

Lesson Plan for academic session 2023-24

Name of College: **G.C. Israna (Pnp)**

Subject: **Corporate Accounting-II**

Semester : **B. Com 4th Sem**

Month	Topics/ Chapters to covered
January 2024	<ul style="list-style-type: none">• Teller System of Banking Accounts• Book Keeping System of Banks• Income Statement: Concept and Schedules• Practice of Income Statement• Balance Sheet of Banks: Concept and Schedules• Practice of Balance Sheet• 1st Assignment
February 2024	<ul style="list-style-type: none">• Meaning and Methods of Liquidation• Liquidator's Final Statement of Account• List of Contributors and Statement of Affairs• Holding Company: Meaning and Concept• Consolidated Balance Sheet: Concept and Preparation• Practice of Consolidated Balance Sheet• 2nd Assignment
March 2024	<ul style="list-style-type: none">• Goodwill: Meaning, features, need of valuation• Factors affecting the valuation of goodwill• Methods of valuation of goodwill• Valuation of Shares: Meaning, Purpose, Factors• Methods of valuation of shares.• Test
April 2024	<ul style="list-style-type: none">• Insurance: Meaning and Types• Financial Statements of Life Insurance Business: Meaning and Practice• Financial Statements of General Insurance Business: Meaning and Practice• Revision of Syllabus

Lesson Plan for academic session 2023-24

Name of College: **G.C. Israna (Pnp)**

Subject: **Company Law-II**

Semester : **B. Com 4th Sem**

Month	Topics/ Chapters to covered
January 2024	<ul style="list-style-type: none">• Members: Meaning and Conditions• Conditions to become a member• Rights/Duties/Responsibilities of Members• Method of acquiring and Termination of membership in company• Register of Members• Company Management personnel: managing director, whole time director, manager• Directors: legal position, qualification, appointment, removal• 1st Assignment
February 2024	<ul style="list-style-type: none">• Powers, duties & liabilities of directors• Managerial remuneration of directors• Company Secretary: Role, appointment, and dismissal• Rights, duties, and liabilities of Company Secretary• Methods of Winding up of Company• Types of Contributors• Consequences of Winding up• Types of Company Meetings• 2nd Assignment
March 2024	<ul style="list-style-type: none">• Company Resolutions: Concepts and types• Requisites of a valid meeting: authority, notice, agenda, quorum and chairperson• Conduct of meeting, resolutions, minutes and proxy• Legal provisions related to divisible Profits• Dividend: Concept, Procedure, Legal Provisions• Accounts, audit and auditors of companies• Test
April 2024	<ul style="list-style-type: none">• Prevention of oppression: Conditions and Procedure• Mismanagement: Meaning and Prevention• Reconstruction and amalgamation: Concept and Legal Provisions• Revision of Syllabus

Lesson Plan for academic session 2023-24

Name of College: **G.C. Israna (Pnp)**

Subject: **Human Resource Management**

Semester : **B. Com 6th Sem**

Month	Topics/ Chapters to covered
January 2024	<ul style="list-style-type: none">Human Resource Management: brief history, scope, objectives, functions, nature, importance, limitations of HRMHRM, HRD and personnel managementHR Planning: definition, need, objectives, process, factors affecting manpower planning, types of HR planning, problems and suggestions, succession planningJob Analysis: meaning, process, methods of collecting job data, potential problems with job analysis; Job description, Job SpecificationRecruitment: meaning, definitions, need, purpose, importance, process recruitment policy, source of recruitment, internal and external methods of recruitment.1st Assignment
February 2024	<ul style="list-style-type: none">Selection: meaning, procedure, process of selection; difference in recruitment and selection, barriers to effective selection.Placement: meaning, objectives, content and responsibility for induction;Internal Mobility: need, future;Transfer: purpose, type, benefits and problems, transfer policy;Promotion: purpose, basis, promotion policy; Demotion: causes, demotion policy; Separations.2nd Assignment
March 2024	<ul style="list-style-type: none">Training: meaning, training and education, training and development, objectives, importance, steps in training, designing a training programTraining methods: on the job and off the job, coaching, apprenticeship, vestibule training, internship and computer-based training; Evaluation of training program.Performance Appraisal: meaning, features, merits, limitationsTest
April 2024	<ul style="list-style-type: none">Performance Appraisal: process and methods of performance appraisal, suggestions, potential appraisalRevision of syllabus.

Summary of Lesson Plan for academic session 2023-24

Name of College: **G.C. Israna (Pnp)**

Subject: **Fundamentals of Insurance**

Semester : **B. Com 6th Sem**

Month	Topics/ Chapters to covered
January 2024	<ul style="list-style-type: none">• Insurance Concepts: Meaning of Insurance• History of life and general insurance• Objectives/Purpose/Principles of Insurance• Need and Importance of insurance• Life insurance: Meaning and Concept• Principles/practice/Parties of life insurance• Insurance Policy: structure, terms and contents• Present structure & growth of life insurance in India• 1st Assignment
February 2024	<ul style="list-style-type: none">• Insurance intermediaries – Meaning and Concept• Role of agents in insurance business• Procedure for becoming an agent• Revocation/suspension/termination of agent appointment• Code of conduct and unfair practices• Fire insurance: Meaning and Concept• Fire insurance policy and conditions• 2nd Assignment
March 2024	<ul style="list-style-type: none">• Fire Insurance: Procedure of claims settlement• Marine insurance: Meaning and Concept• Marine insurance policy and conditions• Procedure of claims settlement• Accident and motor insurance: Meaning and Concept• Test
April 2024	<ul style="list-style-type: none">• Accident and motor insurance policy and conditions• Procedure of claims settlement• Revision of syllabus