Academic session 2020-2021

Dr. Ashok Verma, Associate Professor of Commerce

B. Com iii year 6th semester (BC 603 Income Tax ii)

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| Months | Topic | Academic Activities |
| April 2021 | Deductions under section 80C to 80U in Computing Total Income. Computation of Total Income and Tax Liability of an Individual | CLASS DISCUSSION |
| May 2021 | Assessment of Hindu undivided families, Computation of Total Income and Tax Liability of a Firm and Companies. Income Tax Authorities and their powers | Presentation and taken doubts, queries |
| June 2021 | Procedure for Assessment; Different types of returns Deduction of Tax at Source; Advance Payment of Tax Recovery of Tax and Refund of Tax | Class test |
| July 2021 | Appeals and Revision Penalties and Prosecutions. DTC: An overview | Revision of syllabi |
|  | Assignment 1st in May 2021  Class test in June 2021  Assignment 2nd in July 2021 |  |

Academic session 2020-2021

Dr. Ashok Verma, Associate Professor of Commerce

B. Com iii year 6th semester BC 603 Human Resource Management

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| Months | Topic | Academic Activities |
| April 2021 | Human resource management: meaning, nature, history and scope, objectives, functions, importance; HRM vs. HRD and personal management. Human resource planning: meaning, importance, objectives, process, factors affecting manpower planning, problems and suggestions for making HR planning effective | CLASS DISCUSSION |
| May 2021 | Job Analysis: meaning, process of job analysis, methods of collecting job analysis data, potential problems with job analysis; job description and job specification. Recruitment: meaning, purpose, recruitment policy, factors affecting recruitment; source of recruitment, internal and external methods of recruitment. Selection: meaning, purpose, difference between recruitment and selection; process of selection; barriers to effective selection | Presentation and taken doubts, queries |
| June 2021 | Placement, induction and internal mobility: placement; induction/orientation: meaning, objectives, content and responsibility for induction; internal mobility: meaning & need; transfer: purpose, types; benefits and problems, transfer policy; promotion: purpose, basis, promotion policy; demotion: causes, demotion policy. Training: meaning, training and education, training and development, objectives, importance, steps in designing training programme; training methods: on-the-job and off-the-job methods. | Class test |
| July 2021 | Performance appraisal: meaning, features, merits, limitations, process and methods of performance appraisal. | Revision of syllabi |
|  | Assignment 1st in May 2021  Class test in June 2021  Assignment 2nd in July 2021 |  |

Academic session 2020-2021

Dr. Ashok Verma, Associate Professor of Commerce

B. Com i year 2nd semester (BC 206 Business Environment of Haryana)

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| Months | Topic | Academic Activities |
| April 2021 | Haryana economy: nature, characteristics and problems; concept of economic development; State of the Haryana economy since its inception: Income; Population, Health & Nutrition and declining sex ratio.  Haryana agriculture: nature, cropping pattern, role of agriculture in Haryana economy, Measures for  development in agriculture, crop insurance Agriculture credit: agriculture finance, types of agriculture finance; | CLASS DISCUSSION |
| May 2021 | credit needs of farmers; sources of credit: institutional and non-institutional sources; NABARD; rural indebtedness: causes, consequences  and debt relief measures | Presentation and taken doubts, queries |
| June 2021 | Micro, small & medium enterprises (MSME) in Haryana: meaning, role, performance and challenges; SEZ, Growth of MNCs in Haryana | Class test |
| July 2021 | Role of HSIIDC, HFC, HAFED, HKVIB.  Haryana budget: objectives and policies, sources of revenues and its utilization. | Revision of syllabi |
|  | Assignment 1st in May 2021  Class test in June 2021  Assignment 2nd in July 2021 |  |

Academic session 2020-2021

Dr. Ashok Verma, Associate Professor of Commerce

B. Com ii year 4th semester (BC 405COMPUTERIZED ACCOUNTING SYSTEM)

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| Months | Topic | Academic Activities |
| April 2021 | Introduction: installation of Tally, ERP9 – Licensing configurations – Tally Vault Password – Security  Control in Tally, ERP9 – Splitting Company Data – Backup and Restore | CLASS DISCUSSION |
| May 2021 | Accounting: voucher entry, budget, cost center, balance sheet, profit and loss account, currency, debit note, credit note, interest calculation.  Inventory: stock item, sales order, purchase order, delivery note, rejection out. | Presentation and taken doubts, queries |
| June 2021 | Computerized Tax Liability Calculation.  Payroll: Salary Accounting – Introduction to Payroll – Payroll Masters – Payroll Vouchers – Overtime | Class test |
| July 2021 | Payment – Gratuity – Advanced Payroll Transactions Basic Salary, Overtime, Bonus, Gratuity, Loan,  ESI, Provident Fund, Pension, Commission. | Revision of syllabi |
|  | Assignment 1st in May 2021  Class test in June 2021  Assignment 2nd in July 2021 |  |