Name of the teachers Mamta devi Class: B.com ASPSM-II

Lesson Plan

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|  | Topic to be covered | Academic Activities to be organized |
| 11-31 Aug 2017 | Issue of shares , issue of debentures . | Oral Presentation  Lecture Method |
| 01-30 Sept 2017 | Redemption of preference shares, Redemption of debentures, Final accounts of Company. | Group Discussion Oral Presentation |
| 01-31 Oct 2017 | Amalgamation of companies, internal reconstruction. | Oral Presentation |
| 01-13 Nov 2017 | Revision of syllabus | Oral Presentation |

Topic of Assignment / Class Test to be given

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| Assignment 1 | Buy back of shares |
| Assignment 2 | Sinking Fund |
| Class Test | Issue of shares. |

Name of the teachers Mamta devi Class: B.com CAV III & B.com OMSP III

Lesson Plan

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|  | Topic to be covered | Academic Activities to be organized |
| 11-31 Aug 2017 | Income, assessment year, previous year, Gross Total Income, Total Income, Person, Tax Evasion, Tax Planning, Tax Management, Basis of Charges, Scope of Total Income Residential and Tax Liability | Oral Presentation  Lecture Method |
| 01-30 Sept 2017 | Heads of Income : - Salaries, Income from House Property, Income from Business and profession | Group Discussion Oral Presentation |
| 01-31 Oct 2017 | Capital gain, Income from other Sources, Agriculture income, Retirement benefit. | Oral Presentation |
| 01-13 Nov 2017 | Revision of syllabus | Group Discussion Oral Presentation |

Topic of Assignment / Class Test to be given

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| Assignment 1 | Income text, Introduction and important definitions |
| Assignment 2 | Retirement Benefits |
| Class Test | Income from Salary and House Property |

Name of the teachers Mamta devi Class: B.com ASPSM-II

Lesson Plan

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|  | Topic to be covered | Academic Activities to be organized |
| 11-31 Aug 2017 | Sales Force Concept, Sales Force Management, Importance of Sales Force Management Function of Sales Manager Recruitment and Selection | Oral Presentation |
| 01-30 Sept 2017 | Training and Direction, Motivation and Compensation Appraisal of Performance | Group Discussion Role playing method |
| 01-31 Oct 2017 | Sales force size, Organization of the sales dept, Geographic product wise market based. | Oral Presentation |
| 01-13 Nov 2017 | Revision of syllabus | Group Discussion |

Topic of Assignment / Class Test to be given

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| Assignment 1 | Recruitment of sales force |
| Assignment 2 | Motivation of sales force |
| Class Test | Motivation and Compensation |

Name of the teachers Mamta devi Class: B.BPO- I

Lesson Plan

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|  | Topic to be covered | Academic Activities to be organized |
| 11-31 Aug 2017 | Introduction to Management: Definition of Management, Process of Management, Significance of Management; Functions of Management: Planning, Organizing, Staffing, Directing, Control, Coordination; Characteristics of Management: Different Approaches to Management: The system approach, The contingency approach, Planning: Introduction, Concept of Planning, Types of planning, Importance of Planning, Limitations of Planning; Components of Planning: Policy, Programme, Strategy, Vision, Mission, Goals, Objectives. | Oral Presentation |
| 01-30 Sept 2017 | Organizing: Organization: Meaning of organization, Principles of Organization, Benefits of Organizations. Organizational structure: Departmentation, Functional, Line & Staff, matrix and the formal and informal organizational structure; Systems View of Organizations: Organizational Structure and Systems, Organization Structure in a Globalized World; Virtual or Networked Organizations. Delegation: Meaning, the advantages of delegation, barriers to delegation, guidelines for effective delegation; Decentralization and Centralization: Advantages and disadvantages, challenges of decentralization, factors influencing decentralization | Group Discussion Oral Presentation |
| 01-31 Oct 2017 | Controlling Meaning characteristics of control system, usage of control shortcoming of central, Process of control establish standard and method for measuring performance, Leadership meaning functions of leadership formal and informal leadership significance of leadership and power leadership styles leadership attitude, leadership Skill, Motivation, Introduction motivation in organizations, Objective significance of motivation theories of motivations. | Group Discussion Oral Presentation |
| 01-13 Nov 2017 | Revision of syllabus | Group Discussion |

Topic of Assignment / Class Test to be given

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| Assignment 1 | Planning |
| Assignment 2 | Controlling in Organization |
| Class Test | Leadership |