**Academic session 2020-2021**

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

**Subject: BC 501 Cost accounting**

**Dr. Sandeep Bansal, Associate Professor**

**Mode of Transmission: Online through Google Meet and offline**

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| Month | Topic | Academic Activities |
| November 2020 | Introduction: nature and scope of cost accounting; cost concepts & classification; methods & techniques. Materials: material planning &purchasing, pricing of material issue; treatment of material losses, material & inventory control: concept and techniques. Labour: labour cost control procedure; labour turnover; Idle time and overtime; Methods of wage payment: time and piece rate; incentive schemes. | Introduction of Syllabus and Course outcomes. Group Discussion |
| December,2020 | Overheads: classification, allocation, apportionment and absorption of overheads; under and over absorption. Methods of costing: Unit costing; Job costing; Cost control and cost reduction;  | Quiz contest and Q/Ans. Sessions promoting students ask questions & participating in discussion |
| January,2021 | Cost audit; an overview of cost audit standards.Contract costing; process costing (process losses, valuation of work in progress, joint and by-products)  | Written test, Assignment and Discussion on test, assignment  |
| February,2021 | Service costing (only transport). Standard costing and variance analysis: material and labour. Revision of syllabus | Doubts taken session. Presentation by Students and Quiz |
| Ist Assignment: Last week of December 2020 - Overheads: classification, allocation, apportionment and absorption of overheads Class Test: Ist Week of January, 2021- Material Costing including pricing of material issueIInd Assignment: - Last Week of January,2021- Cost control and Reduction |

**Academic session 2020-2021**

**Class: B. Com Second year 3rd semester.**

**Subject: BC: 304, Company Law-1**

**Mode of Transmission: Online through Google Meet and offline**

**Dr. Sandeep Bansal, Associate Professor**

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| Month | Topic | Academic Activities |
| November 2020 | Company: meaning, characteristics & types of companies, conversion of private into public company & vice versa. Promotion and incorporation of companies; promotors: legal position, duty, liability and remuneration; Company and pre-incorporation contracts; incorporation procedure. Memorandum of Association: clauses, | Introduction of Syllabus and Course outcomes. Group Discussion |
| December,2020 | Doctrine of ultra vires, alteration of clauses. Articles of Association: contents, model forms, and alteration; Doctrine of indoor management and constructive notice. Prospectus: meaning, contents and formalities, abridged prospectus, deemed prospectus, red herring & shelf prospectus, misstatement and remedies, liabilities for misstatements. | Quiz contest and Q/Ans. Sessions promoting students ask questions & participating in discussion |
| January,2021 | Share Capital: types, issue and allotment of shares and debentures; share certificate and share warrant, reduction of share capital; buy-back of shares. Transfer & transmission of shares and debentures; | Written test, Assignment and Discussion on test, assignment  |
| February,2021 | Depository system; borrowing powers and debentures.Revision of syllabus | Doubts taken session. Presentation by Students and Quiz |
| Ist Assignment: Last Week of December, 2020- Memorandum of Association: clauses, doctrine of ultra vires, and alteration of clauses.Class Test: Ist Week of January, 2021- Articles of Association IInd Assignment: - Last Week of January, 2021- Transfer & transmission of shares  |

**Academic session 2020-2021**

**Class: B. Com Second year 3rd Semester.**

**Subject: BC: 306 Advertising.**

**Mode of Transmission: Online through Google Meet and offline**

**Dr. Sandeep Bansal, Associate Professor**

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| Month | Topic | Academic Activities |
| November 2020 | Rural Marketing: meaning, nature, characteristics; opportunities and challenges to rural markets in India; Socio-cultural, economic, demographic, technological and other environmental factor affecting rural marketing; Rural consumer behaviour; | Introduction of Syllabus and Course outcomes. Group Discussion |
| December,2020 | Segmentation of rural market; strategies for rural marketing; rural marketing mix; difference in rural and urban market; problems in rural marketing; Strategies for rural marketing. Product planning, pricing, promotion and management of distribution channels for marketing of durables | Quiz contest and Q/Ans. Sessions promoting students ask questions & participating in discussion |
| January,2021 | Strategies for non –durables in rural marketing.Planning and organizing personnel selling in rural markets; Innovation in rural market; | Written test, Assignment and Discussion on test, assignment  |
| February,2021 | E-commerce in rural markets, e-chaupal & other similar initiatives in rural markets. Revision of syllabus | Doubts taken session. Presentation by Students and Quiz |
| Ist Assignment: Last Week of December, 2020- Strategies of Rural MarketingClass Test: Second week of January,2021- Marketing of Non- Durable Products Channels for marketing of durables and non-durables in rural areasIInd Assignment: - Last Week of January, 2021- Innovation in Rural Marketing E-commerce in rural markets, e-chaupal & other similar initiatives in rural markets. |

**Academic session 2019-2020**

**Class: B. Com First year 2nd semester.**

**Subject: BC: 103 Principal of Business Management.**

**Mode of Transmission: Online through Google Meet and offline**

**Dr. Sandeep Bansal, Associate Professor**

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| Month | Topic | Academic Activities |
| November 2020 | Introduction to commerce: concept, nature, importance and scope, components of commerce, evolution of commerce, commerce and business. Introduction to Management: concept, characteristics and significance, Process/Functions of Management, Coordination. Management: as Science, Art and profession. Approaches to Management: Classical and Neo classical approach, Behavioral approach, Management science approach, Systems approach and Contingency approach; Management thought in ancient India. | Introduction of Syllabus and Course outcomes. Group Discussion |
| December,2020 | Planning: concept, process & importance, Types of Plans: Policy, Programme, Strategy, Vision, Mission, Goals, and Objectives. Organizing: meaning, principles and benefits of organizations; Organizational structure: Functional, Line vs. Staff, matrix, Formal vs. Informal; Organizational structure for large scale business organization. Delegation: meaning, advantages, barriers to delegation, guidelines for effective delegation. Decentralization and Centralization: advantages and disadvantages, factors influencing decentralization. | Quiz contest and Q/Ans. Sessions promoting students ask questions & participating in discussion |
| January,2021 | Staffing: meaning, importance & scope of staffing. Directing: concept; Motivation: concept, objectives & significance, Approaches to motivation. Leadership: concept, significance & functions, Leadership styles, approaches to leadership. | Written test, Assignment and Discussion on test, assignment  |
| February,2021 | Controlling: meaning and characteristics of control, process of control, prerequisites of an effective control system; controlling techniques. Revision of syllabus | Doubts taken session. Presentation by Students and Quiz |
| Ist Assignment: Last Week of December, 2020- Approaches to Management: Classical and Neo classical approach, Behavioral approach,Class Test: Second Week of January, 2021- Types of PlanIInd Assignment: - Last Week of January, 2021- Controlling techniques: Traditional and Modern |