**GOVT. P.G. COLLEGE FOR WOMEN, PANCHKULA**

**Session 2020-2021 (ODD SEMESTER)**

**NAME OF ASSISTANT PROFESSOR**: Dr. Shelly Gandhi

**DESIGNATION**: Extension Lecturer

**SUBJECT/PAPER**: Finanacial Management (BC-502)

**Class:** B.com III (B)

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| **SR. NO.** | **MONTH** | **TOPICS TO BE COVERED** | **REMARKS IF ANY** |
| **1.** | **September** | Financial management: nature, scope, objectives and significance of financial management; recent developments in financial management. |  |
| **2.** | **October** | . Financial planning and forecasting: need, importance, drafting a financial plan; capitalization, overcapitalization and under-capitalization; financial forecasting: meaning, benefits and techniques of financial forecasting; sources of finance: short-term, medium term and long term. |  |
| **3** | **November** | Cost of capital: significance, computation of cost of debt, equity & preference share capital and retained earnings, weighted average cost of capital. |  |
| **4.** | **December** | Capital structure decisions: meaning and determinants of capital structure; theories of capital structure Capital budgeting decisions: nature & importance, factors influencing capital expenditure decisions, techniques of capital budgeting | Unit Test |
| **5.** | **January** | Working capital management: need, types & determinants, forecasting of working capital requirements |  |
| **6.** | **February** | Management of cash and Revision |  |

**TWO ASSIGNMENTS AND ONE UNIT TEST WILL BE TAKEN AS PER SCHEDULE**

**Signature of Asistant Professor**

**GOVT. P.G. COLLEGE FOR WOMEN, PANCHKULA**

**Session 2020-2021 (ODD SEMESTER)**

**NAME OF PROFESSOR**: Dr. Shelly Gandhi

**DESIGNATION**: Extension Lecturer

**SUBJECT/PAPER**: Corporate Accounting-I (BC-401)

**Class:** B.com II (B)

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| **SR. NO.** | **MONTH** | **TOPICS TO BE COVERED** | **REMARKS IF ANY** |
| **1.** | **September** | Internal reconstruction: concept and accounting treatment excluding scheme of reconstruction. |  |
| **2.** | **October** | Amalgamation of companies: concept and accounting treatment as per accounting standard 14 (excluding intercompany holdings). |  |
| **3** | **November** | Accounting for share capital, Final accounts of companies (excluding computation of managerial remuneration). |  |
| **4.** | **December** | Accounting &debentures: issue, forfeiture and reissue of forfeited shares; Book building: concept & process; issue of right and bonus shares; buy back of shares; | Unit Test |
| **5.** | **January** | redemption of preference shares; issue and redemption of debenture |  |
| **6.** | **February** | Revision |  |

**TWO ASSIGNMENTS AND ONE UNIT TEST WILL BE TAKEN AS PER SCHEDULE**

**Signature of Asistant Professor**

**GOVT. P.G. COLLEGE FOR WOMEN, PANCHKULA**

**Session 2020-2021 (ODD SEMESTER)**

**NAME OF PROFESSOR**: Dr. Shelly Gandhi

**DESIGNATION**: Extension Lecturer

**SUBJECT/PAPER**: Business Law (BC-303)

**Class:** B.com II (A)

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| **SR. NO.** | **MONTH** | **TOPICS TO BE COVERED** | **REMARKS IF ANY** |
| **1.** | **September** | Law of Contract (1872): nature and classification of contract |  |
| **2.** | **October** | offer and acceptance; capacity of parties to contract; free consent; consideration, legality of object; agreement declared void; performance of contract |  |
| **3** | **November** | discharge of contract, remedies for breach of contract; Contingent contracts; Quasi contracts, Special contracts: indemnity & guarantee; bailment and pledge; contract of agency |  |
| **4.** | **December** | Sale of Goods Act 1930: formation of contract of sale; goods and their classification, price; conditions and warranties; transfer of property in goods, Performance of the contract of Sale; Remedies: unpaid seller and his rights, buyer’s remedies | Unit Test |
| **5.** | **January** | Auction sale. Consumer Protection Act 1986. |  |
| **6.** | **February** | Revision |  |

**TWO ASSIGNMENTS AND ONE UNIT TEST WILL BE TAKEN AS PER SCHEDULE**

**Signature of Asistant Professor**

**GOVT. P.G. COLLEGE FOR WOMEN, PANCHKULA**

**Session 2020-2021 (ODD SEMESTER)**

**NAME OF PROFESSOR**: Dr. Shelly Gandhi

**DESIGNATION**: Extension Lecturer

**SUBJECT/PAPER**: Principles of Business Mnagement (BC-103)

**Class:** B.com I (A)

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| **SR. NO.** | **MONTH** | **TOPICS TO BE COVERED** | **REMARKS IF ANY** |
| **2.** | **November** | Introduction to commerce: concept, nature, importance and scope, components of commerce, evolution of commerce, commerce and business. Introduction to Management: concept, characteristics and significance, Process/Functions of Management, Coordination. Management: as Science, Art and profession. Approaches to Management: Classical and Neo classical approach, Behavioral approach, Management science approach, Systems approach and Contingency approach; Management thought in ancient India |  |
| **3** | **December** | Planning: concept, process & importance, Types of Plans: Policy, Programme, Strategy, Vision, Mission, Goals, and Objectives. Organizing: meaning, principles and benefits of organizations; Organizational structure: Functional, Line vs. Staff, matrix, Formal vs. Informal; Organizational structure for large scale business organization. Delegation: meaning, advantages, barriers to delegation, guidelines for effective delegation. Decentralization and Centralization: advantages and disadvantages, factors influencing decentralization. Staffing: meaning, importance & scope of staffing | Unit Test |
| **4.** | **January** | Directing: concept; Motivation: concept, objectives & significance, Approaches to motivation. Leadership: concept, significance & functions, Leadership styles, approaches to leadership. Controlling: meaning and characteristics of control, process of control, prerequisites of an effective control system |  |
| **5.** | **February** | Controlling techniques, Revision |  |

**TWO ASSIGNMENTS AND ONE UNIT TEST WILL BE TAKEN AS PER SCHEDULE**

**Signature of Asistant Professor**