


**Dr. Anju
Planner
B.Com-II (Semester-IV)
Company Law BC-404
Session 2020-21**

- April: Week 2 – Bridge Course – Concept of Company Law
April: Week 3 – Membership in Companies
April: Week 4 – Company Management and Administration
May: Week 1 – Directors – Legal position, Qualification, Appointment, Removal, Powers, Duties and Liabilities
May: Week 2 – Directors – Managerial Remuneration, Key Management Personnel, Managing Director, Whole Time Director, Manager
May: Week 3 – Company Secretary – Role, Appointment, Duties, Liabilities, Rights and Dismissal
May: Week 4 – Meetings – Kinds, Requisites of a valid meeting: authority, Notice & Agenda
June: Week 1 – Meetings – Quorum, Chairperson & Conduct of meeting, Resolutions, Minutes & Proxy
June: Week 2 – Dividend
June: Week 3 – Accounts of companies, Audit & Auditors
June: Week 4 – Prevention of oppression & Mismanagement, Compromise, Arrangement, Reconstruction and Amalgamation
June End – Winding Up – Meaning, Modes of winding up
July: Week 1 – Winding Up – Procedure and consequences
July: Week 2 – Revision, Discussion of exam pattern


Principal (Offg.)
Arya Kanya Mahavidyalaya
Shaheed Markanda

**Dr. Anju
Planner
B.Com-III (Semester-VI)
Human Resource Management BC-603
Session 2020-21**

April: Week 2 – Bridge course- Basics of Management

April: Week 3 – Human Resource Management – Meaning, Nature, History, Scope, Objectives,

April: Week 4 – Human Resource Management – Functions, Importance, HRM Vs HRD, Personal Management

May: Week 1 – Human Resource Planning – Meaning, Importance, Objectives, Process

May: Week 2 – Human Resource Planning – Factors affecting manpower planning, problems and suggestions for making HR planning effective

May: Week 3 – Job Analysis – Meaning, Process of job analysis, methods of collecting job analysis data

May: Week 4 – Job Analysis – Potential problems with job analysis, job description and job satisfaction

June: Week 1 – Recruitment – Meaning, Purpose, Recruitment Policy, Factors affecting recruitment, sources, internal and external methods

June: Week 2 – Selection – Meaning, purpose, difference between recruitment and selection, process of selection, barriers of effective selection

June: Week 3 – Placement, induction/orientation – meaning, objectives, content, responsibility for induction

June: Week 4- Internal Mobility – Meaning, need, Transfer purpose, Types, Benefits and Problems. Transfer policy, purpose, basis, promotion policy, demotion, causes, demotion policy

June End – Training – Meaning, training and education, training and development, objectives, importance, steps in job designing training programme, training methods – on the job and off the job methods

July: Week 1 – Performance Appraisal – Meaning, features, merits, limitations, process and methods

July: Week 2 – Revision, Discussion of exam pattern

Sunil
Principal (Offg.)
Arya Kanya Mahavidyalaya
Shahabad Markanda

**Dr. Anju
Planner
B.Com-II (Semester-IV)
Advertising BC-406 (i)
Session 2020-21**

- April: Week 2 – Bridge Course – Concept of Promotion
April: Week 3 – Advertising – Meaning, Importance, Scope, Functions, Advertising Vs Publicity
April: Week 4 – Promotion Mix and Advertising Process
May: Week 1 – Communication Process, Types of Advertising, E- advertising
May: Week 2 – Economic, Legal, Ethical and Social Aspects of Advertising
May: Week 3 – Advertising Objectives and DAGMAR Approach
May: Week 4 – Advertising Budget
June: Week 1 – Creative Aspects of advertising
June: Week 2 – Types of Advertising Media
June: Week 3 - Media Planning and Scheduling
June: Week 4- Advertising Agency – Concept, role & relationship with clients and Advertising Department
June End – Advertising and Consumer Behaviour
July: Week 1 – Advertising Effectiveness – Concept and benefits, Measuring advertising effectiveness. Pre, Post and Concurrent tests
July: Week 2 – Revision, Discussion of exam pattern


Principal (Orig.)
Arya Kanya Mahavidyalaya
Shahabad Markanda

**Dr Anju
Planner
Fundamental of Insurance -1 (BC-602)
Class – B .com (6th semester)
Session 2020-21**

- October: Week 1 Bridge course: introduction about Insurance
Week 2 Life and General Insurance
Week 3 Purpose need and principles of Insurance
Week 4 Insurance as a Social Security tool, Insurance and economic development
- November: Week 1 Principles and practice of Life Insurance, Parties to the contract, their rights and duties
Week 2 Conditions and terms of Policy, Effects of Non Compliance
Week 3 Nominations and Assignment, practices in connection with collection of Premium
Week 4 Revivals, loans, surrenders, claims, bonuses and annuity payments.
- December: Week 1 present structure and growth of Life Insurance in India
Week 2 Claims settlement procedure
Week 3 Principles of Fire Insurance contracts, Fire Insurance Policy
Week 4 Conditions assignment of Policy
- December End Claim settlement Procedure
- January: Week 1 Marine insurance policy and its conditions, premium, double Insurance
Week 2 Assignment of Policy warranties, voyage, loss and abandonment
Week 3 Partial Losses and Particular Charges, salvage, total losses and measures of Indemnity
Week 4 Claims settlement procedures
- February: Week 1 Accident and Motor Insurance, policy
Week 2 claims settlement Procedure, Insurance Intermediaries, role of agents
Week 3 Procedures for becoming an agent, cancellation of License, termination of agent appointment, code of conduct
Week 4 Unfair practices and Revision

Sunitha

Principal (Orig.)
Arya Kanya Mahavidyalaya
Shahabad Markanda

Mrs. Ankita Hans
Planner
M.com 1st year 2nd Semester
STRATEGIC MARKETING (MC-203)
(2020-2021)

- April week 3 – Bridge course, Basics of strategic Marketing
April week 4 – Concept and hierarchy of strategies, strategic role of Marketing.
May week 1 – Strategic marketing planning process, the marketing plan.
May week 2 – Corporate strategy decisions-corporate mission, vision, goals and objectives, corporate growth strategies, Resource allocation
May week 3 – Business strategies and their marketing implications
May week 4 – Environmental Analysis-internal environment, External environment, custom environment
June week 1 – Industry and competitor analysis, SWOT analysis, Portfolio analysis
June week 2 – Market Segmentation, Targeting and Positioning
June week 3 – Marketing strategies for new market entries, marketing strategies for growth markets.
June week 4 – Marketing Strategies for mature markets and declining markets
June End – Relationships between business strategies and marketing mix
July week 1 – Marketing strategy implementations, controlling marketing strategies, Presentation
July week 2 – Revision and discussion about Exam pattern, Presentation

Sush
Principal (Off.)
Arya Kanya Mahavidyalaya
Shahabad Markanda

**Mrs. Ankita Hans
Planner
M.com 2nd year IV Semester
IT & E-COMMERCE (MC-401)
(2020-2021)**

April week 3 – Bridge Course – Basics of IT and E-Commerce

April week 4 – Introduction to E-Commerce – Meaning, Business Application, Comparison with traditional commerce

May week 1 – Business Models, E-shops, E-procurement, E-auction, Value Chain Integrators, Information Brokerage, Telecommunication, Collaboration Platforms

May week 2 – Electronic payment system, E-banking-Concept, Operations

May week 3 – Online Fund Transfer, Online Share Market Operations

May week 4 – Online Marketing, Web Based Advertising-Concept, Advantages, Types of Online Advertisements, Search Engine-As an Advertising Media, Search Engine Optimisation-Concept, Techniques

June week 1 – E-mail Marketing, Social Networking and Marketing-Promotion, Opinion Formulation, Viral Marketing

June week 2 – E-retailing-Concept, Advantages, Limitations, CRM and Information Technology

June week 3 – Tools to Conduct Online Research-Secondary Research, Online Focus Group, Web Based Survey, Data Mining for Social Networking Sites

June week 4 – Cloud Computing-Concept, Uses in Business

June End – Enterprise Resource Planning

July week 1 – Security Issues in E-commerce- Online Frauds, Privacy Issues and Cyber Laws including Information Technology Act, Presentation

July week 2 – Revision, Discussion of exam pattern, Presentation


**Principal (Offg.)
Arya Kanya Mahavidyalaya
Shahabad Markanda**

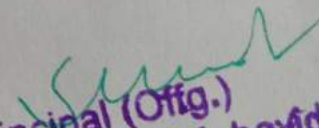
Mrs. Ankita Hans
Planner
M.com 2nd year IV Semester
CONSUMER BEHAVIOUR (MC-411)
(2020-2021)

- April week 3 – Bridge Course- Basics of Consumer Behaviour
April week 4 – Consumer Behaviour- Theory and Applications
May week 1 – Consumer Buying Process, Extensive, Limited and Routine Problem Solving Behaviour
May week 2 – Internal Determinants of Consumer Behaviour, Needs, Motivation and Involvement, Information Processing
May week 3 – Consumer Perception, Learning- Attitude and Attitude Change
May week 4 – Personality, Psychographics, Values and Life Style
June week 1 – External Determinants of Buying Behaviour, Family, Reference Group and Social Class
June week 2 – Influence of Culture, Sub-Cultural Aspects of Consumer Behaviour
June week 3 – Opinion Leadership and Diffusion of innovations- Opinion Leadership Process
June week 4 – Measurement profile, Innovation, diffusion and adaption process
June End – Models of buyer behaviour
July week 1 – Models of buyer behaviour, Presentation
July week 2 – Revision and discussion of exam pattern, Presentation

Sunita
Principal (Offg.)
Arya Kanya Mahavidyalaya
Shahad Markanda

Mrs. Ankita Hans
Planner
B.com 2nd year IV Semester
CORPORATE ACCOUNTING-II(BC-401)
(2020-2021)

- April week 3 – Bridge Course – Discussion of Corporate Accounting
April week 4 – Valuation of goodwill
May week 1 – Valuation of shares
May week 2 – Valuation of shares
May week 3 – Accounts of holding companies-preparation of consolidated balance sheet with one subsidiary company
May week 4 – Accounts of holding companies-relevant provisions of Accounting Standard 21
June week 1 – Accounts of banking organizations
June week 2 – Accounts of banking organizations
June week 3 – Accounts of insurance companies
June week 4 – Accounts of insurance companies
June End – Liquidation of companies
July week 1 – Liquidation of companies
July week 2 – Revision, Discussion of exam pattern


Principal (Offg.)
Arya Kanya Mahavidyalaya
Shahabad Markanda

**Ms. Rajni
Planner
M.COM 2nd Semester
Business statistics
Session -2020-21**

- April:** Week 3 Bridge course: Multiple regression and correlation.
Week 4 Linear regression equation, Regression equation in terms of simple correlation.
- May:** Week 1; coefficients; Reliability of the estimate; Multiple Correlation.
Week 2 Partial Correlation. Index Numbers: Meaning, types and uses.
Week 3 Methods of constructing price and quality indices (simple and aggregate); Test of adequacy;
Week 4 Chain base index numbers; Base shifting, splicing and deflating; Problems in constructing index numbers.
- June** Week 1; Consumer price index. Time Series Analysis: Components of a time series.
Week 2 Models of time series analysis- additive and multiplicative; Methods of constructing seasonal index; Adjusting time series data for variables.
Week 3 Estimation of seasonal variations. Theory of Probability: Probability as a concept; approaches to defining probability;
Week 4 addition and multiplication laws of probability Conditional probability; Bays Theorem.
End of June: Revision
- July:** Week 1 Probability distribution as a concept; Binomial, Poisson, and Normal distributions- their properties and parameters
Week 2 Revision

Suman
Principal (Offg.)
Arya Kanya Mahavidyalaya
Shehabad Markanda

Ms Rajni
Management Accounting
B.com-3rd (Semester-6th)
Planner
Session-2020-2021

APRIL- week -2. BRIDGE COURSE-Meaning of Management accounting

Week-3: scope, techniques and significance

Week -4: comparison between financial accounting, cost accounting and management accounting

MAY week1 Management reporting: need and type of reports.

Week- 2: Management information system

Week -3: Analysis of financial statements: comparative statements

Week- 4: common size statements

JUNE-week-. Ratio analysis: liquidity, solvency, profitability and turnover; trend analysis

Week-2: Cash flow and funds flow statements: need and method of preparing statements.
Absorption V/S variable costing.

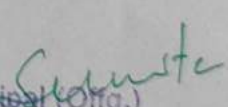
Week- 3: variable costing features and income determination, cost volume profit analysis,

Week -4: breakeven analysis, contribution; P/V ratio, break-even point, Margin of safety

JUNE-End- Revision

JULY-week1 Angle of incidence, determination of cost indifference point

Week2- . Budgeting and budgetary control: need, methods and types of budgets, essentials of budgetary control system.


Principal (Orig.)
Arya Kanya Mahavidyalaya,
Shahabad Markanda

**Ms. Rajni
Planner
M.COM 4th Semester
Corporate Tax Planning
Session -2020-21**

April: Week 3 Bridge course: Concept of tax planning, avoidance, evasion & management.
Week 4. Requisites of successful tax planning. Tax planning with reference to setting up a new business.

May: Week 1 form of business organization, location aspects & nature of business.

Week 2 Computation of total income and tax liability of companies. Tax planning and financial management decisions regarding capital structure

Week 3 dividend policy, inter- corporate dividends & bonus shares. Special Tax Provisions

Week 4 Tax provisions relating to free trade zones, special economic zones.

June: Week 1 infrastructure sector and backward areas , tax incentives for exporters.

Week 2 Tax Planning and Managerial Decisions: Tax planning in respect of own or lease.

Week 3 sale of assets used for scientific research.

Week 4 make or buy and, shut down or continue decisions

End of June: Revision

July: Week 1 Tax issues and planning in respect of amalgamation of companies, mergers & acquisition.

Week 2 Revision

Sunita
Principal (Orig.)
Arya Kanya Mahavidyalaya,
Shahabad Markanda

Ms Rajni
Business Environment
B.com-3rd (Semester-6th)
Planner
Session-2020-2021

April- week -2: BRIDGE COURSE- Business environment: concept

Week-3: Components, and Importance

Week -4: environmental and organizational scanning: concept importance & techniques

MAY week1 – environmental and organizational scanning: concept importance & techniques

Week- 2: Public, private and joint sectors in India.

Week -3: Public, private and joint sectors in India.

Week- 4: Economic systems: capitalist, socialist & mixed economy

JUNE-week-. Economic planning in India: achievement & failures, planning machinery in India

Week-2:. Role of Government: monetary policy

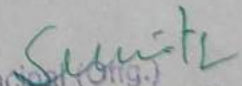
Week- 3: fiscal policy, make in India

Week -4: Foreign investment: concept, need, types & barrier; multinational corporations in India

JUNE-End- Revision

JULY-week1 globalization of Indian business. Competition Act,

Week2- Foreign Exchange Management Act. Foreign exchange market: an overview


Principal (Orig.)
Arya Kanya Mahavidyalaya,
Shahabad Markanda

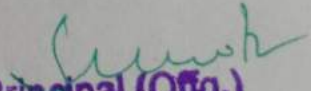
Ms. ROZY
Planner
B.COM 4th Semester
COMPUTERIZED ACCOUNTING SYSTEM (BC-405)
Session -2020-21

April: Week 3 Bridge course: Introduction-installation of Tally
Week 4 ERP9–Licensing configurations–Tally Vault
Password–Security Control in Tally

May: Week 1 ERP9–Splitting Company Data–Backup and
Restore
Week 2 Accounting: voucher entry, balance sheet, profit
and loss account
Week 3 Debit note, credit note
Week 4 Budget, cost centre

June: Week 1 currency, Interest calculation
Week 2 Inventory: stock item, Sales order, purchase
order, delivery note, rejection out
Week 3 Computerized Tax Liability Calculations, Payroll:
Salary Accounting
Week 4 Introduction to Payroll–Payroll Masters–Payroll
Vouchers, Overtime Payment
End of June: Gratuity–Advanced Payroll Transactions Basic
Salary

July: Week 1, Overtime, Bonus, Gratuity, Loan, ESI, Provident
Fund, Pension, Commission.
Week 2 Revision


Principal (Offg.)
Arya Kanya Mahavidyalaya
Shahabad Markanda

Ms. ROZY

Planner
M.com 2nd Semester
FINANCIAL MANAGEMENT & POLICY (MC
204)
Session -2020-21

April: Week 3 Bridge course: introduction about course

Week 4 Financial Management: Nature, significance, objectives and scope of financial management, functions of finance executive in an organization,

May: Week 1 Time value of money and recent developments in financial management

Week 2 Financial Planning and forecasting: Need & importance of financial planning, financial planning process, drafting a financial plan

Week 3 Financial forecasting; meaning, benefits and techniques of financial forecasting, Sources of finance.

Week 4 Cost of Capital: Significance, computation of cost of capital including CAPM, problems in computation of cost of capital.

June: Week 1 Working Capital Management and Control: Need, Types & determinants, assessment of working capital requirements; presentations

Week 2 Management of cash, marketable securities & receivables, presentations

Week 3 financing of working capital – banking norms, presentations

Week 4 Capital Budgeting Decisions: Nature & importance, factors influencing capital expenditure decisions, capital budgeting process, presentations

End of June: Evaluation criteria and risk analysis, Presentations

July: Week 1 capital expenditure control, presentations

Week 2 Revision and presentations

S. S. S.
Principal (Offg.)

Arya Kanya Mahavidyalaya
Shahabad Markanda

Ms. ROZY

Planner
M.com 2nd Semester
CORPORATE ACCOUNTING (MC 205)
Session -2020-21

April: Week 3 Bridge course: introduction about Company Accounts
Week 4 Issue, forfeiture

May: Week 1 valuation of shares
Week 2 Final accounts of company
Week 3 Amalgamation, absorption and reconstruction
Week 4 Amalgamation, absorption and reconstruction

June: Week 1 Human Resource Accounting, Lease accounting, presentations

Week 2 Preparation of consolidated financial statements of holding and subsidiary companies, presentations

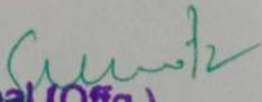
Week 3 Preparation of consolidated financial statements of holding and subsidiary companies, presentations

Week 4 Corporate reporting requirements and Current practices, presentations

End of June: Periodic reporting; Segment reporting, Presentations

July: Week 1 Social reporting; Harmonization in corporate reports, presentations

Week 2 Revision


Principal (Offg.)
Arya Kanya Mahavidyalaya
Shahabad Markanda

Ms. ROZY
Planner
M.com 4th Semester
ORGANISATIONAL CHANGE AND INTERVENTION
STRATEGIES (MC-417)
Session -2020-21

April: Week 3 Bridge course: introduction about course
Week 4 Understanding change: Nature of change, Forces of change

May: Week 1 Types of Change, Managing Change – Transformational planning

Week 2 Creating support system, managing the transition

Week 3 Strategic leverages to implementing change – Structure based changes

Week 4 Customer and competitors focused strategies Change Management

June: Week 1 Dealing with individual and group, presentations

Week 2 Overcoming resistance to change, Organizational Development – Nature & Characteristics, presentations

Week 3 OD Assumptions, Steps in OD, OD Interventions – Interpersonal & Team interventions, presentations

Week 4 System interventions, Survey feedback, Issues and Challenges for OD practioners, presentations

End of June: Ethics of OD professionals, Presentations

July: Week 1 OD in India-Past trends and future challenges, Evaluation of OD, presentations

Week 2 Revision

Sunote
Principal (Offg.)
Arya Kanya Mahavidyalaya
Shahabad Markanda

**Ms. Shivani
Planner
M.COM 2nd Semester**

INTERNATIONAL

BUSINESS ENVIRONMENT

Session -2020-21 MC 202

April: Week 3 Bridge course: introduction about International business nature

Week 4 Importance and scope; Framework for analyzing international business environment

May: Week 1 Geographical, economic, socio-cultural, political and legal environment; Multinational corporations: nature and role

Week 2 Technology transfers: importance and types

Week 3 Foreign Investment: nature, types and barriers

Week 4 An overview of International economic institutions:

WTO, UNCTAD

June: Week 1 IMF, World Bank; Generalized system of preferences; International commodity agreements and presentations

Week 2 Regional economic co-operation: types and rationale, EU, NAFTA and presentations

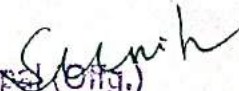
Week 3 ASEAN, SAFTA and presentations

Week 4 Foreign Exchange Markets: nature, participants and presentations

End of June: Foreign exchange rates determinants, Exchange rates arrangement in India and presentations

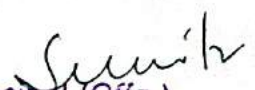
July: Week 1 Foreign Exchange Risk: nature and management and presentations

Week 2 Revision and presentations


Principal (Offg.)
Arya Kanya Mahavidyalya
Shahabad Markanda

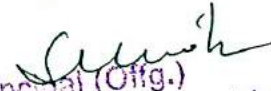
Ms. Shivani
Planner
M.COM 4th Semester
Rural Marketing MC 412
Session -2020-21

- April:** Week 3 Bridge course: introduction Nature of rural marketing
Week 4 Characteristics, opportunities and challenges to rural market in India
- May:** Week 1 Rural marketing environment
Week 2 Rural marketing research, rural consumer behavior
Week 3 Segmenting rural markets
Week 4 Rural marketing strategies
- June:** Week 1 Rural market vs. urban market
Week 2 New Product development for the rural market.
Week 3 Rural marketing mix, Media planning for rural markets
Week 4 Personal selling in rural market
- End of June: Marketing of consumer durables and nondurables
- July:** Week 1 Marketing of agricultural produce; E- commerce in rural markets.
Week 2 Revision


Principal (Offg.)
Arya Kanya Mahavidyalaya
Shahabad Markanda

Ms. Shivani
Planner
B.COM 2ND Semester
Business environment OF Haryana (BC-206)
Session -2020-21

- April:** Week 3 Bridge course: Introduction of Haryana
Week 4 Haryana economy: nature, characteristics and problems
- May** Week 1 Concept of economic development; State of the Haryana economy since its inception
Week 2 Income; Population, Health & Nutrition and declining sex ratio
Week 3 Haryana agriculture: nature, cropping pattern, role of agriculture in Haryana economy,
Week 4 Measures for development in agriculture, crop insurance, HFC
- June** Week 1 Agriculture credit: agriculture finance, types of agriculture finance
Week 2 Credit needs of farmers; sources of credit: institutional and non-institutional sources;
Week 3 NABARD; rural indebtedness: causes, consequences and debt relief measures, Role of HSIIDCHAFED
Week 4 Micro, small & medium enterprises (MSME) in Haryana: meaning, role, performance and challenges;
End of June SEZ, Growth of MNCs in Haryana
- July** Week 1 HKVIB, Haryana budget: objectives and policies
Week 2 sources of revenues and its utilization and Revision


Principal (Offg.)
Arya Kanya Mahavidyalaya
Bahabad Markanda

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Ms Shivani

Planner

**M.COM 1st Semester
Business environment (MC-102)**

Session -2020-21

January: Week 1 Bridge course: Business environment
Week 2 Nature and importance; Interaction matrix of different environment factor

Week 3 Environmental scanning, Right to Information Act.

Week 4 Economic planning in India: objectives, strategies and problems

End of January: Privatization; Globalization; Disinvestment in Public Sector

Units

February: Week 1 Business Ethics, Corporate Governance and presentations

Week 2 Social responsibility of Business, The Environment (Protection) Act, and presentations

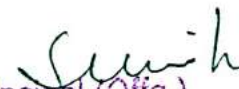
Week 3 Fiscal Policy; Monetary Policy, and presentations

Week 4 Industrial Policy; Industrial Licensing Policy; EXIM Policy and presentations

March: Week 1 Industrial sickness; Development and protection of Small Scale Industry and presentations


Week 2 Consumer Protection Act; Competition Act; Foreign Exchange Management Act and presentations

Week 3 Revision and presentations


Principal (Offg.)
Anya Kanya Mahavidyalaya
Shahabad Markanda


Mrs. Veena
Planner
B.COM 6th Semester
RETAIL MANAGEMENT (BC-606 (i))
Session -2020-21

- April:** **Week 2** Bridge course: introduction about Retail
Week 3 Retailing: concept, characteristics and importance
Week 4 Theories of retailing, strategic planning in retailing
- May:** **Week 1** Planning location of retail institution: trading area analysis
Week 2 Deciding the most desirable type of location, choice of a general location, choosing and evaluating a particular site, Material handling
Week 3 Revision and class test
Week 4 Organizational structure in retail institutions; classification of retail institutions, store based and non-store based retail organizations
- June:** **Week 1** Process of setting up a retail organization
Week 2 Store management: blueprinting operations,
Week 3 Deciding stores layout, energy management
Week 4 Security issues; applications of information technology in retailing
- End of June:** Revision and class test
- July:** **Week 1** Trends in retailing in India; FDI in retail
Week 2 Revision


Principal (Offg.)
Arya Kanya Mahavidyalaya
Shahabad Markanda

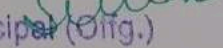
Mrs. Veena
Planner
B.COM 6th Semester
INCOME TAX-II (BC-604)
Session -2020-21

- April:** **Week 2** Bridge course: introduction about income tax
Week 3 Deductions under section 80C to 80U in computing total income
Week 4 Computation of total income
- May:** **Week 1** Tax liability of an individual
Week 2 H.U.F. Computation of total income
Week 3 Revision and class test
Week 4 Tax liability of a Firm
- June:** **Week 1** Deduction of tax at source
Week 2 Advance payment of tax. Income tax authorities and their powers
Week 3 Procedure for assessment; different types of returns
Week 4 Procedure of filing e-return and revised return
- End of June:** Recovery and refund of tax
- July:** **Week 1** Penalties and prosecutions; appeals and revision
Week 2 Revision


Principal (Offg.)
Arya Kanya Mahavidyalaya
Shahabad Markanda

Mrs. Veena
Planner
B.COM 4th Semester
BUSINESS STATISTICS II (BC- 405)
Session -2020-21

- April:** **Week 2** Bridge course: introduction about course
Week 3 Permutations and Combinations Binomial Theorem Linear inequalities: graphical solution of linear equalities in two variables **Week 4** Permutations and Combinations Binomial Theorem Linear inequalities: solution of system of linear inequalities in two variables
- May:** **Week 1** programming-formulation of equation: graphical method of solution: problems relating to two variables including the case of mixed constraints
Week 2 programming-formulation of equation: Linear; cases having no solution, multiple solutions,
Week 3 programming-formulation of equation: unbounded solution and redundant constraints
Week 4 Data representation and interpretation: introduction, classification and tabulation of data
- June:** **Week 1** Diagrammatic and graphic representation of data: significance of diagrams and graphs
Week 2 Types of diagrams: bar diagram, pie chart, pictographs,
Week 3 graphs of time series or line graphs
Week 4 graphs of frequency distribution: histogram
- End of June:** Graphs of frequency distribution: frequency polygon, ogives or cumulative frequency curves
- July:** **Week 1** limitations of diagrams and graphs.
Week 2 Revision


Principal (Orig.)
Arya Kanya Mahavidyalaya
Shahabad Markanda

Mrs. Veena
Planner
B.COM 2nd Semester
E-COMMERCE (BC- 205)
Session -2020-21

- April:** **Week 2** Bridge course: introduction about course
Week 3 Introduction to internet: concept, application and uses of Internet,
Internet services
Week 4 Information Technology and Business: concepts of data, information
and information system, effects of IT on business
- May:** **Week 1** Information- Types of information system
Week 2 Transaction Processing System (TPS)
Week 3 Management Information System (MIS)
Week 4 Introduction to E-commerce: e-commerce and world wide web
- June:** **Week 1** e-commerce application services
Week 2 ecommerce models: B2B, B2C, C2C
Week 3 electronic data interchange: benefits, components of EDI
Week 4 EDI implementation
End of June: Security issues in e-commerce
- July:** **Week 1** M-commerce and e-governance: an overview
Week 2 Revision

Suresh
Principal (Offg.)
Arya Kanya Mahavidyalaya
Shahabad Markanda