**PG.GOVT COLLEGE FOR GIRLS, SECTOR-42, CHANDIGARH**

**Teaching Plan Session Even Semester**

**(2017-18)**

**Class: B.com 1A Name of the Teacher: Ms. Shruti**

**Subject: E-Commerce Period : 2nd**

**Paper : E-Commerce Room No : 301**

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| S. No | Date From | Date Upto | | Topics to be covered |
| Week 1 | Jan 08, 2018 | Jan 13, 2018 | | Electronic Commerce Framework, History |
| Week 2 | Jan 15, 2018 | Jan 20, 2018 | | Basics and Tools of E-Commerce |
| Week 3 | Jan 22, 2018 | Jan 27, 2018 | | Comparison of Web-based with Traditional Business; |
| Week 4 | Jan 29, 2018 | Feb 3, 2018 | | Growth of E-Commerce – Present and potential. |
| Week 5 | Feb 5, 2018 | Feb 10, 2018 | | E-Business : Meaning, Importance |
| Week 6 | Feb 12, 2018 | Feb 17, 2018 | | Models Based on the Relationships of Transacting Parties (B2B, B2C, C2C and C2B ) |
| Week 7 | Feb 19, 2018 | Feb 24, 2018 | | Present Status of E-Commerce in India, Regulatory Aspects of E Commerce. |
| Week 8 | Feb 26, 2018 | Mar 03 , 2018 | | Revision |
| 2nd week March (Mid Semester Exam) | | | | |
| Week 9 | March 12, 2018 | | March 17, 2018 | Changing Structure of Organisation – The Impact of E-Commerce on Various Business Sectors such as Entertainment, |
| Week 10 | March 19 , 2018 | | March 24, 2018 | education, Health Services, Publishing and Financial Services. |
| Week 11 | March 26, 2018 | | March 31, 2018 | Socio Economic Impacts of E-Commerce Electronic Payment System: Types of Payment System — E-Cash and Currency Servers, |
| Week 12 | April 02, 2018 | | April 07, 2018 | ECheques, Credit Cards, Smart Cards, |
| Week 13 | April 09, 2018 | | April 14 , 2018 | Electronic Purses and Debit Cards. Electronic Data Interchange, |
| Week 14 | April 16, 2018 | | April 21, 2018 | Digital Signatures, Cryptography, |
| Week 15 | April 23, 2018 | | April 28, 2018 | Interoperatibility and Intercompatibility |
| Week 16 | April 30, 2018 | | May 05, 2018 | Revision |

**Class: B.Com-1(A) Teacher: Dr. Kamlesh Bajaj & Ms. Shivani Dwivedi**

**Subject: Business Laws Period : 3rd**

**Paper:Business Laws Room No : 301**

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| **S. No** | **Date From** | **Date Upto** | | **Topics to be covered** |
| Week 1 | Jan 08, 2018 | Jan 13, 2018 | | Sale of Goods Act, 1930: Contract of Sale of Goods |
| Week 2 | Jan 15, 2018 | Jan 20, 2018 | | Conditions & Warranties & Transfer of Ownership |
| Week 3 | Jan 22, 2018 | Jan 27, 2018 | | Performance of the Contract & Remedial Measures & Auctionable Claims |
| Week 4 | Jan 29, 2018 | Feb 3, 2018 | | Negotiable Instruments Act, 1881: Definition, Acceptance and Negotiation |
| Week 5 | Feb 5, 2018 | Feb 10, 2018 | | Rights and Liabilities of Parties, Dishonor of Negotiable Instrument |
| Week 6 | Feb 12, 2018 | Feb 17, 2018 | | Hundis, Bankers and Customers |
| Week 7 | Feb 19, 2018 | Feb 24, 2018 | | Factories Act, 1948: Objectives; Definitions; Approval |
| Week 8 | Feb 26, 2018 | Mar 03 , 2018 | | Licensing & Registration of Factories; The Inspecting Staff Health |
| **2nd week March (Mid Semester Exam)** | | | | |
| Week 9 | March 12, 2018 | | March 17, 2018 | Safety Welfare; Working Hours of Adults |
| Week 10 | March 19 , 2018 | | March 24, 2018 | Employment of Women; Child Labour – Issues and Challenges |
| Week 11 | March 26, 2018 | | March 31, 2018 | Leave with Wages; Penalties & Procedure Supplemental |
| Week 12 | April 02, 2018 | | April 07, 2018 | The Industrial Disputes Act, 1947: Scope & Object; Definitions |
| Week 13 | April 09, 2018 | | April 14 , 2018 | Authorities; Notice of Change |
| Week 14 | April 16, 2018 | | April 21, 2018 | Reference of Disputes; Procedure |
| Week 15 | April 23, 2018 | | April 28, 2018 | Powers & Duties of Authorities; Award & Settlement |
| Week 16 | April 30, 2018 | | May 05, 2018 | Strikes & Lockouts; Lay-off & Retrenchment etc |

**Class: B.COM 1B Name of the Teacher: Tanya Sondhi**

**Subject: E-Commerce Period : 1st**

**Paper : E-Commerce Room No : 302**

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| S. No | Date From | Date Upto | | Topics to be covered |
| Week 1 | Jan 08, 2018 | Jan 13, 2018 | | Electronic Commerce Framework, History |
| Week 2 | Jan 15, 2018 | Jan 20, 2018 | | Basics and Tools of E-Commerce |
| Week 3 | Jan 22, 2018 | Jan 27, 2018 | | Comparison of Web-based with Traditional Business; |
| Week 4 | Jan 29, 2018 | Feb 3, 2018 | | Growth of E-Commerce – Present and potential. |
| Week 5 | Feb 5, 2018 | Feb 10, 2018 | | E-Business : Meaning, Importance |
| Week 6 | Feb 12, 2018 | Feb 17, 2018 | | Models Based on the Relationships of Transacting Parties (B2B, B2C, C2C and C2B ) |
| Week 7 | Feb 19, 2018 | Feb 24, 2018 | | Present Status of E-Commerce in India, Regulatory Aspects of E Commerce. |
| Week 8 | Feb 26, 2018 | Mar 03 , 2018 | | Revision |
| 2nd week March (Mid Semester Exam) | | | | |
| Week 9 | March 12, 2018 | | March 17, 2018 | Changing Structure of Organisation – The Impact of E-Commerce on Various Business Sectors such as Entertainment, |
| Week 10 | March 19 , 2018 | | March 24, 2018 | education, Health Services, Publishing and Financial Services. |
| Week 11 | March 26, 2018 | | March 31, 2018 | Socio Economic Impacts of E-Commerce Electronic Payment System: Types of Payment System — E-Cash and Currency Servers, |
| Week 12 | April 02, 2018 | | April 07, 2018 | ECheques, Credit Cards, Smart Cards, |
| Week 13 | April 09, 2018 | | April 14 , 2018 | Electronic Purses and Debit Cards. Electronic Data Interchange, |
| Week 14 | April 16, 2018 | | April 21, 2018 | Digital Signatures, Cryptography, |
| Week 15 | April 23, 2018 | | April 28, 2018 | Interoperatibility and Intercompatibility |
| Week 16 | April 30, 2018 | | May 05, 2018 | Revision |

**Class: B.Com 4th sem Name of the Teacher: Aishwarya Goyal**

**Subject: Marketing mgt (BCM-405) Period : 3rd**

**Paper : Room No : 303**

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| **S. No** | **Date From** | **Date Upto** | | **Topics to be covered** |
| Week 1 | Jan 08, 2018 | Jan 13, 2018 | | Introduction to Marketing: Meaning, Nature and Scope of Marketing, Marketing Concepts and Philosophies |
| Week 2 | Jan 15, 2018 | Jan 20, 2018 | | Marketing Process, Marketing Mix. |
| Week 3 | Jan 22, 2018 | Jan 27, 2018 | | Marketing Information System: Meaning and Components, Marketing Research Process. |
| Week 4 | Jan 29, 2018 | Feb 3, 2018 | | Consumer Buying Behaviour: Factors Influencing Buying Behaviour, Buying Decision Process. |
| Week 5 | Feb 5, 2018 | Feb 10, 2018 | | Market Segmentation: Levels and Patterns of Market Segmentation, Basis, Major Segmentation Variables for Consumer Markets, |
| Week 6 | Feb 12, 2018 | Feb 17, 2018 | | Concepts of Market Targeting and Positioning. |
| Week 7 | Feb 19, 2018 | Feb 24, 2018 | | Product Planning and Market Strategies: Product Life Cycle, New Product Development |
| Week 8 | Feb 26, 2018 | Mar 03 , 2018 | | Product Concepts and Classification, Branding, Packaging and Labeling. |
| **2nd week March (Mid Semester Exam)** | | | | |
| Week 9 | March 12, 2018 | | March 17, 2018 | Pricing Decision: Pricing Policies and Strategies. |
| Week 10 | March 19 , 2018 | | March 24, 2018 | Distribution Decisions: Channel Design Decisions, Major Channel Alternatives, |
| Week 11 | March 26, 2018 | | March 31, 2018 | Channels Management Decision, Causes and Managing Channel Conflict, Physical Distribution. |
| Week 12 | April 02, 2018 | | April 07, 2018 | Promotion Decisions: Communication Process. |
| Week 13 | April 09, 2018 | | April 14 , 2018 | Promotion Tools: Advertising (Steps Involved in Designing and Advertising Programme), Sales Promotions, Public Relations, Personal Selling. |
| Week 14 | April 16, 2018 | | April 21, 2018 | Issues in Marketing in a Developing Economy, Rural Marketing. |
| Week 15 | April 23, 2018 | | April 28, 2018 | revision |
| Week 16 | April 30, 2018 | | May 05, 2018 | revision |

**Class: B.Com 2nd sem Teacher: Ms. Kulwinder Kaur**

**Subject: HRM Period :**

**Paper : Room No : 302**

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| **S. No** | **Date From** | **Date Upto** | | **Topics to be covered** |
| Week 1 | Jan 08, 2018 | Jan 13, 2018 | | Human Resource Management: Introduction, Meaning and Definitions, Brief History, Nature,  Functions, Importance and Limitations of HRM. Contemporary Challenges in HRM. |
| Week 2 | Jan 15, 2018 | Jan 20, 2018 | | Human Resource Planning; Introduction, Definitions, Features, Need for HR Planning,  Objectives, Process, Factors affecting HR Planning, Types, Benefits, Problems in HR Planning and Way for Effective HR Planning. |
| Week 3 | Jan 22, 2018 | Jan 27, 2018 | | Job Analysis and Job Design: Introduction, Objectives, Benefits, Process, Techniques and  Problems in Job Analysis. |
| Week 4 | Jan 29, 2018 | Feb 3, 2018 | | Job Design- Meaning, Objectives and Techniques of Job Design. |
| Week 5 | Feb 5, 2018 | Feb 10, 2018 | | Recruitment and Selection: Meaning and Definitions, Importance and Purpose, Process, Factors  Affecting Recruitment, Sources of Recruitment, Methods, Constraints and Challenges of  Recruitment. Recent Trends in Recruitment. |
| Week 6 | Feb 12, 2018 | Feb 17, 2018 | | Selection: Meaning and Definition, Selection  Process and Methods. |
| Week 7 | Feb 19, 2018 | Feb 24, 2018 | | Placement and Induction: Meaning and Problems in Placement. Induction: Meaning, Objectives,  Contents, Elements, Procedure and Problems in Induction. |
| Week 8 | Feb 26, 2018 | Mar 03 , 2018 | | Training and Development: Concepts, Importance, Identification of Training Needs. |
| **2nd week March (Mid Semester Exam)** | | | | |
| Week 9 | March 12, 2018 | | March 17, 2018 | Types of  Training: On the Job and Off the Job Methods of Training. |
| Week 10 | March 19 , 2018 | | March 24, 2018 | Designing and Evaluation of Training  Programmes. |
| Week 11 | March 26, 2018 | | March 31, 2018 | Meaning of Development, Difference between Training and Development. |
| Week 12 | April 02, 2018 | | April 07, 2018 | Performance Appraisal: Concept, Objectives, Methods of Performance Appraisal; How to Make  it Effective. |
| Week 13 | April 09, 2018 | | April 14 , 2018 | Internal Mobility and Transfers: Promotions, Demotions and Other Forms of Separations, |
| Week 14 | April 16, 2018 | | April 21, 2018 | Definitions, Purpose, and Basis of Promotions. Transfer: Definitions, Purpose, Types and  Transfer Policy. |
| Week 15 | April 23, 2018 | | April 28, 2018 | Compensation Management: Concept, Methods of Wage payments and Incentive Plans, Fringe  Benefits. |
| Week 16 | April 30, 2018 | | May 05, 2018 | revision |

**Class: B.COM 3B Name of the Teacher: Tanya Sondhi**

**Subject: SB Ethics Period :4th**

**Paper : SB Ethics Room No : 306**

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| S. No | Date From | Date Upto | | Topics to be covered |
| Week 1 | Jan 08, 2018 | Jan 13, 2018 | | Business Ethics, Definition, Nature, Purpose |
| Week 2 | Jan 15, 2018 | Jan 20, 2018 | | Ethical Issues in Management, Causes of Unethical Behaviour |
| Week 3 | Jan 22, 2018 | Jan 27, 2018 | | Ethical Abuse-Values, Morals and Business Ethics-Levels of Business Ethics, Myths of Business Ethics |
| Week 4 | Jan 29, 2018 | Feb 3, 2018 | | Relationship between Value, Morals and Ethics., Conflict of Interest. |
| Week 5 | Feb 5, 2018 | Feb 10, 2018 | | Ethics at Workplace: Individual in Organisation, Gender Issues, Harassment, Discrimination |
| Week 6 | Feb 12, 2018 | Feb 17, 2018 | | Ethics in Accounting &Finance, Marketing |
| Week 7 | Feb 19, 2018 | Feb 24, 2018 | | Consumer Protection- Importance, Problems and Issues. |
| Week 8 | Feb 26, 2018 | Mar 03 , 2018 | | *Revision* |
| 2nd week March (Mid Semester Exam) | | | | |
| Week 9 | March 12, 2018 | | March 17, 2018 | Whistle Blower Policies-Meaning, Importance and Issues |
| Week 10 | March 19 , 2018 | | March 24, 2018 | Corporate Social Responsibility under Company Act 2013. |
| Week 11 | March 26, 2018 | | March 31, 2018 | Ethical Issues in Corporate Governance. |
| Week 12 | April 02, 2018 | | April 07, 2018 | Environmental Issues-Protection of Natural Environment, Prevention of Pollution |
| Week 13 | April 09, 2018 | | April 14 , 2018 | Depletion and Conservation of Natural resources. |
| Week 14 | April 16, 2018 | | April 21, 2018 | Revision |
| Week 15 | April 23, 2018 | | April 28, 2018 | revision |
| Week 16 | April 30, 2018 | | May 05, 2018 | Revision |

**Class: B.com III(B) Teacher: Ms. Tanya Sondhi**

**Subject: IFRS Period :2nd**

**Paper : Room No : 306**

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| **S. No** | **Date From** | **Date Upto** | | **Topics to be covered** |
| Week 1 | Jan 08, 2018 | Jan 13, 2018 | | Financial reporting: Nature and Objectives, Benefits, Users of Financial Reports. |
| Week 2 | Jan 15, 2018 | Jan 20, 2018 | | General Purpose and Specific Purpose Report. Qualitative Characteristics of Accounting Information. |
| Week 3 | Jan 22, 2018 | Jan 27, 2018 | | Conceptual Framework of Financial Reporting: FASB |
| Week 4 | Jan 29, 2018 | Feb 3, 2018 | | IASB International Financial Reporting Standards |
| Week 5 | Feb 5, 2018 | Feb 10, 2018 | | (IFRS): Role of IASB, Arguments for Global Conversion |
| Week 6 | Feb 12, 2018 | Feb 17, 2018 | | Achievements of IASB and Obstacles in Conversion. Required Disclosures as per IFRS. |
| Week 7 | Feb 19, 2018 | Feb 24, 2018 | | Issues in Corporate Financial Reporting - Accounting for Changing Price Level, |
| Week 8 | Feb 26, 2018 | Mar 03 , 2018 | | Social Reporting, |
| **2nd week March (Mid Semester Exam)** | | | | |
| Week 9 | March 12, 2018 | | March 17, 2018 | Human Resource Accounting. |
| Week 10 | March 19 , 2018 | | March 24, 2018 | Indian Accounting Standard with reference to Segment Reporting, |
| Week 11 | March 26, 2018 | | March 31, 2018 | Interim Reporting, |
| Week 12 | April 02, 2018 | | April 07, 2018 | Leases and Intangible Assets. |
| Week 13 | April 09, 2018 | | April 14 , 2018 | Difference between IFRS and Indian Accounting Standards. US GAAP |
| Week 14 | April 16, 2018 | | April 21, 2018 | Recent Trends in Financial Reporting in the Indian context |
| Week 15 | April 23, 2018 | | April 28, 2018 | revision |
| Week 16 | April 30, 2018 | | May 05, 2018 | revision |

**Class: B.Com 6th sem Teachers: Aishwarya G and Gundeep Kaur**

**Subject: social and business ethics Period : 5th**

**Paper : Room No : 304**

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| **S. No** | **Date From** | **Date Upto** | | **Topics to be covered** |
| Week 1 | Jan 08, 2018 | Jan 13, 2018 | | Business Ethics, Definition, Nature, Purpose, Ethical Issues in Management |
| Week 2 | Jan 15, 2018 | Jan 20, 2018 | | Causes of Unethical Behaviour, Ethical Abuse-Values, |
| Week 3 | Jan 22, 2018 | Jan 27, 2018 | | Morals and Business Ethics-Levels of Business Ethics, Myths of Business Ethics, |
| Week 4 | Jan 29, 2018 | Feb 3, 2018 | | Relationship between Value, Morals and Ethics |
| Week 5 | Feb 5, 2018 | Feb 10, 2018 | | Conflict of Interest. |
| Week 6 | Feb 12, 2018 | Feb 17, 2018 | | Ethics at Workplace: Individual in Organisation, Gender Issues, Harassment, Discrimination. |
| Week 7 | Feb 19, 2018 | Feb 24, 2018 | | Ethics in Accounting &Finance, |
| Week 8 | Feb 26, 2018 | Mar 03 , 2018 | | Marketing and Consumer Protection- Importance, Problems and Issues. |
| **2nd week March (Mid Semester Exam)** | | | | |
| Week 9 | March 12, 2018 | | March 17, 2018 | Marketing and Consumer Protection- Importance, Problems and Issues. |
| Week 10 | March 19 , 2018 | | March 24, 2018 | Whistle Blower Policies-Meaning, Importance and Issues. |
| Week 11 | March 26, 2018 | | March 31, 2018 | Corporate Social Responsibility under Company Act 2013. |
| Week 12 | April 02, 2018 | | April 07, 2018 | Ethical Issues in Corporate Governance. |
| Week 13 | April 09, 2018 | | April 14 , 2018 | Environmental Issues-Protection of Natural Environment, |
| Week 14 | April 16, 2018 | | April 21, 2018 | Prevention of Pollution, Depletion and Conservation of Natural resources. |
| Week 15 | April 23, 2018 | | April 28, 2018 | revision |
| Week 16 | April 30, 2018 | | May 05, 2018 | revision |

**Class: B.com 6th sem Teacher: Aishwarya G and Charul G**

**Subject: IFR Period :7th**

**Paper : Room No : 304**

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| **S. No** | **Date From** | **Date Upto** | | **Topics to be covered** |
| Week 1 | Jan 08, 2018 | Jan 13, 2018 | | Financial reporting: Nature and Objectives, Benefits, Users of Financial Reports. |
| Week 2 | Jan 15, 2018 | Jan 20, 2018 | | General Purpose and Specific Purpose Report. Qualitative Characteristics of Accounting Information. |
| Week 3 | Jan 22, 2018 | Jan 27, 2018 | | Conceptual Framework of Financial Reporting: FASB |
| Week 4 | Jan 29, 2018 | Feb 3, 2018 | | IASB International Financial Reporting Standards |
| Week 5 | Feb 5, 2018 | Feb 10, 2018 | | (IFRS): Role of IASB, Arguments for Global Conversion |
| Week 6 | Feb 12, 2018 | Feb 17, 2018 | | Achievements of IASB and Obstacles in Conversion. Required Disclosures as per IFRS. |
| Week 7 | Feb 19, 2018 | Feb 24, 2018 | | Issues in Corporate Financial Reporting - Accounting for Changing Price Level, |
| Week 8 | Feb 26, 2018 | Mar 03 , 2018 | | Social Reporting, |
| **2nd week March (Mid Semester Exam)** | | | | |
| Week 9 | March 12, 2018 | | March 17, 2018 | Human Resource Accounting. |
| Week 10 | March 19 , 2018 | | March 24, 2018 | Indian Accounting Standard with reference to Segment Reporting, |
| Week 11 | March 26, 2018 | | March 31, 2018 | Interim Reporting, |
| Week 12 | April 02, 2018 | | April 07, 2018 | Leases and Intangible Assets. |
| Week 13 | April 09, 2018 | | April 14 , 2018 | Difference between IFRS and Indian Accounting Standards. US GAAP |
| Week 14 | April 16, 2018 | | April 21, 2018 | Recent Trends in Financial Reporting in the Indian context |
| Week 15 | April 23, 2018 | | April 28, 2018 | revision |
| Week 16 | April 30, 2018 | | May 05, 2018 | revision |

**Class: B.Sc, BA and B.com Teacher: Aishwarya Goyal**

**Subject: Entrepreneurship Mgt (Add on Course) Period: 8th**

**Paper: I and II Room No:**

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| **S. No** | **Date From** | **Date Upto** | | **Topics to be covered** |
| Week 1 | Jan 08, 2018 | Jan 13, 2018 | | **Entrepreneurial Culture**  Meaning, stages in the entrepreneurial Process. Factors affecting entrepreneurship, Success factors for Entrepreneurship. Women Entrepreneurs. Their problems and schemes for Women Entrepreneurs. Rural entrepreneurs their problems and schemes for Rural Entrepreneurs. |
| Week 2 | Jan 15, 2018 | Jan 20, 2018 | | **SMALL SCALE INDUSTRY**  Meaning, role, risks and failure, external & personal factors of failure, ways-out to succeed, pressing problems of small Industry. |
| Week 3 | Jan 22, 2018 | Jan 27, 2018 | | **Developing Entrepreneurial Competencies**  Meaning, Methods to develop competencies through self-analysis, through competitions and environment etc. Devising own means to improve competencies. Identifying competitors. |
| Week 4 | Jan 29, 2018 | Feb 3, 2018 | | **General Management**  Introduction to management, Principles of management, Principles in operation, Key aspects of managing a small enterprise. |
| Week 5 | Feb 5, 2018 | Feb 10, 2018 | | **Competitive Analysis**  Meaning, the threat of entry, the power of buyers. Suppliers and substitutes.  Competitive Rivalry, Implications of competitive analysis. |
| Week 6 | Feb 12, 2018 | Feb 17, 2018 | | **Production Management in Practice**  Installing and utilizing project capacity, selecting appropriate technology and cost, Purchase techniques. |
| Week 7 | Feb 19, 2018 | Feb 24, 2018 | | **Perceiving a Business Opportunity**  Identification and selecting of business, potential opportunities at the selected area/state, Environmental Scanning, sources of information, Identifying opportunities, Converting problems into opportunities. |
| Week 8 | Feb 26, 2018 | Mar 03 , 2018 | | **Production Management**  Importance of production, planning and control, Tools and techniques. |
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| Week 9 | March 12, 2018 | | March 17, 2018 | **Assessing Project Feasibility**  Concept of Project Feasibility, Its Elements, Criteria for assessing Project  Feasibility, Importance of Project Feasibility in business opportunity selection.  **Marketing Management**  Concept and steps of marketing management, Tools and techniques. |
| Week 10 | March 19 , 2018 | | March 24, 2018 | **Business Communication (Oral and Written)**  Art of Public Speaking. Influencing the Personnel Importance of Communication, Problem solving through Communication and Discussion. |
| Week 11 | March 26, 2018 | | March 31, 2018 | **Market Survey**  Concept & practice, Assessment of demand & supply, Preparation of survey questionnaire. |
| Week 12 | April 02, 2018 | | April 07, 2018 | **Financial Management-I**  Understanding working capital cycle, Assessment of working capital. **Financial Management-II**  Financial ratios and its importance Tools and techniques for calculating financial ratios. |
| Week 13 | April 09, 2018 | | April 14 , 2018 | **Globalization and Liberalization**-Meaning, Impact, Its benefits and drawbacks to SSI sector. WTO and its impact of SSI sector. |
| Week 14 | April 16, 2018 | | April 21, 2018 | SSI and Modern Technology.  Social Responsibility of Business |
| Week 15 | April 23, 2018 | | April 28, 2018 | Revision |
| Week 16 | April 30, 2018 | | May 05, 2018 | Revision |

**Class: B.Com-2(B) Name of the Teacher: Ms. Shivani Dwivedi**

**Subject: Marketing Management Period : Ist**

**Paper: Marketing Management Room No : 203**

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| **S. No** | **Date From** | **Date Upto** | | **Topics to be covered** |
| Week 1 | Jan 08, 2018 | Jan 13, 2018 | | Introduction to Marketing: Meaning, Nature and Scope of Marketing, Marketing Concepts and Philosophies |
| Week 2 | Jan 15, 2018 | Jan 20, 2018 | | Marketing Process & Marketing Mix |
| Week 3 | Jan 22, 2018 | Jan 27, 2018 | | Marketing Information System: Meaning and Components |
| Week 4 | Jan 29, 2018 | Feb 3, 2018 | | Marketing Research Process |
| Week 5 | Feb 5, 2018 | Feb 10, 2018 | | Consumer Buying Behaviour: Factors Influencing Buying Behaviour, Buying Decision Process |
| Week 6 | Feb 12, 2018 | Feb 17, 2018 | | Market Segmentation: Levels and Patterns of Market Segmentation, Basis |
| Week 7 | Feb 19, 2018 | Feb 24, 2018 | | Major Segmentation Variables for Consumer Markets & Concepts of Market Targeting and Positioning. |
| Week 8 | Feb 26, 2018 | Mar 03 , 2018 | | Product Planning and Market Strategies: Product Life Cycle, New Product Development |
| **2nd week March (Mid Semester Exam)** | | | | |
| Week 9 | March 12, 2018 | | March 17, 2018 | Product Concepts and Classification |
| Week 10 | March 19 , 2018 | | March 24, 2018 | Branding, Packaging and Labeling |
| Week 11 | March 26, 2018 | | March 31, 2018 | Pricing Decision: Pricing Policies and Strategies |
| Week 12 | April 02, 2018 | | April 07, 2018 | Distribution Decisions: Channel Design Decisions, Major Channel Alternatives |
| Week 13 | April 09, 2018 | | April 14 , 2018 | Channels Management Decision Causes and Managing Channel Conflict, Physical Distribution |
| Week 14 | April 16, 2018 | | April 21, 2018 | Promotion Decisions: Communication Process |
| Week 15 | April 23, 2018 | | April 28, 2018 | Promotion Tools: Advertising (Steps Involved in Designing and Advertising Programme) & Sales Promotions Public Relations, Personal Selling |
| Week 16 | April 30, 2018 | | May 05, 2018 | Issues in Marketing in a Developing Economy & Rural Marketing |

**Class: B.Com-2(A) Name of the Teacher: Dr. Punam Aggarwal & Ms. Shivani Dwivedi**

**Subject: Cost Management Period : 5th**

**Paper: Cost Management Room No : 303**

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| **S. No** | **Date From** | **Date Upto** | | **Topics to be covered** |
| Week 1 | Jan 08, 2018 | Jan 13, 2018 | | Cost Management: Need Significance and Different Areas of Cost Management and Application |
| Week 2 | Jan 15, 2018 | Jan 20, 2018 | | Methods of Cost Determination |
| Week 3 | Jan 22, 2018 | Jan 27, 2018 | | Job Costing, Batch Costing |
| Week 4 | Jan 29, 2018 | Feb 3, 2018 | | Contract Costing |
| Week 5 | Feb 5, 2018 | Feb 10, 2018 | | Uniform Costing and Inter Firm Costing |
| Week 6 | Feb 12, 2018 | Feb 17, 2018 | | Process Costing (including joint and by- products |
| Week 7 | Feb 19, 2018 | Feb 24, 2018 | | Contemporary Concepts: Activity Based Costing & Target Costing |
| Week 8 | Feb 26, 2018 | Mar 03 , 2018 | | Life Cycle Costing & Value Chain Analysis |
| **2nd week March (Mid Semester Exam)** | | | | |
| Week 9 | March 12, 2018 | | March 17, 2018 | Techniques for Cost Control: Marginal Costing |
| Week 10 | March 19 , 2018 | | March 24, 2018 | Cost, Volume & Profit Analysis and Decision Making |
| Week 11 | March 26, 2018 | | March 31, 2018 | Differential Costing |
| Week 12 | April 02, 2018 | | April 07, 2018 | Absorption Costing. |
| Week 13 | April 09, 2018 | | April 14 , 2018 | Budgeting and Budgetary Control: Concepts, Objectives, Limitations |
| Week 14 | April 16, 2018 | | April 21, 2018 | Types of Budgets |
| Week 15 | April 23, 2018 | | April 28, 2018 | Zero Base Budgeting |
| Week 16 | April 30, 2018 | | May 05, 2018 | Standard Costing, Analysis of Variance |

**Class: B.Com-3(A) Name of the Teacher: Dr. Amandeep Kaur & sMs. Shivani Dwivedi**

**Subject: Direct Tax Laws Period : 3rd**

**Paper: Direct Tax Laws Room No :304**

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| **S. No** | **Date From** | **Date Upto** | | **Topics to be covered** |
| Week 1 | Jan 08, 2018 | Jan 13, 2018 | | Deemed Incomes and Clubbing of Incomes (Aggregation of Incomes) |
| Week 2 | Jan 15, 2018 | Jan 20, 2018 | | Deemed Incomes and Clubbing of Incomes (Aggregation of Incomes) |
| Week 3 | Jan 22, 2018 | Jan 27, 2018 | | Set-off and Carry Forward of Losses |
| Week 4 | Jan 29, 2018 | Feb 3, 2018 | | Deductions to be made in Computing the Total Income |
| Week 5 | Feb 5, 2018 | Feb 10, 2018 | | Deductions to be made in Computing the Total Income |
| Week 6 | Feb 12, 2018 | Feb 17, 2018 | | Rebate & Relief |
| Week 7 | Feb 19, 2018 | Feb 24, 2018 | | Assessment of Individual |
| Week 8 | Feb 26, 2018 | Mar 03 , 2018 | | Assessment of Individual |
| **2nd week March (Mid Semester Exam)** | | | | |
| Week 9 | March 12, 2018 | | March 17, 2018 | Assessments of HUF |
| Week 10 | March 19 , 2018 | | March 24, 2018 | Assessments of Association of Persons & Firm |
| Week 11 | March 26, 2018 | | March 31, 2018 | Income Tax Authorities |
| Week 12 | April 02, 2018 | | April 07, 2018 | Procedure of Assessment (Practical aspects of Filing of Return to be stressed) |
| Week 13 | April 09, 2018 | | April 14 , 2018 | Penalties |
| Week 14 | April 16, 2018 | | April 21, 2018 | Deduction & Collection of Tax at Source |
| Week 15 | April 23, 2018 | | April 28, 2018 | Advance Payment of Tax |
| Week 16 | April 30, 2018 | | May 05, 2018 | Appeals & Revision |

**Class: B.Com-2(B) Name of the Teacher: Ms. Shivani Dwivedi**

**Subject: Marketing Management Period : Ist**

**Paper: Marketing Management Room No : 203**

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| **S. No** | **Date From** | **Date Upto** | | **Topics to be covered** |
| Week 1 | Jan 08, 2018 | Jan 13, 2018 | | Introduction to Marketing: Meaning, Nature and Scope of Marketing, Marketing Concepts and Philosophies |
| Week 2 | Jan 15, 2018 | Jan 20, 2018 | | Marketing Process & Marketing Mix |
| Week 3 | Jan 22, 2018 | Jan 27, 2018 | | Marketing Information System: Meaning and Components |
| Week 4 | Jan 29, 2018 | Feb 3, 2018 | | Marketing Research Process |
| Week 5 | Feb 5, 2018 | Feb 10, 2018 | | Consumer Buying Behaviour: Factors Influencing Buying Behaviour, Buying Decision Process |
| Week 6 | Feb 12, 2018 | Feb 17, 2018 | | Market Segmentation: Levels and Patterns of Market Segmentation, Basis |
| Week 7 | Feb 19, 2018 | Feb 24, 2018 | | Major Segmentation Variables for Consumer Markets & Concepts of Market Targeting and Positioning. |
| Week 8 | Feb 26, 2018 | Mar 03 , 2018 | | Product Planning and Market Strategies: Product Life Cycle, New Product Development |
| **2nd week March (Mid Semester Exam)** | | | | |
| Week 9 | March 12, 2018 | | March 17, 2018 | Product Concepts and Classification |
| Week 10 | March 19 , 2018 | | March 24, 2018 | Branding, Packaging and Labeling |
| Week 11 | March 26, 2018 | | March 31, 2018 | Pricing Decision: Pricing Policies and Strategies |
| Week 12 | April 02, 2018 | | April 07, 2018 | Distribution Decisions: Channel Design Decisions, Major Channel Alternatives |
| Week 13 | April 09, 2018 | | April 14 , 2018 | Channels Management Decision Causes and Managing Channel Conflict, Physical Distribution |
| Week 14 | April 16, 2018 | | April 21, 2018 | Promotion Decisions: Communication Process |
| Week 15 | April 23, 2018 | | April 28, 2018 | Promotion Tools: Advertising (Steps Involved in Designing and Advertising Programme) & Sales Promotions Public Relations, Personal Selling |
| Week 16 | April 30, 2018 | | May 05, 2018 | Issues in Marketing in a Developing Economy & Rural Marketing |

**Class: B.Com-2(A) Name of the Teacher: Dr. Punam Aggarwal & Ms. Shivani Dwivedi**

**Subject: Cost Management Period : 5th**

**Paper: Cost Management Room No : 303**

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| **S. No** | **Date From** | **Date Upto** | | **Topics to be covered** |
| Week 1 | Jan 08, 2018 | Jan 13, 2018 | | Cost Management: Need Significance and Different Areas of Cost Management and Application |
| Week 2 | Jan 15, 2018 | Jan 20, 2018 | | Methods of Cost Determination |
| Week 3 | Jan 22, 2018 | Jan 27, 2018 | | Job Costing, Batch Costing |
| Week 4 | Jan 29, 2018 | Feb 3, 2018 | | Contract Costing |
| Week 5 | Feb 5, 2018 | Feb 10, 2018 | | Uniform Costing and Inter Firm Costing |
| Week 6 | Feb 12, 2018 | Feb 17, 2018 | | Process Costing (including joint and by- products |
| Week 7 | Feb 19, 2018 | Feb 24, 2018 | | Contemporary Concepts: Activity Based Costing & Target Costing |
| Week 8 | Feb 26, 2018 | Mar 03 , 2018 | | Life Cycle Costing & Value Chain Analysis |
| **2nd week March (Mid Semester Exam)** | | | | |
| Week 9 | March 12, 2018 | | March 17, 2018 | Techniques for Cost Control: Marginal Costing |
| Week 10 | March 19 , 2018 | | March 24, 2018 | Cost, Volume & Profit Analysis and Decision Making |
| Week 11 | March 26, 2018 | | March 31, 2018 | Differential Costing |
| Week 12 | April 02, 2018 | | April 07, 2018 | Absorption Costing. |
| Week 13 | April 09, 2018 | | April 14 , 2018 | Budgeting and Budgetary Control: Concepts, Objectives, Limitations |
| Week 14 | April 16, 2018 | | April 21, 2018 | Types of Budgets |
| Week 15 | April 23, 2018 | | April 28, 2018 | Zero Base Budgeting |
| Week 16 | April 30, 2018 | | May 05, 2018 | Standard Costing, Analysis of Variance |

**Class: B.Com-1(A) Name of the Teacher: Dr. Kamlesh Bajaj & Ms. Shivani Dwivedi**

**Subject: Business Laws Period : 3rd**

**Paper:Business Laws Room No : 301**

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| **S. No** | **Date From** | **Date Upto** | | **Topics to be covered** |
| Week 1 | Jan 08, 2018 | Jan 13, 2018 | | Sale of Goods Act, 1930: Contract of Sale of Goods |
| Week 2 | Jan 15, 2018 | Jan 20, 2018 | | Conditions & Warranties & Transfer of Ownership |
| Week 3 | Jan 22, 2018 | Jan 27, 2018 | | Performance of the Contract & Remedial Measures & Auctionable Claims |
| Week 4 | Jan 29, 2018 | Feb 3, 2018 | | Negotiable Instruments Act, 1881: Definition, Acceptance and Negotiation |
| Week 5 | Feb 5, 2018 | Feb 10, 2018 | | Rights and Liabilities of Parties, Dishonor of Negotiable Instrument |
| Week 6 | Feb 12, 2018 | Feb 17, 2018 | | Hundis, Bankers and Customers |
| Week 7 | Feb 19, 2018 | Feb 24, 2018 | | Factories Act, 1948: Objectives; Definitions; Approval |
| Week 8 | Feb 26, 2018 | Mar 03 , 2018 | | Licensing & Registration of Factories; The Inspecting Staff Health |
| **2nd week March (Mid Semester Exam)** | | | | |
| Week 9 | March 12, 2018 | | March 17, 2018 | Safety Welfare; Working Hours of Adults |
| Week 10 | March 19 , 2018 | | March 24, 2018 | Employment of Women; Child Labour – Issues and Challenges |
| Week 11 | March 26, 2018 | | March 31, 2018 | Leave with Wages; Penalties & Procedure Supplemental |
| Week 12 | April 02, 2018 | | April 07, 2018 | The Industrial Disputes Act, 1947: Scope & Object; Definitions |
| Week 13 | April 09, 2018 | | April 14 , 2018 | Authorities; Notice of Change |
| Week 14 | April 16, 2018 | | April 21, 2018 | Reference of Disputes; Procedure |
| Week 15 | April 23, 2018 | | April 28, 2018 | Powers & Duties of Authorities; Award & Settlement |
| Week 16 | April 30, 2018 | | May 05, 2018 | Strikes & Lockouts; Lay-off & Retrenchment etc |

**Class: B.Com-3(A) Name of the Teacher: Dr. Amandeep Kaur & sMs. Shivani Dwivedi**

**Subject: Direct Tax Laws Period : 3rd**

**Paper: Direct Tax Laws Room No :304**

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| **S. No** | **Date From** | **Date Upto** | | **Topics to be covered** |
| Week 1 | Jan 08, 2018 | Jan 13, 2018 | | Deemed Incomes and Clubbing of Incomes (Aggregation of Incomes) |
| Week 2 | Jan 15, 2018 | Jan 20, 2018 | | Deemed Incomes and Clubbing of Incomes (Aggregation of Incomes) |
| Week 3 | Jan 22, 2018 | Jan 27, 2018 | | Set-off and Carry Forward of Losses |
| Week 4 | Jan 29, 2018 | Feb 3, 2018 | | Deductions to be made in Computing the Total Income |
| Week 5 | Feb 5, 2018 | Feb 10, 2018 | | Deductions to be made in Computing the Total Income |
| Week 6 | Feb 12, 2018 | Feb 17, 2018 | | Rebate & Relief |
| Week 7 | Feb 19, 2018 | Feb 24, 2018 | | Assessment of Individual |
| Week 8 | Feb 26, 2018 | Mar 03 , 2018 | | Assessment of Individual |
| **2nd week March (Mid Semester Exam)** | | | | |
| Week 9 | March 12, 2018 | | March 17, 2018 | Assessments of HUF |
| Week 10 | March 19 , 2018 | | March 24, 2018 | Assessments of Association of Persons & Firm |
| Week 11 | March 26, 2018 | | March 31, 2018 | Income Tax Authorities |
| Week 12 | April 02, 2018 | | April 07, 2018 | Procedure of Assessment (Practical aspects of Filing of Return to be stressed) |
| Week 13 | April 09, 2018 | | April 14 , 2018 | Penalties |
| Week 14 | April 16, 2018 | | April 21, 2018 | Deduction & Collection of Tax at Source |
| Week 15 | April 23, 2018 | | April 28, 2018 | Advance Payment of Tax |
| Week 16 | April 30, 2018 | | May 05, 2018 | Appeals & Revision |

**Class: B.com II(B) Teacher: Ms Kulwinder & Ms Charul**

**Subject: AUDITING AND SECRETARIAL PRACTICE Period : 3rd**

**Paper : BCM 403 Room No : 203**

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| **S. No** | **Date From** | **Date Upto** | | **Topics to be covered** |
| Week 1 | Jan 08, 2018 | Jan 13, 2018 | | Auditing: Introduction, Meaning, Objectives, Basic Principles, |
| Week 2 | Jan 15, 2018 | Jan 20, 2018 | | Classifications,Advantages and Limitations of Audit. |
| Week 3 | Jan 22, 2018 | Jan 27, 2018 | | Investigation, Difference between Audit and Investigation: |
| Week 4 | Jan 29, 2018 | Feb 3, 2018 | | Audit Program, Audit Evidence, Internal Control, Internal Check and Internal Audit. |
| Week 5 | Feb 5, 2018 | Feb 10, 2018 | | Vouching – Definition – Features – Examining Vouchers- Vouching of Cash book – Vouching of Trading Transactions. |
| Week 6 | Feb 12, 2018 | Feb 17, 2018 | | Secretarial Practice: Definition of Company Secretary, Qualification of Company Secretary, |
| Week 7 | Feb 19, 2018 | Feb 24, 2018 | | Appointment, Dismissal, Duties & Liability for Offences of Company Secretaries. |
| Week 8 | Feb 26, 2018 | Mar 03 , 2018 | | Position and Role of Company Secretaries, Company Secretary in Practice. |
| **2nd week March (Mid Semester Exam)** | | | | |
| Week 9 | March 12, 2018 | | March 17, 2018 | Verification and Valuation of Assets & Liabilities |
| Week 10 | March 19 , 2018 | | March 24, 2018 | Company Auditor - Qualifications and Disqualifications –Appointment - Removal, Remuneration, Rights, Duties and Liabilities, |
| Week 11 | March 26, 2018 | | March 31, 2018 | Auditor’s Report - Contents and Types Company Auditor Report Order (CARO). |
| Week 12 | April 02, 2018 | | April 07, 2018 | Procedure for Statutory Meeting and its fate under New Companies Act 2013, Annual General Meeting, Extra Ordinary General Meeting, |
| Week 13 | April 09, 2018 | | April 14 , 2018 | Director, Board and Committee Meetings, Meaning and Types of Motions and Resolution, |
| Week 14 | April 16, 2018 | | April 21, 2018 | Minutes, Role of Company Secretary before, during and after Meetings. |
| Week 15 | April 23, 2018 | | April 28, 2018 | Practical Work : a) Practical Work on Vouching and Audit Report Preparation. |
| Week 16 | April 30, 2018 | | May 05, 2018 | b) Preparing of Minutes, Motions and Resolutions, Holding of Meetings. |

**Class: B.com I (A), B.com I (B) Name of the Teacher: Kulwinder Kaur,**

**Ms. Charul**

**Subject: HUMAN RESOURCE MANAGEMENT Period : 6th,6th**

**Paper : BCM 207 Room No : 301,302**

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| **S. No** | **Date From** | **Date Upto** | | **Topics to be covered** |
| Week 1 | Jan 08, 2018 | Jan 13, 2018 | | Human Resource Management: Introduction, Meaning and Definitions, |
| Week 2 | Jan 15, 2018 | Jan 20, 2018 | | Brief History, Nature, Functions, Importance and Limitations of HRM. Contemporary Challenges in HRM. |
| Week 3 | Jan 22, 2018 | Jan 27, 2018 | | Human Resource Planning; Introduction, Definitions, Features, Need for HR Planning, Objectives, Process, |
| Week 4 | Jan 29, 2018 | Feb 3, 2018 | | Factors affecting HR Planning, Types, Benefits, Problems in HR Planning and Way for Effective HR Planning. |
| Week 5 | Feb 5, 2018 | Feb 10, 2018 | | Job Analysis and Job Design: Introduction, Objectives, Benefits, Process, Techniques and Problems in Job Analysis. |
| Week 6 | Feb 12, 2018 | Feb 17, 2018 | | Training and Development: Concepts, Importance, Identification of Training Needs. Types of Training: On the Job and Off the Job Methods of Training. |
| Week 7 | Feb 19, 2018 | Feb 24, 2018 | | Designing and Evaluation of Training Programmes. Meaning of Development, Difference between Training and Development. |
| Week 8 | Feb 26, 2018 | Mar 03 , 2018 | | Performance Appraisal: Concept, Objectives, Methods of Performance Appraisal; How to Make it Effective. |
| **2nd week March (Mid Semester Exam)** | | | | |
| Week 9 | March 12, 2018 | | March 17, 2018 | Placement and Induction: Meaning and Problems in Placement. |
| Week 10 | March 19 , 2018 | | March 24, 2018 | Induction: Meaning, Objectives, Contents, Elements, Procedure and Problems in Induction |
| Week 11 | March 26, 2018 | | March 31, 2018 | Job Design- Meaning, Objectives and Techniques of Job Design. |
| Week 12 | April 02, 2018 | | April 07, 2018 | Recruitment and Selection: Meaning and Definitions, Importance and Purpose, Process, Factors Affecting Recruitment, Sources of Recruitment, |
| Week 13 | April 09, 2018 | | April 14 , 2018 | Methods, Constraints and Challenges of Recruitment. Recent Trends in Recruitment. Selection: Meaning and Definition, Selection Process and Methods. |
| Week 14 | April 16, 2018 | | April 21, 2018 | Internal Mobility and Transfers: Promotions, Demotions and Other Forms of Separations, Definitions, Purpose, and Basis of Promotions. |
| Week 15 | April 23, 2018 | | April 28, 2018 | Transfer: Definitions, Purpose, Types and Transfer Policy |
| Week 16 | April 30, 2018 | | May 05, 2018 | Compensation Management: Concept, Methods of Wage payments and Incentive Plans, Fringe Benefits. |

**Class: B.com III(A), B.com III(B) Teacher: Ms. Punam Aggarwal & Kulwinder Kaur**

**Subject: OPERATIONAL RESEARCH Period : 3rd, 7th**

**Paper : BCM 605 Room No : 305,306**

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| **S. No** | **Date From** | **Date Upto** | | **Topics to be covered** |
| Week 1 | Jan 08, 2018 | Jan 13, 2018 | | Operational Research—Meaning, Significance and Scope. |
| Week 2 | Jan 15, 2018 | Jan 20, 2018 | | Introduction to Linear Programming, Formulation of Linear Programming—Problem, Graphical Method, |
| Week 3 | Jan 22, 2018 | Jan 27, 2018 | | Simplex Method. |
| Week 4 | Jan 29, 2018 | Feb 3, 2018 | | Duality in Linear Programming,  Definition of Dual Problem, |
| Week 5 | Feb 5, 2018 | Feb 10, 2018 | | General Rules in Converting any Primal into its Dual, |
| Week 6 | Feb 12, 2018 | Feb 17, 2018 | | Assignment Problem. |
| Week 7 | Feb 19, 2018 | Feb 24, 2018 | | Simulation; Meaning, Process, |
| Week 8 | Feb 26, 2018 | Mar 03 , 2018 | | Advantages, Limitations and Applications. |
| **2nd week March (Mid Semester Exam)** | | | | |
| Week 9 | March 12, 2018 | | March 17, 2018 | Decision Theory: Decision Making under Uncertainty and Risk, |
| Week 10 | March 19 , 2018 | | March 24, 2018 | Decision Trees. |
| Week 11 | March 26, 2018 | | March 31, 2018 | Replacement Problem-Individual replacement problems |
| Week 12 | April 02, 2018 | | April 07, 2018 | Replacement Problem-Group replacement problems |
| Week 13 | April 09, 2018 | | April 14 , 2018 | Games Theory : Two Persons Zero Sum Games, |
| Week 14 | April 16, 2018 | | April 21, 2018 | Pure Strategies, Mixed Strategies. |
| Week 15 | April 23, 2018 | | April 28, 2018 | Transportation Problem, |
| Week 16 | April 30, 2018 | | May 05, 2018 | Practical Work : Use of Linear Programming in Industry. |

**Class:** B.A., B.Sc., B.Com. **Name of the Teacher:** Kulwinder Kaur

**Subject:** Add on courses Advance Diploma-Entrepreneurship **Period : 8th**

**Paper: I & II Room No :**

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| **S. No** | **Date From** | **Date Upto** | **Topics to be covered** |
| Week 1 | Jan 08, 2018 | Jan 13, 2018 | **BUSINESS PLAN**  Meaning, Importance, Contents & how to prepare Business plan, Responsibility for Business Plan. **CASE HISTOIRES**  Of entrepreneurs-Lakshmi Mittal, Shehnaz Hussain, Ritu Kumar, etc and regional level entrepreneurs. |
| Week 2 | Jan 15, 2018 | Jan 20, 2018 | **VENTURE CAPITAL** Meaning,Need, Importance for small business. Institutions and other venture capitalists.  **INFORMATION TECHNOLOGY** Meaning, History, Revolution of Information technology.  **E-BANKING** Meaning,Need, Tele-Banking, Internet Banking |
| Week 3 | Jan 22, 2018 | Jan 27, 2018 | **THE HUMAN SIDE OF ENTERPRISE** Services, Their nature, Types of services, Distributive services, Information services. Success factors in service ventures. Service factors which make the human resources productive.  **SELF-MANAGEMENT THROUGH YOGA** Basic techniques of yoga like pranayama, dhayana, simple asana in order to improve employer- employee relationships-Importance and need. |