Academic session 2019-2020

**Class: B. Com Final year 5th semester. Subject: BC 501 Cost accounting**

Dr. Sandeep Bansal, Associate Professor

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| Month | Topic | Academic Activities |
| July 2019 | 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. | Introduction of Syllabus and Course outcomes. Group Discussion |
| August,2019 | Labour: labour cost control procedure; labour turnover; Idle time and overtime; Methods of wage payment: time and piece rate; incentive schemes. Overheads: classification, allocation, apportionment and absorption of overheads; under and over absorption. | Quiz contest and Q/Ans. Sessions promoting students ask questions & participating in discussion |
| September,2019 | Methods of costing: Unit costing; Job costing; Contract costing; process costing (process losses, valuation of work in progress, joint and by-products)  | Assignment and Discussion on assignment  |
| October,2019 | Service costing (only transport). Standard costing and variance analysis: material and labour. Cost control and cost reduction; cost audit; an overview of cost audit standards. | Written test and Doubts taken session |
| November,2019 | Revision of syllabus | Presentation by Students and Quiz |
| Ist Assignment: Ist Week of September- Overheads: classification, allocation, apportionment and absorption of overheads Class Test: Ist Week of October- Unit Costing and Contract CostingIInd Assignment: - Ist Week of November- Cost control and Reduction |

Academic session 2019-2020

**Class: B. Com Second year 2th semester. Subject: BC: 304 Company Law-1**

**Dr. Sandeep Bansal, Associate Professor**

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| Month | Topic | Academic Activities |
| July 2019 | 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; | Introduction of Syllabus and Course outcomes. Group Discussion |
| August,2019 | Company and pre-incorporation contracts; incorporation procedure. Memorandum of Association: clauses, doctrine of ultra vires, alteration of clauses. Articles of Association: contents, model forms, and alteration;  | Quiz contest and Q/Ans. Sessions promoting students ask questions & participating in discussion |
| September,2019 | 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. | Assignment and Discussion on assignment  |
| October,2019 | 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; depository system; borrowing powers and debentures. | Written test and Doubts taken session |
| November,2019 | Revision of syllabus | Presentation by Students and Quiz |
| Ist Assignment: Ist Week of September- Memorandum of Association: clauses, doctrine of ultra vires, alteration of clauses.Class Test: Ist Week of October- Prospectus: meaning, contents and formalities, misstatement and remedies, liabilities for misstatements.IInd Assignment: - Ist Week of November- Transfer & transmission of shares and debentures |

Academic session 2019-2020

**Class: B. Com Second year 3rd semester. Subject: BC: 306 Advertising.**

Dr. Sandeep Bansal, Associate Professor

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| . Month | Topic | Academic Activities |
| July 2019 | 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;  | Introduction of Syllabus and Course outcomes. Group Discussion |
| August,2019 | Rural consumer behaviour; 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.  | Quiz contest and Q/Ans. Sessions promoting students ask questions & participating in discussion |
| September,2019 | Product planning, pricing, promotion and management of distribution channels for marketing of durables and non-durables in rural areas; | Assignment and Discussion on assignment  |
| October,2019 | Planning and organizing personnel selling in rural markets; Innovation in rural market; E-commerce in rural markets, e-chaupal & other similar initiatives in rural markets. | Written test and Doubts taken session |
| November,2019 | Revision of syllabus | Presentation by Students and Quiz |
| Ist Assignment: Ist Week of September- Rural Marketing MixClass Test: Ist Week of October- Channels for marketing of durables and non-durables in rural areasIInd Assignment: - Ist Week of November- 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.**

Dr. Sandeep Bansal, Associate Professor

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| . Month | Topic | Academic Activities |
| July 2019 | 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,  | Introduction of Syllabus and Course outcomes. Group Discussion |
| August,2019 | Management science approach, Systems approach and Contingency approach; Management thought in ancient India. 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;  | Quiz contest and Q/Ans. Sessions promoting students ask questions & participating in discussion |
| September,2019 | 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. Staffing: meaning, importance & scope of staffing. Directing: concept; Motivation: concept, objectives & significance,  | Assignment and Discussion on assignment  |
| October,2019 | Approaches to motivation. Leadership: concept, significance & functions, Leadership styles, approaches to leadership. Controlling: meaning and characteristics of control, process of control, prerequisites of an effective control system; controlling techniques. R | Written test and Doubts taken session |
| November,2019 | Revision of syllabus | Presentation by Students and Quiz |
| Ist Assignment: Ist Week of September- Approaches to Management: Classical and Neo classical approach, Behavioral approach,Class Test: Ist Week of October- Motivation: concept, objectives and ApproachesIInd Assignment: - Ist Week of November- controlling techniques: Traditional and Modern |