

Name of Assistant Professor: Dr. Rakesh Ji

Department of Commerce

Class and Semester: B.com

Semester 4th

Session: 2023-24

Subject Lesson Plan: BRFW (12 Jan to 30 April)

Week 1 Indian Partnership Act – Nature of Partnership firm; test of partnership;

Week 2 Duties and Rights of partners;

Relations of partners to third parties;

Week 3; position of minor in partnership; Reconstitution of a partnership firm; Registration of firm.

Week 4 Dissolution of firm: - Modes of dissolution;

Week 5. consequences of dissolution of firm;

Week 6. settlement of accounts after dissolution.

Week 7. Negotiable Instruments Act: - Negotiable Instrument an introduction Promissory notes;

Week 8. Bills of Exchange; cheques,

Week 9. Parties to negotiable Instruments; Discharge of parties from Liability;

Week10 . Dishonour of Negotiable Instruments. Instruments;

Week 11 Presentment of Negotiable Instrument; Negotiation.

Week 12. Sales of Goods Act: - Introduction; Formation of contract of sale of Goods; conditions and warranties;

Week 13 Transfer of property or ownership; Performance of contract- Delivery and Payment; Rights of unpaid seller; suits of Breach of contract.

Week 14 Assignments

Week 15 revision-

Week 16 problem of student

Week 17:-Test

Week 18:-Test

Name of Assistant Professor: Dr. Rakesh Ji

Department of Commerce

Class and Semester: B.com

Semester 4th

Session: 2023-24

Subject Lesson Plan: Auditing (12 Jan to 30 April)

Week1 Auditing : Meaning, objectives, importance and types of Auditing.

Week2 Audit Process: internal control, internal check & internal audit, audit programmer.

Week 3 Audit Procedure : Routine checking, vouching,

Week 4 verification & valuation of assets & liabilities.

Week 5 Audit of Public Company : Qualification, Appointment of company Auditors,

Week 6. their powers, duties and liabilities,.

Week 7. Audit of depreciation and reserves,

Week 8. Divisible profits & dividends

Week 9 Audit Report and Investigation

Week10 . Audit Report : Meaning, objectives, contents and types.

Week 11 Investigation : Meaning, Nature and objectives.

Week 12. Assignments

Week 13 Test

Week 14 revision-

Week 15 revision

Week 16 problem of student

Week 17:-Test

Week 18:-Test

Name of Assistant Professor: Dr. Rakesh Ji

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Class and Semester: B.com

Semester 4th

Session: 2023-24

Subject Lesson Plan: Business Management-I (12 Jan to 30 April)

Week1 Staffing: concept, nature and scope,,

Week2 business system, business objectives.

Week 3 Matching job and people;

Week 4 Selection and Training of employees.

Week 5 Motivation and Leadership: Motivation-concept,

Week 6 Theories-Maslow, Herzberg, Megregor
and Quchi; Financial and Non-Financial Incentives.

Week 7. Leadership: concept and Leadership styles, Leadership Theories.

Week 8. Communication and Control: Communication Concept, Nature, Types and Process, Barriers and Remedies.	
Week 9 Control: Concept, Process and Techniques.	
Week10 . Effective Control System.	
Week 11 Management of Change: Concept, Nature and Process of Planned Change:	
Week 12 Resistance to Change; Emerging Horizons of management in a changing environment.	
Week 13 Assignments	
Week 14 revision-	
Week 15 revision	
Week 16 problem of student	
Week 17:-Test	
Week 18:-Test	

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Semester 4th

Session: 2023-24

Subject Lesson Plan: Business Management-I (12 Jan to 30 April)

Week1 Auditing : Business: concept, nature and spectrum of business activities,

Week2 business system, business objectives.

Week 3 Management: Introduction, concept, nature,

Week 4 process and significance;

Week 5 Development of Management Thought;

Week 6 Classical and Neo-Classical systems,

Week 7. Contingency approaches.

Week 8. Planning: concept, types and process, Decision Making:

Week 9 concept and process, Management by Objectives.

Week10 . Corporate Planning and Strategic Formulation.

Week 11 Organizing: concept, nature, process and significance; Authority and Responsibility relationship;.

Week 12. Centralization and Decentralization; Departmentation; Firms of Organizing structure.

Week 13 Assignments

Week 14 revision-

Week 15 revision

Week 16 problem of student

Week 17:-Test

Week 18:-Test

