

GOVT. P.G. COLLEGE FOR WOMEN, SECTOR-14, PANCHKULA

LESSON-PLAN (Session 2025-26) EVEN SEMESTER

Name of Teacher: Pooja Girotra

Designation: Extension Lecturer

Class: B.Com. IInd Sem

Subject/ Paper: Business Mathematics-II (B23-COM-204)

S. No.	Month	Topics to be covered	Teaching Learning Strategy	Learning Outcomes of Students	Remarks
1.	January	Differentiation; derivative of simple functions and other functions (excluding trigonometric functions) having applications in business studies; Maxima and minima of Revenue, Cost, Demand, Production, Profit functions and other functions related to business and commerce.	1. Learning through Problem Solving 2. Group-Learning & Teaching	Gain knowledge to find derivatives simple functions related to commerce problems, attain skills to use application of derivatives in evaluating maxima and minima.	
2.	February	Integration: Definite and indefinite (simple functions excluding trigonometric functions), basic rules of integration, application of integration in commercial and business problems.	1. Learning through Problem Solving 2. Group-Learning & Teaching	To learn to find integration of simple functions related to commerce and economic problems, attain skills to use application of integration in business and commerce problems.	
3.	March	Binomial Theorem; Permutations and Combinations.	1. Learning through Problem Solving 2. Group-Learning & Teaching	To apply binomial theorem, learn the concept and applications of permutations and combinations..	

4.	April & May	Linear programming: Formulation of linear programming problems (LPP) and their solution by graphical and simplex methods, Applications of linear programming in solving problems related to business and commerce.	<ol style="list-style-type: none"> 1. Learning through Problem Solving 2. Group-Learning & Teaching 	To learn the concept of Linear programming and formulation of linear programming problems related to business and commerce.	
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❖ **Seminar/Presentation/Assignment/Quiz/Class Test /Mid-Term Exam will be taken as per schedule.**

Signature of Teacher

Principal

GOVT. P.G. COLLEGE FOR WOMEN, SECTOR-14, PANCHKULA

LESSON-PLAN (Session 2025-26) EVEN SEMESTER

Name of Teacher: Ms. Navpreet Kaur

Designation: Assistant Professor of Commerce

Subject/ Paper: Computerized Accounting System **Course Code-** B23-COM-201

Class: B.Com I B (2ndSem)

S. No.	Month	Topics to be covered	Teaching Learning Strategy	Learning Outcomes of Students	Remarks if any
1.	January 2026	Computerized Accounting System: Concept, Tally Prime, installations of Tally Prime, licensing configurations; Tally vault password: Security control in Tally Prime, data backup and restore, export and import data, edit log feature in tally; Gateway of Tally. Company creation: Setup features, accounting features, configuration, shutting and deleting a company.	Group Learning and Teaching Individual Learning/Self Study Peer Teaching Blackboard	The learner will be able to understand the concept of computerized accounting and be familiar with accounting software.	1 st Assignment
2.	February 2026	Ledger creation: Creating single and multiple ledgers, altering, deleting and displaying ledger; Invoicing; Budgets. Cost centres; Interest calculations; Inventory: Stock items, purchase and sales orders processing, godowns. Financial Statements: Profit & loss account, balance sheet; Bank reconciliation; Debit and credit note; Tally audit features; Printing features; Management Information System & different reports in tally.	Group Learning and Teaching Individual Learning/Self Study Peer Teaching Blackboard	The students will be able to create company ledger, vouchers in accounts software and prepare financial statements in Tally.	2 nd Assignment

3.	March 2026	Income tax and GST in Tally Prime; TDS; TCS; Payroll in Tally: Introduction, salary accounting, payroll masters, payroll vouchers, gratuity, provident fund, ESI, payroll reports. Procedures to create a company, prepare a profit and loss account, prepare Balance Sheet.	Individual Learning/Self Study Peer Teaching Blackboard	Able to know about the comply with tax regulations – GST, Income Tax, etc. and make journal entries, ledgers, trial balance, profit and loss account, balance sheet and records, other business operations on Computerized accounting software, such as Tally Prime (Latest Version).	Mid Term Exam
4.	April 2026	Show some entries of TDS and TCS, GST entries in Tally Payroll in Tally. Revision.	Individual Learning/Self Study Blackboard	The students will be able to know the GST entries in Tally Payroll in Tally.	
5.	May 2026	Revision.	Individual Learning/Self Study		

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Signature of Teacher

Principal

GOVT. P.G. COLLEGE FOR WOMEN, SECTOR-14, PANCHKULA

LESSON-PLAN (Session 2025-26) EVEN SEMESTER

Name of Teacher: Ms. Navpreet Kaur

Designation: Assistant Professor of Commerce

Subject/ Paper: Corporate Secretarial Practice (VOC) **Course Code-** B23-VOC-332

Class: B.Com III (6th Sem)

S. No.	Month	Topics to be covered	Teaching Learning Strategy	Learning Outcomes of Students	Remarks if any
1.	January 2026	Secretary: Concept, types of secretaries, legal position of company secretary; duties of company secretary relating to promotion and incorporation, issues of shares, listing; duties of secretary relating to winding up, appointment of committee of inspection; position of company secretary in liquidation. Practicum: • Letter to shareholders- Right Issue, Bonus Issue.	Individual Learning/Self Study Peer Teaching Blackboard	The learner will be able to understand the role of company secretary in India.	1 st Assignment
2.	February 2026	Corporate Secretarial Practice: Advisory services- role of company secretary to chairman, role as liaison officer between company and stock exchange, company and depository participant, company and register of companies; Representation Services: National company law tribunal, consumer forum, SEBI, cyber law compliance, arbitration and conciliation services. Practicum: • Letter to Registrar of Companies- Alteration in MoA/AoA. • Letter to Stock Exchange- Listing of Shares. • Letter to Banks- Overdraft Facility.	Group Learning and Teaching Individual Learning/Self Study Peer Teaching Blackboard	The students will be able to understand the regulatory framework and compliance procedures.	2 nd Assignment

3.	March 2026	<p>Secretarial Standards (SS): Concept, scope, need, advantages, procedure, compliance, ss issued by ICSI, SS-I (meeting of board of directors), SS-2 (on General Meetings), SS-3 (on dividends), SS-4 (Registers and Records), SS-5 (on Minutes); Illustrative items to be disclosed with regard to each standard.</p> <p>Practicum:</p> <ul style="list-style-type: none"> • Drafting of Notice and agenda of Annual General Meeting. • Drafting of a Notice and agenda of Board Meeting prior to Annual General Meeting. • Writing of minutes of Board Meeting/AGM. • Special Resolution for MoA. 	Individual Learning/Self Study Peer Teaching Blackboard	The students will be able to comprehend the secretarial standards.	Mid Term Exam
4.	April 2026	<p>Secretarial Correspondence: Correspondence with shareholders, debenture holders, register of companies, stock exchanges; Correspondence with SEBI, National Company Law Tribunal; Role of technology in Secretarial Correspondence; Secretarial Audit: Concept, need, importance, scope, procedure.</p> <p>Practicum:</p> <ul style="list-style-type: none"> • Working with MCA-21- Form 1, Form 1 A, Form 2 Form 22, Form 23, Form 23 AC, Form 23 ACA, Form 25 C, Form CSR, Form DIN (Application for allotment of Director Identification Number). 	Individual Learning/Self Study Blackboard	The students will be able to exercise the various services discharged and correspondence.	
5.	May 2026	Revision.	Individual Learning/Self Study		

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Signature of Teacher

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GOVT. P.G. COLLEGE FOR WOMEN, SECTOR-14, PANCHKULA

LESSON-PLAN (Session 2025-26) EVENSEMESTER

Name of Teacher: Ms Priyanka

Designation: Assistant Professor

Class: B.Com III

Subject/ Paper: Export Procedures and documentation B23-VOC-232

S. No.	Month	Topics to be covered	Teaching Learning Strategy	Learning Outcomes of Students	Remarks
1.	January 2026	Export: Concept and importance for firms and nation; Starting export business; Choosing products and services for export; Pre-export registrations: DGIT, RBI, Export Promotion Councils, etc getting export order, setting price for export orders. Negotiation. Preparation of export contract; Introduction to HS Code INCOTERMS.	Group learning & teaching Peer teaching Individual learning	To know the proof setting up of an export business	
2.	February 2026	Methods of payment in exports: Open account, documents against payment/ acceptance; Letter of Credit: Operation and types: Factoring and forfeiting; Sources of finance for exports	Group learning & teaching Peer teaching Individual learning	learn About various payment methods used in export transactions	
3.	March 2026	Processing of export order Sourcing for exports, manufacturing/ purchasing and packing for exports; Pre-shipment transport, Excise and customs clearance for exports, Shipment of goods: Containerization, break bulk shipment; Role of CHAs in Exports	Group learning & teaching Peer teaching Individual learning	Comprehend various steps in processing an export order	
4.	April May 2026	Export Documentation: Need, importance and types- commercial documents (Invoice, packing list, etc.), regulatory documents (Certificate of Origin. Shipping Certificate, etc.), transport documents (B/L, AWB, etc.), special documentary requirements of importing 'country; Contents and importance of the documents; Submission of documents for receipt of payment	Group learning & teaching Peer teaching Individual learning	Be Familiar with export documentation	

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Signature of Teacher

Principal

Lesson Plan (2025-26)

Name of Professor: Geeta Bhatia

Designation: Associate Professor of Commerce

Class: B.com 2nd B, 4th sem

Subject: Entrepreneurship Development

Sr. No.	Months	Topics to be covered	Remarks if any,
1	January	Entrepreneur, Entrepreneurship, Setting up of A New Business, Life Cycle of A New Business, Environmental Factors Affecting A New Business, Project Planning.	
2	February	Market and Demand Analysis, Capital and Project Cost, Sources of Finance, Profit and Tax Planning,	Assignment I, Unit Test
3	March	Entrepreneurship Development Programmes Institutional Support, Govt. Support and Incentives to New Enterprise.	Assignment II
4	April	Startup India, Skill India Revision	

Name of Professor: Geeta Bhatia

Designation: Associate Professor of Commerce

Class: M.com, 4th sem

Subject: Event Management

Sr. No.	Months	Topics to be covered	Remarks if any,
1	January	Event Management: Concept, significance and opportunities; Key components of EM; Five C's of event designing; Types of events. Events Committee; Event as marketing tool; Designing brand strategy; presentation. Event co-ordination, visual and electronic communication	
2	February	Event Infrastructure, Target audience and clients.. leadership and team management in events; Activities in event management: Pre-event. during-event and post-event activities: Event management process Budgeting in event management: Role of sponsors; Negotiating contracts with event organizers: Event risk management: Promotion in events: Media sources, direct marketing, sales promotions, audience interaction, public relations. Merchandising, in-venue publicity.	Assignment I, Unit Test
3	March	. Concept of market in events: Revenue generating and non-revenue generating customers: Segmentation and targeting of market events: Segmentation, targeting positioning: Product in events: Benefit levels. event hierarchy, Variations of events. categories of events and their characteristics: Branding in events: Reach: Interaction matrix.	Assignment II
4	April	Event property, retaining event property: Repositioning of events; Evaluation of event performance: Concept, types- formative evaluation, objective evaluation, summative evaluation; Evaluation process, critical evaluation points from event organizers and clients' point of view.	

Name of Professor: Geeta Bhatia
Designation: Associate Professor of Commerce
Class: B.com, 6th sem
Subject: Taxation of Corporation

Sr. No.	Months	Topics to be covered	Remarks if any,
1	January	Tax Planning: Concept, need, objectives, types, areas of tax planning; Tax Contact Hours avoidance; Tax Evasion: Concept, reasons; Tax management; Relation between tax planning and tax management; Difference among tax planning, tax avoidance and tax evasion; Tax planning for Businesses: Form of business organization, nature of business, location of business; Tax planning for Start-ups.	
2	February	Tax Planning and Managerial Decisions: Own or Lease; Make or Buy; Sale of assets used in scientific research; Shut down or continue; Tax planning and financial management decisions: Tax Planning relating to capital structure, dividend decisions, Inter-Corporate dividend, Bonus Shares.	Assignment I, Unit Test
3	March	Assessment of Companies: Concept, types, residential status of a company, deductions, computation of total income, computation of tax liability; Minimum Alternate Tax (MAT) on companies: Provisions, computation of book profits, computation of tax under MAT; Computation of Final Tax Liability; Tonnage scheme for shipping companies.	Assignment II
4	April	Tax planning and business restructuring: Tax planning in relation to amalgamation; Tax on income from transfer of carbon credits; Tax on royalty income; Miscellaneous Provisions: Tax planning with reference to employee's remuneration, receipt of insurance compensation, distribution of asses on liquidation; Alternative tax regime. And Practical's.	

Name of Professor: Geeta Bhatia, Isha Goyal, Suman, Latika Chahal
Designation: Associate Professor of Commerce
Class: M.Com, 4th Sem
Subject: Corporate Tax Planning and Management

Sr. No.	Months	Topics to be covered	Remarks if any,
1	January	Corporate tax planning: Concept, avoidance and evasion; Requisites of successful tax planning; Computation of total income and tax liability of companies; Tax planning with reference to setting up a new business. form of business organization, location aspects and nature of business.	
2	February	Tax planning and financial management decisions: Capital structure, dividend policy, inters- corporate dividends & bonus shares; Special Tax Provisions: Free trade zones, special economic zones, infrastructure sector and backward areas, tax incentives for exporters.	Assignment I, Unit Test
3	March	Tax Planning and managerial decisions: Own or lease assets/resources. sale of assets used for scientific research, make or buy and, shut down or continue decisions.	Assignment II
4	April	Tax issues and planning: Amalgamation of companies, mergers & acquisitions; Tax deduction at source, advance payment of tax, Tax planning in respect of managerial remuneration.	

GOVT. P.G. COLLEGE FOR WOMEN, SECTOR-14, PANCHKULA

LESSON-PLAN (Session 2025-26) EVEN SEMESTER

Name of Teacher: Ms.Indu

Designation: Assistant Professor in Commerce

Subject/ Paper: Computerised Accounting System

Class: B.Com 4th Sem A&B

S. No.	Month	Topics to be covered	Learning Outcomes of Students	Remarks if any
1.	JANUARY	Introduction: installation of Tally, ERP9 - Licensing configurations - Tally Vault Password - Security Control in Tally, ERP9 - Splitting Company Data - Backup and Restore	To introduce the students to Basic of Accounts and the usage of Tally for accounting purpose. To help students to work with well- known accounting software i.e. Tally ERP.9.	TEST
2.	FEBRUARY	Accounting: voucher entry, budget, cost center, balance sheet, profit and loss account, currency, debit note, credit note, interest calculation	Students will learn to create company, enter accounting voucher entries including advance voucher entries and also print financial statements, etc. in Tally ERP.9 software.	TEST Assignment 1
3.	MARCH	Inventory: stock item, sales order, purchase order, delivery note, rejection out. Computerized Tax Liability Calculation. Unit Test	Demonstrate an understanding of various predefined inventory vouchers to suit the various business requirements and flexibility to create unlimited stock items, use simple to complex conversion units and generate invoices with the required information and dimensions.	UNIT TEST & Assignment 2
4.	APRIL & May	Payroll: Salary Accounting - Introduction to Payroll - Payroll Masters - Payroll Vouchers - Overtime Payment - Gratuity - Advanced Payroll Transactions Basic Salary, Overtime, Bonus, Gratuity, Loan, ESI, Provident Fund, Pension, Commission	Demonstrate an understanding of how to maintain a payroll register. This helps to understand how to maintain management related information, statutory forms and reports in the prescribed formats such as: Pay Slip, Payroll Statements, Attendance and Overtime Registers etc	TEST

Signature of Teacher

Principal

Name of Teacher: Ms.Indu

Designation: Assistant Professor in Commerce

Subject/ Paper: Logistics Management

Class: BBA 4th sem

S. No.	Month	Topics to be covered	Learning Outcomes of Students	Remarks if any
1.	JANUARY	Logistics: Definition, Concept , Scope, Role & Importance , Coordination function of logistics, Total cost concept System approach to logistics, objectives of logistics management. Customer Service: concept & practices	Understand the scope of logistics and supply chain management in business.	TEST
2.	FEBRUARY	Supply chain management: Definition, Components, Role of logistics in SCM, Difference between Physical Distribution, logistics & SCM, Order processing Warehousing: Meaning , types & functions	Explain the core and support activities in logistics	TEST Assignment 1
3.	MARCH	Inventory Management: Definition, functions, cost and cost control Transportation: types & transportation networks Logistics packaging: packaging material & packaging cost.	Examine logistical integration hierarchy& various issues in logistics integration.	UNIT TEST & Assignment 2
4.	APRIL & May	Role of technology in logistics, logistics performance measurement & control	Explain the logistical performance cycles, channel participants and supply chain relationships.Analyze risks involved in logistics re-engineering	TEST

Signature of Teacher

Principal

NAME OF PROFESSOR: Ms Indu, Ms Latika
DESIGNATION: Assistant Professor in Commerce
Subject/Paper: Integrated marketing Communication
Class: BCOM I

SR. No.	MONTH	Topics to be Covered	Learning Outcomes of Students	Remarks
1	JANUARY	Introduction-concept of marketing communication, marketing communication mix Factors affecting marketing communication mix, Drivers of integrated marketing mix	To define various terms associated with the field of integrated marketing communication.	TEST
2.	FEBRUARY	Marketing communication process, analysis of promotional opportunities, concepts of segmentation and target marketing, promotional strategy	To explain the components of integrated marketing communication	TEST Assignment 1
3.	MARCH	Advertising and media planning, advertising plan, appeal, copy testing and diagnosis	To distinguish the utility of various promotional tools	UNIT TEST & Assignment 2
4	APRIL & May	Issues and dimensions –sales promotion, personal selling, direct marketing, public relations, publicity and corporate advertising	To evaluate the effectiveness of marketing communication strategy	TEST

Signature of Teacher

Principal

GOVT. P.G. COLLEGE FOR WOMEN, SEC-14, PANCHKULA

Session 2023-2024 (EVEN SEMESTER)

NAME OF PROFESSOR: Ms Indu

DESIGNATION: Assistant Professor in Commerce

Subject/Paper: Principles of Marketing

Class: BCOM I

SR. No.	MONT H	Topics to be Covered	Learning Outcomes of Students	REMARKS IF ANY
1	JANUARY	Marketing: Concept, nature, scope and importance; Evolution of Marketing; Understanding marketing in new perspectives; Marketing environment: Concept, importance; Micro environmental factors: Suppliers, marketing intermediaries, customers, competitors, public; Macro environmental factors: Demographic, economic, natural technological, politico-legal and socio- cultural.	Understand the basic concepts of marketing and assess the marketing environment.	TEST
2.	FEBRUARY	Consumer behaviour: Concept, nature and importance, consumer buying decision process, factors Influencing consumer buying behaviour; Market segmentation: Concept, importance and bases; Target market selection; Positioning: Concept, importance and bases.	analyze the consumer behaviour in the present scenario and marketing segmentation	TEST Assignment t 1
3.	MARCH	Product: Concept, importance and classification; Branding, Packaging and Labelling; Product life cycle; New product development; Pricing: Concept, significance, price determination, pricing methods, pricing policies and strategies.	discover the new product development and factors affecting the price of a product in the present context.	UNIT TEST & Assignment t 2
4	APRIL & May	Promotion: Nature and importance; Advertising, personal selling, sales promotion and publicity/public relations; Factors affecting promotion mix decisions; Distribution: Concept, importance and types of distribution channels; Factors affecting choice of distribution channel; Retailing; Wholesaling. Overview of recent developments in marketing: Social marketing; Online marketing; Direct marketing; Green marketing; Relationship marketing	understand the promotional and distribution strategies along with the recent developments in the field of marketing	TEST

GOVT. P.G. COLLEGE FOR WOMEN, SECTOR-14, PANCHKULA

LESSON-PLAN (Session 2025-26) EVEN SEMESTER

Name of Teacher: Sarita Sachdeva

Designation: Assistant Professor

Class: B.Com 6th sem.

Subject/ Paper: Auditing

Type of course (major/minor/VAC/AEC/SEC/MDC): Major

S. No.	Month	Topics to be covered	Teaching Learning Strategy
1.	Jan.	Auditing: Concept, nature, objectives, scope, advantages and disadvantages, Types of audit: Internal audit, external audit, proprietary audit and efficiency audit; Audit process; Audit programme; Audit and book; Audit evidence and working papers; Pre audit preparation; Audit of e-commerce transactions; Difference between audit & investigation.	Blend of below mentioned--- Group learning , Individual learning, teaching, peer teaching, class tests.
2.	Feb.	Methods of audit work: Internal Checking system, test checking, routine checking, internal control, audit procedure: Vouching: Concept, objectives and importance; Vouching of cash book, purchases book, sales book, bill receivable book and bills payable book.	Blend of below mentioned--- Group learning , Individual learning, teaching, peer teaching, class tests.
3.	March	Journal proper and debtor: Creditor ledgers, verification of assets and liabilities; Audit of limited companies; Company Audit: Appointment of auditor, powers, duties and liabilities; Divisible profits and dividend: Auditor's report: Clean and qualified report, Process of removing objections.	Blend of below mentioned--- Group learning , Individual learning, teaching, peer teaching, class tests.

4.	April	Directions of Comptroller and Auditor general of India; Audit reports: Concept, importance, types; Investigation: Concept, nature, procedure and objectives, investigation and due diligence; Professional ethics of auditing: Concept of CAAT.	Blend of below mentioned--- Group learning , Individual learning, teaching, peer teaching, class tests.
	May	Revision	Group learning, Individual learning, Class tests.

❖ **Seminar/Presentation/Assignment/Quiz/Class Test /Mid-Term Exam will be taken as per schedule.**

Signature of Teacher

Principal

GOVT. P.G. COLLEGE FOR WOMEN, SECTOR-14, PANCHKULA

LESSON-PLAN (Session 2025-26) EVEN SEMESTER

Name of Teacher: Sarita Sachdeva

Designation: Assistant Professor

Class: B.Com 6th sem.

Subject/ Paper: Business Environment of Haryana.

Type of course (major/minor/VAC/AEC/SEC/MDC): CC-M6

S. No.	Month	Topics to be covered	Teaching Learning Strategy	Learning Outcomes of Students	Remarks
1.	Jan.	Business environment: Concept and types; Haryana economy: Nature, characteristics and problems, Concept of economic development; Haryana economy since its inception: Income, population, health & nutrition and sex ratio.	Blend of below mentioned-- - Group learning , Individual learning, teaching, peer teaching, class tests.	Understand the economy of Haryana.	
2.	Feb.	Haryana agriculture: Nature, cropping pattern, role of agriculture in Haryana economy, measures for development in agriculture: Crop Insurance: concept and process of MSP determination, FPOS.	Blend of below mentioned--- Group learning , Individual learning, teaching, peer teaching, class tests.	Know the problems and challenges of business environment in Haryana.	

3.	March	Agriculture credit: Agricultur finance-Concept and types;Credit needs of farmers:Sources of credit:Institutional and non-institutional sources,NABARD;Rural indebtedness:Causes,consequences and debt relief measures.	Blend of below mentioned--- Group learning , Individual learning, teaching, peer teaching,class tests.	Learn the various sources of agriculture credit.	
4.	April	Industrial growth in Haryana:Role of HSIDC,development of Industrial parks,SEZs and industrial corridors in Haryana,Sector wise growth(Automobiles,pharmaceuticals,textiles,IT and agriculture-based industries);Industrial problems and challenges;Industrial financial institutions in Haryana.	Blend of below mentioned--- Group learning , Individual learning, teaching, peer teaching,class tests.	Understand the role of MSMEs and other institutions in the development of economy of Haryana.	
	May	Revision	Group learning , Individual learning, teaching,class tests.	Revision	

❖ **Seminar/Presentation/Assignment/Quiz/Class Test /Mid-Term Exam will be taken as per schedule.**

Signature of Teacher

Principal

GOVT. P.G. COLLEGE FOR WOMEN, SECTOR-14, PANCHKULA

LESSON-PLAN (Session 2025-26) EVEN SEMESTER

Name of Teacher: Ms. Honey Garg

Designation: Assistant Professor in Commerce

Subject/ Paper: Business Statistics

Class: B.Com- III (B)

Type of Course (major/ minor/ VAC/ AEC/SEC/ MDC): Major

S. No.	Month	Topics to be covered	Teaching Learning Strategy	Learning outcome of students	Remarks if any
1.	January 26	Introduction to Statistics and Data Presentation Meaning, scope, and importance of statistics business, Types of data ,Classification and tabulation of data, Frequency distribution, Diagrammatic and graphical representation	Group teaching and learning through discussions and frequent Class tests	Understand the nature, scope and presentation of statistical data for business analysis	
2.	February 26	Measures of Central Tendency and Dispersion Mean, median, and mode , Geometric mean and harmonic mean , Measures of dispersion Range, quartile deviation, mean deviation, standard deviation, coefficient of variation	Group teaching and learning through discussions and frequent Class tests	Apply measures of central tendency and dispersion to summarize and interpret business data	
3.	March 26	Correlation and Regression Analysis Meaning and types of correlation, Simple linear regression, Regression equations and interpretation, Difference between correlation and regression	Group teaching and learning through discussions and frequent Class tests	Analyze relationships between business variables using correlation and regression techniques	
4.	April 26	Time Series and Index Numbers. Components of time series, Methods of measuring trend Moving averages and least squares method; Meaning and uses of index numbers, Types of index numbers, Problems and limitations of index numbers	Group teaching and learning through discussions and frequent Class tests	Interpret business trends using time series analysis and index numbers for informed decision-making	
5.	May 26	Revision			

❖ Seminar/Presentation/Assignment/Quiz/Class Test /Mid-Term Exam will be taken as per schedule.

Signature of Teacher

Principal

GOVT. P.G. COLLEGE FOR WOMEN, SECTOR-14, PANCHKULA

LESSON-PLAN (Session 2025-26) EVEN SEMESTER

Name of Teacher: Ms. Honey Garg

Designation: Assistant Professor in Commerce

Subject/ Paper: Marketing Management

Class: B.Com –I (A)

Type of Course (major/ minor/ VAC/ AEC/SEC/ MDC): Major

S. No.	Month	Topics to be covered	Teaching Learning Strategy	Learning outcome of students	Remarks if any
1.	January 26	Marketing: Concept, nature, scope and importance; Evolution of Marketing: Understanding marketing in new perspectives; Marketing environment: Concept, importance, Micro and macro environmental factors	Group Learning and teaching , Presentations of students and Frequent Class tests	Familiarity with the concepts of marketing and marketing environment and their relevance in current scenario	
2.	February 26	Consumer behaviour: Concept, nature and importance, consumer buying decision process, factors Influencing consumer buying behaviour: Market segmentation: Concept, importance and bases: Target market selection; Positioning	Group Learning and teaching , Presentations of students and Frequent Class tests	Analysing consumer behaviour in present scenario and segmentation of marketing on different basis	
3.	March 26	Product Concept, importance and classification; Branding, Packaging and Labelling: Product life cycle: New product development, Pricing: Concept, significance, price determination, pricing methods, pricing policies and strategies.	Group Learning and teaching , Presentations of students and Frequent Class tests	Comprehension of product in concept of product development Understand branding and pricing decision in business	
4.	April 26	Promotion: Nature and importance; Advertising, personal selling. Sales promotion and public relations; Factors affecting promotion mix decisions; Distribution: Concept, importance and types of distribution channels; Factors affecting choice of distribution channel; Retailing: Wholesaling. Overview of recent developments in marketing	Group Learning and teaching , Presentations of students and Frequent Class tests	Understand the concept of publicity, advertising media and sales promotion mix and developing promotional skills and logistics for efficient and effective connecting with markets	
5.	May 26	Revision			

❖ **Seminar/Presentation/Assignment/Quiz/Class Test /Mid-Term Exam will be taken as per schedule.**

Signature of Teacher

Principal

GOVT. P.G. COLLEGE FOR WOMEN, SECTOR-14, PANCHKULA

LESSON-PLAN (Session 2025-26) EVEN SEMESTER

Name of Teacher: Ms. Honey Garg

Designation: Assistant Professor in Commerce

Subject/ Paper: Business Ethics

Class: B.Com –II A

Type of Course (major/ minor/ VAC/ AEC/SEC/ MDC): VAC

S. No.	Month	Topics to be covered	Teaching Learning Strategy	Learning outcome of students	Remarks if any
1.	January 26	Introduction to Business Ethics. An Overview, Ethics and Morals, Need for Business Ethics, Types of Ethics, Benefits of Business Ethics, Principles of Business Ethics, Factors affecting Business Ethics	Group Learning and teaching , Presentations of students and Frequent Class tests	Understand the nature and importance of business ethics	
2.	February 26	Organisational Ethics: Introduction, Ethical Corporate Behaviour, Development of Ethical Corporate behaviour, Ethical Leadership	Group Learning and teaching , Presentations of students and Frequent Class tests	To Enhance analytical skill of ethical position taken and formulate morale defences of decisions by completing course activities	
3.	March 26	Concept of Morals, Values; Moral issues in business, Ethical Dilemmas in Organisation	Group Learning and teaching , Presentations of students and Frequent Class tests	To embrace value system in decision making and understanding of ethical dilemma resolution process	
4.	April 26	Workplace ethics introduction and factors affecting ethical behaviour and ethical issues at workplace	Group Learning and teaching , Presentations of students and Frequent Class tests	To recognize organisational challenges to ethical behaviour	
5.	May 26	Revision			

❖ **Seminar/Presentation/Assignment/Quiz/Class Test /Mid-Term Exam will be taken as per schedule.**

Signature of Teacher

Principal

GOVT. P.G. COLLEGE FOR WOMEN, SECTOR-14, PANCHKULA

LESSON-PLAN (Session 2025-26) EVEN SEMESTER

Name of Teacher: Ms. Honey Garg

Designation: Assistant Professor in Commerce

Subject/ Paper: Sales Management

Class: M.Com –II

Type of Course (major/ minor/ VAC/ AEC/SEC/ MDC): Major

S. No.	Month	Topics to be covered	Teaching Learning Strategy	Learning outcome of students	Remarks if any
1.	January 26	Sales management: Concept, objectives and functions; Sales manager: Types, qualities and responsibilities; Fundamentals of selling: salesmanship; Selling process, Sales planning: Process, types and limitations; Sales forecasting: Objectives, procedure, methods and limitations	Group Learning and teaching , Presentations of students and Frequent Class tests	Understand the basics of sales management and sales forecasting.	
2.	February 26	Sales quotas: Objectives, types, determinants and methods for setting sales quotas; Sales territories: Need, determinants, principles, and procedure for establishing sales territories; Sales budget: Types, essentials, process and approaches to sales budget formulation; Sales organization: Significance and functions, setting up a sales organization, factors affecting and pre requisites of ideal sales organization.	Group Learning and teaching , Presentations of students and Frequent Class tests	Acquaint with sales planning, sales quotas, sales territories and sales budgets.	
3.	March 26	Sales force management: Recruitment, selection, placement; Compensation: Factors determining remuneration to salesmen, designing compensation plan; Sales meetings and sales contests	Group Learning and teaching , Presentations of students and Frequent Class tests	Know about the recruitment, selection, placement, induction, training and development of the sales force.	
4.	April 26	Promotion policies; Controlling sales personnel: Sales audit; Sales records and reporting system; Ethical issues in Sales management	Group Learning and teaching , Presentations of students and Frequent Class tests	Understanding of promotion, evaluation and control of sales force along with ethical issues in sales management	
5.	May 26	Revision			

❖ **Seminar/Presentation/Assignment/Quiz/Class Test /Mid-Term Exam will be taken as per schedule.**

Signature of Teacher

Principal

GOVT. P.G. COLLEGE FOR WOMEN, SECTOR-14, PANCHKULA

LESSON-PLAN (Session 2025-26) EVEN SEMESTER

Name of Teacher: Ms. Honey Garg

Designation: Assistant Professor in Commerce

Subject/ Paper: Business Statistics

Class: B.Com- III (B)

Type of Course (major/ minor/ VAC/ AEC/SEC/ MDC): Major

S. No.	Month	Topics to be covered	Teaching Learning Strategy	Learning outcome of students	Remarks if any
1.	January 26	Introduction to Statistics and Data Presentation Meaning, scope, and importance of statistics business, Types of data ,Classification and tabulation of data, Frequency distribution, Diagrammatic and graphical representation	Group teaching and learning through discussions and frequent Class tests	Understand the nature, scope and presentation of statistical data for business analysis	
2.	February 26	Measures of Central Tendency and Dispersion Mean, median, and mode , Geometric mean and harmonic mean , Measures of dispersion Range, quartile deviation, mean deviation, standard deviation, coefficient of variation	Group teaching and learning through discussions and frequent Class tests	Apply measures of central tendency and dispersion to summarize and interpret business data	
3.	March 26	Correlation and Regression Analysis Meaning and types of correlation, Simple linear regression, Regression equations and interpretation, Difference between correlation and regression	Group teaching and learning through discussions and frequent Class tests	Analyze relationships between business variables using correlation and regression techniques	
4.	April 26	Time Series and Index Numbers. Components of time series, Methods of measuring trend Moving averages and least squares method; Meaning and uses of index numbers, Types of index numbers, Problems and limitations of index numbers	Group teaching and learning through discussions and frequent Class tests	Interpret business trends using time series analysis and index numbers for informed decision-making	
5.	May 26	Revision			

❖ Seminar/Presentation/Assignment/Quiz/Class Test /Mid-Term Exam will be taken as per schedule.

Signature of Teacher

Principal

GOVT. P.G. COLLEGE FOR WOMEN, SECTOR-14, PANCHKULA

LESSON-PLAN (Session 2025-26) EVEN SEMESTER

Name of Teacher: Ms. Honey Garg

Designation: Assistant Professor in Commerce

Subject/ Paper: Marketing Management

Class: B.Com –I (A)

Type of Course (major/ minor/ VAC/ AEC/SEC/ MDC): Major

S. No.	Month	Topics to be covered	Teaching Learning Strategy	Learning outcome of students	Remarks if any
1.	January 26	Marketing: Concept, nature, scope and importance; Evolution of Marketing: Understanding marketing in new perspectives; Marketing environment: Concept, importance, Micro and macro environmental factors	Group Learning and teaching , Presentations of students and Frequent Class tests	Familiarity with the concepts of marketing and marketing environment and their relevance in current scenario	
2.	February 26	Consumer behaviour: Concept, nature and importance, consumer buying decision process, factors Influencing consumer buying behaviour: Market segmentation: Concept, importance and bases: Target market selection; Positioning	Group Learning and teaching , Presentations of students and Frequent Class tests	Analysing consumer behaviour in present scenario and segmentation of marketing on different basis	
3.	March 26	Product Concept, importance and classification; Branding, Packaging and Labelling: Product life cycle: New product development, Pricing: Concept, significance, price determination, pricing methods, pricing policies and strategies.	Group Learning and teaching , Presentations of students and Frequent Class tests	Comprehension of product in concept of product development Understand branding and pricing decision in business	
4.	April 26	Promotion: Nature and importance; Advertising, personal selling. Sales promotion and public relations; Factors affecting promotion mix decisions; Distribution: Concept, importance and types of distribution channels; Factors affecting choice of distribution channel; Retailing: Wholesaling. Overview of recent developments in marketing	Group Learning and teaching , Presentations of students and Frequent Class tests	Understand the concept of publicity, advertising media and sales promotion mix and developing promotional skills and logistics for efficient and effective connecting with markets	
5.	May 26	Revision			

❖ **Seminar/Presentation/Assignment/Quiz/Class Test /Mid-Term Exam will be taken as per schedule.**

Signature of Teacher

Principal

GOVT. P.G. COLLEGE FOR WOMEN, SECTOR-14, PANCHKULA

LESSON-PLAN (Session 2025-26) EVEN SEMESTER

Name of Teacher: Ms. Honey Garg

Designation: Assistant Professor in Commerce

Subject/ Paper: Supply Chain Management

Class: M.Com –I

Type of Course (major/ minor/ VAC/ AEC/SEC/ MDC): Major

S. No.	Month	Topics to be covered	Teaching Learning Strategy	Learning outcome of students	Remarks,if any
1.	January 26	Supply Chain Management: Concept, scope and importance in business operations; SCM vs Physical distribution approach Differences and similarities; Evolution of SCM; Integrating inbound and outbound logistics: Strategies, techniques and benefits, Customer focus in Supply Chain: Understanding customer needs, enhancing customer satisfaction through SCM; SCM and profitability	Group Learning and teaching , Presentations of students and Frequent Class tests	Understand the conceptual framework of supply chain management.	
2.	February 26	Coordination function of SCM: Inter-functional & Inter-corporate Cooperation; SCM and total cost concept: Cost components, cost minimization strategies; SCM and marketing mix: Product, price, place, promotion integration; SCM's Influence on marketing strategies, Systems approach to SCM: Holistic view, benefits and challenges.	Group Learning and teaching , Presentations of students and Frequent Class tests	Appreciate the role of SCM and its relationship with marketing mix.	
3.	March 26	Marketing Channels: Functions, types, and role of channel members in SCM; Integrating marketing channels with marketing mix; Marketing channels and retailing strategy: Supply chain as value delivery system: Creating and delivering value, enhancing customer experience; Vendor relationships and distribution channel design.	Group Learning and teaching , Presentations of students and Frequent Class tests	Comprehend the role of SCM in value delivery	
4.	April 26	Customer service: Strategy and practices developing effective customer service; Integration for Efficiency: Transportation and logistics, selecting the right mode, multimodal transportation and documentation; Warehousing and material handling: Types and site selection; Order processing and management; SCM and information technology: IT-enabled SCM; ERP, JIT, and quality management: Third party logistics (3PL): Overview and benefits; Supply chain management in the Indian environment.	Group Learning and teaching , Presentations of students and Frequent Class tests	Be familiar with the operational and technologies used in SCM	
5.	May 26	Revision			

❖ Seminar/Presentation/Assignment/Quiz/Class Test /Mid-Term Exam will be taken as per schedule.

Signature of Teacher

Principal

**GOVT. P.G. COLLEGE FOR WOMEN, SECTOR-14, PANCHKULA
LESSON-PLAN (Session 2025-26) EVEN SEMESTER**

Name of Teacher: Ms. Honey Garg

Designation: Assistant Professor in Commerce

Subject/ Paper: Sales Management

Class: M.Com –II

Type of Course (major/ minor/ VAC/ AEC/SEC/ MDC): Major

S. No.	Month	Topics to be covered	Teaching Learning Strategy	Learning outcome of students	Remarks if any
1.	January 26	Sales management: Concept, objectives and functions; Sales manager: Types, qualities and responsibilities; Fundamentals of selling: salesmanship; Selling process, Sales planning: Process, types and limitations; Sales forecasting: Objectives, procedure, methods and limitations	Group Learning and teaching , Presentations of students and Frequent Class tests	Understand the basics of sales management and sales forecasting.	
2.	February 26	Sales quotas: Objectives, types, determinants and methods for setting sales quotas; Sales territories: Need, determinants, principles, and procedure for establishing sales territories; Sales budget: Types, essentials, process and approaches to sales budget formulation; Sales organization: Significance and functions, setting up a sales organization, factors affecting and pre requisites of ideal sales organization.	Group Learning and teaching , Presentations of students and Frequent Class tests	Acquaint with sales planning, sales quotas, sales territories and sales budgets.	
3.	March 26	Sales force management: Recruitment, selection, placement; Compensation: Factors determining remuneration to salesmen, designing compensation plan; Sales meetings and sales contests	Group Learning and teaching , Presentations of students and Frequent Class tests	Know about the recruitment, selection, placement, induction, training and development of the sales force.	
4.	April 26	Promotion policies; Controlling sales personnel: Sales audit; Sales records and reporting system; Ethical issues in Sales management	Group Learning and teaching , Presentations of students and Frequent Class tests	Understanding of promotion, evaluation and control of sales force along with ethical issues in sales management	
5.	May 26	Revision			

❖ **Seminar/Presentation/Assignment/Quiz/Class Test /Mid-Term Exam will be taken as per schedule.**

Signature of Teacher

Principal

LESSON-PLAN (Session 2025-26) EVEN SEMESTER

Name of Teacher: Nandini kalia

Designation: Assistant Professor

Class: B.com 3rd sem.

Subject/ Paper: Income tax law -1

Type of course(major/minor/VAC/AEC/SEC/MDC): Major

S. No.	Month	Topics to be covered	Teaching Learning Strategy	Learning Outcomes of Students	Remarks
1.	Jan. 2026	Income tax; concepts, PAN, Aadhar, Agricultural income, tax evasion, tax avoidance	Blend of below mentioned-Group learning and teaching, learning through problem solving, frequent class tests.	Understand the meaning of Income tax and related concepts	
2.	Feb. 2026	Computation of incomes based on residential status,, company, HUF, salary computation	Blend of below mentioned-Group learning and teaching, learning through problem solving, frequent class tests.	Understanding and learning the various concepts of computation of salary	

3.	March 2026		Computation of taxable incomes and exemptions under the head profit and gains of business and profession	Understanding of computation of exempted income	
4.	April 2026		Computation of capital gains, income from other sources, clubbing of income, set off and carry forward of losses	Understanding the concepts of capital gains	
	May 2026	Revision	Individual query solving	Revision	

❖ **Seminar/Presentation/Assignment/Quiz/Class Test /Mid-Term Exam will be taken as per schedule.**

Signature of Teacher

Principal

GOVT. P.G. COLLEGE FOR WOMEN, SECTOR-14, PANCHKULA

LESSON-PLAN (Session 2025-26) EVEN SEMESTER

Name of Teacher: Ms Nandini kalia

Designation: Assistant Professor

Class: Business Environment

Subject/ Paper: B23-BBA-403

S. No.	Month	Topics to be covered	Teaching Learning Strategy	Learning Outcomes of Students	Remarks
1.	JAN 2026	Business environment: Concept, Nature and Significance; Economic, Social, Political forces affecting business operations & growth. Digital disruptions and transformations of businesses: Micro risk analysis.	Group learning & teaching Peer teaching Individual learning	Develop an understanding of Business environment and the factors influencing it.	
2.	FEB 2026	Types of Business Environment, Environmental Scanning, Risk in Business Environment: Country risk and Political risk; SWOT Analysis and Political Risk Management; Economic systems: Capitalism, Socialism & Mixed economy.	Group learning & teaching Peer teaching Individual learning	Comprehend the various micro and macro environmental forces and economic systems	
3.	MARCH 2026	Economic Planning in India: Objectives, Strategy and Problems; Impact of Economic Planning in India; Economic roles of	Group learning & teaching Peer teaching Individual learning	Understand the current business ecosystem, its dynamics and possible future outlook of Indian business ecosystem	

		Government: Regulatory role, Promotional role, Entrepreneurial role, Planning role, Economic role in Indian context; The Constitutional Environment and State intervention in business.			
4.	APRIL 2026	Social Responsibility of business: Concept, Rationale, Dimensions and its disclosure by Indian business; Professionalisation and business ethics. Competitive Environment of business with reference to Competition Commission of India (CCI) and Competition Act	Group learning & teaching Peer teaching Individual learning	Make themselves future ready concerning availing opportunities and overcoming threats present in business ecosystem.	
5.	MAY 2026	REVISION	Individual query	REVISION	

❖ **Seminar/Presentation/Assignment/Quiz/Class Test /Mid-Term Exam will be taken as per schedule.**

Signature of Teacher

Principal

GOVT. P.G. COLLEGE FOR WOMEN, SECTOR-14, PANCHKULA

LESSON-PLAN (Session 2025-26) EVEN SEMESTER

Name of Teacher: Ms. Priyanka

Designation: Assistant Professor

Class: B.com III (VOC)

Subject/ Paper: Security Analysis and Portfolio Management/B23-VOC-326

S. No.	Month	Topics to be covered	Teaching Learning Strategy	Learning Outcomes of Students	Remarks
1.	January 2026	The Investment Environment - Meaning and objective of investment. Investment VS gambling and IS speculation, investment alternatives, investment process. concept of return and risk	Group learning and teaching	.	
2.	February 2026	Security Analysis- Fundamental analysis: economic analysis. Industry analysis and company analysis. Technical analysis: assumptions Dow theory, chart patterns, moving averages and market indicators. Efficient market theory: weak form hypothesis, semi-strong form hypothesis and strong form hypothesis	Group learning and teaching		
3.	March 2026	Introduction fo Portfolio Management: Meaning. need, and objective of portfolio management, the process of portfolio management, determination of risk & return of a portfolio, risk analysis tools	Group learning and teaching		
4.	April, May 2026	Theories of portfolio selection and management- Markowitz porifolio theory: optimal portfolio, meaning and construction of efficient frontier, investor's utility: CAPM: capital aset pricing model. risk-free and risk- free and risky lending and borrowing	Group learning and teaching		

❖ Seminar/Presentation/Assignment/Quiz/Class Test /Mid-Term Exam will be taken as per schedule.

Signature of Teacher

Principal

GOVT. P.G COLLEGE FOR WOMEN SECTOR-14 PANCHKULA
LESSON PLAN (SESSION 2025-26) EVEN SEMESTER

Name of Professor: Mrs. Suman			
Designation: Assistant Professor of Commerce			
Subject: Business Statistics			
Class: B. Com III 6th Sem.			
MONTH	Topics to be covered	Learning Outcomes of Students	Remarks if any
January	Introduction to statistics: concept, scope, functions, utility and limitations of statistics; Measurement of central tendency; Measures of dispersion: range and inter-quartile range, quartile deviation, mean deviation, standard deviation and coefficient of variation.	After completing this course, the learner will be able to understand the conceptual framework of statistics and choose appropriate measure of central tendency and illustrate the knowledge of dispersion in decision making.	
February	Correlation analysis: concept, simple, multiple and partial correlation, linear and non-linear, scatter diagram, Karl Pearson's co-efficient of correlation, Spearman's rank correlation, concurrent deviation, probable and standard errors; Linear regression analysis: meaning, difference between correlation and regression, methods of calculation of regression, properties of regression coefficients; Standard error of estimate.	Illustrate and apply the knowledge of correlation analysis and linear regression analysis in various business and economic decisions.	Assignment I, Unit Test
March	Index numbers: methods of constructing Index numbers, problems in construction of Index numbers; Tests of consistency of index numbers; Chain indices; Base shifting. splicing and deflating of index numbers: Uses and construction of cost of living using index numbers.	Understanding the construction and application of index numbers to real life situations.	Assignment II
April	Analysis of time series: components; Decomposition of time series: additive and multiplicative models; Determination of trend: graphic method, moving and semi-average average method and method of least squares (including linear second degree, parabolic, and exponential trend).	Apply the knowledge of time series analysis in decisions involving forecasting	

Name of Professor: Mrs. Suman
Designation: Assistant Professor of Commerce
Subject: Entrepreneurship Development
Class: B. Com III 6th Sem.

Months	Topics to be covered	Learning Outcomes of Students	Remarks if any,
January	Entrepreneurship: Concept, importance, factors influencing entrepreneurship; Entrepreneur: Concept, characteristics, qualities, functions, classification of Entrepreneurs; Relationship between entrepreneurship and management; Process of entrepreneurship development; Role of Entrepreneurship in economic development; Motivations to become entrepreneur.	After completing this course, the learner will be able to understand the development of entrepreneurship as a field of study and as a profession.	
February	Entrepreneurship Development and MSMEs: Concept, registration process, benefits of registration; MSMEs-As a nascence of Entrepreneurship; Start up and Skill India: Concept, steps and need; Role of modern technology in developing MSME; Role of MSMEs in the economic development.	Comprehend the MSMEs in the development of the Indian economy.	Assignment I, Unit Test
March	Identifying business opportunity: Concept and steps; Sources of ideas and information; Developing creativity and innovation; Contents of business project report; Project Appraisal: Feasibility study-preparation of feasibility reports, economic, technical, financial and managerial feasibility of project; Selection of factory location; Demand analysis and market potential measurement; Capital and project costing; Working capital requirements; Source of finance; Profit and tax planning.	Analyse the business decisions involved in starting a new business venture.	Assignment II
April	Institutions supporting entrepreneurs: Government support and incentives to new enterprises; Promotional agencies and institutions in entrepreneurship development; Central Govt. supporting institutions: SSIB, NABARD, SIDO, NSIC, SIDBI, NBMSME, KVIC, NISIET; State Govt. supporting institutions: SFCS, SSIDC, TCO; Non-Govt. supporting institutions and their role.	Determine the institutions supporting entrepreneurs.	

Name of Professor: Suman , Latika Chahal

Designation: Assistant Professor of Commerce

Class: M.Com , IInd sem

Subject: International Business

Months	Topics to be covered	Learning Outcomes of Students	Remarks if any,
January	International business: Nature, importance and scope; Framework for analyzing international business environment: Geographical, economic, socio-cultural, political and legal environment; Internationalization stages and orientations; International product life cycles; Modes of entry into international businesses; Technology transfers: importance, types and issues.	After completing this course, the learner will be able to develop an understanding of changing dynamics of international business.	
February	Multinational corporations: nature, types and role; Foreign investment: Nature, types and barriers; Tariff and non-tariff barriers; Theories of international business: Balance of payments (BOP).	Understand MNCs and theoretical dimensions of international trade	Assignment I, Unit Test
March	Regional economic co-operation: Concept, types and rationale, Structure and functioning of EU, USMCA, ASEAN, SAFTA; International economic institutions: WTO, UNCTAD, IMF, World Bank; Generalized system of preferences: International commodity agreements.	Analyse the significance of different regional economic integration and international economic organizations.	Assignment II
April	Foreign exchange markets: Nature, participants; Foreign exchange rate: Concept, determinants; Exchange rate systems: Fixed and floating, soft peg, crawling peg, free float, managed float; Exchange rates arrangement in India: Foreign exchange risks and exposures: Types and management. Revision	Familiarize with foreign exchange market.	

Name of Professor: Suman, Geeta Bhatia, Isha Goyal , Latika Chahal
Designation: Associate Professor of Commerce
Class: M.Com, 4th Sem
Subject: Corporate Tax Planning and Management

Months	Topics to be covered	Learning Outcomes of Students	Remarks if any,
January	Corporate tax planning: Concept, avoidance and evasion; Requisites of successful tax planning; Computation of total income and tax liability of companies; Tax planning with reference to setting up a new business. form of business organization, location aspects and nature of business.	Compute tax liability of companies and apply tax planning with respect to form of business organization, nature and location.	
February	Tax planning and financial management decisions: Capital structure, dividend policy, inters- corporate dividends & bonus shares; Special Tax Provisions: Free trade zones, special economic zones, infrastructure sector and backward areas, tax incentives for exporters.	Understand tax planning for financial management decisions.	Assignment I, Unit Test
March	Tax Planning and managerial decisions: Own or lease assets/resources. sale of assets used for scientific research, make or buy and, shut down or continue decisions.	Apply tax planning for various managerial decisions.	Assignment II
April	Tax issues and planning: Amalgamation of companies, mergers & acquisitions; Tax deduction at source, advance payment of tax, Tax planning in respect of managerial remuneration.	Know tax planning for the purpose of amalgamation and managerial remuneration.	

Name of Professor: Suman
Designation: Associate Professor of Commerce
Class: B Com I Section B
Subject: Business Communication

Months	Topics to be covered	Learning Outcomes of Students	Remarks if any,
January	Introduction to the Communication: Meaning, Nature, scope and Process of communication, Importance of Effective Business Communication, Objectives of Business Communication, Types/Pattern of Business Communication; Media/Channels of Business Communication; Barriers to Business Communication.	After completing this course, the learner will be able to define and outline all four business communication skills i.e. reading, writing, speaking and listening	
February	Written Communication- (a) Business Letter Writing, (b) Business Report Writing: Importance, Need, Types, Techniques, Language, Structure, Planning and Drafting Written Communication; Preparing Official Communication, Circular, Notification, Amendment, Press Communiqué, DO letter, Telegram.	To apply and demonstrate the gathered knowledge about the business communication regarding both inter and intra organizational situations	Assignment I, Unit Test
March	Oral Communication: Interviewing-Art of effective interviewing, Types of Interviewing, Techniques of Interviewing, Qualities of Interviewer and Interviewee, Planning of Interviewing, Process of Interviewing. Communicating within groups.	To distinguish and examine the techniques necessary and skills that help them in communicating effectively organizational issues.	Assignment II
April	Audio visual Communication: Role of Audio-Visual Communication, Channels of Audio-Visual Communication, Importance of Body language in non-verbal communication; Role of Public Relation in Business Communication	To design and develop their methods and ways in transmitting information within and outside the organizations in the most effective manner.	

