

**SUMMARY OF LESSON PLANS OF COLLEGE FACULTY**

Name of College: G.V.M.G. College, Sonapat. Academic Session: 2017-18 Semester:  Odd/ Even For the month of \_\_\_\_\_, 2017

S. No.	Name of Assistant/Associate Professor	Subject	Topics/Chapters to be covered	Academic activity to be organized	Topic of Assignments/Tests to be given to the students
	Mrs. Seema Garg	Cost Accounting	B.Com. III <sup>rd</sup> - Cost An introduction	Group discussions	Test of significance of cost A/c objections against cost A/c
		In July	Cost Elements concepts & classification	are organised	Test of Pricing of material issued
		In August	Material Cost A/c Labour Cost A/c Methods of wage Payment	Discussion of various concepts Paper presentation	Test of labour turnover
		In September	Accounting for overheads - Allocation Absorption method	- do -	Test of Incentive schemes with formulas
		In October	Unit or output costing Production A/c Tender & quotation Reconciliation of Cost & financial A/c	Numerical questions were given to the students & that numericals are solved by them.	Test of Methods of Absorption of overheads Test of preparation of statement of cost from financial Accounty.
		In November	Material cost control Machine hour rate	- do -	Test of determination of limits & levels of materials
		In December	Examinations.	-	

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	Mrs. Seema Garg	Corporate Law	B.Com. II <sup>nd</sup> - Company meaning, characteristics & nature	Discussion of various concepts	Test of Meaning & characteristics of Co.
		In July			
		In August	Types of companies and private company	Group Discussions	Test of Conversion of a private company into a public Co.
		In September	Formation, Promotion and Incorporation of a company, Memorandum of association	Paper Presentation	Test of clauses of Memorandum of Association.
		In October	Articles of association and prospectus.	- do -	Test of Doctrine of Indoor Management.
		In November	Borrowing powers debentures & charges.	Discussion on various aspects	Test of methods of Issuing Debentures
		In December	Examinations		

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	Mrs. Seema Garg	Human Resource Management	Introduction to Human Resource Management Recruitment and Selection	Discussion on various concepts of Human Resource management and Recruitment selection	Test of Recruitment process and factors affecting recruitment
		In July			
		In August	Training, wages & theories of wages.	Group discussions	Test of methods of training and wage payment theories.
		In September	Methods of wage Payment and concepts of wages.	Paper Presentation	Test of principles of minimum wage & difficulties in determining it.
		In October	Special Incentives and Industrial Relations	(- do -)	Test of factors affecting Industrial Relations and effects of bad Industrial Relations.
		In November	Industrial Disputes	Paper Presentation	causes of Industrial disputes and effects of Industrial disputes.
		In December	Examinations	Examinations	Examinations

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	Mrs. Seema Garg	Entrepreneurship & small scale business	Entrepreneur, Entrepreneurship & Environment	Discussion on various concepts of Entrepreneur	Test of Importance and characteristics of Entrepreneurship.
		In July			
		In August	Small business, developing competencies, Promotional development of Entrepreneurship and Entrepreneurial motivation	Paper presentation	Test of motivational theories.
		In September	Opportunity identification & selection, New venture & project report	- do -	Test of franchising & network marketing
		In October	Market survey, functions, operations and Managing business growth	Group discussions	Test of process of Market survey
		In November	Issues in small business, incentives & subsidy, Institutional support.	Revision.	Test of advantage of subsidies and problems of subsidies.
		In December	Examinations		Examinations

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