

# GOVT. P.G. COLLEGE BHUNA (FATEHABAD)

Department of Commerce

Class: B.Com. 4th Sem.

Subject :- Income Tax

Date	Week	Topic
1.1.2024 TO 7.1.2024	1st	Clubbing and aggregation of income,
8.1.2024 TO 14.1.2024	2nd	Provisions regarding set-off and carry forward of losses,
15.1.2024 TO 21.1.2024	3rd	Deductions under section 80C to 80U in computing Total Income
22.1.2024 TO 28.1.2024	4th	Deductions under section 80C to 80U in computing Total Income
29.1.2024 TO 4.2.2024	5th	<b>Computation of Total Income:</b> Computation of Total Income and Tax Liability of an Individual and H.U.F.
5.2.2024 TO 11.2.2024	6th	<b>Computation of Total Income:</b> Computation of Total Income and Tax Liability of an Individual and H.U.F.
12.2.2024 TO 18.2.2024	7th	<b>Computation of Total Income:</b> Computation of Total Income and Tax Liability of an Individual and H.U.F.
19.2.2024 TO 25.2.2024	8th	Computation of Total Income and Tax Liability of a Firm and Companies,
26.2.2024 TO 3.3.2024	9th	Computation of Total Income and Tax Liability of a Firm and Companies,
4.3.2024 TO 10.3.2024	10th	Income Tax Authorities and their powers, Appeals and Revision Penalties and Prosecutions
11.3.2024 TO 17.3.2024	11th	Procedure for Assessment; Assignment Submission
18.3.2024 TO 21.3.2024	12th	Different types of returns, Unit Test
1.4.2024 TO 7.4.2024	13th	Deduction of Tax at Source
8.4.2024 TO 14.4.2024	14th	Advance Payment of Tax
15.4.2024 TO 21.4.2024	15th	Recovery of Tax and Refund of Tax
22.4.2024 TO 28.4.2024	16th	Revision
29.4.2024 TO 30.4.2024	17th	Revision



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# GOVT. P.G. COLLEGE BHUNA (FATEHABAD)

## Department of Commerce

Class: B.Com. 4th Sem.

Subject :- E-Commerce

Date	Week	Topic
1.1.2024 TO 7.1.2024	1st	Introduction: Electronic Commerce Framework, History, Basics and Tools of E-Commerce,
8.1.2024 TO 14.1.2024	2nd	Comparison of Web-based with Traditional Business; Growth of E-Commerce – Present and potential,
15.1.2024 TO 21.1.2024	3rd	E-Business: Meaning, Importance, Models Based on the Relationships of Transacting Parties (B2B, B2C, C2C and C2B), Present Status of E-Commerce in India
22.1.2024 TO 28.1.2024	4th	Technology used in E-commerce: The dynamics of World Wide Web and internet (meaning, evolution and features);
29.1.2024 TO 4.2.2024	5th	Designing, building and launching e-commerce website
5.2.2024 TO 11.2.2024	6th	E-payment System: Models and methods of e-payments (Debit Card, Credit Card, Smart Cards, e-money), digital signatures, payment gateways, risks involved in e-payments.
12.2.2024 TO 18.2.2024	7th	On-line Business Transactions: Meaning, purpose, advantages and disadvantages of transacting online,
19.2.2024 TO 25.2.2024	8th	E-commerce applications in various industries like {banking, insurance, payment of utility bills, online marketing, e-tailing (popularity, benefits, problems and features),
26.2.2024 TO 3.3.2024	9th	online services (financial, travel and career), auctions, online portal, online learning, publishing and entertainment} Online shopping (amazon, snapdeal, alibaba, flipkart, etc.)
4.3.2024 TO 10.3.2024	10th	Security and Encryption: Need and concepts, the e-commerce security environment:, security threats in the E-commerce environment
11.3.2024 TO 17.3.2024	11th	Technology solutions (Encryption, security channels of communication, protecting networks and protecting servers and clients)
18.3.2024 TO 21.3.2024	12th	IT Act 2000 and Cyber Crimes : IT Act 2000: Definitions, Digital signature,
1.4.2024 TO 7.4.2024	13th	Electronic governance, Attribution, acknowledgement and dispatch of electronic records, Regulation of certifying authorities,
8.4.2024 TO 14.4.2024	14th	Digital signatures certificates, Duties of subscribers, Penalties and adjudication,
15.4.2024 TO 21.4.2024	15th	Appellate Tribunal, Offences and Cyber-crimes

22.4.2024 TO 28.4.2024	16th	Revision
29.4.2024 TO 30.4.2024	17th	Revision

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# GOVT. P.G. COLLEGE BHUNA (FATEHABAD)

Department of Commerce

Class: M.Com. 2nd Sem.

Subject :- Marketing

Date	Week	Topic
11.1.2024 TO 14.1.2024	1st	Nature and Scope of Marketing, Marketing Mix,
15.1.2024 TO 21.1.2024	2nd	Marketing Environment; Understanding 4 A's of Marketing,
22.1.2024 TO 28.1.2024	3rd	Marketing Information System, Marketing Research, Market Segmentation
29.1.2024 TO 4.2.2024	4th	Market targeting and Positioning, Product Lifecycle,
5.2.2024 TO 11.2.2024	5th	New Product development, Product Branding
12.2.2024 TO 18.2.2024	6th	Product Concept and classification
19.2.2024 TO 25.2.2024	7th	Product labeling, Packaging, Unit Test
26.2.2024 TO 3.3.2024	8th	Pricing decision, Factors affecting Pricing Decision
4.3.2024 TO 10.3.2024	9th	Setting the Price, Pricing strategies and Methods
11.3.2024 TO 17.3.2024	10th	Distribution Channel and Logistic management, Nature, types and role of Intermediaries, factors Influencing the channel selection,
18.3.2024 TO 21.3.2024	11th	intensity of market Coverage, Conflict Management, Channel behaviours and organization, Assignment Submission
1.4.2024 TO 7.4.2024	12th	Marketing System:- horizontal, vertical, Hybrid, Logistic management, elements of promotion Mix,
8.4.2024 TO 14.4.2024	13th	Factors influencing marketing Mix, Role of Advertising, Sales promotion, Personal Selling and Public relation
15.4.2024 TO 21.4.2024	14th	Holistic Marketing, Internal Marketing, Responsibility Marketing,
22.4.2024 TO 28.4.2024	15th	Green Marketing, Direct Marketing, network Marketing,
29.4.2024 TO 30.4.2024	16th	Event Marketing, Ethics in Marketing



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# GOVT. P.G. COLLEGE BHUNA (FATEHABAD)

Department of Commerce

Class: B.Com. 6th Sem.

Subject :- Auditing

Date	Week	Topic
1.1.2024 TO 7.1.2024	1st	Auditing Concepts: Nature and limitations of Auditing, Basic Principles governing an audit,
8.1.2024 TO 14.1.2024	2nd	Ethical principles and concept of Auditor's Independence, Relationship of auditing with other disciplines.
15.1.2024 TO 21.1.2024	3rd	Auditing and Assurance Standards: Overview, Standard-setting process, Role of International Auditing and Assurance Standards Board and Auditing and Assurance Standards Board in India.
22.1.2024 TO 28.1.2024	4th	Auditing engagement: Audit planning, Audit programme, Control of quality of audit work– Delegation and supervision of audit work
29.1.2024 TO 4.2.2024	5th	Documentation: Audit working papers, Audit files: Permanent and current audit files, Ownership and custody of working papers.
5.2.2024 TO 11.2.2024	6th	Audit evidence: Audit procedures for obtaining evidence, Sources of evidence, Reliability of audit evidence,
12.2.2024 TO 18.2.2024	7th	Methods of obtaining audit evidence, Physical verification, Documentation, Direct confirmation, Re-computation, Analytical review techniques, Representation by management.
19.2.2024 TO 25.2.2024	8th	Internal Control: Elements of internal control, Review and documentation, Evaluation of internal control system, Internal control questionnaire,
26.2.2024 TO 3.3.2024	9th	Internal control check list, Tests of control, Application of concept of materiality and audit risk, Concept of internal audit.
4.3.2024 TO 10.3.2024	10th	Audit Sampling: Types of sampling, Test checking, Techniques of test checks. Assignment Submission
11.3.2024 TO 17.3.2024	11th	Vouching: Meaning, objectives and importance of vouching, vouching of cash books, purchase book, sale book,
18.3.2024 TO 21.3.2024	12th	bill receivable book, bill payable book, journal proper and debtor and creditor ledgers, verification of assets and liabilities
1.4.2024 TO 7.4.2024	13th	Company Audit – Audit of Shares, Qualifications and Disqualifications of Auditors, Appointment of auditors,

8.4.2024 TO 14.4.2024	14th	Removal of auditors, Powers and duties of auditors, Branch audit, Joint audit, Special audit, Reporting requirements under the Companies Act, 2013. Unit Test
15.4.2024 TO 21.4.2024	15th	Audit Report: Qualifications, Disclaimers, Adverse opinion, Disclosures, Reports and certificates
22.4.2024 TO 28.4.2024	16th	Special Areas of Audit: Special Areas of Audit: Special features of Cost audit, Tax audit, and Management audit; Recent Trends in Auditing
29.4.2024 TO 30.4.2024	17th	Revision



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**Class: M.Com. 4th Sem.**

**Subject :- E-Commerce**

<b>Date</b>	<b>Week</b>	<b>Topic</b>
11.1.2024 TO 14.1.2024	1 <sup>st</sup>	Technology and Infrastructure for E-Commerce: Framework of E-commerce; Network Infrastructure
15.1.2024 TO 21.1.2024	2 <sup>nd</sup>	E-Commerce – Market Forces Influencing I-way, Network Access Equipment,
22.1.2024 TO 28.1.2024	3 <sup>rd</sup>	Public Policy Issues Shaping the I-way; EDI - Applications in Business,
29.1.2024 TO 4.2.2024	4 <sup>th</sup>	Legal, Security and Privacy Issues of EDI; Components of EDI Standards, ASC X12 and EDIFACT.
5.2.2024 TO 11.2.2024	5 <sup>th</sup>	E-Commerce and Retailing: Changing Retail Industry Dynamics,
12.2.2024 TO 18.2.2024	6 <sup>th</sup>	Mercantile Models from the Consumer's Perspective,
19.2.2024 TO 25.2.2024	7 <sup>th</sup>	Management Challenges in Online Retailing. Intranets and Customer Asset Management:
26.2.2024 TO 3.3.2024	8 <sup>th</sup>	Customer Asset Management, Online Sales Force, Online Customer Service and Support, Technology and Marketing Strategy
4.3.2024 TO 10.3.2024	9 <sup>th</sup>	Intranets and Manufacturing: Integrated Logistics, Agile Manufacturing,
11.3.2024 TO 17.3.2024	10 <sup>th</sup>	Emerging Business Requirements, Manufacturing Information Systems, Intranet-based Manufacturing,
18.3.2024 TO 21.3.2024	11 <sup>th</sup>	Logistics Management. E-Commerce and Online Publishing: Why Online Publishing,
1.4.2024 TO 7.4.2024	12 <sup>th</sup>	Online Publishing approaches, Advertising and Online Publishing.
8.4.2024 TO 14.4.2024	13 <sup>th</sup>	E-Commerce and Banking: Changing Dynamics in the Banking Industry
15.4.2024 TO 21.4.2024	14 <sup>th</sup>	Home Banking Implementation Approaches, Management Issues in Online Banking.
22.4.2024 TO 28.4.2024	15 <sup>th</sup>	Intranets and Corporate Finance: An Introduction, Financial Systems, Financial Intranets,
29.4.2024 TO 30.4.2024	16 <sup>th</sup>	Software Modules in Financial Information Systems, Human Resource Management Systems, Size/Structure of Financial Software Market.



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# GOVT. P.G. COLLEGE BHUNA (FATEHABAD)

Department of Commerce

Class: M.Com./M.A 4th Sem.

Subject :- Communication Skill

Date	Week	Topic
11.1.2024 TO 14.1.2024	1 <sup>st</sup>	Communication: Meaning, Process, Need, Objectives and Importance;
15.1.2024 TO 21.1.2024	2 <sup>nd</sup>	Barriers in Communication; Guidelines for Effective Communication;
22.1.2024 TO 28.1.2024	3 <sup>rd</sup>	7 C's of Communication, Ethics in communication.
29.1.2024 TO 4.2.2024	4 <sup>th</sup>	Types of Communication: Verbal - Oral and Written Communication,
5.2.2024 TO 11.2.2024	5 <sup>th</sup>	Non-verbal - Kinesics, Proxemics and Para Language;
12.2.2024 TO 18.2.2024	6 <sup>th</sup>	Modern forms of Communication, Cross Cultural Communication.
19.2.2024 TO 25.2.2024	7 <sup>th</sup>	Audience Analysis, Writing Skills,
26.2.2024 TO 3.3.2024	8 <sup>th</sup>	Listening Skills
4.3.2024 TO 10.3.2024	9 <sup>th</sup>	Speaking Skills, Assignment Submission
11.3.2024 TO 17.3.2024	10 <sup>th</sup>	Presentation Skills,
18.3.2024 TO 21.3.2024	11 <sup>th</sup>	Negotiation Skills Unit Test
1.4.2024 TO 7.4.2024	12 <sup>th</sup>	Internal Communication: Memo, Notice, Circular, Order and Proposal
8.4.2024 TO 14.4.2024	13 <sup>th</sup>	Report-Writing; Agenda and Minutes of the Meeting
15.4.2024 TO 21.4.2024	14 <sup>th</sup>	External Communication: Meaning, Layout, Parts and features of Business letter.
22.4.2024 TO 28.4.2024	15 <sup>th</sup>	Revision
29.4.2024 TO 30.4.2024	16 <sup>th</sup>	Revision



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