

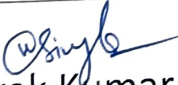
LESSON PLAN FOR ACADEMIC SESSION 2024-2025
(EVEN SEMESTER)

NAME- Sh. Vivek Kumar

SUBJECT- **Business Communication** B23-SEC-214

CLASS- B.com Ist (2nd Sem)

MONTH	COURSE TO BE COVERED
1. February	Introduction to the Communication: Meaning, Nature, scope and Process of communication, Importance of Effective Business Communication, Objectives of Business Communication, Types/Pattern of Business Communication; Media/Channels of Business Communication; Barriers to Business Communication
2. March	Written Communication- (a) Business Letter Writing, (b) Business Report Writing: Importance, Need, Types, Techniques, Language, Structure, Planning and Drafting Written Communication; Preparing Official Communication, Circular, Notification, Amendment, Press Communiqué, DO letter, Telegram.
3. April	Oral Communication: Interviewing-Art of effective interviewing, Types of Interviewing, Techniques of Interviewing, Qualities of Interviewer and Interviewer, Planning of Interviewing, Process of Interviewing. Communicating within groups.
4. May	Oral Communication: Interviewing-Art of effective interviewing, Types of Interviewing, Techniques of Interviewing, Qualities of Interviewer and Interviewer, Planning of Interviewing, Process of Interviewing. Communicating within groups.
Outcome of the syllabus	After completing this course, the learner will be able to: 1. To define and outline all four business communication skills i.e. reading, writing, speaking and listening 2. To apply and demonstrate the gathered knowledge about the business communication regarding both inter and intra organizational situations 3. To distinguish and examine the necessary techniques and skills that help them in communicating effectively for handling organizational issues. 4. To design and develop their methods and ways in transmitting information within and outside the organizations in the most effective manner.


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LESSON PLAN FOR ACADEMIC SESSION 2024-2025 (EVEN SEMESTER)

NAME- Sh. Vivek Kumar

SUBJECT- Fundamentals of Insurance (BC-602)

CLASS- B.com 3rd (6th Sem.)

MONTH	COURSE TO BE COVERED
1. January	Introduction to insurance: life and general insurance; purpose, need and principles of insurance; insurance as a social security tool; insurance and economic development.
2. February	Contract of life insurance: principles and practice of life insurance; parties to the contract, their rights and duties; conditions and terms of policy, effects of non-compliance; nominations and assignment practices in connection with collection of premium, revivals, loans, surrenders, claims, bonuses and annuity payments; present structure & growth of life insurance in India; claims settlement procedure.
3. March	Fire insurance: principles of fire insurance contracts; fire insurance policy, conditions, assignment of policy, claims settlement procedure. Marine insurance: marine insurance policy and its conditions, premium, double insurance; assignment of policy warranties, voyage; loss and abandonment; partial losses and particular charges; salvage; total losses and measures of indemnity; claims settlement procedures.
4. April	Accident and motor insurance: policy and claims settlement procedures. Insurance intermediaries – role of agents and procedure for becoming an agent; cancellation of license; revocation/suspension/termination of agent appointment; code of conduct; unfair practices.
Outcome of the syllabus	After completing this course, the learner will be able to: 1. understand the meaning of Life Insurance and General Insurance. 2. understand the basics of Fire Insurance and Marine. 3. understand the meaning of Accident and Motor Insurance.


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LESSON PLAN FOR ACADEMIC SESSION 2024-2025 (EVEN SEMESTER)

NAME- Sh. Vivek Kumar

SUBJECT- BUSINESS ENVIRONMENT (BC-605)

CLASS- B.com 3rd (6th Sem.)

MONTH	COURSE TO BE COVERED
1. January	Business environment: concept, components, and importance; environmental and organizational scanning: concept importance & techniques. Public, private and joint sectors in India.
2. February	Economic systems: capitalist, socialist & mixed economy. Economic planning in India: achievement & failures, planning machinery in India
3. March	Role of Government: monetary policy, fiscal policy, make in India. Foreign investment: concept, need, types & barrier; multinational corporations in India, globalization of Indian business.
4. April	Competition Act, Foreign Exchange Management Act. Foreign exchange market: an overview.
Outcome of the syllabus	After completing this course, the learner will be able to: 1. understand the meaning of Business Environment. 2. understand the basics of Economic System. 3. understand the meaning of monetary policy and fiscal policy.



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LESSON PLAN FOR ACADEMIC SESSION 2024-2025 (EVEN SEMESTER)

NAME- Sh. Vivek Kumar

SUBJECT- Fundamentals of Banking and Insurance B23-COM-205

CLASS- B.A. 2nd (1st Sem.)

MONTH	COURSE TO BE COVERED
1. February	Banking: Concept, features, functions, importance and principles of banking; Evolution of banking in India; Classifications of banks.
2. March	Banking instruments: Concept, types and crossing of cheques; Lending functions of a bank: Types of Advances: Secured & unsecured, loans- Short, medium and long Term Methods of granting advances; Utility services of a bank: Remittance through bank drafts; E Banking; Internet banking; Safe deposit lockers.
3. April	Insurance: Concept, need and principles of insurance; Insurance and economic development; Life Insurance: Concept, features, Insurance: Concept, need and principles of insurance; Insurance and economic development; Life Insurance: Concept, features,
4. May	General insurance: concept, features, importance, and types; Procedure of taking general insurance: An overview of Fire insurance, Marine Insurance, Health Insurance.
Outcome of the syllabus	After completing this course, the learner will be able to: 1. know the basics of banking. 2. understand the banking instruments. 3. understand the basics of insurance. 4. learn about various types of insurance.



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LESSON PLAN FOR ACADEMIC SESSION 2024-2025 (EVEN SEMESTER)

NAME- Sh. Vivek Kumar

SUBJECT- CORPORATE ACCOUNTING-II (B23-COM-401)

CLASS- B.com 2nd (4th Sem)

MONTH	COURSE TO BE COVERED
1. February	Valuation of shares: Concept, need, factors affecting and methods of share valuation; Valuation of goodwill: Concept, factors affecting and methods of Goodwill valuation.
2. March	Debentures: Concept, features and types; Provisions related to issue of debentures, utilization of debenture capital, role and status of debenture holders in company, purchase of own debentures; Valuation of debentures: Concept, need, factors affecting and methods of debenture valuation.
3. April	Concept and accounting treatment of banking companies; Concept and accounting treatment of insurance companies.
4. May	Accounts of holding companies: Preparation of consolidated balance sheet with one subsidiary company, relevant provisions of Accounting Standard 21; Liquidation of companies: Concept, need, types, process and accounting treatment.
Outcome of the syllabus	After completing this course, the learner will be able to: 1. understand the methods of shares and goodwill. 2. understand the basics of debentures and valuation of debentures. 3. understand and prepare the accounts of banking and insurance companies. 4. understand and prepare the accounts of holding companies and accounting treatment of liquidation of companies.


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