

FM/CD/01

Rev : 00

TEACHING PLAN
ACADEMIC YEAR 2015-2016

Class : B.COM

Subject: BUSINESS REGULATORY FRAMEWORK-I

Periods per weeks: Th. 4 Pract. ____

Weeks (Total) : 15

Semester: III

Paper No: XX

Test (Date): ____

Tutorial (Date): ____

Week	Topic to be covered
1	Unit I: Indian Contract Act - 1872. — Part-I Meaning and nature of contract, essentials of valid contract
2	Meaning and kinds of agreements, Agreements declared void, voidable contracts
3	Offer and Acceptance of an offer.
4	Capacity of parties to contract. MCQ TEST
5	Unit II: Indian Contract Act - 1872. — Part-II Free consent, Lawful object.
6	Consideration MCQ TEST
7	Unit III. Indian Contract Act-1872. —Part-III Performance of contract.
8	Discharge or Termination of contract. Breach of contract. MCQ TEST
9	Unit IV: Special Contracts. Indemnity and Guarantee contracts
10	Bailment and Pledge contracts
11	Agency contracts. MCQ TEST
12	Unit V: Consumer Protection Act (Amended Act of 2002) Objectives and Important Definitions of Act.
13	Composition and working of Consumer protection councils.
14	Composition and working of Consumer Disputes Redressal Agencies.
15	MCQ & Revision

Teacher's Signature

H.O.D.'s Signature

TEACHING PLAN
ACADEMIC YEAR 2015-2016

Class : B.COM

Semester: III

Subject : CORPORATE ACCOUNTING-I

Paper no: XIX

Periods per weeks: Th. 4 Pract. _____

Test (Date): _____

Weeks (Total): 15

Tutorial (Date): _____

Week	Topic to be covered
1	Unit-I- Issue and forfeiture of shares, Re-issue of forfeited shares : Meaning of shares, Issue of shares-at par, at premium, at discount, Collection of share money
2	Collection at lump sum, Collection in Installment, Issue of share in consideration of assets etc., Procedure of Issue of shares, Prospects, Application, Allotment, Pro-rata Allotment of shares
3	Forfeiture of shares, Reissue of shares, Profit on Re-issue Journal Entries for Issue of shares, forfeiture of shares, Reissue of shares, Balance sheet
4	Journal Entries for Issue of shares, forfeiture of shares, Reissue of shares, Balance sheet MCQ TEST
5	Unit-II – Redemption of Debentures Types of Debentures, Methods of Redemption- Redemption in Installment, Redemption in lump sum, Redemption by conversion
6	Redemption by purchase in open market, Finance for Redemption out of profit, out of fresh Issue, Numerical problems on Redemption in lump sum: Issue at par- Redeemable at par
7	Problems on-Issue at Discount- Redeemable at par , Issue at premium- Redeemable at par,
8	Problems on- Issue at par- Redeemable at premium, Issue at Discount- Redeemable at premium, Sinking fund method MCQ TEST
9	Unit-III -Redemption of Preference shares Types of Preference shares
10	Redemption out of fresh Issue of shares, Redemption out of profits
11	Numerical Problems: Journal Entries for Redemption and Balance sheet after Redemption MCQ TEST
12	Unit-IV- Final Accounts of Joint stock company Numerical problems
13	Numerical problems
14	Numerical problems
15	Numerical problems , MCQ & Revision

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Teaching Plan Academic Year 2015-2016

Class: B.Com
Subject: HUMAN RESOURCE MANAGEMENT-I
Periods per weeks: Th. 4 Pract. ____
Weeks (Total): 15

Semester: III
Paper No: XXI
Test (Date): _____
Tutorial (Date): _____

WEEKS	TOPICS TO BE COVERED
1	UNIT-I: Human Resource Management Concept of HRM, Definitions, Characteristics, Objectives
2	Significance, Scope, Process of HRM, Evolution of HRM in India
3	Environmental influences on HRM, Qualities & Role of HR Manager. MCQ TEST
4	UNIT II: Human Resource Planning Concept, Objectives, Need, Significance
5	Levels & Process of H.R. Planning, Limitations of H.R.Planning
6	Career Planning, Succession Planning, Human Resource Information System. MCQ TEST
7	UNIT III: JOB ANALYSIS Concept & Objectives of Job Analysis, TEST & TUTORIAL-I
8	Uses & Process of Job Analysis
9	Concepts of Job Description, Job Specification & Job Design MCQ TEST
10	UNIT IV: RECRUITMENT & SELECTION Definition of Recruitment, Sources, Process of Recruitment;
11	Definition of Selection, Selection Procedure Interviews: Meaning, Objectives, Importance
12	Interview Process, Limitations, Concepts of Placement and Induction MCQ TEST
13	UNIT V: TRAINING & DEVELOPMENT Meaning, Objectives, Need for training,
14	Importance, Benefits, Types, Methods of Training;
15	Concept & Objectives of Executive Development, Importance & Principles of Executive Development. MCQ TEST

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Rev : 00

Teaching Plan Academic Year 2015-2016

Class : B.Com
Subject: I.T Application in Business-III
Periods per weeks: Th. 4 Pract. _____
Weeks(Total): 15

Semester: III
Paper No: XVII
Test (Date): _____
Tutorial (Date): _____

WEEKS	TOPICS TO BE COVERED
1	UNIT I : Introduction to Tally:- Fundamentals of Computerized Accounting, Computerized Accounting Vs. Manual Accounting,
2	Architecture and Customization of Tally, Features of Tally, Configuration of Tally-Accounting groups.
3	UNIT II: Accounting with Tally:- Creation of new Company, Creation of groups, Ledger, Vouchers
4	Voucher entry, Payment voucher , Receipt voucher, Sales voucher, Purchase voucher, Contra voucher, Journal voucher, Editing and deleting vouchers,
5	Bank reconciliations, Bill wise details, Order processing , Accounting reports
6	Export and import of data, Printing of vouchers, bills and reports, web enabled reporting and online support
7	UNIT III: Tally Inventory Management:- Introduction to inventory, Creation of stock category, Creation of stock group, Creation of stock items
8	Editing and deletion of stock items, Usage of stock in voucher entry, Stock vouchers or purchase orders
9	Purchase and sales orders, stock valuation methods, Inventory reports.
10	UNIT – IV: Tax application in Tally:- Introduction to VAT, VAT activation and classification
11	VAT computation, Composite VAT-
12	Input VAT on capital goods, Central Excise Tax, Service tax.
13	PRACTICALS
14	PRACTICALS
15	PRACTICALS & REVISION

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Rev : 00

TEACHING PLAN
ACADEMIC YEAR 2015-2016

Class : B.COM

Semester: III

Subject: : PRINCIPLES OF BUSINESS MGMT-I

Paper No: XVIII

Periods per weeks: Th. 4 Pract. ____

Test (Date): _____

Weeks (Total) : 15

Tutorial (Date): _____

Week	Topic to be covered
1	Unit -I: Introduction to Management Meaning, Definitions, Nature, Characteristics,
2	Importance, functions of Management. Development of Management thoughts- Contribution of F.W. Taylor
3	Contributions of Henry Fayol, Mary Parker Follett, Elton Mayo, Peter Drucker. MCQ TEST
4	Unit- II: Planning Meaning, Definitions, Nature,
5	Characteristics & Importance of Planning, Limitations of planning,
6	Types of plans, planning process. MCQ TEST
7	Unit - III: Decision Making Meaning, Definitions, Nature, Characteristics
8	Technique of decision making, Problems in decision making. MCQ TEST
9	Unit - IV : Organizing Meaning, Definitions, Importance of organization
10	The Process of organization, Types of organization, principles of organization. MCQ TEST
11	Unit - V : Staffing Meaning, Definitions, objectives, Characteristics
12	Importance of staffing. Man power planning, source of recruitment,
13	Selection procedure, Induction, promotion, Training of Executive or management development
14	Types of training, Performance appraisal - meaning importance and methods.
15	MCQ TEST & Revision

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