**Academic session 2020-2021**

**Class: B. Com Final year 5th semester.**

**Subject: BC 504 Income Tax-1**

Dr. Ashok Verma, Associate Professor of Commerce

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| Month | Topic | Academic Activities |
| November 2020 | Introduction to income tax: concept, tax, person, income, agricultural income, casual income, previous  year, financial year, assessment year, gross total income, total income; tax management: tax evasion,  avoidance, and tax planning. | Introduction of Syllabus and Course outcomes. Group Discussion |
| December,2020 | Basis of charges: scope of total income, residence and tax liability, income which does not form part of  total income.  Heads of income: income from salary, | Quiz contest and Q/Ans. Sessions promoting students ask questions & participating in discussion |
| January,2021 | House property; profit and gains from business and profession, | Assignment and test. Discussion on assignment& test |
| February,2021 | Capital gains and other sources.  Clubbing and aggregation of income.  Provisions regarding set-off and carry forward of losses. Revision of syllabus | Written test and Doubts taken session Presentation by Students and Quiz |
| Ist Assignment: Last Week of December, 2020- Residential Status and incidence of tax Liability  Class Test: Ist Week of January, 2021- Income from salary  IInd Assignment: - Last Week of January, 2021- Types of allowances and perquisites, Provident fund provisions | | |

**Academic session 2020-2021**

**Class: B. Com Final year 5th semester.**

Dr. Ashok Verma, Associate Professor of Commerce

B. Com III. Semester 5th BC-506 (i) SUPPLY CHAIN MANAGEMENT

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| Month | Topic | Academic Activities |
| November 2020 | Supply chain management (SCM): concept, scope and importance; approaches to SCM; role of SCM in a  firm and economy;  . | Introduction of Syllabus and Course outcomes. Group Discussion |
| December,2020 | SCM and marketing mix; SCM as coordination function; integrated SCM: total cost  concept; Strategic SCM: SCM strategy, implementation and management; interrelationship of SCM and  marketing. Elements of SCM; transportation: considerations in selecting the right mode; multimodal transportation; | Quiz contest and Q/Ans. Sessions promoting students ask questions & participating in discussion |
| January,2021 | warehousing: types, site selection and management; customer service-strategy and practices; Distribution channel design. Information system in SCM; ERP and SCM; | Assignment and test. Discussion on assignment& test |
| February,2021 | Recent developments in SCM - third/fourth party logistics. Revision of syllabus | Written test and Doubts taken session Presentation by Students and Quiz |
| Ist Assignment: Last Week of December, 2020- Approaches to SCM; role of SCM  Class Test: Ist Week of January, 2021- Total Cost and SCM strategy  IInd Assignment: - Last Week of January, 2021- Total Cost and SCM strategy | | |

Academic session 2020-2021

Dr. Ashok Verma, Associate Professor of Commerce

B. Com II. Semester 3rd BC-305 Indian Financial System

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| Month | Topic | Academic Activities |
| November 2020 | Introduction: nature and role of financial system; Financial system and economic development; An  overview of Indian financial system.  Components of financial system: Financial markets and financial instruments: money and capital markets: | Introduction of Syllabus and Course outcomes. Group Discussion |
| December,2020 | Money market: meaning, constituents instruments and functions, recent developments in Indian money  market; Capital market: primary and secondary market; Depository system, recent developments in Indian  capital market; SEBI: its formation, role and recent developments. The Debt Market: meaning, features, participants, instruments; private, PSUs & Government securities  market. | Quiz contest and Q/Ans. Sessions promoting students ask questions & participating in discussion |
| January,2021 | Financial institutions: Reserve Bank of India: organization, management and functions; credit creation  and credit control. Commercial banks: meaning and functions, structure and recent developments in commercial banking in  India; | Assignment and test. Discussion on assignment& test |
| February,2021 | E-banking, NPA’s in Commercial Banks, Payment Banks.  Development banks: concept, objectives and functions; recent developments in development banking.  Revision of syllabus | Written test and Doubts taken session Presentation by Students and Quiz |
| Ist Assignment: Last Week of December, 2020- Financial markets and financial instruments: money and capital markets  Class Test: Ist Week of January,2021- Economic Growth and SEBI  IInd Assignment: - Last week of January,2021 – SEBI and Depository system | | |

Academic session 2020-2021

Dr. Ashok Verma, Associate Professor of Commerce

B. Com II. Semester 1st BC-106 BUSINESS COMMUNICATION

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| Month | Topic | Academic Activities |
| November 2020 | Business communication: meaning; forms of electronic communication; models and processes; theories  of communication. Corporate communication: audience analysis; formal and informal communication network; | Introduction of Syllabus and Course outcomes. Group Discussion |
| December,2020 | Communication barriers; improving communication; effective presentation skills: individual and group  presentation; practices in business communication: group discussion, mock-interview and seminars; Report writing: principles and contents. | Quiz contest and Q/Ans. Sessions promoting students ask questions & participating in discussion |
| January,2021 | Self-development and communication: development of positive attitude; SWOT analysis; body language:  kinesics, proxemics, para language; Principles of effective listening: oral, written and video session; | Assignment and test. Discussion on assignment& test |
| February,2021 | Interviewing skills: appearing and conducting; writing resume; Writing business letters and emails;  Etiquettes in verbal, written and online communication. Revision of syllabus | Written test and Doubts taken session Presentation by Students and Quiz |
| Ist Assignment: Lastt Week of December, 2020- Theories of communication.  Class Test: Ist Week of January, 2021- Audience Analysis and communication barriers  IInd Assignment: - Last Week of January, 2021- Audience Analysis and communication barriers. | | |