

SYLLABUS PLAN : 2nd SEMSTER 2021-22**B.Com –Business Management**

Week	Topics
21.03.2022 – 26.03.2022	• Staffing: Concept and Scope
28.03.2022 – 02.04.2022	• Recruitment: Meaning and Sources
04.04.2022 – 09.04.2022	• Selection: Meaning and Process
11.04.2022 – 16.04.2022	• Training: Importance and Methods
18.04.2022 – 23.04.2022	• Motivation: Nature and Importance and Process
25.04.2022 – 30.04.2022	• Motivation: Theories
02.05.2022 – 07.05.2022	• Leadership: Meaning, Functions, Importance and Qualities of a good Leader
09.05.2022 – 14.05.2022	• Leadership: Theories
16.05.2022 – 21.05.2022	• Communication: Process Network and Barriers
23.05.2022 – 28.05.2022	• Controlling: Concept and Process
30.05.2022 – 04.06.2022	• Control Techniques: Traditional and Modern
30.05.2022 – 04.06.2022	• Management of Change
30.05.2022 – 04.06.2022	• Management of Change
06.06.2022 – 11.06.2022	• Revision Unit-I
13.06.2022 – 18.06.2022	• Revision Unit-II
20.06.2022 – 25.06.2022	• Revision Unit-III
27.06.2022 – 02.07.2022	• Revision Unit-IV

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SYLLABUS PLAN : 4th SEMSTER 2021-22
B.Com –Business Regulatory Framework

Week	Topics
21.03.2022 – 26.03.2022	<ul style="list-style-type: none">• Indian Partnership Act, 1932
28.03.2022 – 02.04.2022	<ul style="list-style-type: none">• Negotiable Instruments Act-1881
04.04.2022 – 09.04.2022	<ul style="list-style-type: none">• Negotiable Instruments Act-1881
11.04.2022 – 16.04.2022	<ul style="list-style-type: none">• Sales of Goods Act-1930
18.04.2022 – 23.04.2022	<ul style="list-style-type: none">• Formation of the Contract of sale of Goods
25.04.2022 – 30.04.2022	<ul style="list-style-type: none">• Conditions and Warranties
02.05.2022 – 07.05.2022	<ul style="list-style-type: none">• Transfer of Property or Ownership as between Seller and Buyer
09.05.2022 – 14.05.2022	<ul style="list-style-type: none">• Performance of the Contract: Delivery and Payment
16.05.2022 – 21.05.2022	<ul style="list-style-type: none">• Unpaid Seller
23.05.2022 – 28.05.2022	<ul style="list-style-type: none">• Suits for Breach of the Contract
30.05.2022 – 04.06.2022	<ul style="list-style-type: none">• Suits for Breach of the Contract
30.05.2022 – 04.06.2022	<ul style="list-style-type: none">• Right to Information Act, 2005
30.05.2022 – 04.06.2022	<ul style="list-style-type: none">• Right to Information Act, 2005
06.06.2022 – 11.06.2022	<ul style="list-style-type: none">• Revision Unit-I
13.06.2022 – 18.06.2022	<ul style="list-style-type: none">• Revision Unit-II
20.06.2022 – 25.06.2022	<ul style="list-style-type: none">• Revision Unit-III
27.06.2022 – 02.07.2022	<ul style="list-style-type: none">• Revision Unit-IV

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SYLLABUS PLAN : 4th SEMSTER 2021-22
B.Com –Corporate Law

Week	Topics
21.03.2022 – 26.03.2022	• Shares: Kinds of Shares, Voting Rights of Shareholders
28.03.2022 – 02.04.2022	• Allotment and Issue of Shares
04.04.2022 – 09.04.2022	• Share certificates and share warrant
11.04.2022 – 16.04.2022	• Transfer of shares
18.04.2022 – 23.04.2022	• Transmission of shares
25.04.2022 – 30.04.2022	• Calls on Shares, Forfeiture, Surrender and Lien
02.05.2022 – 07.05.2022	• Share Capital of Company
09.05.2022 – 14.05.2022	• Member and Shareholders of a Company
16.05.2022 – 21.05.2022	• Company Meeting and Resolutions
23.05.2022 – 28.05.2022	• Meeting's Procedure or Requisites of a Valid Meeting
30.05.2022 – 04.06.2022	• Directors: Appointment, Removal, Powers, Duties and Liabilities
30.05.2022 – 04.06.2022	• Winding up of The Company
30.05.2022 – 04.06.2022	• Winding up of The Company
06.06.2022 – 11.06.2022	• Depository System and Paperless Trading
13.06.2022 – 18.06.2022	• Revision Unit-I & II
20.06.2022 – 25.06.2022	• Revision Unit-III
27.06.2022 – 02.07.2022	• Revision Unit-IV

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SYLLABUS PLAN : 6th SEMSTER 2021-22
B.Com –Auditing

Week	Topics
21.03.2022 – 26.03.2022	• Auditing: Introduction
28.03.2022 – 02.04.2022	• Objects, Importance and Limitations of Auditing
04.04.2022 – 09.04.2022	• Types of Audit
11.04.2022 – 16.04.2022	• Audit Process and Audit Programme
18.04.2022 – 23.04.2022	• Internal Control, Internal Check and Internal Audit
25.04.2022 – 30.04.2022	• Routing Checking
02.05.2022 – 07.05.2022	• Verification of Assets and Liabilities
09.05.2022 – 14.05.2022	• Valuation of Assets
16.05.2022 – 21.05.2022	• Appointment, Power of Auditor
23.05.2022 – 28.05.2022	• Duties And Liabilities of an Auditor
30.05.2022 – 04.06.2022	• Depreciation, Provisions and Reverses
30.05.2022 – 04.06.2022	• Divisible Profits and Dividends
30.05.2022 – 04.06.2022	• Audit Report
06.06.2022 – 11.06.2022	• Investigation
13.06.2022 – 18.06.2022	• Revision Unit-I & II
20.06.2022 – 25.06.2022	• Revision Unit-III
27.06.2022 – 02.07.2022	• Revision Unit-IV

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SYLLABUS PLAN : 6th SEMSTER 2021-22
B.Com –Financial Management

Week	Topics
21.03.2022 – 26.03.2022	• Nature and Scope of Financial Management
28.03.2022 – 02.04.2022	• Management of Working Capital
04.04.2022 – 09.04.2022	• Management of Working Capital
11.04.2022 – 16.04.2022	• Management of Cash and Marketable Securities
18.04.2022 – 23.04.2022	• Management of Receivables
25.04.2022 – 30.04.2022	• Cost of capital
02.05.2022 – 07.05.2022	• Capitalisation
09.05.2022 – 14.05.2022	• Leverage
16.05.2022 – 21.05.2022	• EBIT-EPS Analysis
23.05.2022 – 28.05.2022	• Capital Structure: Introduction
30.05.2022 – 04.06.2022	• Capital Structure: Theories of Capital Structure
30.05.2022 – 04.06.2022	• Dividend Policy
30.05.2022 – 04.06.2022	• Theories of Dividend policy
06.06.2022 – 11.06.2022	• Revision Unit-I
13.06.2022 – 18.06.2022	• Revision Unit-II
20.06.2022 – 25.06.2022	• Revision Unit-III
27.06.2022 – 02.07.2022	• Revision Unit-IV

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