

LESSON PLAN

Name of Assistant Professor: Mehak Singla

Class: B.Com VIth Semester

Subject: Management Accounting

Lesson Plan: 2023-2024

Week 01	Management accounting: concept, scope, techniques and significance
Week 02	Comparison between financial accounting, cost accounting and management accounting.
Week 03	Management reporting: need and type of reports
Week 04	Management information system/ Test
Week 05	Analysis of financial statements: comparative statements, common size statements
Week 06	Ratio analysis: liquidity, solvency Ratios
Week 07	Profitability and turnover; trend analysis / Test
Week 08	Cash flow Statements: need and method of preparing statements
Week 09	Assignment and Presentation
Week 10	P/V ratio, break-even point
Week 11	Margin of safety
Week 12	Angle of incidence, determination of cost indifference point / Test
Week 13	Holi Break
Week 14	Budgeting and budgetary control: need, methods / Case Study
Week 15	Types of budgets, Essentials of budgetary control system/ Test
Week 16	Funds flow statements: need and method of preparing statements
Week 17:	Continue
Week 18 :	Revision
Examination	

LESSON PLAN

Name of Assistant Professor: Mehak Singla

Class: B.Com IVth Sem

Subject: Company Law-II

Lesson Plan: Session 2023-2024

Week 01	Membership in companies, Company management and administration;
Week 02	Directors: legal position, qualification, appointment
Week 03	removal; Powers, duties & liabilities of directors
Week 04	Managerial remuneration; key management personnel, managing director, whole time director, manager / Test
Week 05	Company Secretary: Role, appointment, duties, liabilities, rights and dismissal
Week 06	Meetings: kinds of meetings, requisites of a valid meeting: authority, notice & agenda, quorum
Week 07	Chairperson & conduct of meeting, resolutions, minutes & proxy / Test
Week 08	Assignment and Presentation
Week 09	Dividend; accounts of companies
Week 10	Audit & auditors
Week 11	Prevention of oppression & mismanagement
Week 12	Compromise, arrangement, reconstruction and amalgamation/ Test
Week 13	Holi Break...
Week 14	Winding up: meaning, modes of winding up
Week 15	Procedure and consequences of winding up.
Week 16	Continue
Week 17	Revision
Week 18	Revision
Examinations	

LESSON PLAN

Name of Assistant Professor: Mehak Singla

Class: B.Com IVth Semester

Subject: Computerized Accounting System

Lesson Plan: Session 2023-2024

Week 01 Introduction: installation of Tally, ERP9 – Licensing configurations / Practical Classes
Week 02 Tally Vault Password -Security Control in Tally ERP9 – Splitting Company Data – Backup
Week 03 Accounting: voucher entry, budget, cost center, balance sheet, profit and loss account
Week 04 Currency, debit note, credit note, interest calculation / Practical Classes
Week 05 Inventory: stock item, sales order, purchase order, delivery note, rejection out/ PracticalClasses
Week 06 Computerized Tax Liability Calculation / Practical Classes / Test
Week 07 Payroll: Salary Accounting / Practical Classes
Week 08 Assignment and Presentation / Practical Classes
Week 09 Introduction to Payroll / Practical Classes
Week 10 Payroll Masters – Payroll Vouchers – Overtime Payment – Gratuity/ Practical Classes/ Test
Week 11 Advanced Payroll Transactions / Practical Classes
Week 12 Basic Salary, Overtime, Bonus, Gratuity, Loan / Practical Classes
Week 13 Holi Break.....
Week 14 Test and Assignment-II
Week 15 ESI, Provident Fund, Pension, Commission
Week 16 Practical Classes
Week 17 Revision/ Test
Week 18 Revision/ Test
Examinations

LESSON PLAN

Name of Assistant Professor: Mehak Singla

Class: B.Com IVth Semester

Subject: Business Law -II

Lesson Plan: Session 2023-2024

Week 1	Introduction of Partnership
Week 2	Partnership Act, 1932
Week 3	Continued...
Week 4	Duties and rights of partnership, Dissolution of Firms and partnership
Week 5	Continue
Week 6	LLP Act, 2008
Week 7	Continue, Assignment
Week 8	Negotiable Instrument Act, 1881
Week 9	Continues...
Week 10	Problems and Test
Week 11	RTI Act, 2005
Week 12	Continues
Week 13	Holi Break....
Week 14	IT Act, 2000; Assignments
Week 15	Continue and Problems, Assignment
Week 16	Continue
Week 17	Revision
Week 18	Revision
Examination	

LESSON PLAN

Name of Assistant Professor: Mehak Singla

Class: B.Com VIth sem

Subject: Human Resource Management

Lesson Plan: Session 2023-2024

Week 1 Human resource management: meaning, nature, history and scope, objectives, functions, importance; HRM vs. HRD and personal management.
Week 2 Human resource planning: meaning, importance, objectives, process, factors affecting manpower planning, problems and suggestions for making HR planning effective.
Week 3 Job Analysis: meaning, process of job analysis, methods of collecting job analysis data, potential problems with job analysis; job description and job specification.
Week 4 Recruitment: meaning, purpose, recruitment policy, factors affecting recruitment; source of recruitment, internal and external methods of recruitment
Week 5 Selection: meaning, purpose, difference between recruitment and selection; process of selection; barriers to effective selection.
Week 6 Continue...
Week 7 internal mobility: meaning & need; transfer: purpose, types; benefits and problems, transfer policy; promotion: purpose, basis, promotion policy; demotion: causes, demotion policy.
Week 8 Training: meaning, training and education,
Week 9 Training and development, objectives, importance, steps in designing training programme;
Week 10 Training methods: on-the-job and off-the-job methods.
Week 11 Performance appraisal: meaning, features,
Week 12 Merits, limitations, process and methods of Performance appraisal
Week 13 Holi Break
Week14 Placement, induction and internal mobility:
Week 15 Placement; induction/orientation: meaning, objectives, content and responsibility for induction;
Week 16 Continue..
Week 17 Revision
Week 18 Revision
Examination