

Class: B.com I

Subject: Principles of Business Management

Teacher: Dr. Neha Rani

Lesson Plan: from November 2020 to February 2021

November 2020	
	Topic Covered
Week 3	Introduction to Commerce, Concept, Nature, Importance and scope, Components of commerce
Week 4	Evolution of Commerce, Commerce and Business, Introduction of Management: Concept, Characteristics and significance
Week 5	Management: As science, art and Profession
December 2020	
	Topic Covered
Week 1	Refresher course on duty leave
Week 2	Refresher course on duty leave
Week 3	Approaches to Management: Classical and Neo-classical, Modern Approach, Planning: Concept, process & Importance
Week 4	Types of Plans: Policy, Programme, Strategy, Vision, Mission, Organizing: meaning, Principles and benefits of Organisation
Week 5	Organising: Benefits of Organisation, Organizational structure: Functional, Line vs. Staff, matrix, Formal vs. Informal;
January 2021	
	Topic Covered
Week 1	Organizational structure for large scale business organization, Delegation: meaning, Advantage, Guidelines of Effective delegation,
Week 2	Decentralization and Centralization, Staffing; Meaning, Importance & Scope of staffing, Directing
Week 3	Directing: Concept Motivation: concept, objective & significance, Approaches to motivation
Week 4	Leadership: Concept, Significance & Functions
February 2021	
	Topic Covered
Week 1	Leadership: Approaches to Leadership
Week 2	Controlling: Meaning and characteristics
Week 3	Controlling techniques and Revision
Week 4	Revision

Head of Department

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21/11/2020

Signature of Teacher

*Neha*  
22/11/2020

Head of Department

Signature of Teacher

Class and Section: B.com II

Subject: Rural Marketing

Teacher Name- Dr. Neha Rani

Lesson Plan from November 2020 to February 2021

November 2020	
Topic Covered	
Week1	Rural Marketing: Meaning, Nature, Characteristics
Week 2	Opportunities and Challenges to rural markets in India
Week 3	Socio-cultural and Economic Environment
Week 4	Demographic, Technological Environment
Week 5	Other Environmental factors effecting rural marketing
December 2020	
Topic Covered	
Week1	Refresher course on duty leave
Week 2	Refresher course on duty leave
Week 3	Rural Consumer Behaviour,
Week 4	Segmentation of Rural Market
Week 5	Strategies for Rural marketing ,
January 2021	
Topic Covered	
Week1	Rural marketing Mix, Difference in rural and urban market
Week 2	Problems in Rural marketing, Strategies for Rural marketing
Week 3	Product Planning
Week 4	Pricing Strategies
Week 5	Promotion Strategies
February 2021	
Topic Covered	
Week1	Management of Distribution channels for marketing of durables and non-durables in rural areas, Planning and organizing personal selling in rural markets
Week 2	Innovation in rural market, E-commerce in rural markets
Week 3	E-chaupal & other similar initiatives in rural markets
Week 4	Revision

Head of Department

*Neha Rani*  
2/11/2020

Signature of Teacher

*Neha Rani*  
2/11/2020

**Class: B.Com-II**

**Subject: Business Statistics**

**Teacher Name: Dr. Neha Rani**

**Lesson Plan: from November 2020 to February 2021**

<b>November 2020</b>	
	<b>Topic Covered</b>
Week 1	Introduction of statistics: concept, scope, usefulness & limitations of statistics, distrust of statistics
Week 2	Collection of data: primary and secondary data, methods of collection of data.
Week 3	Measure of Central Tendency- Mean
Week 4	Median
Week 5	Mode
<b>December 2020</b>	
	<b>Topic Covered</b>
Week 1	Refresher course on duty leave
Week 2	Refresher course on duty leave
Week 3	Geometric Mean
Week 4	Harmonic Mean
Week 5	Measure of Dispersion- Range, Inter-quartile range
<b>January 2021</b>	
	<b>Topic Covered</b>
Week 1	Quartile Deviation, Mean Deviation, Standard Deviation and Coefficient of variation Lorenz curve,
Week 2	Introduction of Index Number, Methods, Problems and Test of adequacy
Week 3	Chain base index numbers, Consumer price index
Week 4	Time Series Analysis- Introduction, Causes of variation, Components
<b>February 2021</b>	
	<b>Topic Covered</b>
Week 1	Decomposition and Determination of trends
Week 2	Moving average and Simple Least Squares Method Second degree, parabolic and exponential trends
Week 3	Seasonal indices by simple averages, Seasonal indices by ratio -to trend, ratio-to moving average
Week 4	Link relative methods, Revision

H.O. 2/11/2020

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Class and Section: B.Com. (III), B.com-H(III)

Subject: Cost Accounting

Teacher Name: Dr. Neha Rani

Lesson Plan: from November 2020 TO February 2021

November 2020	
	Topic Covered
Week 1	Introduction
Week 2	Nature and scope of cost accounting; cost concepts & classification; methods & techniques.
Week 3	Materials: material planning & purchasing, pricing of material issue, treatment of material losses
Week 4	Labour: labour cost control procedure; labour turnover; Idle time and overtime
Week 5	Methods of wage payment. time and piece rate; incentive schemes.
December 2020	
	Topic Covered
Week 1	Refresher course on duty leave
Week 2	Refresher course on duty leave
Week 3	Overheads: classification, allocation, apportionment and absorption of overheads
Week 4	Overheads: under and overabsorption. Process losses, valuation of work in progress
Week 5	Methods of costing: unit costing
January 2021	
	Topic Covered
Week 1	Job Costing
Week 2	Contract costing
Week 3	Process costing (process losses, valuation of work in progress, joint and by-products) service costing (only transport
Week 4	Standard costing and variance analysis: material
February 2021	
	Topic Covered
Week 1	Standard costing and variance analysis: Labour
Week 2	Cost control and cost reduction
Week 3	Cost audit: an overview of cost audit standards and Revision
Week 4	Revision

  
Head of Department

  
Signature of Teacher