**Govt. P.G. COLLEGE FOR WOMEN, SECTOR-14, PANCHKULA**

**LESSON-PLAN (Session 2020-21) ODD SEMESTER**

**Name of Professor**: Sarita Sachdeva

**Designation:Assistant Professor**

**Class:B.Com (H) Sem-III**

**Subject/Paper:Company Law-I(BC-304)**

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| --- | --- | --- | --- |
| **Sr. No.** | **Months** | **Topics to be covered** | **Remarks if any,** |
| **1** | August | Company,Types of Companies,Private Company. |  |
| **2** | September | Formation,Promotion and Incorporation of Company,Memorandum and Articles of Association,Prospectus. |  |
| **3** | October | Shares and stock,Allotment of shares,Share capital of company,share certificate and share warrant. |  |
| **4** | November | Issue and Allotment of Debentures,Transfer and transmission of shares and debentures,Depository system,Borrowing Powers,Revision. | Unit test |
| 5 | December | Revision. |  |

Two Assignments and one unit test will be taken as per schedule.

Sign of Assistant Prof.

**Govt. P.G. COLLEGE FOR WOMEN, SECTOR-14, PANCHKULA**

**LESSON-PLAN (Session 2020-21) ODD SEMESTER**

**Name of Professor**: Sarita Sachdeva

**Designation:Assistant Professor**

**Class:B.Com Sem-III (Sec-B)**

**Subject/Paper:Company Law-I(BC-304)**

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| --- | --- | --- | --- |
| **Sr. No.** | **Months** | **Topics to be covered** | **Remarks if any,** |
| **1** | August | Company,Types of Companies,Private Company. |  |
| **2** | September | Formation,Promotion and Incorporation of Company,Memorandum and Articles of Association,Prospectus. |  |
| **3** | October | Shares and stock,Allotment of shares,Share capital of company,share certificate and share warrant. |  |
| **4** | November | Issue and Allotment of Debentures,Transfer and transmission of shares and debentures,Depository system,Borrowing Powers,Revision. | Unit test |
| 5 | December | Revision. |  |

Two Assignments and one unit test will be taken as per schedule.

Sign of Assistant Prof.

**Govt. P.G. COLLEGE FOR WOMEN, SECTOR-14, PANCHKULA**

**LESSON-PLAN (Session 2020-21) ODD SEMESTER**

**Name of Professor**: Sarita Sachdeva

**Designation:Assistant Professor**

**Class:BBA Sem-III**

**Subject/Paper:Business Communication II(BBA-206)**

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| **Sr. No.** | **Months** | **Topics to be covered** | **Remarks if any,** |
| **1** | August | Business Communication:Basic Forms,Effective Communication Skills. |  |
| **2** | September | Barriers & Gateways in Communication,Commercial letters,Writing Business and Academic Reports. |  |
| **3** | October | Public Speaking,Listening and Negotiating,Interviews and Meetings,Mechanism of writing. |  |
| **4** | November | Effective listening,Telephonic and face to face conversation,Organization Communication,Revision. | Unit test |
| 5 | December | Revision. |  |

Two Assignments and one unit test will be taken as per schedule.

Sign of Assistant Prof.

**Govt. P.G. COLLEGE FOR WOMEN, SECTOR-14, PANCHKULA**

**LESSON-PLAN (Session 2020-21) ODD SEMESTER**

**Name of Professor**: Sarita Sachdeva

**Designation:Assistant Professor**

**Class:MCom Sem-I**

**Subject/Paper:Accounting for managerial decisions.(MC-105)**

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| **Sr. No.** | **Months** | **Topics to be covered** | **Remarks if any,** |
| **1** | Jan. | Management Accounting:Objectives,nature,tools and techniques.Installation of Management Accounting System,Role of Management Accountant,MIS and Reporting. |  |
| **2** | Feb. | Responsibility accounting and divisional performance evaluation.Methods and Problems of transfer pricing.Budgeting:Essentials,kinds of budget,budgetory control,zero base budgeting. |  |
| **3** | March | Standard costing and Variance Analysis:types of standards,setting of standards and their revision,Variance analysis.Marginal Costing and break even analysis-marginal costing vs absorption costing. | Unit test |
| **4** | April | Managerial applications of marginal costing.Contemporary issues in management accounting.Revision. |  |

Assignment and unit test will be taken as per schedule.

Sign of Assistant Prof.