

## Lesson Plan

Name of the Assistant/ Associate Professor..... Mamta Rani  
 Class and Section:..... B. Com III Sem - VI  
 Subject:..... Cost Accounting II

Week	Date	Topics
1	16 Jan - 21st Jan	Meaning Uses:- Preparation of Process Account Treatment of Normal wastage, Abnormal inefficiency.
	23 Jan - 28 Jan	Treatment of opening and closing stock. Joint Product and By product
2	30 Jan - 4 Feb	Main Methods of apportionment of Joint cost into process profit.
	13 Feb - 17 Feb	Contract costing:- Meaning, Main Features, Preparation of contract Account
	18 Feb - 22 Feb	Escalation clause, Contract near completion cost plus contract Job and Batch costing
3	23 Feb - 27 Feb	Meaning of Budget and Budgetary control Budgetary control as MGT tool, limitation, forecast and Budget, Installation of Budgetary control system
	28 Feb - 4 March	Classification of Budgets, Fixed & Flexible Budgets, Performance Budgeting, Zero Base Budgeting
	13 March - 20 March	Responsibility accounting, standard costing:- Theory
4	21 March - 28 March	Variance Analysis
	29 March - 5 April	Absorption Costing and Marginal costing concept and computation
	6 April - 12 April	Marginal Costing:- As a tool for decision making, Cost Volume Profit Analysis

13 April - 16 April - Continued CVP

17 April onward - Revision

Mamta

## Lesson Plan

Name of the Assistant/ Associate Professor..... Mamta Rani

Class and Section:..... B.Com II Sem - IV

Subject:..... Corporate Law - II

Week	Date	Topics
1	16 Jan - 21 Jan	share and stock, Allotment of share
	22 Jan - 28 Jan	Allotment of share continued, share certificate and share warrant
	30 Jan - 4 Feb	Transfer and Transmission of shares
2	13 Feb - 17 Feb	calls on shares, forfeiture
	18 Feb - 22 Feb	Surrender and Lien
	23 Feb - 27 Feb	share capital of company
	28 Feb - 4 March	Members and shareholders of a company
3	13 March - 20 March	Company Meetings and Resolution
	21 March - 28 March	Meetings Procedures or Requisites of Valid Meetings.
4	29 March - 5 April	Directors: Appointment, Removal, Powers, duties and liabilities.
	6 April - 12 April	Winding up of the company
	13 April - 16 April	Depository system and Paperless Trading
5	17 April onwards	Revision

Mamta

## Lesson Plan

Name of the Assistant/ Associate Professor..... Mamta Rani

Class and Section:..... B. Com II, Sem - IV<sup>th</sup>

Subject:..... Secretarial Practices.....

Week	Date	Topics
1	16 Jan - 21 Jan	Introduction to company secretary
	29 Jan - 28 Jan	Formation of a company and secretary.
	30 Jan - 4 Feb	Issue and allotment of shares
2	13 Feb - 17 Feb	Share Certificate, share warrant and stock
	18 Feb - 22 Feb	Call on shares, forfeiture of shares and Reissue of forfeited shares
	23 Feb - 27 Feb	Transfer and Transmission of shares
3	28 Feb - 4 March	Company Meetings
	13 March - 20 March	Requisites of Valid Meetings
	21 March - 28 March	Meetings of the shareholders and secretarial functions.
	29 March - 5 April	Meetings of the Board of Directors and secretarial work
4	6 April - 12 April	Motion and Resolution
	13 April - 16 April	Voting and Proxy
5	17 April onward	Revision

Mamta

## Lesson Plan

Name of the Assistant/ Associate Professor..... Manita Rani  
 Class and Section:..... B Com III Sem - VI<sup>th</sup>  
 Subject:..... Financial Management

Week	Date	Topics
1	16 Jan - 21 Jan	Nature and scope of Financial Management Management of Working Capital
	22 Jan - 28 Jan	Management of W.C. (contd.) Mgt of Cash and Marketable Securities
	30 Jan - 4 Feb	Mgt of Receivable, Cost of Capital (Introduction)
	13 Feb - 17 Feb	Cost of Capital
2	18 Feb - 22 Feb	Capitalisation
	23 Feb - 27 Feb	Leverage
	28 Feb - 4 March	EBIT - EPS analysis
	13 March - 20 March	Capital structure
3	21 March - 28 March	Capital structure (contd)
	29 March - 7 April	Dividend Policy
	6 April - 12 April	Revision of Cost of Capital
4	13 April onward	Revision of whole syllabus
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*Manita*