

OFFICE OF THE PRINCIPAL GOVT. COLLEGE FOR GIRLS, PALWAL (KURUKSHETRA)

LESSON-PLAN (Session 2024-25)

Name of Assistant Professor: Ms. Pushpanjali

Class: B.com ~~1st~~ semester

Subject/Paper: Business Management (B23-COM-103)

Sr. No.	Week	Topics to be covered	Remarks if any
1	22-30 July 2024	Introduction to management, its characteristics an significance Process of management, Functions of management, Management as science, art and profession	
2	1-8 August 2024	Approaches to management: Classical approach, Neo-classical approach, Behavioral approach, Management science approach, Systems approach and Contingency approach	
3	9-17 August 2024	Emerging management concepts	Class test 1
4	19-24 August 2024	Introduction to planning, Planning process and Importance of planning	
5	27-31 August 2024	Types of planes: Policy, Programme, Strategy, Vision, Mission, Goals and Objectives	
6	2-7 September 2024	Introduction to the concept of organizing, Principles of organizing and Benefits of organizing	
7	9-14 September 2024	Various organizational structures: Functional, Line and Staff, Matrix, Formal vs. Informal	Quiz/Group project
8	16-21 September 2024	Organizational structure for large-scale business organisation, virtual organisation; Staffing: importance, scope and modes of staffing	Class test 2
9	24-30 September 2024	Delegation: concept, advantages, barriers to delegation, guidelines for effective delegation	Assignment 1 with presentation/Group discussion
10	1,4,5,7-12, October 2024	Decentralization and Centralization: concept, advantages and disadvantages, factors influencing decentralization	
11	14-19 October 2024	Directing; Coordination	
12	21-26 October 2024	Controlling: concept, characteristics, process of control, prerequisites of an effective control system, controlling techniques	Class test 3
13	4-9 November 2024	Motivation: concept, objectives and significance, approaches to motivation	
14	11-16 November 2024	Leadership: concept, significance, functions, leadership style and approaches to leadership	
14	18-22-November 2024	Revisions and doubt clearing	Class test 4, Assignment 2 with presentation

*Vacation as per university calendar *Assignments and unit test will be taken as per schedule.

(Pushpanjali)
Asstt. Prof. of Commerce

27/7/24

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LESSON-PLAN (Session 2024-25)

Name of Assistant/ Associate Professor: Ms. Pushpanjali

Class: B.com 5th semester

Subject/Paper: Cost accounting (BC-501)

Sr. No.	Week	Topics to be covered	Remarks if any
1	22-30 July 2024	Introduction of cost accounting, nature and scope of cost accounting, cost concepts & classification , methods and techniques	
2	1-8 August 2024	Materials: material planning and purchasing , pricing of material issue	Class test 1
3	9-17 August 2024	Treatment of material losses, material and inventory control : concept and techniques	Class test 2
4	19-24 August 2024	Labour: labour cost control procedure, labour turn over, ideal time and over time	
5	27-31 August 2024	Method of wage payment , time and piece rate , incentive schemes	Class test 3
6	2-7 September 2024	Overheads: classification, allocation , apportionment and absorption of overheads, under and over absorption	
7	9-14 September 2024	Overheads continued	Assignment 1 with presentation
8	16-21 September 2024	Methods of costing: unit costing, job costing	
9	24-30 September 2024	Contract costing	
10	1,4,5,7-12, October 2024	Process costing	Group Discussion/Quiz
11	14-19 October 2024	Service costing, Standard costing	Class test 4
12	21-26 October 2024	Variance analysis : material and labour	
13	4-9 November 2024	Variance analysis continued	
14	11-16 November 2024	Cost control and cost reduction, cost audit	
15	18-22-November 2024	Revision and doubt clearing	Class test 5, Assignment 2 with presentation

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27/8/24