Ms. Aishwarya

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

**Teaching Plan Session Odd Semester**

**(2017-18)**

**Class: B.Com-2nd year Name of the Teacher: Ms. Aishwarya**

**Subject: Banking and Insurance Period: 7th**

**Paper : BCM-305 Room No : 303**

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| **S. No** | **Date From** | **Date Upto** | | **Topics to be covered** |
| Week 1 | July 22 & July 24 2017 | July 29, 2017 | | Insurance: Concept, Nature of Insurance, Functions of Insurance |
| Week 2 | July 31 2017 | Aug 5, 2017 | | Types of Insurance: Life and Non Life Insurance |
| Week 3 | Aug 7, 2017 | Aug 12, 2017 | | Importance of Insurance, Principles of Insurance |
| Week 4 | Aug 14, 2017 | Aug 19, 2017 | | Contract: Features of Life and Non Life Insurance Contract |
| Week 5 | Aug 21, 2017 | Aug 26, 2017 | | Indian Banking System: Introduction, Concept, Types of Banks And Structure of Banking System |
| Week 6 | Aug 28, 2017 | Sept 2, 2017 | | Functions of Commercial Banks |
| Week 7 | Sept 4, 2017 | Sept 9, 2017 | | Functions of RBI |
| Week 8 | Sept 11, 2017 | Sept 16, 2017 | | Monetary Policies and Techniques of Credit Control |
| Week 9 | Sept 18, 2017 | Sept 23, 2017 | | Reforms in Indian Banking: Recommendations of Narsimham Committee, Verma Panel Report, Basil II Norms |
| Week 10 | Sept 25, 2017 | Sept 29, 2017 | | Capital Adequacy Ratios and Revised NPA Norms |
| **Autumn Break (30 Sept 2017- 09 Oct 2017)**  **Mid Semester Exam (10 Oct 2017 – 17 Oct 2017)** | | | | |
| Week 11 | Oct 18, 2017 | | Oct 21, 2017 | Grievance Mechanism and Banking Ombudsman  Impact of Reforms |
| Week 12 | Oct 23, 2017 | | Oct 28, 2017 | Emerging Trends in Banking: Concept of E-Banking, Mobile Banking, |
| Week 13 | Oct 30, 2017 | | Nov 4, 2017 | Electronic Fund Transfer-(RTGS And NEFT) and Core Banking |
| Week 14 | Nov 6, 2017 | | Nov 11, 2017 | RBI Guidelines on Internet Banking, Challenges Faced by Indian Banking  Cheque Truncation System |
| Week 15 | Nov 13, 2017 | | Nov 18, 2017 | Insurance and IRDA: IRDA Act 1999, Provisions, Duties, Powers and Functions of IRDA |
| Week 16 | Nov 20, 2017 | | Nov 25, 2017 | Compositions and Grievance Mechanism and Insurance Ombudsman |
| Week 17 | Nov 27, 2017 | | Dec 1, 2017 | Revision and Doubts Handling |

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

**Teaching Plan Session Odd Semester**

**(2017-18)**

**Class: B.Com-1st year Name of the Teacher: Ms. Aishwarya**

**Subject: PPM Period: 7th**

**Paper : BCM-107 Room No : 302**

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| --- | --- | --- | --- |
| **S. No** | **Date From** | **Date Upto** | **Topics to be covered** |
| Week 1 | July 22 & July 24 2017 | July 29, 2017 | Nature Process and Significance of Management |
| Week 2 | July 31 2017 | Aug 5, 2017 | Development of Management Thoughts |
| Week 3 | Aug 7, 2017 | Aug 12, 2017 | Development of Management Thoughts |
| Week 4 | Aug 14, 2017 | Aug 19, 2017 | Contemporary Approaches To Management |
| Week 5 | Aug 21, 2017 | Aug 26, 2017 | Contemporary Approaches To Management |
| Week 6 | Aug 28, 2017 | Sept 2, 2017 | Concept, Process and Significance of Planning, Types of Planning |
| Week 7 | Sept 4, 2017 | Sept 9, 2017 | Decision making: Concept and Process |
| Week 8 | Sept 11, 2017 | Sept 16, 2017 | Management By Objectives |
| Week 9 | Sept 18, 2017 | Sept 23, 2017 | Motivation, Communication |
| Week 10 | Sept 25, 2017 | Sept 29, 2017 | Leadership |
| **Autumn Break (30 Sept 2017- 09 Oct 2017)**  **Mid Semester Exam (10 Oct 2017 – 17 Oct 2017)** | | | |

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| Week 11 | Oct 18, 2017 | Oct 21, 2017 | Organizing: Nature Process and Significance, Span of Control |
| Week 12 | Oct 23, 2017 | Oct 28, 2017 | Authority and Responsibility Relationships, Delegation, Decentralization and Departmentation |
| Week 13 | Oct 30, 2017 | Nov 4, 2017 | Direction: Concept, Features, Importance and Limitations of Direction  Elements of Direction- Supervision, Motivation, Leadership and Communication |
| Week 14 | Nov 6, 2017 | Nov 11, 2017 | Coordination: Concept, Features and Limitations of Coordination, Internal and External Coordination |
| Week 15 | Nov 13, 2017 | Nov 18, 2017 | Control: Concept, Features and Limitations of Control, Control Process |
| Week 16 | Nov 20, 2017 | Nov 25, 2017 | Essentials of a good Control system, Techniques of Control, Relationship between Planning and Control |
| Week 17 | Nov 27, 2017 | Dec 1, 2017 | Revision and Doubts handling |

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

**Teaching Plan Session Odd Semester**

**(2017-18)**

**Class: B.Com – II(B) Name of the Teacher: Ms. Shivani Dwivedi**

**& Ms. Aishwarya Goyal**

**Subject: Company Law Period : 4th**

**Paper : Company Law Room No : 203**

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| --- | --- | --- | --- | --- |
| **S. No** | **Date From** | **Date Upto** | | **Topics to be covered** |
| Week 1 | July 22 & July 24 2017 | July 29, 2017 | |  |
| Week 2 | July 31 2017 | Aug 5, 2017 | |  |
| Week 3 | Aug 7, 2017 | Aug 12, 2017 | | Characteristics of a Company, Concept of Lifting of Corporate Veil |
| Week 4 | Aug 14, 2017 | Aug 19, 2017 | | Emerging Types of Companies. Formation of Company –Promotion & Registration, Pre-incorporation Contract and Provisional Contracts |
| Week 5 | Aug 21, 2017 | Aug 26, 2017 | | Memorandum of Association, Articles of Association, Doctrine of Constructive Notice & Doctrine of Ultra-Vires |
| Week 6 | Aug 28, 2017 | Sept 2, 2017 | | Doctrine of Indoor Management , Prospectus and Statement in Lieu of Prospectus |
| Week 7 | Sept 4, 2017 | Sept 9, 2017 | | Red-Herring Prospectus, Book Building Process & Information Memorandum |
| Week 8 | Sept 11, 2017 | Sept 16, 2017 | | Members and Shareholders – Their Rights and Duties, Management – Directors & Classification of Directors |
| Week 9 | Sept 18, 2017 | Sept 23, 2017 | | Company Management-Disqualification, Appointment, Legal Position, Powers and Duties & Disclosures of Interest |
| Week 10 | Sept 25, 2017 | Sept 29, 2017 | | Removal of Directors & Board Meetings |
| **Autumn Break (30 Sept 2017- 09 Oct 2017)**  **Mid Semester Exam (10 Oct 2017 – 17 Oct 2017)** | | | | |
| Week 11 | Oct 18, 2017 | | Oct 21, 2017 | Share Capital – Kinds of Shares |
| Week 12 | Oct 23, 2017 | | Oct 28, 2017 | Dematerialization of Shares & ASBA System |
| Week 13 | Oct 30, 2017 | | Nov 4, 2017 | Transfer & Transmission of Shares |
| Week 14 | Nov 6, 2017 | | Nov 11, 2017 | Buyback of Shares |
| Week 15 | Nov 13, 2017 | | Nov 18, 2017 | Other Managerial Personnel and Remuneration |
| Week 16 | Nov 20, 2017 | | Nov 25, 2017 | Digital Signatures of Directors |
| Week 17 | Nov 27, 2017 | | Dec 1, 2017 | Winding Up-Concept and Modes |

Ms. Shivani Dwivedi

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

**Teaching Plan Session Odd Semester**

**(2017-18)**

**Class: B.Com – II(A) Name of the Teacher: Ms. Shivani Dwivedi**

**Subject: Company Law Period: Ist**

**Paper : Company Law Room No: 303**

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| --- | --- | --- | --- | --- |
| **S. No** | **Date From** | **Date Upto** | | **Topics to be covered** |
| Week 1 | July 22 & July 24 2017 | July 29, 2017 | |  |
| Week 2 | July 31 2017 | Aug 5, 2017 | |  |
| Week 3 | Aug 7, 2017 | Aug 12, 2017 | | Characteristics of a Company & Concept of Lifting of Corporate Veil |
| Week 4 | Aug 14, 2017 | Aug 19, 2017 | | Emerging Types of Companies, Formation of Company –Promotion & Registration, Pre-incorporation Contract and Provisional Contracts |
| Week 5 | Aug 21, 2017 | Aug 26, 2017 | | Memorandum of Association, Articles of Association, Doctrine of Constructive Notice & Doctrine of Ultra-Vires |
| Week 6 | Aug 28, 2017 | Sept 2, 2017 | | Doctrine of Indoor Management , Prospectus and Statement in Lieu of Prospectus |
| Week 7 | Sept 4, 2017 | Sept 9, 2017 | | Red-Herring Prospectus, Book Building Process & Information Memorandum |
| Week 8 | Sept 11, 2017 | Sept 16, 2017 | | Members and Shareholders – Their Rights and Duties, Management – Directors & Classification of Directors |
| Week 9 | Sept 18, 2017 | Sept 23, 2017 | | Company Management-Disqualification, Appointment, Legal Position, Powers and Duties & Disclosures of Interest |
| Week 10 | Sept 25, 2017 | Sept 29, 2017 | | Removal of Directors & Board Meetings |
| **Autumn Break (30 Sept 2017- 09 Oct 2017)**  **Mid Semester Exam (10 Oct 2017 – 17 Oct 2017)** | | | | |
| Week 11 | Oct 18, 2017 | | Oct 21, 2017 | Share Capital – Kinds of Shares |
| Week 12 | Oct 23, 2017 | | Oct 28, 2017 | Dematerialization of Shares & ASBA System |
| Week 13 | Oct 30, 2017 | | Nov 4, 2017 | Transfer & Transmission of Shares |
| Week 14 | Nov 6, 2017 | | Nov 11, 2017 | Buyback of Shares |
| Week 15 | Nov 13, 2017 | | Nov 18, 2017 | Other Managerial Personnel and Remuneration |
| Week 16 | Nov 20, 2017 | | Nov 25, 2017 | Digital Signatures of Directors |
| Week 17 | Nov 27, 2017 | | Dec 1, 2017 | Winding Up-Concept and Modes |

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

**Teaching Plan Session Odd Semester**

**(2017-18)**

**Class: B.Com – I (A) Name of the Teacher: Dr. Kamlesh Bajaj &**

**Ms. Shivani Dwivedi**

**Subject: Commercial Law Period: 3rd**

**Paper : Commercial Law Room No: 301**

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| **S. No** | **Date From** | **Date Upto** | | **Topics to be covered** |
| Week 1 | July 22 & July 24 2017 | July 29, 2017 | | Indian Contract Act, 1872: Definition & Nature of Contract & Classification |
| Week 2 | July 31 2017 | Aug 5, 2017 | | Offer & Acceptance |
| Week 3 | Aug 7, 2017 | Aug 12, 2017 | | Consideration & Capacity of Parties |
| Week 4 | Aug 14, 2017 | Aug 19, 2017 | | Free Consent |
| Week 5 | Aug 21, 2017 | Aug 26, 2017 | | Legality of Objectives & Void Agreements |
| Week 6 | Aug 28, 2017 | Sept 2, 2017 | | Performance of Contracts |
| Week 7 | Sept 4, 2017 | Sept 9, 2017 | | Contract of Agency. |
| Week 8 | Sept 11, 2017 | Sept 16, 2017 | | Indemnity & Guarantee |
| Week 9 | Sept 18, 2017 | Sept 23, 2017 | | Indemnity & Guarantee Right to Information Act, 2005: Definitions, Right to Information & Obligations of Public |
| Week 10 | Sept 25, 2017 | Sept 29, 2017 | | Right to Information Act, 2005: Authorities, The Central & State Information Commission, Power & Functions of the Information Commissions, Appeal & Penalties. |
| **Autumn Break (30 Sept 2017- 09 Oct 2017)**  **Mid Semester Exam (10 Oct 2017 – 17 Oct 2017)** | | | | |
| Week 11 | Oct 18, 2017 | | Oct 21, 2017 | Discharge of Contract |
| Week 12 | Oct 23, 2017 | | Oct 28, 2017 | Quasi Contracts |
| Week 13 | Oct 30, 2017 | | Nov 4, 2017 | Contingent Contracts |
| Week 14 | Nov 6, 2017 | | Nov 11, 2017 | Remedies for Breach of Contract. |
| Week 15 | Nov 13, 2017 | | Nov 18, 2017 | Bailment & Pledge |
| Week 16 | Nov 20, 2017 | | Nov 25, 2017 | The Consumer Protection Act, 1986: Introduction, Objectives, Commencement & Application |
| Week 17 | Nov 27, 2017 | | Dec 1, 2017 | The Consumer Protection Act, 1986: Definitions ,Salient Features & Grievance Redressal Machinery |

Ms. Charul Mittal

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

**Teaching Plan Session Odd Semester**

**(2017-18)**

**Class: B.Com 3rd (B) Name of the Teacher: Charul**

**Subject: ESB Period:7th(1-6)**

**Paper: Room No: 306**

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| **S. No** | **Date From** | **Date Upto** | | **Topics to be covered** |
| Week 1 | July 22 & July 24 2017 | July 29, 2017 | |  |
| Week 2 | July 31 2017 | Aug 5, 2017 | |  |
| Week 3 | Aug 7, 2017 | Aug 12, 2017 | | Entrepreneurship - Introduction |
| Week 4 | Aug 14, 2017 | Aug 19, 2017 | | Concept and Theories |
| Week 5 | Aug 21, 2017 | Aug 26, 2017 | | Entrepreneur :Meaning and Characteristics |
| Week 6 | Aug 28, 2017 | Sept 2, 2017 | | Leadership, Risk Taking |
| Week 7 | Sept 4, 2017 | Sept 9, 2017 | | Motivation, Innovation |
| Week 8 | Sept 11, 2017 | Sept 16, 2017 | | Women Entrepreneurship, EDP and Role of Govt. in Organising EDP |
| Week 9 | Sept 18, 2017 | Sept 23, 2017 | | SSB – Seed Bed of Entrepreneurship, Role of small business in National Economy |
| Week 10 | Sept 25, 2017 | Sept 29, 2017 | | Setting up a small scale enterprises, SSI Exemptions and Tax consideration. |
| **Autumn Break (30 Sept 2017- 09 Oct 2017)**  **Mid Semester Exam (10 Oct 2017 – 17 Oct 2017)** | | | | |
| Week 11 | Oct 18, 2017 | | Oct 21, 2017 | Decision Making |
| Week 12 | Oct 23, 2017 | | Oct 28, 2017 | Socio- Economic Environment |
| Week 13 | Oct 30, 2017 | | Nov 4, 2017 | Business Planning |
| Week 14 | Nov 6, 2017 | | Nov 11, 2017 | Business Venture |
| Week 15 | Nov 13, 2017 | | Nov 18, 2017 | Product planning and Mgt. |
| Week 16 | Nov 20, 2017 | | Nov 25, 2017 | Marketing Mgt. |
| Week 17 | Nov 27, 2017 | | Dec 1, 2017 | Growth and Diverfication strategies |

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

**Teaching Plan Session Odd Semester**

**(2017-18)**

**Class:B.Com 3rd (A) Name of the Teacher: Charul and Tanya**

**Subject: Financial Markets and Services Period : 6th (1-6)**

**Paper : Room No : 304**

|  |  |  |  |  |
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| **S. No** | **Date From** | **Date Upto** | | **Topics to be covered** |
| Week 1 | July 22 & July 24 2017 | July 29, 2017 | |  |
| Week 2 | July 31 2017 | Aug 5, 2017 | |  |
| Week 3 | Aug 7, 2017 | Aug 12, 2017 | |  |
| Week 4 | Aug 14, 2017 | Aug 19, 2017 | | Financial Mkts.- Meaning and functions, types. |
| Week 5 | Aug 21, 2017 | Aug 26, 2017 | | Money Mkt. – Meaning, characteristics, types |
| Week 6 | Aug 28, 2017 | Sept 2, 2017 | | Growth of Indian Money Markets |
| Week 7 | Sept 4, 2017 | Sept 9, 2017 | | Financial services – meaning, characteristics, types |
| Week 8 | Sept 11, 2017 | Sept 16, 2017 | | Merchant Banking |
| Week 9 | Sept 18, 2017 | Sept 23, 2017 | | *Financial Leasing* |
| Week 10 | Sept 25, 2017 | Sept 29, 2017 | | Mutual Fund |
| **Autumn Break (30 Sept 2017- 09 Oct 2017)**  **Mid Semester Exam (10 Oct 2017 – 17 Oct 2017)** | | | | |
| Week 11 | Oct 18, 2017 | | Oct 21, 2017 | Capital Market – Meaning and role |
| Week 12 | Oct 23, 2017 | | Oct 28, 2017 | Functions of capital market |
| Week 13 | Oct 30, 2017 | | Nov 4, 2017 | Factoring |
| Week 14 | Nov 6, 2017 | | Nov 11, 2017 | Exchange traded funds |
| Week 15 | Nov 13, 2017 | | Nov 18, 2017 | Differences between money mkt. and capital mkt. |
| Week 16 | Nov 20, 2017 | | Nov 25, 2017 | Financial services and economic environment |
| Week 17 | Nov 27, 2017 | | Dec 1, 2017 | Consititutions and Mgt. of Mutual Funds |

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

**Teaching Plan Session Odd Semester**

**(2017-18)**

**Class: M.Com 2nd year Name of the Teacher: Charul**

**Subject: Business Perf Mgt. Period: 4th (1-5)**

**Paper : Room No: 204**

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| **S. No** | **Date From** | **Date Upto** | | **Topics to be covered** |
| Week 1 | July 22 & July 24 2017 | July 29, 2017 | |  |
| Week 2 | July 31 2017 | Aug 5, 2017 | |  |
| Week 3 | Aug 7, 2017 | Aug 12, 2017 | | Corporate performance measurement - Introductions |
| Week 4 | Aug 14, 2017 | Aug 19, 2017 | | Strategic profitability analysis |
| Week 5 | Aug 21, 2017 | Aug 26, 2017 | | EVA as measuring performance |
| Week 6 | Aug 28, 2017 | Sept 2, 2017 | | Corporate performance measurement – through Balance scorecard |
| Week 7 | Sept 4, 2017 | Sept 9, 2017 | | Throughput Accounting |
| Week 8 | Sept 11, 2017 | Sept 16, 2017 | | Trasfer pricing |
| Week 9 | Sept 18, 2017 | Sept 23, 2017 | | Responsibility Accounting |
| Week 10 | Sept 25, 2017 | Sept 29, 2017 | | Comparison between Throughput Accounting and Activity based costing. |
| **Autumn Break (30 Sept 2017- 09 Oct 2017)**  **Mid Semester Exam (10 Oct 2017 – 17 Oct 2017)** | | | | |
| Week 11 | Oct 18, 2017 | | Oct 21, 2017 | Product costing |
| Week 12 | Oct 23, 2017 | | Oct 28, 2017 | Activity based mgt. |
| Week 13 | Oct 30, 2017 | | Nov 4, 2017 | Target and Kaizen costing |
| Week 14 | Nov 6, 2017 | | Nov 11, 2017 | Benchmarking |
| Week 15 | Nov 13, 2017 | | Nov 18, 2017 | Flexible Budgeting |
| Week 16 | Nov 20, 2017 | | Nov 25, 2017 | Activity based budgeting |
| Week 17 | Nov 27, 2017 | | Dec 1, 2017 | Pricing corporate services |

Ms. Tanya Sondhi

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

**Teaching Plan Session Odd Semester**

**(2017-18)**

**Class: B.com I A Name of Teacher: Harman & Tanya**

**Subject: Psychology for Managers Paper: BCM 103**

**Period: 2nd Room No: 301**

|  |  |  |  |  |
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| **S. No** | **Date From** | **Date Upto** | | **Topics to be covered** |
| Week 1 | July 22 & July 24 2017 | July 29, 2017 | |  |
| Week 2 | July 31 2017 | Aug 5, 2017 | |  |
| Week 3 | Aug 7, 2017 | Aug 12, 2017 | | Introduction To Psychology For Managers, Need, Importance, Contributing disciplines of OB, Nature and Scope of OB, Models of OB |
| Week 4 | Aug 14, 2017 | Aug 19, 2017 | | Individual Behaviour: Factors affecting IB, Models of IB |
| Week 5 | Aug 21, 2017 | Aug 26, 2017 | | Personality: Meaning, Characteristics, Determinants, Theories of Personality |
| Week 6 | Aug 28, 2017 | Sept 2, 2017 | | Motivation: Meaning, Importance, Theories of Motivation |
| Week 7 | Sept 4, 2017 | Sept 9, 2017 | | Motivational Techniques |
| Week 8 | Sept 11, 2017 | Sept 16, 2017 | | Morale and Interpersonal Behaviour |
| Week 9 | Sept 18, 2017 | Sept 23, 2017 | | Transactional Analysis |
| Week 10 | Sept 25, 2017 | Sept 29, 2017 | | Leadership: Meaning, Importance, Leadership Styles, Models and Theories of Leadership |
| **Autumn Break (30 Sept 2017- 09 Oct 2017)**  **Mid Semester Exam (10 Oct 2017 – 17 Oct 2017)** | | | | |
| Week 11 | Oct 18, 2017 | | Oct 21, 2017 | Perception: Nature, Importance, Perception Process |
| Week 12 | Oct 23, 2017 | | Oct 28, 2017 | Perceptual Selectivity, Perceptual Organisation, Perceptual Distortions and Errors. |
| Week 13 | Oct 30, 2017 | | Nov 4, 2017 | Attitude : Meaning, Components, Sources and Measurement of Attitude |
| Week 14 | Nov 6, 2017 | | Nov 11, 2017 | Values: Concept, Sources and Types of Values |
| Week 15 | Nov 13, 2017 | | Nov 18, 2017 | Stress Management: Concept, Sources, Work stressors, Consequences, Prevention and Management of Stress |
| Week 16 | Nov 20, 2017 | | Nov 25, 2017 | Management Of Conflict: Traditional v/s Modern view of Conflict, Types, Causes and conflict Resolution |
| Week 17 | Nov 27, 2017 | | Dec 1, 2017 | Revision |

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

**Teaching Plan Session Odd Semester**

**(2017-18)**

**Class:     B.Com III (B)        Name of the Teacher: Ms. Gundeep Kaur Virk**

**Ms. Tanya Sondhi**

**Period:  4th                Subject:  Production and Operation Management**

**Paper: BCM    504            Room No: 306**

|  |  |  |  |
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| **S. No.** | **Date From** | **Date Upto** | **Topics to be covered** |
| Week 1 | July 22 & July 24, 2017 | July 29, 2017 | Joined on 16th Aug., 2017. |
| Week 2 | July 31 2017 | Aug. 5, 2017 | Joined on 16th Aug., 2017. |
| Week 3 | Aug. 7, 2017 | Aug. 12, 2017 | Joined on 16th Aug., 2017. |
| Week 4 | Aug. 14, 2017 | Aug. 19, 2017 | Joined on 16th Aug., 2017. |
| Week 5 | Aug. 21, 2017 | Aug. 26, 2017 | Purchase Management. Inventory Management Fundamentals: Economic Order Quantity, Quantity Discount. |
| Week 6 | Aug. 28, 2017 | Sept. 2, 2017 | Continue with Inventory Management Fundamentals: Reorder Level, Lead Time, Safety Stock, JIT. |
| Week 7 | Sept. 4, 2017 | Sept. 9, 2017 | Network Analysis - PERT/CPM (including Crashing). |
| Week 8 | Sept. 11, 2017 | Sept. 16, 2017 | Sequencing,Demand Forecasting. |
| Week 9 | Sept. 18, 2017 | Sept. 23, 2017 | Work study,Facility location. |
| Week 10 | Sept. 25, 2017 | Sept. 29, 2017 | New Product/ Service Design and Development. |
| **Autumn Break (30 Sept. 2017- 09 Oct. 2017)**  **Mid Semester Exam (10 Oct. 2017 – 17 Oct. 2017)** | | | |
| **S. No.** | **Date From** | **Date Upto** | **Topics to be covered** |
| Week 11 | Oct. 18, 2017 | Oct. 21, 2017 | Supply Chain Management: Concept & Components of Supply Chain, Activities in Supply Chain Management, Production process and analysis. |
| Week 12 | Oct. 23, 2017 | Oct. 28, 2017 | Logistics Management,capacity planning. |
| Week 13 | Oct. 30, 2017 | Nov. 4, 2017 | Facility layout. |
| Week 14 | Nov. 6, 2017 | Nov. 11, 2017 | Production planning and control. |
| Week 15 | Nov. 13, 2017 | Nov. 18, 2017 | Revision |
| Week 16 | Nov. 20, 2017 | Nov. 25, 2017 | Revision |
| Week 17 | Nov. 27, 2017 | Dec 1, 2017 | Revision |

Ms. Kulwinder Kaur

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

**Teaching Plan Session Odd Semester**

**(2017-18)**

**Class: B.Com 3rd (A) Name of the Teacher: Kulwinder and Tanya**

**Subject: ESB Period:5th**

**Paper: Room No: 304**

|  |  |  |  |  |
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| **S. No** | **Date From** | **Date Upto** | | **Topics to be covered** |
| Week 1 | July 22 & July 24 2017 | July 29, 2017 | |  |
| Week 2 | July 31 2017 | Aug 5, 2017 | |  |
| Week 3 | Aug 7, 2017 | Aug 12, 2017 | | Entrepreneurship - Introduction |
| Week 4 | Aug 14, 2017 | Aug 19, 2017 | | Concept and Theories |
| Week 5 | Aug 21, 2017 | Aug 26, 2017 | | Entrepreneur :Meaning and Characteristics |
| Week 6 | Aug 28, 2017 | Sept 2, 2017 | | Leadership, Risk Taking |
| Week 7 | Sept 4, 2017 | Sept 9, 2017 | | Motivation, Innovation |
| Week 8 | Sept 11, 2017 | Sept 16, 2017 | | Women Entrepreneurship, EDP and Role of Govt. in Organising EDP |
| Week 9 | Sept 18, 2017 | Sept 23, 2017 | | SSB – Seed Bed of Entrepreneurship, Role of small business in National Economy |
| Week 10 | Sept 25, 2017 | Sept 29, 2017 | | Setting up a small scale enterprises, SSI Exemptions and Tax consideration. |
| **Autumn Break (30 Sept 2017- 09 Oct 2017)**  **Mid Semester Exam (10 Oct 2017 – 17 Oct 2017)** | | | | |
| Week 11 | Oct 18, 2017 | | Oct 21, 2017 | Decision Making |
| Week 12 | Oct 23, 2017 | | Oct 28, 2017 | Socio- Economic Environment |
| Week 13 | Oct 30, 2017 | | Nov 4, 2017 | Business Planning |
| Week 14 | Nov 6, 2017 | | Nov 11, 2017 | Business Venture |
| Week 15 | Nov 13, 2017 | | Nov 18, 2017 | Product planning and Mgt. |
| Week 16 | Nov 20, 2017 | | Nov 25, 2017 | Marketing Mgt. |
| Week 17 | Nov 27, 2017 | | Dec 1, 2017 | Growth and Diverfication strategies |

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

**Teaching Plan Session Odd Semester**

**(2017-18)**

**Class: B.Com-1st year Name of the Teacher: Ms. Kulwinder Kaur**

**Subject: PPM Period: 7th**

**Paper : BCM-107 Room No : 301**

|  |  |  |  |
| --- | --- | --- | --- |
| **S. No** | **Date From** | **Date Upto** | **Topics to be covered** |
| Week 1 | July 22 & July 24 2017 | July 29, 2017 | Nature Process and Significance of Management |
| Week 2 | July 31 2017 | Aug 5, 2017 | Development of Management Thoughts |
| Week 3 | Aug 7, 2017 | Aug 12, 2017 | Development of Management Thoughts |
| Week 4 | Aug 14, 2017 | Aug 19, 2017 | Contemporary Approaches To Management |
| Week 5 | Aug 21, 2017 | Aug 26, 2017 | Contemporary Approaches To Management |
| Week 6 | Aug 28, 2017 | Sept 2, 2017 | Concept, Process and Significance of Planning, Types of Planning |
| Week 7 | Sept 4, 2017 | Sept 9, 2017 | Decision making: Concept and Process |
| Week 8 | Sept 11, 2017 | Sept 16, 2017 | *Management By Objectives* |
| Week 9 | Sept 18, 2017 | Sept 23, 2017 | *Motivation, Communication* |
| Week 10 | Sept 25, 2017 | Sept 29, 2017 | *Leadership* |
| **Autumn Break (30 Sept 2017- 09 Oct 2017)**  **Mid Semester Exam (10 Oct 2017 – 17 Oct 2017)** | | | |

|  |  |  |  |
| --- | --- | --- | --- |
| Week 11 | Oct 18, 2017 | Oct 21, 2017 | Organizing: Nature Process and Significance, Span of Control |
| Week 12 | Oct 23, 2017 | Oct 28, 2017 | Authority and Responsibility Relationships, Delegation, Decentralization and Departmentation |
| Week 13 | Oct 30, 2017 | Nov 4, 2017 | Direction: Concept, Features, Importance and Limitations of Direction  Elements of Direction- Supervision, Motivation, Leadership and Communication |
| Week 14 | Nov 6, 2017 | Nov 11, 2017 | Coordination: Concept, Features and Limitations of Coordination, Internal and External Coordination |
| Week 15 | Nov 13, 2017 | Nov 18, 2017 | Control: Concept, Features and Limitations of Control, Control Process |
| Week 16 | Nov 20, 2017 | Nov 25, 2017 | Essentials of a good Control system, Techniques of Control, Relationship between Planning and Control |
| Week 17 | Nov 27, 2017 | Dec 1, 2017 | Revision and Doubts handling |

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

**Teaching Plan Session Odd Semester**

**(2017-18)**

**Class:     M.com I                Name of the Teacher: Kulwinder Kaur**

**Subject:** IT Applications in commerce**Period :VIIth**

**Paper :** 7: MC. 107 A**Room No : 305**

|  |  |  |  |
| --- | --- | --- | --- |
| **S. No** | **Date From** | **Date Upto** | **Topics to be covered** |
| Week 1 | July 22 & July 24 2017 | July 29, 2017 | IT applications in commerce-application areas |
| Week 2 | July 31 2017 | Aug 5, 2017 | An Overview of Management Science and Quantitative Analysis |
| Week 3 | Aug 7, 2017 | Aug 12, 2017 | The Management Science Process, Model development |
| Week 4 | Aug 14, 2017 | Aug 19, 2017 | Steps in modeling- Benefits of Business models. |
| Week 5 | Aug 21, 2017 | Aug 26, 2017 | Introduction to Spread sheet- Understanding basic Features of Spread sheet |
| Week 6 | Aug 28, 2017 | Sept 2, 2017 | Statistical functions- Database Functions -Finance Functions |
| Week 7 | Sept  4, 2017 | Sept 9, 2017 | Logical statements and formula creation |
| Week 8 | Sept 11, 2017 | Sept 16, 2017 | Creating Charts |
| Week 9 | Sept 18, 2017 | Sept 23, 2017 | Building decision models and data analysis through Spreadsheets |
| Week 10 | Sept 25, 2017 | Sept 29, 2017 | Forecasting Analyzing |
| **Autumn Break (30 Sept 2017- 09 Oct 2017)**  **Mid Semester Exam (10 Oct 2017 – 17 Oct 2017)** | | | |
| Week 11 | Oct 18, 2017 | Oct 21, 2017 | Financial Statements using accounting ratios- Project Appraisal IRR,NPV, MIRR; |
| Week 12 | Oct 23, 2017 | Oct 28, 2017 | Inventory management – EOQ and Quantity discounts ; Leasing decisions – Flexible budgets |
| Week 13 | Oct 30, 2017 | Nov 4, 2017 | Break even analysis-goal seek- scenario management and pivot table applications. |
| Week 14 | Nov 6, 2017 | Nov 11, 2017 | Database management systems-Concept of database-features- components of DBMS,Types of databases- hierarchical, network, relational |
| Week 15 | Nov 13, 2017 | Nov 18, 2017 | Normalization- Database administrator- Data warehousing- Data mining. |
| Week 16 | Nov 20, 2017 | Nov 25, 2017 | Features of RDBMS -Database design and application development ,Tables- creation- relationships |
| Week 17 | Nov 27, 2017 | Dec 1, 2017 | Forms designing forms queries- types of queries- reports- report design-use of RDBMS in business decisions. |

Ms. Harmanjot Kaur

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

**Teaching Plan Session Odd Semester**

**(2017-18)**

**Class: B.Com-2nd year Name of the Teacher: Ms. Shruti and Ms. Harmanjot kaur**

**Subject: Banking and Insurance Period: 3rd**

**Paper : BCM-305 Room No :**

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| **S. No** | **Date From** | **Date Upto** | | **Topics to be covered** |
| Week 1 | July 22 & July 24 2017 | July 29, 2017 | | Insurance: Concept, Nature of Insurance, Functions of Insurance |
| Week 2 | July 31 2017 | Aug 5, 2017 | | Types of Insurance: Life and Non Life Insurance |
| Week 3 | Aug 7, 2017 | Aug 12, 2017 | | Importance of Insurance, Principles of Insurance |
| Week 4 | Aug 14, 2017 | Aug 19, 2017 | | Contract: Features of Life and Non Life Insurance Contract |
| Week 5 | Aug 21, 2017 | Aug 26, 2017 | | Indian Banking System: Introduction, Concept, Types of Banks And Structure of Banking System |
| Week 6 | Aug 28, 2017 | Sept 2, 2017 | | Functions of Commercial Banks |
| Week 7 | Sept 4, 2017 | Sept 9, 2017 | | Functions of RBI |
| Week 8 | Sept 11, 2017 | Sept 16, 2017 | | Monetary Policies and Techniques of Credit Control |
| Week 9 | Sept 18, 2017 | Sept 23, 2017 | | Reforms in Indian Banking: Recommendations of Narsimham Committee, Verma Panel Report, Basil II Norms |
| Week 10 | Sept 25, 2017 | Sept 29, 2017 | | Capital Adequacy Ratios and Revised NPA Norms |
| **Autumn Break (30 Sept 2017- 09 Oct 2017)**  **Mid Semester Exam (10 Oct 2017 – 17 Oct 2017)** | | | | |
| Week 11 | Oct 18, 2017 | | Oct 21, 2017 | Grievance Mechanism and Banking Ombudsman  Impact of Reforms |
| Week 12 | Oct 23, 2017 | | Oct 28, 2017 | Emerging Trends in Banking: Concept of E-Banking, Mobile Banking, |
| Week 13 | Oct 30, 2017 | | Nov 4, 2017 | Electronic Fund Transfer-(RTGS And NEFT) and Core Banking |
| Week 14 | Nov 6, 2017 | | Nov 11, 2017 | RBI Guidelines on Internet Banking, Challenges Faced by Indian Banking  Cheque Truncation System |
| Week 15 | Nov 13, 2017 | | Nov 18, 2017 | Insurance and IRDA: IRDA Act 1999, Provisions, Duties, Powers and Functions of IRDA |
| Week 16 | Nov 20, 2017 | | Nov 25, 2017 | Compositions and Grievance Mechanism and Insurance Ombudsman |
| Week 17 | Nov 27, 2017 | | Dec 1, 2017 | Revision and Doubts Handling |

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

**Teaching Plan Session Odd Semester**

**(2017-18)**

**Class: B.com I B Name of Teacher: Harmanjot Kaur**

**Subject: Psychology for Managers Paper: BCM 103**

**Period: 1st Room No: 303**

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| **S. No** | **Date From** | **Date Upto** | | **Topics to be covered** |
| Week 1 | July 22 & July 24 2017 | July 29, 2017 | |  |
| Week 2 | July 31 2017 | Aug 5, 2017 | |  |
| Week 3 | Aug 7, 2017 | Aug 12, 2017 | | Introduction To Psychology For Managers, Need, Importance, Contributing disciplines of OB, Nature and Scope of OB, Models of OB |
| Week 4 | Aug 14, 2017 | Aug 19, 2017 | | Individual Behaviour: Factors affecting IB, Models of IB |
| Week 5 | Aug 21, 2017 | Aug 26, 2017 | | Personality: Meaning, Characteristics, Determinants, Theories of Personality |
| Week 6 | Aug 28, 2017 | Sept 2, 2017 | | Motivation: Meaning, Importance, Theories of Motivation |
| Week 7 | Sept 4, 2017 | Sept 9, 2017 | | Motivational Techniques |
| Week 8 | Sept 11, 2017 | Sept 16, 2017 | | Morale and Interpersonal Behaviour |
| Week 9 | Sept 18, 2017 | Sept 23, 2017 | | Transactional Analysis |
| Week 10 | Sept 25, 2017 | Sept 29, 2017 | | Leadership: Meaning, Importance, Leadership Styles, Models and Theories of Leadership |
| **Autumn Break (30 Sept 2017- 09 Oct 2017)**  **Mid Semester Exam (10 Oct 2017 – 17 Oct 2017)** | | | | |
| Week 11 | Oct 18, 2017 | | Oct 21, 2017 | Perception: Nature, Importance, Perception Process |
| Week 12 | Oct 23, 2017 | | Oct 28, 2017 | Perceptual Selectivity, Perceptual Organisation, Perceptual Distortions and Errors. |
| Week 13 | Oct 30, 2017 | | Nov 4, 2017 | Attitude : Meaning, Components, Sources and Measurement of Attitude |
| Week 14 | Nov 6, 2017 | | Nov 11, 2017 | Values: Concept, Sources and Types of Values |
| Week 15 | Nov 13, 2017 | | Nov 18, 2017 | Stress Management: Concept, Sources, Work stressors, Consequences, Prevention and Management of Stress |
| Week 16 | Nov 20, 2017 | | Nov 25, 2017 | Management Of Conflict: Traditional v/s Modern view of Conflict, Types, Causes and conflict Resolution |
| Week 17 | Nov 27, 2017 | | Dec 1, 2017 | Revision |

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

**Teaching Plan Session Odd Semester**

**(2017-18)**

**Class: B.Com 2 A Name of the Teacher: Harman & Shruti**

**Subject: Issues In Commerce Period: 2nd**

**Paper: BCM 301 Room No: 303**

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| **S. No** | **Date From** | **Date Upto** | | **Topics to be covered** | |
| Week 1 | July 22 & July 24 2017 | July 29, 2017 | |  | |
| Week 2 | July 31 2017 | Aug 5, 2017 | |  | |
| Week 3 | Aug 7, 2017 | Aug 12, 2017 | | FDI: Concept, Historical Perspective, Incentives for Attracting FDI, Implication for Indian industry | |
| Week 4 | Aug 14, 2017 | Aug 19, 2017 | | Role of Foreign Investment Promotion Board, Automatic Route and Sectoral Limits, Difference between FDI and FPI | |
| Week 5 | Aug 21, 2017 | Aug 26, 2017 | | Make In India: Objectives, Sectors in Focus and Issues and Challenges Ahead | |
| Week 6 | Aug 28, 2017 | Sept 2, 2017 | | Technology In Commerce: Features, Impact, Management, Status of technology, Impact of Technology on commerce in India | |
| Week 7 | Sept 4, 2017 | Sept 9, 2017 | | Infrastructure: Energy, Transport and Communication Public Private Partnership: Models of PPP, Bottlenecks | |
| Week 8 | Sept 11, 2017 | Sept 16, 2017 | | Public Private Partnership: Models of PPP, Bottlenecks | |
| Week 9 | Sept 18, 2017 | Sept 23, 2017 | | Special Economic Zones, Stock Exchanges in India: Nature, Functions | |
| Week 10 | Sept 25, 2017 | Sept 29, 2017 | | Stock Exchange: Benefits, Growth, Trading in Stock Exchange, Role of SEBI, Commodity Exchanges in India | |
| **Autumn Break (30 Sept 2017- 09 Oct 2017)**  **Mid Semester Exam (10 Oct 2017 – 17 Oct 2017)** | | | | | |
| Week 11 | Oct 18, 2017 | | Oct 21, 2017 | | International Finance: Introduction, Need, Importance, |
| Week 12 | Oct 23, 2017 | | Oct 28, 2017 | | Sources- External Commercial Borrowings, ADR And GDR. Corporate Debt Restructuring: Concepts, Importance. |
| Week 13 | Oct 30, 2017 | | Nov 4, 2017 | | Corporate Debt Restructuring: Methods, Corporate Scams, Regulatory Authorities-Serious Fraud Investigation Office |
| Week 14 | Nov 6, 2017 | | Nov 11, 2017 | | Investor Protection In India: Need, Importance, Initiatives by the central government |
| Week 15 | Nov 13, 2017 | | Nov 18, 2017 | | Recent trends in Credit Rating Services in India: Role of ICRA and CRISIL |
| Week 16 | Nov 20, 2017 | | Nov 25, 2017 | | Revision |
| Week 17 | Nov 27, 2017 | | Dec 1, 2017 | | Revision |

Ms. Shruti

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

**Teaching Plan Session Odd Semester**

**(2017-18)**

**Class: B.Com 2 B Name of the Teacher: Shruti**

**Subject: Issues In Commerce Period: 1st**

**Paper: BCM 301 Room No: 203**

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| **S. No** | **Date From** | **Date Upto** | | **Topics to be covered** |
| Week 1 | July 22 & July 24 2017 | July 29, 2017 | |  |
| Week 2 | July 31 2017 | Aug 5, 2017 | |  |
| Week 3 | Aug 7, 2017 | Aug 12, 2017 | | FDI: Concept, Historical Perspective, Incentives for Attracting FDI, Implication for Indian industry |
| Week 4 | Aug 14, 2017 | Aug 19, 2017 | | Role of Foreign Investment Promotion Board, Automatic Route and Sectoral Limits, Difference between FDI and FPI |
| Week 5 | Aug 21, 2017 | Aug 26, 2017 | | Make In India: Objectives, Sectors in Focus and Issues and Challenges Ahead |
| Week 6 | Aug 28, 2017 | Sept 2, 2017 | | Technology In Commerce: Features, Impact, Management, Status of technology, Impact of Technology on commerce in India |
| Week 7 | Sept 4, 2017 | Sept 9, 2017 | | Infrastructure: Energy, Transport and Communication Public Private Partnership: Models of PPP, Bottlenecks |
| Week 8 | Sept 11, 2017 | Sept 16, 2017 | | Public Private Partnership: Models of PPP, Bottlenecks |
| Week 9 | Sept 18, 2017 | Sept 23, 2017 | | Special Economic Zones, Stock Exchanges in India: Nature, Functions |
| Week 10 | Sept 25, 2017 | Sept 29, 2017 | | Stock Exchange: Benefits, Growth, Trading in Stock Exchange, Role of SEBI, Commodity Exchanges in India |
| **Autumn Break (30 Sept 2017- 09 Oct 2017)**  **Mid Semester Exam (10 Oct 2017 – 17 Oct 2017)** | | | | |
| Week 11 | Oct 18, 2017 | | Oct 21, 2017 | International Finance: Introduction, Need, Importance, |
| Week 12 | Oct 23, 2017 | | Oct 28, 2017 | Sources- External Commercial Borrowings, ADR And GDR. Corporate Debt Restructuring: Concepts, Importance. |
| Week 13 | Oct 30, 2017 | | Nov 4, 2017 | Corporate Debt Restructuring: Methods, Corporate Scams, Regulatory Authorities-Serious Fraud Investigation Office |
| Week 14 | Nov 6, 2017 | | Nov 11, 2017 | Investor Protection In India: Need, Importance, Initiatives by the central government |
| Week 15 | Nov 13, 2017 | | Nov 18, 2017 | Recent trends in Credit Rating Services in India: Role of ICRA and CRISIL |
| Week 16 | Nov 20, 2017 | | Nov 25, 2017 | Revision |
| Week 17 | Nov 27, 2017 | | Dec 1, 2017 | Revision |