

GOVT. P.G. COLLEGE BHUNA (FATEHABAD)

Department of Commerce

Class: B.Com. 4th Sem.

Subject :- Banking Operation

Date	Week	Topic
1.1.2024 TO 7.1.2024	1st	Origin of banking: definition, banker and customer relationship, General and special types of customers
8.1.2024 TO 14.1.2024	2nd	Origin and growth of commercial banks in India. Financial Services offered by banks,
15.1.2024 TO 21.1.2024	3rd	, changing role of commercial banks
22.1.2024 TO 28.1.2024	4th	Types of Banks
29.1.2024 TO 4.2.2024	5th	Procedure for Operating Deposit Account:
5.2.2024 TO 11.2.2024	6th	Know Your Customer,,,,Assignment-1
12.2.2024 TO 18.2.2024	7th	crossing Of Cheque,,,,,Assignment-2
19.2.2024 TO 25.2.2024	8th	Endorsement of Cheque
26.2.2024 TO 3.3.2024	9th	Collecting Banker
4.3.2024 TO 10.3.2024	10th	Paying Banker
11.3.2024 TO 17.3.2024	11th	Internet Banking,,, Unit Test
18.3.2024 TO 21.3.2024	12th	Mobile Banking and Delivery Channels
1.4.2024 TO 7.4.2024	13th	Inter Bank Payment System
8.4.2024 TO 14.4.2024	14th	Banking Lending
15.4.2024 TO 21.4.2024	15th	Consumer Loan
22.4.2024 TO 28.4.2024	16th	Hire Purchase,,Class Test
29.4.2024 TO 30.4.2024	17th	Revision, problems

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Class: B.Com. 6th Sem.

Subject :- Allied Bus. Law

Date	Week	Topic
1.1.2024 TO 7.1.2024	1st	The Prevention of Money Laundering Act, 2002
8.1.2024 TO 14.1.2024	2nd	The Prevention of Money Laundering Act, 2002
15.1.2024 TO 21.1.2024	3rd	The Securities and Exchange Board of India Act, 1992
22.1.2024 TO 28.1.2024	4th	The Securities and Exchange Board of India Act, 1992
29.1.2024 TO 4.2.2024	5th	Foreign Exchange Management Act (FEMA), 2000,,Class Test
5.2.2024 TO 11.2.2024	6th	Foreign Exchange Management Act (FEMA), 2000
12.2.2024 TO 18.2.2024	7th	Competition Act, 2002,,,Assignment-1
19.2.2024 TO 25.2.2024	8th	Competition Act, 2002
26.2.2024 TO 3.3.2024	9th	Competition Act, 2002,,,Assignment-2
4.3.2024 TO 10.3.2024	10th	The Securities Contracts (Regulation) Act, 1956
11.3.2024 TO 17.3.2024	11th	The Securities Contracts (Regulation) Act, 1956
18.3.2024 TO 21.3.2024	12th	The Securities Contracts (Regulation) Act, 1956
1.4.2024 TO 7.4.2024	13th	The Consumer Protection Act, 1986,,Unit test
8.4.2024 TO 14.4.2024	14th	The Consumer Protection Act, 1986
15.4.2024 TO 21.4.2024	15th	The Right to Information Act, 2005
22.4.2024 TO 28.4.2024	16th	The Right to Information Act, 2005
29.4.2024 TO 30.4.2024	17th	Revision,,problems

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Department of Commerce

Class: M.Com. 2nd Sem.

Subject:- Advance F.M.and Policy

Date	Week	Topic
11.1.2024 TO 14.1.2024	1st	Financial Management: meaning, objectives and scope; types of financial decisions,
15.1.2024 TO 21.1.2024	2nd	risk-return framework for financial decision –making; Time value of money;
22.1.2024 TO 28.1.2024	3rd	Capital Budgeting Decisions
29.1.2024 TO 4.2.2024	4th	Risk Analysis In Capital Budgeting
5.2.2024 TO 11.2.2024	5th	Capital Structure Decisions
12.2.2024 TO 18.2.2024	6th	Capital Structure Decisions and Assignments
19.2.2024 TO 25.2.2024	7th	Sources of long term and short term finance.
26.2.2024 TO 3.3.2024	8th	Cost of Capital
4.3.2024 TO 10.3.2024	9th	Working Capital Management
11.3.2024 TO 17.3.2024	10th	Working Capital Management and Unit Test
18.3.2024 TO 21.3.2024	11th	Management of cash, accounts receivables and inventories
1.4.2024 TO 7.4.2024	12th	financing working capital
8.4.2024 TO 14.4.2024	13th	Class Tests,,problems
15.4.2024 TO 21.4.2024	14th	Dividend Policy
22.4.2024 TO 28.4.2024	15th	Corporate Restructuring
29.4.2024 TO 30.4.2024	16th	Revision

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GOVT. P.G. COLLEGE BHUNA (FATEHABAD)

Department of Commerce

Class: M.Com. 4th Sem.

Subject :- Counselling Skill

Date	Week	Topic
11.1.2024 TO 14.1.2024	1st	Introduction to Counseling- Emergence, Growth
15.1.2024 TO 21.1.2024	2nd	Need, Goal, Role and Characteristics of Counselor and Counseee,
22.1.2024 TO 28.1.2024	3rd	Difference between Counseling and Psychotherapy, and General Principles of Counseling
29.1.2024 TO 4.2.2024	4th	Approaches to Counseling- Psycho-analytical (Sigmund Freud Theory),
5.2.2024 TO 11.2.2024	5th	Therapeutic (Alfred Adler Theory), Behaviouristic (B. F. Skinner Theory),
12.2.2024 TO 18.2.2024	6th	Cognitive (Albert Ellis Model) and Humanistic Approaches (Carl Rogers Approach);Assignment
19.2.2024 TO 25.2.2024	7th	Counseling Process- 5-D Model, the Phases of Counseling Process,
26.2.2024 TO 3.3.2024	8th	Counseling Environment and Procedure, and the Core Conditions of Counseling;
4.3.2024 TO 10.3.2024	9th	Counselor's Attitude and Skills of Counseling Verbal and Non-verbal Communication..... Unit Test
11.3.2024 TO 17.3.2024	10th	Modalities, Listening Skills, Listening Barriers and Strategies to Overcome Listening Barriers;
18.3.2024 TO 21.3.2024	11th	Organizational Applications of Counseling Skills
1.4.2024 TO 7.4.2024	12th	Special Problems in Counseling Selection of Counseling Strategies and Interventions,
8.4.2024 TO 14.4.2024	13th	Current trends in Counseling,,,,,,,problems
15.4.2024 TO 21.4.2024	14th	Changing Behavior through Counseling
22.4.2024 TO 28.4.2024	15th	Ethical and Legal Aspects of Counseling,
29.4.2024 TO 30.4.2024	16th	Problems,Class test

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