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	I 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

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Class and Section: B.com II Subject: Rural Marketing Teacher Name- Dr. Neha Rani Lesson Plan from November 20

Lesson Plan from November 2020 to February 2021

	November 2020
	Topic Covered
Weekl	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
Weekl	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
Weekl	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
WeekI	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

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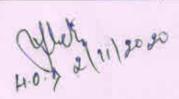
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Class: B.Com-II

Subject: Business Statistics Teacher Name: Dr. Neha Rani

Lesson Plan: from November 2020 to February 2021

	November 2020
	Topic Covered
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
	December 2020
	Topic Covered
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
	January 2021
	Topic Covered
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
	February 2021
	Topic Covered
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



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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; ldle 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

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