**GOVERNMENT COLLEGE BAROTA GOHANA (SONIPAT)**

**Summary of Lesson Plans of College Faculty for Academic Session 2024 - 2025**

**Name of Assistant/Associate Professor:- Dr. Anuradha Malik**

**Class:- B.Com I From:- July 2024-Nov 2024**

**Subject:- Business Communication (SEC) Semester:- ODD Semester**

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| **Months** | **Week** | **Topics/ Chapters to be Covered** |
| **JULY** | **4th week** | Business Communication- Meaning and Process of Business Communication |
| **AUGUST** | **1st week** | Importance of effective Communication, Types of Business Communication, Barriers to Communication |
| **2nd week** | Essentials of an Effective Communication System, Use word processor to prepare Resume |
| **3rd week** | Reading skills, listening skills |
| **4th week** | Note making, persuasive speaking |
| **SEPTEMBER** | **1st week** | Install and uninstall a Web Browser and Record the Steps |
| **2nd week** | Body language, Gestures |
| **3rd week** | Process of writing Email, Writing Style and Skills, Systematically draft different emails |
| **4th week** | Email Etiquette and Email Samples  Points to be considered before writing business letters |
| **OCTOBER** | **1st week** | Prepare a Letter of Internship requisition and send email |
| **2nd week** | Types of Business Letters |
| **3rd week** | Use of mail merge in Word Processor |
| **4th week** | Types of Business Letters |
| **NOVEMBER** | **1st week** | Business letter Format and Samples |
| **2nd week** | Presentation and Assignment |
| **3rd week** | Revision |

**GOVERNMENT COLLEGE BAROTA GOHANA (SONIPAT)**

**Summary of Lesson Plans of College Faculty for Academic Session 2024 - 2025**

**Name of Assistant/Associate Professor:- Dr. Anuradha Malik**

**Class:- B.Com I From:- July 2024-Nov 2024**

**Subject:- Business Organization and Management Semester:- ODD Semester**

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| **Months** | **Week** | **Topics/ Chapters to be Covered** |
| **JULY** | **4th week** | Concepts: Business, trade, industry and commerce – Business: Features of business |
| **AUGUST** | **1st week** | Trade: Classification, Aids to trade – Industry: Classification – Commerce – Relationship between trade industry and commerce –Functions of Business. |
| **2nd week** | Forms of Business Organisation: Sole Proprietorship, Partnership firm, Joint Stock Company, One Person Company, Cooperative society; Limited Liability Partnership |
| **3rd week** | Multinational Corporations; Choice of Form of Organisation; Business Combination: Need and Objectives, Forms:  Mergers, Takeovers and Acquisitions. Concept of Business Management, features and need for Study; and overview of managerial functions. |
| **4th week** | Evolution of the Management Thoughts- Classical, Neo-Classical and Human Relations Approaches, Behavioural Approach, Systems Approach, contingency Approach and Modern Approaches/Theories. |
| **SEPTEMBER** | **1st week** | Planning: Concept, Process, and types and importance of Plans. Decision-making – Concept, Process, and Importance. Concept and process of Organising – An overview |
| **2nd week** | Different types of authority (line, staff and functional), Decentralisation, Delegation of authority, Formal and Informal Structure; Principles of Organising |
| **3rd week** | Staffing: Concept, Importance and Process. Methods of Recruitment, |
| **4th week** | Presentation |
| **OCTOBER** | **1st week** | Selection and Training- their merits and demerits. |
| **2nd week** | Leadership: Concept, Importance, Major theories of Leadership. |
| **3rd week** | Motivation: Concept, types, Importance, extrinsic and intrinsic motivation; Major Motivation theories. |
| **4th week** | Control: Concept, Process, Limitations, |
| **NOVEMBER** | **1st week** | Principles of Effective Control, Major Techniques of control. |
| **2nd week** | Presentation and Assignment |
| **3rd week** | Revision |

**GOVERNMENT COLLEGE BAROTA GOHANA (SONIPAT)**

**Summary of Lesson Plans of College Faculty for Academic Session 2024 - 2025**

**Name of Assistant/Associate Professor:- Dr. Anuradha Malik**

**Class:- B.Com II From:- July 2024-Nov 2024**

**Subject:- Business Statistics Semester:- ODD Semester**

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| **Months** | **Week** | **Topics/ Chapters to be Covered** |
| **JULY** | **4th week** | Introduction of Statistics: Origin, Development, Definition, Scope, Uses and Limitations |
| **AUGUST** | **1st week** | Statistical Data: Types of Measurement scales- normal, Ordinal, Interval and Ratio level measurement; Collection, Classification and Tabulation of Primary and Secondary data |
| **2nd week** | Presentation of data: Diagrammatic and Graphical presentation of Data-Bar, Squares, rectangular and Circular diagrams; Histogram, frequency polygon, Ogives, Stem and Leaf displays box plots |
| **3rd week** | Central Tendency and Partition values; Concept and Measures of Central tendency, Quartiles, Deciles, Percentiles |
| **4th week** | Dispersion: Concept and Its absolute as well as relative measures |
| **SEPTEMBER** | **1st week** | Moments, Skewness and Kurtosis: Moments about any point and about mean and the relationship between them |
| **2nd week** | Sheppard’s Corrections for Moments. Concept of symmetrical distribution and skewness |
| **3rd week** | Measures and Co- efficient of skewness, Concept of Kurtosis and its measures |
| **4th week** | Analysis of Bivariate data |
| **OCTOBER** | **1st week** | Correlation-concept, scatter diagram, Karl Pearson’s co-efficient of Correlation and its properties |
| **2nd week** | Spearman’s rank Correlation, Concurrent deviation method |
| **3rd week** | Regression: Meaning and Definition, Difference between Correlation and Regression |
| **4th week** | Principle of least squares and fitting of a line of best fit to the given data |
| **NOVEMBER** | **1st week** | Regression lines, Properties of regression Co-efficient and Regression lines, standard error of estimate, Co-efficient of determination |
| **2nd week** | Test and Assignment |
| **3rd week** | Revision |

**GOVERNMENT COLLEGE BAROTA GOHANA (SONIPAT)**

**Summary of Lesson Plans of College Faculty for Academic Session 2024 - 2025**

**Name of Assistant/Associate Professor:- Dr. Anuradha Malik**

**Class:- B.Com II From:- July 2024-Nov 2024**

**Subject:-Corporate Law Semester:- ODD Semester**

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| **Months** | **Week** | **Topics/ Chapters to be Covered** |
| **JULY** | **4th week** | Company- Meaning and Characteristics |
| **AUGUST** | **1st week** | Features of company; Types of companies |
| **2nd week** | Advantages and disadvantages of incorporation; Lifting of corporate veil |
| **3rd week** | Formation of Company: - Promotion of company; Functions of promoter; importance of promoter |
| **4th week** | Promoter’s remuneration; legal status of Promoter; Rights of promoters |
| **SEPTEMBER** | **1st week** | Duties of promoters; Liabilities of promoters; Pre- incorporation contracts, Incorporation and commencement of Business |
| **2nd week** | Prospectus: - definition; Public offer, contents; misleading prospectus and its consequences |
| **3rd week** | Memorandum of Association: - Meaning; importance; clauses of memorandum of association and their Alteration; doctrine of ultra- virus. |
| **4th week** | Articles of Association: - Meaning; contents; alteration of articles of association |
| **OCTOBER** | **1st week** | Constructive notice and doctrine of indoor management. |
| **2nd week** | Borrowing Powers |
| **3rd week** | Debentures and Charges. |
| **4th week** | Presentation |
| **NOVEMBER** | **1st week** | Debentures and Charges. |
| **2nd week** | Presentation and Assignment |
| **3rd week** | Revision |

**GOVERNMENT COLLEGE BAROTA GOHANA (SONIPAT)**

**Summary of Lesson Plans of College Faculty for Academic Session 2024 - 2025**

**Name of Assistant/Associate Professor:- Dr. Anuradha Malik**

**Class:- B.Com III From:- July 2024-Nov 2024**

**Subject:-Cost Accounting Semester:- ODD Semester**

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| **Months** | **Week** | **Topics/ Chapters to be Covered** |
| **JULY** | **4th week** | Cost Accounting : Meaning, Features, Scope, Techniques, Methods, Objectives, Importance and Limitations |
| **AUGUST** | **1st week** | Costing; cost accountancy; cost centres and profit centres, Difference and similarities of cost accounting system with financial accounting system |
| **2nd week** | Cost: main elements and types |
| **3rd week** | Material Control: Meaning and objectives of material control, material purchase procedure, fixation of inventory levels- reorder level, Minimum level, Maximum level, Danger level. EOQ analysis |
| **4th week** | Methods of Valuing Material Issues. Wastage of material – main types |
| **SEPTEMBER** | **1st week** | Labour Cost Control: Importance, methods of time keeping and Time Booking; Treatment and control of Labour Turnover, Idle Time, Overtime |
| **2nd week** | Systems of Wage Payment-Time Wage System, Piece Wage System. |
| **3rd week** | Incentive Wage plans – Individual plans and group plans. |
| **4th week** | Overheads: Meaning and Types. Collection, Classification |
| **OCTOBER** | **1st week** | Allocation, Apportionment and Absorption of Overheads – Main methods. |
| **2nd week** | Unit and output costing: meaning and objectives; cost sheet – meaning, Performa, types |
| **3rd week** | Preparation of cost sheet; determination of tender price; production account – types |
| **4th week** | Reconciliation of cost and financial accounts: Meaning. Objectives and procedure |
| **NOVEMBER** | **1st week** | Reconciliation of cost and financial accounts: Meaning. Objectives and procedure |
| **2nd week** | Test and Assignment |
| **3rd week** | Revision |