**Lesson Plan: July to Nov. 2024 Class: - BBA I (1st Sem.)**

**Name of Assistant Professor: Ms. Meena Subject: - Financial Accounting**

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| **Week** | **Topic** |
| Week 1 | Financial accounting: meaning, need, objectives & scope; book-keeping and accounting |
| Week 2 | Branches of accounting; accounting principles: concepts and conventions |
| Week 3 | Accounting cycle and accounting equation |
| Week 4 | Accounting journal; rules of journalizing; ledger |
| Week 5 | Trial balance; Rectification of Errors: suspense account; effect on profit. |
| Week 6 | Assignment, Capital and Revenue: |
| Week 7 | Concept and classification of income; expenditure; receipts |
| Week 8 | Do, Assignment |
| Week 9 | Final Accounts: manufacturing, trading, profit & loss account; Balance sheet |
| Week 10 | Rectification of errors |
| Week 11 | Adjustment entries, Problems |
| Week 12 | GST: accounting for goods and service tax |
| Week 13 | Financial statements with adjustment |
| Week 14 | Book Reconciliation Statement |
| Week 15 | Accounts of Non-profit Organisation |
| Week 16 | Revision & Queries |

**Lesson Plan: July to Nov. 2024 Class: - B. Com 1st Sem.**

**Name of Assistant Professor: Ms. Meena Subject: - Business Management**

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| **Week** | **Topic** |
| Week 1 | Introduction to commerce: concept, nature, importance and scope, components of commerce, evolution of commerce, commerce and business. |
| Week 2 | Introduction to Management: concept, characteristics and significance, Process/Functions of Management, Coordination |
| Week 3 | Management: as Science, Art and profession |
| Week 4 | Approaches to Management: Classical and Neo classical approach, Behavioral approach |
| Week 5 | Management science approach, Systems approach and Contingency approach; Management thought in ancient India |
| Week 6 | Planning: concept, process & importance, Types of Plans |
| Week 7 | Tests, Assignments and |
| Week 8 | Organizing: meaning, principles and benefits of organizations; Organizational structure, Delegation: meaning, advantages, barriers to delegation, guidelines for effective delegation; Decentralization and Centralization |
| Week 9 | Staffing: meaning, importance & scope of staffing |
| Week 10 | Continue and Test |
| Week 11 | Directing: concept; Motivation: concept, objectives & significance, Approaches to motivation |
| Week 12 | Leadership: concept, significance & functions, Leadership styles, approaches to leadership |
| Week 13 | Communication |
| Week 14 | Controlling: meaning, process and techniques |
| Week 15 | Coordination in Management |
| Week 16 | Revision |

**Lesson Plan: July to Nov. 2024 Class: - M. Com 3rd Sem.**

**Name of Assistant Professor: Ms. Meena Subject: - Financial institutions & Markets**

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| **Week** | **Topic** |
| Week 1 | Introduction: Nature and role of financial system; Financial system and Financial markets |
| Week 2 | Financial system and economic development; Indian Financial System-an overview. |
| Week 3 | Money Market; Capital Market: primary and secondary markets; |
| Week 4 | Continue |
| Week 5 | Government securities market |
| Week 6 | Recent developments in Indian capital market; Role of SEBI- an overview. |
| Week 7 | Tests, Assignments |
| Week 8 | Development Banks: Concept, objectives and functions of development banks; Operational and promotional activities of development banks |
| Week 9 | IFCI, ICICI, IDBI, IRBI, SIDBI, State development banks and state financial corporations. |
| Week 10 | Continue… |
| Week 11 | Presentations |
| Week 12 | Merchant Banking: Concept, functions and growth; Government policy on merchant banking services |
| Week 13 | SEBI guidelines future of merchant banking in India. |
| Week 14 | Mutual Funds: Concept, performance appraisal and regulation of mutual funds |
| Week 15 | Designing and marketing of mutual funds schemes; Latest mutual fund schemes in India- an overview. |
| Week 16 | Revision |

**Lesson Plan: July to Nov. 2024 Class: - B.Com 1st sem.**

**Name of Assistant Professor: Ms. Meena Subject: - MDC: Personal Finance**

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| **Week** | **Topic** |
| Week 1 | Introduction: Nature and role of financial system; Financial system and Financial markets |
| Week 2 | Financial system and economic development; Indian Financial System-an overview. |
| Week 3 | Money Market; Capital Market: primary and secondary markets; |
| Week 4 | Continue |
| Week 5 | Government securities market |
| Week 6 | Recent developments in Indian capital market; Role of SEBI- an overview. |
| Week 7 | Tests, Assignments |
| Week 8 | Development Banks: Concept, objectives and functions of development banks; Operational and promotional activities of development banks |
| Week 9 | IFCI, ICICI, IDBI, IRBI, SIDBI, State development banks and state financial corporations. |
| Week 10 | Continue… |
| Week 11 | Presentations |
| Week 12 | Merchant Banking: Concept, functions and growth; Government policy on merchant banking services |
| Week 13 | SEBI guidelines future of merchant banking in India. |
| Week 14 | Mutual Funds: Concept, performance appraisal and regulation of mutual funds |
| Week 15 | Designing and marketing of mutual funds schemes; Latest mutual fund schemes in India- an overview. |
| Week 16 | Revision |