Name of Assistant Professor : Sandeep Kumar

Class: B.Com. 1st

Subject: Business Management

Month Week		Description	
July	Week 4	Concept, nature and spectrum of business activities	
August	Week 1	Business system and Objectives, Introduction, Concept and nature of managementProcess and significance of management	
	Week 2	Development of management thoughts	
	Week 3	Concept, types and process of planning	
	Week 4	Decision making process and concept	
September	Week 1	Management by Objectives	
	Week 2	Corporate planning and strategies	
	Week 3	Concept, nature and process of organization	
	Week 4	Authority and responsibility relationship	
October	Week 1	centralization and decentralization	
	Week 2	Firms of Organizing structure	
	Week 3	Presentation and Revision	
	Week 4	Revision with test	
November	Week 1	Revision with test	
	Week 3	Revision with test	

Signature of Teacher

Name of Assistant Professor :- Sandeep Kumar Class: B.Com. 2nd

Class: B.Com. 2"
Subject: BRF

Month	Week	Description
July		Indian Contract Act: - Valid contract and its elements; Void and void able agreements; Void and illegal agreements; Offer and acceptance;
	Week 4	Contractual capacity of parties; Free consent of parties; Lawful consideration and object; Agreements expressly declared as void.
August	Week 1	Contingent Contracts: - Quasi contracts; Discharge of contracts: - methods of discharge of contracts; Consequences of Breach of contracts.
	Week 2	Contract of Indemnity and guarantee: - Elements of contract of Indemnity;
	Week 3	Rights of Indemnity Holder and indemnifier Guarantee: - features of contract of guarantee;
	Week 4	Rights and Liabilities of surely; Discharge of surety; Difference between contract of indemnity and Guarantee.
September	Week 1	Rights and Liabilities of surely;
	Week 2	Discharge of surety; Difference between contract of indemnity and Guarantee Contract of Bailment and Pledge: - Meaning; types of bailment,
	Week 3	Termination of bailment, Duties and Rights of bailer and bailee.
	Week 4	Essentials of pledge, who nay pledge, Rights and Duties of Pawnor and Pawnee.
October	Week 1	Consumer protection Act 1986: - Salient features of consumer Protection Act;
	Week 2	Rights of consumers; consumer Protection councils; consumer disputes redressal machinery
	Week 3	Presentation
	Week 4	Revision
November	Week 1	Presentation
	Week 3	Revision

Signature of Teacher

Name of Assistant Professor: Sandeep Kumar Class: B.Com. $\mathbf{3}^{\mathrm{rd}}$

Subject: Accounting for Management

Month	Week	Description
July	Week 4	Nature and Scope of Management Accounting: Meaning, functions, Scope of Management Accounting, The Management Accountant, The Controller, The Treasurer,
August	Week 1	Management Accounting Principles, Management Accounting vs Financial Accounting vs. Cost- Accounting, Utility of management Accounting,
	Week 2	Limitations of Management Accounting, Tools of Management Accounting.
	Week 3	Meaning and types of financial statements, analysis and interpretation of financial statements,
	Week 4	Types of financial analysis, steps involved infinancial analysis, Techniques of financial analysis.
September	Week 1 Week 2 Week 3 Week 4	Ratio Analysis: meaning of ratios, classification of ratios, profitability ratios, balance sheet ratios and turnover rations, Advantages and limitations of ratio analysis. Cash Flow Statement: Meaning, objectives, limitations
October	Week 1	Accounting procedure of Cash flow Statement Financial planning
	Week 2	Capital Budgeting: Meaning, nature and need, Importance and appraisal methods of Capital budgeting
	Week 3	Capital rationing
	Week 4	Revision
November	Week 1	Revision
	Week 3	Revision

Name of Assistant Professor: Sandeep Kumar

Class: B.Com. 2nd

Subject: Fundamental of Insurance

Month	Week	Description
July	Week 4	Insurance- History and Development, Meaning; Importance; Nature Main principles- Principles of Cooperation, Probability at most good faith. Proximate cause
August	Week 1	Insurable interest, Indemnity, Subrogation, Warranty Life Insurance: - Main Elements, Importance, Important life Insurance Policies
	Week 2	Annuities, Premium Determination under life Insurance.
	Week 3	General Insurance
	Week 4	Marine Insurance- Main Elements, Marine Losses
September	Week 1 Week 2	Types of Marine Insurance policies. Agriculture Insurance: History, Meaning, Main problems, Policies
	Week 3	Fire Insurance- Elements
	Week 4	Fire Insurance: Premium Determination, Types of Policies
October	Week 1	Important Provisions of Motor Insurance
	Week 2	Aircraft Insurance
	Week 3	Presentation
	Week 4	Revision
November	Week 1	Revision.
	Week 3	Revision

Signature of Teacher