

B.Com (FS) Sem II
Paper: Communication Skills

| Terms Even Sem (2022-23) | Topics |
|--|--|
| Term 1 (24th January to 20th March 2023) | Listening skills: Barriers to listening, effective listening skills, feedback skills Attending telephone calls, Note making and note taking Speaking and conversational skills Components of meaningful till general topics Study of sounds of English |
| Term 2 (1 st April to 20 th April 2023) | Stress and intonation Situation based conversation in English and essentials of spoken English |

Deepika Khanna

Deep

Assistant professor in English

B.Com. (Financial Services) Semester-II
PAPER: VI: INDIAN FINANCIAL SYSTEM

| Terms EvenSem (2022-23) | Topics |
|--|---|
| Term 1 (24th January to 20th March 2023) | Introduction to Indian Financial System, significance, Purpose & Organization Liberalization of Financial system Meaning and components of Indian Financial System Financial Markets:- Capital & Money Markets Financial Instruments:- Traditional and Innovative Financial Services:- Objectives, types, intermediaries Financial Institution:- Commercial Banking development- Types, Rate, Recent Developments |
| Term 2 (1 st April to 20 th April 2023) | Fundamental concept of Money, Money Supply, Money Creation Financial service sector problems & reforms Life & non-Life insurance only |

Harleen Kaur
Asst. Prof. in Commerce

B.COM (FINANCIAL SERVICES) Sem II
PAPER - IV
MERCANTILE LAW

| Terms Even Sem (2022-23) | Topics |
|---|---|
| Term 1 (24 th January to 20 th March 2023) | Contract Act- Definition, Nature of Contract, Offer & acceptance, Consideration, Capacity to Contract, Free Consent. Contract of Indemnity and Guarantee, Contract of Bailment & Pledge, Contract of agency. Breach of contracts and its remedies, Discharge of Contract, Consumer Protection Act |
| Term 2 (1 st April to 20 th April 2023) | Factories Act, industrial Dispute Act, payment of Wages Act. |

Karanpreet Kaur
Asst. Prof. in Commerce

ਬੀ.kwm (FS) ਸਮੇਸਟਰ ਦੂਜਾ

PAPER-II

ਲਾਜ਼ਮੀ ਪੰਜਾਬੀ

| Terms Even sem (2022-2023) | Topics |
|---|---|
| ਟਰਮ ਪਹਿਲੀ (24 ਜਨਵਰੀ ਤੋਂ 20 ਮਾਰਚ 2023 ਤੱਕ) | ਸਰਵੋਤਮ ਪੰਜਾਬੀ ਸਾਹਿਤ(ਸੰਪਾ.ਡਾ.ਰਮਿੰਦਰ ਕੌਰ,ਡਾ.ਮੇਘਾ ਸਲਵਾਨ) ਨਿਬੰਧ ਭਾਗ:ਘਰ ਦਾ ਪਿਆਰ,ਮਾਂ,ਭੇਡਚਾਲ,ਸ਼ਾਂਤੀ ਨਿਕੇਤਨ,ਖੁਸ਼ਾਮਦੀ ਨਾਲ, ਢਹਿੰਦੀ ਕਲਾ ਚੜ੍ਹਦੀ ਕਲਾ (ਸਾਰ,ਵਿਸ਼ਾ ਵਸਤੂ) ਰੇਖਾ ਚਿੱਤਰ ਭਾਗ:ਬਲਰਾਜ ਸਾਹਨੀ,ਡਾ.ਰੰਡਾ ਸਿੰਘ,ਸਾਧਾਰਨ ਵਿਅਕਤੀ ਅਸਾਧਾਰਨ ਪ੍ਰਾਪਤੀ-ਨਾਨਕ ਸਿੰਘ,ਦਾਰਾ ਸਿੰਘ,ਭਾਈ ਮਰਦਾਨਾ ਜੀ,ਆਪਣੇ ਆਪ ਤੋਂ ਗੈਰ ਹਾਜ਼ਰ:ਦਲੀਪ ਕੌਰ ਟਿਵਾਣਾ, ਰਿਣ ਪਿੱਤਰਾਂ ਦਾ-ਮੋਹਣ ਸਿੰਘ ਦੀਵਾਨਾ (ਨਾਇਕ ਬਿੰਬ/ਵਿਸ਼ਾ ਵਸਤੂ) ਇਤਿਹਾਸਕ ਯਾਦਾਂ(ਸ.ਸ.ਅਮੋਲ):ਸ਼ਾਂਤੀ ਨਿਕੇਤਨ,ਮੁੜ ਪ੍ਰੋਫੈਸਰੀ,ਨਾਭਾ ਮੋਰਚਾ,ਯਾਰਾ ਨਵੰਬਰ 1918 (ਵਿਸ਼ਾ ਵਸਤੂ ਅਤੇ ਸਾਰ) ਵਿਆਕਰਣ:ਸ਼ਬਦ ਸ਼੍ਰੇਣੀਆਂ ਦਫ਼ਤਰੀ ਚਿੱਠੀ ਪੱਤਰ ,ਮੁਹਾਵਰੇ ਅਤੇ ਅਖਾਣ |
| ਟਰਮ ਦੂਜੀ (1 ਅਪ੍ਰੈਲ ਤੋਂ 20 ਅਪ੍ਰੈਲ ਤੱਕ) | ਸਰਵੋਤਮ ਪੰਜਾਬੀ ਸਾਹਿਤ(ਸੰਪਾ.ਡਾ.ਰਮਿੰਦਰ ਕੌਰ,ਡਾ.ਮੇਘਾ ਸਲਵਾਨ) ਨਿਬੰਧ ਭਾਗ:ਕਿਰਤ,ਜ਼ਿੰਦਗੀ ਦਾ ਖੇੜਾ ਮੇੜ ਲਿਆਈਏ (ਸਾਰ/ਵਿਸ਼ਾ ਵਸਤੂ) ਰੇਖਾ ਚਿੱਤਰ ਭਾਗ:ਫੁੱਲਾਂ ਨਾਲ ਲੱਦਿਆ ਗੁਲਮੋਹਰ-ਦੇਵਿੰਦਰ ਸਤਿਆਰਥੀ, (ਨਾਇਕ ਬਿੰਬ/ਵਿਸ਼ਾ ਵਸਤੂ) ਇਤਿਹਾਸਕ ਯਾਦਾਂ(ਸ.ਸ.ਅਮੋਲ) ਅਫ਼ਗਾਨਿਸਤਾਨ ਦੇ ਲੋਕ,ਕੋਬੇ ਜਾਪਾਨ ਦੇ ਪਹਿਲੇ ਪ੍ਰਭਾਵ (ਵਿਸ਼ਾ ਵਸਤੂ ਅਤੇ ਸਾਰ) ਵਿਆਕਰਣ:ਸ਼ਬਦ ਬਣਤਰ ਅਤੇ ਸ਼ਬਦ ਰਚਨਾ:ਪਰਿਭਾਸ਼ਾ ,ਮੁੱਢਲੇ ਸੰਕਲਪ |

Kiran Bala

Asst.pro.in Punjabi

| Term Even Sem (2022-23) | Topics |
|--|--|
| Term I 24th January to 20th March 2023 | Correction Analysis: Simple Correction (Grouped and Ungrouped data), Rank Correlation, Concurrent Correlation, Partial and Multiple Correlation. Simple Regression Analysis: Grouped and Ungrouped data. Interpolation and Extrapolation with equal and unequal class intervals (Binomial, Newton's and Lagrange's formula) Probability Theory: Addition and Multiplication theorems. Sampling: Various Concepts- Population, Sampling units, Complete enumeration sample survey, Features of a good sample, Sampling Techniques. |
| Term II 1st April to 20th April 2023 | Probability Distribution: Binomial, Poisson and Normal (Fitting of these distributions). |

B.Com FS Sem - 2

Banking Operation and Regulation

| Terms Even Sem (2022-23) | Topics |
|---|--|
| Term 1 (24th January to 20th March 2023) | <p>Banking: Evolution of Modern Banking System in India, Present Structure of Banking in India. Commercial Banking-Kole and function of banks, Banker Customer Relationship</p> <p>Various types of bank accounts, Opening of Bank accounts & its operations, closing of bank accounts, Various types of customers, KYC norms.</p> <p>Principles of lending-loans and advances, Types and Documentation.</p> <p>Innovations in Banking: Wholesale and Retail Banking, Universal and Narrow Banking, off Shore Banking and Multinational banking and cheque truncation system, Globalised challenges in Banking services</p> <p>Digitalisation of banking -E banking, Mobile banking,</p> |
| Term 2 (1st April to 20th April 2023) | <p>RTGS, NEFT, Debit cards, Credit cards, Smart cards, Introduction to IFSC, MICR, UPI, BHIM and Paytm. Measurement of Service quality SERVQUAL Model</p> |

Jhanvi

Asst. Prof in Commerce

B.Com FS Sem IV
Paper -IV
Business Economics II

| Terms Even Sem (2022-23) | Topics |
|--|--|
| <p>Term 1 (9th January to 20th March 2023)</p> | <p>Macro Economics: Meaning, scope and importance. Difference between micro economics and macroeconomics.</p> <p>National Income: Meaning, concepts, methods and problems in the measurement of national income, particularly in UDC's.</p> <p>Determination of Income and Employment: Classical theory and Keynesian theory, Says law of market, Effective Demand.</p> <p>Consumption Function: Meaning, Importance and Determinants of consumption-subjective and objective, Keynes Psychological Law of Consumption.</p> <p>Investment: Concept types and determinates. Net present value and marginal efficiency of capital.</p> <p>Working of Multiplier: Static and Dynamic, Accelerator, Interaction between Multiplier and Acceleration.</p> |
| <p>Term 2 (1st April to 20th April 2023)</p> | <p>Trade Cycles: Meaning, Characteristics ad phases, Samuelsson and Hicks model of trade cycles.</p> <p>Inflation: Meaning, causes and cures.</p> <p>Inflation-unemployment trade –off.</p> |

Varsha Arora

Asst. Prof. in Economics

B.COM (FINANCIAL SERVICES) Sem IV
PAPER-III
CORPORATE LAW & SECRETARIAL PRACTICES

| Terms Even Sem (2022-23) | Topics |
|---|---|
| <p>Term 1 (9th January to 20th March 2023)</p> | <p>Companies Act 2013- Introduction, Company- Meaning and Characteristics, lifting the corporate veil, types of company including OPC, small company, producer company, dormant company: Formation of company, promoters and their legal position, Preliminary Contract. On Line registration of Company.</p> <p>Memorandum of Association and its alteration, Doctrine of Ultra vires, Articles of Association and its alteration, doctrine of constructive Notice and indoor management. Prospectus and its types, consequences of misstatement in prospectus, book building process.</p> <p>Shares- Types, statutory provisions regarding allotment of shares, irregular allotment, Buy Back of Shares, transfer and transmission of shares Company Management: Directors. Qualification, Disqualification, Appointment. Position. Powers, Remuneration, Duties and Liabilities.</p> <p>Meetings of shareholder and Board, types, convening and conduct of meetings, requisites of a valid meeting, meeting through video conferencing, e-voting.</p> <p>Company Secretary Definition, appointment, Role and legal position, rights & liabilities of Company secretary, qualification for appointment as secretary, disqualifications, dismissal of the secretary, liabilities of Company Secretary.</p> |
| <p>Term 2 (1st April to 20th April 2023)</p> | <p>Shares- Types, statutory provisions regarding allotment of shares, irregular allotment, Buy Back of Shares, transfer and transmission of shares Company Management: Directors. Qualification, Disqualification, Appointment. Position. Powers, Remuneration, Duties and Liabilities.</p> |

Karanpreet Kaur

Asst. Prof. in Commerce Department

B. COM (FINANCIAL SERVICES)-IV
PAPER-VI
FUNDAMENTALS OF HUMAN RESOURCE MANAGEMENT

| Terms EvenSem (2022-23) | Topics |
|---|--|
| <p>Term 1 (24th January to 20th March 2023)</p> | <ul style="list-style-type: none"> • Human Resource Management (HRM): Nature, Scope, Objectives and Functions of HRM, Evolution of HRM, Changing Trends in HRM. Status and competencies of HR manager. • Human Resource Planning (HRP): Concept, Need and Importance of HRP, Factors affecting HRP, Human Resource Planning Process. • Job Analysis: Meaning and Objective, Process, Methods of Collecting job data, Uses of Job Analysis, Problems of Job Analysis. • Recruitment and Selection: Meaning and Factors governing Recruitment, Recruitment Sources and Techniques. • Meaning and Process of Selection, Problems associated with Recruitment and Selection. • Employee Retention: Meaning, Factors Responsible for High Employee Turnover, Employee Retention Strategies. • HR Training and Development: Concept and Need, Process of Training and Development Programme: - Identification of Training and Development Needs, Objectives, Strategy & Designing of Training and Development, Implementation and Methods of Training, Programme and Levels of Training Evaluation. • Performance Appraisal: Meaning, Purpose, Essentials of Effective Performance Appraisal System, Various Components of Performance Appraisal, Methods and Techniques of Performance Appraisal. |
| <p>Term 2 (1st April to 20th April 2023)</p> | <ul style="list-style-type: none"> • Managing Compensation and Employee Remuneration: Concept, Objectives, Components of Employee Remuneration, Factors Influencing Employee Remuneration, Challenges of Remuneration. Incentive plans , fringe benefits, employee health and safety and employee grievance system. • Job Evaluation: Meaning, Process and Methods of Job Evaluation |

Dr. Navdeep Kaur
(Principal)
Ramya
Asst. Prof. in Commerce

B.Com Financial Services (Semester IV)
Paper-V: Fundamentals of Insurance and its Accounting

| Terms Even Semester (2022-23) | Topics |
|--|--|
| Term I (24th January to 20th March 2023) | Introduction to Insurance; Evolution, Meaning of Insurance, Types of Insurance. Role of Insurance and Principles of Insurance. Insurance Business Environment in India. Regulatory framework; Insurance Regulatory & Development Authority of India Act. Insurance Act 1938. Privatization of Insurance sector Insurance Companies– Books maintained by insurance companies, Explanation of special terms peculiar to insurance business. Accounts for life insurance business, types of policies, Annuity business, surrender value, paid up policy, life assurance fund – valuation balance sheet. Preparation of final accounts of Life and General insurance business (as per the provisions of IRDA Act) |
| Term II (1st April to 20th April 2023) | Life Insurance: Nature, types of life insurance policies and use of Life Insurance- distinguishing features of life insurance contracts General Insurance: Types of general insurance contracts and features of general insurance contracts |

Dr. Payal
Asst. Prof in Commerce

B.COM (FINANCIAL SERVICES) Sem-IV Paper -II
LEADERSHIP AND PERSONALITY DEVELOPMENT

| Terms Even Semester (2022-23) | Topics |
|--|--|
| Term I (24th January to 20th March 2023) | Leadership:-Concept, theories, styles and approaches of leadership Motivation:-Concept and various theories of motivation Morale: Definition, importance and methods of improving employee morale Conflict management: meaning, styles and strategies, steps to deal with and resolve a conflict Decision making- nature and types of decisions, decision making models, process, problems and improving decision making process Personality: Concept and determinants, techniques of personality development, attitude sources and types Communication and Interpersonal Skills-Importance and how to improve |

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| Term II (1st April to 20th April 2023) | Stress management-Meaning, types of stress, stress management models and programmes, techniques to cope with stress Group dynamics- Meaning, types of groups, group development, improving group dynamics |
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Mrs. Priyanka Sharma

Asst. Prof in Commerce

SYLLABUS PLAN
B COM (FINANCIAL SERVICES) SEMESTER VI
PAPER-V: CORPORATE GOVERNANCE

| Terms | |
|--|--|
| Even Sem (2022-23) | Topics |
| <p>Term 1 (24th January to 20th March 2023)</p> | <p>. Ethics in Business: Concept of Business Ethics. Corporate Code of Ethics: Environment, Accountability, Responsibility, Leadership, Diversity, Discrimination. Principles of Business Ethics, Characteristics of Ethical Organisation, Theories of Business Ethics, Globalization and Business Ethics, Stake holder’s Protection, Corporate Governance and Business Ethics.</p> <p>Corporate Governance: Conceptual framework of Corporate Governance, Insider Trading, Rating Agencies, Whistle Blowing, Corporate Governance Reforms, Initiatives in India including clause 49.</p> <p>Major Corporate Scandals in India: Harshad Mehta Scam, Satyam Computer Services Ltd, Kingfisher Airlines and PNB, Nirav Modi and PNB,</p> <p>International Scandals : Enron (USA), WorldCom (USA), Tyco (USA), Andersen Worldwide (USA), Kirch Media (Germany), Vivendi (France).</p> <p>Codes & Standards on Corporate Governance: Sir Adrian Cadbury Committee (UK), 1992, Calpers</p> <p>Global Corporate Governance Principles (USA), 1996, Hampel Committee on Corporate Governance (UK), 1997, Combined Code of Best Practices (London Stock Exchange), 1998, OECD Principles of Corporate Governance, 1999, CACG Guidelines/Principles for Corporate Governance in Commonwealth, 1999, Euro share holders Corporate Governance Guidelines, 2000, Principles of Good Governance and Code of Best Practice (UK), 2000, Sarbanes–Oxley (SOX) Act, 2002 (USA), Smith Report, 2003 (UK)</p> |

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| Term 2 (1 st April to 20 th April 2023) | Common Governance Problems Noticed in various Corporate Failures, Corporate Governance and Corporate Failures. |
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Harpreet Kaur
Asst. Prof. in Commerce

B.Com (FS) - VI Sem
Subject: Entrepreneurship and Small Business

| Terms Even Semester (2022-23) | Topics |
|---|---|
| Term I 24th January to 20th March 2023 | Entrepreneurship – Meaning, elements determinants, dimensions importance and creative behaviour. Introduction to entrepreneur: importance, characteristics of successful entrepreneur, women entrepreneur: problems and promotion, types of entrepreneurs, competency requirement for entrepreneurs, awareness of self-competency and its development. Theories of entrepreneurship, EDP |
| Term II 1st April to 20th April 2023 | Small scale industries: Meaning, definition, causes, problems and remedial measures to solve them. |

Harbir kaur
Assistant Prof in Commerce

**B Com FS VI
Paper – VII
General Studies**

| Terms Even Sem (2022-23) | Topics |
|--|--|
| Term 1 (24th January to 20th March 2023) | Issues of National Importance, Indian National Movement and Polity. Sports, Science and Technology, Place and Personalities in news, awards etc. Constitutional Bodies: Statutory and regulatory bodies. Ethics and Human Interface, Mental Ability and Logical Reasoning Numerical and Mathematical ability. Probability, Spatial Direction. |
| Term 2 (1 st April to 20 th April 2023) | Determination and Relationship Statistics. Data Analysis. |

Kanika Thukral
Asst. Prof. in Economics

B.Com Financial Services
Semester VI
PAPER-III: INDIAN ECONOMY WITH SPECIAL REFERENCE TO PUNJAB

| Terms Even Semester (2022-23) | Topics |
|---|--|
| Term I 24th January to 20th March 2023 | Agriculture: Nature and Importance of Agriculture, Present Position of Agricultural Development of Punjab and Indian economy, Causes of Decline in productivity, Sustainable Agricultural growth, Green Revolution and New Agricultural Strategy, WTO and Indian Agriculture. Industry: Performance and Problems of Industrial development. Industrial sickness- causes and measures, Latest Industrial Policy. Industry in Punjab: Pattern, constraints & challenges; Small-scale industry role, problems & future prospects. Economic Planning: An overview of planning commission its objectives, strategy and evaluation of planning in India, Niti Aayog, its structure, objectives and evaluation. Major Economic Problems in India. Problems related to Population, Unemployment, Poverty, Regional imbalances |
| Term II 1st April to 20th April 2023 | Finances of Punjab State; Sources of revenue and heads of expenditure; Problems of resource mobilization & fiscal crisis in Punjab. |

Dr. Moninder kaur

Assistant Professor in Economics

B.Com (FS) Semester - VI
PAPER-II: SECURITY ANALYSIS & PORTFOLIO MANAGEMENT

| Even Semester (2022-23) | Topics |
|--|--|
| Term 1 (January to March) | <p>Nature & Scope of Investment Analysis, Elements of Investments, Avenues of Investment, Approaches to Investment Analysis.</p> <p>Concept of Risk & Return and its measurement.</p> <p>Various issues in Portfolio Construction, Revision of Portfolio and its evaluation, Financial Assets, Types & their characteristics.</p> <p>Sources of Financial Information.</p> <p>Diversification and Portfolio Risk.</p> <p>Fundamental Analysis, Concept & significance of Economic Analysis, Company Analysis. Technical Analysis, Concept & significance, Different Techniques & Charting patterns, Efficient walk Theory: Weak, Semi-strong & strong form of Market Comparative Analysis of EMH, Fundamental & Technical Analysis.</p> <p>Efficient Market Theory- Random Walk: Weak Form, Semi-Strong, Strong form of market. Comparative Analysis of EMH, Fundamental & Technical Analysis.</p> |
| Term 2 (April) | <p>Markowitz Risk- Return Optimization, Sharpe's single Index Model..</p> |

Twinkle Mahajan
Assistant professor in Economics

B.Com FS(VI)
Mutual Funds

| Terms Even Sem (2022-23) | Topics |
|---|--|
| Term 1 (24th January to 20th March 2023) | Introduction to Mutual Fund; History & origin, Meaning, Characteristics, Advantages, Disadvantages. Entities involved- Sponsor, Trust, Trustee, Asset Management Company, registrar and Transfer Agent and Fund Houses in India. Types of Mutual Fund schemes Role of Regulatory Agencies for Mutual Funds- SEBI, RBI, Ministry of Finance, Company Law Board, Department of Company Affairs, Registrar of Companies, AMFI Fund Selection Criteria: Fund Rating & Ranking, Basis of Ratings. Funds performance Measurement- Rolling returns and bench marking, yield to maturity and bond valuation |
| Term 2 (1st April to 20th April 2023) | Investors Guide towards Financial Planning:- Eligibility for Investment in Mutual Fund, KYC(individuals, Micro SIP's, Fund Category guidance) Bank FD vs Mutual Funds. |

Jhanvi

Asst. Prof. in Commerce

B.Com Sem II
BCG–203
ADVANCED FINANCIAL ACCOUNTING

| | Topics |
|---|--|
| <p>Term 1 (24th January to 20th March 2023)</p> | <ul style="list-style-type: none"> • Depreciation – Provisions and Reserves: Depreciation: Meaning–Causes–Objects of providing for depreciation – Factors affecting depreciation – Accounting Treatment – Methods of providing depreciation: Straight line method – Diminishing Balance Method. • Provisions and Reserves: Reserve Fund - Different Types of Provisions and Reserves. • Accounts from Incomplete Records – Hire Purchase and Instalment Purchase System. Single Entry: Features – Books and Accounts maintained – Recording of transactions – Ascertainment of Profit (Statement of Affairs method only). • Hire Purchase System: Features – Accounting Treatment in the Books of Hire Purchaser and Hire Vendor – Default and Repossession. Instalment Purchase System: Difference between Hire purchase and Instalment Purchase Systems – Accounting Treatment in the books of Purchaser and Vendor. • Partnership Accounts: Legal provisions in the absence of Partnership Deed Fluctuating Capitals – Preparation of final accounts Treatment of Goodwill and Admission of a partner, accounting treatment of Retirement and Death of a Partner |
| <p>Term 2 (1st April to 20th April 2023)</p> | <ul style="list-style-type: none"> • Dissolution of Partnership Firms: Legal Position, Accounting for simple dissolution, Applications of rule in case of Garner Vs. Murray in case of insolvency of partner(s) (excluding piecemeal distribution and sale of a firm to a company). • Practical Tally |

Ramya

Asst. Prof. in Commerce

B.Com Sem II

Paper- BCG 205

BUSSINESS ECONOMICS

| Terms Even Semester (2022-2023) | Topics |
|--|--|
| Term I (24 th January to 20 th March 2023) | Theory of Demand: Meaning of demand and its types, law of demand, price elasticity of demand and its measurement: Consumer's Behaviour Utility approach: Brief outline of law of diminishing marginal utility and law of equi-marginal utility. Indifference Curve Approach: Meaning, properties, price, income and substitution effect, Revealed Preference Approach. Theory of Production: Law of variable proportions and Law of returns to scale. Short and Long run cost curves, Traditional and Modern Theory of Costs. Revenue: Average revenue, Marginal revenue and Total revenue. Relationship between average revenue and marginal revenue and Elasticity of demand. Perfect Competition: Meaning, features, price and output determination of firm and industry under perfect competition. Monopoly: Meaning, features, price and output determination under monopoly. Monopolistic Competition: Meaning, features, price and output determination under Monopolistic competition. |
| Term II (1 st April to 20 th April 2023) | National Income: Definition and Importance of National Income. Gross and Net Domestic Product; Personal Income and Disposable Income. Measurement of National Income: Income, Output and Expenditure Method, Problems in measurement of National Income particularly in underdeveloped countries. Consumption: Meaning, determinants (subjective and objective) and importance. Keynes Psychological law of consumption. |

Ravneet Arora

(Asst. Prof. in Economics)

Kanika Thukral

Asst. Prof. in Economics

B.Com-Semester - II
BCG-204: COMMERCIAL LAWS

| Terms Even Sem (2022-23) | Topics |
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| Term 1 (25th January to 20th March 2023) | The Indian Contract Act, 1872: Contract – Meaning, Characteristics and kinds, Essentials of valid contract –Offer and acceptance, consideration, contractual capacity, free consent. Discharge of contract – Modes of discharge, Breach of Contracts and its remedies. Contract of Indemnity and Guarantee Contract of Bailment & Pledge Contract of Agency The Sale of Goods Act, 1930: Contract of sale, meaning and difference between sale and agreement to sell., Conditions and warranties, Transfer of ownership in goods including sale by non-owners, Performance of contract of sale ,Unpaid seller – meaning and rights of an unpaid seller against the goods and the buyer. |
| Term 2 (1 st April to 20 th April 2023) | Consumer Protection Act: Definitions, objectives, redressal machineries. The Limited Liability Partnership Act, 2008: Salient Features of LLP, Difference between LLP and Partnership, LLP and Company , LLP Agreement, Nature of LLP, Partners and Designated Partners ,Incorporation Document, Incorporation by Registration, Registered Office of LLP and Change Therein, Change of Name, Partners and their Relations, Extent and Limitation of Liability of LLP and Partners ,Whistle Blowing, Contributions ,Financial Disclosures, Annual Return, Taxation of LLP, Conversion to LLP, Winding Up and Dissolution. |

Ms. Jaskiranjit Kaur

Dr. Tina Vohra

Asst. Prof. in Commerce

BCom Sem II
Paper: English Compulsory

| Terms Even Sem (2022-23) | Topics |
|--|---|
| Term 1 (24th January to 20th March 2023) | Tales of life The Doll's House Eveline Toba Tek Singh The Taboo A Strand of Cotton Prose For Young Learners Beauty and The Beast With A Song On Their Lips My Financial Career The School For Sympathy Raymond Murphy Units 49 till 68 Units 82 till 91 Personal Letter writing |
| Term 2 (1 st April to 20 th April 2023) | Tales of Life Revision Prose for Young Learners Aids Raymond Murphy Units 69 till 81 Units 92 till 97 Thorough revision. |

Deepika Khanna
Deep
Neha Behal
Assistant Professor in English

B.Com. Sem II

BCG-206

Functional Management

| Terms Even Sem (2022-23) | Topics |
|---|---|
| Term 1 (24th January to 20th March 2023) | Introduction -Meaning ,Nature and scope of management ,Functional areas of management ,Principles of management, Social responsibility and business ethics, Personnel management, Recruitment ,Selection, Training, Job evaluation and merit rating, Workers participation in management, Marketing management, Functions of marketing, Marketing research, Advertising and salesmanship. |
| Term 2 (1 st April to 20 th April 2023) | Strategic management, Production management, Production planning and control, Quality control. |

Mrs. Dilpreet kaur
Mrs. Priyanka Sharma
(Asst. Prof. in Commerce)

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BCG-202 □□□□□□ (□□□□□□)

| Terms Even sem (2022-2023) | Topics |
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| <p>2023 ਚੌਥਾ)</p> | <p>ਸ਼ਿਕਾਇਤੀ ਨਿਰਦੇਸ਼ਾਂ ਅਨੁਸਾਰੀ ਸ਼ਿਕਾਇਤੀ (ਸ਼ਿਕਾਇਤੀ) (ਸ਼ਿਕਾਇਤੀ. ਸ਼ਿਕਾਇਤੀ. ਸ਼ਿਕਾਇਤੀ ਸ਼ਿਕਾਇਤੀ, ਸ਼ਿਕਾਇਤੀ ਸ਼ਿਕਾਇਤੀ ਸ਼ਿਕਾਇਤੀ): ਸ਼ਿਕਾਇਤੀ ਸ਼ਿਕਾਇਤੀ ਸ਼ਿਕਾਇਤੀ, ਸ਼ਿਕਾਇਤੀ ਸ਼ਿਕਾਇਤੀ, ਸ਼ਿਕਾਇਤੀ ਸ਼ਿਕਾਇਤੀ ਸ਼ਿਕਾਇਤੀ, ਸ਼ਿਕਾਇਤੀ ਸ਼ਿਕਾਇਤੀ, ਸ਼ਿਕਾਇਤੀ ਸ਼ਿਕਾਇਤੀ, ਸ਼ਿਕਾਇਤੀ ਸ਼ਿਕਾਇਤੀ, ਸ਼ਿਕਾਇਤੀ ਸ਼ਿਕਾਇਤੀ, ਸ਼ਿਕਾਇਤੀ ਸ਼ਿਕਾਇਤੀ (ਸ਼ਿਕਾਇਤੀ ਸ਼ਿਕਾਇਤੀ, ਸ਼ਿਕਾਇਤੀ, ਸ਼ਿਕਾਇਤੀ ਸ਼ਿਕਾਇਤੀ) ਸ਼ਿਕਾਇਤੀ: ਸ਼ਿਕਾਇਤੀ ਸ਼ਿਕਾਇਤੀ ਸ਼ਿਕਾਇਤੀ ਸ਼ਿਕਾਇਤੀ ਸ਼ਿਕਾਇਤੀ, ਸ਼ਿਕਾਇਤੀ ਸ਼ਿਕਾਇਤੀ ਸ਼ਿਕਾਇਤੀ</p> |
| <p>ਸ਼ਿਕਾਇਤੀ (1 ਸ਼ਿਕਾਇਤੀ 20 ਸ਼ਿਕਾਇਤੀ 2023 ਚੌਥਾ)</p> | <p>ਸ਼ਿਕਾਇਤੀ (ਸ਼ਿਕਾਇਤੀ ਸ਼ਿਕਾਇਤੀ) (ਸ਼ਿਕਾਇਤੀ. ਸ਼ਿਕਾਇਤੀ ਸ਼ਿਕਾਇਤੀ ਸ਼ਿਕਾਇਤੀ ਸ਼ਿਕਾਇਤੀ ਸ਼ਿਕਾਇਤੀ) ਸ਼ਿਕਾਇਤੀ, ਸ਼ਿਕਾਇਤੀ ਸ਼ਿਕਾਇਤੀ ਸ਼ਿਕਾਇਤੀ, ਸ਼ਿਕਾਇਤੀ ਸ਼ਿਕਾਇਤੀ ਸ਼ਿਕਾਇਤੀ (ਸ਼ਿਕਾਇਤੀ ਸ਼ਿਕਾਇਤੀ, ਸ਼ਿਕਾਇਤੀ, ਸ਼ਿਕਾਇਤੀ ਸ਼ਿਕਾਇਤੀ ਸ਼ਿਕਾਇਤੀ ਸ਼ਿਕਾਇਤੀ) ਸ਼ਿਕਾਇਤੀ ਸ਼ਿਕਾਇਤੀ ਸ਼ਿਕਾਇਤੀ ਸ਼ਿਕਾਇਤੀ (ਸ਼ਿਕਾਇਤੀ ਸ਼ਿਕਾਇਤੀ) (ਸ਼ਿਕਾਇਤੀ. ਸ਼ਿਕਾਇਤੀ ਸ਼ਿਕਾਇਤੀ, ਸ਼ਿਕਾਇਤੀ ਸ਼ਿਕਾਇਤੀ ਸ਼ਿਕਾਇਤੀ) ਸ਼ਿਕਾਇਤੀ ਸ਼ਿਕਾਇਤੀ ਸ਼ਿਕਾਇਤੀ, ਸ਼ਿਕਾਇਤੀ ਸ਼ਿਕਾਇਤੀ (ਸ਼ਿਕਾਇਤੀ ਸ਼ਿਕਾਇਤੀ, ਸ਼ਿਕਾਇਤੀ, ਸ਼ਿਕਾਇਤੀ ਸ਼ਿਕਾਇਤੀ) ਸ਼ਿਕਾਇਤੀ: ਸ਼ਿਕਾਇਤੀ ਸ਼ਿਕਾਇਤੀ ਸ਼ਿਕਾਇਤੀ ਸ਼ਿਕਾਇਤੀ ਸ਼ਿਕਾਇਤੀ: ਸ਼ਿਕਾਇਤੀ ਸ਼ਿਕਾਇਤੀ, ਸ਼ਿਕਾਇਤੀ ਸ਼ਿਕਾਇਤੀ</p> |

Kiran Bala

Harpreet kaur

Asst.pro.in punjabi

Cost Accounting
BCG-406
B.Com Pass and (Hons) B. Com Semester IV

| Terms | Topics |
|---|---|
| Even Semester | |
| Term 1 (January 24 to March 20, 2023) | <ul style="list-style-type: none"> ● Concept of Cost, Costing, Cost Accounting & Cost Accountancy, ● Limitations of Financial Accounting ● Origin and Objectives of Cost Accounting, Advantages and Limitations of Cost Accounting ● Difference between Financial and Cost Accounting, Cost Unit & Cost Centre ● Elements of Cost, Material, Labour and other Expenses Classification of Cost ● Types of Costs and Preparation of Cost Sheet. ● Contract Costing- Meaning, Features and Rules regarding the calculation of Profits in case of complete and incomplete contracts alongwith the treatment of Work-in-progress. ● Process Costing - Meaning, Features, Normal and Abnormal Loss/ Gains, Inter process profits and equivalent production. ● Reconciliation of Cost & Financial accounts ● Marginal Costing– Meaning and various concepts - Fixed Cost Variable Cost, Contribution, P/V Ratio, Break Event Point, Margin of Safety, Managerial Applications. |
| Term 1 (April 1, 2023 to April 20, 2023) | <ul style="list-style-type: none"> ● Budget and Budgetary Control- Definition, Meaning and objectives of Budgetary control Advantages and disadvantages of Budgetary Control, Types of Budget. ● Standard Costing- Definition and Meaning of Various Concepts Advantages and Limitations of Standard Costing Variance Analysis – Material, Labour and Overheads Variances only. |

Dr. Samriti Kapoor
Priyanka Sharma
Asst. Prof. in Commerce

BCom Sem IV
Paper: English Compulsory

| Terms Even Sem (2022-23) | Topics |
|--|--|
| Term 1 (24th January to 20th March 2023) | Moments in Time : Robert Browning Emily Dickinson Thomas Hardy Robert Frost W. B. Yeats Making Connections: Unit 3 & 4 Murphy's Grammar : Units 26-37, 42-48 |
| Term 2 (1 st April to 20 th April 2023) | Moments in Time : Wallace Stevens W. B. Yeats Murphy's Grammar : Units 92-97, 113-120 |

Deepika Khanna
Neha Bhandari
Assistant professor in English

B.Com Semester - IV
BCG-403: GOODS AND SERVICES TAX

| Even Semester (2022-23) | Topics |
|--|--|
| Term 1 (January to March) | <p>GST Act 2017: Overview, Constitutional aspects, Implementation, Liability of Tax Payer, GST Council, Brief Introduction to IGST, CGST, SGST and UGST. Levy and collection.</p> <p>Exemption from GST: Introduction, Composition Scheme and remission of Tax.</p> <p>Registration: Introduction, Registration Procedure, Special Persons, Amendments / Cancellation.</p> <p>Supply: Concept, including composite supply, mixed supply, interstate supply, intra-state supply, supply In territorial waters, place and time of supply.</p> <p>Input Tax Credit: Introduction, Tax Invoice Credit & Debit notes, e-way bill.</p> <p>Computation of GST Liability and Payment including time, method of making payment, challan Generation, CPIN, TDS &TCS. Reverse charge.</p> |
| Term 2 (April) | <p>Returns: various returns to be filed by the assesses.</p> <p>GST Portal: Introduction , GST Eco-system, GST Suvidha Provider (GSP), Uploading Invoices</p> |

Ms. Jaskiranjit Kaur
Ms. Twinkle Mahajan
Asst. Prof. in Commerce

B.Com Semester - IV
BCG-404: INDUSTRIAL LAW

| Even Semester (2022-23) | Topics |
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| Term 1 (January to March) | <p>THE FACTORIES ACT, 1948: Importance, Definitions, Provisions of the Factories Act Relating of Health, Safety and welfare of the workers Working hours of Adults and Young Persons.</p> <p>TRADE UNIONS ACT, 1926: Definition and Registration of trade unions Rights and liabilities Of Registered Trade Unions.</p> <p>INDUSTRIAL DISPUTES ACT, 1947: Meaning of Industrial Disputers, Authorities under the Industrial disputes Act, their duties and right, Strikes and lockouts, Lay off and retrenchment.</p> <p>WORKMEN'S COMPENSATION ACT, 1923: A brief study of the basic provisions of the Act.</p> |
| Term 2 (April) | <p>EMPLOYEES' STATE INSURANCE ACT, 1948: Constitution and Functions Employees State Insurance corporation, Standing committee and medical Benefit Council, Provisions Relating to Contribution and benefits.</p> |

Ms. Karishma
Ms. Twinkle
Asst. Prof. in Commerce

B.Com Semester IV

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| EVEN SEMESTER | TOPIC |
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| <p>trm pihlI 24 jnvrI qoN 20 mwrc q`k</p> | <p>myrI jIvn gwQw (svY-jIvnI) fw. dIvwn isMG (nwiek ibMb/ svY jIvnI dy qOr `qy)</p> <p>&wsly (nwtk) jiqMdr brwV (ivSw-vsqu, swr/ pwqr auswrI)</p> <p>ivAwkrn: lyK rcnw (smwijk, siBAwcwrk,ieiqhwsK Aqy ividAk srokwrW sMbMDI) A^bwr nUM ieSiqhwr (in`jI qy d&qrI)</p> <p>gurmuKI ilpI dIAW ivSySqvwW</p> |
| <p>trm dUjI 1 ApRYl qoN 20 ApYRl q`k</p> | <p>myrI jIvn gwQw (svY-jIvnI) fw. dIvwn isMG (vwrqk SYlI)</p> <p>&wsly (nwtk) jiqMdr brwV (nwtk klw)</p> <p>ivAwrkn: Sbd joVW dy inXm</p> |

Maninder Kaur
Asst. Prof. in Punjabi

B.Com Sem IV

Principles and Practices of Banking and Insurance

| Terms Even Sem (2022-23) | Topics |
|---|---|
| <p>Term 1</p> <p>(24th January to 20th March 2023)</p> | <p>Their Types and Functions, Management and Organizational Set Up of Commercial Banks, Impact of Banking Reforms on Organizational Structure of Banks (with SBI as model),</p> <p>Management of Deposits, Advances and Loans in Commercial Banks. (Central Bank-their Role,</p> <p>Objectives and Functions Reserve Bank of India and its Monetary Policy Since 1951.</p> <p>(Present Structure of Commercial Banking in India State Bank of India.</p> <p>Reforms and Indian Banking. Structure, Organisation and Regulation of Indian Money Market</p> <p>and Capital Market. Introduction to Mutual Funds.</p> <p>Insurance: Concept, Principles and Its Relevance in Developing Country like India. Attitude Towards the Insurance Cover.</p> <p>Life Insurance: Nature & Use of Life Insurance</p> <p>- Distinguishing Characteristics of Life Insurance Contracts</p> <p>Origin and Growth of Non-life Insurance: Salient Features of Insurance Act & IRDA Act.</p> <p>Progress in Privatisation of Insurance Sector.</p> |
| <p>Term 2</p> <p>(1st April to 20th April 2023)</p> | <p>Introduction to Merchant Banking.</p> <p>Introduction to Asset Liability Management.</p> <p>E-Banking. Electronic Transfer of Funds, Internet Banking.</p> <p>Financial Inclusion-Concept & Importance</p> <p>Features of Some Policies of Life Insurance & General Insurance.</p> |

Jhanvi

Asst. Prof. in Commerce

B.Com Sem VI
Paper: English Compulsory

| Terms Even Sem (2022-23) | Topics |
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| Term 1 (24th January to 20th March 2023) | Plays The Will Villa for sale The monkey's paw Sorry Wrong Number Progress A through study of the novel The Guide |
| Term 2 (1 st April to 20 th April 2023) | Play No eggs, No eggs. |

Deep and Neha
Assistant Prof in English

B.Com.Semester-VI
BCG-612: FINANCIAL SERVICES

| Terms Even Sem (2022-23) | Topics |
|---|---|
| Term 1 (24th January to 20th March 2023) | Financial services – meaning – features – importance Contribution of financial services in promoting industry – service sector Merchant banking – meaning, origin and growth of merchant banking in India. Scope of merchant banking services – merchant bankers and management of public issues – merchant banking practices in India. Weakness in the functioning of merchant bankers in India. Lease financing: Meaning – types of leasing – factors influencing lease |

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| | <p>– performance of leasing industry in India</p> <p>RBI guidelines for hire–purchase – problems of hire–purchasing companies in India.</p> <p>Factoring: Concept of factoring – why factoring – types of factoring – factoring mechanism</p> <p>Securitization of debt – concept and mechanism</p> <p>Retail banking services – personal loan – home loans – car loans – consumer loans – educational loans</p> <p>Concept of plastic money – credit cards – debit card – (meaning – features – types – merits and demerits of each services are covered)</p> |
| <p>Term 2 (1st April to 20th April 2023)</p> | <p>Mutual funds: Concept of mutual funds. Growth of mutual funds in India. Mutual fund schemes –money market mutual funds – private sector mutual funds – functioning of mutual funds in India.</p> <p>Venture Capital: Concept of venture capital fund – characteristics – growth of venture capital funds inIndia.</p> |

Harleen Kaur
Asst. Prof. in Commerce

**B.COM SEM VI (BCG: 603)
OPERATIONS RESEARCH**

| <p>Terms EvenSem (2022-23)</p> | <p>Topics</p> |
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| <p>Term 1 (24th January to 20th March 2023)</p> | <ul style="list-style-type: none"> • Basics of Operational Research – Development, Definition Characteristics, Necessity, Scope, Limitation. • Linear Programming – Introduction, Application, Formulation of Linear Programming Problem, General Linear Programming Problem, Graphical Method of Solution. Theory of Simplex method, Big–M Method. • Transportation Model – Assumption, Formulation and Solution of transportation Models, Trans–Shipment Problems. • Definition of Assignment Model, Hungarian Method for solution of Assignment Problems, Travel ling Salesman Problem. • Game Theory – Theory of Games, Characteristics of Games, |

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| | <p>Rules – Look for a pure Strategy, Reduce Game by Dominance, Mixed Strategies (2 x 2 Games, 2 x n Games or m x 2 Games).</p> <ul style="list-style-type: none"> • Net Work Analysis in Project Planning: Project, Project Planning scheduling, CPM, PERT, Cost Analysis and Crashing the Network Exercises. |
| <p>Term 2 (1st April to 20th April 2023)</p> | <ul style="list-style-type: none"> • Queuing Models – Application, Introduction, Elements, operating Characteristics, Waiting Time and Idle Time Costs, Model I – Single Channel poisson Arrivals with Exponential Service Times. Infinite Population; Assumption & Limitation Poisson of Queuing Model. |

Mrs. Harpreet Kaur

Ms. Ramya

Asst. Prof. in Commerce

B. Com VI
Group -I (Accounting and Finance)
Portfolio Management (BCG-611)

| Terms Even Sem (2022-23) | Topics |
|--|--|
| <p>Term 1 (24th January to 20th March 2023)</p> | <p>Portfolio theory: Merits of diversification, Diversification and Portfolio risk, portfolio return and risk, calculation of portfolio risk , Optimal portfolio..</p> <p>Portfolio Selection: concept of portfolio selection, optimal portfolio, objectives , risk and investor preferences, investment constraints, cut off rate and new securities, Efficient Frontier and portfolio selection</p> <p>Portfolio revision: meaning, need, techniques, formula plans, rules regarding formula plans, constant rupee value plan, constant ratio plan, variable ratio plan, modifications, rupee averaging technique</p> <p>Introduction to investment management: concept and objectives of investment, difference between investment and speculation, investment and gambling, meaning of investment management process, investment alternatives, features of investment avenues, types of management strategies, approaches to investment.</p> |

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| Term 2 (1 st April to 20 th April 2023) | Economic and industry analysis: macroeconomic analysis, forecasting, industry analysis, sensitivity of business cycle, industry life cycle analysis, Porter model of assessment of profit potential of industries. |

Priyanka Sharma
Assistant Professor in Commerce

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BCG-602:□□□□□□(□□□□□□)

| Terms Even sem (2022-2023) | Topics |
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DR. Baljinder Kaur
Harpreet kaur
Asst.prof.in punjabi

B.Com Sem VI

GROUP–III:(COMPUTER APPLICATIONS & E–BUSINESS)

BCG 631: WINDOWS AND NETWORKING

| Terms: EVEN Semester (2022-23) | Topics |
|---|---|
| Term I (24th Jan to 20th March) | <p>Operating System and Windows: Operating Systems: Meaning, Definition, Functions and Types of Operating Systems – Booting process – Disk Operating System: Internal and External Commands – Wild Card Characters – Computer Virus, Cryptology.</p> <p>Windows operating system – Desktop, Start menu, Control panel, Windows accessories, The System Tray, Adjusting the Rate of Speech on the Fly, Application Display, Inputting Text, Windows Text Navigation Commands, Reading with the screen reader.</p> <p>Application of Windows–Application Windows Display, Accessing the Ribbons. The Recycle Bin–Configuring the Recycle Bin. The Run Dialog, Opening a Variety of Items from the Run Dialog, Exploring Windows Search,Using Search Parameters</p> <p>Networking– Transmission Modes: Simplex, Half–Duplex, Full Duplex. Analog and digital transmission. Synchronous and Asynchronous transmission. Multiplexing. Network Topologies: Bus, Star, Ring, Mesh, Tree.</p> |
| Term II (1st April to 20th April) | <p>Network Security: Network security threats –Malicious code (Malware), Hacking, Creditcard frauds. Spoofing, Sniffing Firewall(Concept, Components and Constituents, Benefits), Enterprise wide securityFramework, secure physical infrastructure).</p> |

Monika Shahi

Asst. prof. in Computer Sci.

B.Com Sem (VI)

E Marketing (BCG -632)

| Terms Even Sem (2022-23) | Topics |
|---|--|
| <p>Term 1 (24th January to 20th March 2023)</p> | <p>E Marketing- Meaning. Concept, Nature, Features for E -Marketing Environment, Business</p> <p>Considerations for E Marketing, Unique E Marketing Issues.</p> <p>E Marketing Strategies- Big Picture Strategies, Objectives and Goals, Segmentation and Positioning</p> <p>E- Marketing Techniques Search Engines , Directories , Registrations, Solicited targeted E-mails, Interactive sites, Banners, Advertising, Spain Mails, E-mail, Chain letters</p> <p>Applications of SP's (Product, Price, Place, Promotion, People). E- Advertising Techniques: Banners, Sponsorships , Portals , Online Coupon</p> <p>Introduction to Internet age and marketing, marketing in an intonation intensive environment, Customer behaviour in future , the internet and international marketing</p> <p>Implications of the Internet age for marketing, implications of the Internet for Consumer Marketing.</p> <p>Data mining in marketing</p> |
| <p>Term 2 (1st April to 20th April 2023)</p> | <p>Improving marketing productivity in the Internet Age, product innovation in the Internet age, developing products on Internet time, Reintermediation and disintermediation in the internet age, pricing in the internet age , advertising in the internet age , sales and customer and customer service in the internet age , building meaningful relationship through dialogue</p> |

Monica Chhabra

Asst. Prof. in Commerce

B.Com-SemVI

BCG-604

Corporate Governance

| Terms Even Sem (2022-23) | Topics |
|---|---|
| Term 1 (24th January to 20th March 2023) | Ethics in Business: Concept of Business Ethics. Corporate Code of Ethics: Environment, Accountability, Responsibility, Leadership, Diversity, Discrimination .Principles of Business Ethics, Characteristics of Ethical Organisation, Theories of Business Ethics, Globalization and Business Ethics, Stakeholder' s Protection Corporate Governance and Business Ethics.Corporate Governance: Conceptual framework of Corporate Governance, Insider Trading, Rating Agencies, Whistle Blowing, Corporate Governance Reforms, Initiatives in India including clause 49.Major Corporate Scandals: Junk Bond Scam (USA), Enron (USA), WorldCom (USA), Tyco (USA),Andersen Worldwide (USA), Kirch Media (Germany), Vivendi (France), Parmalat (Italy) and SatyamComputer Services Ltd (India), Common Governance Problems Noticed in various Corporate Failures, Is Corporate Governance always the Cause for Corporate Failures? Codes & Standards on Corporate Governance: Sir Adrian Cadbury Committee (UK), 1992 , Calpers Global Corporate Governance Principles (USA), 1996, Hampel Committee on Corporate Governance(UK), 1997, Combined Code of Best Practices (London Stock Exchange), 1998 |
| Term 2 (1st April to 20th April 2023) | OECD Principles of Corporate Governance, 1999, CACG Guidelines/Principles for Corporate Governance in Common wealth, Term 21999, Euro shareholders Corporate Governance Guidelines,2000,Principles of Good Governance and Code of Best Practice(UK), 2000, Sarbanes– Oxley (SOX) Act,2002(USA), Smith Report,(1st April to 20th2003 (UK) |

Priyanka Sharma

Asst. Prof. in Commerce

SYLLABUS PLAN
BACHELOR OF BUSINESS ADMINISTRATION (SEMESTER-II)
BBA-203 BUSINESS LAWS

| Terms Even Sem (2022-23) | Topics |
|--|---|
| January 24 - March 20, 2023 | <p>Law of Contract (1872): Nature of contract, Classification, Offer and acceptance, Capacity of parties to contract, Free consent, Consideration.</p> <p>Law of Contract: Legality of object, Agreement declared void, Performance of contract; Discharge of contract, Remedies for breach of contract.</p> <p>Sales of Goods Act (1930): Formation of contracts of sale; Goods and their classification, price; conditions and warranties.</p> <p>Sales of Goods Act : Transfer of property in goods; Performance of the contract of sales; Unpaid seller and his rights, sale by auction; Hire purchase agreement.</p> <p>The Consumer Protection Act (1886): Definition of consumer, Features, Grievance redressed machinery.</p> |
| April 1-April 20, 2023 | <p>Law of Agency: Meaning, Features of the Contract of Agency, Types of Agency, Creation of Agency, Rights and Duties of Principal and Agent, Personal Liabilities of an Agent, Termination of Agency, Irrevocable Agency.</p> <p>Indemnity and Guarantee: Meaning of the Contract of Indemnity and Guarantee. Rights of Indemnity Holder and Indemnifier, Essentials and Types of contract of Guarantee, Nature and Extent of Surety's Liability, Rights and Discharge of Surety.</p> |

Harpreet Kaur

Asst. Prof. in Commerce

BBA Sem II

BBA-206

COMPUTER BASED ACCOUNTING SYSTEM

| Terms Even Sem (2022-23) | Topics |
|--|---|
| Term 1 (24 th January to 20 th March 2023) | <p>Computerized Accounting: - Meaning, need, Concepts of Accounting groups, Hierarchy of accounts, Codification in accounting.</p> <p>Accounting package - Setting up an accounting entity, Creation of groups and accounts.</p> <p>Designing and creating vouchers; Data Entry operations using the vouchers, Processing for reports to prepare ledger accounts, trial balance and balance sheet.</p> <p>Documenting transactions using vouchers; System of vouchers and database design for accounting; Storing and maintain transaction data.</p> <p>Tally Financial Accounting Packages: Preparation and online finalization of accounts on Tally, ERP 9.0; Introduction of Tally, ERP 9.0, Phases of Implementation, Aides for implementation. Accounts Management (Using Tally, ERP 9.0 Software Package);</p> <p>Accounts Masters, Accounts Transaction, Accounts Reports.</p> |
| Term 2 (1 st April to 20 th April 2023) | <p>Database Design for Accounting Identifying and appreciating the data content in accounting transactions; overview of database concepts, ER model; creating and implementing RDM for Financial Accounting; SQL to retrieve data and generate accounting information.</p> <p>Preparation and Compilation of complete balance sheet of any Industries/Organization/ Firms. (The mentioned versions of Tally must be replaced with latest available version)</p> |

Divya Gupta

Asst. Prof. in Computer Science

BBA Sem - II
Paper: English Compulsory

| Terms Even Sem (2022-23) | Topics |
|--|---|
| Term 1 (24th January to 20th March 2023) | Tales of life The Doll's House Eveline Toba Tek Singh The Taboo A Strand of Cotton Prose For Young Learners Beauty and The Beast With A Song On Their Lips My Financial Career The School For Sympathy Raymond Murphy Units 49 till 68 Units 82 till 91 Personal Letter writing |
| Term 2 (1 st April to 20 th April 2023) | Tales of Life Revision Prose for Young Learners Aids Raymond Murphy Units 69 till 81 Units 92 till 97 Thorough revision. |

Deepika Khanna
Deep
Neha Behal
Assistant Professor in English

BBA Sem II
Fundamentals of Banking

| Terms Even Sem (2022-23) | Topics |
|--|--|
| Term 1 (24th January to 20th March 2023) | <p>Commercial Banks—Introduction, evolution, nature, functions, importance and services provided by commercial banks.</p> <p>Types of Banks-Commercial Bank, Regional Rural Banks, Foreign Banks, Cooperative Banks, Public bank and Private bank, difference between public and private banks.</p> <p>Central Bank—meaning and functions, Techniques of credit control, mechanism of Credit Creation. Practical Aspect of Banking- Negotiable Instruments—Cheques, bills of exchange and promissory notes, endorsements, difference between cheques and bills of exchange. Customer’s Pass Book-Entries in Pass Book, Effects of errors favourable to the Banker and Customer.</p> <p>Clearing House System</p> |
| Term 2 (1 st April to 20 th April 2023) | <p>Systems of Banking- Group and Chain Banking, Unit and Branch Banking, Investment Banking and Mixed Banking.</p> |

Monica
Chhabra
(Asst.Prof in Commerce)
& Kanika Thukral
(Asst. Prof. in Economics)

BBA Sem II
PAPER - 205
Managerial Economics

| Terms | Topics |
|---|---|
| Even Sem (2022-23) | |
| Term 1 (24th January to 20th March 2023) | <p>Macroeconomics: Meaning, nature and scope. Basic concepts: Stock and flow variables, static, comparative static and dynamic analysis.</p> <p>National Income: Concept and Importance of National Income. Gross and Net National Product, Gross and Net Domestic Product; Personal Income and Disposable Income.</p> <p>Measurement of National Income: Income, Output and Expenditure Method, Problems in Measurement of National Income.</p> <p>Consumption Function: Meaning and Nature, Determinants and Measures to raise Propensity to Consume, Keynes Psychological Law of Consumption- Meaning, Properties and Implications</p> <p>Investment: Classical Theory of Investment, Keynesian Theory of Investment</p> <p>A Keynesian Economics: Theory of Money, Saving and Investment Function.</p> <p>Inflation: Meaning, Types, Theories, Causes, effects and Context</p> |
| Term 2 (1 st April to 20 th April 2023) | <p>Multiplier: Static and Dynamic Analysis; Balanced Budget Multiplier, Employment Multiplier.</p> <p>Business Cycle: Keynes's Theory of Trade Cycle, Kaldor's Theory of Trade Cycle, Hicks' Theory of Trade Cycle, Samuelson's Theory of Trade Cycle</p> |

Varsha Arora

Asst. Prof. in Economics

BBA ਸਮੈਸਟਰ ਦੂਜਾ
(BBA-202)ਪੰਜਾਬੀ (ਲਾਜ਼ਮੀ)

| Terms Even sem (2022- 2023) | Topics |
|--|---|
| ਟਰਮ ਪਹਿਲੀ(24 ਜਨਵਰੀ ਤੋਂ 20 ਮਾਰਚ 2023 ਤੱਕ) | ਦੋ ਰੰਗ(ਕਹਾਣੀ ਭਾਗ)(ਸੰਪਾ.ਹਰਜਿੰਦਰ ਸਿੰਘ ਢਿੱਲੋਂ ਅਤੇ ਪ੍ਰੀਤਮ ਸਿੰਘ ਸਰਗੋਧੀਆ) ਬਾਗੀ ਦੀ ਧੀ,ਪੇਮੀ ਦੇ ਨਿਆਣੇ, ਤੈਂ ਕੀ ਦਰਦ ਨਾ ਆਇਆ,ਬੁੱਤ ਸ਼ਿਕਨ,ਬਸ ਕੰਡਕਟਰ,ਦੂਜੀ ਵਾਰ ਜੇਬ ਕੱਟੀ ਗਈ (ਵਿਸ਼ਾ ਵਸਤੂ,ਸਾਰ,ਲੇਖਕ ਦਾ ਜੀਵਨ ਅਤੇ ਰਚਨਾ) ਸੰਸਾਰ ਦੀਆਂ ਪ੍ਰਸਿੱਧ ਹਸਤੀਆਂ(ਜੀਵਨੀਆਂ)(ਸੰਪਾ. ਪ੍ਰਿੰ. ਤੇਜਾ ਸਿੰਘ,ਹਰਨਾਮ ਸਿੰਘ ਸ਼ਾਨ): ਰਾਬਿੰਦਰਾ ਨਾਥ ਟੈਗੋਰ,ਸ.ਭਗਤ ਸਿੰਘ,ਲੈਨਿਨ,ਮਹਾਤਮਾ ਗਾਂਧੀ,ਅੰਮ੍ਰਿਤਾ ਸ਼ੇਰਗਿਲ,ਮਦਰ ਟਰੇਸਾ ,ਭਗਤ ਪੂਰਨ ਸਿੰਘ (ਵਿਸ਼ਾ ਵਸਤੂ,ਸਾਰ,ਨਾਇਕ ਬਿੰਬ) ਵਿਆਕਰਨ:ਸ਼ਬਦ ਸ਼੍ਰੇਣੀਆਂ ਦਫ਼ਤਰੀ ਚਿੱਠੀ ਪੱਤਰ,ਅਖਾਣ ਅਤੇ ਮੁਹਾਵਰੇ |
| ਟਰਮ ਦੂਜੀ(1 ਅਪ੍ਰੈਲ ਤੋਂ 20 ਅਪ੍ਰੈਲ 2023 ਤੱਕ) | ਦੋ ਰੰਗ(ਕਹਾਣੀ ਭਾਗ)(ਸੰਪਾ.ਹਰਜਿੰਦਰ ਸਿੰਘ ਢਿੱਲੋਂ ਅਤੇ ਪ੍ਰੀਤਮ ਸਿੰਘ ਸਰਗੋਧੀਆ) ਭੂਆ,ਬਾਗਾਂ ਦਾ ਰਾਖਾ,ਧਰਤੀ ਹੇਠਲਾ ਬੌਲਦ (ਵਿਸ਼ਾ ਵਸਤੂ,ਸਾਰ,ਲੇਖਕ ਦਾ ਜੀਵਨ ਅਤੇ ਰਚਨਾ) ਸੰਸਾਰ ਦੀਆਂ ਪ੍ਰਸਿੱਧ ਹਸਤੀਆਂ(ਜੀਵਨੀਆਂ)(ਸੰਪਾ. ਪ੍ਰਿੰ. ਤੇਜਾ ਸਿੰਘ,.ਹਰਨਾਮ ਸਿੰਘ ਸ਼ਾਨ) ਲਾਲਾ ਲਾਜਪਤ ਰਾਏ,ਸਰੋਜਨੀ ਨੈਡੇ (ਵਿਸ਼ਾ ਵਸਤੂ,ਸਾਰ,ਨਾਇਕ ਬਿੰਬ) ਵਿਆਕਰਨ: ਸ਼ਬਦ ਬਣਤਰ ਅਤੇ ਸ਼ਬਦ ਰਚਨਾ:ਪਰਿਭਾਸ਼ਾ,ਮੱਢਲੇ ਸੰਕਲਪ |

Dr.Baljinder kaur

Asst.pro.in Punjabi

BBA Sem II

BBA 204

Principles of Management

| <p style="text-align: center;">Terms EvenSem (2022-23)</p> | <p style="text-align: center;">Topics</p> |
|---|---|
| <p>Term 1 (24th January to 20th March 2023)</p> | <p>Management: Meaning and definition, nature, purpose, scope, importance and functions, Management as art, science and profession, Management as a social system, Concept of management, administration and organization Principles of management, Scientific Management. Techniques: Management by Objective: Meaning, Process, Benefits, And Weaknesses. Planning: Meaning, Significance, Types of plans, Nature, Elements: Objectives, Policies, Rules, Procedure, Strategy, Decision Making. Organizing: Meaning, Nature and Purpose of organization, Theories of organization, principles of organization, Forms of organization: Line, Functional and Line and Staff, Formal and informal organization, Delegation, Span of Management: Factors determining effective span. Departmentation: Definition, Departmentation by function, Territory, Product/service, Customer group and matrix organization, Decentralisation and Departmentation. Authority: Definition, types, responsibility and accountability, delegation; definition, steps in delegation, obstacles to delegation and their elimination, decentralization vs. centralization, determinants of effective decentralization. Motivation: Meaning, Nature, Importance, Types, And Theories of Motivation: Mc. Gregor' Leadership: Meaning, Nature, Styles, Managerial grid, Likert system, Theories: Trait, Behavioral, Situational and Followers. Coordination: Principles and Techniques, Difference between coordination and cooperation. Controlling: Meaning, nature, importance, scope, principles, prerequisites, steps, limitations and techniques</p> |
| <p>Term 2 (1st April to 20th April 2023)</p> | <p>Staffing: Meaning, nature and functions of HRM, Manpower management, factors affecting staffing, Recruitment, Selection, Training and Development, Performance appraisal: need and process. Directing: Evolution of Management Thought: Contribution of F.W. Taylor, Henri Fayol, Elton Mayo, and Chester Barnard & Peter Drucker to the management thought. Various approaches to management (i.e. Schools of Management Thought), Indian management thought..</p> |

Krishma Arora
Assist. Prof. in Commerce

SYLLABUS PLAN

BACHELOR OF BUSINESS ADMINISTRATION (SEMESTER-IV)

BBA-405 BUSINESS ENVIRONMENT

| Terms Even Sem (2022-23) | Topics |
|---|--|
| January 24- March 20,2023 | <p>Introduction: The Concept, Nature and Significance of business environment. Influence of environmental factors like economic, political, legal, social, technological and International upon business. The relationship of various environmental forces on business.</p> <p>The need for environmental analysis and diagnosis.</p> <p>Description of environmental analysis: Techniques for environmental analysis, the role of business manager in analysis and diagnosis of environment.</p> <p>The process of environmental scanning and its importance.</p> <p>Environmental Threats and Opportunity Profile (ETOP) and SWOT analysis of some important industries.</p> |

| | |
|--------------------------------------|--|
| | <p>Aspects of Economic Reforms: Liberalisation; Privatisation; Globalisation and its Implications</p> <p>for India.</p> <p>Economic Planning in India: objectives, Strategies and Evaluation of Xth plan and Strategy and</p> <p>priorities of XIth plan.</p> <p>Analysis of Current Annual Budget. The Social responsibility of business, social audit, business</p> <p>ethics & corporate governance</p> <p>Fiscal and Monetary Policy Changes in India, Salient Features of FEMA.</p> |
| <p>April 1- April 20,2023</p> | <p>Deficit Financing and its implications for the Indian Economy;</p> <p>Disinvestment of Public Enterprises: Rationale; Objectives and Implications.</p> |

Harpreet Kaur Uppal

Asst. Prof. in Economics

Harpreet Kaur

Asst. Prof. in Commerce

BBA SemIV

Paper: English Compulsory

| Terms | Topics |
|--|--|
| Even Sem (2022-23) | |
| Term 1 (24th January to 20th March 2023) | Moments in Time : Robert Browning Emily Dickinson Thomas Hardy Robert Frost W. B. Yeats Making Connections: Unit 3 & 4 Murphy's Grammar : Units 26-37, 42-48 |
| Term 2 (1 st April to 20 th April 2023) | Moments in Time : Wallace Stevens W. B. Yeats Murphy's Grammar : Units 92-97, 113-120 |

Deepika Khanna

Neha Bhandari

Assistant professor in English

BBA Semester-IV

BBA-403 FINANCIAL MANAGEMENT

| Terms Even Sem (2022-23) | Topics |
|--|---|
| Term 1 (24th January to 20th March 2023) | <p>Finance & Financial Management: Meaning and nature; Financial goal-profit vs. wealth maximization</p> <p>Finance functions-investment, Financing, Liquidity and dividend decisions. Capital Structure Theories: Conceptual framework. Determinants. Net income approach, Net operating income approach, Intermediary approach and M.M.approach.</p> <p>Cost of Capital: Meaning and significance of cost of capital; Calculation of cost of debt, Preference capital, Equity capital and retained earnings; Combined cost of capital.</p> <p>Capital Budgeting: Nature of investment decisions; Investment evaluation criteria on-discounted cash flow criteria, Discounted cash flow criteria; Risk analysis in capital budgeting</p> <p>Dividend Policies: Issues in dividend decisions. Forms of dividends; Theories of relevance and irrelevance of dividends.</p> <p>Operating and Financial Leverage: Measurement of leverages; Financial and operating leverage, combined leverage.</p> |
| Term 2 (1 st April to 20 th April 2023) | <p>Sources of finance: Long term and short term.</p> <p>Theories of capitalization</p> <p>Management of Working Capital: Meaning, Significance and types of working capital; Approaches of working capital.</p> |

Harleen Kaur

Asst. Prof. in Commerce

BBA-Semester - IV

BBA-404 PRODUCTION AND OPERATIONS MANAGEMENT

| Terms | Topics |
|---|---|
| Even Sem (2022-23) | |
| Term 1 (25th January to 20th March 2023) | <p>Introduction: Concept of Production & Operations management, Market Analysis, Competitive Priorities and capabilities. New Product Design and development. Plant location and Plant layout. Scheduling for Manufacturing Systems: Production Scheduling Techniques – Sequencing. Economic Batch Quantity with Joint Production Runs, Gantt Charts. Network Analysis.</p> <p>Productivity: Concept and Importance, Factors Affecting Productivity, Methods to improve productivity. Value Analysis.</p> <p>Work study: Methods Analysis – Various Charts, Principles of Motion Economy. Work Measurement.</p> <p>Inventory Management Concept and Classification of Inventory, Relevant Costs for Inventory Decisions:</p> <p>Inventory Control Models, Reorder level, Lead Time and Safety Stock.</p> |
| Term 2 (1 st April to 20 th April 2023) | <p>Supply Chain Management: Concept & Components of Supply Chain, Activities in Supply Chain Management, Logistics Management.</p> <p>Quality Issues: Concept of Quality and Total Quality Management, Statistical Quality Control. Just in Time Manufacturing Systems.</p> |

Dr. Tina Vohra

Ms. Mamta Arora

Asst. Prof. in Commerce

BBA Semester IV

(BBA-402) lwzmI pMjwbI

| EVEN SEMESTER | TOPIC |
|--|--|
| <p>trm pihlI 24 jnvrl qoN 20 mwrc q`k</p> | <p>myrI jIvn gwQw (svY-jIvnI) fw. dIvwn isMG (nwiek ibMb/ svY jIvnI dy qOr `qy)</p> <p>&wsly (nwtk) jiqMdr brwV (ivSw-vsqu, swr/ pwqr auswrl)</p> <p>ivAwkrn:</p> <p>lyK rcnw (smwijk, siBAwcwrk,ieiqhwsK Aqy ividAk srokwrW sMbMDI)</p> <p>A^bwr nUM ieSiqhwr (in`jI qy d&qrI)</p> <p>gurmuKI ilpI dIAW ivSySqwwW</p> |
| <p>trm dUjI 1 ApRYl qoN 20 ApYRl q`k</p> | <p>myrI jIvn gwQw (svY-jIvnI) fw. dIvwn isMG (vwrqk SYlI)</p> <p>&wsly (nwtk) jiqMdr brwV (nwtk klw)</p> <p>ivAwkrn: Sbd joVW dy inXm</p> |

Maninder Kaur

Asst. Prof. in Punjabi

BBA Sem-IV

Fundamentals of Insurance

| Terms Even Sem (2022-23) | Topics |
|---|---|
| Term 1 (24th January to 20th March 2023) | Insurance- Concept of Insurance. Need. Purpose. Principles of Insurance-Principle Of Indemnity, Principle of Insurable Interest, Principle of Subrogation, Principle of Utmost Good Faith, Principle of Proximate Cause, Principle of Contribution. Reforms In Indian Insurance Sector-meaning, need and its Implications Legal Framework- Insurance Act 1938, LIC Act 1956, An overview of Insurance Industry- Types of Insurance -Life Insurance, Marine Insurance, Health insurance Underwriting- Meaning , purpose and process Reinsurance- Meaning, features and difference between double insurance, Essentials of Reinsurance Programs as per IRDA Distribution Channels in Insurance- Role and Code of Conduct by IRDA for Agents, Direct Marketing, Bancassurance and Brokers |
| Term 2 (1st April to 20th April 2023) | Motor Vehicle Insurance Liability Insurance, IRDA 1999 , GIC Act 1972 Insurance Specialists- Underwriters, Surveyors and Loss Assessors, Actuaries, Third Party Administrators |

Jhanvi
Asst. Prof. in Commerce

BBA Sem VI
Paper: English Compulsory

| Terms Even Sem (2022-23) | Topics |
|--|---|
| Term 1 (24th January to 20th March 2023) | Plays The Will Villa for sale The monkey's paw Sorry Wrong Number Progress A through study of the novel The Guide |
| Term 2 (1 st April to 20 th April 2023) | Play No eggs, No eggs. |

**Deep
Neha**

Asst prof in English

BBA Semester-VI
BBA- 604 FUNDAMENTALS OF CAPITAL MARKET

| Terms Even Sem (2022-23) | Topics |
|---|--|
| Term 1 (24th January to 20th March 2023) | Introduction-evolution, structure, functions, objectives and importance of capital market in India. Components of capital market- introduction to New issue market, stock market Financial institutions Instruments in capital market-Shares (Equity and Preference), Warrants, Bonds and its types, GDRs, ADRs, ETFs, Mutual Funds, Derivatives (forwards, futures and options). Participants in Capital Market Difference between Capital Market and Money Market |

| | |
|---|---|
| | Stock Exchanges-Stock Exchanges in India, Organisation, Management, Membership, rules of stock exchange, operators at stock exchanges SEBI guidelines on Stock Exchange, weaknesses of stock exchange in India. |
| Term 2 (1 st April to 20 th April 2023) | Listing of securities-requirement for listing, objectives of listing, advantages of listing. Security Market Indices-Uses of Security Market Indices, Types of Indices, Differentiating Factors in constructing Market Indices. |

Harleen Kaur
Asst. Prof. in Commerce

BACHELOR OF BUSINESS ADMINISTRATION (SEM-VI)
BBA -611
GROUP A- SERVICES MARKETING

| Terms Even Sem (2022-23) | Topics |
|--|--|
| Term 1 (24 th January to 20 th March 2023) | <p>Evolution and Understanding of Services Marketing: Conceptual Framework. Service Defined, Nature of services; Characteristics of services- Intangibility, Inconsistency. Inseparability and inventory. Classification of Services; Consumer versus Industrial Services, Importance of Services Marketing in Indian Economy & Global Scenario Service Marketing Mix: Introduction to the 7Ps (4 Ps + Extended 3 Ps)of Services Marketing Mix.</p> <p>Product Service Mix:- introduction, Transition from Product Marketing from Service Marketing, Differentiating goods from service, categories of service mix. Goods- Services Marketing continuum. Price: Factors involved in pricing a service product, capacity planning, measures to respond to change in demand, Reshaping demand using effective pricing.</p> <p>Place: Distribution Strategies, Challenges in distribution of services. Role of internet in distribution. Promotion: Objectives, Personal Selling. Advertising & Sales Promotion, Extended 3 Ps of Service Marketing Mix People: Role of service employees in service business, training & development of employees. Motivation and Empowerment.</p> <p>Physical Evidence: nature, importance, service scapes.</p> |

| | |
|---|--|
| Term 2 (1 st April to 20 th April 2023) | Process: Services as process or system- different process aspects and managerial challenges, strategies for managing inconsistency, customer service in service marketing. Services Marketing Implementation: Services Marketing Triangle. Servqual Model Rater. PZB Gap Model. |
|---|--|

Karanpreet Kaur
Asst. Prof. in Commerce Department

BBA Semester 6th
BBA603- Income tax

| Month | Topics |
|---|---|
| Term 1 (January 24, 2023 to March 20,2023) | Basic concepts, residential status, exempted incomes, computation of salaries, house property, profit and gains of business or profession, capital gains , other sources. |
| Term 2 (April 1,2023 to April 20,2023) | Aggregation of income, carry forward and set off of losses, deductions, agriculture income, computation of total income of individual and firm. |

Dilpreet Kaur
(Asst professor in commerce)

BBA-602:ਪੰਜਾਬੀ(ਲਾਜ਼ਮੀ)

| Terms Even sem (2022-2023) | Topics |
|---|---|
| ਟਰਮ ਪਹਿਲੀ (24 ਜਨਵਰੀ ਤੋਂ 20 ਮਾਰਚ 2023 ਤੱਕ) | ਕਾਵਿ ਗੌਰਵ(ਸੰਪਾ. ਬਿਕਰਮ ਸਿੰਘ ਘੁੰਮਣ, ਕਰਮਜੀਤ ਕੌਰ) (ਸ਼ੇਖ ਫ਼ਰੀਦ, ਸ਼ਾਹ ਹੁਸੈਨ, ਗੁਰੂ ਨਾਨਕ ਦੇਵ ਜੀ, ਗੁਰੂ ਅਰਜਨ ਦੇਵ ਜੀ) (ਪ੍ਰਸੰਗ ਸਹਿਤ ਵਿਆਖਿਆ, ਵਿਸ਼ਾ ਵਸਤੂ, ਸਾਰ) ਧਰਤੀਆਂ ਦੇ ਗੀਤ(ਸਫ਼ਰਨਾਮਾ) ਬਰਜਿੰਦਰ ਸਿੰਘ ਹਮਦਰਦ (ਲੇਖਕ ਦਾ ਜੀਵਨ ਅਤੇ ਰਚਨਾ, ਸਮਾਜ ਸਭਿਆਚਾਰ ਪਰਿਪੇਖ, ਸਫ਼ਰਨਾਮੇ ਦੇ ਤੌਰ ਤੇ ਪਰਖ) ਵਿਆਕਰਨ: ਵਿਆਕਰਨਕ ਸ਼੍ਰੇਣੀਆਂ-ਲਿੰਗ ਅਤੇ ਵਚਨ, ਕਿਰਿਆ ਵਾਕੰਸ਼- ਪਰਿਭਾਸ਼ਾ, ਬਣਤਰ ਅਤੇ ਪ੍ਰਕਾਰ ਲੇਖ ਰਚਨਾ, ਆਧੁਨਿਕ ਸਾਹਿਤ ਰੂਪ(ਕਹਾਣੀ, ਨਾਵਲ, ਨਾਟਕ)(ਪਰਿਭਾਸ਼ਾ ਅਤੇ ਤੱਤ) |
| ਟਰਮ ਦੂਜੀ (1 ਅਪ੍ਰੈਲ ਤੋਂ 20 ਅਪ੍ਰੈਲ ਤੱਕ) | ਕਾਵਿ ਗੌਰਵ(ਸੰਪਾ. ਬਿਕਰਮ ਸਿੰਘ ਘੁੰਮਣ, ਕਰਮਜੀਤ ਕੌਰ) ਵਾਰਸ ਸ਼ਾਹ, ਸ਼ਾਹ ਮੁਹੰਮਦ (ਪ੍ਰਸੰਗ ਸਹਿਤ ਵਿਆਖਿਆ, ਵਿਸ਼ਾ ਵਸਤੂ, ਸਾਰ) ਵਿਆਕਰਨ: ਨਾਂਵ ਵਾਕੰਸ਼ ਆਧੁਨਿਕ ਸਾਹਿਤ ਰੂਪ(ਕਵਿਤਾ, ਇਕਾਂਗੀ)(ਪਰਿਭਾਸ਼ਾ ਅਤੇ ਤੱਤ) |

Maninder Kaur
Asst.prof.in punjabi

BBA Sem VI

BBA -612

E Marketing

| Terms Even Sem (2022-23) | Topics |
|---|---|
| Term 1 (24th January to 20th March 2023) | <p>Introduction: Concept, nature and importance of -marketing; E-marketing versus traditional marketing; Issues, challenges and opportunities for -marketing; Reasons for growth of e-marketing; Tools and techniques of e-marketing-advantages and disadvantages; e-marketing situations . -Marketing Management: Segmentation, targeting and positioning; E-marketing mix; E-marketing and customer relationship management - concept and scope;</p> <p>E-customers and their buying process; E-marketing and customer loyalty and satisfaction;</p> <p>Communities and social networks. Internet Marketing: Concept and role of internet marketing;</p> <p>Search engine optimization -functions, type of traffic, keywords and steps in search engine optimization;</p> <p>Internet advertising - Types and tracking ROI; Online PR, News and Reputation Management;</p> <p>Direct marketing -scope and growth; E-mail marketing.</p> <p>Social Media Marketing: Concept and tools.</p> <p>Blogging - Benefits, types</p> |
| Term 2 (1st April to 20th April 2023) | <p>Video-marketing for business purpose - tools and techniques; Pay per click marketing; Issues and challenges. E-payment systems: Payment gateways; use of Debitand credit cards Mobile</p> <p>Marketing Trends and terminologies; Benefits and applications of mobile and smart phone</p> <p>Applications; M-commerce.</p> |

Monica Chhabra
Asst. Prof. in Commerce

BCA Sem II
Paper -II
INTRODUCTION TO PROGRAMMING - C++

| Terms Even Sem (2022-23) | Topics |
|---|---|
| <p>Term 1 (24th January to 20th March 2023)</p> | <p style="text-align: center;">Section-A</p> <p>Programming Paradigms: Introduction to the object oriented approach towards programming by discussing Traditional, Structured Programming methodology. Objects & Classes: Object Definition, Instance, Encapsulation, Data Hiding, Abstraction, Inheritance, Messages, Method, Polymorphism, Classes, and Candidate & Abstract Classes to be examples of the Design process.</p> <p style="text-align: center;">Section-B</p> <p>Object Oriented Programming using C++: Characteristics of OOP, Overview of C++, I/O using cout and cin, Objects and Classes, Member functions and data, private & public, constructor & destructor, Constructor Overloading, Types of Constructors.</p> <p style="text-align: center;">Section-C</p> <p>Function Overloading: Function Overloading, Default Arguments, Ambiguity in Function Overloading.</p> <p style="text-align: center;">Section-D</p> <p>Inheritance: Concept of inheritance, Base & derived classes, Access Specifier, Class Hierarchies, Types of Inheritance with examples.</p> |
| <p>Term 2 (1st April to 20th April 2023)</p> | <p style="text-align: center;">Section-C</p> <p>Operator Overloading: Overloading unary and binary operators, Type Conversion using Operator Overloading</p> <p style="text-align: center;">Section-D</p> <p>Virtual Functions and Polymorphism: Virtual functions, friend functions, static function, this pointer, polymorphism, Types of Polymorphism with examples, templates, class templates.</p> |

Monika Shahi

Asst. Prof. in Computer Science

BCA Sem II
Paper: Communication Skills

| Terms Even Sem (2022-23) | Topics |
|--|--|
| Term 1 (24th January to 20th March 2023) | Listening skills: Barriers to listening, effective listening skills, feedback skills Attending telephone calls, Note making and note taking Speaking and conversational skills Components of meaningful till general topics Study of sounds of English |
| Term 2 (1 st April to 20 th April 2023) | Stress and intonation Situation based conversation in English and essentials of spoken English |

Deepika Khanna
Deep
Asst. Prof. in English

BCA SEM II

PAPER-II

Principles of Digital Electronics

| Terms: EVEN Semester (2022-23) | Topics |
|---|--|
| Term I (24th Jan to 20th March) | <p>Number System: Introduction, number conversion system , binary arithmetic, representation of signed binary numbers, 1's and 2's complement, Codes: straight binary code, BCD Code Excess3 Code, Grey Code ASCII, Integer and floating point representation</p> <p>Logic Gates and Boolean Algebra: Logic gates, Universal Gates, Boolean algebra and Minimization techniques, canonical forms of Boolean expressions, K-Map</p> <p>Combinational Circuits: Adder, Subtractor, Multiplexer, Demultiplexer, Decoder, Encoder</p> <p>Sequential Circuits: Flip-flops</p> |
| Term II (1st April to 20th April) | <p>Sequential Circuits: Clocks and timers, registers, counter</p> <p>Semiconductor memories: Introduction, Static and dynamic devices, read only & random access memory chips, PROMS and EPROMS Address selection logic. Read and write control timing diagrams for ICs</p> |

Monika Shahi

Asst. prof. in Computer Sci.

ਬੀ.ਸੀ.ਏ. ਸਮੈਸਟਰ ਦੂਜਾ

PAPER-VI

ਲਾਜ਼ਮੀ ਪੰਜਾਬੀ

| Terms Even sem (2022-2023) | Topics |
|---|--|
| ਟਰਮ ਪਹਿਲੀ (24 ਜਨਵਰੀ ਤੋਂ 20 ਮਾਰਚ 2023 ਤੱਕ) | ਸਰਵੋਤਮ ਪੰਜਾਬੀ ਸਾਹਿਤ(ਸੰਪਾ.ਡਾ.ਰਮਿੰਦਰ ਕੌਰ,ਡਾ.ਮੇਘਾ ਸਲਵਾਨ) ਨਿਬੰਧ ਭਾਗ:ਘਰ ਦਾ ਪਿਆਰ,ਮਾਂ,ਭੇਡਚਾਲ,ਸ਼ਾਂਤੀ ਨਿਕੇਤਨ,ਖੁਸ਼ਾਮਦੀ ਨਾਲ, ਢਹਿੰਦੀ ਕਲਾ ਚੜ੍ਹਦੀ ਕਲਾ (ਸਾਰ,ਵਿਸ਼ਾ ਵਸਤੂ) ਰੇਖਾ ਚਿੱਤਰ ਭਾਗ:ਬਲਰਾਜ ਸਾਹਨੀ,ਡਾ.ਗੰਡਾ ਸਿੰਘ,ਸਾਧਾਰਨ ਵਿਅਕਤੀ ਅਸਾਧਾਰਨ ਪ੍ਰਾਪਤੀ-ਨਾਨਕ ਸਿੰਘ,ਦਾਰਾ ਸਿੰਘ,ਭਾਈ ਮਰਦਾਨਾ ਜੀ,ਆਪਣੇ ਆਪ ਤੋਂ ਗ਼ੈਰ ਹਾਜ਼ਰ:ਦਲੀਪ ਕੌਰ ਟਿਵਾਣਾ, ਰਿਣ ਪਿੱਤਰਾਂ ਦਾ-ਮੋਹਣ ਸਿੰਘ ਦੀਵਾਨਾ (ਨਾਇਕ ਬਿੰਬ/ਵਿਸ਼ਾ ਵਸਤੂ) ਇਤਿਹਾਸਕ ਯਾਦਾਂ(ਸ.ਸ.ਅਮੇਲ):ਸ਼ਾਂਤੀ ਨਿਕੇਤਨ,ਮੁੜ ਪ੍ਰੋਫੈਸਰੀ,ਨਾਭਾ ਮੋਰਚਾ,ਯਾਰਾ ਨਵੰਬਰ 1918 (ਵਿਸ਼ਾ ਵਸਤੂ ਅਤੇ ਸਾਰ) ਵਿਆਕਰਣ:ਸ਼ਬਦ ਸ਼੍ਰੇਣੀਆਂ ਦਫ਼ਤਰੀ ਚਿੱਠੀ ਪੱਤਰ ,ਮੁਹਾਵਰੇ ਅਤੇ ਅਖਾਣ |
| ਟਰਮ ਦੂਜੀ (1 ਅਪ੍ਰੈਲ ਤੋਂ 20 ਅਪ੍ਰੈਲ ਤੱਕ) | ਸਰਵੋਤਮ ਪੰਜਾਬੀ ਸਾਹਿਤ(ਸੰਪਾ.ਡਾ.ਰਮਿੰਦਰ ਕੌਰ,ਡਾ.ਮੇਘਾ ਸਲਵਾਨ) ਨਿਬੰਧ ਭਾਗ:ਕਿਰਤ,ਜ਼ਿੰਦਗੀ ਦਾ ਖੇੜਾ ਮੇੜ ਲਿਆਈਏ (ਸਾਰ/ਵਿਸ਼ਾ ਵਸਤੂ) ਰੇਖਾ ਚਿੱਤਰ ਭਾਗ:ਫੁੱਲਾਂ ਨਾਲ ਲੱਦਿਆ ਗੁਲਮੋਹਰ-ਦੇਵਿੰਦਰ ਸਤਿਆਰਥੀ, (ਨਾਇਕ ਬਿੰਬ/ਵਿਸ਼ਾ ਵਸਤੂ) ਇਤਿਹਾਸਕ ਯਾਦਾਂ(ਸ.ਸ.ਅਮੇਲ) ਅਫ਼ਗਾਨਿਸਤਾਨ ਦੇ ਲੋਕ,ਕੋਥੇ ਜਾਪਾਨ ਦੇ ਪਹਿਲੇ ਪ੍ਰਭਾਵ (ਵਿਸ਼ਾ ਵਸਤੂ ਅਤੇ ਸਾਰ) ਵਿਆਕਰਣ:ਸ਼ਬਦ ਬਣਤਰ ਅਤੇ ਸ਼ਬਦ ਰਚਨਾ:ਪਰਿਭਾਸ਼ਾ ,ਮੁੱਢਲੇ ਸੰਕਲਪ |

Harpreet kaur

Asst.prof.in punjabi

BCA Sem II

NUMERICAL METHODS & STATISTICAL TECHNIQUES

Paper – III

| Term (EVEN) | Topics |
|-------------|--------|
|-------------|--------|

| SEMESTER) | |
|---|--|
| <p>Term I (25th January to 20th March, 2023)</p> | <p>NUMERICAL METHODS:</p> <p>Numerical Methods, Numerical methods versus numerical analysis, Errors and Measures of Errors.</p> <p>Non-linear Equations, Iterative Solutions, Multiple roots and other difficulties, Interpolation methods, Methods of Bisection, False Position Method, Newton Raphson Method.</p> <p>Simultaneous Solution of Equations, Gauss Elimination Method and Gauss Jordan Method.</p> <p>Interpolation and Curve Fitting, Lagrangian Polynomials, Newton's Methods: Forward Difference Method, Backward Difference Method and Divided Difference Method</p> <p>STATISTICAL TECHNIQUES:</p> <p>Measure of Central Tendency: Arithmetic Mean, Geometric Mean, Harmonic Mean, Median and Mode.</p> <p>Measures of Dispersion: Mean Deviation, Standard Deviation, Co-efficient of Variation.</p> |
| <p>Term II (1st April 1 to 20th April, 2023)</p> | <p>NUMERICAL METHODS:</p> <p>Numerical Integration and different Trapezoidal Rule, Simpson's 3/8 Rule.</p> <p>STATISTICAL TECHNIQUES:</p> <p>Correlation</p> <p>Least square fit linear trend and Non-linear trend.</p> |

Isha Arora

Asst. Professor in Computer Science

BCA Semester IV
Paper – I : DATA STRUCTURES AND FILE PROCESSING

| Even Semester (2022-23) | Topics |
|--|---|
| Term 1 (Jan 9-March 20) | SECTION–A Basic Data Structures: Introduction to elementary Data Organization and operations, complexity of Algorithms and Time space trade off, Arrays, Stacks, Queues, Linked Lists. SECTION–B Searching Techniques: Linear and Binary Search. SECTION–C Sorting Techniques: Bubble Sort, Selection Sort, Insertion Sort, Quick Sort, Merge Sort, Heap Sort. SECTION–D File Organization: Concept of field, record, file, blocking and compaction. File Organization Techniques: Sequential, indexed, indexed sequential, Direct, Hashing. Concept of master and transaction files |
| Term 2 (April 1-April 20) | SECTION–B Trees Binary Trees & Binary Search Trees. Graphs and Algorithms to manipulate them. |

Ashmeet Kaur
Asst.Prof (Computer Science)

BCA Semester IV
Paper -II
Information Systems

| Terms Even Sem (2022-23) | Topics |
|--|--|
| Term 1 (9th January to 20th March 2023) | Fundamental aspects of Information, Capturing of Information, Converting Information to Computer – readable form, source of Information, on–line Information access and capture. What are systems? Information Systems? Categories of Information Systems, Development Life Cycle of Information system. Various types of information systems: Transaction processing systems, office Automation systems, MIS and decision support system. Case studies of the Information System: Accounting Information systems. |
| Term 2 (1 st April to 20 th April 2023) | Inventory control systems & Marketing systems Revision |

Pooja Monga

Asst. Prof. in Computer Science

Bachelor of Computer Applications (Semester-IV)
Paper – III: Internet Applications

| Even Semester (2022-23) | Topics |
|---|---|
| Term 1 (January 9, 2023 to March 20, 2023) | <p>Introduction: About internet and its working, business use of internet, services offered by internet, Evolution of internet, internet service provider (ISP), windows environment for dial up networking (connecting to internet), internet addressing (DNS) and IP addresses).</p> <p>E-Mail Basic Introduction; Advantage and disadvantage, structure of an e-mail message, working of e-mail (sending and receiving messages), managing e-mail (creating new folder, deleting messages, forwarding messages, filtering messages).</p> <p>Internet Protocol: Introduction, file transfer protocol (FTP), Gopher, Telnet, other protocols like HTTP and TCPIP. WWW: Introduction, working of WWW, Web browsing (opening, viewing, saving and printing a web page and bookmark), web designing using HTML with programming techniques.</p> |
| Term 2 (April 1, 2023 to April 20, 2023) | <p>Intranet and Extranet: Introduction, application of intranet, business value of intranet, working of intranet, role of extranet, working of extranet, difference between intranet and extranet.</p> <p>DHTML with programming techniques.</p> |

Kawaljit Kaur
Asst. Prof. in Computer Science

BCA Sem IV
Paper -IV
System Software

| Terms Even Sem (2022-23) | Topics |
|--|--|
| Term 1 (24th January to 20th March 2023) | <p style="text-align: center;">Section-A</p> <p>Introduction to System Software: Introduction to System Software and its components Translators, loaders, interpreters, compiler, assemblers</p> <p style="text-align: center;">Section-B</p> <p>Assemblers: Overview of assembly process, design of one pass and two assemblers. Macroprocessors: Macro definition and expansion, conditional macro expansion, Recursive macro expansion.</p> <p style="text-align: center;">Section-C</p> <p>Compilers: Phases of Compilation Process, Lexical Analysis, Parsing, Storage Management Optimization Incremental Compilers, Cross Compilers.</p> |
| Term 2 (1 st April to 20 th April 2023) | <p style="text-align: center;">Section-D</p> <p>Loaders and Linkage Editors: Basic loader functions. Relocation, program linking, linkage, editors, dynamic linking, Bootstrap loaders</p> |

Monika Shahi

Asst. Prof. in Computer Science

Syllabus Plan
(Session: 2022-23)

**BCA Sem VI COMPUTER
GRAPHICS
Paper – I**

| Term (EVEN SEMESTER) | Topics |
|--|---|
| Term I (25th January to 20th March, 2023) | Overview of Graphics System: Computer Graphics and their applications. Display Devices: CRT Monitors (Random – Scan and Raster Scan, DVST, Plasma – Panel Display, LED and LCD Monitors). Elementary Drawing: Points and various Line Drawing Algorithms and their comparisons. Circle generating algorithms, Algorithms for ellipse, arc and sector. Two Dimensional Transformations: Basic Transformations, Scaling, Translation, Rotation, Reflection, Shear, Matrix representation of Basic transformations and homogenous coordinates. Three Dimensional concepts: 3 D Coordinate Systems. 3D Transformations. Translation, Scaling and Rotation. |
| Term II (1st April 1 to 20th April, 2023) | Composite Transformations: Windowing and clipping. Windowing concepts, clipping and its algorithms. Window-to-view port transformations. Projections, Parallel projection and Perspective projection. |

Isha Arora
Asst. Professor in Computer Science

**BCA Sem VI
Paper – II:
COMPUTER NETWORKS**

| Terms Even Sem (2022-23) | Topics |
|--|--|
| Term 1 (24 th January to 20 th March 2023) | <p>Introduction: Network Definition, Basic Components of a Network, Network types and topologies, Uses of Computer Networks.</p> <p>Transmission Media: Coaxial cable, twisted pair cable, fiber optics & satellites. OSI reference model, TCP/IP reference model, comparison of OSI and TCP reference model.</p> <p>Introduction to Analog and Digital Transmission: Telephone system, Modems, Types of modems, pulse code modulation.</p> <p>Transmission & Switching: Multiplexing, circuit switching, packet switching, hybrid switching.</p> <p>Local Area Network Protocols: CSMA Protocols, IEEE standards 802, Token Bus, Token Ring.</p> <p>Data Link Layer Design Issues: Services provided to Network layer, Framing, error control, flow control, link management. Error detection & correction, Elementary Data link Protocols.</p> |
| Term 2 (1 st April to 20 th April 2023) | <p>Design Issues of Network Layer: Services provided to transport layer, routing, connection, internet & World Wide Web.</p> <p>Network Security and Privacy: Brief Introduction to Cryptography.</p> <p>Network Services: File transfer, Access & Management, Electronic Mail, Remote login</p> |

Divya Gupta
Asst. Prof. in Computer Science

**B.Sc (Eco) Semester-II
Computer Science
Programming Using C**

| Even Semester (2022-23) | Topics |
|--|---|
| Term 1 (January 24, 2023 to March 20, 2023) | <p>Data Representation, Introduction to Number Systems and Character Codes, Flow Charts, Problem Analysis, decision tables, pseudo codes and, algorithms.</p> <p>Programming Languages C: Basics of C: Introduction to C, Applications and Advantages of C, Tokens, Types of Errors Data Types: Basic & Derived Data Types, User Defined Data Types, Declaring and initializing variables.</p> <p>Operators and Expressions: Types of operators (Unary, Binary, Ternary), Precedence and Associativity Data I/O Functions: Types of I/O function, Formatted & Unformatted console I/O Functions</p> <p>Control Statements: Jumping, Branching and Looping–Entry controlled and exit controlled, Advantages/Disadvantages of loops, difference between for, while and do–while.</p> <p>Arrays: Types of Arrays, One Dimensional and Two Dimensional Arrays.</p> <p>Strings: Introduction to Strings and String functions, array of strings.</p> <p>Functions: User Defined & Library Function, Function (Prototype, Declaration, Definition), Methods of passing arguments, local and global functions, Recursion.</p> |
| Term 2 (April 1, 2023 to April 20, 2023) | <p>Storage Classes: Introduction to various storage classes, scope and lifetime of a variable, Storage class specifiers (auto, register, static, extern), advantages and disadvantages. Structure and Union: Introduction to structure and union, pointers with structure.</p> |

Kawaljit Kaur
Assistant Professor in Computer Science

B.Sc (Economics)
Semester II
Macroeconomics

| Terms Even Semester (2022-23) | Topics |
|---|--|
| Term I 24th January to 20th March 2023 | Distinction between Micro and Macro Economics; Determination of Income and Employment: Classical and Keynesian models; Say's Law of Market and aggregate demand and aggregate supply. Consumption functions; average (short-run and long run) and marginal propensity to Investment: Meaning, Demand schedules and factors affecting investment decision. Marginal Efficiency of Capital. Accelerator, multiplier-accelerator interaction. Consumption functions; average (short-run and long run) and marginal propensity to consume ; static and dynamic multipliers. Inflation: Concept, Causes and cures. Inflation-unemployment Trade-off (only Phillips' contribution). Macroeconomic Policies: Fiscal policy – meaning, objectives and instruments. Monetary policy – meaning, objectives and instruments. Money: Its functions and role. Money and Capital Markets (Introductory). |
| Term II 1st April to 20th April 2023 | Trade cycles-meaning, characteristics and phases. Samuelson and Hicks Models of trade cycles. Quantity Theory of Money. Fisher's and Cambridge's equations. Liquidity preference theory. Banking: Definitions of banks. Credit creation and credit control |

Dr. Moninder Kaur
Assistant Prof . Economics

BSc SemII
Paper: English Compulsory

| Terms Even Sem (2022-23) | Topics |
|--|---|
| Term 1 (24th January to 20th March 2023) | Tales of life The Doll's House Eveline Toba Tek Singh The Taboo A Strand of Cotton Prose For Young Learners Beauty and The Beast With A Song On Their Lips My Financial Career The School For Sympathy Raymond Murphy Units 49 till 68 Units 82 till 91 Personal Letter writing |
| Term 2 (1 st April to 20 th April 2023) | Tales of Life Revision Prose for Young Learners Aids Raymond Murphy Units 69 till 81 Units 92 till 97 Thorough revision. |

Deepika Khanna
Deep
Neha Behal
Assistant Professor in English

B.Sc. semester-2nd

Mathematics

Paper -1: Calculus and Differential Equations

| Even sem (2022-23) | Topics |
|---|--|
| Term 1 (24th jan – 20th march) | Integration of hyperbolic functions, reduction formulae, definite integrals, fundamental theorem of integrals calculus, rectification, quadrature, exact differential equations, first order and higher degree equations, clairaut's form, singular solutions, orthogonal trajectories, linear differential equations with constant and variable coefficients, variation of parameters method, reduction method, series solutions of differential equations. |
| Term 2 (1st april- 20th april) | Power series method, bessel and Legendre equations, asymptotes, tests for concavity and convexity, points of inflexion, multiple points, curvature, tracing of curves. |

Ms Megha Dhawan

(Asst. Prof in Mathematics)

BSc (ECO) SEM II

Paper-Mathematics2 (calculus2)

| Terms Even sem (2022-2023) | Topics |
|--|--|
| Term1 24th january to 20th march2023 | Limit and Continuity of functions of two variables, Partial differentiation, Change of variables, Partial derivatives and differentiability of real-valued functions of two variables, Schwartz's and Young's Theorem, Statements of Inverse and implicit function theorems and applications. Euler's theorem on homogeneous functions, Taylor's theorem for functions of two variables, Jacobians. Lagrange's undetermined multiplier method, Double and Triple Integrals, Change of variables, Applications to evaluation of areas, Volumes, Surfaces of solid of revolution, Change of order of integration in double integrals. Application to evaluation of area, volume, surface of solids of revolutions. |
| Term 2 1st April to 20th April2023 | Envelopes. Evolutes, Maxima, Minima and saddle points of functions of two variables. |

Neetu vinod

(Asst. Prof in Mathematics)

B.Sc. □□□□□□ □□□□

□□□□□□ (□□□□□□)

| Terms Even sem (2022- 2023) | Topics |
|---|--|
| ਟਰਮ ਪਹਿਲੀ(24 ਜਨਵਰੀ ਤੋਂ 20 ਮਾਰਚ 2023 ਤੱਕ) | ਦੇ ਰੰਗ(ਕਹਾਣੀ ਭਾਗ)(ਸੰਪਾ. ਹਰਜਿੰਦਰ ਸਿੰਘ ਢਿੱਲੋਂ ਅਤੇ ਪ੍ਰੀਤਮ ਸਿੰਘ ਸਰਗੋਧੀਆ) ਬਾਗੀ ਦੀ ਧੀ, ਪੇਮੀ ਦੇ ਨਿਆਣੇ, ਤੈਂ ਕੀ ਦਰਦ ਨਾ ਆਇਆ, ਬੁੱਤ ਸ਼ਿਕਨ, ਬਸ ਕੰਡਕਟਰ, ਦੂਜੀ ਵਾਰ ਜੇਬ ਕੱਟੀ ਗਈ, ਲੱਛਮੀ (ਵਿਸ਼ਾ ਵਸਤੂ, ਸਾਰ, ਲੇਖਕ ਦਾ ਜੀਵਨ ਅਤੇ ਰਚਨਾ) ਸੰਸਾਰ ਦੀਆਂ ਪ੍ਰਸਿੱਧ ਹਸਤੀਆਂ(ਜੀਵਨੀਆਂ)(ਸੰਪਾ. ਪ੍ਰਿੰ. ਤੇਜਾ ਸਿੰਘ, ਹਰਨਾਮ ਸਿੰਘ ਸ਼ਾਨ): ਰਾਬਿੰਦਰਾ ਨਾਥ ਟੈਗੋਰ, ਸ: ਭਗਤ ਸਿੰਘ, ਲੈਨਿਨ, ਮਹਾਤਮਾ ਗਾਂਧੀ, ਅੰਮ੍ਰਿਤਾ ਸ਼ੇਰਗਿਲ, ਮਦਰ ਟਰੇਸਾ, ਭਗਤ ਪੂਰਨ ਸਿੰਘ (ਵਿਸ਼ਾ ਵਸਤੂ, ਸਾਰ, ਨਾਇਕ ਬਿੰਬ) |

| | |
|---|--|
| | ਵਿਆਕਰਨ: ਸ਼ਬਦ ਸ਼੍ਰੇਣੀਆਂ ਦਫ਼ਤਰੀ ਚਿੱਠੀ ਪੱਤਰ, ਅਖਾਣ ਅਤੇ ਮੁਹਾਵਰੇ |
| ਟਰਮ ਦੂਜੀ (1 ਅਪ੍ਰੈਲ ਤੋਂ 20 ਅਪ੍ਰੈਲ 2023 ਤੱਕ) | ਦੋ ਰੰਗ (ਕਹਾਣੀ ਭਾਗ) (ਸੰਪਾ. ਹਰਜਿੰਦਰ ਸਿੰਘ ਢਿੱਲੋਂ ਅਤੇ ਪ੍ਰੀਤਮ ਸਿੰਘ ਸਰਗੋਧੀਆ) ਭੂਆ, ਬਾਗਾਂ ਦਾ ਰਾਖਾ, ਧਰਤੀ ਹੇਠਲਾ ਬੋਲਦ (ਵਿਸ਼ਾ ਵਸਤੂ, ਸਾਰ, ਲੇਖਕ ਦਾ ਜੀਵਨ ਅਤੇ ਰਚਨਾ) ਸੰਸਾਰ ਦੀਆਂ ਪ੍ਰਸਿੱਧ ਹਸਤੀਆਂ (ਜੀਵਨੀਆਂ) (ਸੰਪਾ. ਪ੍ਰਿੰ. ਤੇਜਾ ਸਿੰਘ, ਹਰਨਾਮ ਸਿੰਘ ਸ਼ਾਨ) ਲਾਲਾ ਲਾਜਪਤ ਰਾਏ, ਸਰੋਜਨੀ ਨੈਡੇ (ਵਿਸ਼ਾ ਵਸਤੂ, ਸਾਰ, ਨਾਇਕ ਬਿੰਬ) ਵਿਆਕਰਨ: ਸ਼ਬਦ ਬਣਤਰ ਅਤੇ ਸ਼ਬਦ ਰਚਨਾ: ਪਰਿਭਾਸ਼ਾ, ਮੱਢਲੇ ਸੰਕਲਪ |

Dr. Baljinder kaur

Asst. prof. in punjabi

**BSc (Eco) Semester II
Quantitative Techniques-II**

**Mrs Ravneet Arora
Dr. Moninder Kaur**

| Terms Even Semester (2022-23) | Topics |
|---|--|
| Term I 24th January to 20th March 2023 | Statistics: Definition, Scope in Economics, Significance, Limitations. Concepts and Measures of Central Tendency: Mean, Median and Mode; Concepts and Measures of Relative Dispersion. Correlation Analysis: Introduction, Importance, Karl-Pearson's Coefficient of Correlation, Spearman's Rank Correlation Coefficient, Simple Regression Analysis; Difference between Correlation and Regression, Lines of Regression, Properties of Correlation and Regression Coefficients (Stress on numerical examples). Index Numbers: Concept of Index Number, Purpose Construction & Problems, Laspeyre, Paasche and Fisher's Formulae, Tests of Consistency. Analysis of Time Series: Definition, Components of Time Series, Measurement of Trend by different methods; stress on examples. |
| Term II 1st April to 20th April 2023 | Tabulation, Classification and Graphical representation of data (Pie Chart, Bar Diagram, Histogram, Frequency Polygon, Ogive Curve, etc.) |

Assistant Professor in Economics

B.Sc (Economics) Semester IV
COMPUTER SCIENCE
(DATA STRUCTURES & PROGRAMMING LANGUAGE USING C++)

| Even Semester (2022-23) | Topics |
|--|---|
| Term 1 (Jan 9-March 20) | <p>SECTION– A Data Structure: Introduction to elementary Data Organization, Common Operation on Data Structures, Algorithm Complexity, Big O Notation, Time-Space Trade off between Algorithm. Arrays: Array Defined, Representing Arrays in memory, Various operations on Linear arrays, Multi Dimensional arrays. Linked Lists: Types of Linked Lists, representing linked list in memory, advantages of using linked lists over arrays, Various operations of linked lists.</p> <p>SECTION–B Stacks: Description of STACK structure, Implementation of stack, using arrays and linked lists, application of stack-converting Arithmetic expression from infix notational to polish and their subsequent evaluation, quick sort technique to sort an array. Queues: Description of queue structure, Implementation of queue using arrays and linked lists, description or priorities of queues, dequeues.</p> <p>SECTION–C Sorting and Searching: Sorting Algorithms, bubble sort, searching Algorithms, linear search and binary search.</p> <p>SECTION–D Object Oriented Programming: Objects & Classes, Constructor & Destructor, Inheritance, Derived class and base, Derived class constructor. Overloading member functions, Inheritance in the English distance class, class hierarchies, Public & Private inheritance, Level of inheritance, Polymorphism, problems with single inheritance, multiple inheritance</p> |
| Term 2 (April 1-April 20) | <p>Section C selection sort, insertion sort, quick sort, merge sort, heap sort</p> <p>Section D Operator Overloading, Overloading unary operators, Overloading binary operators, Data conversion, Pitfalls of operator overloading and conversion,</p> |

Ashmeet Kaur
Assistant Prof in Computer Science

BSc Sem IV
Paper: English Compulsory

| Terms Even Sem (2022-23) | Topics |
|--|--|
| Term 1 (24th January to 20th March 2023) | Moments in Time : Robert Browning Emily Dickinson Thomas Hardy Robert Frost W. B. Yeats Making Connections: Unit 3 & 4 Murphy's Grammar : Units 26-37, 42-48 |
| Term 2 (1 st April to 20 th April 2023) | Moments in Time : Wallace Stevens W. B. Yeats Murphy's Grammar : Units 92-97, 113-120 |

Deepika Khanna

Neha Bhandari

Assistant professor in English

BSc Economics SEM – IV
International Economics and Public Finance

| Terms | Topics |
|---|---|
| Even Sem (2022-23) | |
| <p>Term 1 (9th January to 20th March 2023)</p> | <p>International Trade: Internal and External Trade. Classical and Heckscher. Ohlin Theories, Gains from Trade, Terms of Trade, (gross, net and income terms of trade). Trade and economic development.</p> <p>Commercial Policy: Free trade vs. protection, rationale of a protectionist policy in less developed area. GATT & WTO (Introductory).</p> <p>Public Finance: Nature, scope importance.</p> <p>Public Expenditure: Meaning, principles, importance, effect of public expenditure on production and distribution.</p> <p>Taxes: Meaning, classification, features of a good taxation system, canons of taxation, incidence and impact of taxation.</p> <p>Public Debt: Meaning, objectives, importance, its burden.</p> |
| <p>Term 2 (1st April to 20th April 2023)</p> | <p>Balance of Payments: Meaning and components of balance of payments, Methods for correcting adverse balance of payments, devaluation and direct control.</p> <p>Rate of Exchange: Meaning and determination, Fixed and flexible exchange rates.</p> |

Varsha Arora

Asst. Prof. in Economics

B.Sc. semester-4

Mathematics

Paper -1: Statics and Vector Calculus

| Even sem (2022-23) | Topics |
|--|---|
| Term 1 (9th jan-20th march) | Composition and resolution of forces ,resultant of a number of coplanar forces, parallel forces, Moments, varignon's theorem, couples, equilibrium of two coplanar couples, resultant of a force and couple, equilibrium of coplanar forces, vector differentiation, gradient, divergence, and curl operators, line integrals, vector identity, vector integration, theorems of gauss, green, stokes. |
| Term 2 (1st april-20th april) | Problems on gauss, green, stokes theorem, friction, laws of friction, centre of gravity: centre of gravity of a rod, triangular lamina, solid hemisphere, hollow hemisphere, solid cone and hollow cone. |

Megha Dhawan

(Asst. Prof in Mathematics)

BSc (ECO) SEM4

Paper-Mathematics2 (solid geometry)

| Terms Even sem (2022-2023) | Topics |
|--|---|
| Term1 24th january to 20th march2023 | Cylinder as surface generated by a line moving parallel to a fixed line and through fixed curve. Different kinds of cylinders such as right circular, elliptic, hyperbolic and parabolic in standard forms Cone with a vertex at the origin as the graph of homogeneous equation of second degree in x, y, z. Cone as a surface generated by a line passing through a fixed curve and fixed point outside the plane of the curve, right circular and elliptic cones. Equation of surface of revolution obtained by rotating the curve about the z-axis in the form of . Equation of ellipsoid, hyperboloid and paraboloid in standard forms |
| Term 2 1st April to 20th April2023 | Surfaces represented by general equation of 2nd degree $S = 0$. Tangent lines, tangent planes and normal plane |

Honey

(Asst. Prof in Mathematics)

B.SC Semester IV

lwzmI pMjwbI

| EVEN SEMESTER | TOPIC |
|--|--|
| <p>trm pihlI 24 jnvrI qoN 20 mwrc q`k</p> | <p>myrI jIvn gwQw (svY-jIvnI) fw. dIvwn isMG (nwiek ibMb/ svY jIvnI dy qOr `qy)</p> <p>&wsly (nwtk) jiqMdr brwV (ivSw-vsqu, swr/ pwqr auswrI)</p> <p>ivAwkrn: lyK rcnw (smwijk, siBAwcwrk,ieiqhwsK Aqy ividAk srokwrW sMbMDI) A^bwr nUM ieSiqhwr (in`jI qy d&qrI)</p> <p>gurmuKI ilpI dIAW ivSySqvwW</p> |
| <p>trm dUjI 1 ApRYl qoN 20 ApYRl q`k</p> | <p>myrI jIvn gwQw (svY-jIvnI) fw. dIvwn isMG (vwrqk SYlI)</p> <p>&wsly (nwtk) jiqMdr brwV (nwtk klw)</p> <p>ivAwkrn: Sbd joVW dy inXm</p> |

Maninder Kaur
Asst. Prof. in Punjabi

B.Sc (Eco.) Sem IV

Paper- Quantitative Techniques - IV

| Terms Even Semester (2022-2023) | Topics |
|---|---|
| Term I (9 th January to 20 th March 2023) | Multiple Linear Regression: Concepts, Estimation and Applications (without derivations) of Partial and Multiple Correlation. Non-Linear Regression: Quadratic and Exponential; Estimation of Fitting of Various Growth Curves (Modified Exponential, Gompertz and Logistic). Probability: Definition, Additive & Multiplicative Laws and their Applications, Bayes Theorem, Concept of Random Variable, Probability Mass Function & Density Function, Mathematical Expectation (meaning and properties), Moments elementary treatment. Theoretical Probability Distributions: Derivations of the properties of Binomial Sampling: Various concepts – Population, Sampling Units, Complete Enumeration sample Surveys, Concept of an Estimator and The Standard Error, Standard Error of Estimates. Features of a Good Sample, Random and Subjective Sampling, Simple Random Sampling (with and without replacement), Stratified Random Sampling (applications only). |
| Term II (1 st April to 20 th April 2023) | Theoretical Probability Distributions: Derivations of the properties of Poisson, Normal, Beta and Gamma Distributions. |

Ravneet Arora

(Asst. Prof. in Economics)

**B.Sc. (Eco) Semester VI
Computer Science
Information Technology**

| Terms Even Sem (2022-23) | | Topics |
|---|--|---------------|
| Term 1 (9th January to 20th March 2023) | <p>Data & Network Communication: Communication media: Twisted pair, Coaxial, Fibre optics, Wireless(Line of Sight & Satellite), Network Advantages, Types & Topologies, Communication using Network protocol/Network Interface card(NP/NIC), Transmission & Communication protocol/protocol(TCP/IP), Moderns, Types of Operating systems: Multiuser, Multitasking & Multiprogramming and their examples. Fundamental of Client Server: Basics of Client Server model and its applications. Designing a Client Server model by Creating Database Server and networking O.S. Server. Careers in Computers: Role of Programmers, Program analysis, System Analyst, System Administrators, System Managers, System Integrators, DTP Manager & Administrators, MIS Director. Fundamentals of Networking O.S.: Introduction to components of various Networking O.S., Case Study of Network Operating System Windows NT. Introduction to IT & its components, What is Information systems, Computer based information systems, Management Information System, Decision Support System, Expert System, Functional Information System.</p> | |
| Term 2 (1 st April to 20 th April 2023) | <p>Open Information System, Transaction Processing System, System Development Process & System development Tools. Internet basics, Its uses and Applications. Revision</p> | |

Pooja Monga

Asst. Prof. in Computer Science

BSc Sem VI
Economics
Quantitative Methods For Economics

| Terms Even Sem (2022-23) | Topics |
|--|---|
| Term 1 (24th January to 20th March 2023) | Sets, Relations and functions, Limits and continuity, Derivatives , Maxima and Minima and Matrices. Measures of central tendency – Mean, Median Mode and Geometric Mean, Measures of Dispersion. Skewness and Kurtosis, Correlation and Regression. |
| Term 2 (1 st April to 20 th April 2023) | Interpolation; concepts and methods Index Numbers; Weighted and unweighted Index Numbers, various formulas and consistency tests. |

Kanika Thukral & Varsha Arora

Asst. Prof. in Economics

B.Sc Sem VI
Paper: English Compulsory

| Terms Even Sem (2022-23) | Topics |
|--|---|
| Term 1 (24th January to 20th March 2023) | Plays The Will Villa for sale The monkey's paw Sorry Wrong Number Progress A through study of the novel The Guide |
| Term 2 (1 st April to 20 th April 2023) | Play No eggs, No eggs. |

**Deep
Neha**

Assistant Professor in English

BSc (Eco) SEM 6

Paper-Mathematics1 (Linear Algebra)

| Terms Even sem (2022-2023) | Topics |
|--|---|
| Term1 24th january to 20th march2023 | Definition of groups, rings and fields with examples. Definition of a vector space, subspaces with examples. Direct sum of subspaces. Linear span, Linear dependence, Linear independence of vectors. Linear combination of vectors. Basis of a vector space, Finitely generated vector spaces. Existence theorem for basis. Invariance of the number of elements of the basis set. Dimension of sum of two subspaces. Quotient space and its dimension. Linear transformation. Algebra of linear transformation. Rank- Nullity theorem, Isomorphism and Isomorphic spaces. |
| Term 2 1st April to 20th April2023 | Matrix of a linear transformation. Changes of basis, Linear operator |

Neetu Vinod

(Asst. Prof in Mathematics)

BSc (ECO) SEM6

Paper-Mathematics2 (Numerical analysis)

| Terms Even sem (2022-2023) | Topics |
|--|---|
| Term1 24th January to 20th march2023 | Solution of non-linear equations, Bisection method, Iteration method, Newton's Method, Generalized Newton's Method, Method of false position, Muller's method, Rate of convergence of these methods. Solution of linear system of equation; Direct method, Gauss elimination variant (Gauss Jordan and Crout reduction), Triangular Method, Iterative Method, Jacobi's Method, Gauss Seidel Method. Forward, Backward, Central, Divided differences, shift operator, relationship between the operators and detection of errors by use of difference operator. Interpolation with divided difference, Newton's formula, Lagrangian Method, Finite difference interpolation, Gauss formula, Stirling formula, Bessel's formula, Error Estimation, Extrapolation. Numerical differentiation, Method based on interpolation. Numerical Integration, Trapezoidal rule, Simpson's rule, Weddle rule, Romberg Integration. Gaussian integration method, Gaussian legendre integration. Double numerical integration. Numerical solution of ordinary differential equations. |
| Term 2 1st April to 20th April2023 | Error generation, propagation, error estimation , Initial value problem, Taylor's method, Euler's methods, Picard's method, Milne's Method, Runge-Kutta Method. Predictor- Corrector's Method. |

Honey

(Asst. Prof in Mathematics)

B.SC ਸਮੈਸਟਰ ਛੇਵਾਂ

ਪੰਜਾਬੀ(ਲਾਜ਼ਮੀ)

| Terms Even sem (2022-2023) | Topics |
|---|---|
| ਟਰਮ ਪਹਿਲੀ (24 ਜਨਵਰੀ ਤੋਂ 20 ਮਾਰਚ 2023 ਤੱਕ) | ਕਾਵਿ ਗੌਰਵ(ਸੰਪਾ. ਬਿਕਰਮ ਸਿੰਘ ਘੁੰਮਣ, ਕਰਮਜੀਤ ਕੌਰ) (ਸ਼ੇਖ ਫ਼ਰੀਦ, ਸ਼ਾਹ ਹੁਸੈਨ, ਗੁਰੂ ਨਾਨਕ ਦੇਵ ਜੀ, ਗੁਰੂ ਅਰਜਨ ਦੇਵ ਜੀ) (ਪ੍ਰਸੰਗ ਸਹਿਤ ਵਿਆਖਿਆ, ਵਿਸ਼ਾ ਵਸਤੂ, ਸਾਰ) ਧਰਤੀਆਂ ਦੇ ਗੀਤ(ਸਫ਼ਰਨਾਮਾ) ਬਰਜਿੰਦਰ ਸਿੰਘ ਹਮਦਰਦ (ਲੇਖਕ ਦਾ ਜੀਵਨ ਅਤੇ ਰਚਨਾ, ਸਮਾਜ ਸਭਿਆਚਾਰ ਪਰਿਪੇਖ, ਸਫ਼ਰਨਾਮੇ ਦੇ ਤੌਰ ਤੇ ਪਰਖ) ਵਿਆਕਰਨ: ਵਿਆਕਰਨਕ ਸ਼੍ਰੇਣੀਆਂ-ਲਿੰਗ ਅਤੇ ਵਚਨ, ਕਿਰਿਆ ਵਾਕੰਸ਼- ਪਰਿਭਾਸ਼ਾ, ਬਣਤਰ ਅਤੇ ਪ੍ਰਕਾਰ ਲੇਖ ਰਚਨਾ, ਆਧੁਨਿਕ ਸਾਹਿਤ ਰੂਪ(ਕਹਾਣੀ, ਨਾਵਲ, ਨਾਟਕ)(ਪਰਿਭਾਸ਼ਾ ਅਤੇ ਤੱਤ) |
| ਟਰਮ ਦੂਜੀ (1 ਅਪ੍ਰੈਲ ਤੋਂ 20 ਅਪ੍ਰੈਲ ਤੱਕ) | ਕਾਵਿ ਗੌਰਵ(ਸੰਪਾ. ਬਿਕਰਮ ਸਿੰਘ ਘੁੰਮਣ, ਕਰਮਜੀਤ ਕੌਰ) ਵਾਰਸ ਸ਼ਾਹ, ਸ਼ਾਹ ਮੁਹੰਮਦ (ਪ੍ਰਸੰਗ ਸਹਿਤ ਵਿਆਖਿਆ, ਵਿਸ਼ਾ ਵਸਤੂ, ਸਾਰ) ਵਿਆਕਰਨ: ਨਾਂਵ ਵਾਕੰਸ਼ ਆਧੁਨਿਕ ਸਾਹਿਤ ਰੂਪ(ਕਵਿਤਾ, ਇਕਾਂਗੀ)(ਪਰਿਭਾਸ਼ਾ ਅਤੇ ਤੱਤ) |

Harpreet Kaur
Asst. Prof.in Punjabi

B Sc (Eco) - Semester – VI
Quantitative Techniques -VI
(Session 2022-23)

Harpreet Kaur Uppal

| Month | Topics |
|--|---|
| Term I 24th January to 20th March 2023 | Definition, Scope and Nature of Econometrics. Simple Linear Regression Model (OLS method) with applications. General Linear Regression Model, assumptions, properties (BLUE). Gauss Markov Theorem, concepts of Coefficient of Determination and Adjusted Coefficient of Determination, Test of Significance(Stress on Numericals). Problems of Heteroscedasticity and Multi collinearity in the Regression Analysis: Sources, Consequences, Test and Remedial Measures. Specification Bias Dummy Variable Technique and its uses. |
| Term II 1st April to 20th April 2023 | Problem of Auto- Correlation in the Regression Analysis: Sources, Consequences, Tests and Remedial Measures. Distributed Lag Models and Auto-Regressive Models. |

Assistant Professor in Economics

M.Com-Semester - II

MC-201: CORPORATE FINANCIAL ACCOUNTING AND AUDITING

| Terms Even Sem (2022-23) | Topics |
|--|---|
| Term 1 (25th January to 20th March 2023) | Valuation of goodwill: Different approaches such as super profit, annuity and capitalization approach. Valuation of shares: Different approaches such as book value and earnings approach. Understanding the concept and rationale of Financial Audit, Cost Audit, Management Audit, Internal Audit, Proprietary Audit, Efficiency Audit and Audit by C. and A.G. Statutory Auditor: Appointment qualifications, removal. Duties and liabilities of auditor. Code of conduct and ethics, professional misconduct of statutory auditor. Meaning, Objectives and scope of cost audit. Cost Auditor, his appointment, duties liabilities. Cost audit report; Meaning, objectives and scope of management audit. Appointment and qualifications of management Auditor. Audit of management functions such as planning, organising and control. Audit of functional areas–production, personnel marketing finance and accounting. |
| Term 2 (1 st April to 20 th April 2023) | Company Final Accounts: Requirements of Companies Act, 2013. Form and contents of Profit and loss account statement and balance sheet. Managerial remuneration. Meaning of profit. Divisible profits. |

Dr. Tina Vohra

Asst. Prof. in Commerce

M.COM (SEMESTER-II)
MC-202
FINANCIAL MANAGEMENT

| Month | Topics |
|--|--|
| Term I (Jan 24 to March 20, 2023) | Introduction- Concept of Finance, aims, scope and objectives of Financial Management, Types of Financial Decisions and their inter-relationship. Cost of Capital- concept, relevance, different components, weighted average and marginal cost of capital. Capitalisation- Concept and types |
| | Capital Budgeting- Meaning, objectives and process, traditional and modern methods of capital budgeting, treatment of risk and uncertainty in capital budgeting. Leverages- Business Risks and Financial Risk, Types of Leverages and its implications. Capital structure- Concept, capital structure, theories, designing optimum, capital structure, concept of point of indifference, financial break-even point and capital gearing ratio. Sources of Finance: short-term and long term. Working capital management: Meaning, Types, various issues in working capital management, estimating working capital requirements, approaches to working capital financing and various sources, management of components of working capital (Cash, Receivables and Inventory) |
| Term II (April 1 to April 20,2023) | Dividend policy -Concepts, types and forms of dividend,Different models: Walter, Gordon, MM model, Factors affecting Dividend policy of a firm. |

Mrs Priyanka Sharma

Assistant Professor in Commerce

M.Com (Semester II)

MC-205: Human Resource Management

| Terms Even Semester (2022-23) | Topics |
|--|---|
| Term I (24 th January to 20 th March 2023) | <p>Human Resource Management (HRM): Nature, Scope, Objectives and Functions of HRM, Evolution of HRM, Changing Trends in HRM.</p> <p>Human Resource Planning (HRP): Concept, Need and Importance of HRP, Factors affecting HRP, Human Resource Planning Process.</p> <p>Job Analysis: Meaning and Objective, Process, Methods of Collecting job data, Uses of Job Analysis, Problems of Job Analysis.</p> <p>Recruitment and Selection: Meaning and Factors governing Recruitment, Recruitment Sources and Techniques. Meaning and Process of Selection, Problems associated with Recruitment and Selection.</p> <p>HR Training and Development: Concept and Need, Process of Training and Development Programme:- Identification of Training and Development Needs, Objectives, Strategy & Designing of Training and Development, Implementation and Methods of Training Programme and Levels of Training Evaluation, Impediments to Effective Training.</p> <p>Job Evaluation: Meaning, Process and Methods of Job Evaluation.</p> <p>Incentives: Concept, Importance and Process of Incentive</p> <p>Grievance Handling: Meaning, Process, Grievance handling machinery.</p> <p>Discipline: Meaning, reasons of indiscipline, consequences of indiscipline and approach to maintain discipline.</p> |
| Term II (1 st April to 20 th April 2023) | <p>Performance Appraisal: Meaning, Purpose, Essentials of Effective Performance Appraisal System, Various Components of Performance Appraisal, Methods and Techniques of Performance Appraisal.</p> <p>Managing Compensation and Employee Remuneration: Concept, Objectives, Components of Employee Remuneration, Factors Influencing Employee Remuneration, Challenges of Remuneration.</p> |

Dr. Payal

Asst. Prof in Commerce

Syllabus Plan January-May 2023

MASTER OF COMMERCE (SEMESTER-II)

MC-204: MARKETING MANAGEMENT

| Terms | Topics |
|---|--|
| Even Semester | |
| Term 1 (January 24 to March 20, 2023) | <ul style="list-style-type: none">• Gathering information and scanning the marketing environment; Marketing research process: An overview.• Marketing Concepts and Philosophies, Importance of marketing, Building customer satisfaction and value, Concepts of customer retention, Holistic marketing and its components.• Market segmentation: Importance and bases of segmentation. Targeting strategies, Positioning: concept• Consumer markets and Buyer behaviour, Business markets and Business Buying behavior and strategies.• Product Decisions: Product classification and differentiation, New Product development process• Pricing Decisions: Pricing objectives, Factors influencing pricing, Pricing methods and strategies.• Product life cycle and marketing strategies, Managing brands and Brand equity• Packaging decisions.• Promotion Decisions: Promotion mix and its components, factors affecting promotion mix Distribution Decisions: Patterns of Channels and types of intermediaries. |
| Term 1 (April 1, 2023 to April 20, 2023) | <ul style="list-style-type: none">• Socially Responsible Marketing: Cause-related marketing and Social Marketing, Internal Marketing, E-Commerce Marketing practices. |

Dr. Samriti Kapoor

Asst. Prof. in Commerce

M Com Semester – II
Research Methodology
MC- 203
(Session 2022-23)

| Terms Even Semester (2022-23) | Topics |
|--|--|
| <p>Term I 24th January to 20th March 2023</p> | <p>Research Methodology: Nature and scope. Problem Formulation and Statement of Research Objectives. Research process. Choose a Research Topic. Review of Literature - Goals of a Literature Review, Types of Reviews , Sources of Research Literature, Writing of Review. Research designs- Exploratory, descriptive and Causal designs (Basic designs— After only, Before After, After along with control group, Before after with control group, Time series designs). Data Preparation, Analysis, and Interpretation; Data preparation, Data screening, Transforming data, Data Analysis and Interpretation. Data analysis techniques: Multiple regression analysis, Logistic regression analysis</p> |
| <p>Term II 1st April to 20th April 2023</p> | <p>Measurement concept, Levels of measurement—Nominal, Ordinal, Interval and Ratio. Attitude Measurement: Comparative and Non-comparative scaling techniques, Tabulation and cross-tabulation of data. Data analysis techniques: Discriminant analysis and Factor analysis.</p> |

Ms. Harpreet Kaur Uppal
Dr. Moninder Kaur

Assistant Professor in Economics

MASTER OF COMMERCE (SEMESTER – IV)

GROUP 'D': Marketing Management

MC – 451: ADVERTISING AND SALES MANAGERMENTS

| Terms Even Semester | Topics |
|--|---|
| Term 1 (January 24 to March 20, 2023) | Introduction to Advertising Nature and scope and functions of Advertising, Classification of Advertising, Advertising as an element of Marketing Mix, Advertising as a Tool of Communication, Setting Advertising Objectives; Behavioural Dynamics – The DAGMAR Approach, Hierarchy of Effects Model, New Adopter Model, AIDA Model; Advertising and Product Life Cycle; Developing Segmentation and Positioning Strategies for Advertising – Segmenting on the Basis of Usage Patterns and Commitment Level, Segmenting Business Markets, Formulating Positioning Strategy, Benefit Positioning, User Positioning and Competitive Positioning; Ethical Aspects of Advertising – Misleading Advertising, Deceptive Advertising and Shock Advertising; Economic Effects and Legal Aspects of Advertising; Managing an Advertising Program: Message Structure – Appeals, Copy, Layout; Advertising Media – Media Planning, Media Selection and Scheduling; Measuring Advertising Effectiveness – Pre-testing and Post-testing copy; Advertising Budget – Top Down Methods: Affordable Method, Percentage of Sales Method, Competitive Parity Method; Build-up Approach: Objective and Task Method; Advertising Agencies – Types, Role and Functions; Social and Cultural Consequences of Advertising – Advertising and Stereotyping; |
| Term 1 (April 1, 2023 to April 20, 2023) | Sales Management: Nature and Scope of Sales Management, Personal Selling Objectives; Sales Force Organization – Nature and Types; Sales Force Recruitment – Process and Sources; Sales Force Selection Process; Managing Sales Training Programs – Need and Objectives; Motivating Sales Personnel – Significance, Financial and Non-Financial Reward System, Sales Meetings and Sales Contests; Designing Sales Territories and Sales Quotas – Objective and Types; Developing and Managing Sales Evaluation Program. |

Submitted By:

MAMTA ARORA

Asst. Prof. in Commerce

MASTER OF COMMERCE (SEMESTER – IV)

GROUP 'D': Marketing Management

MC – 452: Brand and Distribution Management

| Terms Even Semester | Topics |
|--|--|
| Term 1 (January 24 to March 20, 2023) | <ul style="list-style-type: none">• Brands and Brand Management: Meaning, Importance of brands• Concept of Brand Equity.• Brand Loyalty: Meaning and Measuring, Brand Loyalty; Strategic Value of Brand Loyalty; Maintaining and Enhancing Brand Loyalty.• Customer Based Brand Equity: Defining Customer based Brand Equity; Brand Knowledge; Sources of Brand Equity – Brand Awareness, Brand Image; Building a Strong Brand – Brand Building Blocks, Brand Salience, Brand Performance, Brand Imagery, Brand Judgments, Brand Feelings, Brand Resonance.• Brand Positioning: Identifying and Establishing Brand Positioning• Concept of brand personality Brand Associations: Product Attributes, Intangibles, Customer Benefits, Relative Price, Use/Application, User/Customer• Leveraging Secondary Brand Association: Country of Origin, Co-branding, Licensing Celebrity Endorsement.• Designing and Implementing Branding Strategies: Brand-Product Matrix; Brand Hierarchy; Brand |

| | |
|--|--|
| | <p>Extensions.</p> <ul style="list-style-type: none"> • Measuring and Interpreting Brand Performance: Measuring sources of brand equity; Qualitative Research Techniques: Free association, Projective Techniques; Quantitative Research Techniques: Awareness, Image. • Introduction to Retailing: Nature and Scope of Retailing, • Types of Retail Formats • Retail Franchising: Concept, Types, Advantages and Disadvantages. • Retail Locations: Types of Retail Locations; Steps involved in choosing a Retail Location; Methods of Evaluating a Trading Area. • Retail Merchandising: Concept of Merchandising; Planning Merchandising assortments. • Servicing the Retail Customer: Concept of Customer Service; Importance of Service in Retail; Customer Service as a part of Retail Strategy; |
| <p>Term 1 (April 1, 2023 to April 20, 2023)</p> | <ul style="list-style-type: none"> • Retail Store Design and Visual Merchandising: Importance of Store Design; Exterior Store Design; Interior Store Design; Visual Merchandising. • Supply Chain Management: Concept of Supply Chain Management with reference to Retailing; Supply Chain Integration. • Brand Valuation Methods. |

Submitted By:
Dr. Samriti Kapoor
Asst. Prof. in Commerce

M.Com Sem IV

MC-402: E-COMMERCE

| Terms: EVEN Semester (2022-23) | Topics |
|---|--|
| Term I (24th Jan to 20th March) | <p>Introduction to E Commerce and Definition: E-Commerce based activities, Goals of E-Commerce, Functions, Advantages and disadvantages of E-Commerce, Scope of E-Commerce, Framework of E-Commerce, Electronic Commerce and Electronic Business, Electronic business models: B2B, B2C, C2C, C2B. Web sites as market place.</p> <p>Pure online vs. brick and click business; Assessing requirement for an online business designing, developing and deploying the system</p> <p>Operations of E Commerce: Online-payment mechanism; Electronic Payment systems; payment Gateways; Visitors to website; Tools for promoting websites; Risk management options for e - payment systems.</p> <p>E-Business Applications & Strategies: Business Models & Revenue Models over Internet, Emerging Trends in e-Business, e-Governance, Digital Commerce, Mobile Commerce, Strategies for Business over Web, Internet based Business Models. e-Marketing, e-CRM, e- SCM, e-Procurement</p> |
| Term II (Ist April to 20th April) | <p>Security and Legal Aspects of E-Commerce: Threats in E-Commerce, Security of Clients and Service-Provider; Cyber Laws – Relevant provisions of Information Technology Act 2000, offences, secure electronic records and digital signatures penalties and adjudication.</p> |

Monika Shahi

Asst. prof. in Computer Sci.

M. COM- IV
MC – 401
INTERNATIONAL ACCOUNTING

| Terms Even Sem (2022-23) | Topics |
|---|--|
| <p>Term 1 (24th January to 20th March 2023)</p> | <ul style="list-style-type: none"> • Introduction to International Accounting: Interaction between accounting and its environment. The global economy. Meaning and domain of international accounting. • International financial analysis: meaning, need and significance of international financial analysis. Business analysis framework. Problems in international financial analysis. • Comparative financial reporting in U S, U K, China, Japan and India. International harmonisation of financial reporting: why harmonisation? Role of IASB, OECD, EU and IOSCO(international Organisation of Securities Commissions) • Convergence of accounting standards. • International transfer pricing: meaning, objectives, methods and regulation. • Accounting for foreign currency transactions and translation: approaches to accounting for foreign currency transactions, methods of foreign currency translation. Practices in various countries. • Issues related to consolidation of financial statements of MNCs. International taxation: diversity of national tax systems, taxation of foreign source income and double taxation. |
| <p>Term 2 (1st April to 20th April 2023)</p> | <ul style="list-style-type: none"> • International classification of financial accounting and reporting. International financial reporting: concept and differences in international financial reporting. Reporting problems of Multinational Companies. • Strategic accounting issues in MNCs: strategy formulation, implementation and control. Evaluating the performance of foreign operations. |

Dr. Navdeep Kaur

(Principal)

Ramya

(Asst. Prof. in Commerce)

M.Com (Semester IV)

MC-453: Services Marketing

| Terms Even Semester (2022-23) | Topics |
|--|--|
| Term I (24 th January to 20 th March 2023) | <p>Introduction to Services: Meaning and need for services marketing, Service and technology, Differences in goods versus services marketing, Service marketing mix.</p> <p>Customer Expectations of Services: Meaning and types of services expectations, Factors that influence customer expectations of services, Models of customer service.</p> <p>Customer Perceptions of Services: Customer satisfaction, Service quality, Service encounters, Strategies for influencing Customer perceptions.</p> <p>Understanding Customer Expectations & Perceptions through Marketing Research: Using marketing research to understand customer expectation, Elements in effective services marketing research program, Analyzing and interpreting marketing research findings, using marketing research information</p> <p>Service Recovery: Impact of service failure and recovery, Service recovery paradox, How customer respond to service failures? Why do/don't people complain, Customer expectation after complain, Switching versus staying post service recovery, Service recovery strategies.</p> <p>Service Development & Design: Challenges of service design, Service redesign, Stages in new service development, Service blueprinting, High performance service innovations.</p> <p>Physical Evidences and Servicescape: Types of servicescapes, Role of servicescape, Framework for understanding servicescape effects on behavior, Approaches for understanding servicescape effects, Guidelines for physical evidence strategy.</p> <p>Employees' Role in Service Delivery: The critical importance of service employees, Boundary/spanning roles, Hire the right people, Develop people to deliver service quality, Retain the best people.</p> <p>Customers' Role in Service Delivery: Importance of customers in service delivery, customers' roles, Self-service technologies, Strategies for enhancing customers' participation, Managing the customer-mix</p> |

| | |
|---|---|
| | <p>Delivery Service through Intermediaries & Electronic Channels: service Intermediaries, Direct or company owned channels, Common issues involving intermediaries, Key intermediaries for service delivery, Strategies for effective service delivery through intermediaries</p> <p>Integrated Service Marketing Communications: Need for coordinate in marketing communication, Reasons for service communication problems, Matching service promises with delivery, exceeding customer expectations.</p> <p>Pricing of Services: Services prices for consumers, cost-based pricings, Competition-based pricing, Demand-based pricing, discounting odd pricings, Synchro-pricing, Penetrating pricing, Prestige pricing, Skimming pricing, Value pricing, Marketing segmentation pricing, Price framing, Price bundling, Complimentary pricing, result-based pricing, Contingency pricing, Sealed bid contingency pricing, Money-back guarantees, commissions.</p> |
| Term II (1 st April to 20 th April 2023) | <p>Financial & Economic Effects of Service: Service & profitability, Offensive marketing effects of service, Defensive marketing effects of service, customers' perceptions of service & purchase intentions, Drivers of service quality, Customer retention & profits.</p> <p>Integrated Gaps Model of Service Models of Service Quality: Gaps model of service quality, Gronroos' perceived service quality model, SERQUAL, Zeithamal's RATER model, Kano's two factor model.</p> <p>Organizing for Change Management & Service Leadership: Service-profit chain, Qualities associated with service leaders, Reducing inter-functional conflicts, Change management, Evolution versus turnaround, Valuating leadership potential, Leadership culture & climate.</p> |

Dr. Payal

Asst. Prof in Commerce