

GOVT. P.G. COLLEGE BHUNA (FATEHABAD)

Department of Commerce

Lesson Plan - Odd Sem. 2025

Class: BA, B.SC. N.M. 1st sem

Sub:- General Management (MDC)

Date	Week	Topic
24.7.2025 TO 27.7.2025	1st	Principles of management - concept, nature and significance
28.7.2025 TO 3.8.2025	2nd	Evolution of Management thought: Classical (Fayol's principles of management)
4.8.2025 TO 10.8.2025	3rd	Taylor's scientific management
11.8.2025 TO 17.8.2025	4th	Neo- classical approach (Hawthorne Experiments)
18.8.2025 TO 24.8.2025	5th	Modern approach (Systems Approach; Contingency Approach)
25.8.2025 TO 31.8.2025	6th	Management functions and their relationship- planning, organizing
1.9.2025 TO 7.9.2025	7th	staffing, directing
8.9.2025 TO 14.9.2025	8th	controlling; Functional areas of management: an overview
15.9.2025 TO 21.9.2025	9th	Submission of 1st assignment
22.9.2025 TO 28.9.2025	10th	Coordination - concept, characteristics and importance.
29.9.2025 TO 5.10.2025	11th	Planning- meaning, strategic and operations planning;
6.10.2025 TO 12.10.2025	12th	Decision-making-concept, importance and bounded rationality
13.10.2025 TO 18.10.2025	13th	Submission of 2nd assignment
19.10.2025 TO 26.10.2025	14th	Diwali vacations
27.10.2025 TO 2.11.2025	15th	Mid-Term Exam & Discussion
3.11.2025 TO 9.11.2025	16th	Organizing- division of labour & specialization
10.11.2025 TO 16.11.2025	17th	Organisational structures; Factors affecting organisational design.
17.11.2025 TO 24.11.2025	18th	Revision & Problem Solution



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Lesson Plan - Odd Sem. 2025

Class: B.Com. 3rd sem

Sub:- Event Management

Date	Week	Topic
24.7.2025 TO 27.7.2025	1st	Introduction to Event & Event Management
28.7.2025 TO 3.8.2025	2nd	Principles of Event Management
4.8.2025 TO 10.8.2025	3rd	Types of events: Sports, Rallies
11.8.2025 TO 17.8.2025	4th	Wedding, Festivals.
18.8.2025 TO 24.8.2025	5th	Educational and Corporate events
25.8.2025 TO 31.8.2025	6th	Process of Event Management- Developing mission, establishing objectives, preparing event proposal.
1.9.2025 TO 7.9.2025	7th	
8.9.2025 TO 14.9.2025	8th	Leadership Traits and characteristics.
15.9.2025 TO 21.9.2025	9th	Submission of 1st assignment
22.9.2025 TO 28.9.2025	10th	Crowd management, Major risks and emergency planning;
29.9.2025 TO 5.10.2025	11th	
6.10.2025 TO 12.10.2025	12th	Purpose, Venue, Timing, Guest list, Invitations
13.10.2025 TO 18.10.2025	13th	Submission of 2nd assignment
19.10.2025 TO 26.10.2025	14th	Diwali vacations
27.10.2025 TO 2.11.2025	15th	Mid-Term Exam & Discussion
3.11.2025 TO 9.11.2025	16th	Food & drink, Room dressing, Equipment, Protocols, Dress codes, Staging
10.11.2025 TO 16.11.2025	17th	Guest of honor, Speakers, Media, Photographers, Podium, Exhibition.
17.11.2025 TO 24.11.2025	18th	Revision & Problem Solution



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Lesson Plan - Odd Sem. 2025

Class: M.Com. 3rd sem

Sub:-Export- Import Proc. & Documentation

Date	Week	Topic
24.7.2025 TO 27.7.2025	1st	Export Preliminaries, Documentation in international trade: Aligned Documentation System (ADS);
28.7.2025 TO 3.8.2025	2nd	Commercial documents, Regulatory documents
4.8.2025 TO 10.8.2025	3rd	Documents related to goods, shipment, payment, inspection and legal regulated documents
11.8.2025 TO 17.8.2025	4th	Official machinery for consultation.
18.8.2025 TO 24.8.2025	5th	Export contract: Distinction between domestic sales contract and export sales contract
25.8.2025 TO 31.8.2025	6th	Major laws for export contracts
1.9.2025 TO 7.9.2025	7th	Elements in export contracts, Dispute settlement
8.9.2025 TO 14.9.2025	8th	Role of ICC; INCOTERMS, Containerization
15.9.2025 TO 21.9.2025	9th	Export order processing; shipping and custom clearance
22.9.2025 TO 28.9.2025	10th	Central excise clearance; Role of clearing and forwarding
29.9.2025 TO 5.10.2025	11th	Risks in international trade
6.10.2025 TO 12.10.2025	12th	Cargo Insurance and claim Procedures
13.10.2025 TO 18.10.2025	13th	collection of export bills
19.10.2025 TO 26.10.2025	14th	Diwali vacations
27.10.2025 TO 2.11.2025	15th	Mid-Term Exam, UCPDC guideline, Instruments of payments
3.11.2025 TO 9.11.2025	16th	Pre-shipment and post-shipment finance, Negotiation of
10.11.2025 TO 16.11.2025	17th	Main Provisions of FEMA; Procedure and documentation
17.11.2025 TO 24.11.2025	18th	Revision & Problem Solution



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Lesson Plan - Odd Sem. 2025

Class: B.Com 1st sem

Sub:- Financial Accounting

Date	Week	Topic
24.7.2025 TO 27.7.2025	1st	Accounting:- introduction, its users & need, function, advantages & limitations,
28.7.2025 TO 3.8.2025	2nd	Branches of accounting, Cash and accrual Base
4.8.2025 TO 10.8.2025	3rd	Accounting Principals - GAAP,
11.8.2025 TO 17.8.2025	4th	Accounting Standard
18.8.2025 TO 24.8.2025	5th	Recording of business transaction, capital and revenue exp. & receipts
25.8.2025 TO 31.8.2025	6th	Trial balance
1.9.2025 TO 7.9.2025	7th	Trading account. P&L account, balance sheet
8.9.2025 TO 14.9.2025	8th	Trading account. P&L account, balance sheet
15.9.2025 TO 21.9.2025	9th	Rectification of errors Submission of 1st assignment
22.9.2025 TO 28.9.2025	10th	Measurement of business income and revenue
29.9.2025 TO 5.10.2025	11th	Recognition of expence
6.10.2025 TO 12.10.2025	12th	Consignment Accounting
13.10.2025 TO 18.10.2025	13th	Consignment Accounting Submission of 2nd assignment
19.10.2025 TO 26.10.2025	14th	Diwali vacations
27.10.2025 TO 2.11.2025	15th	Mid-Term Exam & Problem Solution
3.11.2025 TO 9.11.2025	16th	Depreciation Accounting
10.11.2025 TO 16.11.2025	17th	Depreciation Accounting
17.11.2025 TO 24.11.2025	18th	Revision & Probloem Solution


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Lesson Plan - Odd Sem. 2025

Class: B.Com 5th sem

Sub:-Cost Accounting

Date	Week	Topic
24.7.2025 TO 27.7.2025	1st	Meaning, objectives, advantages, concepts, classification, Elements of Cost Difference between cost and financial accounting, Installation of a costing system
28.7.2025 TO 3.8.2025	2nd	Role of a cost accountant, Material control techniques. Accounting and control of purchases, storage and issue of materials,
4.8.2025 TO 10.8.2025	3rd	Methods of pricing of materials issues, Treatment of Material Losses
11.8.2025 TO 17.8.2025	4th	Accounting and Control of labour cost
18.8.2025 TO 24.8.2025	5th	Time keeping and time booking, idle time, over time, labour turnover.
25.8.2025 TO 31.8.2025	6th	Methods of wage payment and the Incentive schemes- Halsey, Rowan, Taylor's Differential piece wage
1.9.2025 TO 7.9.2025	7th	Classification, allocation, apportionment and absorption of overheads; Under- and over absorption
8.9.2025 TO 14.9.2025	8th	Unit costing,
15.9.2025 TO 21.9.2025	9th	Job costing, Submission of 1st assignment
22.9.2025 TO 28.9.2025	10th	Contract costing
29.9.2025 TO 5.10.2025	11th	Contract costing
6.10.2025 TO 12.10.2025	12th	Process Costing 1
13.10.2025 TO 18.10.2025	13th	Process Costing 2, Submission of 2nd assignment
19.10.2025 TO 26.10.2025	14th	Diwali vacations
27.10.2025 TO 2.11.2025	15th	Mid-Term Exam & Problem Solution
3.11.2025 TO 9.11.2025	16th	Integral and non-integral systems;
10.11.2025 TO 16.11.2025	17th	Reconciliation of cost and financial accounts
17.11.2025 TO 24.11.2025	18th	Revision & Problem Solution



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