

# C.H.L. Government College, Chhara

## Lesson Plan

Class:	<u>B.Com</u> I Year	Book Referred: Meenakshi Raman and Parkash Singh, Business Communication, Oxford University Press, New Delhi
Section:	I Semester	E-resources
Subject:	Business Communication	Business Communication, Kushal Sri Jain, VK Publications
Professor:	Ms. Geetanjali	Session: 2024-25

Week	Topic
Week 1 22-07-2024 to 27-07-2024	Business communication: meaning and process of business communication
Week 2 29-07-2024 to 3-08-2024	Importance of effective communication
Week 3 05-08-2024 to 10-08-2024	Types of business communication, barriers to communication
Week 4 12-08-2024 to 17-08-2024	Essential of an effective communication system
Week 5 19-08-2024 to 24-08-2024	Communication skills: reading skills
Week 6 26-08-2024 to 31-08-2024	Communication skills: listening skills, not making
Week 7 02-09-2024 to 7-09-2024	Communication skills: persuasive, speaking, body, language, gestures
Week 8 09-09-2024 to 14-09-2024	Business email writing: process of writing email
Week 9 16-09-2024 to 21-09-2024	Writing style and skills, email, etiquette, and email samples Systematically draft different emails on a computer system
Week 10 23-09-2024 to 28-09-2024	Business letter writing: points to be considered before writing business letters
Week 11 30-09-2024 to 05-10-2024	Types of business letters
Week 12 07-10-2024 to 12-10-2024	Business letter, format and samples
Week 13 14-10-2024 to 19-10-2024	Use of word processor to prepare resume
Week 14 21-10-2024 to 26-10-2024	Use of mail merge in word processor
Week 15 28-10-2024 to 02-11-2024	MDU Diwali Break
Week 16 04-11-2024 to 09-11-2024	Prepare a letter of internship requisition and sent email Install and uninstall a web browser and record the steps
Week 17 11-11-2024 to 16-11-2024	Revision
Week 18 18-11-2024 to 21-11-2024	Revision

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**Lesson Plan**

Class: B.Com II Year

Professor: Ms. Geetanjali

Section: III Semester

Book Referred: Kuchal M.C. Modern Indian  
Company Law Shri Mahavir Books, Noida

Subject: Corporate Law

Sharma Ashok, Corporate Law, VK Publishers  
Session: 2024-25

Week	Topic
Week 1 22-07-2024 to 27-07-2024	Historical development of company law in India
Week 2 29-07-2024 to 3-08-2024	Historical development of company law in India
Week 3 05-08-2024 to 10-08-2024	Company meaning, characteristics, and nature
Week 4 12-08-2024 to 17-08-2024	Types of companies
Week 5 19-08-2024 to 24-08-2024	Private company
Week 6 26-08-2024 to 31-08-2024	Formation, promotion, and incorporation of a company
Week 7 02-09-2024 to 7-09-2024	Formation, promotion, and incorporation of a company
Week 8 09-09-2024 to 14-09-2024	Memorandum of association
Week 9 16-09-2024 to 21-09-2024	Memorandum of association
Week 10 23-09-2024 to 28-09-2024	Articles of association
Week 11 30-09-2024 to 05-10-2024	Articles of association
Week 12 07-10-2024 to 12-10-2024	Prospectus
Week 13 14-10-2024 to 19-10-2024	Prospectus
Week 14 21-10-2024 to 26-10-2024	Borrowing powers, Debentures, and charges
Week 15 28-10-2024 to 02-11-2024	MDU Diwali Break
Week 16 04-11-2024 to 09-11-2024	Borrowing powers, Debentures, and charges
Week 17 11-11-2024 to 16-11-2024	Revision
Week 18 18-11-2024 to 21-11-2024	Revision

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**Lesson Plan**

**Class:** B.Com III Year  
**Section:** V Semester  
**Subject:** Cost Accounting

**Professor:** Ms. Geetanjali  
**Book Referred:** Maheshwari and Mittal - Cost Accounting, Sh. Mahavir Book Depot, Delhi Aggarwal M.L., Gupta KL Cost Accounting, Sahitya Bhawan Publications  
**Session:** 2024-25

Week	Topic
Week 1 22-07-2024 to 27-07-2024	Cost Accounting: an introduction
Week 2 29-07-2024 to 3-08-2024	Cost Accounting: an introduction
Week 3 05-08-2024 to 10-08-2024	Cost : elements, concepts, and classification
Week 4 12-08-2024 to 17-08-2024	Material cost accounting
Week 5 19-08-2024 to 24-08-2024	Material/inventory cost control: concepts and technique Treatment of material loss
Week 6 26-08-2024 to 31-08-2024	Labour cost accounting, Labour turnover
Week 7 02-09-2024 to 7-09-2024	Idle time and overtime( labour cost accounting)
Week 8 09-09-2024 to 14-09-2024	Methods of wage payment
Week 9 16-09-2024 to 21-09-2024	Methods of wage payment
Week 10 23-09-2024 to 28-09-2024	Accounting for overheads: classification and treatment
Week 11 30-09-2024 to 05-10-2024	Overheads: allocation, apportionment, Departmentalisation and absorption
Week 12 07-10-2024 to 12-10-2024	Machine hour rate method
Week 13 14-10-2024 to 19-10-2024	Unit or output costing, Cost sheet, cost statement and production account
Week 14 21-10-2024 to 26-10-2024	Unit or output costing, Calculation of estimates, tender, and quotation price
Week 15 28-10-2024 to 02-11-2024	MDU Diwali Break
Week 16 04-11-2024 to 09-11-2024	Reconciliation of cost and financial accounts
Week 17 11-11-2024 to 16-11-2024	Reconciliation of cost and financial accounts
Week 18 18-11-2024 to 21-11-2024	Revision



# C.H.L. Government College, Chhara

## Lesson Plan

Class: B.Com III Year

Professor: Ms. Geetanjali

Section: V Semester

Book Referred: Bhole L.M.: Financial Market Institutions; Tata Mc Graw Hill, New Delhi

Subject: Financial Market Operations

Session: 2024-25

Week	Topic
Week 1 22-07-2024 to 27-07-2024	Indian money, markets, composition and structure: acceptance, houses, discount, houses, and call money market
Week 2 29-07-2024 to 3-08-2024	Indian money, markets, composition and structure: acceptance, houses, discount, houses, and call money market
Week 3 05-08-2024 to 10-08-2024	Recent trends in Indian money market
Week 4 12-08-2024 to 17-08-2024	Security market, new issue market, secondary market: functions and role of stock exchange listing
Week 5 19-08-2024 to 24-08-2024	Procedure and legal requirements in secondary market
Week 6 26-08-2024 to 31-08-2024	Public issue, pricing and marketing, stock exchange: national stock exchange, and over-the-counter exchangers
Week 7 02-09-2024 to 7-09-2024	SEBI: introduction, role, its powers, objectives, scope, and functions
Week 8 09-09-2024 to 14-09-2024	SEBI: introduction, role, its powers, objectives, scope, and functions
Week 9 16-09-2024 to 21-09-2024	Investors protection: grievances concerning stock exchange, and dealings and their removal; grievance cell in stock exchange. SEBI: company law board: press remedy through courts
Week 10 23-09-2024 to 28-09-2024	Investors protection: grievances concerning stock exchange, and dealings and their removal; grievance cell in stock exchange. SEBI: company law board: press remedy through courts
Week 11 30-09-2024 to 05-10-2024	Functionaries on stock exchanges: brokers, sub brokers, market makers, jobs, portfolio, consultants, institutional investors, depository
Week 12 07-10-2024 to 12-10-2024	Functionaries on stock exchanges: brokers, sub brokers, market makers, jobs, portfolio, consultants, institutional investors, depository
Week 13 14-10-2024 to 19-10-2024	Financial services: merchant banking – function and rules; SEBI guidelines; credit rating – concept, functions and types
Week 14 21-10-2024 to 26-10-2024	Financial services: merchant banking – function and rules; SEBI guidelines; credit rating – concept, functions and types
Week 15 28-10-2024 to 02-11-2024	MDU Diwali Break
Week 16 04-11-2024 to 09-11-2024	Role, policy measures relating to developmental financial institution in India. Products and services offered by IFCI, IDBI, IIBI, SIDBI, IDFC, EXIM, NABARD, and ICICI.
Week 17 11-11-2024 to 16-11-2024	Meaning and benefits of mutual funds, types, SEBI guidelines.
Week 18 18-11-2024 to 21-11-2024	Revision