

Maharaja Ranjit Singh College of Professional Sciences, Indore
 Department of Commerce & Management & Management & Management
 Lesson Plan - B. Com. I Computer Application (July 2020 - Mar 2021)
 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 & Management
Lesson Plan - B.Com. I year Computer Application (July 2020 - Mar 2021)
Subject - Desktop Publishing
Teacher - Dr.Pushendra Dubey

Day/Lecture	Unit	Topic
1	DTP	Introduction to Computer
2	1	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
		GRAPHICS
6	2	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
	PAGEMAKER	
11	3	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
	MULTIMEDIA I	
18	4	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
	MULTIMEDIA II	
24	5	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 & Management

Lesson Plan - B.Com. I year Computer Application (July 2020 - Mar 2021)

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 & Management
 Lesson Plan - B. Com. II Computer Application (July 2020 - Mar 2021)
 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
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	Unit-4 E- Marketing v/s Traditional Marketing	Identifying Web Presence Goals
44		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-	Introduction to security
51		Information System security
52		Security on the security

53	Security	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		Cytrography, 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 & Management

Lesson Plan - B. Com. II Computer Application (July 2020 - Mar 2021)

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	Introduction of SQL, Role of SQL in DBMS
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 & Management

Lesson Plan - B. Com. II Computer Application (July 2020 - Mar 2021)

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 & Management
 Lesson Plan - B. Com. III Computer Application (July 2020 - Mar 2021)
 Subject - Web Designing
 Teacher - Prof. Harshita Sharma

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 & Management
 Lesson Plan - B. Com. III Computer Application (July 2020 - Mar 2021)
 Subject - Digital Marketing
 Teacher - Prof. Kratika Pahuja

Day/Lecture	Unit	Topic
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 & Management

Lesson Plan - B. Com. III Computer Application (July 2020 - Mar 2021)

Subject - Web Designing & Digital Marketing Practical

Teacher - Prof. Harshita Sharma

Day/Le cture	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		Create Following structure																																																																						
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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 & Management

Lesson Plan - B. Com. I Tax (July 2020 - Mar 2021)

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	Income from Salary - Provisions
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 & Management

Lesson Plan - B. Com. I Tax (July 2020 - Mar 2021)

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
Lesson Plan - B. Com. II Tax (July 2020 - Mar 2021)
Subject - Income Tax Procedure & Practice
Teacher -Dr Mitesh Chowdhary

Day/Lecture	Unit	Topic
1	1	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	Hindu Undivided Family - Provisions
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	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 & Management

Lesson Plan - B. Com. II Tax (July 2020 - Mar 2021)

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 & Management

Lesson Plan - B. Com. III Tax (July 2020 - Mar 2021)

Subject - Tax Planning & 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	5	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 & Management
Lesson Plan - B. Com. III Tax (July 2020 - Mar 2021)
Subject - Various Central and Provincial Taxes
Teacher -Prof. Deepti Sethi

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 & Management
 Lesson Plan - B. Com. I Tax/ Plain/Computer (July 2020 - Mar 2021)
 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 Accountigs - 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 & Management
 Lesson Plan - B. Com. I Tax/ Plain/Computer (July 2020 - Mar 2021)
 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 & Management

Lesson Plan - B. Com. I Hons (July 2020 - Mar 2021)

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 & Management

Lesson Plan - B. Com. I Hons (July 2020 - Mar 2021)

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
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		
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	4	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		Quadratic Equation in one variable
56		Quadratic Equation in one variable
57		Quadratic Equation in one variable
58	5	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
 Department of Commerce & Management
 Lesson Plan - B. Com. II Tax/ Plain/ Computer (July 2020 - Mar 2021)
 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 & Management

Lesson Plan - B. Com. II Tax/ Plain/ Computer (July 2020 - Mar 2021)

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
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		Numericals
52		Numericals
53		Numericals
54		Numericals
55		Marginal Costing - Theory and Formulaes
56		Numericals on Marginal Costing
57		Numericals on Marginal Costing
58		Numericals on Marginal Costing
59	V	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

Department of Commerce & Management

Lesson Plan - B. Com. II Hons (July 2020 - Mar 2021)

Subject - Corporate Accounts

Teacher - Dr Deepti Sethi

Day/Lecture	Unit	Topic
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 :Declaration 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 & Management Lesson Plan - B. Com. II Hons (July 2020 - Mar 2021) 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 Receipts 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 Financial Administration
55		Accounting Procedure of Government Expenditure

Maharaja Ranjit Singh College of Professional Sciences, Indore

Department of Commerce & Management

Lesson Plan - B. Com. III Tax/ Plain / Computer(July 2020 - Mar 2021)

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 & Management
 Lesson Plan - B. Com. III Tax/ Plain / Computer(July 2020 - Mar 2021)
 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 & Management

Lesson Plan - B. Com. III Hons (July 2020 - Mar 2021)

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 & Management

Lesson Plan - B. Com. III Hons (July 2020 - Mar 2021)

Subject - Income Tax

Teacher - Dr Mitesh Chowdhary

Day/Lecture	Unit	Topic
1	I	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	II	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	III	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	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	IV	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	V	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 & Management & Management

Lesson Plan - B. Com. I Plain (July 2020 - Mar 2021)

Subject -Micro Economics

Teacher - Mr. Akhil Toshniwal

Day/Lecture	Unit	Topic
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 & Management & Management

Lesson Plan - B. Com. I Plain (July 2020 - Mar 2021)

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		Modern Theory of Money
27		Modern 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 & Management & Management

Lesson Plan - B. Com. I Hons (July 2020 - Mar 2021)

Subject - Managerial Economics

Teacher -Mr. Akhil Toshniwal

Day/Lecture	Unit	Topic
1	I	Concept and Techniques of Managerial Economics
2		Neture and Scope of Managerial Economics
3		Neture 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 retunto scales
14		Law of return and retunto 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 Discriminiation
21		Non-Price Competition
22		Price Discriminiation 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 & Management & Management

Lesson Plan - B. Com. I Hons (July 2020 - Mar 2021)

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
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 & Management

Lesson Plan - B. Com. II Plain (July 2020 - Mar 2021)

Subject -Indian Company Act

Teacher :Dr Geeta Saneja (Suri)

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		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 & Management

Lesson Plan - B. Com. II Plain (July 2020 - Mar 2021)

Subject -Banking & Insurance

Teacher - Dr. Deepti Sethi

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 & Management

Lesson Plan - B. Com. II Hons (July 2020 - Mar 2021)

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	V	Role of RBI
39		Role of RBI
40		Stock Exchange - Recent Development in Financial Market
41		Stock Exchange - Recent Development in Financial Market
42		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 & Management

Lesson Plan - B. Com. II Hons (July 2020 - Mar 2021)

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	4	Sample Distribution - Concept
40		Parameter and Statistic
41		Sampling Distribution of Mean
42		Central limit theorem
43		Point and Interval Estimates
44		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 & Management

Lesson Plan - B. Com. III Yr. Plain (July 2020 - Mar 2021)

Subject -Principles of Marketing

Teacher - Dr Sandeep K Hora

Day/Lecture	Unit	Topic
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
48		

Maharaja Ranjit Singh College of Professional Sciences, Indore

Department of Commerce & Management
Lesson Plan - B. Com. III Plain (July 2020 - Mar 2021)
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 & Management

Lesson Plan - B. Com. III Hons (July 2020 - Mar 2021)

Subject -Banking Law and Practice

Teacher - Dr Geeta Saneja (Suri)

Day/Lecture	Unit	Topic
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 & Management

Lesson Plan - B. Com. III Hons (July 2020 - Mar 2021)

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 & Management
 Lesson Plan - B. Com. I Tax/ Plain/ Computer (July 2020 - Mar 2021)
 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		MRTTP Introduction , Scope
35		Importance and Main Provisions of MRTTP
36	Importance and Main Provisions of MRTTP	
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

Lesson Plan - B. Com. I Hons (July 2020 - Mar 2021)

Subject -Principles & 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

Maharaja Ranjit Singh College of Professional Sciences, Indore

Department of Commerce & Management

Lesson Plan - B. Com. I Hons (July 2020 - Mar 2021)

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
22		Plant Layout
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		Mordern Form of Communication Introduction
49		Fax , Email

50	V	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 2020 - Mar 2021)

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 2020 - Mar 2021)
 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 managements
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		Centralization
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 & Management

Lesson Plan - B. Com. II Hons (July 2020 - Mar 2021)

Subject -Marketing Management

Teacher - Dr Sandeep K Hora

Day/Lecture	Unit	Topic
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 & Management

Lesson Plan - B. Com. II Hons (July 2020 - Mar 2021)

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 2020 - Mar 2021)
 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 2020 - Mar 2021)
 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 2020 - Mar 2021)

Subject -Human Resource Management

Teacher - Dr Sandeep Kaur Hora

Day/Lecture	Unit	Topic
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
46		

Maharaja Ranjit Singh College of Professional Sciences, Indore

Department of Commerce & Management

Lesson Plan - B. Com. III Hons (July 2020 - Mar 2021)

Subject - Research Methodology

Teacher -Dr. Deepti Sethi

Day/Lecture	Unit	Topic
1	I	Introduction to Research -Definition , nature
2		scope and significance
3		Types of research ,characteristics of agood research
4		Types of research ,characteristics of agood 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