

Session 2024-25

Mamta Rani
Assistant Professor
Commerce

Business Communication, B.Com-I sem

22-27 JULY 2024	Meaning and Process of Business Communication
29 JULY -03 AUG	Importance of Effective Communication
05-10 AUG	Types of Business Communication
12-17 AUG	Barrier to Communication
19-24 AUG	Essential of an Effective Communication System
26-31 AUG	Reading Skill
2-7 SEP	Listening skills
9-14 SEP	Note making
16-21 SEP	Persuasive speaking
23-28 SEP	Body languages
30-05 OCT	Gestures
07-12 OCT	Email writing
14-19 OCT	Continue with Business email writing
21-26 OCT	Revision / Test
27-03 HOLIDAY	SEMESTER BREAK
04-09 NOV	Business Letter writing
11-16 NOV	Business letter writing
18-22 NOV	Revision / Test.

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FMD

B. Com - Vth Sem.

22-27 JULY 2024	Money Market:- Indian Money Market Composition and structure (a) Acceptance house
29 JULY -03 AUG	(b) Discount house (c) Call money market
05-10 AUG	Capital Market:- New Issue Market
12-17 AUG	Secondary Market:- Function and role of stock exchange listing
19-24 AUG	Procedure and legal requirement Public issue pricing and marketing
26-31 AUG	Stock Exchange - National stock exchange and over the counter exchanges
2-7 SEP	SEBI - Introduction, Role, powers
9-14 SEP	SEBI - Objectives, Scope & Functions.
16-21 SEP	Investors Protection:- Grievances concerning stock exchange and dealing and their removal.
23-28 SEP	Grievance cell in stock exchange SEBI: Company law Board: Press remedy through courts
30-05 OCT	functionaries on stock exchange:- Brokers, Sub broker, Market makers, Jobber
07-12 OCT	Portfolio consultants, Institutional Investors, Depository
14-19 OCT	Financial Services:- Merchant Banking function and roles, SEBI Guidelines
21-26 OCT	Credit rating - Concepts, functions and types.
27-03 HOLIDAY	SEMESTER BREAK
04-09 NOV	Role, Policy measures relating to Development Financial Institution in India.
11-16 NOV	Product & services offered by IFCI, IDBI, IBI, CIDBI, IDFC, EXIM, NABARD & ICIC
18-22 NOV	Revision & Test

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Cost Accounting - I | B. Com Vth Sem

22-27 JULY 2024	Cost Accounting :- An Introduction Cost elements, concepts and classification
29 JULY - 03 AUG	Material cost control
05-10 AUG	Inventory cost control
12-17 AUG	Labour cost Accounting
19-24 AUG	Continue with Labour cost Accounting
26-31 AUG	Methods of Wage Payment
2-7 SEP	Accounting for overhead, classification and Treatment
9-14 SEP	Accounting overhead and Treatment (Contd.) classification
16-21 SEP	Overhead Allocation
23-28 SEP	Overhead Apportionment
30-05 OCT	Overhead absorption
07-12 OCT	Unit and output Costing I
14-19 OCT	Unit and output Costing II (continued)
21-26 OCT	
27-03 HOLIDAY	SEMESTER BREAK
04-09 NOV	Unit and output Costing II
11-16 NOV	Unit and output Costing II (Contd.)
18-22 NOV	Revision & Test

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Accounting for Management, B.Com - Vth sem

22-27 JULY 2024	Management Accounting - Nature and Scope of Management Accounting
29 JULY 03 AUG	Management Accounting Vs Financial Accounting, Utility of Management Accounting
05-10 AUG	Limitation of Accounting, Mgt Accounting Vs Cost Accounting, etc.
12-17 AUG	Tools of Analysis: Financial Statement.
19-24 AUG	Financial Analysis: Techniques of Financial Analysis
26-31 AUG	Trend Analysis - Ratio Analysis (theory)
2-7 SEP	Ratio Analysis Continue with numerical
9-14 SEP	Ratio Analysis Continue with numerical
16-21 SEP	Cash flow statement
23-28 SEP	Cash flow statement with numerical
30-05 OCT	Cash flow statement with numerical
07-12 OCT	Capital Budgeting - Kind of Capital Budgeting
14-19 OCT	Budgeting Decision & Techniques
21-26 OCT	Continue with techniques of Capital Budget.
27-03 HOLIDAY	SEMESTER BREAK
04-09 NOV	Capital Rationing
11-16 NOV	Revision & Test
18-22 NOV	Revision & Test

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Session - 24-25

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Corporate Law I, B- Com IIIrd Sem

	Historical Development of company Law In India
22-27 JULY 2024	Company - Meaning and characteristics, feature of company. Types of company.
29 JULY-03 AUG	Continue with types of company, advantages and disadvantages of incorporation.
05-10 AUG	Lifting of corporate veil.
12-17 AUG	Formation of Company:- Introduction, Promotion of company - Meaning, stages, Promoters, characteristics of promoters.
19-24 AUG	Continue with Importance of Promoters, Functions of Promoters, Right of promoters, Duties of Promoters.
26-31 AUG	Liabilities of Promoters, Remuneration of Promoters, Types of Promoters, Legal position of promoters.
2-7 SEP	Registration of a company.
9-14 SEP	Memorandum of Association - Meaning and Definition, Feature, Purpose, Content of MOA.
16-21 SEP	Alteration of MOA.
23-28 SEP	Article of Association
30-05 OCT	Continue with Article of Association
07-12 OCT	Prospectus
14-19 OCT	Continue with prospectus
21-26 OCT	
27-03 HOLIDAY	SEMESTER BREAK
04-09 NOV	Borrowing powers: Debentures and charges
11-16 NOV	Continue with Borrowing powers.
18-22 NOV	Revision & Test.