**PG.GOVT COLLEGE FOR GIRLS, SECTOR-42, CHANDIGARH**

**Teaching Plan Even Semester**

**Session (2018-19)**

**Class: B.COM 1A Name of the Teacher: Tanya Sondhi**

**Subject: E-commerce Period: 1st**

**Paper: E-commerce Room No: 301**

|  |  |  |
| --- | --- | --- |
| **S. No** | **Dates** | **Topics to be covered** |
| Week 1 | 14 /01/2019 – 19/01/2019 | Electronic commerce framework. |
| Week 2 | 21/01/2019 –  25/01/2019 | History, basics and tools of e- commerce. |
| Week 3 | 28/01/2019 –  2/02/2019 | Comparison of web, based with land based business, growth of e – commerce- present and potential. |
| Week 4 | 4/02/2019 –  9/02/2019 | Business: meaning, importance. |
| Week 5 | 11/02/2019 –  16/02/2019 | Models based on the relationship of transacting parties. |
| Week 6 | 18/02/2019 –  23/02/2019 | Changing structure of organization: the impact of e-commerce on various business sectors such as : education, health. |
| Week 7 | 25/02/2019 –  02/03/2019 | Impact of e-commerce on health services, publishing and financial services, socio-economic impact of e-commerce. |
| Mid Semester Exam | | |
| Week 8 | 11/03/2019 –  16/03/2019 | Electronic payment systems: Types of payment – e-cash and currency servers, credit cards. |
| Week 9 | 18 /03/2019 –  22/03/2019 | Smart cards, electronic purses. |
| Week 10 | 25/03/2019 –  30/03/2019 | Debit cards, Electronic data interchange. |
| Week 11 | 1/04/2019 –  6/04/2019 | Digital signatures, Cryptography. |
| Week 12 | 8/04/2019 –  12/04/2019 | Interoperatibility and intercompatibility. |
| Week 13 | 15/04/2019 –  20/04/2019 | Revision. |
| Week 14 | 22/04/2019 –  27/04/2019 | Revision. |
| Week 15 | 29 /04/2019 –  3/05/2019 | Revision. |

**Class: B.COM 2A Name of the Teacher: Tanya Sondhi**

**Subject: Auditing Period: 2**

**Paper: Auditing Room No: 303**

|  |  |  |
| --- | --- | --- |
| **S. No** | **Dates** | **Topics to be covered** |
| Week 1 | 14 /01/2019 – 19/01/2019 | Auditing: introduction, meaning, objectives. |
| Week 2 | 21/01/2019 –  25/01/2019 | Auditing: basic principles, classification, advantages and limitations of audit. |
| Week 3 | 28/01/2019 –  2/02/2019 | Investigation, difference between audit and investigation. Audit program, audit evidence, internal control, internal check and internal audit |
| Week 4 | 4/02/2019 –  9/02/2019 | Vouching – definition, features, examining vouchers-vouching of cash book-vouching of trading transactions. Verification of valuation of assets and liabilities. |
| Week 5 | 11/02/2019 –  16/02/2019 | Company auditors –qualification and disqualification, appointment, removal, remuneration, rights, duties and liabilities. Auditors report – content and types CARO |
| Week 6 | 18/02/2019 –  23/02/2019 | Secretarial practice: definition of company secretary, qualification of company secretary, appointment, dismissal, duties and liabilities for offences of company secretaries. |
| Week 7 | 25/02/2019 –  02/03/2019 | Revision. |
| Mid Semester Exam | | |
| Week 8 | 11/03/2019 –  16/03/2019 | Position and role of company of company secretaries, company secretary in practice. |
| Week 9 | 18 /03/2019 –  22/03/2019 | Procedure for statutory meetings and its fate under companies act 2013. |
| Week 10 | 25/03/2019 –  30/03/2019 | Annual general meeting and its fate under companies act 2013. |
| Week 11 | 1/04/2019 –  6/04/2019 | Annual general meeting, directors and board. |
| Week 12 | 8/04/2019 –  12/04/2019 | Committee meetings, meaning and types of motions and resolutions. |
| Week 13 | 15/04/2019 –  20/04/2019 | Minutes, role of CS before during and after meetings. |
| Week 14 | 22/04/2019 –  27/04/2019 | Revision. |
| Week 15 | 29 /04/2019 –  3/05/2019 | Revision. |

**Class: B.COM 2A Name of the Teacher: Tanya Sondhi**

**Subject: Marketing management Period: 4th**

**Paper : Marketing management Room No : 303**

|  |  |  |
| --- | --- | --- |
| **S. No** | **Dates** | **Topics to be covered** |
| Week 1 | 14 /01/2019 – 19/01/2019 | Introduction to marketing: meaning, nature and scope of marketing. |
| Week 2 | 21/01/2019 –  25/01/2019 | Marketing concepts and philosophies, marketing process. |
| Week 3 | 28/01/2019 –  2/02/2019 | Marketing mix. Marketing information system: meaning and components, marketing research process. |
| Week 4 | 4/02/2019 –  9/02/2019 | Consumer busying segmentation: levels and pattern of market segmentation, basics, major segmentation variables of consumer markets. |
| Week 5 | 11/02/2019 –  16/02/2019 | Concepts of market targeting and positioning |
| Week 6 | 18/02/2019 –  23/02/2019 | Product planning and market strategies : product life cycles, new product development, product concepts and classifications , branding ,packaging, and labeling. |
| Week 7 | 25/02/2019 –  02/03/2019 | Pricing decisions: pricing policies and strategies . |
| Mid Semester Exam | | |
| Week 8 | 11/03/2019 –  16/03/2019 | Distribution decisions: channel design decisions, major channels management decision, causes and managing channel conflicts and physical distribution. |
| Week 9 | 18 /03/2019 –  22/03/2019 | Promotion decisions : communication process |
| Week 10 | 25/03/2019 –  30/03/2019 | Promotion tools: adverting, sales promotion. |
| Week 11 | 1/04/2019 –  6/04/2019 | Public relation, personal selling. |
| Week 12 | 8/04/2019 –  12/04/2019 | Issues in marketing in a developing economy |
| Week 13 | 15/04/2019 –  20/04/2019 | Rural marketing . |
| Week 14 | 22/04/2019 –  27/04/2019 | Revision. |
| Week 15 | 29 /04/2019 –  3/05/2019 | Revision. |

**PG. GOVT. COLLEGE FOR GIRLS, SECTOR-42, CHANDIGARH**

**Teaching Plan Even Semester**

**Session (2018-19)**

**Class: Multiple Classes Name of the Teacher: Harmanjot Kaur**

**Subject: Entrepreneurship And Small Business Add on course. Period : 8th**

**Paper : Room No :**

|  |  |  |
| --- | --- | --- |
| **S. No** | **Dates** | **Topics to be covered** |
| Week 1 | 14 /01/2019 – 19/01/2019 | Evolution of entrepreneurship, Definition, Meaning Importance, growth and relevance in career growth. |
| Week 2 | 21/01/2019 –  25/01/2019 | Theories of entrepreneurship, Entrepreneurial competencies. Difference between Self employment and entrepreneurship. |
| Week 3 | 28/01/2019 –  2/02/2019 | Forms of entrepreneurships in India and reasons behind it. Definition, nature, characteristics of entrepreneur. Types of entrepreneur. Functions of entrepreneurs. |
| Week 4 | 4/02/2019 –  9/02/2019 | Difference between entrepreneur and manager. Problem solving and risk taking ability of entrepreneurs. Motivational aspects of entrepreneur. |
| Week 5 | 11/02/2019 –  16/02/2019 | Meaning, scope, attractive features of intrapreneurship. intrapreneurs in india, arguments for and against intrapreneurs. Difference between intrapreneurship and entrepreneurship. |
| Week 6 | 18/02/2019 –  23/02/2019 | EDP- Meaning, need, relevance and achievements. Role of government and NGO’s in organizing such programs. |
| Week 7 | 25/02/2019 –  02/03/2019 | Charms of becoming entrepreneur, own boss, taking initiatives and personal responsibilities. |
| Mid Semester Exam | | |
| Week 8 | 11/03/2019 –  16/03/2019 | Meaning, importance and methods of inducing innovation and creativity. |
| Week 9 | 18 /03/2019 –  22/03/2019 | Exercise on creativity, global and Indian innovation and their historical background. |
| Week 10 | 25/03/2019 –  30/03/2019 | Difference between invention and innovation. |
| Week 11 | 1/04/2019 –  6/04/2019 | Revision |
| Week 12 | 8/04/2019 –  12/04/2019 | Revision. |
| Week 13 | 15/04/2019 –  20/04/2019 | Revision. |
| Week 14 | 22/04/2019 –  27/04/2019 | Revision. |
| Week 15 | 29 /04/2019 –  3/05/2019 | Revision. |

**Class: B.com 2 B Name of the Teacher: Harmanjot kaur, Pooja and Jyoti**

**Subject: Auditing Period : 4th**

**Paper : BCM 403 Room No :**

|  |  |  |
| --- | --- | --- |
| **S. No** | **Dates** | **Topics to be covered** |
| Week 1 | 14 /01/2019 – 19/01/2019 | Auditing-introduction, meaning, objectives, basic principles, Classifications of audit. |
| Week 2 | 21/01/2019 –  25/01/2019 | Advantages and limitations of audit. Investigation, difference between audit and investigation. |
| Week 3 | 28/01/2019 –  2/02/2019 | Audit program, audit evidence, internal control, internal check and internal audit. |
| Week 4 | 4/02/2019 –  9/02/2019 | Vouching- definition, features, examining. Vouchers- vouching of cash book- vouching of trading transactions. |
| Week 5 | 11/02/2019 –  16/02/2019 | Definition of CS, qualification of CS, appointment, dismissal. |
| Week 6 | 18/02/2019 –  23/02/2019 | Duties and liabilities for offences of CS. Position and role of CS. |
| Week 7 | 25/02/2019 –  02/03/2019 | Verification and valuation of assets and liabilities. |
| Mid Semester Exam | | |
| Week 8 | 11/03/2019 –  16/03/2019 | Procedure of statutory meeting and its fate under companies act 2013. |
| Week 9 | 18 /03/2019 –  22/03/2019 | Annual general meeting, director, board and committee meetings. Qualification and disqualification of auditor. |
| Week 10 | 25/03/2019 –  30/03/2019 | Appointment, removal, remuneration, rights, duties and liabilities of Auditor. |
| Week 11 | 1/04/2019 –  6/04/2019 | Audit report- contents and types company auditor report order(CARO). |
| Week 12 | 8/04/2019 –  12/04/2019 | Meaning and types of motions and Resolutions, Minutes. |
| Week 13 | 15/04/2019 –  20/04/2019 | Role of CS before, during and after Meetings. |
| Week 14 | 22/04/2019 –  27/04/2019 | Revision . |
| Week 15 | 29 /04/2019 –  3/05/2019 | Revision. |

**Class: B.com 3 A Name of the Teacher: Harmanjot kaur, Pooja**

**Subject: Issues in Financial Reporting Period :7th**

**Paper : BCM 603 Room No :**

|  |  |  |
| --- | --- | --- |
| **S. No** | **Dates** | **Topics to be covered** |
| Week 1 | 14 /01/2019 – 19/01/2019 | Financial Reporting: Nature and objectives, Benefits Users of Financial reports. |
| Week 2 | 21/01/2019 –  25/01/2019 | General purpose and specific purpose report. Qualitative characteristics of accounting information. |
| Week 3 | 28/01/2019 –  2/02/2019 | Conceptual framework of financial reporting: FASB and IASB. |
| Week 4 | 4/02/2019 –  9/02/2019 | International Financial Reporting Standards (IFRS): Role of IASB, arguments for global conversion. |
| Week 5 | 11/02/2019 –  16/02/2019 | Achievements of IASB and obstacles in conversion. |
| Week 6 | 18/02/2019 –  23/02/2019 | Issues in corporate financial reporting- accounting for price level changes. Social reporting. |
| Week 7 | 25/02/2019 –  02/03/2019 | Human resource accounting, difference between IFRS and Indian Accounting Standards, US GAAP |
| Mid Semester Exam | | |
| Week 8 | 11/03/2019 –  16/03/2019 | Disclosures as per IFRS. |
| Week 9 | 18 /03/2019 –  22/03/2019 | Indian accounting standard with reference to segment reporting. |
| Week 10 | 25/03/2019 –  30/03/2019 | Interim reporting, leases and intangible assets. |
| Week 11 | 1/04/2019 –  6/04/2019 | Recent trends in financial reporting in the Indian context. |
| Week 12 | 8/04/2019 –  12/04/2019 | Revision |
| Week 13 | 15/04/2019 –  20/04/2019 | Revision |
| Week 14 | 22/04/2019 –  27/04/2019 | Revision |
| Week 15 | 29 /04/2019 –  3/05/2019 | Revision |

**Class: B.com 1 A Name of the Teacher: Harmanjot Kaur, Pooja**

**Subject: HRM Period : 6th**

**Paper : BCM 207 Room No :**

|  |  |  |
| --- | --- | --- |
| **S. No** | **Dates** | **Topics to be covered** |
| Week 1 | 14 /01/2019 – 19/01/2019 | HRM- Introduction, meaning, definition, history, Nature of HRM |
| Week 2 | 21/01/2019 –  25/01/2019 | Functions, Importance and limitations of HRM, Contemporary Challenges of HRM. |
| Week 3 | 28/01/2019 –  2/02/2019 | Introduction, definition, features, need for HR planning, objectives, process, factors of HR Planning. |
| Week 4 | 4/02/2019 –  9/02/2019 | Types, Benefits and Problems of HR planning and way for effective HR planning. |
| Week 5 | 11/02/2019 –  16/02/2019 | Introduction, objectives, benefits, process, techniques and problems in job analysis |
| Week 6 | 18/02/2019 –  23/02/2019 | Meaning, objectives and techniques of job design. Concept, method of wage management and incentive plan. |
| Week 7 | 25/02/2019 –  02/03/2019 | Concept, Objectives and methods of Performance appraisal and how to make it effective. |
| Mid Semester Exam | | |
| Week 8 | 11/03/2019 –  16/03/2019 | Recruitment-Meaning, importance, purpose, process and factors affecting recruitment, sources, methods of recruitment. |
| Week 9 | 18 /03/2019 –  22/03/2019 | Meaning, definition, process and methods of selection. Meaning and problems of placement. |
| Week 10 | 25/03/2019 –  30/03/2019 | Meaning, objective, procedure and problems in induction. Promotion, demotion and other forms of seperations. |
| Week 11 | 1/04/2019 –  6/04/2019 | Transfer- Definition, purpose, types and transfer policy. |
| Week 12 | 8/04/2019 –  12/04/2019 | Training- concept, importance, identification of training needs, types of training. |
| Week 13 | 15/04/2019 –  20/04/2019 | Designing and evaluation of training programmes. |
| Week 14 | 22/04/2019 –  27/04/2019 | Development-Meaning, difference between training and development. |
| Week 15 | 29 /04/2019 –  3/05/2019 | Revision |

**PG.GOVT COLLEGE FOR GIRLS, SECTOR-42, CHANDIGARH**

**Teaching Plan Even Semester**

**Session (2018-19)**

**Class: B.Com 3B Teachers: Ms. Pooja Goyal & Ms. Jyoti**

**Subject: Social and Business Ethics Period: 1st**

**Paper: Social and Business Ethics Room No: 306**

|  |  |  |
| --- | --- | --- |
| **S. No** | **Dates** | **Topics to be covered** |
| Week 1 | 14 /01/2019 – 19/01/2019 | Business Ethics, Definition, Nature, Purpose, Ethical Issues in Management |
| Week 2 | 21/01/2019 –  25/01/2019 | Causes of Unethical Behaviour, Ethical Abuse-Values, |
| Week 3 | 28/01/2019 –  2/02/2019 | Morals and Business Ethics-Levels of Business Ethics, Myths of Business Ethics, |
| Week 4 | 4/02/2019 –  9/02/2019 | Relationship between Value, Morals and Ethics |
| Week 5 | 11/02/2019 –  16/02/2019 | Conflict of Interest. |
| Week 6 | 18/02/2019 –  23/02/2019 | Ethics at Workplace: Individual in Organisation, Gender Issues, Harassment, Discrimination. |
| Week 7 | 25/02/2019 –  02/03/2019 | Ethics in Accounting &Finance, |
| **Mid Semester Exam** | | |
| Week 8 | 11/03/2019 –  16/03/2019 | Marketing and Consumer Protection- Importance, Problems and Issues. |
| Week 9 | 18 /03/2019 –  22/03/2019 | Marketing and Consumer Protection- Importance, Problems and Issues. |
| Week 10 | 25/03/2019 –  30/03/2019 | Whistle Blower Policies-Meaning, Importance and Issues. |
| Week 11 | 1/04/2019 –  6/04/2019 | Corporate Social Responsibility under Company Act 2013. |
| Week 12 | 8/04/2019 –  12/04/2019 | Ethical Issues in Corporate Governance. |
| Week 13 | 15/04/2019 –  20/04/2019 | Environmental Issues-Protection of Natural Environment, |
| Week 14 | 22/04/2019 –  27/04/2019 | Prevention of Pollution, Depletion and Conservation of Natural resources. |
| Week 15 | 29 /04/2019 –  3/05/2019 | Revision of Syllabus |

**PG.GOVT COLLEGE FOR GIRLS, SECTOR-42, CHANDIGARH**

**Teaching Plan Even Semester**

**Session (2018-19)**

**Class: B.COM 2B Name of the Teacher: Ms. Pooja Goyal, Ms. Harman & Ms. Jyoti Gulati**

**Subject: Auditing Period: 4th**

**Paper: Auditing Room No: 203**

|  |  |  |
| --- | --- | --- |
| **S. No** | **Dates** | **Topics to be covered** |
| Week 1 | 14 /01/2019 – 19/01/2019 | Auditing: introduction, meaning, objectives. |
| Week 2 | 21/01/2019 –  25/01/2019 | Auditing: basic principles, classification, advantages and limitations of audit. |
| Week 3 | 28/01/2019 –  2/02/2019 | Investigation, difference between audit and investigation. Audit program, audit evidence, internal control, internal check and internal audit |
| Week 4 | 4/02/2019 –  9/02/2019 | Vouching – definition, features, examining vouchers-vouching of cash book-vouching of trading transactions. Verification of valuation of assets and liabilities. |
| Week 5 | 11/02/2019 –  16/02/2019 | Company auditors –qualification and disqualification, appointment, removal, remuneration, rights, duties and liabilities. Auditors report – content and types CARO |
| Week 6 | 18/02/2019 –  23/02/2019 | Secretarial practice: definition of company secretary, qualification of company secretary, appointment, dismissal, duties and liabilities for offences of company secretaries. |
| Week 7 | 25/02/2019 –  02/03/2019 | Revision. |
| Mid Semester Exam | | |
| Week 8 | 11/03/2019 –  16/03/2019 | Position and role of company of company secretaries, company secretary in practice. |
| Week 9 | 18 /03/2019 –  22/03/2019 | Procedure for statutory meetings and its fate under companies act 2013. |
| Week 10 | 25/03/2019 –  30/03/2019 | Annual general meeting and its fate under companies act 2013. |
| Week 11 | 1/04/2019 –  6/04/2019 | Annual general meeting, directors and board. |
| Week 12 | 8/04/2019 –  12/04/2019 | Committee meetings, meaning and types of motions and resolutions. |
| Week 13 | 15/04/2019 –  20/04/2019 | Minutes, role of CS before during and after meetings. |
| Week 14 | 22/04/2019 –  27/04/2019 | Revision. |
| Week 15 | 29 /04/2019 –  3/05/2019 | Revision. |

**Class: B.com 3 B & 3 A Name of the Teacher:, Ms. Pooja Goyal & Ms. Harmanjot kaur**

**Subject: Issues in Financial Reporting Period : 5th & 7th**

**Paper : BCM 603 Room No : 306 & 304**

|  |  |  |
| --- | --- | --- |
| **S. No** | **Dates** | **Topics to be covered** |
| Week 1 | 14 /01/2019 – 19/01/2019 | Financial Reporting: Nature and objectives, Benefits Users of Financial reports. |
| Week 2 | 21/01/2019 –  25/01/2019 | General purpose and specific purpose report. Qualitative characteristics of accounting information. |
| Week 3 | 28/01/2019 –  2/02/2019 | Conceptual framework of financial reporting: FASB and IASB. |
| Week 4 | 4/02/2019 –  9/02/2019 | International Financial Reporting Standards (IFRS): Role of IASB, arguments for global conversion. |
| Week 5 | 11/02/2019 –  16/02/2019 | Achievements of IASB and obstacles in conversion. |
| Week 6 | 18/02/2019 –  23/02/2019 | Issues in corporate financial reporting- accounting for price level changes. Social reporting. |
| Week 7 | 25/02/2019 –  02/03/2019 | Human resource accounting, difference between IFRS and Indian Accounting Standards, US GAAP |
| Mid Semester Exam | | |
| Week 8 | 11/03/2019 –  16/03/2019 | Disclosures as per IFRS. |
| Week 9 | 18 /03/2019 –  22/03/2019 | Indian accounting standard with reference to segment reporting. |
| Week 10 | 25/03/2019 –  30/03/2019 | Interim reporting, leases and intangible assets. |
| Week 11 | 1/04/2019 –  6/04/2019 | Recent trends in financial reporting in the Indian context. |
| Week 12 | 8/04/2019 –  12/04/2019 | Revision |
| Week 13 | 15/04/2019 –  20/04/2019 | Revision |
| Week 14 | 22/04/2019 –  27/04/2019 | Revision |
| Week 15 | 29 /04/2019 –  3/05/2019 | Revision |

**Class: B.COM 1B Name of the Teacher: Ms. Pooja Goyal & Ms. Jyoti Gulati**

**Subject: E-commerce Period: 6th**

**Paper: E-commerce Room No: 302**

|  |  |  |
| --- | --- | --- |
| **S. No** | **Dates** | **Topics to be covered** |
| Week 1 | 14 /01/2019 – 19/01/2019 | Electronic commerce framework. |
| Week 2 | 21/01/2019 –  25/01/2019 | History, basics and tools of e- commerce. |
| Week 3 | 28/01/2019 –  2/02/2019 | Comparison of web, based with land based business, growth of e – commerce- present and potential. |
| Week 4 | 4/02/2019 –  9/02/2019 | Business: meaning, importance. |
| Week 5 | 11/02/2019 –  16/02/2019 | Models based on the relationship of transacting parties. |
| Week 6 | 18/02/2019 –  23/02/2019 | Changing structure of organization: the impact of e-commerce on various business sectors such as : education, health. |
| Week 7 | 25/02/2019 –  02/03/2019 | Impact of e-commerce on health services, publishing and financial services, socio-economic impact of e-commerce. |
| Mid Semester Exam | | |
| Week 8 | 11/03/2019 –  16/03/2019 | Electronic payment systems: Types of payment – e-cash and currency servers, credit cards. |
| Week 9 | 18 /03/2019 –  22/03/2019 | Smart cards, electronic purses. |
| Week 10 | 25/03/2019 –  30/03/2019 | Debit cards, Electronic data interchange. |
| Week 11 | 1/04/2019 –  6/04/2019 | Digital signatures, Cryptography. |
| Week 12 | 8/04/2019 –  12/04/2019 | Interoperatibility and intercompatibility. |
| Week 13 | 15/04/2019 –  20/04/2019 | Revision. |
| Week 14 | 22/04/2019 –  27/04/2019 | Revision. |
| Week 15 | 29 /04/2019 –  3/05/2019 | Revision. |

**Class: B.com 1 A Name of the Teacher: Ms. Pooja Goyal & Ms. Harman**

**Subject: HRM Period : 6th**

**Paper : BCM 207 Room No : 301**

|  |  |  |
| --- | --- | --- |
| **S. No** | **Dates** | **Topics to be covered** |
| Week 1 | 14 /01/2019 – 19/01/2019 | HRM- Introduction, meaning, definition, brief history, Nature of HRM |
| Week 2 | 21/01/2019 –  25/01/2019 | Functions, Importance and limitations of HRM, Contemporary Challenges of HRM. |
| Week 3 | 28/01/2019 –  2/02/2019 | Introduction, definition, features, need for HR planning, objectives, process, and factors of HR Planning. |
| Week 4 | 4/02/2019 –  9/02/2019 | Types, Benefits and Problems of HR planning and way for effective HR planning. |
| Week 5 | 11/02/2019 –  16/02/2019 | Introduction, objectives, benefits, process, techniques and problems in job analysis |
| Week 6 | 18/02/2019 –  23/02/2019 | Meaning, objectives and techniques of job design. Concept, method of wage management and incentive plan. |
| Week 7 | 25/02/2019 –  02/03/2019 | Concept, Objectives and methods of Performance appraisal and how to make it effective. |
| Mid Semester Exam | | |
| Week 8 | 11/03/2019 –  16/03/2019 | Recruitment-Meaning, importance, purpose, process and factors affecting recruitment, sources, methods of recruitment. |
| Week 9 | 18 /03/2019 –  22/03/2019 | Meaning, definition, process and methods of selection. Meaning and problems of placement. |
| Week 10 | 25/03/2019 –  30/03/2019 | Meaning, objective, procedure and problems in induction. Promotion, demotion and other forms of separations. |
| Week 11 | 1/04/2019 –  6/04/2019 | Transfer- Definition, purpose, types and transfer policy. |
| Week 12 | 8/04/2019 –  12/04/2019 | Training- concept, importance, identification of training needs, types of training. |
| Week 13 | 15/04/2019 –  20/04/2019 | Designing and evaluation of training programmes. |
| Week 14 | 22/04/2019 –  27/04/2019 | Development-Meaning, difference between training and development. |
| Week 15 | 29 /04/2019 –  3/05/2019 | Revision |

**Class: B.Com 3B Teachers: Ms. Pooja Goyal & Ms. Jyoti**

**Subject: Operations Research Period: 7th**

**Paper: BCM 604 Room No: 306**

|  |  |  |
| --- | --- | --- |
| **S. No** | **Dates** | **Topics to be covered** |
| Week 1 | 14 /01/2019 – 19/01/2019 | Operational Research—Meaning, Significance and Scope. |
| Week 2 | 21/01/2019 –  25/01/2019 | Introduction to Linear Programming, Formulation of Linear Programming—Problem, Graphical Method, |
| Week 3 | 28/01/2019 –  2/02/2019 | Simplex Method. |
| Week 4 | 4/02/2019 –  9/02/2019 | Duality in Linear Programming,  Definition of Dual Problem, |
| Week 5 | 11/02/2019 –  16/02/2019 | General Rules in Converting any Primal into its Dual, |
| Week 6 | 18/02/2019 –  23/02/2019 | Assignment Problem. |
| Week 7 | 25/02/2019 –  02/03/2019 | Simulation; Meaning, Process, |
| **Mid Semester Exam** | | |
| Week 8 | 11/03/2019 –  16/03/2019 | Advantages, Limitations and Applications. |
| Week 9 | 18 /03/2019 –  22/03/2019 | Decision Theory: Decision Making under Uncertainty and Risk, Decision Trees. |
| Week 10 | 25/03/2019 –  30/03/2019 | Replacement Problem-Individual replacement problems |
| Week 11 | 1/04/2019 –  6/04/2019 | Replacement Problem-Group replacement problems |
| Week 12 | 8/04/2019 –  12/04/2019 | Games Theory : Two Persons Zero Sum Games, |
| Week 13 | 15/04/2019 –  20/04/2019 | Pure Strategies, Mixed Strategies. |
| Week 14 | 22/04/2019 –  27/04/2019 | Transportation Problem, |
| Week 15 | 29 /04/2019 –  3/05/2019 | Practical Work : Use of Linear Programming in Industry. |

**PG.GOVT COLLEGE FOR GIRLS, SECTOR-42, CHANDIGARH**

**Teaching Plan Even Semester**

**Session (2018-19)**

**Class: B.COM 1B Name of the Teacher: Ms. Jyoti Gulati, Ms. Pooja Goyal**

**Subject: E-commerce Period: 6th**

**Paper: E-commerce Room No: 302**

|  |  |  |
| --- | --- | --- |
| **S. No** | **Dates** | **Topics to be covered** |
| Week 1 | 14 /01/2019 – 19/01/2019 | Electronic commerce framework. |
| Week 2 | 21/01/2019 –  25/01/2019 | History, basics and tools of e- commerce. |
| Week 3 | 28/01/2019 –  2/02/2019 | Comparison of web, based with land based business, growth of e – commerce- present and potential. |
| Week 4 | 4/02/2019 –  9/02/2019 | Business: meaning, importance. |
| Week 5 | 11/02/2019 –  16/02/2019 | Models based on the relationship of transacting parties. |
| Week 6 | 18/02/2019 –  23/02/2019 | Changing structure of organization: the impact of e-commerce on various business sectors such as : education, health. |
| Week 7 | 25/02/2019 –  02/03/2019 | Impact of e-commerce on health services, publishing and financial services, socio-economic impact of e-commerce. |
| Mid Semester Exam | | |
| Week 8 | 11/03/2019 –  16/03/2019 | Electronic payment systems: Types of payment – e-cash and currency servers, credit cards. |
| Week 9 | 18 /03/2019 –  22/03/2019 | Smart cards, electronic purses. |
| Week 10 | 25/03/2019 –  30/03/2019 | Debit cards, Electronic data interchange. |
| Week 11 | 1/04/2019 –  6/04/2019 | Digital signatures, Cryptography. |
| Week 12 | 8/04/2019 –  12/04/2019 | Interoperatibility and intercompatibility. |
| Week 13 | 15/04/2019 –  20/04/2019 | Revision. |
| Week 14 | 22/04/2019 –  27/04/2019 | Revision. |
| Week 15 | 29 /04/2019 –  3/05/2019 | Revision. |

**Class: B.COM 2B Teacher: Ms. Jyoti Gulati, Ms. Pooja Goyal and Ms. Harmanjot**

**Subject: Auditing Period: 4th**

**Paper: Auditing Room No: 203**

|  |  |  |
| --- | --- | --- |
| **S. No** | **Dates** | **Topics to be covered** |
| Week 1 | 14 /01/2019 – 19/01/2019 | Auditing: introduction, meaning, objectives. |
| Week 2 | 21/01/2019 –  25/01/2019 | Auditing: basic principles, classification, advantages and limitations of audit. |
| Week 3 | 28/01/2019 –  2/02/2019 | Investigation, difference between audit and investigation. Audit program, audit evidence, internal control, internal check and internal audit |
| Week 4 | 4/02/2019 –  9/02/2019 | Vouching – definition, features, examining vouchers-vouching of cash book-vouching of trading transactions. Verification of valuation of assets and liabilities. |
| Week 5 | 11/02/2019 –  16/02/2019 | Company auditors –qualification and disqualification, appointment, removal, remuneration, rights, duties and liabilities. Auditors report – content and types CARO |
| Week 6 | 18/02/2019 –  23/02/2019 | Secretarial practice: definition of company secretary, qualification of company secretary, appointment, dismissal, duties and liabilities for offences of company secretaries. |
| Week 7 | 25/02/2019 –  02/03/2019 | Revision. |
| Mid Semester Exam | | |
| Week 8 | 11/03/2019 –  16/03/2019 | Position and role of company of company secretaries, company secretary in practice. |
| Week 9 | 18 /03/2019 –  22/03/2019 | Procedure for statutory meetings and its fate under companies act 2013. |
| Week 10 | 25/03/2019 –  30/03/2019 | Annual general meeting and its fate under companies act 2013. |
| Week 11 | 1/04/2019 –  6/04/2019 | Annual general meeting, directors and board. |
| Week 12 | 8/04/2019 –  12/04/2019 | Committee meetings, meaning and types of motions and resolutions. |
| Week 13 | 15/04/2019 –  20/04/2019 | Minutes, role of CS before during and after meetings. |
| Week 14 | 22/04/2019 –  27/04/2019 | Revision. |
| Week 15 | 29 /04/2019 –  3/05/2019 | Revision. |

**Class: B.Com 3B Teachers: Ms. Jyoti Gulati & Ms. Pooja Goyal**

**Subject: Social and Business Ethics Period: 1st**

**Paper: BCM 604 Room No: 306**

|  |  |  |
| --- | --- | --- |
| **S. No** | **Dates** | **Topics to be covered** |
| Week 1 | 14 /01/2019 – 19/01/2019 | Business Ethics, Definition, Nature, Purpose, Ethical Issues in Management |
| Week 2 | 21/01/2019 –  25/01/2019 | Causes of Unethical Behaviour, Ethical Abuse-Values, |
| Week 3 | 28/01/2019 –  2/02/2019 | Morals and Business Ethics-Levels of Business Ethics, Myths of Business Ethics, |
| Week 4 | 4/02/2019 –  9/02/2019 | Relationship between Value, Morals and Ethics |
| Week 5 | 11/02/2019 –  16/02/2019 | Conflict of Interest. |
| Week 6 | 18/02/2019 –  23/02/2019 | Ethics at Workplace: Individual in Organisation, Gender Issues, Harassment, Discrimination. |
| Week 7 | 25/02/2019 –  02/03/2019 | Ethics in Accounting &Finance, |
| **Mid Semester Exam** | | |
| Week 8 | 11/03/2019 –  16/03/2019 | Marketing and Consumer Protection- Importance, Problems and Issues. |
| Week 9 | 18 /03/2019 –  22/03/2019 | Marketing and Consumer Protection- Importance, Problems and Issues. |
| Week 10 | 25/03/2019 –  30/03/2019 | Whistle Blower Policies-Meaning, Importance and Issues. |
| Week 11 | 1/04/2019 –  6/04/2019 | Corporate Social Responsibility under Company Act 2013. |
| Week 12 | 8/04/2019 –  12/04/2019 | Ethical Issues in Corporate Governance. |
| Week 13 | 15/04/2019 –  20/04/2019 | Environmental Issues-Protection of Natural Environment, |
| Week 14 | 22/04/2019 –  27/04/2019 | Prevention of Pollution, Depletion and Conservation of Natural resources. |
| Week 15 | 29 /04/2019 –  3/05/2019 | Revision of Syllabus |

**Class: B.Com 3B Teachers: Ms. Pooja Goyal & Ms. Jyoti**

**Subject: Operations Research Period: 7th**

**Paper: BCM 604 Room No: 306**

|  |  |  |
| --- | --- | --- |
| **S. No** | **Dates** | **Topics to be covered** |
| Week 1 | 14 /01/2019 – 19/01/2019 | Operational Research—Meaning, Significance and Scope. |
| Week 2 | 21/01/2019 –  25/01/2019 | Introduction to Linear Programming, Formulation of Linear Programming—Problem, Graphical Method, |
| Week 3 | 28/01/2019 –  2/02/2019 | Simplex Method. |
| Week 4 | 4/02/2019 –  9/02/2019 | Duality in Linear Programming,  Definition of Dual Problem, |
| Week 5 | 11/02/2019 –  16/02/2019 | General Rules in Converting any Primal into its Dual, |
| Week 6 | 18/02/2019 –  23/02/2019 | Assignment Problem. |
| Week 7 | 25/02/2019 –  02/03/2019 | Simulation; Meaning, Process, |
| **Mid Semester Exam** | | |
| Week 8 | 11/03/2019 –  16/03/2019 | Advantages, Limitations and Applications. |
| Week 9 | 18 /03/2019 –  22/03/2019 | Decision Theory: Decision Making under Uncertainty and Risk, Decision Trees. |
| Week 10 | 25/03/2019 –  30/03/2019 | Replacement Problem-Individual replacement problems |
| Week 11 | 1/04/2019 –  6/04/2019 | Replacement Problem-Group replacement problems |
| Week 12 | 8/04/2019 –  12/04/2019 | Games Theory : Two Persons Zero Sum Games, |
| Week 13 | 15/04/2019 –  20/04/2019 | Pure Strategies, Mixed Strategies. |
| Week 14 | 22/04/2019 –  27/04/2019 | Transportation Problem, |
| Week 15 | 29 /04/2019 –  3/05/2019 | Practical Work : Use of Linear Programming in Industry. |

**PG.GOVT COLLEGE FOR GIRLS, SECTOR-42, CHANDIGARH**

**Teaching Plan Even Semester**

**Session (2018-19)**

Class: B.Com III (A) Teacher: Ms. Minakshi & Dr. Amandeep kaur

Subject: Direct Tax Laws Period: 3rd

Paper: BCM 601 Room No: 304

|  |  |  |
| --- | --- | --- |
| **S. No** | **Dates** | **Topics to be covered** |
| Week 1 | 14 /01/2019 – 19/01/2019 | Deemed Incomes and Clubbing of Incomes (Aggregation of Incomes) |
| Week 2 | 21/01/2019 –  25/01/2019 | Set-off and Carry Forward of Losses |
| Week 3 | 28/01/2019 –  2/02/2019 | Deductions to be made in Computing the Total Income |
| Week 4 | 4/02/2019 –  9/02/2019 | Deductions to be made in Computing the Total Income |
| Week 5 | 11/02/2019 –  16/02/2019 | Rebate & Relief |
| Week 6 | 18/02/2019 –  23/02/2019 | Assessment of Individuals |
| Week 7 | 25/02/2019 –  02/03/2019 | Assessments of HUF |
| **Mid Semester Exam** | | |
| Week 8 | 11/03/2019 –  16/03/2019 | Assessments of Association of Persons & Firm |
| Week 9 | 18 /03/2019 –  22/03/2019 | Income Tax Authorities |
| Week 10 | 25/03/2019 –  30/03/2019 | Procedure of Assessment (Practical aspects of Filing of Return to be stressed) |
| Week 11 | 1/04/2019 –  6/04/2019 | Penalties |
| Week 12 | 8/04/2019 –  12/04/2019 | Deduction & Collection of Tax at Source |
| Week 13 | 15/04/2019 –  20/04/2019 | Advance Payment of Tax |
| Week 14 | 22/04/2019 –  27/04/2019 | Appeals & Revision |
| Week 15 | 29 /04/2019 –  3/05/2019 | Revision of Syllabus |

**Class: B.Com III (A) Teachers: Ms. Minakshi & Dr. Gundeep kaur**

**Subject: Social and Business Ethics Period: 5th**

**Paper: BCM 604 Room No: 304**

|  |  |  |
| --- | --- | --- |
| **S. No** | **Dates** | **Topics to be covered** |
| Week 1 | 14 /01/2019 – 19/01/2019 | Business Ethics, Definition, Nature, Purpose, Ethical Issues in Management |
| Week 2 | 21/01/2019 –  25/01/2019 | Causes of Unethical Behaviour, Ethical Abuse-Values, |
| Week 3 | 28/01/2019 –  2/02/2019 | Morals and Business Ethics-Levels of Business Ethics, Myths of Business Ethics, |
| Week 4 | 4/02/2019 –  9/02/2019 | Relationship between Value, Morals and Ethics |
| Week 5 | 11/02/2019 –  16/02/2019 | Conflict of Interest. |
| Week 6 | 18/02/2019 –  23/02/2019 | Ethics at Workplace: Individual in Organisation, Gender Issues, Harassment, Discrimination. |
| Week 7 | 25/02/2019 –  02/03/2019 | Ethics in Accounting &Finance, |
| **Mid Semester Exam** | | |
| Week 8 | 11/03/2019 –  16/03/2019 | Marketing and Consumer Protection- Importance, Problems and Issues. |
| Week 9 | 18 /03/2019 –  22/03/2019 | Marketing and Consumer Protection- Importance, Problems and Issues. |
| Week 10 | 25/03/2019 –  30/03/2019 | Whistle Blower Policies-Meaning, Importance and Issues. |
| Week 11 | 1/04/2019 –  6/04/2019 | Corporate Social Responsibility under Company Act 2013. |
| Week 12 | 8/04/2019 –  12/04/2019 | Ethical Issues in Corporate Governance. |
| Week 13 | 15/04/2019 –  20/04/2019 | Environmental Issues-Protection of Natural Environment, |
| Week 14 | 22/04/2019 –  27/04/2019 | Prevention of Pollution, Depletion and Conservation of Natural resources. |
| Week 15 | 29 /04/2019 –  3/05/2019 | Revision of Syllabus |

**Class: B.COM 1A Name of the Teacher: Minakshi & Ms. Tanya**

**Subject: E-commerce Period: 1st**

**Paper: E-commerce Room No: 301**

|  |  |  |
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| **S. No** | **Dates** | **Topics to be covered** |
| Week 1 | 14 /01/2019 – 19/01/2019 | Electronic commerce framework. |
| Week 2 | 21/01/2019 –  25/01/2019 | History, basics and tools of e- commerce. |
| Week 3 | 28/01/2019 –  2/02/2019 | Comparison of web, based with land based business, growth of e – commerce- present and potential. |
| Week 4 | 4/02/2019 –  9/02/2019 | Business: meaning, importance. |
| Week 5 | 11/02/2019 –  16/02/2019 | Models based on the relationship of transacting parties. |
| Week 6 | 18/02/2019 –  23/02/2019 | Changing structure of organization: the impact of e-commerce on various business sectors such as : education, health. |
| Week 7 | 25/02/2019 –  02/03/2019 | Impact of e-commerce on health services, publishing and financial services, socio-economic impact of e-commerce. |
| Mid Semester Exam | | |
| Week 8 | 11/03/2019 –  16/03/2019 | Electronic payment systems: Types of payment – e-cash and currency servers, credit cards. |
| Week 9 | 18 /03/2019 –  22/03/2019 | Smart cards, electronic purses. |
| Week 10 | 25/03/2019 –  30/03/2019 | Debit cards, Electronic data interchange. |
| Week 11 | 1/04/2019 –  6/04/2019 | Digital signatures, Cryptography. |
| Week 12 | 8/04/2019 –  12/04/2019 | Interoperatibility and intercompatibility. |
| Week 13 | 15/04/2019 –  20/04/2019 | Revision. |
| Week 14 | 22/04/2019 –  27/04/2019 | Revision. |
| Week 15 | 29 /04/2019 –  3/05/2019 | Revision. |

**Class: B.COM 2A & 2B Teacher: Ms. Minakshi & Ms. Tanya & Ms. Aishwarya**

**Subject: Marketing management Period: 4th & !st**

**Paper : Marketing management Room No : 303 & 203**

|  |  |  |
| --- | --- | --- |
| **S. No** | **Dates** | **Topics to be covered** |
| Week 1 | 14 /01/2019 – 19/01/2019 | Introduction to marketing: meaning, nature and scope of marketing. |
| Week 2 | 21/01/2019 –  25/01/2019 | Marketing concepts and philosophies, marketing process. |
| Week 3 | 28/01/2019 –  2/02/2019 | Marketing mix. Marketing information system: meaning and components, marketing research process. |
| Week 4 | 4/02/2019 –  9/02/2019 | Consumer busying segmentation: levels and pattern of market segmentation, basics, major segmentation variables of consumer markets. |
| Week 5 | 11/02/2019 –  16/02/2019 | Concepts of market targeting and positioning |
| Week 6 | 18/02/2019 –  23/02/2019 | Product planning and market strategies : product life cycles, new product development, product concepts and classifications , branding ,packaging, and labeling. |
| Week 7 | 25/02/2019 –  02/03/2019 | Pricing decisions: pricing policies and strategies . |
| Mid Semester Exam | | |
| Week 8 | 11/03/2019 –  16/03/2019 | Distribution decisions: channel design decisions, major channels management decision, causes and managing channel conflicts and physical distribution. |
| Week 9 | 18 /03/2019 –  22/03/2019 | Promotion decisions : communication process |
| Week 10 | 25/03/2019 –  30/03/2019 | Promotion tools: adverting, sales promotion. |
| Week 11 | 1/04/2019 –  6/04/2019 | Public relation, personal selling. |
| Week 12 | 8/04/2019 –  12/04/2019 | Issues in marketing in a developing economy |
| Week 13 | 15/04/2019 –  20/04/2019 | Rural marketing . |
| Week 14 | 22/04/2019 –  27/04/2019 | Revision. |
| Week 15 | 29 /04/2019 –  3/05/2019 | Revision. |

**Class: B.Com II (A) Teachers: Ms. Minakshi & Dr. Punam Agarwal**

**Subject: Cost Managment Period: 5th**

**Paper: Cost Management Room No: 303**

|  |  |  |
| --- | --- | --- |
| **S. No** | **Dates** | **Topics to be covered** |
| Week 1 | 14 /01/2019 – 19/01/2019 | Cost Management: Need Significance and Different Areas of Cost Management and Application |
| Week 2 | 21/01/2019 –  25/01/2019 | Methods of Cost Determination |
| Week 3 | 28/01/2019 –  2/02/2019 | Job Costing, Batch Costing, Contract Costing |
| Week 4 | 4/02/2019 –  9/02/2019 | Uniform Costing and Inter Firm Costing |
| Week 5 | 11/02/2019 –  16/02/2019 | Process Costing (including joint and by- products |
| Week 6 | 18/02/2019 –  23/02/2019 | Contemporary Concepts: Activity Based Costing & Target Costing |
| Week 7 | 25/02/2019 –  02/03/2019 | Life Cycle Costing & Value Chain Analysis |
| **Mid Semester Exam** | | |
| Week 8 | 11/03/2019 –  16/03/2019 | Techniques for Cost Control: Marginal Costing |
| Week 9 | 18 /03/2019 –  22/03/2019 | Cost, Volume & Profit Analysis and Decision Making |
| Week 10 | 25/03/2019 –  30/03/2019 | Differential Costing |
| Week 11 | 1/04/2019 –  6/04/2019 | Absorption Costing. |
| Week 12 | 8/04/2019 –  12/04/2019 | Budgeting and Budgetary Control: Concepts, Objectives, Limitations |
| Week 13 | 15/04/2019 –  20/04/2019 | Types of Budgets |
| Week 14 | 22/04/2019 –  27/04/2019 | Zero Base Budgeting |
| Week 15 | 29 /04/2019 –  3/05/2019 | Standard Costing, Analysis of Variance |

**PG.GOVT COLLEGE FOR GIRLS, SECTOR-42, CHANDIGARH**

**Teaching Plan Even Semester**

**Session (2018-19)**

**Class: Multiple Classes Name of the Teacher: Ms. Shivani Dwivedi**

**Subject: Add on courses Advance Diploma** **Level**

**Period :VIII Room No : 304**

|  |  |  |
| --- | --- | --- |
| **S. No** | **Dates** | **Topics to be covered** |
| Week 1 | 14 /01/2019 – 19/01/2019 | BUSINESS PLAN- Meaning, Importance, Contents & how to prepare Business plan, Responsibility for Business Plan CASE HISTOIRES Of entrepreneurs-Lakshmi Mittal, Shehnaz Hussain, Ritu Kumar, etc and regional level entrepreneurs. |
| Week 2 | 21/01/2019 –  25/01/2019 | VENTURE CAPITAL- Meaning,Need, Importance for small business. Institutions and other venture capitalists INFORMATION TECHNOLOGY- Meaning, History, Revolution of Information technology |
| Week 3 | 28/01/2019 –  2/02/2019 | E-BANKING Meaning,Need, Tele-Banking, Internet Banking THE HUMAN SIDE OF ENTERPRISE Services, Their nature, Types of services, Distributive services, Information services. Success factors in service ventures. |
| Week 4 | 4/02/2019 –  9/02/2019 | Service factors which make the human resources productive SELF-MANAGEMENT THROUGH YOGA- Basic techniques of yoga like pranayama, dhayana, simple asana in order to improve employer- employee relationships-Importance and need. |
| Week 5 | 11/02/2019 –  16/02/2019 | UNDERSTANDING BUSINESS ENVIRONMENT AND RELATED TERMINOLOGY - Concept of business environment, critical elements of the economic environment, Impact of micro and macro environment. INFORMATION TECHNOLOGY ACT, 2000-Introduction |
| Week 6 | 18/02/2019 –  23/02/2019 | TALLY SYSTEM OF ACCOUNTING E-COMMERCE -Meaning, History, Relevance, Types, Internet, World wide web. |
| Week 7 | 25/02/2019 –  02/03/2019 | MANAGERIAL ASPECTS OF SMALL BUSINESS CEP 106 Financial management Importance of financial management, Techniques of managing finance. Management of working capital Reinforcement of the concept of working capital |
| Mid Semester Exam | | |
| Week 8 | 11/03/2019 –  16/03/2019 | Factors to be controlled in managing working capital. Tools and techniques.Books of accounts Importance of accounting assessment, Different books and its relevance |
| Week 9 | 18 /03/2019 –  22/03/2019 | Support stationary and its use, Operating mechanism Financial Statements Importance and interpretation, Profit and loss account, Balance sheet, Cash flow/funds flow |
| Week 10 | 25/03/2019 –  30/03/2019 | Marketing Management Marketing for small business, Strategies for sales promotion, International marketing Export Marketing Understanding international business environment, Procedures and formalities, Do’s and don’ts for exports |
| Week 11 | 1/04/2019 –  6/04/2019 | Green channel. Sales Promotion Sales Promotion, Tools and techniques for sales promotion, Pricing policy and its implication on sales |
| Week 12 | 8/04/2019 –  12/04/2019 | Material Management Concept of inventory control, and importance, Tools and techniques for managing the materials. Inventory Control and Quality management Defining quality and its concept, Aspects of Quality Management |
| Week 13 | 15/04/2019 –  20/04/2019 | ISO 9000Certification, Total Quality Management (TQM) Enterprise Establishment & Credit Disbursement Facilities |
| Week 14 | 22/04/2019 –  27/04/2019 | Financial Support from financial institutions, Procedures for applications, Disbursement procedures, Do’s and don’ts. |
| Week 15 | 29 /04/2019 –  3/05/2019 | Legal implications Income tax, sales tax, Excise, Labor laws, factory act, pollution control act, etc. |

**PG.GOVT COLLEGE FOR GIRLS, SECTOR-42, CHANDIGARH**

**Teaching Plan Even Semester**

**Session (2018-19)**

**Class: Multiple Classes Name of the Teacher: Ms. Charul**

**Subject: Add on courses Diploma** **Level**

**Period :VIII Room No : 303**

|  |  |  |
| --- | --- | --- |
| **S. No** | **Dates** | **Topics to be covered** |
| Week 1 | 14 /01/2019 – 19/01/2019 | Paper-I: Entrepreneurial Culture Entrepreneurial Culture Meaning, stages in the entrepreneurial Process. Factors affecting entrepreneurship, Success factors for Entrepreneurship. Women Entrepreneurs. Their problems and schemes for Women Entrepreneurs |
| Week 2 | 21/01/2019 –  25/01/2019 | Rural entrepreneurs their problems and schemes for Rural Entrepreneurs Developing Entrepreneurial Competencies Meaning, Methods to develop competencies through self-analysis, through competitions and environment etc. |
| Week 3 | 28/01/2019 –  2/02/2019 | Devising own means to improve competencies. Identifying competitors. Competitive Analysis Meaning, the threat of entry, the power of buyers. Suppliers and substitutes. Competitive Rivalry, Implications of competitive analysis. |
| Week 4 | 4/02/2019 –  9/02/2019 | Perceiving a Business Opportunity Identification and selecting of business, potential opportunities at the selected area/state, Environmental Scanning, sources of information, Identifying opportunities, Converting problems into opportunities. |
| Week 5 | 11/02/2019 –  16/02/2019 | Understanding Business Environment Concept of Business Environment, Critical elements, Criteria for assessing Project Feasibility, Importance of Project Feasibility in business opportunity selection. |
| Week 6 | 18/02/2019 –  23/02/2019 | Assessing Project Feasibility Concept of Project Feasibility, Its Elements, Criteria for assessing Project Feasibility, Importance of Project Feasibility in business opportunity selection |
| Week 7 | 25/02/2019 –  02/03/2019 | Institutional Assistance Availability of various Institutional finances and finances from Commercial Banks, Institutional support regarding Technological Development. Setting up of Laboratories, marketing etc |
| Mid Semester Exam | | |
| Week 8 | 11/03/2019 –  16/03/2019 | Business Communication (Oral and Written) Art of Public Speaking. Influencing the Personnel Importance of Communication, Problem solving through Communication and Discussion. |
| Week 9 | 18 /03/2019 –  22/03/2019 | MANAGING SMALL ENTERPRISE (S) SMALL SCALE INDUSTRY Meaning, role, risks and failure, external & personal factors of failure, ways-out to succeed, pressing problems of small Industry. |
| Week 10 | 25/03/2019 –  30/03/2019 | General Management Introduction to management, Principles of management, Principles in operation, Key aspects of managing a small enterprise. |
| Week 11 | 1/04/2019 –  6/04/2019 | Production Management in Practice Installing and utilizing project capacity, selecting appropriate technology and cost, Purchase techniques. Production Management Importance of production, planning and control, Tools and techniques. |
| Week 12 | 8/04/2019 –  12/04/2019 | Marketing Management Importance of production , planning and control, Tools and techniques. Market Survey Concept & practice, Assessment of demand & supply, Preparation of survey questionnaire. |
| Week 13 | 15/04/2019 –  20/04/2019 | Financial Management-I Understanding working capital cycle, Assessment of working capital. Financial Management-II Financial ratios and its importance Tools and techniques for calculating financial ratios |
| Week 14 | 22/04/2019 –  27/04/2019 | Globalization and Liberalization-Meaning, Impact, Its benefits and drawbacks to SSI sector. WTO and its impact of SSI sector |
| Week 15 | 29 /04/2019 –  3/05/2019 | SSI and Modern Technology. Social Responsibility of Business |

**PG.GOVT COLLEGE FOR GIRLS, SECTOR-42, CHANDIGARH**

**Teaching Plan Even Semester**

**Session (2018-19)**

**Class: B.COM 2A Name of the Teacher: Mrs. Aishwarya & Ms. Tanya**

**Subject: Auditing Period: 2nd**

**Paper: Auditing Room No: 303**

|  |  |  |
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| **S. No** | **Dates** | **Topics to be covered** |
| Week 1 | 14 /01/2019 – 19/01/2019 | Auditing: introduction, meaning, objectives. |
| Week 2 | 21/01/2019 –  25/01/2019 | Auditing: basic principles, classification, advantages and limitations of audit. |
| Week 3 | 28/01/2019 –  2/02/2019 | Investigation, difference between audit and investigation. Audit program, audit evidence, internal control, internal check and internal audit |
| Week 4 | 4/02/2019 –  9/02/2019 | Vouching – definition, features, examining vouchers-vouching of cash book-vouching of trading transactions. Verification of valuation of assets and liabilities. |
| Week 5 | 11/02/2019 –  16/02/2019 | Company auditors –qualification and disqualification, appointment, removal, remuneration, rights, duties and liabilities. Auditors report – content and types CARO |
| Week 6 | 18/02/2019 –  23/02/2019 | Secretarial practice: definition of company secretary, qualification of company secretary, appointment, dismissal, duties and liabilities for offences of company secretaries. |
| Week 7 | 25/02/2019 –  02/03/2019 | Revision. |
| Mid Semester Exam | | |
| Week 8 | 11/03/2019 –  16/03/2019 | Position and role of company of company secretaries, company secretary in practice. |
| Week 9 | 18 /03/2019 –  22/03/2019 | Procedure for statutory meetings and its fate under companies act 2013. |
| Week 10 | 25/03/2019 –  30/03/2019 | Annual general meeting and its fate under companies act 2013. |
| Week 11 | 1/04/2019 –  6/04/2019 | Annual general meeting, directors and board. |
| Week 12 | 8/04/2019 –  12/04/2019 | Committee meetings, meaning and types of motions and resolutions. |
| Week 13 | 15/04/2019 –  20/04/2019 | Minutes, role of CS before during and after meetings. |
| Week 14 | 22/04/2019 –  27/04/2019 | Revision. |
| Week 15 | 29 /04/2019 –  3/05/2019 | Revision. |

**Class: B.com 3 B Name of the Teacher: Mrs. Aishwarya & Ms. Harman**

**Subject: Issues in Financial Reporting Period :** 5 th

**Paper : BCM 603 Room No : 306**

|  |  |  |
| --- | --- | --- |
| **S. No** | **Dates** | **Topics to be covered** |
| Week 1 | 14 /01/2019 – 19/01/2019 | Financial Reporting: Nature and objectives, Benefits Users of Financial reports. |
| Week 2 | 21/01/2019 –  25/01/2019 | General purpose and specific purpose report. Qualitative characteristics of accounting information. |
| Week 3 | 28/01/2019 –  2/02/2019 | Conceptual framework of financial reporting: FASB and IASB. |
| Week 4 | 4/02/2019 –  9/02/2019 | International Financial Reporting Standards (IFRS): Role of IASB, arguments for global conversion. |
| Week 5 | 11/02/2019 –  16/02/2019 | Achievements of IASB and obstacles in conversion. |
| Week 6 | 18/02/2019 –  23/02/2019 | Issues in corporate financial reporting- accounting for price level changes. Social reporting. |
| Week 7 | 25/02/2019 –  02/03/2019 | Human resource accounting, difference between IFRS and Indian Accounting Standards, US GAAP |
| Mid Semester Exam | | |
| Week 8 | 11/03/2019 –  16/03/2019 | Disclosures as per IFRS. |
| Week 9 | 18 /03/2019 –  22/03/2019 | Indian accounting standard with reference to segment reporting. |

**Class: B.COM 2B Teacher: Ms. Minakshi & Mrs. Aishwarya**

**Subject: Marketing management Period: !st**

**Paper : Marketing management Room No : 203**

|  |  |  |
| --- | --- | --- |
| **S. No** | **Dates** | **Topics to be covered** |
| Week 1 | 14 /01/2019 – 19/01/2019 | Introduction to marketing: meaning, nature and scope of marketing. |
| Week 2 | 21/01/2019 –  25/01/2019 | Marketing concepts and philosophies, marketing process. |
| Week 3 | 28/01/2019 –  2/02/2019 | Marketing mix. Marketing information system: meaning and components, marketing research process. |
| Week 4 | 4/02/2019 –  9/02/2019 | Consumer busying segmentation: levels and pattern of market segmentation, basics, major segmentation variables of consumer markets. |
| Week 5 | 11/02/2019 –  16/02/2019 | Concepts of market targeting and positioning |
| Week 6 | 18/02/2019 –  23/02/2019 | Product planning and market strategies : product life cycles, new product development, product concepts and classifications , branding ,packaging, and labeling. |
| Week 7 | 25/02/2019 –  02/03/2019 | Pricing decisions: pricing policies and strategies . |
| Mid Semester Exam | | |
| Week 8 | 11/03/2019 –  16/03/2019 | Distribution decisions: channel design decisions, major channels management decision, causes and managing channel conflicts and physical distribution. |
| Week 9 | 18 /03/2019 –  22/03/2019 | Promotion decisions : communication process |
| Week 10 | 25/03/2019 –  30/03/2019 | Promotion tools: adverting, sales promotion. |
| Week 11 | 1/04/2019 –  6/04/2019 | Public relation, personal selling. |
| Week 12 | 8/04/2019 –  12/04/2019 | Issues in marketing in a developing economy |
| Week 13 | 15/04/2019 –  20/04/2019 | Rural marketing . |
| Week 14 | 22/04/2019 –  27/04/2019 | Revision. |
| Week 15 | 29 /04/2019 –  3/05/2019 | Revision. |