TEACHING PLAN 2023-24 (EVEN SEMESTER)

(JAN 2024 to APRIL 2024)

**Name:** Ms. Pooja Kumari

**Class:** B.Com. (Pass) 2nd Year

**Subject:** Business Regulatory Framework-2

**Semester:** 4th

**Department:** Commerce

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| Month | 1st Week | 2nd Week | 3rd Week |  4th Week |
| JAN 24 | **Unit-1**Indian Partnership Act – Nature of Partnership firm; test of partnership; Duties and Rights of partners | Relations of partners to third parties; position of minor in partnership; Reconstitution of a partnership firm; Registration of firm | Dissolution of firm: - Modes of dissolution; consequences of dissolution of firm | Settlement of accounts after dissolution |
| FEB 24 | **Unit-2**Negotiable Instruments Act: - Negotiable Instrument an introduction Promissory notes | Bills of Exchange; cheques | Parties to negotiable Instruments; Discharge of parties from Liability | Dishonour of Negotiable Instruments. Instruments; Presentment of Negotiable Instrument; Negotiation |
| MAR 24 | **Unit-3**Sales of Goods Act: - Introduction; Formation of contract of sale of Goods | Conditions and warranties; Transfer of property or ownership | Performance of contract- Delivery and Payment | Rights of unpaid seller; suits of Breach of contract |
| APRIL-24 | **Unit-4**RTI Act : features | RTI Act : features Rights and importance | Revision | Revision |

TEACHING PLAN 2023-24 (EVEN SEMESTER)

(JAN 2024 to APRIL 2024)

**Name: Ms Seema Choudhary**

**Class:** B.Com. (Pass) 2nd Year

**Subject:** Business Statistics-2

**Semester:** 4th

**Department:** Commerce

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| Month | 1st Week | 2nd Week | 3rd Week | Income 4th Week |
| JAN 24 | **Unit-1**Index Numbers: - Meaning, Types and Uses | Methods of Constructing price and Quantity indices (Simple and Aggregate) | Tests of adequacy; Chain-base Index numbers, Base shifting, Splicing and Deflating | Problems in constructing index numbers; Consumer price index |
| FEB 24 | **Unit-2**Analysis of Time Series: - Causes of Variations in time series data; Components of a time series | Decomposition- Additive and Multiplicative models; determination of trend | Moving averages method and method of least squares (Including linear second degree, Parabolic and Exponential trend) | Computation of seasonal indices by simple averages, Ratio to Trend, Ratio to moving average and link relative methods |
| MAR 24 | **Unit-3**Theory of Probability: - Probability as a Concept | Approaches to defining probability | Addition and Multiplication laws of probability | Conditional probability, Baye’s Theorem |
| APRIL-24 | **Unit-4**Probability Distribution: - Probability distribution as a concept | Binomial, Poisson and Normal Distribution | Binomial, Poisson and Normal Distribution- Their Properties and Parameters | Binomial, Poisson and Normal Distribution- Their Properties and Parameters |

TEACHING PLAN 2023-24 (EVEN SEMESTER)

(JAN 2024 to APRIL 2024)

**Name:**

**Class:** B.Com. (Pass) 2nd Year

**Subject:** Corporate Accounting-2

**Semester:** 4th

**Department:** Commerce

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| Month | 1st Week | 2nd Week | 3rd Week | Income 4th Week |
| JAN 24 | **Unit-1**Internal Reconstruction | Internal Reconstruction | External Reconstruction in the nature of merger and purchase | External Reconstruction in the nature of merger and purchase |
| FEB 24 | **Unit-2**Liquidation of a company | Liquidation of a company | Financial reporting for financial institutions | Financial reporting for financial institutions |
| MAR 24 | **Unit-3**Final Accounts of Banking Companies | Final Accounts of Banking Companies | Final Accounts of Banking Companies | Revision |
| APRIL-24 | **Unit-4**Accounts of Holding Companies | Accounts of Holding Companies | Accounts of Holding Companies | Revision |

TEACHING PLAN 2023-24 (EVEN SEMESTER)

(JAN 2024 to APRIL 2024)

**Name: Ms Anupma**

**Class:** B.Com. (Pass) 2nd Year

**Subject:** Corporate Law-2

**Semester:** 4th

**Department:** Commerce

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| Month | 1st Week | 2nd Week | 3rd Week | Income 4th Week |
| JAN 24 | **Unit-1**Depository System –meaning and importance | Shares: -; Types of shares; Allotment of Shares | Transfer and Transmission of shares | Paperless Trading – Benefits and Procedure; Need for educating investors |
| FEB 24 | **Unit-2**Share capital: - Meaning and forms of capital; Alteration of share capital | Reduction of share capital; Further issue of share capital | Rights of pre-emption of shares. Shareholders and Members: - Difference between Shareholders and members | Modes of acquiring membership; termination of membership; who may be members? Rights and Liabilities of members |
| MAR 24 | **Unit-3**Meeting of Company: - Essentials of valid meeting | Meetings of Shareholders: - Annual general meeting; Extra-ordinary general meeting; meetings of board ofdirectors | Proxy; Voting, Notice, Agenda and Minutes of meetings | Directors: - Duties, Powers, Liabilities, Appointment and removal of directors |
| APRIL-24 | **Unit-4**Winding Up: - Meaning; Winding up by the Tribunal-Petition for winding up | Voluntary winding up | Powers and Duties of company Liquidator | Consequences of winding up |

TEACHING PLAN 2023-24 (EVEN SEMESTER)

(JAN 2024 to APRIL 2024)

**Name: Ms Seema Choudhary**

**Class:** B.Com. (Pass) 2nd Year

**Subject:** Marketing Management

**Semester:** 4th

**Department:** Commerce

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| Month | 1st Week | 2nd Week | 3rd Week | Income 4th Week |
| JAN 24 | **Unit-1** Introduction: - Nature, Scope, Importance of marketing | Marketing concepts- Traditional and Modern | Market Segmentation: - Concept | Importance and basis of market segmentation |
| FEB 24 | **Unit-2**Consumer Behavior: - Nature, Scope, Importance | Factors affecting buyer behavior | Product Planning and Development: - Importance and scope of product Planning in marketing; Stages of New product development | Product Lifecycle: - Stages of Product life cycle; factors affecting product life cycle |
| MAR 24 | **Unit-3**Branding and Trademark: - Difference between brand and trademark | Advantages and criticism of branding; types of branding; Brand Polices and Strategies | Pricing: - Meaning; Importance, Factors affecting pricing | pricing objectives, Types of price policy and pricing strategies |
| APRIL-24 | **Unit-4**Advertising: - Concept; Importance and criticism of advertising | Media of advertising; Evaluating advertising effectiveness | Sales Promotion: - Importance, Methods | Functions and Publicity |

 TEACHING PLAN 2023-24 (EVEN SEMESTER)

(JAN 2024 to APRIL 2024)

**Name: Ms Pooja Kumari**

**Class:** B.Com. (Pass) 2nd Year

**Subject:** Secretarial Practices

**Semester:** 4th

**Department:** Commerce

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| Month | 1st Week | 2nd Week | 3rd Week | Income 4th Week |
| JAN 24 | **Unit-1**Secretary: Meaning, definitions, functions | Duties, responsibilities, powers | Appointment, procedure | Qualifications and disqualifications; position and removal of secretary |
| FEB 24 | **Unit-2**Promotion of Company and Secretary: Duties of Secretary regarding formation of M/A and A/A and their alterations | Duties of secretary regarding issue of share certificate | Share warrant and share stock, calls–in-arrear | Forfeiture and re-issue of shares, transfer and transmission of shares |
| MAR 24 | **Unit-3**Company Meeting & Secretary: Duties of Secretary regarding meetings | Requisites of a valid meeting | Secretarial duties regarding meetings of shareholders | Meetings of Board of directors |
| APRIL-24 | **Unit-4**Company Secretary and motion and Resolution | Company Secretary and motion and Resolution | Voting and proxy | Voting and proxy |