

Govt. College, Safidon (Jind)-126112

Session: 2024-25 (Odd Semester)

Lesson Plan B. Com Vth Semester

Name of the Teacher: Bhavna Grover Subject: Cost Accounting

Sr. No.		Month	Topic
1		July	Cost Accounting Introduction
2			Cost: Elements, concepts and classification
3		August	Material cost accounting
4			Material Cost control
5			Labour cost Accounting
6			Methods of Wage Payment
7			Unit or output costing I
8		September	Unit of Output costing II
9			Contract Costing
10			Job Costing
11			Overhead I
12			Overhead II
13		October	Cost Control and Cost reduction
14			Standard Costing
15			Service costing
16		November	Process costing
17			Cost audit standard
18			2 Assignments and 1 test as per schedule

Signature

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Session: 2024-25 (Odd Semester)

Lesson Plan B. Com 1st Semester

Name of the Teacher: Bhavna Grover

Subject: Financial Accounting

Sr. No.		Month	Topic
1		July	Financial accounting: Concept, Objective and Scope
2			Accounting as an Information System
3		August	Accounting principles and conventions
4			Double Entry System
5			Accounting Standards in India
6			Journal, Ledger and Trial Balance
7			Capital and Revenue
8		September	Provision and Reserves
9			Final Accounts with Adjustment
10			Accounting for Non Profit Organisation
11		October	Consignment accounts
12			Branch Accounts
13		November	Hire Purchase and installment system
14			Assignments and test as per schedule

Signature

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Session: 2024-25 (Odd Semester)

Lesson Plan M. Com 3rd Semester

Name of the Teacher: Bhavna Grover Subject: International HRM

Sr. No.		Month	Topic
1		July	Introduction to international HRM
2			Role of culture in international HRM
3		August	International workforce planning and staffing
4			International labour market
5			Types of international assignments
6			Interview for international selection
7			International staffing issue
8		September	Developing global mindset
9			Current Scenario in international training and development
10			Training and development of international staff
11			Performance management
12			HRIS, 1st Assignment
13		October	Role of IT in HR, 2nd assignment
14			Application of HRIS in employee management , conditional test
15			International compensation
16		November	International employment laws
17			The international framework of ethics and labour standards
18			Assignments and test as per schedule

Signature

Govt. College, Safidon (Jind)-126112

Session: 2024-25 (Odd Semester)

Lesson Plan B. Com 3rd Semester

Name of the Teacher: Bhavna Grover

Subject: Corporate Accounting

Sr. No.		Month	Topic
1		July	Issue of Shares
2		August	Issue of Shares
3			Redemption of Preference Shares
4		September	Profit prior to Incorporation
5			Underwriting of shares
6			Amalgamation of Companies
7		October	Amalgamation of Companies
8			Internal Reconstruction
9			Overview of income disclosure and computation standards
10		November	Final Accounts of Companies
11			Assignments and test as per schedule

Signature

Govt. College, Safidon (Jind)-126112

Session: 2024-25 (Odd Semester)

Lesson Plan B.A 1st Semester

Name of the Teacher: Bhavna Grover

Subject: Micro Economics

Sr. No.		Month	Topic
1		July	Nature and scope of Economics
2			Methods of Economics
3		August	Economic system
4			Theory of demand
5			Elasticity of Demand
6			Demand determinants and Law of Supply
7		September	Utility analysis
8			Consumer equilibrium
9			Law of Diminishing Marginal Utility
10			Ordinal utility
11		October	Production Function
12			Laws of production
13			Consumer surplus
14			Budget line
15		November	Theory of cost
16			Concept of revenue
17			TR,MR, AR and their Relationship
18			Assignments and test as per schedule

Signature

Govt. College, Safidon (Jind)-126112

Session: 2024-25 (Odd Semester)

Lesson Plan B.A 1st Semester

Name of the Teacher: Bhavna Grover

Subject: Business Communication

Sr. No.		Month	Topic
1		July	Meaning, Process, Functions and Importance of Business communication
2			Medium and Channel of Business communication
3			Direction of communication
4			Effective communication: difficulties and solutions
5		August	Interactive and Non interactive technique of communication
6			Listening as a tool of communication
7			Guidelines for clear writing,
8			References, bibliographical research tools.
9		September	Citing methods, footnotes, discussion footnotes.
10			Use of library and internet for collection, classification and interpretation of data and information.
11			Business Letters, Office memorandum, Office Circular, notices and Orders.
12		October	Technology for communication and Electronic mail
13			Types of Reports, Formal report, Organizing information, Writing reports on field works,
14		November	Summarizing annual reports of Companies: Purpose and structure and principle
15			Drafting minutes
16			Assignments and test as per schedule

Signature

