

S.D. Mahila Mahavidyalya, Hansi
Summary of Lesson Plans of College Faculty

Name of College : S.D.M.H. Academic Session : 2017-18 Semester : Odd for the month of August, 2017

Class	Name of Assistant / Associate Professor	Subject	Topics/Chapters to be covered	Academic activity to be organized	Topic of Assignments/ Tests to be given to the students
B.Com. I A	Renu Bala	Business Communication	C-4 Corporate Comm. C-5 Miscommunication Barriers & Impediments C-6. Effective Presentation Skills C-7. Practices in Basic Comm.	Presentation	
B.Com. I B	Renu Bala	Financial Accounting	C-1 Meaning & Scope of Accounting. C-2. Basic Acc. terms & Basis of Acc. C-3. Accounting Principles C-4. Accounting Equation C-5. Double Entry System	Presentation	
B.Com. II B	Renu Bala	Advertising Management	C-5 Economic & Social Aspects of Advertising C-6 Ad. Process-Overview C-7. Objectives of Ad. C-8 Ad. budget C-9 Creative Aspects of Ad.	Presentation	
B.Com. III A	Renu Bala	Material Management	C-4 Purchasing Mgt. C-5 Purchasing Policy & Procedure C-6 Purchasing of Capital Equipment C-7 Material Research & Intelligence C-8 Standardisation & Mat. Mgt.	Presentation	


Teacher Signature

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B.Com. I A	Renu Bala	Business Communication	C-8 Self development & Communication. C-9 Non verbal Aspects of Communication Assignments: Assignments: C-10 Effective Listening		Assignment 1 : Models of Communication Assignment 2 : Miscommunication - Barriers and Impediments.
B.Com. I B	Renu Bala	Financial Accounting	C-6 Recalculating of Accounting transaction C-7 Trial Balance C-8 Errors & Rectification C-9 Capital & Revenue C-10 Depreciation Provision		Assignment 1 : Meaning & Scope of F.A. Assignment 2 : Final Accounts - Adjustment entries.
B.Com. II B	Renu Bala	Advertising Management	C-10 Types of Ad-Media C-11 Media Planning and Scheduling C-12 Ad-Agency & its Roles C-13 Client Agency Relationship & Ad-reporting		Assignment 1 : functions of Advertising Assignment 2 : Social Aspects of Advertising
B.Com. III A	Renu Bala	Material Management	C-9 Value Analysis & value Engineering. C-10 Financial Aspects Committee Reports C-11 Stock Port Mgt. C-12: Stock & Warehouse Mgt.		Assignment 1 : Functions of Material Mgt. Assignment 2 : Purchasing Management.


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Name of College : S.D.M.M. Academic Session : 2017-18 Semester : Odd for the month of November 2017

Class	Name of Assistant / Associate Professor	Subject	Topics/Chapters to be covered	Academic activity to be organized	Topic of Assignments/ Tests to be given to the students
B.Com. IA	Renu Bala	Business Communication	Revision		
B.Com. IB	Renu Bala	Financial Accounting	Revision.		
B.Com. IIB	Renu Bala	Advertising Management	Revision		
B.Com. IIIA	Renu Bala	Material Management	Revision		



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Name of College : S.D.M.M. Academic Session : 2017-18 Semester : Odd for the month of October, 2017

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B.Com. IA	Renu Bala	Business Communication	C-11 Interviewing Skills. C-12 Writing Business letters. C-13 Forms of Electronic		Test: Self development & Communication
B.Com. IB	Renu Bala	Financial Accounting	C-13 Accounts of N.P.O. C-14 Consignee Account		Test : Errors & their Rectifications
B.Com. IIB	Renu Bala	Advertising Management	C-14 Measuring Advertising Effectiveness. C-15: legal and ethical Aspects of Ad. C-16 Advertising and Consumer Behaviour		Test: Types of Advertising Media
B.Com. III A	Renu Bala	Material Management	C-13 Inventory-Issue valuation & Control C-14 Disposal of Scrap & Obsolete Items. C-15 Transportation & Insurance for Risk Mgt. C-16 Quality Assurance & Incoming material Quality Control		Test: Value analysis.


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Summary of Lesson Plans of College Faculty

Name of College : S.D.M.M. Academic Session : 2017-18 Semester : Odd for the month of July, 2017

Class	Name of Assistant / Associate Professor	Subject	Topics/Chapters to be covered	Academic activity to be organized	Topic of Assignments/ Tests to be given to the students
B.Com IA	RENU BALA	Business Communication	C-1 Business Communication: Basic Forms & Models. C-2 Theories of Communication C-3 Audience Analysis		
B.Com. I B	RENU BALA	Financial Accounting	C-11 Final Accounts C-12 Final Accounts - with Adjustment.		
B.Com. II B	RENU BALA	Advertising Management	C-1 Meaning, Scope & Functions. C-2. Communication Mix & Advertising Process. C-3 Communication Process. C-4. Types of Ads.		
B.Com. III A	RENU BALA	Material Management	C-1 Mat. Mgt - Introduction C-2 Process of Mgt. & System Approach to Mgt. C-3 Material Planning		


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