**Academic session 2023-2024**

**Class: B. Com Final year 5th semester.**

**Subject: BC 501 Cost accounting**

**Dr. Sandeep Bansal, Associate Professor**

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| Month | Topic | Academic Activities |
| August,2023 | Introduction: nature and scope of cost accounting; cost concepts & classification; methods & techniques. Materials: material planning &purchasing, pricing of material issue; treatment of material losses, material & inventory control: concept and techniques. Labour: labour cost control procedure; labour turnover; Idle time and overtime; | Introduction of Syllabus and Course outcomes. Group Discussion |
| September, 2023 | Methods of wage payment: time and piece rate; incentive schemes.Overheads: classification, allocation, apportionment and absorption of overheads; under and over absorption. Methods of costing: Unit costing; Job costing; | Assignment and Quiz contest. Q/Ans. Sessions promoting students ask questions & participating in discussion |
| October, 2023 | Cost control and cost reduction; Cost audit; an overview of cost audit standards.Contract costing; process costing (process losses, valuation of work in progress, joint and by-products), Service costing (only transport). | Written test, Discussion on test, Presentation by Students |
| November, 2023 | Service costing (only transport).Standard costing and variance analysis: material and labour.  Revision of syllabus | Assignment and Doubts taken session. Presentation by Students and Oral Quiz. |
| 1st Assignment: 1st Week of September - Preparation of Cost sheet with imaginary figures.  Class Test: 1st Week of october - Material Costing including pricing of material issue  IInd Assignment: - 1st Week of November - Cost control and Reduction | | |

**Academic session 2023-2024**

**Class: B. Com Second year 3rd semester.**

**Subject: BC: 304, Company Law-1**

**Dr. Sandeep Bansal, Associate Professor**

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| Month | Topic | Academic Activities |
| August,2023 | Company: meaning, characteristics & types of companies, conversion of private into public company & vice versa. Promotion and incorporation of companies; promotors: legal position, duty, liability and remuneration; Company and pre-incorporation contracts; incorporation procedure. Memorandum of Association: clauses, | Introduction of Syllabus and Course outcomes. Group Discussion |
| September, 2023 | Doctrine of ultra vires, alteration of clauses. Articles of Association: contents, model forms, and alteration; Doctrine of indoor management and constructive notice. Prospectus: meaning, contents and formalities, abridged prospectus, deemed prospectus, red herring & shelf prospectus, misstatement and remedies, liabilities for misstatements. | Assignment and Quiz contest. Q/Ans. Sessions promoting students ask questions & participating in discussion |
| October, 2023 | Share Capital: types, issue and allotment of shares and debentures; share certificate and share warrant, reduction of share capital; buy-back of shares. s; Transfer & transmission of shares and debenture. | Written test, Discussion on test, Presentation by Students |
| November, 2023 | Depository system; borrowing powers and debentures.  Revision of syllabus | Assignment and Doubts taken session. Presentation by Students and Oral Quiz. |
| 1st Assignment: 1st Week of September - Memorandum of Association: clauses, doctrine of ultra vires, and alteration of clauses.  Class Test: 1st Week of October - Prospectus  2nd Assignment: - 1st Week of November - Transfer & transmission of shares | | |

**Academic session 2023-2024**

**Class: B. Com Second year 3rd Semester.**

**Subject: BC: 306 Rural Marketing.**

**Dr. Sandeep Bansal, Associate Professor**

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| Month | Topic | Academic Activities |
| August,2023 | Rural Marketing: meaning, nature, characteristics; opportunities and challenges to rural markets in India; Socio-cultural, economic, demographic, technological and other environmental factor affecting rural marketing; Rural consumer behaviour; | Introduction of Syllabus and Course outcomes. Group Discussion |
| September, 2023 | Segmentation of rural market; strategies for rural marketing; rural marketing mix; difference in rural and urban market; problems in rural marketing; Strategies for rural marketing. Product planning, pricing, promotion and management of distribution channels for marketing of durables | Assignment and Quiz contest. Q/Ans. Sessions promoting students ask questions & participating in discussion |
| October, 2023 | Strategies for non –durables in rural marketing.Planning and organizing personnel selling in rural markets; Innovation in rural market; | Written test, Discussion on test, Presentation by Students |
| November, 2023 | E-commerce in rural markets, e-chaupal & other similar initiatives in rural markets.  Revision of syllabus | Assignment and Doubts taken session. Presentation by Students and Oral Quiz. |
| 1st Assignment: 1st Week of September - Strategies of Rural Marketing  Class Test: 1st Week of October - Segmentation of rural market  IInd Assignment: - 1st Week of November - Innovation in Rural Marketing  E-commerce in rural markets, e-chaupal & other similar initiatives in rural markets. | | |

**Academic session 2023-24, Class: B. Com First year: Ist semester.**

**Subject: BC: 103 Business Management.**

**Dr. Sandeep Bansal, Associate Professor**

Course Learning Outcomes (CLO)

After completing this course, the learner will be able to:

1. gain knowledge about the conceptual framework of business management; development of management thoughts and knowing the emerging management thoughts.
2. understand the utility and application of planning and organizing functions of management.
3. assimilate and use the concepts of delegation, decentralization and staffing in organization.
4. comprehend the concept and applications of leadership styles, and controlling practices in organizations.

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| Month | Topic | Academic Activities |
| August,2023 | Introduction to Management: characteristics and significance, process and functions of management; Management: as science, art and profession; Approaches to management: Classical and neo classical approach, behavioral approach, management science approach, systems approach and contingency approach; Emerging management concepts. | Introduction of Syllabus and Course outcomes. Group Discussion |
| September, 2023 | Planning: process and importance; Types of plans: Policy, programme, strategy, vision, mission, goals and objectives; Organizing: Principles and benefits of organizations; Organizational structure: Functional, line and staff, matrix, formal vs. informal; Organizational structure for large scale business organization, virtual organization. | Assignment and Quiz contest. Q/Ans. Sessions promoting students ask questions & participating in discussion |
| October, 2023 | Staffing: Importance, scope and modes of staffing; Delegation: Advantages, barriers to delegation, guidelines for effective delegation; Decentralization and Centralization: Advantages and disadvantages; Factors influencing decentralization; Directing; Coordination; Controlling: Characteristics and process of control, prerequisites of an effective control system, controlling techniques. | Written test, Discussion on test, Presentation by Students |
| November, 2023 | Motivation: Objectives and significance; Approaches to motivation; Leadership: Significance and functions; Leadership styles; Approaches to leadership  Revision of syllabus | Assignment and Doubts taken session.Presentation by Students and Oral Quiz. |
| 1st Assignment: 1st Week of September - Approaches to Management: Classical and Neo classical approach, Behavioral approach,  Class Test: 1st Week of October - ; Organizational structure  2nd Assignment: - 1st Week of November - Controlling techniques: Traditional and Modern | | |