

## LESSON PLAN (Jan to June 2023)

Name of Teacher – Sushil Kumar

Subject/ Paper: - Company Law II

Class – B.Com. II (4th Semester)

Session: - 2022-2023 (Even Sem.)

Weeks With Months	Contents
Jan 31- Feb 4	Membership in companies; Company management and administration;
Feb 6- 11	Directors: legal position, qualification.
Feb 13-18	appointment, removal; Powers, duties & liabilities of directors; managerial remuneration
Feb 20-25	key management personnel: managing director,
Feb 27- March 4	whole time director, manager; Company Secretary:
March 6- 11	Role, appointment, duties, liabilities, rights and dismissal
March 13-18	Meetings: kinds of meetings,
March 20-25	Requisites of a valid meeting: authority, notice & agenda,
March 27-April 1	Quorum, chairperson & conduct of meeting, resolutions, minutes & proxy.
April 3-8	Dividend; accounts of companies; audit & auditors;
April 10-15	Prevention of oppression & mismanagement;
April 17-22	Compromise, arrangement, reconstruction and amalgamation;
April 24-29	Winding up: meaning, modes of winding up:
May 1-6	Procedure and consequences of winding up.
May 8-13	Revision
May 15-19	Test and Assignments

*Sushil Kumar*

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# LESSON PLAN (Jan to June 2023)

Name of Teacher – Sushil Kumar

Subject/ Paper: - Business Statistics-II

Class – B.Com. II (4th Semester)

Session: - 2022-2023 (Even Sem.)

Weeks With Months	Contents
Jan 31- Feb 4	Simple Correlation: concept, types: multiple and partial;
Feb 6- 11	linear and non-linear; Scatter diagram, Methods
Feb 13-18	Karl Pearson's co-efficient of correlation,
Feb 20-25	Spearman's Rank Correlation, Concurrent deviation method; Probable and standard errors;
Feb 27- March 4	Regression Analysis: meaning, difference between correlation and regression,
March 6- 11	Regression coefficients
March 13-18	Methods of calculation of simple regression,
March 20-25	Standard error of estimate.
March 27-April 1	Probability; concept
April 3-8	Approaches; addition and multiplication laws of probability
April 10-15	Conditional probability: Bayes' Theorem.
April 17-22	Probability distributions: concept,
April 24-29	Binomial distributions: their properties and parameters.
May 1-6	Poisson distributions: their properties and parameters..
May 8-13	Normal distributions: their properties and parameters.
May 15-19	Test and Assignments

*Sushil Kumar*

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# LESSON PLAN (Jan to June 2023)

Name of Teacher – Sushil Kumar

Subject/ Paper: - Income Tax-II

Class – B.Com. III (6th Semester)

Session: - 2022-2023 (Even Sem.)

Weeks With Months	Contents
Jan 31- Feb 4	Deductions under section 80C to 80U in computing total income.
Feb 6- 11	Deductions under section 80C to 80U in computing total income.
Feb 13-18	Computation of total income and tax liability of an individual and H.U.F.
Feb 20-25	Computation of total income and tax liability of an individual and H.U.F.
Feb 27- March 4	Computation of total income and tax liability of a Firm.
March 6- 11	Computation of total income and tax liability of a Firm.
March 13-18	Deduction of tax at source; advance payment of tax..
March 20-25	Income tax authorities and their powers.
March 27-April 1	Procedure for assessment;
April 3-8	Different types of returns.
April 10-15	Procedure of filing e-return and revised return.
April 17-22	Procedure of filing e-return and revised return.
April 24-29	Recovery and refund of tax.
May 1-6	Penalties and prosecutions; appeals and revision
May 8-13	Revision
May 15-19	Test and Assignments

*Sushil Kumar*

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# LESSON PLAN (Jan to June 2023)

Name of Teacher – Sushil Kumar Subject/ Paper: - Human Resource Management  
Class – B.Com. III (6th Semester) Session: - 2022-2023 (Even Sem.)

Weeks With Months	Contents
Jan 31- Feb 4	Human resource management: meaning, nature, history
Feb 6- 11	Scope, objectives, functions, importance; HRM vs. HRD and personal management.
Feb 13-18	Human resource planning: meaning, Importance, objectives, process, factors affecting manpower
Feb 20-25	Planning, problems and suggestions for making HR planning effective, Job Analysis: meaning, process of job analysis,
Feb 27- March 4	Methods of collecting job analysis data, potential problems with job analysis; job description and job specification.
March 6- 11	Recruitment: meaning, purpose, recruitment policy, Factors affecting recruitment;
March 13-18	Source of recruitment, internal and external methods of recruitment.
March 20-25	Selection: meaning, purpose, difference between recruitment and selection; process of selection; barriers to effective selection.
March 27-April 1	Placement, induction and internal mobility: placement; induction/orientation: meaning, objectives, content
April 3-8	Responsibility for induction; internal mobility: meaning & need; transfer: purpose, types; benefits and problems, transfer policy;
April 10-15	Promotion: purpose, basis, promotion policy; demotion: causes, demotion policy.
April 17-22	Training: meaning, training and education, training and development, objectives, importance,
April 24-29	Steps in designing training programme; training methods: on-the-job and off-the-job methods.
May 1-6	Performance appraisal: meaning, features, merits, limitations, process and methods of performance appraisal.
May 8-13	Revision
July 18-19	Test and Assignments

*Sushil Kumar*

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