12, Day 7, March 25 Sunday
Week 13, March 26 to April 1
Week 13, Day 1, March 26
➤ HARYANA FINANCE CORPORATION {HFC} : Failure and Suggestion for Improve the Efficiency of HFC
Week 13, Day 2, March 27
➤ HARYANA FINANCE CORPORATION {HFC} : Discussion and Revision
Week 13, Day 3, March 28
➤ <i>Case Study on the Role of HFC In the Industrialization of Haryana</i>
Week 13, Day 4, March 29 Holiday
Week 13, Day 5, March 30
➤ HARYANA STATE COOPERATIVE SUPPLY AND MARKETING FEDERATION LIMITED {HAFED} : Introduction, Features of HAFED
Week 13, Day 6, March 31
➤ HARYANA STATE COOPERATIVE SUPPLY AND MARKETING FEDERATION LIMITED {HAFED} : Objective, Organizational Structure
Week 13, Day 7, April 1 Sunday
Week 14, April 2 to April 8
Week 14, Day 1, April 2
➤ HARYANA STATE COOPERATIVE SUPPLY AND MARKETING FEDERATION LIMITED {HAFED} : Functions, Failure, Suggestion to Improve the Efficiency
Week 14, Day 2, April 3
➤ HARYANA STATE COOPERATIVE SUPPLY AND MARKETING FEDERATION LIMITED {HAFED} : Discussion and Revision

Week 14, Day 3, April 4 ➤ <i>Assignment on HAFED</i>
Week 14, Day 4, April 5 ➤ PLANNING IN HARYANA : Introduction, Features of Economic Planning
Week 14, Day 5, April 6 ➤ PLANNING IN HARYANA : Objectives
Week 14, Day 6, April 7 ➤ PLANNING IN HARYANA : Haryana State Planning Board- Introduction, Structure
Week 14, Day 7, April 8 Sunday
Week 15, April 9 to April 15
Week 15, Day 1, April 9 ➤ PLANNING IN HARYANA : Haryana State Planning Board- Function, Performance
Week 15, Day 2, April 10 ➤ PLANNING IN HARYANA : District Level Planning, Process of Planning
Week 15, Day 3, April 11 ➤ PLANNING IN HARYANA : 5 Year Plan of Haryana, Failure
Week 15, Day 4, April 12 ➤ PLANNING IN HARYANA : Discussion and Revision
Week 15, Day 5, April 13 ➤ HARYANA BUDGET : Introduction, Features
Week 15, Day 6, April 14 Holiday
Week 15, Day 7, April 15 Sunday
Week 16, April 16 to April 22
Week 16, Day 1, April 16 ➤ HARYANA BUDGET : Objective, Importance
Week 16, Day 2, April 17 ➤ HARYANA BUDGET : Components, Balanced & Unbalanced Budget
Week 16, Day 3, April 18 Holiday
Week 16, Day 4, April 19 ➤ HARYANA BUDGET : Features of Haryana Budget 2017-18
Week 16, Day 5, April 20 ➤ HARYANA BUDGET : Features of Haryana Budget 2017-18
Week 16, Day 6, April 21 ➤ HARYANA BUDGET : Discussion and Revision
Week 16, Day 7, April 22 Sunday
Week 17, April 23 to April 29
Week 17, Day 1, April 23 ➤ <i>Revision</i>
Week 17, Day 2, April 24

➤ <i>Revision</i>
Week 17, Day 3, April 25 ➤ <i>Revision</i>
Week 17, Day 4, April 26 ➤ <i>Revision</i>
Week 17, Day 5, April 27 ➤ <i>Revision</i>
Week 17, Day 6, April 28 ➤ <i>Revision</i>
Week 17, Day 7, April 29 Sunday
Week 18, April 30 to May 6
Week 18, Day 1, April 30 Holiday

Name of Assistant Professor : Neetu Devi

Class and Section : B.Com.- 4th Semester (Section A &B)

Subject : Financial Management

Lesson Plan : 18Weeks (from January 2018 to April 2018)

Week 1, January 1 to January 7 Chapter 1: Financial Management: An Overview
Week 1, Day 1, January 1 <ul style="list-style-type: none">• Introduction to financial management
Week 1, Day 2, January 2 <ul style="list-style-type: none">• Nature of Financial Management• Objectives of Financial Management
Week 1, Day 3, January 3 <ul style="list-style-type: none">• Functions/ Scope of Financial Management
Week 1, Day 4, January 4 <ul style="list-style-type: none">• Finance and Related Disciplines• Organisation of Finance Function
Week 1, Day 5, January 5 Holiday
Week 1, Day 6, January 6 <ul style="list-style-type: none">• Emerging Role of Finance Managers in India
Week 2, January 8 to January 14 Chapter : 2Financial Planning
Week 2, Day 1, January 8 <ul style="list-style-type: none">• Chapter at a glance
Week 2, Day 2, January 9 <ul style="list-style-type: none">• Introduction to Financial Planning• Need of Financial Planning

<p>Week 2, Day 3, January 10</p> <ul style="list-style-type: none"> • Types of Financial Planning • Significance of Financial Planning
<p>Week 2, Day 4, January 11</p> <ul style="list-style-type: none"> • Procedure of Financial Planning/Drafting a financial plan • Principles of sound financial plan
<p>Week 2, Day 5, January 12</p> <ul style="list-style-type: none"> • Determinants of Financial Planning • Limitations of Financial Planning
<p>Week 2, Day 6, January 13</p> <ul style="list-style-type: none"> • Assessing the funds requirement for fixed assets
<p>Week 3, January 15 to January 21</p> <p>Chapter : 2 Financial Planning and</p> <p>Chapter : 3 Financial Forecasting</p>
<p>Week 3, Day 1, January 15</p> <ul style="list-style-type: none"> • Assessing the funds requirement for current assets • Assessing the funds requirement for intangible assets
<p>Week 3, Day 2, January 16</p> <ul style="list-style-type: none"> • Introduction to Financial Forecasting • Difference between Financial Planning and Financial Forecasting • Need of Financial Forecasting
<p>Week 3, Day 3, January 17</p> <ul style="list-style-type: none"> • Procedure/steps of Financial Forecasting
<p>Week 3, Day 4, January 18</p> <ul style="list-style-type: none"> • Techniques of Financial Forecasting
<p>Week 3, Day 5, January 19</p> <ul style="list-style-type: none"> • Importance/advantage of Financial Forecasting

<ul style="list-style-type: none"> • Limitations/drawbacks of Financial Forecasting
<p>Week 3, Day 6, January 20</p> <p>Chapters at a glance: Chapter 2 and 3.</p>
<p>Week 4, January 22 to January 28</p> <p>Chapter 4: Sources of Finance</p>
<p>Assignment-I</p>
<p>Week 4, Day 1, January 22 Holiday</p>
<p>Week 4, Day 2, January 23</p> <ul style="list-style-type: none"> • Introduction • Types of Sources of Finance • Long term financing
<p>Week 4, Day 3, January 24</p> <ul style="list-style-type: none"> • Ordinary shares • Term loan/debenture
<p>Week 4, Day 4, January 25</p> <ul style="list-style-type: none"> • Hybrid financing • Lease finance
<p>Week 4, Day 5, January 26 Holiday</p>
<p>Week 4, Day 6, January 27</p> <ul style="list-style-type: none"> • Hire purchase • Venture capital
<p>Week 5, January 29 to February 4</p> <p>Chapter 4: Sources of Finance</p> <p>Chapter 5: Capitalisation</p>
<p>Week 5, Day 1, January 29</p>

<ul style="list-style-type: none"> • Short term financing • Trade credit • Bank credit • Commercial papers
Week 5, Day2, January 30 (Seminar in the College)
Week 5, Day 3, January 31 Holiday
Week 5, Day 4, February 1 <ul style="list-style-type: none"> • Certificate of deposits, Factoring Chapter at a glance
Week 5, Day 5, February 2 <p>Capitalisation: An introduction</p>
Week 5, Day 6, February 3 <ul style="list-style-type: none"> • Theories of Capitalisation • Cost theory of Capitalisation
Week 6, February 5to February 11
Chapter 5: Capitalisation and
Chapter -6: Cost of capital
Assignment-1 Chapter 1: Financial Management: An Overview and
Chapter 4:Sources of Finance
Week 6, Day 1, February 5 <ul style="list-style-type: none"> • Capitalised value of Capitalisation
Week 6, Day 2, February 6 <ul style="list-style-type: none"> • Over Capitalisation-causes, consequences and remedies
Week 6, Day 3, February 7 <ul style="list-style-type: none"> • Under Capitalisation- causes, consequences and remedies
Week 6, Day 4, February 8

<ul style="list-style-type: none"> • Watered capital • Chapter at a glance
<p>Week 6, Day 5, February 9</p> <ul style="list-style-type: none"> • An introduction to cost of capital • Importance and Concept
<p>Week 6, Day 6, February 10 Holiday</p>
<p>Week 7, February 12 to February 18</p> <p>Chapter -6: Cost of capital</p>
<p>Class Test</p>
<p>Week 7, Day 1, February 12</p> <ul style="list-style-type: none"> • Classification of Cost of capital
<p>Week 7, Day 2, February 13 Holiday</p>
<p>Week 7, Day 3, February 14</p> <ul style="list-style-type: none"> • Measurement of Specific Costs • Cost of debt- practical problem
<p>Week 7, Day 4, February 15</p> <ul style="list-style-type: none"> • Cost of preference share capital- practical problem
<p>Week 7, Day 5, February 16</p> <ul style="list-style-type: none"> • Cost of Equity share capital-1 (practical problem)
<p>Week 7, Day 6, February 17</p> <ul style="list-style-type: none"> • Cost of Equity share capital-2(practical problem)
<p>Week 8 February 19 to February25</p> <p>Chapter -6: Cost of capital</p> <p>Chapter -7:Capital structure</p>
<p>Week 8, Day 1, February 19</p>

<ul style="list-style-type: none"> • Overall cost of capital-1(practical problem)
<p>Week 8, Day 2, February 20</p> <p>Overall cost of capital-2(practical problem)</p>
<p>Week 8, Day 3, February 21</p> <ul style="list-style-type: none"> • Capital structure-An introduction • Assumptions, definitions and symbols relating to capital structure theories
<p>Week 8, Day 4, February 22</p> <ul style="list-style-type: none"> • Capital structure theories • Net Income Approach-(practical problem)
<p>Week 8, Day 5, February 23</p> <ul style="list-style-type: none"> • Net Operating Income (NOI) Approach-(practical problem)
<p>Week 8, Day 6, February 24</p> <ul style="list-style-type: none"> • Traditional Approach-(practical problem)
<p>Week 9, February 26 to March 4</p> <p>Chapter -7:Capital structure</p>
<p>Assignment-2: Chapter -6: Cost of capital and Chapter -7:Capital structure</p>
<p>Week 9, Day 1, February 26</p> <ul style="list-style-type: none"> • Modigliani-Miller (MM) Approach-1(Arbitrage process)- practical problem
<p>Week 9, Day 2, February 27</p> <ul style="list-style-type: none"> • Modigliani-Miller (MM) Approach-2(Arbitrage process-Reverse Direction)- practical problem
<p>Week 9, Day 3, February 28 Holiday</p>
<p>Week 9, Day 4, March 1 Holiday</p>
<p>Week 9, Day 5, March 2 Holiday</p>
<p>Week 9, Day 6, March 3 Holiday</p>
<p>Week 10, March 5 to March 11</p>

<p>Chapter -7:Capital structure and</p> <p>Chapter -8:Capital Budgeting</p>
<p>Week 10, Day 1, March 5</p> <ul style="list-style-type: none"> • Practical problems on capital structure
<p>Week 10, Day 2, March 6</p> <ul style="list-style-type: none"> • Determinants of Capital structure-1
<p>Week 10, Day 3, March 7</p> <ul style="list-style-type: none"> • Determinants of Capital structure-1
<p>Week 10, Day 4, March 8</p> <ul style="list-style-type: none"> • Introduction to Capital Budgeting • Nature of Capital Budgeting-Importance ,difficulties
<p>Week 10, Day 5, March 9</p> <ul style="list-style-type: none"> • Kinds of Capital Budgeting decisions • Capital budgeting process
<p>Week 10, Day 6, March 10</p> <ul style="list-style-type: none"> • Introduction to Time Value of Money • Capital Budgeting evaluation techniques: Classification
<p>Week 11, March 12 to March 18</p> <p>Chapter -8:Capital Budgeting</p>
<p>Week 11, Day 1, March 12</p> <ul style="list-style-type: none"> • DCF techniques • NPV-practical problem
<p>Week 11, Day 2, March 13</p> <ul style="list-style-type: none"> • IRR- practical problem
<p>Week 11, Day 3, March 14</p> <ul style="list-style-type: none"> • NPV Vs IRR • PI- practical problem
<p>Week 11, Day 4, March 15</p>

<ul style="list-style-type: none"> • Non-DCF techniques • ARR- practical problem
Week 11, Day 5, March 16
<ul style="list-style-type: none"> • PB- practical problem
Week 11, Day 6, March 17
Chapter at glance
Week 12, March 19 to March25
Chapter -9:Working capital management
Assignment-II
Week 12, Day 1, March 19
<ul style="list-style-type: none"> • Working capital management-an introduction • Concept of Working capital
Week 12, Day 2, March 20
<ul style="list-style-type: none"> • Determining Financing mix • Hedging approach • Matching approach • Conservative approach
Week 12, Day 3, March 21
<ul style="list-style-type: none"> • Planning of working capital • Need of working capital • Determinants of working capital
Week 12, Day 4, March 22
<ul style="list-style-type: none"> • Computation of working capital-1 (practical problem)
Week 12, Day 5, March 23
<ul style="list-style-type: none"> • Computation of working capital-2(practical problem)
Week 12, Day 6, March 24
<ul style="list-style-type: none"> • Computation of working capital-3(practical problem)
Week 13, March26to April 1

Chapter -10:Cash management
Week 13, Day 1, March 26 <ul style="list-style-type: none"> • Class test preparation
Week 13, Day 2, March 27 <ul style="list-style-type: none"> • Class test preparation
Week 13, Day 3, March 28
Chapter -8:Capital Budgeting and Chapter -9:Working capital management
Week 13, Day 4, March 29 Holiday
Week 13, Day 5, March 30 <ul style="list-style-type: none"> • Cash management-an introduction • Motives for holding cash
Week 13, Day 6, March 31 <ul style="list-style-type: none"> • Objectives Cash management • Factors determining cash needs
Week 14, April 2 to April 8
Chapter -10:Cash management and Chapter -11:Management of Receivables
Week 14, Day 1, April 2 <ul style="list-style-type: none"> • Devices of Cash management • Cash budget
Week 14, Day 2, April 3 <ul style="list-style-type: none"> • Cash flow statement • Cash flow ratios
Week 14, Day 3, April 4 <ul style="list-style-type: none"> • Cash management model-1
Week 14, Day 4, April 5 <ul style="list-style-type: none"> • Cash management model-2

<p>Week 14, Day 5, April 6</p> <ul style="list-style-type: none"> • Techniques of Cash management
<p>Week 14, Day 6, April 7</p> <ul style="list-style-type: none"> • Receivable Management-an introduction • Objectives of Receivable Management • Cost of Receivable Management
<p>Week 15, April 9 to April15</p> <p>Chapter -11:Management of Receivables</p> <p>Chapter -12:Inventory Management</p>
<p>Week15 , Day 1, April 9</p> <ul style="list-style-type: none"> • Aspects of Receivable management-1
<p>Week 15, Day 2, April 10</p> <ul style="list-style-type: none"> • Aspects of Receivable management-2
<p>Week 15, Day 3, April 11</p> <ul style="list-style-type: none"> • Inventory Management-an introduction • Objective s of Inventory Management
<p>Week 15, Day 4, April 12</p> <ul style="list-style-type: none"> • Techniques of Inventory Management-1
<p>Week 15, Day 5, April 13</p> <p>Techniques of Inventory Management-2</p>
<p>Week 15, Day 6, April 14 Holiday</p>
<p>Week 16, April 16 to April22</p> <p>Chapter -13:Dividend policy</p>
<p>Assignments</p>
<p>Week 16, Day 1, April 16</p> <ul style="list-style-type: none"> • An introduction to dividend

<ul style="list-style-type: none"> • Forms of dividend • Importance of dividends
Week 16, Day 2, April 17
<ul style="list-style-type: none"> • Types of dividend policy
Week 16, Day 3, April 18 Holiday
Week 16, Day 4, April 19
<ul style="list-style-type: none"> • Determinants of dividend policy
Week 16, Day 5, April 20
<ul style="list-style-type: none"> • Theory of Relevance • Walter's Model(practical problem)
Week 16, Day 6, April 21
<ul style="list-style-type: none"> • Gordon's Model(practical problem)
Week17 April 23 to April29
Chapter -13:Dividend policy
Week17 , Day 1, April 23
<ul style="list-style-type: none"> • Theory of Irrelevance • M-M Hypothesis(practical problem)
Week 17, Day 2, April 24
<ul style="list-style-type: none"> • Internal Class Test
Week 17, Day 3, April 25
<ul style="list-style-type: none"> • Revision chapter:5to 7
Week 17, Day 4, April 26
<ul style="list-style-type: none"> • Revision chapter:8 to 10
Week 17, Day 5, April 27
<ul style="list-style-type: none"> • Revision chapter:11 to 13
Week 17, Day 6, April 28
<ul style="list-style-type: none"> • Mock Test
Week 18 April 30 to May 6

Chapter
Week18 , Day 1, April 30 Holiday

Name of Assistant Professor : Dolly Nagpal
 Class and Section : B.Com.-4th Semester (Section A &B)
 Subject : Company Law-I
 Lesson Plan

Week 1, January 1 to January 7	
Week 1, Day 1, January 1	Introduction and Indian Companies Act, 1956
Week 1, Day 2, January 2	Companies Act, 2013
Week 1, Day 3, January 3	Administration of Companies Act, 2013
Week 1, Day 4, January 4	Administration of Companies Act, 2013
Week 1, Day 5, January 5	Holiday (Guru Gobind Singh's Birthday)
Week 1, Day 6, January 6	Administration of Companies Act, 2013, SEBI
Week 2, January 8 to January 14	
Week 2, Day 1, January 8	Test of Above Topics, Ch-I
Week 2, Day 2, January 9	Ch-2, Introduction of Company, Meaning
Week 2, Day 3, January 10	Meaning and Characteristics of Company
Week 2, Day 4, January 11	Joint Stock Company Partnership
Week 2, Day 5, January 12	Advantages and Disadvantages of Joint Stock Co.
Week 2, Day 6, January 13	Assignment of Ch-2
Week 3, January 15 to January 21	
Week 3, Day 1, January 15	Ch-3, (Types of Companies on the basis of Incorporation and liability
Week 3, Day 2, January 16	On the basis of Transferability of shares
Week 3, Day 3, January 17	On the basis of ownership and nationality
Week 3, Day 4, January 18	Other companies, Incorporation
Week 3, Day 5, January 19	Incorporation, One Person Company
Week 3, Day 6, January 20	PPT on Ch-3
Week 4, January 22 to January 28	
Week 4, Day 1, January 22	Holiday (Vasant Panchami)
Week 4, Day 2, January 23	Ch-4, Introduction of Private Co. and Public Co.
Week 4, Day 3, January 24	Procedure of Conversion
Week 4, Day 4, January 25	Procedure of Conversion
Week 4, Day 5, January 26	Holiday (Republic Day)
Week 4, Day 6, January 27	Exemptions of Private Companies and oral presentation
Week 5, January 29 to February 4	
Week 5, Day 1, January 29	Ch-5, Introduction of Promotion and Incorporation of a company
Week 5, Day 2, January 30	National Seminar in the college
Week 5, Day 3, January 31	Holiday (Guru Ravidas Jayanti)
Week 5, Day 4, February 1	Promotion of a company
Week 5, Day 5, February 2	Promotion of a company
Week 5, Day 6, February 3	Characteristics and Imp. And Rights and liability of Promotes
Week 6, February 5 to February 11	
Week 6, Day 1, February 5	Registration of a company

Week 6, Day 2, February 6	Revision
Week 6, Day 3, February 7	Ch-6,7, Imp. Features of MOA, Forms of MOA
Week 6, Day 4, February 8	Features and Forms of AOA
Week 6, Day 5, February 9	Difference b/w MOA and AOA
Week 6, Day 6, February 10	Doctrine of constructive notices and wtra vires
Week 7, February 12 to February 18	
Week 7, Day 1, February 12	Test/Assignments on the topics of MOA and AOA
Week 7, Day 2, February 13	Holiday (Maha Shivaratri)
Week 7, Day 3, February 14	Ch-8, (Introduction, Contents, Need, Forms of Prospectus)
Week 7, Day 4, February 15	Scanning of Prospectus
Week 7, Day 5, February 16	Golden Rule in Prospectus
Week 7, Day 6, February 17	Deemed Prospectus and Foreign Co. Prospectus
Week 8, February 19 to February 25	
Week 8, Day 1, February 19	PPT on Prospectus
Week 8, Day 2, February 20	Ch-9, Introduction, Meaning, Features, Types of Shares
Week 8, Day 3, February 21	Cont. (Types) and Stock, Types of Stock
Week 8, Day 4, February 22	Differences b/w stock and shares
Week 8, Day 5, February 23	Voting rights
Week 8, Day 6, February 24	Contd.....
Week 9, February 26 to March 4	
Week 9, Day 1, February 26	Oral Presentations on shares and stock
Week 9, Day 2, February 27	Ch-10, Meaning, Provisions of allotment
Week 9, Day 3, February 28	Holiday
Week 9, Day 4, March 1	Holiday
Week 9, Day 5, March 2	Holiday
Week 9, Day 6, March 3	Holiday
Week 10, March 5 to March 11	
Week 10, Day 1, March 5	Revise the above topic and irregular allotment
Week 10, Day 2, March 6	Letter of allotment, Issue of bonus shares
Week 10, Day 3, March 7	Cont. and Introduction of equity shares
Week 10, Day 4, March 8	Power of company
Week 10, Day 5, March 9	Contd.....
Week 10, Day 6, March 10	Difference b/w bonus and equity shares
Week 11, March 12 to March 18	
Week 11, Day 1, March 12	Ch-11, Introduction and nature kinds of share capital
Week 11, Day 2, March 13	Contd.....
Week 11, Day 3, March 14	Procedure of Alteration on reduction of capital
Week 11, Day 4, March 15	Conversion of Debenture into shares
Week 11, Day 5, March 16	Liability, Rights of Shareholders
Week 11, Day 6, March 17	Method of Alteration in shares capital
Week 12, March 19 to March 25	
Week 12, Day 1, March 19	Liability of Members

Week 12, Day 2, March 20	Procedure of alteration
Week 12, Day 3, March 21	Assignment
Week 12, Day 4, March 22	Test on the above Test
Week 12, Day 5, March 23	Test
Week 12, Day 6, March 24	Ch-12, Introduction of Share Certificate
Week 13, March 26 to April 1	
Week 13, Day 1, March 26	Provision regarding certificate
Week 13, Day 2, March 27	Share warrant, Provisions
Week 13, Day 3, March 28	Provisions (Contd.....)
Week 13, Day 4, March 29	Holiday (Mahavir Jayanti)
Week 13, Day 5, March 30	Different b\w Share certificate and Share warrant
Week 13, Day 6, March 31	Surrender of Share Warrant
Week 14, April 2 to April 8	
Week 14, Day 1, April 2	Surrender of Share warrant
Week 14, Day 2, April 3	Duplicate Copy of Share Certificate
Week 14, Day 3, April 4	Condition for issuing
Week 14, Day 4, April 5	PPT
Week 14, Day 5, April 6	Test
Week 14, Day 6, April 7	Ch-13, Introduction, Types, Features of Debentures
Week 15, April 9 to April 15	
Week 15, Day 1, April 9	Remedies to Debenture holders
Week 15, Day 2, April 10	Content of Trust Deed
Week 15, Day 3, April 11	Difference b/w debenture holders and shareholders
Week 15, Day 4, April 12	Contd.....
Week 15, Day 5, April 13	Oral Presentation on Ch-13
Week 15, Day 6, April 14	Holiday (Vaisakhi)
Week 16, April 16 to April 22	
Week 16, Day 1, April 16	Revision of chapter 13
Week 14, Day 2, April 17	Revision of chapter 12
Week 16, Day 3, April 18	Holiday
Week 16, Day 4, April 19	Test of chapter 12-13
Week 16, Day 5, April 20	Revision of chapter 10,11
Week 16, Day 6, April 21	Revision of chapter 9,10,11
Week 17, April 23 to April 29	
Week 17, Day 1, April 23	Test
Week 17, Day 2, April 24	Revision of chapter 6,7,8
Week 17, Day 3, April 25	Assignment
Week 17, Day 4, April 26	Revision of chapter 4,5
Week 17, Day 5, April 27	Revision of chapter 2,3
Week 17, Day 6, April 28	Revision of chapter 1,2,3
Week 18, April 30 to May 6	
Week 18, Day 1, April 30	Holiday (Buddha Purnima)

Name of Assistant Professor : M.D. Aggarwal

Class : B.COM-4th Semester (Section A&B)

Subject : Business Law II

Lesson Plan : 18Weeks (from January 2018 to April 2018)

Week 1, January 1 to January 7
Chapter 1: Partnership Act, 1932
Assignments
Week 1, Day 1, January 1
<ul style="list-style-type: none">• Introduction and Features
Week 1, Day 2, January 2
<ul style="list-style-type: none">• Concept of Partnership, Important Definitions• Nature, Formation
Week 1, Day 3, January 3
<ul style="list-style-type: none">• Advantages and Disadvantages
Week 1, Day 4, January 4
<ul style="list-style-type: none">• Types and kinds of partners• Duties Liabilities Of Partners
Week 1, Day 5, January 5 Holiday
Week 1, Day 6, January 6
<ul style="list-style-type: none">• Rights of Partners• Liabilities Of Firm
Week 2, January 8 to January 14
Chapter 1. Partnership Act
Assignments
Week 2, Day 1, January 8
<ul style="list-style-type: none">• Minor as partner

<ul style="list-style-type: none"> • Liabilities and rights of Minor As Partners
<p>Week 2, Day 2, January 9</p> <ul style="list-style-type: none"> • Relation Of Partners To Third Parties • Express Authority Of A Partner • Implied Authority Of A Partner
<p>Week 2, Day 3, January 10</p> <ul style="list-style-type: none"> • Partnership deed
<p>Week 2, Day 4, January 11</p> <ul style="list-style-type: none"> • Registration of firms • Procedure of Registration
<p>Week 2, Day 5, January 12</p> <ul style="list-style-type: none"> • Time of Registration • Effect Of Non-Registration • Exceptions
<p>Week 2, Day 6, January 13</p> <ul style="list-style-type: none"> • Reconstitution Of Firm • Dissolution Of Firm And Partnership
<p>Week 3, January 15 to January 21</p> <p>Chapter</p>
<p>Assignments</p>
<p>Week 3, Day 1, January 15</p> <ul style="list-style-type: none"> • Difference Between Dissolution Of A Firm And A Partnership
<p>Week 3, Day 2, January 16</p> <ul style="list-style-type: none"> • Modes Of Dissolution • Consequences Of Dissolution
<p>Week 3, Day 3, January 17</p> <ul style="list-style-type: none"> • Liabilities of a partner on dissolution • Settlement of account between partner
<p>Week 3, Day 4, January 18</p>

<ul style="list-style-type: none"> • Chapter at Glance
Week 3, Day 5, January 19
<ul style="list-style-type: none"> • Preparation for test
Week 3, Day 6, January 20
<ul style="list-style-type: none"> • Class test
Week 4, January 22 to January 28
Chapter-2 FEMA at Act,2000
Assignments
Week 4, Day 1, January 22 Holiday
Week 4, Day 2, January 23
<ul style="list-style-type: none"> • Introduction • Definition
Week 4, Day 3, January 24
<ul style="list-style-type: none"> • Features, scope, Object of FEMA
Week 4, Day 4, January 25
<ul style="list-style-type: none"> • Provision of FEMA
Week 4, Day 5, January 26 Holiday
<ul style="list-style-type: none"> • Administration of FEMA
Week 4, Day 6, January 27
<ul style="list-style-type: none"> • Authorized Person
Week 5, January 29 to February 4
Chapter
Assignments
Week 5, Day 1, January 29
<ul style="list-style-type: none"> • Contravention and Penalties
Week 5, Day 2, January 30

<ul style="list-style-type: none"> • Enforcement of orders adjudicating authorized
Week 5, Day 3, January 31 Holiday
<ul style="list-style-type: none"> • Power to compound Contravention
Week 5, Day 4, February 1
<ul style="list-style-type: none"> • Appointment of adjudicating authority
Week 5, Day 5, February 2
<ul style="list-style-type: none"> • Changing dimension of FEMA
Week 5, Day 6, February 3
<ul style="list-style-type: none"> • Impact of FEMA
Week 6, February 5 to February 11
Chapter
Assignments
Week 6, Day 1, February 5
<ul style="list-style-type: none"> • FERA VS FEMA
Week 6, Day 2, February 6
<ul style="list-style-type: none"> • Foreign exchange rules(2000)
Week 6, Day 3, February 7
<ul style="list-style-type: none"> • Foreign exchange management rules,2000
Week 6, Day 4, February 8
<ul style="list-style-type: none"> • Foreign exchange management(current account transactions) rules,2000
Week 6, Day 5, February 9
<ul style="list-style-type: none"> • Foreign exchange management(encashment of cheques, drafts, instrument and payment of int.) rules(2000)
Week 6, Day 6, February 10 Holiday
Week 7, February 12 to February 18
Chapter3. IT ACT, 2000

Assignments
<p>Week 7, Day 1, February 12</p> <ul style="list-style-type: none"> • Features • Scope OF IT ACT, 2000 • Purpose and imp. Definitions of IT ACT
Week 7, Day 2, February 13 Holiday
<p>Week 7, Day 3, February 14</p> <ul style="list-style-type: none"> • Digital signature- meaning • Electronic signature
<p>Week 7, Day 4, February 15</p> <ul style="list-style-type: none"> • Cert. Authority to issue electronic certificate • Representations upon issuance of digital signature
<p>Week 7, Day 5, February 16</p> <ul style="list-style-type: none"> • Suspension Of Digital Signatures • Revocation Of Digital Signatures
<p>Week 7, Day 6, February 17</p> <ul style="list-style-type: none"> • Duties of subscriber
Week 8 February 19 to February 25
Chapter
Assignments
<p>Week 8, Day 1, February 19</p> <ul style="list-style-type: none"> • Validity of contracts formed through electronic means • Secure electronic records and signature
<p>Week 8, Day 2, February 20</p> <ul style="list-style-type: none"> • E- governance • Objectives and significance
<p>Week 8, Day 3, February 21</p> <ul style="list-style-type: none"> • Electronic record

<ul style="list-style-type: none"> • Meaning
Week 8, Day 4, February 22
<ul style="list-style-type: none"> • Attribution , Acknowledgement And Dispatch Of Electronic Record
Week 8, Day 5, February 23
<ul style="list-style-type: none"> • Certifying digital signature
Week 8, Day 6, February 24
<ul style="list-style-type: none"> • Appointment of controller and other officers • Functions of controller
Week 9, February 26 to March 4
Chapter
Assignments
Week 9, Day 1, February 26
<ul style="list-style-type: none"> • Recognition of foreign cert. Authorities
Week 9, Day 2, February 27
<ul style="list-style-type: none"> • Controller to act as repository
Week 9, Day 3, February 28 Holiday
Week 9, Day 4, March 1 Holiday
Week 9, Day 5, March 2 Holiday
Week 9, Day 6, March 3 Holiday
Week 10, March 5 to March 11
Chapter -4 Competition act 2002
Assignments
Week 10, Day 1, March 5
<ul style="list-style-type: none"> • License to issues Digital certificates • Application for license
Week 10, Day 2, March 6

<ul style="list-style-type: none"> • Renewal of license • Procedure for grant of license
Week 10, Day 3, March 7
<ul style="list-style-type: none"> • Procedure Rejection of license
Week 10, Day 4, March 8
<ul style="list-style-type: none"> • Suspension of license • Notice of suspension revocation of license
Week 10, Day 5, March 9
<ul style="list-style-type: none"> • Power to delegate • Power to investigate Contraventions
Week 10, Day 6, March 10
<ul style="list-style-type: none"> • Access to computers and data • Certifying Authority to follow and ensure compliance of act extra
Week 11, March 12 to March 18
Chapter
Assignments
Week 11, Day 1, March 12
<ul style="list-style-type: none"> • Display of license
Week 11, Day 2, March 13
<ul style="list-style-type: none"> • Surrenders of license • Disclosers under section 34
Week 11, Day 3, March 14
<ul style="list-style-type: none"> • Estb. of cyber appellate tribunal • Composition of cyber appellate tribunal • Qualification for appointment as presiding of the cyber appellate tribunal • Terms of Office
Week 11, Day 4, March 15
<ul style="list-style-type: none"> • Appeals to cyber regulations appellate tribunal
Week 11, Day 5, March 16

<ul style="list-style-type: none"> • Penalties and offences
Week 11, Day 6, March 17
<ul style="list-style-type: none"> • Adjudication and chapter at glance
Week 12, March 19 to March 25
Chapter 4. Competition Act 2002
Assignments
Week 12, Day 1, March 19
<ul style="list-style-type: none"> • Competition Act 2002-Historical Background
Week 12, Day 2, March 20
<ul style="list-style-type: none"> • Introduction and important definitions • Purpose
Week 12, Day 3, March 21
<ul style="list-style-type: none"> • Major provisions of competitions Act,2002
Week 12, Day 4, March 22
<ul style="list-style-type: none"> • Anti-competitive agreements
Week 12, Day 5, March 23
<ul style="list-style-type: none"> • Prohibition of Anti-competitive agreements
Week 12, Day 6, March 24
<ul style="list-style-type: none"> • Prohibition of Dominant Position
Week 13, March 26 to April 1
Chapter
Assignments
Week 13, Day 1, March 26
<ul style="list-style-type: none"> • Regulating Combinations
Week 13, Day 2, March 27
<ul style="list-style-type: none"> • Advocating Competitions Policy

<p>Week 13, Day 3, March 28</p> <ul style="list-style-type: none"> • Powers of Central Govt. under Competitions Act,2002
<p>Week 13, Day 4, March 29 Holiday</p>
<p>Week 13, Day 5, March 30</p> <ul style="list-style-type: none"> • Competitions Commission of India (CCI)
<p>Week 13, Day 6, March 31</p> <ul style="list-style-type: none"> • Estb.and Composition of CCI
<p>Week 14, April 2 to April 8</p> <p>Chapter</p>
<p>Assignments</p>
<p>Week 14, Day 1, April 2</p> <ul style="list-style-type: none"> • Duties And Powers of CCI
<p>Week 14, Day 2, April 3</p> <ul style="list-style-type: none"> • Role of CCI in India
<p>Week 14, Day 3, April 4</p> <ul style="list-style-type: none"> • Role of CCI in India
<p>Week 14, Day 4, April 5</p> <ul style="list-style-type: none"> • Procedure before CCI of India
<p>Week 14, Day 5, April 6</p> <ul style="list-style-type: none"> • Procedure before CCI of India
<p>Week 14, Day 6, April 7</p> <ul style="list-style-type: none"> • Orders of CCI
<p>Week 15, April 9 to April15</p> <p>Chapter</p>
<p>Assignments</p>
<p>Week15 , Day 1, April 9</p>

<ul style="list-style-type: none"> • Penalties AND Others Provision
<p>Week 15, Day 2, April 10</p> <ul style="list-style-type: none"> • Competition appellate Tribunal (CAT)
<p>Week 15, Day 3, April 11</p> <ul style="list-style-type: none"> • Estb. of appellate Tribunal
<p>Week 15, Day 4, April 12</p> <ul style="list-style-type: none"> • Appeals to appellate Tribunal
<p>Week 15, Day 5, April 13</p> <ul style="list-style-type: none"> • Procedure and powers of appellate Tribunal
<p>Week 15, Day 6, April 14 Holiday</p>
<p>Week 16, April 16 to April 22</p> <p>Chapter</p>
<p>Assignments</p>
<p>Week 16, Day 1, April 16</p> <ul style="list-style-type: none"> • Chapter and glance
<p>Week 16, Day 2, April 17</p> <ul style="list-style-type: none"> • Preparation for Written Test.
<p>Week 16, Day 3, April 18 Holiday</p>
<p>Week 16, Day 4, April 19</p> <ul style="list-style-type: none"> • Written Test
<p>Week 16, Day 5, April 20</p> <ul style="list-style-type: none"> • Revision
<p>Week 16, Day 6, April 21</p> <ul style="list-style-type: none"> • Revision
<p>Week 17 April 23 to April 29</p> <p>Chapter</p>

Assignments
Week 17 , Day 1, April 23 <ul style="list-style-type: none">• Revision
Week 17, Day 2, April 24 <ul style="list-style-type: none">• Revision
Week 17, Day 3, April 25 <ul style="list-style-type: none">• Revision
Week 17, Day 4, April 26 <ul style="list-style-type: none">• Revision
Week 17, Day 5, April 27 <ul style="list-style-type: none">• Revision
Week 17, Day 6, April 28 <ul style="list-style-type: none">• Revision
Week 18 April 30 to May 6
Chapter
Assignments
Week 18 , Day 1, April 30 Holiday

Name of Assistant Professor : Ruhi Galhotra
 Class and Section : B.com.-4th Semester (Section A &B)
 Subject : Management of Sales Force
 Lesson Plan

Week 1, January 1 to January 7	
Week 1, Day 1, January 1	Ch-1 (sales force mgt - int) Meaning, Characteristics
Week 1, Day 2 , January 2	Nature, Functions, Importance
Week 1, Day 3 , January 3	Difficulties, Challenges
Week 1, Day 4, January 4	Importance Of Sales Management, Sales Manager
Week 1, Day 5 , January 5	Holiday (Guru Gobind Singh's Birthday)
Week 1, Day 6 ,January 6	Type of sales manager, Qualities and Responsibilities
Week 2, January 8 to January 14	
Week 2, Day 1, January 8	Test
Week 2, Day 2, January 9	Ch. 2(personal selling) Meaning, features, Importance
Week 2, Day 3, January 10	Limitations, Scope, classification
Week 2, Day 4, January 11	Types of salesmen, Duties of salesmen, Qualities
Week 2, Day 5, January 12	Sales process, AIDAS Theory
Week 2, Day 6, January 13	Test
Week 3, January 15 to January 21	
Week 3, Day 1,January 15	Ch.-3(Sales Forecasting) Meaning, Characteristics, Importance
Week 3, Day 2, January 16	Factors affecting procedure of Sales Forecasting
Week 3, Day 3, January 17	Methods of Sales Forecasting
Week 3, Day 4, January 18	Levels of Sales Forecasting, Length of Sales Forecasting, Responsibilities
Week 3, Day 5, January 19	Sales Forecasting of new product, Limitations
Week 3, Day 6, January 20	Test
Week 4, January 22 to January 28	
Week 4, Day 1, January 22	Holiday (Vasant Panchami)
Week 4, Day 2, January 23	Ch-4(Sales Budget)Meaning, Features, Factors Affecting Budget
Week 4, Day 3, January 24	Types of budget, Essentials of effective Sales Budget
Week 4, Day 4, January 25	Process of Sales Budget
Week 4, Day 5, January 26	Holiday (Republic Day)
Week 4, Day 6, January 27	Importance, Limitations, Methods
Week 5, January 29 to February 4	
Week 5, Day 1, January 29	Ch.-5 (Sales Organisation) Meaning, Characteristics
Week 5, Day 2, January 30	Seminar in college
Week 5, Day 3, January 31	Holiday (Guru Ravidas Jayanti)
Week 5, Day 4, February 1	Departments in Sales Organisation, Importance
Week 5, Day 5, February 2	Functions of Sales Organisation, setting up organization
Week 5, Day 6, February 3	Factors Affecting size of Sales Organisation
Week 6, February 5 to February 11	
Week 6, Day 1, February 5	Test

Week 6, Day 2, February 6	Principels of Sales Organisation
Week 6, Day 3, February 7	Structure of Sales Organisation- line Sales Organisation
Week 6, Day 4, February 8	Structure of Sales Organisation- line &staff Sales Organisation
Week 6, Day 5, February 9	Structure of Sales Organisation- Functional & Committee Sales Organisation
Week 6, Day 6, February 10	Departmentation of Sales Organisation- On the basis of product, On the basis of customer
Week 7, February 12 to February 18	
Week 7, Day 1, February 12	Departmentation On the basis of geographical area,on combined basis.
Week 7, Day 2, February 13	Holiday (Maha Shivaratri)
Week 7, Day 3, February 14	Organisational structure in International Business
Week 7, Day 4, February 15	Ch-(Sales Force Management – Recruitment & Selection) – Meaning, Characteristics, Process
Week 7, Day 5, February 16	Determining the size of Sales Force, Sources of Recruitment – Internal
Week 7, Day 6, February 17	Sources of Recruitment – External sources
Week 8, February 19 to February 25	
Week 8, Day 1, February 19	Test
Week 8, Day 2, February 20	Meaning of Selection, Principles
Week 8, Day 3, February 21	Selection process, Selection Test
Week 8, Day 4, February 22	P.Pt by students
Week 8, Day 5, February 23	p.pt by students
Week 8, Day 6, February 24	Ch-7(SALES FORCE MANAGMENT- Training sales personnel) Meaning, Characteristics, Objectives
Week 9, February 26 to March 4	
Week 9, Day 1, February 26	Principles of Sales training
Week 9, Day 2, February 27	Process of Sales Force training program
Week 9, Day 3, February 28	Holiday
Week 9, Day 4, March 1	Holiday
Week 9, Day 5, March 2	Holiday
Week 9, Day 6, March 3	Holiday
Week 10, March 5 to March 11	
Week 10, Day 1, March 5	Test
Week 10, Day 2, March 6	Elements of Sales Force training programme, Methods of Sales Force training program
Week 10, Day 3, March 7	Methods of Sales Force training program, Problems
Week 10, Day 4, March 8	Ch. 8(SALES FORCE MANAGMENT – Motivating sales personnel) Meaning, Characteristics, Importance,
Week 10, Day 5, March 9	Principles of sales personnel Motivation, Types
Week 10, Day 6, March 10	Methods of Motivation

Week 11, March 12 to March 18	
Week 11, Day 1, March 12	Limitations of sales personnel Motivation, leading the sales force, Functions of sales leader
Week 11, Day 2, March 13	Ch -9 (SALES FORCE MANAGMENT – Compensating Sales personnel) Meaning, Objectives, Characteristics
Week 11, Day 3, March 14	Factors determining remuneration, Elements
Week 11, Day 4, March 15	Types of Sales Force Compensation plan
Week 11, Day 5, March 16	Types of Sales Force Compensation plan
Week 11, Day 6, March 17	Test
Week 12, March 19 to March 25	
Week 12, Day 1, March 19	Ch-10 (Sales Quota & Territories) Meaning, Features
Week 12, Day 2, March 20	Objectives of Sales Quota , Types of Sales Quota
Week 12, Day 3, March 21	Factors Affecting Sales Quota
Week 12, Day 4, March 22	Methods of Sales Quota
Week 12, Day 5, March 23	Principles, Limitations, of Sales Quota
Week 12, Day 6, March 24	Sales Territories- Meaning, objectives
Week 13, March 26 to April 1	
Week 13, Day 1, March 26	Basis of establishing Sales Territories , Principles
Week 13, Day 2, March 27	Factors determining size of Sales Territories
Week 13, Day 3, March 28	Re-establishing Sales Territories , Reasons for non establishment Sales Territories
Week 13, Day 4, March 29	Holiday (Mahavir Jayanti)
Week 13, Day 5, March 30	Routing & Scheduling of Sales Territories
Week 13, Day 6, March 31	Time management
Week 14, April 2 to April 8	
Week 14, Day 1, April 2	Test
Week 14, Day 2, April 3	Ch -11(SALES FORCE MANAGMENT- Evaluating sales personnel) Meaning, Importance,
Week 14, Day 3, April 4	Process, Characteristics
Week 14, Day 4, April 5	Methods – Qualitative Methods
Week 14, Day 5, April 6	Methods – Quantitative Methods
Week 14, Day 6, April 7	Limitations, Reimbursement of selling expenses
Week 15, April 9 to April 15	
Week 15, Day 1, April 9	Methods of Reimbursement, sales record
Week 15, Day 2, April 10	Ch-12(Ethical Issues in Sales Management) Meaning, Characteristics, Significance
Week 15, Day 3, April 11	Ethical Issues – ethical concern for salesmen, for business units
Week 15, Day 4, April 12	Types of unfair sales practices
Week 15, Day 5, April 13	Code of conduct for sales ethics
Week 15, Day 6, April 14	Holiday (Vaisakhi)
Week 16, April 16 to April 22	

Week 16, Day 1, April 16	Test
Week 14, Day 2, April 17	Ch-13(Role of IT in SALES FORCE MANAGMENT) Meaning, IT & Sales force Automation
Week 16, Day 3, April 18	Holiday
Week 16, Day 4, April 19	IT Tools used in SALES FORCE MANAGMENT
Week 16, Day 5, April 20	Roleof IT in Various functional areas for SALES FORCE MANAGEMENT
Week 16, Day 6, April 21	Benefits of using IT Tools, Limitations
Week 17, April 23 to April 29	
Week 17, Day 1, April 23	Test
Week 17, Day 2, April 24	Test
Week 17, Day 3, April 25	Test
Week 17, Day 4, April 26	Test
Week 17, Day 5, April 27	Test
Week 17, Day 6, April 28	Test
Week 18, April 30 to May 6	Test
Week 18, Day 1, April 30	Holiday (Buddha Purnima)