Name: Mrs. Ramanpreet Kaur

Class B.Com 2nd sem (Voc.)

Subject : Financial Accounting

Lesson Plan

January 2024

Hire Purchase System-Meaning, characteristics, difference between hire purchase and credit sale, Accounting entries n necessary Accounts, Practical Problems of ex interest and cum interest

Hire Purchase System- after sales service, sale of asset by vendor, goods of small value

Instalment Payment Systems- difference between Install Payment System and Hire Purchase and Practical Problems. Assignment : Hire purchase – meaning, characteristics, accounting entries and practical questions.

February2024

Royalty Accounts- Meaning, Types, difference between rent and royalty, accounting entries and analytical table and Practical problems.

Royalty Accounts- stoppage of work due to strike, Practical Problems with minimum rent and royalty variations. Entries in the books of landlord

Royalty Accounts- Sub Lease, Patent and copyrights royalties, recoupment of short workings.

Departmental Accounts- Difference between Departmental accounting and Branch Accounting, allocation of expenses

Test of Royalty Accounts

Departmental Accounts- inter departmental Transactions, missing closing stock and calculation of departmental purchases

March 2024

Joint venture account - meaning, objectives, differences and accounting treatment

Joint Venture Account- Practical Problems, underwriting of shares of a company

Joint Venture Account- discounting of B/R, underwriting, memorandum method.

Assignment on Departmental Accounts.

Amalgamation and sale of partnership firms, Dissolution of Partnership Firm- Insolvency of

April 2024

Partners Garner v/s Murrey Rule, Gradual Realisation and Piecemeal Distribution. Branch Accounts- meaning, types, direct method of accountingBranch Accounts- Practical Problems- goods in transit, imprest system

Test on Joint Venture Accounts

Branch Accounts-final accounts method, stock and debtors system, Branch Accounts- special transactions and their accounting procedure in Branch Accounting.

Revision, doubt session and Tests

Name: Mrs. Ramanpreet Kaur

Class B.Com 4th sem (Voc.)

Subject : Corporate Law

Lesson Plan

January2024

Depository System –meaning and importance

Shares: -Types of shares; Allotment of Shares

Transfer and Transmission of shares- procedure and legal requirements

Paperless Trading – Benefits and Procedure; Need for educating investors

February 2024

Share capital: - Meaning and forms of capital

Alteration of share capital; Reduction of share capital; Further issue of share capital; Rights of pre-emption of shares.

Shareholders and Members: - Difference between Shareholders and members; Modes of acquiring membership; termination of membership; who may be members? Rights and Liabilities of members.

Meeting of Company: - Essentials of valid meeting

March2024

Meetings of Shareholders: - Statutory meeting; Annual general; meeting; Extra-ordinary general meeting

Meetings of board of directors; Proxy; Voting, Notice, Agenda and Minutes of meetings.

Directors: - Duties, Powers, Liabilities, Appointment and removal of directors.

Winding Up: - Meaning; Winding up by the Tribunal

April2024

Petition for winding up; Voluntary winding up

Powers and Duties of company Liquidator

Consequences of winding up.

Revision, doubt session and Tests

Name: Mrs. Ramanpreet Kaur

Class M.Com 2nd sem

Subject : Investment Management

Lesson Plan

January2024

Investments: Nature, Scope, Avenues, Elements, Process of Investment; Tax and Transactions

Cost in Investment; Risk-Return Analysis- Meaning, Types and Measurement; Time Value of

Money; Sources of Financial Information.

February 2024

Capital Markets: Secondary and Primary, Public Issue: IPO and other types of issues in

Securities in India; Stock-Market: - Stock-Exchanges, Listing of Securities, Trading and

Settlement; SEBI- Objectives, Function and Evaluation of its role; Intermediaries in the capital markets (including Depositories).

March2024

Security Valuation: Bonds/Debentures, Preference Shares, Equity Shares, Options and Futures; Security Analysis- Fundamental Analysis (Macroeconomic, Industry and Company analysis), Estimation of Intrinsic Value.

April2024

Technical Analysis: Charting techniques, Dow-theory, Moving Average Analysis, Oscillators

Moving Average Convergence-Divergence, Relative Strength Index and Rate of Change,

Technical Indicators of Breadth, Sentiments), Testing Technical Trading Rules, Evaluation of

Technical Analysis, Efficient Market Theory: Random Walk Theory, Forms and Empirical

Evidences of Various Forms of EMH.

Name: Mrs. Ramanpreet Kaur

Class BBA 2nd Sem

Subject : Organisational Behaviour

Lesson Plan

January2024

Introduction – Concept and scope of organizational behaviour, historical development of

organizational behaviour, organization behaviour processes, emerging trends and changing

profiles of workforce

February 2024

Individual Processes – Personality, values, attitudes, perception, learning and motivation

March2024

Team Processes – Interpersonal communication, group dynamics, teams and teamwork,

decision-making, conflict and negotiation in workplace, power and politics

April2024

Organizational processes – Elements of organization structure, organizational structure

and design, organizational culture, organizational change