

Name Of Associate Professor: DR.RITU CHANDNA

Class: B.Com First Year(II Semester)

Subject: Business Environment In Haryana

Week 1

Day	Date	Topic
1	01/01/18	Business Environment :Meaning & Concepts
2	02/01/18	Nature and Features of Business
3	03/01/18	Business Types and Models
4	04/01/18	Types of Business Environment
5	05/01/18	Do
6	06/01/18	Significance of Business Environment

Week 2

1	08/01/18	Introduction of Haryana Economic -Growth
2	09/01/18	Nature of Indian Economy
3	10/01/18	Problems of Indian Economy
4	11/01/18	Economic Deveolpment - Meaning and Features
5	12/01/18	Objectives of Economic Deveolpment
6	13/01/18	Determinants of Economic Deveolpment

Week 3

1	15/01/18	Production Of Agriculture in Haryana
2	16/01/18	Trends in Production of Crops
3	17/01/18	Income of Haryana,Banking In Haryana
4	18/01/18	Health and Nutrition ,Literacy of Haryana
5	19/01/18	Industry ,Foreign Trade in Haryana
6	20/01/18	Class Test

Week 4

1	22/01/18	Vasant Panchami
2	23/01/18	Agriculture : Meaning ,Nature & Role
3	24/01/18	Sir Chhotu Ram Jayanti
4	25/01/18	Measures To Improve Agriculture in Haryana
5	26/01/18	Republic Day
6	27/01/18	Scope of Haryana in Haryana

Week 5

1	29/01/18	Cropping Pattren in India-Meaning,Role
2	30/01/18	Trends in Investment in Haryana
3	31/01/18	Guru Ravi Das Birthday
4	01/02/18	Agricultural Credit-Meaning & Sources
5	02/02/18	Agricultural Credit-Types
6	03/02/18	Problems of Rural Credit

Week 6

1	05/02/18	Suggestions to Remove Limitation of Rural Credit
2	06/02/18	NABARD -Introduction
3	07/02/18	Features of NABARD
4	08/02/18	Achievements of NABARD
5	09/02/18	Functions of NABARD
6	10/02/18	Maharishi Dayanand Saraswati Jayanti

Week 7

1	12/02/18	Class Test
2	13/02/18	Maha Shivratri
3	14/02/18	Role of NABARD
4	15/02/18	Assignments Given to Students
5	16/02/18	Organisational Structure of NABARD
6	17/02/18	Rural Indebtedness - Meaning & Causes

Week 8

1	19/02/18	Consequences of Rural Indebteness
2	20/02/18	Measures for debt relief in Rural Indebtedness
3	21/02/18	Small Scale & Cottage Industry
4	22/02/18	Classification of Industries
5	23/02/18	Small Scale Industries and Five Year Plan
6	24/02/18	Role of SSIs & Cottage Industries in the Economy in Haryana

Week 9

1	26/02/18	Problems of Small Scale & Cottage Industries
2	27/02/18	Policies and Plans of SSIs and Cottage Industries
3	28/02/18	HOLIDAY
4	01/03/18	HOLIDAY
5	02/03/18	Holi
6	03/03/18	HOLIDAY

Week 10		
1	05/03/18	New Policy of SSIs ,HSIIDC-Introduction
2	06/03/18	Role & Objective of HSIIDC
3	07/03/18	SEZs Introduction & Objectives
4	08/03/18	Mechanism & Administrative set up of SEZs,Advantages of SEZs
5	09/03/18	Criticism of SEZs
6	10/03/18	HFC - Meaning & Objective
Week 11		
1	12/03/18	Features of HFC
2	13/03/18	State Financial Corporation Act 1951 -An Introduction
3	14/03/18	Provisions of SFC Act ,1951
4	15/03/18	Schemes offered by Corporations
5	16/03/18	Capital Structure of HFC,Funtions of HFC
6	17/03/18	Role of HFC
Week 12		
1	19/03/18	Criticism of HFC
2	20/03/18	HAFED -Introduction
3	21/03/18	Functions of HAFED
4	22/03/18	Objectives of HAFED
5	23/03/18	Shaheedti Diwas
6	24/03/18	Operating System of HAFED
Week 13		
1	26/03/18	HAFED -Management
2	27/03/18	Problems of HAFED
3	28/03/18	Assignments Given to Students
4	29/03/18	Mahaveer Jayanti
5	30/03/18	Missions and Vision of HAFED and its Marketing
6	31/03/18	Advantages of HAFED
Week 14		
1	02/04/18	Process of Exports of Goods & Services
2	03/04/18	Classroom Discussion
3	04/04/18	Haryana Planning Commission -Introduction
4	05/04/18	Structure & Function of Haryana State Planning Board
5	06/04/18	Achievements of Planning in Haryana
6	07/04/18	Failures of Economic Planning in Haryana
Week 15		
1	09/04/18	Test
2	10/04/18	Process of Economic Planning
3	11/04/18	Eleventh Plan Period in Haryana
4	12/04/18	Twelfth Five Year Plan of Haryana
5	13/04/18	Proposed Outlay of 12 th Plan
6	14/04/18	Dr. Ambedker Jayanti, Baisakhi
Week 16		
1	16/04/18	Performance of 12 th Plan
2	17/04/18	Introduction of Haryana Budget
3	18/04/18	Parshuram Jayanti
4	19/04/18	Features & Objective of Haryana Budget
5	20/04/18	Importance of Budget
6	21/04/18	Components of Budget
Week 17		
1	23/04/18	Role of Budget in Haryana
2	24/04/18	Haryana Budget- Economic Survey
3	25/04/18	Policies of Haryana Budget
4	26/04/18	New Industrial Policy & Objectives
5	27/04/18	Revision
6	28/04/18	Revision

Name Of Associate Professor: DR.RITU CHANDNA

Class: B.Com Second Year (IV Semester)

Subject: Company Law -II

Week 1

Day	Date	Topic
1	01/01/18	Historical Development of Company law
2	02/01/18	Indian Companies ACT,1956
3	03/01/18	The Companies ACT ,2013
4	04/01/18	Machinery for the administration of Company Act
5	05/01/18	Meaning , Definitions & Features of Company
6	06/01/18	Lifting the Corporate Veil

Week 2

1	08/01/18	Difference Between Joint Stock Company & Partnership
2	09/01/18	Advantages & Disadvantages of Joint Stock Company
3	10/01/18	Classification of Joint Stock Company
4	11/01/18	Classification of Joint Stock Company
5	12/01/18	Meaning ,Defination of Private Company
		Difference between Private & Public Company
6	13/01/18	Privileges & Exemption of Private Company

Week 3

1	15/01/18	Conversion of Private Company into Public Company. Conversion of Public Company into Private Company
2	16/01/18	Stages of Formation of a Company
3	17/01/18	Promoters
4	18/01/18	Promotion Stage
5	19/01/18	Registration of Company
6	20/01/18	Certificate of Incorporation

Week 4

1	22/01/18	Vasant Panchami
2	23/01/18	Stage of Commencement of Business
3	24/01/18	Sir Chhotu Ram Jayanti
4	25/01/18	Meaning & Definition of Memorandum of Association
5	26/01/18	Republic Day
6	27/01/18	Importance,Purpose , Forms of Memorandum of Association

Week 5

1	29/01/18	Clauses of Memorandum of Association
2	30/01/18	Clauses of Memorandum of Association
3	31/01/18	Guru Ravi Das Birthday
4	01/02/18	Class Test
5	02/02/18	Alteration in Memorandum of Association
6	03/02/18	Topic of Assignment Given

Week 6

1	05/02/18	Meaning ,Need , Objects and Importance of Article of Association
2	06/02/18	Obligation to Register Article of Association
3	07/02/18	Subject Matter of Article of Association
4	08/02/18	Alteration of Article of Association
5	09/02/18	Limitations or Restrictions Regarding alteration of articles
6	10/02/18	Maharishi Dayanand Saraswati Jayanti

Week 7

1	12/02/18	Legal Effect of Memorandum & Article of Association
2	13/02/18	Maha Shivratri
3	14/02/18	Doctrine of Constructive Notice
4	15/02/18	Doctrine of Indoor Management
5	16/02/18	Class Test
6	17/02/18	Difference between Memorandum & Article of Association

Week 8

1	19/02/18	Doctrine of Ultra Virus
2	20/02/18	Topic of Assignment Given
3	21/02/18	Meaning & Definition of Prospectus
4	22/02/18	Form & Contents of Prospectus
5	23/02/18	When Issue Prospectus is deemed to be Public
6	24/02/18	Legal Requirements of Prospectus

Week 9

1	26/02/18	Scanning of Prospectus
2	27/02/18	Students Discussion
3	28/02/18	HOLIDAY
4	01/03/18	HOLIDAY
5	02/03/18	Holi
6	03/03/18	HOLIDAY

Week 10		
1	05/03/18	Mis-Statement in Prospectus
2	06/03/18	Deemed Prospectus ,Shelf Prospectus
3	07/03/18	Meaning & Objectives of Shares
4	08/03/18	Features of Share
5	09/03/18	Kinds of Share
6	10/03/18	Class Test
Week 11		
1	12/03/18	Difference between Equity Shares and Preference Shares
2	13/03/18	Stock
3	14/03/18	Provisions & Procedure of Conversion of Shares into Stock
4	15/03/18	Group Discussion
5	16/03/18	Voting rights of Shareholders
6	17/03/18	Difference between Shares & Stock
Week 12		
1	19/03/18	Meaning & Defination of Allotment of Shares
2	20/03/18	Provisions regarding allotment
3	21/03/18	Assignment given to students
4	22/03/18	Irregular allotment and its effects
5	23/03/18	Shaheed Diwas
6	24/03/18	Classroom Discussion
Week 13		
1	26/03/18	Return of Allotment, letter of Allotment
2	27/03/18	Underwriting Commission, Allotment for consideration, Other cash
3	28/03/18	Brokerage, Placing, Issues of Shares
4	29/03/18	Mahaveer Jayanti
5	30/03/18	Issue of Bonus and Right Shares
6	31/03/18	Restrictions on purchase of their own Shares, Buying Back of Shares
Week 14		
1	02/04/18	Meaning, Nature of Share Capital
2	03/04/18	Kinds of Share Capital, Alteration of Share Capital
3	04/04/18	Procedure of Alteration
4	05/04/18	Manner of Allotment of further issues of Shares
5	06/04/18	Conversion of Debentures into Shares
6	07/04/18	Meaning and Defination of Share Certificate
Week 15		
1	09/04/18	Provisions of Share Certificate
2	10/04/18	Share Warrant
3	11/04/18	Diff. b/w Share Certificate and Share Warrant
4	12/04/18	Introduction of Issue and Allotment
5	13/04/18	Debentures Stock
6	14/04/18	Dr. Ambedker Jayanti, Baisakhi
Week 16		
1	16/04/18	Issue of Allotment of Debentures
2	17/04/18	Kinds of Debentures
3	18/04/18	Parshuram Jayanti
4	19/04/18	Diff. b/w Debentureholder and Shareholder
5	20/04/18	Remedies available to Debentureholders
6	21/04/18	Register of Debentureholder
Week 17		
1	23/04/18	Class Test
2	24/04/18	Class Room Discussion
3	25/04/18	Revision
4	26/04/18	Revision
5	27/04/18	Students Discussion
6	28/04/18	Class Test

Name Of Associate Professor: DR.RITU CHANDNA

Class: B.Com Final Year(VI Semester)

Subject: Management Accounting

Week 1

Day	Date	Topic
1	01/01/18	Meaning, Nature of Management Accounting
2	02/01/18	Significance and Scope of Management Accounting
3	03/01/18	Diff.b/w Cost Accounting and Management Accounting
4	04/01/18	Meaning of Cost Management
5	05/01/18	Cost Control and Cost Reduction
6	06/01/18	Classroom Discussion

Week 2

		Budgeting and Budgetary Control
1	08/01/18	Concept of Budget and Budgetary Control
2	09/01/18	Objectives of Budgeting and Budgetary Control
3	10/01/18	Types of Budget
4	11/01/18	Functional Budgets, Fixed and Flexible Budget
5	12/01/18	Zero Based Budget
6	13/01/18	Programme and Performance Budgets

Week 3

1	15/01/18	Practical Problems of Budget
2	16/01/18	Practical Problems of Budget
3	17/01/18	Practical Problems of Budget
4	18/01/18	Revision of Management Accounting
5	19/01/18	Techniques of Budgetary Control
6	20/01/18	Miscellaneous Problems of Budget

Week 4

1	22/01/18	Vasant Panchami
2	23/01/18	Standard Costing :Meaning and Features
3	24/01/18	Sir Chhotu Ram Jayanti
4	25/01/18	Objectives of Standard Costing
5	26/01/18	Republic Day
6	27/01/18	Practical Aspect of Standard Costing

Week 5

1	29/01/18	Variance Analysis
2	30/01/18	Objectives of Variance Analysis
3	31/01/18	Guru Ravi Das Birthday
4	01/02/18	Use of Variance Analysis
5	02/02/18	Computation of Variances :Material Variance
6	03/02/18	Practical Questions

Week 6

1	05/02/18	Practical Questions
2	06/02/18	Labour Variances :Causes and Types
3	07/02/18	Practical Problems
4	08/02/18	Practical Problems
5	09/02/18	Doubts Session
6	10/02/18	Maharishi Dayanand Saraswati Jayanti

Week 7

1	12/02/18	Assignments Given to Students
2	13/02/18	Maha Shivratri
3	14/02/18	Class Test-Variance Analysis
4	15/02/18	Revision
5	16/02/18	Classroom Discussion
6	17/02/18	Reasons for Material and Labour Cost Variances

Week 8

1	19/02/18	Disposition of Variances
2	20/02/18	Miscellaneous Illustrations
3	21/02/18	Miscellaneous Illustrations
4	22/02/18	Chaper- Marginal Costing and Break Even Analysis
5	23/02/18	Meaning, Features of Marginal Costing
6	24/02/18	Assumptions of Marginal Costing
		Absorption Costing

Week 9

1	26/02/18	Contribution
2	27/02/18	Cost Volume Profit Analysis
3	28/02/18	HOLIDAY
4	01/03/18	HOLIDAY
5	02/03/18	Holi
6	03/03/18	HOLIDAY

Week 10		
1	05/03/18	Break Even Chart
2	06/03/18	Break Even Point Calculations
3	07/03/18	Practicals Aspect of Break Even Point
4	08/03/18	Margin of Safety
5	09/03/18	Practicals Problems of Margin of Safety
6	10/03/18	Applications of Marginal Costing
Week 11		
1	12/03/18	Applications of Marginal Costing
2	13/03/18	Practical Aspect
3	14/03/18	Practical Aspect
4	15/03/18	Fixation of Selling Price
5	16/03/18	Capital Investment Decision
6	17/03/18	Evaluation of performance
Week 12		
1	19/03/18	Class Test
2	20/03/18	Revision
3	21/03/18	Doubt Session
4	22/03/18	Doubt Session
5	23/03/18	Shaheed Diwas
6	24/03/18	Blackboard Test
Week 13		
1	26/03/18	Profit Volume Graph
2	27/03/18	Angle of Incidence
3	28/03/18	Selection a suitable product mix
4	29/03/18	Mahaveer Jayanti
5	30/03/18	Key or Limiting Factor
6	31/03/18	Make or Buy Decision
Week 14		
1	02/04/18	Capturing Foreign Market
2	03/04/18	Assignments Given to Students
3	04/04/18	Responsibility Accounting :Meaning and Steps
4	05/04/18	Responsibility centres-Meaning
5	06/04/18	Types
6	07/04/18	Significance of Responsibility Accounting
Week 15		
1	09/04/18	Divisional Performance Measurement
2	10/04/18	Financial Measures:Return on Investment
3	11/04/18	Class Test
4	12/04/18	Revision of Topics
5	13/04/18	Revision of Topics
6	14/04/18	Dr. Ambedker Jayanti, Baisakhi
Week 16		
1	16/04/18	Contribution Methods
2	17/04/18	Class Test
3	18/04/18	Parshuram Jayanti
4	19/04/18	Group Discussion
5	20/04/18	Revision of Whole Syllabus
6	21/04/18	Class Test
Week 17		
1	23/04/18	Revision
2	24/04/18	Revision
3	25/04/18	Revision
4	26/04/18	Revision
5	27/04/18	Revision
6	28/04/18	Revision

Name Of Associate Professor: DR.RITU CHANDNA

Class: B.Com Final(VI Semester)

Subject: Auditing

Week 1

Day	Date	Topic
1	01/01/18	Introduction of Auditing
2	02/01/18	Book Keeping, Accountancy, Auditing
3	03/01/18	Accounting is a necessity while Auditing is Luxury
4	04/01/18	Nature & Scope of Audit
5	05/01/18	Basic Concepts of Auditing
6	06/01/18	Auditing Principles, procedure & Techniques

Week 2

1	08/01/18	Qualities of an Auditor, Types of Audit
2	09/01/18	Objects of Auditing
3	10/01/18	Objects of Auditing-Continued
4	11/01/18	Difference between Error & Fraud
5	12/01/18	Duties & Responsibilities of Auditor regarding Error & Fraud
6	13/01/18	Advantages of Audit

Week 3

1	15/01/18	Limitations of Audit
2	16/01/18	Classification of Audit
3	17/01/18	Classification of Audit-Continued
4	18/01/18	Internal Audit & External Audit
5	19/01/18	Dependence of Statutory Auditor on Internal Audit
6	20/01/18	Internal Audit & Continuous Audit preparation before Audit

Week 4

1	22/01/18	Vasant Panchami
2	23/01/18	Audit Programme
3	24/01/18	Sir Chhotu Ram Jayanti
4	25/01/18	Audit Notebook
5	26/01/18	Republic Day
6	27/01/18	Audit Working Papers

Week 5

1	29/01/18	Methods & Procedure of Audit
2	30/01/18	Test Checking & Auditor's Responsibilities
3	31/01/18	Guru Ravi Das Birthday
4	01/02/18	Introduction of Internal control Objects
5	02/02/18	Forms of internal control
6	03/02/18	Assignment Given to Students

Week 6

1	05/02/18	Features, Objectives of Internal Check
2	06/02/18	Advantages & Disadvantages of Internal Check
3	07/02/18	Difference between Internal Check & Internal Audit
4	08/02/18	Qualification of Internal Auditor
5	09/02/18	Classification of Internal Check
6	10/02/18	Maharishi Dayanand Saraswati Jayanti

Week 7

1	12/02/18	Class Test
2	13/02/18	Maha Shivratri
3	14/02/18	Internal Audit: Meaning, Objects
4	15/02/18	Importance, Procedure, Advantages of Internal Audit
5	16/02/18	Internal Check & Stores, Cash
6	17/02/18	Routine Checking: Meaning, Objects

Week 8

1	19/02/18	Classroom Discussion
2	20/02/18	Vouching: Meaning, Objects & Importance
3	21/02/18	Voucher: Meaning, Kinds & Examination of Vouchers
4	22/02/18	Vouching of Cash Book(Receipts Side)
5	23/02/18	Vouching of Cash Book(Payment Side)
6	24/02/18	Vouching of Purchase Book etc.

Week 9

1	26/02/18	Vouching of Bills Receivable Book etc.
2	27/02/18	Vouching of Ledger
3	28/02/18	HOLIDAY
4	01/03/18	HOLIDAY
5	02/03/18	Holi
6	03/03/18	HOLIDAY

Week 10		
1	05/03/18	Class Test
2	06/03/18	Meaning, Objects, Advantages of Verification
3	07/03/18	Verification of Assets
4	08/03/18	Class Test
5	09/03/18	Verification of Assets(Continued)
6	10/03/18	Verification of Liabilities
Week 11		
1	12/03/18	Introduction of Audit
2	13/03/18	Appointment of Company Auditor
3	14/03/18	Qualification & Remuneration of company Auditor
4	15/03/18	Removal of Auditor
5	16/03/18	Legal Position of Auditor
6	17/03/18	Rights & Duties of Auditor
Week 12		
1	19/03/18	Liabilities of an Auditor
2	20/03/18	Meaning & Importance of Audit Reports
3	21/03/18	Assignments Given to Students
4	22/03/18	Subject Matter of Audit Report
5	23/03/18	Shaheed Diwas
6	24/03/18	Types of Audit Reports
Week 13		
1	26/03/18	Specimen of Audit Reports
2	27/03/18	Audit Certificate
3	28/03/18	Introduction of Investigation
4	29/03/18	Mahaveer Jayanti
5	30/03/18	Difference Between Auditing & Investigation
6	31/03/18	Procedure of Investigation
Week 14		
1	02/04/18	Types of Investigation
2	03/04/18	Investigation on the behalf of owner of business
3	04/04/18	Investigation by Tax-Authorities
4	05/04/18	Introduction of E-Commerce
5	06/04/18	Effect of E-commerce on Audit
6	07/04/18	Audit of E-Commerce Transactions
Week 15		
1	09/04/18	Classroom Discussion
2	10/04/18	Introduction of Professionals Ethics
3	11/04/18	Professional Ethics Under Chartered Accountant Act, 1949
4	12/04/18	Entry of Names in the Register
5	13/04/18	Fellows & Associates
6	14/04/18	Dr. Ambedkar Jayanti, Baisakhi
Week 16		
1	16/04/18	Disabilities or Disqualifications
2	17/04/18	Reasons For Removal of Name from Register
3	18/04/18	Parshuram Jayanti
4	19/04/18	Appeal against the order of the board of discipline
5	20/04/18	Schedule- I-Part-I
6	21/04/18	Schedule- I-Part-II & Part-III
Week 17		
1	23/04/18	Class Test
2	24/04/18	Revision
3	25/04/18	Class Test
4	26/04/18	Schedule-2-Part-I & Part-II
5	27/04/18	Revision
6	28/04/18	Revision