

**Maharaja Ranjit Singh College of Professional Sciences, Indore**  
 Department of Commerce & Management & Management  
 Lesson Plan - B. Com. I Tax/ Plain/ Computer (July 2019 - Mar 2020)  
 Subject - Business Law  
 Teacher - Dr Geeta Saneja( Suri)

Day/Lecture	Unit	
1	I	Introduction to Indian Contract Act 1872, Offer and Acceptance
2		Capacity of Parties to Contract
3		Capacity of Parties to Contract
4		Free Consent
5		Free Consent
6		Legality of Object and Consideration
7		Expressly declared void agreement
8		Expressly declared void agreement
9		Contingent Contracts
10		Quasi Contracts
11		Performance of Contracts
12	II	Breach of Contract
13		Breach of Contract
14		Indemnity and Guarantee of Contract
15		Indemnity and Guarantee of Contract
16		Contract of Bailment
17		Contract of Bailment
18		Contract of Pledge
19		Contract of Pledge
20		Contract of Agency
21	III	Negotiable Instrument 1881 Introduction, Definition and Features
22		Holder and Holder in due Course
23		Holder and Holder in due Course
24		Crossing of Cheques , Types of Crossing
25		Types of Crossing
26		Effect of Crossing
27		Dishonour of Negotiable Instrument
28		Dishonour of Negotiable Instrument
29		Discharge from liability of Instrument
30	IV	Consumer Protection Act 1986 Introduction, Main Provisions
31		Consumer Dispute, Redressal Agency
32		Consumer Dispute, Redressal Agency
33		Consumer Dispute, Redressal Agency
34		MRTP Introduction , Scope
35		Importance and Main Provisions of MRTP
36		Importance and Main Provisions of MRTP
37	V	Foreign Exchange Management Act ,2000 Introduction
38		Objectives and Main Provisions
39		Provisions Regarding Penalty, imprisonment , Appeal
40		Provisions Regarding Penalty, imprisonment , Appeal
41		Provisions Regarding Penalty, imprisonment , Appeal
42		Intellectual Property Rights
43		Copyright Act 1957
44		Patent Act 1970
45		Patent Act 1970
46		Trademark Act 1999

**Maharaja Ranjit Singh College of Professional Sciences, Indore**  
 Department of Commerce & Management & Management  
 Lesson Plan - B. Com. I Tax/ Plain/ Computer (July 2019 - Mar 2020)  
 Subject -Business Organisation and Communication  
 Teacher - Prof. Kratika Pahuja

Day/Lecture	Unit	Topic
1	I	Business Organisation - Definition , Concept and Characteristics
2		Significance and Components of Business Organisation
3		Social Responsibilities of Business
4		Promotion of Business , Meaning and Function
5		Stages of Promotion
6		Different forms of Business Organisation- Sole Proprietorship
7		Sole Proprietorship
8		Partnership
9	II	Company Organisation - Meaning Definition, Characteristics
10		Formation of Private and Public Company
11		Formation of Private and Public Company, Merits and Demerits
12		Co- operative Organisation, Need Meaning and Significance
13		Merits and Demerits of Cooperative Organisation
14		Public Enterprises- Concept Meaning and Characteristics
15		Objective and Significance of Public Enterprises
16		Size of Business
17		Location of Business
18		Plant Layout
19		Business Combination
20	III	Introduction of Communication , Definition and Nature
21		Importance of Communication for Managers
22		Elements of Communication, Feedback
23		Importance and types of Feedback
24		Dimensions and Direction of Communications
25		Dimensions and Direction of Communications
26		Means of Communication - Verbal(Oral and Written)
27		SWOT Analysis
28		Leadership and Motivation Theories
29		Leadership and Motivation Theories
30	IV	Non Verbal Communication Body Language and Para Language
31		Non Verbal Communication Body Language and Para Language
32		Sign Language Visual and Audio communication
33		Sign Language Visual and Audio communication
34		Barriers in Communication
35		Barriers in Communication
36		Channels of Communication
37		Written Business Communication Importance, Advantage Disadvantage
38		Need of Business Letter and Types
39		Practice of writing Skills - Letters
40		Essentials of Effective Business Letters
41	V	Mordern Form of Communication Introduction
42		Fax , Email
43		Fax , Email
44		Video Conferencing
45		International Communication for Global Business
46		International Communication for Global Business

**Maharaja Ranjit Singh College of Professional Sciences, Indore**

Department of Commerce &amp; Management &amp; Management

Lesson Plan - B. Com. I Hons (July 2019 - Mar 2020)

Subject -Principles &amp; Management

Teacher - Dr Sandeep K Hora

Day/Lecture	Unit	Topic
1	I	Introductions and concepts of management
2	I	Importance of management
3	I	Evolution of management thought
4	I	Principles of management (Fayol and other important)
5	I	Taylor's principles
6	I	Functions of management
7	I	Business environment -meaning and factors
8	I	Social responsibilities of manager
9	I	Ethics in management
10	II	Meaning and nature of planning
11	II	Importance of planning
12	II	Process of planning
13	II	Types of plans
14	II	Limitations of planning
15	II	Management by objectives -meaning
16	II	Process of M.B.O.
17	II	Difference between M.B.O. & M.B.E
18	II	Leadership -meaning and characteristics
19	II	Functions of leader
20	II	Leadership Approaches
21	III	Organization -meaning and importance
22	III	Principles of organizing
23	III	Span of management
24	III	Types of organization structure
25	III	Departmentalization-meaning and Basis
26	III	Recent Trends in CSR
27	III	Green management-meaning and importance
28	IV	Co-ordination-meaning and importance
29	IV	Requisites for good coordination
30	IV	Difference between coordination and cooperation
31	IV	Decision making- meaning and types
32	IV	Steps in rational decision making
33	IV	Difficulties and limitations in decision making
34	V	Controlling-meaning and significance
35	V	Process of controlling
36	V	Principles of control
37	V	General methods of controlling
38	V	Modern Techniques of control
39	V	Staffing- Introduction
40	V	Need and importance of staffing
41	V	Functions and scope of staffing
42	V	Functions and scope of staffing
43	V	New trends in staffing
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**Maharaja Ranjit Singh College of Professional Sciences, Indore**

Department of Commerce &amp; Management

Lesson Plan - B. Com. I Hons (July 2019 - Mar 2020)

Subject - Business Organisation and Communication

Teacher - Dr Geeta Saneja (Suri)

Day/Lecture	Unit	Topic
1	I	Business Organisation - Definition , Concept and Characteristics
2		Significance and Components of Business Organisation
3		Social Responsibilities of Business
4		Social Responsibilities of Business
5		Promotion of Business , Meaning and Function
6		Stages of Promotion
7		Different forms of Business Organisation- Sole Proprietorship
8		Sole Proprietorship
9		Partnership
10		Partnership
11	II	Company Organisation - Meaning Definition, Characteristics
12		Formation of Private and Public Company
13		Formation of Private and Public Company, Merits and Demerits
14		Co- operative Organisation, Need Meaning and Significance
15		Merits and Demerits of Cooperative Organisation
16		Public Enterprises- Concept Meaning and Characteristics
17		Objective and Significance of Public Enterprises
18		Size of Business
19		Size of Business
20		Location of Business
21		Plant Layout
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23		Business Combination
24		Business Combination
25	III	Introduction of Communication , Definition and Nature
26		Importance of Communication for Managers
27		Elements of Communication, Feedback
28		Importance and types of Feedback
29		Dimensions and Direction of Communications
30		Dimensions and Direction of Communications
31		Means of Communication - Verbal(Oral and Written)
32		SWOT Analysis
33		Leadership and Motivation Theories
34		Leadership and Motivation Theories
35		Leadership and Motivation Theories
36	IV	Non Verbal Communication Body Language and Para Language
37		Non Verbal Communication Body Language and Para Language
38		Sign Language Visual and Audio communication
39		Sign Language Visual and Audio communication
40		Barriers in Communication
41		Barriers in Communication
42		Channels of Communication
43		Channels of Communication
44		Written Business Communication Importance, Advantage Disadvantage
45		Need of Business Letter and Types
46		Practice of writing Skills - Letters
47	Essentials of Effective Business Letters	
48	V	Mordern Form of Communication Introduction
49		Fax , Email
50		Fax , Email
51		Video Conferencing
52		International Communication for Global Business
53		International Communication for Global Business
54		International Communication for Global Business

**Maharaja Ranjit Singh College of Professional Sciences, Indore**  
 Department of Commerce & Management  
 Lesson Plan - B. Com. II Tax/Plain /Computer(July 2019 - Mar 2020)  
 Subject - Principles of Statistics  
 Teacher - Dr Sandeep Kaur Hora

Day/Lecture	Unit	Topic
1	I	Statistics-introduction
2	I	Importance and utility of statistics
3	I	Scope and limitations of statistics
4	I	Process of data collection
5	I	Sources of data
6	I	Methods of Sampling
7	I	Preparation of Questionnaire
8	I	Preparation of statistical series and its types
9	II	Measurement of central tendencies
10	II	arithmatic mean- numerical problems
11	II	numerical problems
12	II	numerical problems
13	II	Geometric mean
14	II	Harmonic mean
15	II	Median-introduction,numerical problems
16	II	numerical problems
17	II	numerical problems
18	II	Quartiles-numerical problems
19	II	numerical problems
20	II	Deciles,Percentiles-introduction
21	II	numerical problems
22	II	Mode-numerical problems
23	II	numerical problems
24	III	Dispersion -Introduction
25	III	Range-inter quartile,percentile
26	III	Quartile deviation-numerical problems
27	III	Quartile deviation-numerical problems
28	III	Mean deviation-numerical problems
29	III	numerical problems
30	III	numerical problems
31	III	Standard deviation-numerical problems
32	III	numerical problems
33	III	numerical problems
34	III	Skewness-meaning,concept
35	III	numerical problems
36	III	numerical problems
37	III	Analysis of Time series-Theory
38	III	numerical problems
39	III	numerical problems
40	III	numerical problems
41	IV	Corelation-meaning and concepts
42	IV	Karl pearson coefficient of corelation-numerical problems
43	IV	numerical problems
44	IV	numerical problems
45	IV	Probable error -numerical problems
46	IV	Spearman's ranking method-numerical problems

47	IV	numerical problems
48	IV	Coefficient of concurrent deviation
49	IV	Regression analysis-meaning,utility
50	IV	Regression lines and degrees of correlation
51	IV	numerical problems
52	IV	numerical problems
53	V	Index numbers-meaning and importance
54	V	Methods of computation of index numbers
55	V	numerical problems
56	V	numerical problems
57	V	numerical problems
58	V	numerical problems
59	V	Graphical presentation of data
60	V	Graphical presentation of data

**Maharaja Ranjit Singh College of Professional Sciences, Indore**  
 Department of Commerce & Management  
 Lesson Plan - B. Com. II Tax / Plain/Computer (July 2019 - Mar 2020)  
 Subject -Principles Of Management  
 Teacher - Dr Deepti Sethi

Day/Lecture	Unit	Topic	
1	I	Management- meaning ,nature and importance,	
2		Function of management ,scope	
3		Characteristics of management ,and Significance of managment	
4		Comparision of management and administration	
5		Principles of management	
6		Principles of management	
7		Development of Managerial Thought,contribution by Taylor	
8		Contribution by Fayol	
9		Social responsibility of management	
10	II	Planning- meaning ,nature and importance,	
11		Elements,Types of Planning	
12		Process of Planning	
13		Barriers to Effective Planning	
14		Forecasting -Needs &Techniques	
15		Decision Making -meaning ,nature and importance	
16		Concept and Process ,Coordination	
17	III	Organizing : Meaning ,importance	
18		Organizing Principles, Span of Management	
19		Centalization	
20		Decentralization	
21		Forms of Organization	
22		Forms of Organization	
23		Staffing: Nature & Scope of staffing	
24		Staffing: Nature & Scope of staffing	
25		Manpower Planning, Selection &Training	
26		Manpower Planning, Selection &Training	
27	Performance Appraisal ,Delegation of Authority		
28	IV	Motivation : Concept, Importance Characteristics	
29		Classification of motivation	
30		Theories of motivation	
31		Theories of motivation	
32		Leadership- Concept and leadership styles	
33		Leadership- Theories	
34		Leadership- Theories	
35		V	Direction-Concept, Nature
36			Importance of direction
37			Methods of Direction
38	Controlling- Concept,Nature		
39	Controlling- Importance & process		
40		Control Technique	



**Maharaja Ranjit Singh College of Professional Sciences, Indore**

Department of Commerce &amp; Management

Lesson Plan - B. Com. II Hons (July 2019 - Mar 2020)

Subject -Marketing Management

Teacher - Dr Sandeep K Hora

<b>Day/Lecture</b>	<b>Unit</b>	<b>Topic</b>
1	I	Marketing -Introduction
2	I	Nature and scope of marketing
3	I	Significance of marketing
4	I	Traditional and Modern concepts of marketing
5	I	Difference between selling and marketing
6	I	Marketing Mix
7	I	Marketing Mix
8	I	Marketing Environment
9	II	Consumer Behavior-Meaning and scope
10	II	Factors affecting Con. Behaviour
11	II	Market Segmentation-Concept and Importance
12	II	Basis for Market Segmentation
13	II	Market Positioning
14	II	Marketing Information System- Meaning and advantages
15	II	Marketing Research- Meaning and significance
16	II	Process of Marketing Research
17	III	Concept of Product
18	III	Classification of product
19	III	Product planning-Meaning and process
20	III	New Product Development process
21	III	Importance of Product planning and Development
22	III	Packaging-Role and Functions
23	III	Brand name- Meaning and Importance
24	III	Trademark
25	III	Importance and concept of After sales service
26	III	Product Life Cycle Concept
27	III	Marketing Strategies at different stages of PLC
28	IV	Price-concepts
29	IV	Factors affecting price of product/service
30	IV	Pricing policies
31	IV	Distribution Channels-concepts and role
32	IV	Types of distribution channels
33	IV	Factors affecting choice of distribution channel
34	IV	Retailer -meaning and functions
35	IV	Wholeseller-meaning and functions
36	IV	Transportation
37	IV	Warehousing
38	V	Sales Promotion-Nature and Importance
39	V	Various methods of sales promotion
40	V	Optimum Promotion Mix
41	V	Advertising-meaning and importance
42	V	Limitations and disadvantages of advertising
43	V	Personal selling-meaning and importance
44	V	Functions and Qualities of salesman
45	V	Public relations-meaning and its importance
46	V	New Trends in marketing

**Maharaja Ranjit Singh College of Professional Sciences, Indore**

Department of Commerce &amp; Management

Lesson Plan - B. Com. II Hons (July 2019 - Mar 2020)

Subject -Financial Management

Teacher - Dr Deepti Sethi

Day/Lecture	Unit	Topic
1	I	Financial management -meaning and definition
2		Nature , scope and importance of finance
3		Financial Goal- Profit Vs Wealth maximization
4		Financial function Traditional and modern concept - Investment
5		Financial and dividend Decisions
6		Responsibility of financial manager
7	II	Investment Decision -Meaning , concept Types of Investment
8		Methods of Evaluation
9		PBP Method practical question
10		PBP Method practical question
11		PBP Method practical question
12		MPV Method practical question
13		MPV Method practical question
14		MPV Method practical question
15		IRR, ARR Method practical question
16		IRR, ARR Method practical question
17		IRR, ARR Method practical question
18	III	Cost of Capital -Meaning and Significance
19		Calculation of cost of Debt
20		Calculation of cost of Debt
21		Calculation of cost of Debt
22		Calculation of cost of preference capital
23		Calculation of cost of preference capital
24		Calculation of Equity capital and Retained earnings
25		Calculation of Equity capital and Retained earnings
26		Calculation of Equity capital and Retained earnings
27		Combined cost of capital (Weighted)
28		Cost of Equity and CAPM
29		Cost of Equity and CAPM
30	IV	Capital structure theories: meaning and definitions
31		Net income approach theory
32		Net income approach theory
33		Net operating income theory
34		Net operating income theory
35		Modigliani and Miller theory
36		Traditional theory optimum capital structure
37		Traditional theory optimum capital structure
38		Determination of capital structure
39		Determination of capital structure
40		Determination of capital structure
41		Operating and financial Leverages
42	V	Measurement of leverage
43		Effects of operating and financial leverage on profit
44		Analyzing alternate financial plans
45		Calculation of operating financial and combine leverage
46		Calculation of operating financial and combine leverage

47		Calculation of operating financial and combine leverage
48		Calculation of operating financial and combine leverage
49		Calculation of operating financial and combine leverage
50		Calculation of operating financial and combine leverage

**Maharaja Ranjit Singh College of Professional Sciences, Indore**  
 Department of Commerce & Management  
 Lesson Plan - B. Com. III Tax Plain/ Computer (July 2019 - Mar 2020)  
 Subject - Auditing  
 Teacher - Dr Geeta Saneja (Suri)

Day/Lecture	Unit	Topic
1	I	Introduction and Meaning of Auditing
2		Objectives of Auditing, Types of Audit
3		Types of Audit and Audit Programme
4		Audit Books and Working Papers and evidences
5		Audit Books and Working Papers and evidences
6		Preparation before commencement of Audit
7		Preparation before commencement of Audit
8	II	Internal Check System - Routine Checking Advantage & Disadvantage
9		Internal Checking
10		Internal Audit and test Checking
11		Internal Audit and test Checking
12		Internal Control
13		Internal Control
14		Audit Procedure
15	III	Vouching Meaning Types of Voucher
16		Verification of Assets and Liabilities
17		Immovable Properties Fictitious Assets & Current Assets
18		Immovable Properties Fictitious Assets & Current Assets
19		Verification of Current and Fixed Liabilities
20	Verification of Current and Fixed Liabilities	
21	IV	Appointment of Company Auditor
22		Power and duties of Auditor
23		Power and duties of Auditor
24		Liabilities of Auditor
25		Divisible Profit
26		Divisible Profit and Dividend
27		Auditors Report - Clean and Qualified Report
28		Auditors Report - Clean and Qualified Report
29	V	Investigation - Meaning and Objectives
30		Difference between Audit and Investigation
31		Process of Investigation
32		Process of Investigation
33		Special Audit of Banking Companies
34		Special Audit of Educational Institutes
35		Special Audit of Non Profit Institutes and Insurance Companies

**Maharaja Ranjit Singh College of Professional Sciences, Indore**  
 Department of Commerce & Management  
 Lesson Plan - B. Com. III Tax/Plain/ Computer (July 2019 - Mar 2020)  
 Subject - Management Accounts  
 Teacher - Dr Deepti Sethi

Day/Lecture	Unit	Topic
1	I	Management Accounting: Meaning ,nature
2		Scope and function of management accounting
3		Role of management accounting and Tools and techniques
4		Management Accounting VS. financial and cost accounting
5	II	Financial statement :Meaning and importance
6		Objectives and method of financial statement analysis
7		Limitation of financial statement
8		practical Question
9		practical Question
10		practical Question
11		Ratio analysis ,Classification of ratios prafitablity ratios
12		practical Question
13		practical Question
14		Turnover ratios-practical question
15		practical Question
16		Financial ratios practical question
17		practical Question
18		practical Question
19		Advantages of ratio analysis
20		Limitation of accounting ratios
21	III	Cash flow statment Theory
22		Cash flow statment Theory
23		Cash flow statment practical question
24		Practical Question
25		Practical Question
26		Practical Question
27		Practical Question
28		International Financial Reporting Standard IFRS
29		International Financial Reporting Standard IFRS
30		International Financial Reporting Standard IFRS
31		Leverage analysis -theory
32		Leverage analysis -theory
33		Leverage analysis -Practical question
34		practical Question
35		practical Question
36		practical question
37	IV	Absorption and Marginal costing
38		Marginal and differential costing as tool for decision making-make or buy
39		practical Question
40		practical Question
41		Shutdown decisions of production
42		Shutdown decisions of production
43		Shutdown decisions of production
44		Break even analysis -theory
45		Break even analysis -theory
46		Break even analysis -theory

47		Break even analysis -Practical question
48		Break even analysis -Practical question
49		Break even analysis -Practical question
50		Break even analysis -Practical question
51		Break even analysis -Practical question
52	V	Budgetary Control :Meaning and objectives
53		types of budgetand limitation of budget
54		Practical Question
55		Practical Question
56		Practical Question
57		Practical Question
58		Concept of management audit,responsibility accounting
59		Management Reports, Types of reports
60		Quality of good report

**Maharaja Ranjit Singh College of Professional Sciences, Indore**

Department of Commerce & Management  
Lesson Plan - B. Com. III Hons (July 2019 - Mar 2020)  
Subject -Human Resource Management  
Teacher - Dr Sandeep Kaur Hora

<b>Day/Lecture</b>	<b>Unit</b>	<b>Topic</b>
1	I	Human Resource Management-Introduction
2	I	Definition and concepts of HRM
3	I	Scope of HRM
4	I	Functions of HRM
5	I	Human Resource Management in changing environment
6	I	Corporate objectives of HRM
7	I	Human Resource Planning Meaning
8	II	Career Planning-Meaning,concept
9	II	Career Planning-Process and objectives
10	II	Succession Planning-meaning and importance
11	II	Carreer life stages in organisational context
12	II	job analysis -meaning and objectives
13	II	job description meaning
14	II	HR Audit-features and objectives
15	II	Need and approaches of HR Audit
16	II	Manpower searching-meaning and importance
17	II	Recruitment -meaning and process
18	II	Sources of Recruitment
19	II	Selection -meaning and process
20	III	Induction -meaning and importance
21	III	Orientation and socialisation
22	III	Training -meaning and objectives
23	III	Methods of training
24	III	Difference between training ,development and education
25	III	Designing of training module
26	III	Concept and methods of management development
27	III	Employee Engagement
28	IV	Performance Appraisal -meaning and objectives
29	IV	Merits and demerits of performance appraisal
30	IV	Various methods of performance appraisal
31	IV	Potential appraisal-meaning and importance
32	IV	Job evaluation -introduction
33	IV	Various methods of Job evaluation
34	IV	Wage administration-objectives and importance
35	IV	Essential characteristics of good wage plan
36	V	Industrial relations-concept and objectives
37	V	Role and functions of Trade Union
38	V	Industrial Disputes-meaning
39	V	Prevention and settlement of Industrial disputes
40	V	Grievance management-meaning and importance
41	V	Collective Bargaining-need and importance
42	V	Employee Empowerment-meaning and importance
43	V	Quality Circle-features and objectives
44	V	Stages of Quality circle Programe
45	V	International Labour Organisation-Introduction
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**Maharaja Ranjit Singh College of Professional Sciences**

Department of Commerce &amp; Management

Lesson Plan - B. Com. III Hons (July 2019 - Mar 2020)

Subject - Research Methodology

Teacher -Dr. Deepti Sethi

<b>Day/Lecture</b>	<b>Unit</b>	<b>Topic</b>
1	I	Introduction to Research -Definition , nature
2		scope and significance
3		Types of research ,characteristics of a good research
4		Types of research ,characteristics of a good research
5	II	Research Process -Defining research problem
6		Title Formulation
7		Title Formulation
8		Setting of Hypothesis
9		Setting of Hypothesis
10		Research Design Exploratory
11		Descriptive and Experimental Research Designs
12		Descriptive and Experimental Research Designs
13	III	Sampling Design
14		Sampling Design
15		Criteria of Selecting a sampling procedure
16		Criteria of Selecting a sampling procedure
17		Characteristics of good sample Design
18		Characteristics of good sample Design
19	IV	Measurement and Scaling
20		Measurement and Scaling
21		Measurement and Scaling
22		Methods of Collection of Primary Data
23		Methods of Collection of Secondary Data
24		Methods of Collection of Secondary Data
25		Process of Questionnaire Design
26		Process of Questionnaire Design
27		Process of Questionnaire Design
28		Processing of data Editing
29		Coding
30		Classification and Tabulation
31		Classification and Tabulation
32	V	Analysis and Report Writing
33		Analysis and Report Writing
34		Selection of Appropriate Statistical Techniques
35		Confidence Intervals and Hypothesis Tests Based on Two Samples
36		One Way and Two Way ANOVA
37		Chi Square Test
38		Introduction to Non Parametric Tests
39		Presentation of Result



**Maharaja Ranjit Singh College of Professional Sciences, Indore**

Department of Commerce

Lesson Plan - B. Com. I Plain (July 2019 - Mar 2020)

Subject -Micro Economics

Teacher - Mr. Akhil Toshniwal

<b>Day/Lecture</b>	<b>Unit</b>	<b>Topic</b>
1	I	Micro Economics : Definition meaning
2		Inductive and Deductive methods
3		Inductive and Deductive methods
4		Importance of micro economics
5		Limitation of micro Economics
6	II	Law of Demand -Meaning and Definition
7		Law of Demand - Characteristics
8		Types of Demand
9		Types of Demand
10		Exceptions of Law of Demand
11		Exceptions of Law of Demand
12		Elasticity of Demand -Concept, Definition
13	III	Importance of elasticity of demand
14		Importance of elasticity of demand
15		Types and measurement of elasticity of demand
16		Types and measurement of elasticity of demand
17		Types and measurement of elasticity of demand
18		Production Function with one and two variable
19		Production Function with one and two variable
20		Production Function with one and two variable
21		Economics -Internal and External
22		Economics -Internal and External
23		Factors of Production Land
24	IV	Factors of Production Labour
25		Factors of Production Capital
26		Organization and Enterprise
27		Organization and Enterprise
28		Cost and revenue analysis
29		Cost and revenue analysis
30		Cost and revenue analysis
31		Market Structure Concept, Definition
32	V	Characteristics of market structure
33		Classification of market structure
34		Classification of market structure
35		Price Determination under perfect competition
36		Price Determination under perfect competition
37		Price Determination under Imperfect competition
38		Price Determination under Imperfect competition
39		Marginal productivity Theory of distribution
40		Marginal productivity Theory of distribution
41		Marginal productivity Theory of distribution

**Maharaja Ranjit Singh College of Professional Sciences, Indore**

Department of Commerce

Lesson Plan - B. Com. I Plain (July 2019 - Mar 2020)

Subject - Macro Economics

Teacher - Dr Deepti Sethi

Day/Lecture	Unit	Topic
1	I	Macro Economics Concept Nature and Importance
2		Macro Economics Concept Nature and Importance
3		Limitation of Macro Economics, Subject Matter
4		Difference between Micro and Macro Economics
5		Significance of Macro Economics
6	II	National Income Meaning Definition and Concept
7		National Income Meaning Definition and Concept
8		National Income Meaning Definition and Concept
9		Methods of measuring National Income
10		Methods of measuring National Income
11		Problem and Difficulties of measuring National Income
12		Problem and Difficulties of measuring National Income
13		Importance of National Income
14		GDP , GNP and Factor Cost
15		GDP , GNP and Factor Cost
16	III	Theory of Wages - Meaning Types of Wages
17		Different theories of wages
18		Different theories of wages
19		Interest - Meaning and Types of Interest
20		Different Theories of Interest
21		Different Theories of Interest
22		Theory of Employment
23		Theory of Employment
24	IV	Monetary theories - Quantity theory of Money
25		Quantity theory of Money
26		Mordern Theory of Money
27		Mordern Theory of Money
28		Keynesian Theory of Money and Price
29		Keynesian Theory of Money and Price
30		Keynesian Theory of Money and Price and Comparison between different theories
31	V	Recent Industrial Policies
32		Industrial Growth - Phase II
33		Industrial Growth - Phase II
34		Industrial Growth - Phase III
35		Industrial Growth - Phase III Disinvestment
36		Foreign Direct Investment
37		Foreign Direct Investment
38		Regulatory Bodies - Finance commission
39		Regulatory Bodies - Finance commission, Functions and Role
40		Regulatory Bodies - Finance commission, Functions and Role

**Maharaja Ranjit Singh College of Professional Sciences, Indore**

Department of Commerce

Lesson Plan - B. Com. I Hons (July 2019 - Mar 2020)

Subject - Managerial Economics

Teacher -

Day/Lecture	Unit	Topic
1	I	Concept and Techniques of Managerial Economics
2		Nature and Scope of Managerial Economics
3		Nature and Scope of Managerial Economics
4		Application of Economics in Managerial Decision Making
5		Marginal analysis : Meaning and Definition
6		Meaning and Definition of demand functions of demand
7		Types of Demand
8		Demand Forecasting
9	II	Production function
10		Types of production function - one variable, two variables
11		Types of production function - one variable, two variables
12		Types of production function - one variable, two variables
13		Law of return and returns to scales
14		Law of return and returns to scales
15		Law of variable proportion
16		Isoquant curves and economies of scale
17	III	Market Structure -meaning
18		Price and Output decision under different Market structures
19		Price and Output decision under different Market structures
20		Price Discrimination
21		Non-Price Competition
22		Price Discrimination under perfect and Monopolistic Market
23	IV	Factor Pricing :Definition& Types of Rent
24		Factor Pricing :Definition& Types of Rent
25		Factor Pricing :Definition& Types of Wages
26		Factor Pricing :Definition& Types of Wages
27		Marginal Productivity Theory
28		Marginal Productivity Theory
29		Marginal Productivity Theory
30	V	New Economic Policy -1991
31		New Economic Policy -1991
32		Liberalization
33		Privatization
34		Globalization
35		Impact on business
36		Business Cycle

**Maharaja Ranjit Singh College of Professional Sciences, Indore**

Department of Commerce

Lesson Plan - B. Com. I Hons (July 2019 - Mar 2020)

Subject - Macro Economics

Teacher - Dr Geeta Saneja (Suri)

Day/Lecture	Unit	Topic
1	I	Macro Economics Concept Nature and Importance
2		Macro Economics Concept Nature and Importance
3		Limitation of Macro Economics, Subject Matter
4		Difference between Micro and Macro Economics
5		Significance of Macro Economics
6	II	National Income Meaning Definition and Concept
7		National Income Meaning Definition and Concept
8		National Income Meaning Definition and Concept
9		Methods of measuring National Income
10		Methods of measuring National Income
11		Problem and Difficulties of measuring National Income
12		Problem and Difficulties of measuring National Income, Importance of National Income
13		GDP , GNP and Factor Cost
14	GDP , GNP and Factor Cost	
15	III	Theory of Rent - Meaning , Types of Rent
16		Ricardian Theory of Rent
17		Theory of Wages - Meaning Types of Wages
18		Different theories of wages
19		Different theories of wages
20		Interest - Meaning and Types of Interest
21		Different Theories of Interest
22		Different Theories of Interest
23		Theory of Employment
24		Theory of Employment
25	IV	Monetary theories - Quantity theory of Money
26		Quantity theory of Money
27		Mordern Theory of Money
28		Mordern Theory of Money
29		Keynesian Theory of Money and Price
30		Keynesian Theory of Money and Price
31		Keynesian Theory of Money and Price and Comparison between different theories
32	V	Recent Industrial Policies
33		Industrial Growth - Phase II
34		Industrial Growth - Phase II
35		Industrial Growth - Phase III
36		Industrial Growth - Phase III Disinvestment
37		Foreign Direct Investment
38		Foreign Direct Investment
39		Regulatory Bodies - Finance commission
40		Regulatory Bodies - Finance commission, Functions and Role
41		Regulatory Bodies - Finance commission, Functions and Role

42	Niti Aayog
43	Role and responsibility of NITI Aayog

**Maharaja Ranjit Singh College of Professional Sciences, Indore**

Department of Commerce

Lesson Plan - B. Com. II Plain (July 2019 - Mar 2020)

Subject -Indian Company Act

Teacher :

Day/Lecture	Unit	Topic
1	I	Company -Defination ,Characteristics
2		Types of Company
3		Types of Company
4		Types of Company
5		Formation of Company and promotion
6		Formation of Company and promotion
7		Functions and Types of Promoters
8		Commencement of Business
9		Commencement of Business
10	II	Detailed study of Memorandum of Association
11		Detailed study of Memorandum of Association
12		Articles of Association
13		Articles of Association
14		Articles of Association
15		Prospectus
16		Statement of lieu of prospectus
17	III	Share -Share , Types of Shares
18		Share -Share , Types of Shares
19		Share Capital
20		Share Capital
21		Transfer and Transmission of share
22		Transfer and Transmission of share
23		Transfer and Transmission of share
24		Shareholders v/s Members of the company
25		Shareholders v/s Members of the company
26		Debentures -Meaning and Types
27		Debentures -Meaning and Types
28		Borrowing powers
29		Mortgages and Charges
30	IV	Directors-Managing Directors
31		Whole time Director
32		Whole time Director and qualification
33		Appointment and powers
34		Duties and Liabilities
35		Duties and Liabilities
36		Company Meetings : types
37		Company Meetings : types
38		Quorum ,Voting
39		Resolution and Minutes
40		Resolution and Minutes
41	v	Majority powers and minority rights
42		Prevention of oppression and mismanagement
43		Prevention of oppression and mismanagement

44	v	Winding-up of company -Types and methods
45		Winding-up of company -Types and methods
46		Winding-up of company -Types and methods

**Maharaja Ranjit Singh College of Professional Sciences, Indore**

Department of Commerce

Lesson Plan - B. Com. II Plain (July 2019 - Mar 2020)

Subject -Banking &amp; Insurance

Teacher -

Day/Lecture	Unit	Topic
1	I	Bank -Introduction
2		Creation of money
3		Structure of commercial banks in India
4		Managerial functions in banks
5		Managerial functions in banks
6		Features of Indian Banking System
7		Classification of Banking Institutions
8		Functions of Reserve Bank of India
9		Control of Credit by RBI
10		Powers of RBI
11	II	Management of Bank Deposits
12		Management of Advances
13		Deposit Mobilization
14		Classification and nature of deposit Accounts
15		Types of Advances and Lending Practices
16		Investment Management
17		Liquidity and profitability in Banks
18		Cheques-types and crossing of cheques
19		Bills of Exchange
20		Government Securities
21		Procedure of E-Banking
22	III	Insurance-Meaning and Importance
23		Principles of Insurance
24		Functions of an Insurance company
25		IRDA- Introduction and Importance
26		Functions of IRDA
27		Insurance as social security tool
28		Insurance and Economic Development
29	IV	Life Insurance-Introduction
30		Need and Importance of Life Insurance
31		Risk management techniques
32		Role of insurance in society
33		Elements of Contract-legal aspects
		Subrogation and Indemnity principles
34		Special features of Insurance contracts
35		Life Insurance contract
36		Principle of Risk Pooling
37	Settlement of life insurance claims	
38	V	General Insurance Corporation -introduction
39		General Insurance Corporation-organisation structure
40		Fire insurance
41		Subsidiary companies of GIC
42		Settlement of General Insurance claims



43	Settlement of General Insurance claims
44	Health Insurance-Introduction
45	Need and Importance of health Insurance
46	Scope of health insurance

**Maharaja Ranjit Singh College of Professional Sciences, Indore**

Department of Commerce

Lesson Plan - B. Com. II Hons (July 2019 - Mar 2020)

Subject -Public Finance

Teacher - Dr Geeta Saneja (Suri)

Day/Lecture	Unit	Topic
1	I	Public Finance - Meaning Nature of Public Finance
2		Scope and Importance
3		Scope and Importance
4		Difference between private and Public Finance
5		Principles of Maximum Social Advantage
6		Principles of Maximum Social Advantage
7		Rules of State in Public Finance
8		Centre and State Relationship
9		Centre and State Relationship
10	II	Source of Revenue Tax, Types, Loan and Grant
11		Canon of Taxation (Adam Smith)
12		Canon of Taxation (Others)
13		Problem of Justice in Taxation., Incidence of Taxation
14		Taxable Capacity
15		Taxable Capacity
16		Impact of Taxation and Tax evasion
17		Impact of Taxation and Tax evasion
18		Characteristics of Indian Tax System
19		Characteristics of Indian Tax System Defects and Steps of Reforms
20		Characteristics of Indian Tax System Defects and Steps of Reforms
21	Characteristics of Indian Tax System Defects and Steps of Reforms	
22	III	Principles of Public Expenditure , Principles of Public Debts
23		Principles of Public Expenditure , Principles of Public Debts
24		Method of Redemption of Public Debts
25		Effect of Public Expenditure on Production and Distribution
26		Effect of Public Expenditure on Production and Distribution
27		Effect of Public Expenditure on Production and Distribution
28		Public Debts in India
29		Public Debts in India
30		Importance of Subsidies and GDP Ratio
31	IV	Public Finance in India - Source of Revenue of Central Govt and State Government
32		Public Finance in India - Source of Revenue of Central Govt and State Government
33		Concept and types of Budget
34		Fiscal Deficit- Financing and Deficit Budget
35		Fiscal Deficit- Financing and Deficit Budget
36		Fiscal Responsibility and Budget Management
37		Fiscal Responsibility and Budget Management
38		Role of RBI
39		Role of RBI
40		Stock Exchange - Recent Development in Financial Market
41		Stock Exchange - Recent Development in Financial Market

42	V	Constitution and Function of Finance Commission
43		Constitution and Function of Finance Commission
44		Recommendation of latest Finance Commission
45		Latest Budget of Central and MP Govt
46		Latest Budget of Central and MP Govt
47		Main Heads of Revenue and expenditure of Central and State Government
48		Main Heads of Revenue and expenditure of Central and State Government

**Maharaja Ranjit Singh College of Professional Sciences, Indore**

Department of Commerce

Lesson Plan - B. Com. II Hons (July 2019 - Mar 2020)

Subject - Advanced Statistics

Teacher - Dr Mitesh Chowdhary

Day/Lecture	Unit	Topic
1	I	Meaning, Definition, Significance of Statistics
2		Meaning, Definition, Significance of Statistics
3		Scope and Limitation of Statistics
4		Types of data
5		Collection of data
6		Organizing of data
7		Presentation of data - Graphs
8		Presentation of data - Graphs
9		Presentation of data - Graphs
10	2	Measures of Central Tendency - Mean
11		Measures of Central Tendency - Mean
12		Measures of Central Tendency - Combined Mean
13		Measures of Central Tendency - Mode
14		Measures of Central Tendency - Mode
15		Measures of Central Tendency - Median and Partition value
16		Measures of Central Tendency - Median and Partition value
17		Measures of Central Tendency - Median and Partition value
18		Measures of Central Tendency - Harmonic Mean
19		Measures of Central Tendency - Geometric Mean
20		Measures of Dispersion - Range, Quartile Deviation
21		Mean Deviation and Numerical
22		Mean Deviation and Numerical
23		Mean Deviation and Numerical -Short cut method
24		Standard Deviation and Numerical
25		Standard Deviation and Numerical (coefficient of variation)
26		Skewness and Numerical
27		Skewness and Numerical
28		Kurtosis and Numerical
29	3	Theory of Probability and Numerical
30		Theory of Probability and Numerical
31		Theory of Probability and Numerical
32		Theory of Probability and Numerical
33		Theory of Probability and Numerical
34		Theory of Probability and Numerical
35		Theory of Probability and Numerical
36		Binomial Distribution and Numerical
37		Poisson Distribution and Numerical
38		Normal Distribution and Numerical
39		Sample Distribution - Concept
40		Parameter and Statistic
41		Sampling Distribution of Mean
42		Central limit theorem
43		Point and Interval Estimates

44	4	Large and Small Samples
45		Hypothesis Testing
46		Hypothesis Testing
47		Formula and Numerical on - z and t test
48		Formula and Numerical on - z and t test
49		Formula and Numerical on - z and t test
50		Formula and Numerical on - z and t test
51		Formula and Numerical on - z and t test
52		Formula and Numerical on - z and t test
53		5
54	Correlation - Karl Pearson coefficient	
55	Concurrent Deviation method	
56	Spearman's Rank correlation	
57	Spearman's Rank correlation	
58	Linear regression - Lines of regression	
59	Linear regression - Lines of regression	
60	Least square method	
61	Least square method	
62	Application of regression in forecasting	
63	Application of regression in forecasting	

**Maharaja Ranjit Singh College of Professional Sciences, Indore**

Department of Commerce

Lesson Plan - B. Com. III Yr. Plain (July 2019 - Mar 2020)

Subject -Principles of Marketing

Teacher - Dr Sandeep K Hora

<b>Day/Lecture</b>	<b>Unit</b>	<b>Topic</b>
1	I	Marketing -Introduction
2	I	Nature and scope of marketing
3	I	Significance of marketing
4	I	Traditional and Modern concepts of marketing
5	I	Difference between selling and marketing
6	I	Marketing Mix
7	I	Marketing Mix
8	I	Marketing Environment
9	II	Consumer Behavior-Meaning and scope
10	II	Factors affecting Con. Behaviour
11	II	Factors affecting Con. Behaviour
12	II	Nature and significance of consumer behaviour
13	II	Market Segmentation-Concept
14	II	Market Segmentation-Importance
15	II	Basis for Market Segmentation
16	II	Basis for Market Segmentation
17	III	Concept of Product
18	III	Classification of product
19	III	Product planning-Meaning and process
20	III	New Product Development process
21	III	Importance of Product planning and Development
22	III	Packaging-Role and Functions
23	III	Brand name- Meaning and Importance
24	III	Trademark
25	III	Importance and concept of After sales service
26	III	Product Life Cycle Concept
27	III	Marketing Strategies at different stages of PLC
28	IV	Price-concepts
29	IV	Factors affecting price of product/service
30	IV	Pricing policies
31	IV	Distribution Channels-concepts and role
32	IV	Types of distribution channels
33	IV	Factors affecting choice of distribution channel
34	IV	Retailer -meaning and functions
35	IV	Wholeseller-meaning and functions
36	IV	Transportation
37	IV	Warehousing
38	V	Sales Promotion-Nature and Importance
39	V	Various methods of sales promotion
40	V	Optimum Promotion Mix
41	V	Advertising-meaning and importance
42	V	Limitations and disadvantages of advertising

43	V	Personal selling-meaning and importance
44	V	Functions and Qualities of salesman
45	V	Public relations-meaning and its importance
46	V	New Trends in marketing
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**Maharaja Ranjit Singh College of Professional Sciences, Indore**

Department of

Lesson Plan - B. Com. III Plain (July 2019 - Mar 2020)

Subject - International Marketing

Teacher - Dr Geeta Saneja (Suri)

Day/Lecture	Unit	Topic
1	I	International Marketing - Introduction Definition and Nature
2		Scope of International Marketing
3		Scope of International Marketing
4		Domestic Marketing V/s International Marketing
5		Decision relating to Entry in Foreign Market
6		Decision relating to Entry in Foreign Market
7	II	Product Planning for International Market
8		Product Planning for International Market
9		Product Designing
10		Advertising and Branding
11		Advertising and Branding
12		Packaging
13		Packaging
14	III	International Pricing- Factors influencing International Price
15		International Pricing- Factors influencing International Price
16		Pricing Process and method
17		Pricing Process and method
18		International Price Quotation
19		Payment Conditions under International M?arket
20		Payment Conditions under International M?arket
21	IV	International Distribution Channel and Logistic Decision
22		International Distribution Channel and Logistic Decision
23		International Distribution Channel and Logistic Decision
24		Selection and Appointment of Foreign Sales Agent
25		Selection and Appointment of Foreign Sales Agent
26		Selection and Appointment of Foreign Sales Agent
27	V	Indian Import - Export Policy and Practice
28		Indian Import - Export Policy and Practice
29		Indian Import - Export Policy and Practice
30		Steps of Commencement of export business
31		Steps of Commencement of export business
32		Steps of Commencement of export business
33		Methods of Export Pricing
34		Methods of Export Pricing
35		Methods of Export Pricing
36		Export Finance
37		Export Finance
38		Export Finance



**Maharaja Ranjit Singh College of Professional Sciences, Indore**

Department of Commerce

Lesson Plan - B. Com. III Hons (July 2019 - Mar 2020)

Subject - Banking Law and Practice

Teacher - Dr Geeta Saneja (Suri)

<b>Day/Lecture</b>	<b>Unit</b>	<b>Topic</b>
1	I	Principles of Banking - Introduction & Definition
2		Creation of Money
3		Creation of Money
4		Structure of Commercial Banks in India
5		Structure of Commercial Banks in India
6		Management of Bank
7		Banking Recruitment and its Functions
8		Selection in Banking
		Selection in Banking
9		Training in Banking
		Training in Banking
10		Promotion and Control of Staff in Banking Sector
11		Promotion and Control of Staff in Banking Sector
12	II	Indian Banking System and its Features
13		Money Lenders
14		Functions of Money Lenders
15		Nationalisation of Commercial Banks and its effect
16		Nationalisation of Commercial Banks and its effect
17		Classification of Banking Institutes
18		Classification of Banking Institutes
19		Reserve Bank of India - Introduction and Function
20		Function of Reserve Bank of India
21		Credit Control by RBI
22		Credit Control by RBI
23		Power of RBI
24	III	Management of Deposits and Advances
25		Deposit Mobilisation
26		Classification and Nature of Deposits Account
27		Classification and Nature of Deposits Account
28		Advance Lending Practices
29		Advance Lending Practices Types of Advances
30		Nature of Bank investment
31		Liquidity and Profitability of Banks
32		Endorsement of Cheques and Bills
33		Government Securities
34		Procedure of E - Banking
35		Procedure of E - Banking
36	IV	Banking Regulatory Act 1949 Introduction
37		Banking Regulatory Act 1949 Provisions
38		Restrictions on Advances
39		Privatisation of Banks
40		Narsimha Committee Report
41		Narsimha Committee Report

42		Reforms of the Banking Sector in India
43	V	Management of Finance, Banks Accounts, Records
44		Reports and Statement of Advances
45		Appraisal of Loan Application
46		Development Banking in India - IFCI
47		IDBI, ICICI
48		Export Credit and Guarantee Corporation of India
49		Export Credit and Guarantee Corporation of India

**Maharaja Ranjit Singh College of Professional Sciences, Indore**

Department of Commerce

Lesson Plan - B. Com. III Hons (July 2019 - Mar 2020)

Subject - Indirect Tax

Teacher - Dr Supriya Bandi

<b>Day/Lecture</b>	<b>Unit</b>	<b>Topic</b>
1	I	Central Excise Duty - Concept and Important Definitions
2		Classification of Goods and Principles of Classification
3		Classification of Goods and Principles of Classification
4		Valuation under Central Excise
5		Ad Valorem Duty and its Valuation Rules
6		Computation of Central Excise Duty Practical Problems
7		Computation of Central Excise Duty Practical Problems
8		Computation of Central Excise Duty Practical Problems
9		Computation of Central Excise Duty Practical Problems
10		Computation of Central Excise Duty Practical Problems
11		MRP based Valuation
12		MRP based Valuation Valuation Rules
13	II	Customs Duty - Introduction and Nature
14		Important Terms and Definition
15		Types of Customs Duty
16		Valuation and calculation of Customs Duty
17		Practical Problems
18		Practical Problems
19		Practical Problems
20		Practical Problems
21	III	Central Sales Tax General Introduction
22		Important Definitions and Declared Goods
23		Important Definitions and Declared Goods
24		Provisions related to Inter state sales
25		Determination of Gross Turnover and Taxable Sale
26		Practical Problems
27		Practical Problems
28		Practical Problems
29		Practical Problems
30	IV	M.P Value Added Tax - Introduction and important Definitions
31		M.P Value Added Tax - Introduction and important Definitions
32		Registration of Dealers under VAT
33		Taxable Turnover under VAT
34		Practical Problems
35		Practical Problems
36		Practical Problems
37		Practical Problems
38	V	VAT - Input Tax Rebate
39		Assessment Procedure
40		Payment of Tax and Recovery
41		Refund of Tax and Composition Dealer
42		Tax Authorities of VAT
43		Appeals and Revision

44		Difficulties of implementation of VAT
45		Service Tax Concept , Objects , Scope
46		Features of Service Tax and Negative List
47		List of Taxable Services Provisions and Rules of Service Tax
48		Practical Problems of Service Tax
49		Practical Problems of Service Tax
50		Practical Problems of Service Tax
51		Practical Problems of Service Tax

# Maharaja Ranjit Singh College of Professional Sciences, Indore

Department of Commerce

Lesson Plan - B. Com. I (July 2019 - Mar 2020)

Subject - **PC Software**

Teacher - **Prof. Pravin Kumar Sharma**

Day/Lecture	Unit	Topic
1	I	Introduction of Computer, what it stands for?, components of computers
2	I	Block diagram of computer and functioning of each unit of computer
3	I	Primary Memory (RAM, ROM) and its types (SRAM, DRAM, PROM, EPROM, EEPROM)
4	I	Secondary Memory and its types with the help of hierarchical diagram. (sequential Access and Direct Access)
5	I	Input Devices, its functions and different types of Input devices
6	I	Output Devices, its functions and types (Printer, Plotter, monitor)
7	I	Introduction of Instruction, Program and Software, types of Software (Application and System Software)
8	I	Defragmentation, compression and Decompression
9	I	Anti virus, disk cleaning tools
10	I	Introduction of different Application commercial s/w (General and Custom made)
11	I	What is language? Programming language and its types with ehlp of hierarchical diagram
12	I	Language translator and its types(Assembler, compiler and Interpreter)
13	I	differentiation between Interpreter and compiler
14	II	Introduction of Operating system, Logical Architecture of OS
15	II	GUI and CLI/ CUI, and different types of Operating System
16	II	Fucntions of Operating system
17	II	Introduction of Windows operating system and features
18	II	Desktop its components, files and folders and diffetent operations on folders
19	II	Start menu options in MS-Windows 2007 and 2008, quick access tool bar, Office button and its options

20	II	My network places, recycle bin, Windows explorer and its features
21	II	Setting of wall paper, different operations of mouse pointer under and control panel settings
22	II	
23	II	MS-Paint and its different features
24	II	Notepad, its features and different menu options of notepad
25	II	OLE features of MS Windows
26	III	Introduction of word processing its software and features
27	III	MS-Word and its features and advantages
28	III	Table-handling features, Formatting of Paragraph
29	III	Mail-Merge its steps and Macro creation
30	III	Introduction of spreadsheet software and different spreadsheet software for different platforms
31	III	Features of MS-Excel, Cell, Row and Column Range
32	III	Formula bar and different built-in formulas used in MS-Excel worksheet
33	III	Insert/Delete row and column, Introduction charts and its types
34	III	Sorting, Filter and freeze panes options used in MS-Excel
35	III	Introduction of MS-Power Point and its features
36	III	Different components of MS-Power Point(Slide, Handouts, Speaker Notes and Outline)
37	III	Different Views of MS-Power Point, Different ways to create MS Power-Point Presentation
38	III	Smart Art, Custom Animation and Options available in slide-show tab, Adding table and other effects
39	IV	Introduction of data, Information and system, Types of System and its components and Environment
40	IV	Three tier architecture of DSS, limitations of DSS
41	IV	Characteristics of DSS, different users of DSS.
42	IV	Introduction of Expert system and features and characteristics of Expert system
43	IV	How Expert system support in Decision making
44	IV	Different phases of Expert system and their uses
45	IV	Introduction of MIS, its features, characteristics and applications of MIS

46	IV	Role of IT in MIS, business and Technology trends used in MIS
47	IV	Management by methodology, Internationalization
48	IV	What is Decentralization and its advantages over traditional MIS
49	V	What is Internet, Its advantages and disadvantages, History of Internet(ARPANET),
50	V	Introduction of Protocol, different types of protocol used on Internet (SMTP, FTP, TCP/IP, HTTP)
51	V	DNS, URL, WWW, WWW consortium
52	V	Search Engine and list of different search engine available
53	V	Internet Security, Firewall, Cryptography, Biometrics,
54	V	Digital Signature and Certificate
55	V	Applications of Internet
56	V	What is E-Mail? Process of sending and receiving of E-Mail and its different protocols
57	V	Intranet, Extranet and Difference between Internet, Intranet and Extranet, E-ticketing, chatting and different modes of chatting
58	V	What is E-banking? Advantage and Disadvantages of E-Banking
59	V	E-Business and different models used to develop E-business
60	V	Do-it-yourself and Made-to-Order models
61	V	Introduction of Stocktrading, and E-Broking
62	V	Different Emerging models of E-Business, types of E-commerce models

**Maharaja Ranjit Singh College of Professional Sciences, Indore**  
**Department of Commerce**  
**Lesson Plan - B.Com. I year Computer Application (July 2019 - Mar 2020)**  
**Subject - Desktop Publishing**  
**Teacher - Dr.Pushpendra Dubey**

<b>Day/Lecture</b>	<b>Unit</b>	<b>Topic</b>
1	<b>DTP</b>	Introduction to Computer
2	<b>1</b>	Introduction to DTP
3		DTP Software and Hardware
4		Commercial DTP Packages, Page Layout Programmes
5		Introduction to Word Processing, Difference between DTP Software and Word Processing Software
		<b>GRAPHICS</b>
6	<b>2</b>	Introduction to Computer Graphics
7		Types of Graphics, Introduction to Graphics Programme
8		Fonts and Typeface, Basic Type of Fonts,
9		Creation of Fonts, Anatomy of Typeface
10		Printers, Plotter, Scanners
	<b>PAGEMAKER</b>	
11	<b>3</b>	History and Versions of Page Maker
12		Creating of New Page, Document Setup Dialog Box
13		Placing Independent Graphics
14		Creating Master Pages, Story Editor
15		Formatting text with styles in Page Maker
16		Indenting a Paragraph, Leading, Hyphenation, Spelling Check
17		Creating index entries, Text Wrap, Position, Control Palette
	<b>MULTIMEDIA I</b>	
18	<b>4</b>	Introduction to Multimedia
19		Elements of Multimedia
20		Plain Text, Formatted Text, RTF, HTML Text, Importance of Graphics in Multimedia
21		Image Capturing Methods, Scanner,
22		Digital Camera, Sound Effects, Analog Sound and Digital Sound
23		Animation, Basics of Animation, Principles of Animation
	<b>MULTIMEDIA II</b>	
24	<b>5</b>	Introduction of Multimedia, Features of Multimedia,
25		An Overview of Multimedia, Multimedia Software Tools
26		Overview of Multimedia Authoring,
27		Multimedia Production, Multimedia Presentation
28		Graphic File Formats, MIDI



**Maharaja Ranjit Singh College of Professional Sciences, Indore**

Department of Commerce

Lesson Plan - B.Com. I year (July 2019 - Mar 2020)

Subject - **PC Software Practical**Teacher - **Prof. Pravin Kumar Sharma**

Day/Lecture	Topic
1	Create a document and applying different editing options of MS-Word
2	Create a Resume with different formatting options
3	Create an invitation using Mail-Merge
4	Create a document and show use of Macro
5	Create a document and insert header and footer
6	Create a document and insert different Even and Odd header and footer
7	Create a document and insert/draw a table using table handling features
8	Demonstrate folder creation, rename, copy, cut, paste and move
9	Demonstrate Cell, Cell range, Row range and Column Range
10	Create a workbook to store student information
11	Create a workbook to generate a marksheet
12	Create a workbook to generate payroll of employees
13	Perform Operations on Sheet as Rename, Insert, Delete and Move
14	Demonstrate to insert different types of charts in worksheet
15	Create a workbook showing Marks obtained, Percentage and status of students
16	Create a workbook and apply different operation such as sorting, filtering and hiding
17	Demonstrate Cell, Cell range, Row range and Column Range
18	Demonstrate types of powerpoint presentation
19	Create a presentation using auto content wizard
20	Create a presentation using Blank and apply customized options
21	Create a presentation using design template wizard
22	Demonstrate to insert word art, clipart and pictures in presentation
23	Demonstrate to insert audio and videos in presentation
24	Design a presentation and demonstrate options of custom animation
25	Design a presentation and demonstrate slide transition and different options of view show mode
26	Design a presentation and demonstrate different views of power point
27	Design a presentation and demonstrate different views of power point
28	Design a presentation and demonstrate different views of power point
29	Demonstrate insertion of charts and different shapes in power point presentation
30	Show the components of E-mail

**Maharaja Ranjit Singh College of Professional Sciences, Indore**

Department of Commerce

Lesson Plan - B. Com. II (July 2019 - Mar 2020)

Subject - Internet and E-Commerce

Teacher - Prof. Kratika Pahuja

Day/Lecture	Unit	Topic
1	Unit-1 Internet	Introduction to Subject and Internet
2		Evolution to Internet
3		Concept and Growth of Internet(Development of Internet in India)
4		ISP and ISP in India
5		Types of Connectivity with diagram
6		Dial-up,Leased Line,DSL
7		Broadband in detail
8		VSAT,RF
9		Methods of sharing internet connection
10		Proxy Server and use in detail
11	Internet Services	USENET,GOPHER
12		WAIS,ARCHIE
13		VERONICA,IRC
14		Concept of search enginesand its types
15		Searching the Web
16		Web Servers
17		TCP/IP and other protocols
18		Domain Name
19	E-Mail	Concept of e-mail
20		POP andWEB based e-mail
21		Practical taken
22		Practical taken
23		E-mail protocols,Advantages and Disadvantage
24		E-mail services,servers and client programs
25		Doubt Session
26	Unit-2 Introduction to E- Commerce	Meaning of E-commerce,Emergence of Internet
27		Advantages and Disadvantages of E-commerce
28		Commercial use of Internet and emergence of WWW
29		Transition to E-commerce in India
30		E-commerce Oppurtunities for Industries
31		Difference Between E-commerce and E-business
32		Examples of E-commerce
33		Doubt Session
34	Unit-3 Models	Business Models for E-commerce
35		B2B,B2C,C2C,B2G,etc
36		Models based on the relationship of transaction types
37		Brokerage Model,Aggregrator Model
38		Infomediary Model,Community Model
39		Value chain Model,Manufacturer Model
40		Advertising Model ,Subscription Model
41		Affilate Model

42		Doubt Session
43		Identifying Web Presence Goals
44	Unit-4 E- Marketing v/s Traditional Marketing	Browsing Behaviour Model
45		Online Marketing,E-advertising
46		Social Media Marketing,Internet Marketing
47		E-branding
48		E-Marketing Strategies
49		Doubt Session
50		Unit-5 E- Security
51	Information System security	
52	Security on the security	
53	E-business risk management issues	
54	Information security environment in India	
55	Cyber crime and Cyber Security	
56	E-Payment Systems	Digital Payment Requirements
57		Digital token based E.P.S
58		Credit card processing and Designing E.P.S
59		E-cash risks
60		Digital Signature and digital Certificates
61		Cytophraphy, Veri Sign
62		SET,SETTP and etc
63		Online securities and Authentication protocols
64		Doubt Session

# Maharaja Ranjit Singh College of Professional Sciences

Department of Commerce

Lesson Plan - B.Com. II Year (July 2019 - March 2020)

Subject - Relational Database Management System

Teacher - Prof. Shailesh Hirve

Day	Unit	Topic
1	I	Introduction to DBMS, Advantages & Disadvantages
2		Client Server Technology
3		DBMS V/S File Processing System
4		Data Independence, Schemas, Instances
5		Database System in an Organization
6		Database Planning
7		Risk & Cost of Database
8		Management Control
9	II	Database Development Life Cycle (DDLC)
10		Database Development Life Cycle (DDLC)
11		Principles of Conceptual Database design
12		Data Models
13		Data Models
14		E-R Model
15		Keys & Attributes
16		Types of Relationships, Mapping Cardinality
17		Normalization
18		Normalization
19		Normalization
20	III	Relational Algebra
21		Relational Algebra
22		Structured Query Language(SQL)
23		Basic structure, set operations, aggregate functions
24		Null values, Nested sub queries
25		Data Definition Language(DDL)
26		Data Manipulation Language(DML)
27		Data Control Language(DCL)
28		Transaction Control Language(TCL)
29		Sql Functions
30		Physical Storage Media

31		Disk performance Factors
32		File Organization
33		Addressing Methods
34	IV	Database Management
35		Database Administrator and DBA Functions
36		Database Integrity
37		Database Security
38		Database Recovery
39		V
40	SQL Commands (DDL, DML, DCL/TCL)	
41	SQL Commands (DDL, DML, DCL/TCL)	
42	SQL Commands (DDL, DML, DCL/TCL)	
43	SQL Commands (DDL, DML, DCL/TCL)	
44	SQL Commands (DDL, DML, DCL/TCL)	
45	SQL Commands (DDL, DML, DCL/TCL)	
46	SQL Commands (DDL, DML, DCL/TCL)	

# Maharaja Ranjit Singh College of Professional Sciences

Department of Commerce

Lesson Plan - B.Com. II Year (July 2019 - March 2020)

Subject - Relational Database Management System Practical

Teacher - Prof. Shailesh Hirve

Day	Unit	Topic
	I	.....
	II	.....
	III	.....
	IV	.....
1	V	Introduction to SQL, DDL, DML, and DCL statements
2		Introduction to SQL, DDL, DML, and DCL statements
3		DDL Commands
4		DDL Commands
5		DDL Commands
6		DML Commands
7		DML Commands
8		DML Commands
9		various Form of SELECT- Simple, Using Special Operators for Data Access
10		various Form of SELECT- Simple, Using Special Operators for Data Access
11		various Form of SELECT- Simple, Using Special Operators for Data Access
12		various Form of SELECT- Simple, Using Special Operators for Data Access
13		DCL Commands
14		DCL Commands
15		TCL Commands
16		TCL Commands
17		Nested Queries & Exposure to Joins, Aggregate Functions
18		Nested Queries & Exposure to Joins, Aggregate Functions

**Maharaja Ranjit Singh College of Professional Sciences, Indore**

Department of Commerce

Lesson Plan - B. Com. III (July 2019 - Mar 2020)

Subject - Web Designing

Teacher - Prof. Meenakshi Vyas

Day/Lecture	Unit	Topic
1	I	Introduction to web page overview,elements of web page
2		Types of sites,personal sites,small buisness sites.
3		large buisness sites,online buisness sites,educational sites
4		government sites,blogs,twitter,matching format to audience
5		creating guidelines,creating a site structure,writing for the web
6		How to download time,methods for creating web pages
7		publishing a site,addressing a web site,absolute address
8		Relative address, URL discription in brief
9		Static and dynamic websites
10		practical on what is the difference between static and dynamic pages
11		practical on creating a blogs.
12	II	Introduction to HTML,how to create web page using html.
13		syntax of HTML code,head content,adding a title.Body content
14		paragraph breaks,line breaks,horizontal lines,font and its Family tag
15		practical on how to write html code and how to run it on browser
16		practical on how to use heading and how to adding a title on web page
17		practical on applying aparagraph and line break in a web page
18		practical on how to apply text size and text color in website
19		Formatting text and font style,aligning text,lists and its types
20		ordered and unordered list,background color
21		practical on how to create ordered and unordered list
22		practical on how to change background color and image
23	III	Introduction to HTML editors,Netbeans,Dream viewer
24		The editing environment,effective page design,uniform style
25		Practical on how to apply types of styles
26		Design ideas, how to apply design ideas on web sites.
27		Applying heading,lists using white spaces
28		splitting the text,colors and background
29		practical on how to split text on webpage
30		creating web page using effective page design ideas with save as
31		practical on how to save and run web page using browser.
32	IV	Introduction to frames and tables theoritically
33		practical on how to create table and frames
34		applying animation effects on fonts and images
35		creating forms,Images,image formats for the web
36		obtaining images,image size,editing images
37		Thumbnails,images and text,rollover images
38		Introduction to navigation
39		practical on how to apply different ypes of navigations on websites.
40		Introduction to hyperlink.types of hyperlinks,navigation bars
41		practical on how to apply navigation bar on web site
42		practical on how to link site to external sites
43		Email links.creating image maps.
44		Image maps in action,sitemaps,three click navigation,site linkage
45		practical on how to apply code for three click navigation on websites
46	V	Introduction to CSS:creating and editing cascading style sheets
47		practical on how to add sound -types of sound files
48		how to link sound files using css.
49		Embedding sound files,video,Analog video,Digital video
50		Introduction to digital tech- webcams,animation
51		Downloading animation,flash publishing
52		practical on how to use animation,download audio and videos
53		practical on how to publish flash using animation tools
54		Applying practical and how to test it
55		transferring to the web,registering a site

56	marketing a site,maintaining a site
57	Introduction to domain names
58	Introduction to web hosting
59	practical implementation of site using HTML and CSS
60	Revision of codes



**Maharaja Ranjit Singh College of Professional Sciences**

Department of Commerce

Lesson Plan - B. Com. III Tax (July 2019 - Mar 2020)

Subject - Digital Marketing

Teacher - Prof. Kratika Pahuja

<b>Day/Lecture</b>	<b>Unit</b>	<b>Topic</b>
1	Unit-1	Meaning of Digital Marketing, Advantages and Disadvantages
2		Understanding Marketing Process with flow chart
3		Visibility, examples and types
4		Visitor Engagement, Bringing Targeted Traffic
5		Inbound and Outbound Digital and Traditional Marketing aspects
6		Understanding Conversion process
7		Retention and its types with examples
8		Performance evaluation with flow chart
9		Different types of tools needed in D.M.
10		Doubt Session
11	Unit-2	Intro to internet and evolution of previous year
12		Difference types of Internet and Web
13		Understanding websites and domain names and their extensions
14		Web server and Web hosting
15		Different types of web servers
16		Planning and conceptualizing a website
17		Building Website using CMS in Class
18		Doubt Session
19	Unit-3	Understanding Google Analytics, and its set up
20		Analytics code in a website
21		Meaning of goals and conversions, setup goals
22		Meaning of bounce rate, difference between bounce rate and exit rate
23		Reduce bounce rate and Monitoring traffic sources.
24		Doubt Session
25	Unit-4	Marketing on social networking websites
26		Viral marketing and its importance
27		Facebook Marketing and Twitter Marketing
28		Linkedin Marketing
29		Google plus Marketing
30		Video Marketing and Pinterest Marketing
31		Doubt Session
32	Unit-5	Introduction to SEO
33		Importance of SEO
34		Introduction to AdWords
35		Meaning of Google AdWords, Algorithm
36		Creating Search Campaigns
37		Creating Ads
38		How we can track Ads, edit Ads.
39		How we can evaluate performance/conversion of Ads
40		Optimizing Searching Campaigns
41		Detail explain of SEO
42		Creating display Campaign
43		Doubt Session

**Maharaja Ranjit Singh College of Professional Sciences**

Department of Commerce

Lesson Plan - BCom III Year (Computer) Practical (July 2019 - March 2020)

Subject - Web Designing & Digital Marketing

**Teacher - Prof. Meenakshi Vyas**

Day/Lecture	Unit	Topic																																																																																																									
1		Create a timetable of your class																																																																																																									
2		Create mark sheet for university exam																																																																																																									
3		Create web page with information- Name,address,DOB,Hobbies,Favourite Pastime,Ideals,Music,Films																																																																																																									
4		Create HTML Document with Paragraph,heading and Strong																																																																																																									
5		Create web page for ordered & unordered list																																																																																																									
6		Create online form for admission																																																																																																									
7		Create website for online marketing																																																																																																									
8		Create website for automobile company(including graphic & Images must )																																																																																																									
9		Create dynamic website for college																																																																																																									
10		Create website for computer products.(include animation)																																																																																																									
11		<b>Create Following structure</b>																																																																																																									
		<table border="1"> <thead> <tr> <th>S.No</th> <th>SName</th> <th>Branch</th> <th>Sem</th> <th colspan="3">Marks</th> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <th>M1</th> <th>M2</th> <th>M3</th> </tr> </thead> <tbody> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> </tbody> </table>	S.No	SName	Branch	Sem	Marks							M1	M2	M3																																																																																											
S.No	SName	Branch	Sem	Marks																																																																																																							
				M1	M2	M3																																																																																																					
12		Create HTML Document to use width height attribute																																																																																																									
		increase image size 100 %																																																																																																									
		Increase Image size 50%																																																																																																									
		Change width to height ratio 2:1																																																																																																									
13		Create link for following																																																																																																									
		Index.html located in files directory																																																																																																									
		Index.html located in files sub directory																																																																																																									
		A link to email address																																																																																																									
		A FTP Link																																																																																																									
14		Write HTML Tags for following																																																																																																									
		Increase an ordered list that will have numbering by lower case romannumerals																																																																																																									
		insert scroll list in form with 4 entries on the list always																																																																																																									
		Insert image map with alt text																																																																																																									
15		Create a home page of your own using HTML Tags																																																																																																									
16		Create page demonstrating Railway tickets collection																																																																																																									
17		Create Page to collect name and phone numbers																																																																																																									
18		Write steps for hosting a website.																																																																																																									
		Digital Marketing																																																																																																									
1		Design SEO for any website.																																																																																																									
2		Monitor traffic using google analytic.																																																																																																									
3		Improve search engine visibility of your website																																																																																																									
4		Design a blog for regular activity of any organization																																																																																																									
5		Link different websites on your own also add back link																																																																																																									
6		Use ON & Off page optimization																																																																																																									
7		How to decrease load time of any website ,write steps.																																																																																																									
8		Design out bound link for website																																																																																																									

**Maharaja Ranjit Singh College of Professional Sciences, Indore**

Department of Commerce &amp; Management &amp; Management

Lesson Plan - B. Com. I Tax (July 2019 - Mar 2020)

Subject - Direct Tax System Income Tax

Teacher - Dr Mitesh Chowdhary

Day/Lecture	Unit	Topic
1	I	Tax System- Meaning, Features & Objects
2		Tax System- Meaning, Features & Objects
3		Direct Taxes in India
4		Direct Taxes in India
5		Introduction of Central Taxes
6		Introduction of Central Taxes
7		Introduction of Provincial Taxes
8		Introduction of Provincial Taxes
9		Introduction of Local Taxes
10		Introduction of Local Taxes
11		Main Features & characteristics of Income Tax
12		Contribution of Income Tax in Public Revenue
13		Various Definition under Income Tax
14		Income Tax Rates
15	Agricultural Income and its tax calculation	
16	II	Residential Status - Provisions
17		Numerical questions
18		Tax Incidence provisions and its numerical question
19		Numerical questions
20		Numerical questions
21		Numerical questions
22		Exempted Income
23		Exempted Income
24		Exempted Income
25		III
26	Income from Salary - Provisions	
27	Income from Salary - Provisions	
28	Income from Salary - Provisions	
29	Income from Salary - Numerical Questions	
30	Income from Salary - Numerical Questions	
31	Income from Salary - Numerical Questions	
32	Income from Salary - Numerical Questions	
33	Income from Salary - Numerical Questions	
34	Income from Salary - Numerical Questions	
35	IV	Income from House Property - Provisions
36		Income from House Property - Provisions
37		Income from House Property - Numerical Questions
38		Income from House Property - Numerical Questions
39		Income from House Property - Numerical Questions
40		Income from House Property - Numerical Questions
41		Income from House Property - Numerical Questions
42		Income from Business Profession - Provisions
43		Income from Business Profession - Provisions

44		Income from Business Profession - Numerical Questions
45		Income from Business Profession - Numerical Questions
46		Income from Business Profession - Numerical Questions
47	V	Income from Capital Gain - Provisions
48		Income from Capital Gain - Provisions
49		Income from Capital Gain - Provisions
50		Income from Capital Gain - Numerical Questions
51		Income from Capital Gain - Numerical Questions
52		Income from Capital Gain - Numerical Questions
53		Income from Capital Gain - Numerical Questions
54		Income from Other Sources - Provisions
55		Income from Other Sources - Provisions
56		Income from Other Sources - Numerical Questions
57		Income from Other Sources - Numerical Questions
58		Income from Other Sources - Numerical Questions
59		Income from Other Sources - Numerical Questions
60		Income from Other Sources - Numerical Questions

**Maharaja Ranjit Singh College of Professional Sciences, Indore**

Department of Commerce &amp; Management &amp; Management

Lesson Plan - B. Com. I Tax (July 2019 - Mar 2020)

Subject -Goods and Service Tax

Teacher - Dr Supriya Bandi

Day/Lecture	Unit	Topic
1	I	Introduction to Goods and Service Tax - Background and Necessity
2		Implementation and Impact of GST
3		Difficulties of GST
4		Important Terms and Definitions
5		Important Terms and Definitions
6		Important Terms and Definitions
7		Important Terms and Definitions
8		Classification of GST
9	II	Meaning and Scope of Supply
10		Composit Supply and Mixed Supply and Its Tax Liability
11		Levy and Collection of Tax
12		Registration under GST
13		Process of Registration
14		How to get GSTIN
15		Amendment and Cancellation of Registration under GST
16	III	List of Exempt Goods under GST
17		Time and Place of Supply of goods and Services
18		Determination of Value of Taxable Supply - Numericals Problems
19		Numerical Problems
20		Numerical Problems
21		Numerical Problems
22		Preparation of Tax Invoice Rules - Proforma
23		Practical Problems
24		Practical Problems
25		Practical Problems
26	IV	Composition Levy - Persons Eligible to Opt Composition Scheme
27		Conditions and Restriction of Composition
28		Conditions and Restriction of Composition
29		Rate of Tax of Composition Levy and Rules
30		Practical Problems relating to Composition Levy
31		Practical Problems relating to Composition Levy
32		Practical Problems relating to Composition Levy
33		Practical Problems relating to Composition Levy
34		Practical Problems relating to Composition Levy
35	V	Input Tax Credit - Rules Provision and Procedures for Input Tax Credit
36		Input Tax Credit - Rules Provision and Procedures for Input Tax Credit
37		Provisions regarding Job work
38		Classification of Taxable Goods and Services on the basis of Tax Rate
39		Classification of Taxable Goods and Services on the basis of Tax Rate
40		Practical Problems
41		Practical Problems
42		Practical Problems
43		Practical Problems

**Maharaja Ranjit Singh College of Professional Sciences, Indore**

Department of Commerce & Management & Management

Lesson Plan - B. Com. II Tax (July 2019 - Mar 2020)

Subject - Income Tax Procedure & Practice

Teacher -Dr Mitesh Chowdhary

Day/Lecture	Unit	Topic
1	I	Brief Outline of provisions of various heads of income
2		Brief Outline of provisions of various heads of income
3		Brief Outline of provisions of various heads of income
4		Set off & Carry Forward of Losses - Provisions
5		Set off & Carry Forward of Losses - Numerical Questions
6		Set off & Carry Forward of Losses - Numerical Questions
7		Set off & Carry Forward of Losses - Numerical Questions
8		Clubbing of Income - Provisions
9		Computation of Gross Total Income
10		Computation of Gross Total Income
11		Computation of Gross Total Income
12	2	Deductions from Gross Total Income - Provisions
13		Deductions from Gross Total Income - Provisions
14		Deductions from Gross Total Income - Numerical Questions
15		Deductions from Gross Total Income - Numerical Questions
16		Tax rates for various categories assessee
17		Tax rates for various categories assessee
18		Computation of Total Income - Numerical Questions
19		Computation of Total Income - Numerical Questions
20		Computation of Total Income - Numerical Questions
21		Computation of Tax Calculation - Numerical Questions
22		Computation of Tax Calculation - Numerical Questions
23	3	Advance Payment of Tax - Provisions and Numericals
24		Advance Payment of Tax -Numericals Questions
25		Advance Payment of Tax -Numericals Questions
26		Provisions of Tax Deducted at source Provisions and Numericals
27		Tax Deducted at source - Numericals Questions
28		PAN - requirement and obligation
29		Provisions relating to preparation of IT returns
30		Provisions relating to preparation of IT returns
31		Various Income Tax return forms for various categories of assesses
32		Electronic Form format
33		4
34	Hindu Undivided Family - Provisions	
35	Hindu Undivided Family - Numerical Questions	
36	Hindu Undivided Family - Numerical Questions	
37	Hindu Undivided Family - Numerical Questions	
38	Partnership Firm - Provisions	
39	Partnership Firm - Provisions	
40	Partnership Firm - Provisions	
41	Partnership Firm - Numerical Question	
42	Partnership Firm - Numerical Question	
43	Partnership Firm - Numerical Question	
44	5	Company - Provisions
45		Company - Provisions
46		Company - Provisions
47		Company - Numerical Question
48		Company - Numerical Question

49	J	MAT - Provisions and Numerical Questions
50		MAT - Provisions and Numerical Questions
51		Co-operative societies - Provisions with special reference to Sec 80P
52		Co-operative societies - Provisions with special reference to Sec 80P
53		Co-operative societies - Numerical Questions

**Maharaja Ranjit Singh College of Professional Sciences, Indore**

Department of Commerce &amp; Management &amp; Management

Lesson Plan - B. Com. II Tax (July 2019 - Mar 2020)

Subject - Advanced Goods and Service Tax

Teacher -Dr Supriya Bandi

Day/Lecture	Unit	Topic
1	I	Introduction to Goods and Service Tax - Review of Various Provisions
2		Review of Various Provisions
3		Review of Various Provisions
4		Review of Various Provisions
5		Preparation of Tax Invoice Rules - Proforma
6		Practical Problems
7		Practical Problems
8		Provisions regarding Debit Note and Credit Note
9	II	Accounts and records of GST
10		Accounts and records of GST
11		Payment of Tax
12		Payment of Tax
13		Provisions related to interest and refund
14		Provisions related to interest and refund
15	III	Returns - Furnishing detail of outward supply and inward supply
16		Returns - Furnishing detail of outward supply and inward supply
17		Types of Various returns and related forms
18		Types of Various returns and related forms
19		Details of various types of returns
20		Details of various types of returns
21	IV	Intergrated Goods and Service Tax and its special provisions
22		Intergrated Goods and Service Tax and its special provisions
23		Input Tax Credit
24		Input Tax Credit Practical Problems
25		Provisions related to job work
26		Provisions related to job work
27		Process of Revenue charge mechanism
28	V	Process of Revenue charge mechanism
29		Process of Revenue charge mechanism
30		Procedure and types of assessment
31		Procedure and types of assessment
32		Administration of GST Appointment and Power of officers
33		Administration of GST Appointment and Power of officers
34		Provisions of inspection
35		Provisions of Search
36		Provisions of Siezures and arrests
37		Offences and Penalties
38		Appeals for revisions
39		



**Maharaja Ranjit Singh College of Professional Sciences, Indore**

Department of Commerce &amp; Management &amp; Management

Lesson Plan - B. Com. III Tax (July 2019 - Mar 2020)

Subject - Tax Planning &amp; Management

Teacher - Dr Mitesh Chowdhary

Day/Lecture	Unit	Topic	
1	1	Concept of Tax Planning - Meaning, Features	
2		Concept of Tax Planning - Scope, Importance	
3		Objectives of Tax Planning	
4		Difference between Tax Planning and Tax Evasion	
5		Types of Tax Planning	
6		Problems in tax planning	
7	2	Recognised methods of Tax Planning	
8		Tax Planning for salaries persons - Provisions - Prior to appointment, during service, after retirement	
9		Tax Planning for salaries persons - Provisions - Prior to appointment, during service, after retirement	
10		Tax Planning for salaries persons - Provisions - Prior to appointment, during service, after retirement	
11		Tax Planning for salaries persons - Provisions - Prior to appointment, during service, after retirement	
12		Tax Planning for salaries persons - Provisions - salary package	
13		Numerical questions	
14		Numerical questions	
15		Numerical questions	
16		Numerical questions	
17		Numerical questions	
18		3	Income from House Property - Provisions of Tax Planning
19			Income from House Property - Provisions of Tax Planning
20	Income from House Property - Provisions of Tax Planning		
21	Income from House Property - Numerical Questions		
22	Income from House Property - Numerical Questions		
23	Income from House Property - Numerical Questions		
24	Income from House Property - Numerical Questions		
25	Income from Business Profession - Provisions		
26	Income from Business Profession - Provisions		
27	Income from Business Profession - Avail options of Estimated basis income		
28	Income from Business Profession - Numerical Questions		
29	Income from Business Profession - Numerical Questions		
30	Income from Business Profession - Numerical Questions		
31	4	Tax Planning of Long Term Capital Gain- Provisions	
32		Exemptions relating to LTCG investments	
33		Exemptions relating to LTCG investments	
34		Income from Capital Gain - Numerical Questions	
35		Income from Capital Gain - Numerical Questions	
36		Income from Capital Gain - Numerical Questions	
37		Income from Capital Gain - Numerical Questions	
38		Adoption of investment planning to get benefit of deduction u/s 80C	
39		Adoption of investment planning to get benefit of deduction u/s 80C	
40		Selection of proper business form for minimum tax liability	
41		Selection of proper business form for minimum tax liability	
42	5	Tax Management - Introduction	
43		Difference between Tax Planning and Tax Management	
44		Areas of Tax Management	
45		Preparation of Return	
46		Payment of Tax	
47		Advance Payment of Tax - Provisions and Numericals	
48		Tax Deducted at source - Provisions and Numericals	
57		Assessment Procedure Concept, Types	
58		Provisions of Appeal and Revisions	
59		Provisions of Penalties and Prosecution	

**Maharaja Ranjit Singh College of Professional Sciences, Indore**

Department of Commerce &amp; Management &amp; Management

Lesson Plan - B. Com. III Tax (July 2019 - Mar 2020)

Subject - Various Central and Provincial Taxes

Teacher -

Day/Lecture	Unit	Topic
1	I	Customs Duty - Introduction,, Important terms and Definitions
2		Types of Customs Duty and Nature & Valuation
3		Rules relating to import export
4		Rules relating to import export
5		Prohibited goods, Notified goods
6		Provisions relating to Baggage
7		Clearance Procedure
8		Export Promotion Schemes,Restricted imports,
9		Functions and Powers of Customs Officers , Appeals & Revisions
10	II	Computation of Assessable Value and Calculation of Customs Duty
11		Numericals of Taxable Value
12		Numericals of Taxable Value
13		Numericals of Taxable Value
14		Numericals of Taxable Value
15	Numericals of Taxable Value	
16	III	M.P excise Duty Act - General Introduction
17		Restriction on Import , Export or Transport
18		Manufacture, Bottling , Possession and Sale
19		License, Permit and Pass
20		Practical Problems related to M. P Excise Duty
21		Practical Problems related to M. P Excise Duty
22	Practical Problems related to M. P Excise Duty	
23	IV	Main Provisions of Professional Tax
24		Persons covered under Professional Tax
25		Persons covered under Professional Tax
26		Rate of Professional Tax
27		Depositing Liability
28	V	M.P Stamp Duty - Types of Assets
29		Meaning and Registration of Prakosth
30		Measurement of Properties
31		Title and Procedure to Check Title
32		Registration of Properties and Procedure for Registration
33		Registration of Properties and Procedure for Registration
34		Registration Authorities
35		Stamp Duty on Registration
36		Proforma of Documents
37	Guidelines for Determination of Market Value	

**Maharaja Ranjit Singh College of Professional Sciences, Indore**  
 Department of Commerce  
 Lesson Plan - B. Com. I Tax/ Plain/Computer (July 2019 - Mar 2020)  
 Subject - Financial Accounts  
 Teacher - Dr Deepti Sethi

Day/Lecture	Unit	Topic
1	Unit 1	Accounting an introduction -meaning and defination, Objectives of book keeping
2		Concept of Double Entry System-Rules of double entry system or rules of journal,Important terminology
3		Accounting Concepts and Convention-meaning and defination, Objectives of accounting principles
4		Journal-Rules of Journal ,Practical Questions
5		Ledger- meaning of ledger ,objectives Practical Questions
6		Sub Division Of Journal -Subsidiary book I: cash books
7		Practical Questions : cash book - simple cash book,two and three column cash book
8		Sub Division Of Journal -Subsidiary book II purchase book ,sales book. P/R book ,S/R book
9		Trial Balance -Introduction ,meaning and defination Practical Question
10		Revenue Recognition :AS-9- meaning, Introduction
11		Final Accountings - meaning and formate of tradingand profit & loss a/c, balance sheet
12		Practical Questions
13		Practical Questions
15		Practical Questions
16		Practical Questions
17	Unit 2	Indian Accounting standards (AS6 &AS10) - meaning and defination, Objectives of accounting standards, processof formation and publication
18		Depreciation(AS6)- meaning,defination method of depreciation
19		Practical Questions
20		Practical Questions
21		Practical Questions
22		Branch Accounts - Primary Branch ,One A/C method ,Multiple Account method,Independent Branch,Foreign Branch
23		Practical Questions
24		Practical Questions
25		Practical Questions
26		Departmental Accounts-Meaning ,Objects,Method,difference between Departmental a/c &Branch a/c
27		Practical Questions
28		Practical Questions
29		Practical Questions
30		Practical Questions
31		Royalty Accounts -Meaning, Kind of Royalty Shortworking, Minimum Rent
32		Practical Questions
33		Practical Questions
34		Practical Questions
35		Accounting Non -Profit Making Organisation-formate of Receipts & Payement a/c ,Income & Expenditure a/c
36		Practical Questions
37		Practical Questions
38		Research and development costs: Cost Accounting Standard - 18
39		Long Term Construction Contracts : AS-7
40	Unit 4	Joint venture accounts
41		Consignment - Procedure ,Terminology Difference between consignment and sale
42		Practical Questions
43		Practical Questions
44		Practical Questions
45		Practical Questions
46		Investment Accounts - Meaning , Terminology, Rule ,Valuation of closing stock,calculation of accrued interest
47		Practical Questions
48		Practical Questions
49		Practical Questions
50		Investment : As-13 ,Government grants : AS12 ,Foreign Exchange Transaction :AS11
51	Unit 5	Dissolution of partnership firm with insolvency -Practical Questions
52		Practical Questions
53		Practical Questions
54		Practical Questions
55		Amalgamation of Partnership Firms - Practical Questions
56		Practical Questions
57		Practical Questions
58		Conversion of Partnership Firm into Joint Stock Company-
59		Practical Questions
60		Practical Questions

**Maharaja Ranjit Singh College of Professional Sciences, Indore**  
 Department of Commerce  
 Lesson Plan - B. Com. I Tax/ Plain/Computer (July 2019 - Mar 2020)  
 Subject - Business Mathematics  
 Teacher - Dr Sandeep Kaur Hora

Day/Lecture	Unit	Topic
1	I	Ratio-meaning and properties
2	I	Types of ratio
3	I	Numerical problems
4	I	Numerical problems
5	I	Numerical problems
6	I	Proportion -meaning and types,Difference between Ratio and Proportion
7	I	Numerical problems
8	I	Numerical problems
9	I	Percentage-meaning and uses,Objectives
10	I	Numerical problems
11	I	Numerical problems
12	I	Commision-meaning ,types of commision agents
13	I	Numerical problems
14	I	Discount and brokerage-introduction
15	I	Numerical problems
16	II	Simultaneous Equations-characteristics
17	II	Numerical problems
18	II	Numerical problems
19	II	Numerical problems
20	II	Numerical problems
21	II	Numerical problems
22	II	Numerical problems
23	II	Numerical problems
24	II	Numerical problems
25	II	Preparatio of invoice-methods and types
26	II	Numerical problems
27	III	Matrices-introduction
28	III	Types of matrices
29	III	Addition and subtraction of matrices
30	III	Addition and subtraction of matrices
31	III	Multiplication of matrices
32	III	Multiplication of matrices
33	III	Multiplication of matrices
34	IV	Logarithms- introduction
35	IV	Numerical problems
36	IV	Numerical problems
37	IV	Numerical problems
38	IV	Numerical problems
39	IV	Numerical problems
40	IV	Numerical problems
41	IV	Numerical problems
42	IV	Simple Interest -meaning and formulae
43	IV	Numerical problems
44	IV	Numerical problems
45	IV	Compound Interest- meaning and introduction
46	IV	Numerical problems
47	IV	Numerical problems
48	IV	Numerical problems
49	V	Averages- meaning ,concepts
50	V	Numerical problems
51	V	Numerical problems
52	V	Statistical averages
53	V	Numerical problems-Arithmetic mean
54	V	Numerical problems-Arithmetic mean
55	V	Numerical problems -Harmonic mean
56	V	Numerical problems-Geometric mean
57	V	Profit and loss- meaning and formulae
58	V	Numerical problems
59	V	Numerical problems
60	V	Numerical problems

**Maharaja Ranjit Singh College of Professional Sciences, Indore**

Department of Commerce  
Lesson Plan - B. Com. I Hons (July 2019 - Mar 2020)  
Subject - Financial Accounts  
Teacher - Dr Supriya Bandi

Day/Lecture	Unit	Topic
1	I	Introduction to Accounting, Double Entry System and Important terms
2		Accounting Concepts & Conventions
3		Golden Rules of Accounting and Formation of Journal entries
4		Journal entries - Numericals
5		Journal entries - Numericals
6		Journal entries - Numericals
7		Preparation of Ledger Accounts
8		Numericals
9		Cash Book , and its Types
10		Numerical Sums on Single Column Cash Book
11		Numerical Sums on Single Column Cash Book and Double Column Cash Book
12		Numericals on Triple Column Cash Book
13		Subsidiary Books and its types
14		Trial Balance - Numericals
15		Trial Balance - Numericals
16		Accounting Standards and IFRS
17		Final Accounts - Introduction and Format
18	II	Numericals on Final Accounts with Adjustments
19		Numericals on Final Accounts with Adjustments
20		Numericals on Final Accounts with Adjustments
21		Numericals on Final Accounts with Adjustments
22		Bank Reconciliation Statement - Introduction and Format
23		Numericals on BRS
24		Numericals on BRS
25		Numericals on BRS
26		Numericals on BRS
27		Depreciation - Introduction and Straight Line Method
28		Straight Line Method Numericals
29		Straight Line Method Numericals
30		Written Down Value Method and Numericals
31		Written Down Value Method and Numericals
32		Other Method and Retrospective Effect of Depreciation
33	III	Single Entry System - Introduction
34		Numericals
35		Numericals
36		Numericals
37		Insolvency - Introduction and Numericals
38		Numericals
39		Departmental Accounts- Introduction and Numericals
40		Numericals
41		Numericals
42		Numericals
43		Numericals
44		Branch Accounts and Its Numericals
45		Branch Accounts and Its Numericals
46		Branch Accounts and Its Numericals
47		Branch Accounts and Its Numericals
48	IV	Partnership Accounting- Basic Concepts with Numericals
49		Partnership Accounting- Basic Concepts with Numericals
50		Partnership Accounting- Basic Concepts with Numericals
51		Admission of Partner and Numericals
52		Numericals
53		Numericals
54		Numericals
55		Retirement of Partner and its Numericals
56		Retirement of Partner and its Numericals
57		Death of Partner and its Numericals
58	V	Dissolution of Partner and Numericals
59		Dissolution of Partner and Numericals
60		Dissolution of Partner and Numericals on Garner V/s Muray
61		Conversion of Firm into Company Numericals
62		Conversion of Firm into Company Numericals

**Maharaja Ranjit Singh College of Professional Sciences, Indore**

Department of Commerce

Lesson Plan - B. Com. I Hons (July 2019 - Mar 2020)

Subject - Business Mathematics

Teacher - Dr Mitesh Chowdhary

Day/Lecture	Unit	Topic
1	1	Average - Concepts, Merits and Demerits.
2		Average Numerical Question
3		Average Numerical Question
4		Average Numerical Question
5		Ratio and Proportion - Concept, types
6		Ratio and Proportion - Numerical Question
7		Ratio and Proportion - Numerical Question
8		Ratio and Proportion - Numerical Question
9		Ratio and Proportion - Numerical Question
10		Percentage - Concepts, Numerical Question
11		Percentage - Numerical Question
12		Percentage - Numerical Question
13		Percentage - Numerical Question
14		Percentage - Numerical Question
15	2	Profit & Loss - Concept, Formula, Numerical Question
16		Profit & Loss - Numerical Question
17		Profit & Loss - Numerical Question
18		Profit & Loss - Numerical Question
19		Profit & Loss - Numerical Question
20		Simple Interest - Concept, Formula, Numerical Question
21		Simple Interest - Numerical Question
22		Simple Interest - Numerical Question
23		Simple Interest - Numerical Question
24		Simple Interest - Numerical Question
25		Simple Interest - Numerical Question
26		Logarithm, Its Rules, Application in Compound Interest
27		Logarithm, Its Rules, Application in Compound Interest
28		Compound Interest - Concept, Formula, Difference with SI
29		Compound Interest - Numerical Question
30		Compound Interest - Numerical Question
31		Compound Interest - Numerical Question
32		Compound Interest - Numerical Question
33	3	Annuities - Concept, Formula
34		Annuities - Numerical Question
35		Annuities - Numerical Question
36		True Discount - Concept, Formula
37		True Discount - Formula
38		True Discount - Formula
39		Banker's Discount - Concept, Formula
40		Banker's Discount - Numerical Question
41		Banker's Discount - Numerical Question
42	4	Basic Concept of Set Theory- Definition, Types
43		Operation on Sets- Numerical Question
44		Operation on Sets- Numerical Question
45		Operation on Sets- Numerical Question
46		Venn Diagram
47		Simultaneous Equation- Meaning, Characteristics
48		Simultaneous Equation- Elimination Method
49		Simultaneous Equation- Substitution, Comparison Method
50		Simultaneous Equation- Cross Multiplication, Graphical Method
51		Simultaneous Equation- Numerical Question
52		Simultaneous Equation- Numerical Question
53		Simultaneous Equation- Numerical Question
54		Simultaneous Equation- Numerical Question
55		5
56	Quadratic Equation in one variable	
57	Quadratic Equation in one variable	
58	Linear Programming Two Variable - Formulation	
59	Linear Programming Graphical Method	
60	Linear Programming Graphical Method	
61	Linear Programming Graphical Method	
62	Linear Programming Graphical Method	

**Maharaja Ranjit Singh College of Professional Sciences, Indore**  
 Department of Commerce  
 Lesson Plan - B. Com. II Tax/ Plain/ Computer (July 2019 - Mar 2020)  
 Subject - Corporate Accounts  
 Teacher - Dr Deepti Sethi

Day/Lecture	Unit	Topic
1	I	Company profit :Declaration of dividend
2		Profit and loss Appropriation account
3		Disposal of profits
4		Practical Question
5		Managerial Remuneration
6		Managerial Remuneration
7		Profit and loss prior to and post incorporation
8		Practical Question
9		Practical Question
10		Practical Question
11		Practical Question
12		Final accounts of company
13		Final accounts of company
14		Final accounts of company
15	II	Valuation of Goodwill meaning, types
16		Method of Goodwill
17		Valuation of Goodwill -practical Questions
18		Practical Question
19		Practical Question
20		Practical Question
21		Valuation of share meaning,types
22		Method of valuation of share
23		Practical Question
24		Practical Question
25		Practical Question
26		Accounting of public utility companies
27		Meaning of double accounting system,characteristics
28	Difference between double account system& normal accounting system	
29	III	Holding Companies : meaning of holding and subsidiary company
30		Practical Question of holding company
31		Practical Question
32		Practical Question
33		Practical Question
34		Liquidation of Companies
35		Liquidator's statement of account of the winding-up
36		Practical Question
37		Practical Question
38		Practical Question
39	IV	Amalgamation of companies (As per Accounting standard -14
40		Types of amalgamation as per AS-14
41		Methods for accounting for amalgamation
42		practical Question
43		practical Question
44		Internal Reconstruction of Companies
45		Internal Reconstruction of companies practical Question
46	V	Accounts of Banking Companies : function ,and services of modern bank
47		Accounting Records in the books of bank
48		Profit and loss account(records of bank expenses along with interestand discount
49		Accounts of insurance companies -Theory
50		Accounts of insurance companies -Theory
51		Accounts of insurance companies -Practical Question
52		Accounts of insurance companies -Practical Question
53		Accounts of insurance companies -Practical Question
54		Accounts of insurance companies -Practical Question
55		Insurance Claims Theory
56		Insurance Claims Theory
57		Insurance Claims Practical Question
58		Insurance Claims Practical Question
59	Insurance Claims Practical Question	

**Maharaja Ranjit Singh College of Professional Sciences, Indore**  
 Department of Commerce  
 Lesson Plan - B. Com. II Computer (July 2019 - Mar 2020)  
 Subject - Cost Accounting  
 Teacher - Dr Supriya Bandi

Day/Lecture	Unit	Topic
1	I	Cost Accounting - An Introduction Objectives, Techniques
2		Elements of Cost, Difference Between Cost and Financial Scope
3		Material Cost - An Introduction , Techniques of material Control, Bin Card
4		Theory on ABC Analysis and Stores Ledger Account - FIFO Numericals
5		FIFO Numericals
6		FIFO & LIFO Numericals
7		LIFO Numericals
8		Numericals on Simple Average and Weighted Average
9		Economic Order Quantity and its Numericals
10		Economic Order Quantity and its Numericals , Various Levels of Stock
11		Economic Order Quantity and its Numericals , Various Levels of Stock
12	II	Overhead Control - Introduction, Absorption of Overhead
13		Numericals on Distribution of Overhead
14		Numericals on Repeated Distribution Method and Simultaneous Equation Method
15		Numericals on Repeated Distribution Method and Simultaneous Equation Method
16		Machine Hour Rate- Introduction
17		Numericals on Machine Hour Rate
18		Numericals on Machine Hour Rate
19		Numericals on Machine Hour Rate
20		Numericals on Machine Hour Rate
21		Numericals on Machine Hour Rate
22		Unit Costing - Introduction , Format of Cost Sheet
23		Numericals on Cost Sheet
24		Numericals on Cost Sheet
25		Numericals on Cost Sheet
26		Numericals on Cost Sheet, Tender Price Numericals
27		Numericals on Cost Sheet, Tender Price Numericals
28		Numericals on Cost Sheet, Tender Price Numericals
29	III	Contract Costing - Introduction, Important Terms, Format
30		Numericals on Contract Costing
31		Numericals on Contract Costing
32		Numericals on Contract Costing
33		Numericals on Contract Costing
34		Numericals on Contract Costing
35		Operating Cost Introduction
36		Numericals on Operating Cost
37		Numericals on Operating Cost
38		Numericals on Operating Cost
39		Numericals on Operating Cost
40		Process costing - Introduction, Format
41	IV	Numericals on Process Cost
42		Numericals on Process Cost with Normal loss, abnormal loss & gain
43		Numericals on Process Cost with Normal loss, abnormal loss & gain
44		Numericals on Inter Process Cost
45		Numericals on Inter Process Cost
46		Numericals on Inter Process Cost
47		Numericals on equivalent Production
48		Numericals on equivalent Production
49		Numericals on equivalent Production
50		Reconciliation of Cost Accounting and Financial Accounting - Introduction , Format
51	V	Numericals
52		Numericals
53		Numericals
54		Numericals
55		Marginal Costing - Theory and Formulae
56		Numericals on Marginal Costing
57		Numericals on Marginal Costing
58		Numericals on Marginal Costing
59		Application of Break Even Analysis in Decision Making
60		Application of Break Even Analysis in Decision Making
61		Application of Break Even Analysis in Decision Making
62		Standard Costing Numericals on Material Variance
63		Standard Costing Numericals on Material Variance
64		Standard Costing Numericals on Material Variance
65		Standard Costing Numericals on Labour Variance



**Maharaja Ranjit Singh College of Professional Sciences, Indore**

Department of Commerce

Lesson Plan - B. Com. II Hons (July 2019 - Mar 2020)

Subject - Corporate Accounts

Teacher - Dr Deepti Sethi

<b>Day/Lecture</b>	<b>Unit</b>	<b>Topic</b>
1	I	Share : meaning types of share ,procedure of share
2		Forfeiture of share :at par, at premium
3		Re-issue of share: at par ,at premium
4		Practical Question
5		Practical Question
6		Practical Question
7		Practical Question
8		Practical Question
9		Redemption of preference shares
10		Redemption of preference shares
11		Practical Question
12		Practical Question
13		Debentures :Issue of debenture, kinds of debenture
14		Difference between share&debenture
15		Interest on debenture and income tax thereon
16		Practical Question
17		Practical Question
18	II	Company profit :Declaretion of dividend
19		Profit and loss Appropriation account
20		Disposal of profits
21		Practical Question
22		Managerial Remuneration
23		Managerial Remuneration
24		Profit and loss prior to and post incorporation
25		Practical Question
26		Practical Question
27		Practical Question
28		Practical Question
29		Final accounts of company
30		Final accounts of company
31		Final accounts of company
32	III	Valuation of Goodwill meaning, types
33		Method of Goodwill
34		Valuation of Goodwill -practical Questions
35		Practical Question
36		Practical Question
37		Practical Question
38		Valuation of share meaning,types
39	Method of valuation of share	

40		Practical Question
41		Practical Question
42		Practical Question
43		Accounting of public utility companies
44		Meaning of double accounting system, characteristics
45		Difference between double account system & normal accounting system
46	IV	Holding Companies : meaning of holding and subsidiary company
47		Practical Question of holding company
48		Practical Question
49		Practical Question
50		Practical Question
51		Liquidation of Companies
52		Liquidator's statement of account of the winding-up
53		Practical Question
54		Practical Question
55		Practical Question
56	V	Amalgamation of companies (As per Accounting standard -14
57		Types of amalgamation as per AS-14
58		Methods for accounting for amalgamation
59		practical Question
60		practical Question
61		Internal Reconstruction of Companies
62		Internal Reconstruction of companies practical Question

**Maharaja Ranjit Singh College of Professional Sciences, Indore**

Department of Commerce

Lesson Plan - B. Com. II Hons (July 2019 - Mar 2020)

Subject - Advanced Accounting and Practice

Teacher - Dr Supriya Bandi

Day/Lecture	Unit	Topic
1	I	Accounting of Non Profit Making Entities - Introduction , its features
2		Preparation of Reciepts and Payments
3		Preparation of Income and Expenditure Account with Balance Sheet
4		Numerical Problems of R & P
5		Numerical Problems of R & P
6		Numerical Problems of I & E
7		Numerical Problems of I & E
8		Numerical Problems of I & E
9		Numerical Problems of I & E
10		Numerical Problems of I & E
11	II	Value Added Accounting - Meaning Concepts and Types
12		Causes of Value Added accounting - Advantages and Limitations
13		Preparation of Value Added Statement
14		Numerical Problems
15		Numerical Problems
16		Consignment - Various Accounts in books of Consignor and Consignee
17		Numerical Problems
18		Numerical Problems
19		Numerical Problems
20		Numerical Problems
21		Numerical Problems
22	III	Royalty Accounts - Concept of Shortworking, Ground Rent , Strike Lockout
23		Numerical Problems
24		Numerical Problems
25		Numerical Problems
26		Numerical Problems
27		Numerical Problems
28		Hire Purchase and Instalment Payment System - Meaning Concept
29		Problem Based on Hire Purchase
30		Problem Based on Hire Purchase
31		Problem Based on Hire Purchase
32		Problem Based on Hire Purchase
33		Problem Based on Hire Purchase
34		Problem Based on Instalment Payment System
35		Problem Based on Instalment Payment System
36	Problem Based on Instalment Payment System	
37	IV	Banking Companies - Legal Provisions
38		Numericals problems of final accounts of Banking
39		Numericals problems of final accounts of Banking
40		Numericals problems of final accounts of Banking
41		Numericals problems of final accounts of Banking
42		Numericals problems of final accounts of Banking
43		Insurance Companies- Various types of Indsurance & Its Regulations
44		Numerical Problem of Fire and Marine Insurance
45		Numerical Problem of Fire and Marine Insurance
46		Numerical Problem of Fire and Marine Insurance
47		Numerical Problem of Fire and Marine Insurance
48		Numerical Problem of Fire and Marine Insurance
49		Numerical Problem of Life Insurance
50		Numerical Problem of Life Insurance
51	Numerical Problem of Life Insurance	
52	Numerical Problem of Life Insurance	
53	V	Indian Government Accounting - Basic Principles of Government Accounting in India
54		Government FinancialAdministration
55		Accounting Procedure of Government Expenditure

**Maharaja Ranjit Singh College of Professional Sciences, Indore**  
 Department of Commerce  
 Lesson Plan - B. Com. III Tax/ Plain / Computer(July 2019 - Mar 2020)  
 Subject - Income Tax  
 Teacher - Dr Mitesh Chowdhary

Day/Lecture	Unit	Topic
1	1	Introduction of Income Tax Act 1961, Types of Taxes
2		Various Definition under Income Tax
3		Income Tax Rates
4		Agricultural Income and its tax calculation
5		Residential Status - Provisions
6		Numerical questions
7		Tax Incidence provisions and its numerical question
8		Numerical questions
9		Numerical questions
10		Numerical questions
11		Exempted Income
12		Exempted Income
13		Exempted Income
14	2	Income from Salary - Provisions
15		Income from Salary - Provisions
16		Income from Salary - Provisions
17		Income from Salary - Provisions
18		Income from Salary - Numerical Questions
19		Income from Salary - Numerical Questions
20		Income from Salary - Numerical Questions
21		Income from Salary - Numerical Questions
22		Income from Salary - Numerical Questions
23		Income from Salary - Numerical Questions
24		Income from House Property - Provisions
25		Income from House Property - Provisions
26		Income from House Property - Numerical Questions
27		Income from House Property - Numerical Questions
28		Income from House Property - Numerical Questions
29		Income from House Property - Numerical Questions
30		Income from House Property - Numerical Questions
31	3	Income from Business Profession - Provisions
32		Income from Business Profession - Provisions
33		Income from Business Profession - Numerical Questions
34		Income from Business Profession - Numerical Questions
35		Income from Business Profession - Numerical Questions
36		Income from Capital Gain - Provisions
37		Income from Capital Gain - Provisions
38		Income from Capital Gain - Provisions
39		Income from Capital Gain - Numerical Questions
40		Income from Capital Gain - Numerical Questions
41		Income from Capital Gain - Numerical Questions
42		Income from Capital Gain - Numerical Questions
43		Income from Other Sources - Provisions
44		Income from Other Sources - Provisions
45		Income from Other Sources - Numerical Questions
46		Income from Other Sources - Numerical Questions
47		Income from Other Sources - Numerical Questions
48	4	Set off & Carry Forward of Losses - Provisions
49		Set off & Carry Forward of Losses - Numerical Questions
50		Set off & Carry Forward of Losses - Numerical Questions
51		Set off & Carry Forward of Losses - Numerical Questions
52		Deductions from Gross Total Income - Provisions
53		Deductions from Gross Total Income - Provisions
54		Deductions from Gross Total Income - Numerical Questions
55		Deductions from Gross Total Income - Numerical Questions
56		Clubbing of Income - Provisions
57		Computation of Total Income - Numerical Questions
58		Computation of Total Income - Numerical Questions
59		Computation of Total Income - Numerical Questions
60		Computation of Tax Calculation - Numerical Questions
61		Computation of Tax Calculation - Numerical Questions
62	5	Assessment Procedure Concept, Types
63		Provisions of Tax Deducted at source Provisions and Numericals
64		Tax Deducted at source - Provisions and Numericals
65		Advance Payment of Tax - Provisions and Numericals
66		Advance Payment of Tax - Provisions and Numericals
67		Income Tax Authorities - Rights and Duties
68	Provisions of Appeal, Revisions and Penalties	

**Maharaja Ranjit Singh College of Professional Sciences, Indore**

Department of Commerce

Lesson Plan - B. Com. III Tax/ Plain / Computer(July 2019 - Mar 2020)

Subject - Indirect Tax - GST

Teacher - Dr Supriya Bandi

Day/Lecture	Unit	Topic
1	I	Goods and Service Tax in India Concept and History
2		Definitions and Classification of GST
3		Definitions and Classification of GST
4		Supply Meaning and Scope and Types
5		Supply Meaning and Scope and Types
6		Types of Supply
7		Levy of Tax and Collection
8	II	Time of Supply
9		Determination of Taxable Value of Goods Supplied
10		Numericals of Taxable Value
11		Numericals of Taxable Value
12		Numericals of Taxable Value
13		Numericals of Taxable Value
14		Input Tax Credit
15		Registration under GST
16		Provisions of Tax invoice and Practical Problems
17		Provisions of Tax invoice and Practical Problems
18		Provisions of Tax invoice and Practical Problems
19		Returns under GST
20		Payment of Tax
21		Tax Assessment and Audit
22		Reverse Charge
23	III	Accounts and Records
24		Composition Option
25		Practical Problems Related to Composition Option
26		Practical Problems Related to Composition Option
27		Practical Problems Related to Composition Option
28		Provisions Related to Jobwork and Reverse Charge
29		Tax free Goods under GST
30		Recovery of GST
31	IV	Integrated Goods and Service Tax
32		Determination of Place
33		Numericals of Taxable Value
34		Numericals of Taxable Value
35		Numericals of Taxable Value
36		Numericals of Taxable Value
37	V	Customs Duty - Introduction
38		Types of Customs Duty and Nature
39		Important Definitions
40		Rules relating to import export
41		Computation of Assessable Value
42		Computation of Assessable Value
43		Computation of Assessable Value
44		Computation of Assessable Value and Calculation of Customs Duty
45		Computation of Assessable Value and Calculation of Customs Duty
46		Computation of Assessable Value and Calculation of Customs Duty

**Maharaja Ranjit Singh College of Professional Sciences, Indore**

Department of Commerce

Lesson Plan - B. Com. III Hons (July 2019 - Mar 2020)

Subject - Management and Cost Accounting

Teacher - Dr Supriya Bandi

Day/Lecture	Unit	Topic
1	I	Management Accounting Meaning , Nature, Scope and Functions
2		Role of Management in Decision Making
3		Tools and Techniques of Management Accounting
4		Financial Statement Meaning and Importance and Limitations
5		Objectives and Methods of Financial Statement Analysis
6		Numericals on Financial Statements
7		Numericals on Financial Statements
8		Numericals on Financial Statements
9		Numericals on Financial Statements
10	II	Ratio Analysis , Classification of Ratios, Advantages of Ratio Analysis
11		Profitability Ratios, Turnover Ratios and Financial Ratios
12		Numericals on Ratio Analysis
13		Numericals on Ratio Analysis
14		Numericals on Ratio Analysis
15		Numericals on Ratio Analysis
16		Trend Analysis and Numericals
17		Fund Flow Statement - Meaning
18		Numericals on Fund Flow Statement
19		Numericals on Fund Flow Statement
20		Numericals on Fund Flow Statement
21		Numericals on Fund Flow Statement
22		Cash Flow Statement - format
23		Numericals on Cash Flow Statement
24		Numericals on Cash Flow Statement
25		Numericals on Cash Flow Statement
26		Numericals on Cash Flow Statement
27	III	Process Cost Concepts Types and Methods
28		Numericals on Process Cost
29		Numericals on Process Cost
30		Numericals on Process Cost
31		Numericals on Process Cost
32		Standard Costing - Variance Analysis Concept and Types
33		Numericals on Standard Costing
34		Numericals on Standard Costing
35		Numericals on Standard Costing
36		Numericals on Standard Costing
37		Numericals on Standard Costing
38	IV	Marginal Costing and Absorption Costing
39		Numericals on Marginal Costing
40		Numericals on Marginal Costing
41		Numericals on Marginal Costing
42		Marginal Costing as a tool of Decision Making - Numericals
43		Marginal Costing as a tool of Decision Making - Numericals
44		Marginal Costing as a tool of Decision Making - Numericals
45		Marginal Costing as a tool of Decision Making - Numericals
46		Marginal Costing as a tool of Decision Making - Numericals
47	Marginal Costing as a tool of Decision Making - Numericals	
48	V	Budgetary Control- Meaning , Objectives, Merits and Limitations
49		Types of Budget ,Cash Budget - Numericals
50		Numericals on Cash Budget
51		Numericals on Flexible Budget
52		Numericals on Flexible Budget
53		Concepts of Management Audit
54		Responsibility Accounting
55		Management Reports
56		Quality of Good Report

**Maharaja Ranjit Singh College of Professional Sciences, Indore**

Department of Commerce

Lesson Plan - B. Com. III Hons (July 2019 - Mar 2020)

Subject - Income Tax

Teacher - Dr Mitesh Chowdhary

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