

2020-
21

Multani Mal Modi College, Patiala

Unit Planning B. Com



Multani Mal Modi College, Patiala

Unit Plan

BC-101

Class:- B.Com. 1 (Sem:- First)

Subject:- Punjabi Compulsory

Session :- 2020-21

S.No.	Syllabus/Topic	Reference	Mode of Transactions	Additional Resources
September, 2020				
1	ਕਥਾਰੰਗਪੁਸਤਕਵਿਚੋਂਹੇਠਲੀ ਖੀਆਂਕਹਾਣੀਆਂਦੀਪੜ੍ਹਾਈ: (1) 27 ਜਨਵਰੀ (2) ਮੁੜਵਿਧਵਾ (3) ਪਠਾਣਦੀਧੀ	ਪੁਸਤਕ : ਕਥਾਰੰਗ (ਬਲਦੇਵਸਿੰਘਚੀਮਾ, ਵਰਿਆਮਸਿੰਘਸੰਧੂ) ਪਬਲੀਕੇਸ਼ਨਬਿਊਰੋ, ਪੰਜਾਬੀਯੂਨੀਵਰਸਿਟੀਪਟਿਆਲਾ।	ਲੈਕਚਰ ਅਤੇ ਵਿਦਿਆਰਥੀਆਂ ਨਾਲ ਵਿਚਾਰ-ਵਟਾਂਦਰਾ	https://www.youtube.com/watch?v=pfscwElpbeE&feature=youtu.be (ਮੁੜਵਿਧਵਾਕਹਾਣੀਦਾਫਿਲਮਾਂਕਣ)
2	ਸਮਾਜ, ਵਾਤਾਵਰਨਨਾਲਸਬੰਧਿਤਵਿ ਸ਼ਿਆਂਉੱਪਰਨਿਬੰਧਰਚਨਾਕਰ ਨਦੇਨਿਯਮਾਂਦੀਪੜ੍ਹਾਈਅਤੇਇ ਹਨਾਂਦਾਅਭਿਆਸ	-----	ਲੈਕਚਰ ਅਤੇ ਵਿਦਿਆਰਥੀਆਂ ਨਾਲ ਵਿਚਾਰ-ਵਟਾਂਦਰਾ	-----
3	ਵਿਆਕਰਨ: (1) ਪੰਜਾਬੀਯੂਨੀਵਿਉਂਤ : ਸਵਰ, ਵਿਅੰਜਨ, ਉਚਾਰਨਅੰਗ,	ਪੰਜਾਬੀ ਭਾਸ਼ਾ ਦਾ ਵਿਆਕਰਨ : ਭਾਗ ਪਹਿਲਾ (ਸੰਪਾਦਕ : ਜੋਗਿੰਦਰ ਸਿੰਘ ਪੁਆਰ ਤੇਹੋਰ), ਪਬਪੰਜਾਬੀਯੂਨੀ. ਪਟਿਆਲਾ	ਬਲੈਕ ਬੋਰਡ, ਵਿਦਿਆਰਥੀਆਂ ਨਾਲ ਵਿਚਾਰ-ਵਟਾਂਦਰਾ	ਸਿਧਾਂਤਕਭਾਸ਼ਾਵਿਗਿਆਨ (ਡਾ. ਪ੍ਰੋਮਪ੍ਰਕਾਸ਼ਸਿੰਘਯਾਲੀਵਾਲ) ਕੇਕੇਪਬਲੀਕੇਸ਼ਨਨਵੀਂਦਿੱ ਲੀ।
4	Assignment –1 : ਵਿਦਿਆਰਥੀਆਂਨੂੰਕਥਾਰੰਗਪੁਸਤਕਵਿਚੋਂਕਿਸੇਇਕਕਹਾਣੀ ਦਾਵਿਸ਼ਾ- ਵਸਤੂਅਤੇਵਿਆਕਰਨਵਿਚੋਂਸਵਰਜਾਂਵਿਅੰਜਨਾਂਦੇਵਰਗੀਕਰਨਬਾਰੇAssignment			

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ਜਮ੍ਹਾਂਕਰਾਉਣਲਈਕਿਹਾਜਾਵੇਗਾ।

October, 2020

1	ਕਥਾਰੰਗਪੁਸਤਕਵਿਚੋਂਹੇਠਲੀ ਖੀਆਂਕਹਾਣੀਆਂਦੀਪੜ੍ਹਾਈ: (1) ਤ੍ਰਿਸ਼ਨਾ (2) ਭੇਤਵਾਲੀਗੱਲ (3) ਧਰਤੀਹੇਠਲਾਬੈਲਦ (4) ਇਕਬਾਲੜੀਦੇਪਤਾਸੇ (5) ਮੋਹੜੀ	ਪੁਸਤਕ : ਕਥਾਰੰਗ (ਬਲਦੇਵਸਿੰਘਚੀਮਾ, ਵਰਿਆਮਸਿੰਘਸੰਧੂ) ਪਬਲੀਕੇਸ਼ਨਬਿਊਰੋ, ਪੰਜਾਬੀਯੂਨੀਵਰਸਿਟੀਪਟਿਆਲਾ।	ਲੈਕਚਰ ਅਤੇ ਵਿਦਿਆਰਥੀਆਂ ਨਾਲ ਵਿਚਾਰ-ਵਟਾਂਦਰਾ	https://www.youtube.com/watch?v=zyqwcfr-Y6M&feature=youtu.be (ਯੂਟਿਊਬਤੋਂਤ੍ਰਿਸ਼ਨਾਕਹਾਣੀ)
2	ਸਭਿਆਚਾਰਨਾਲਸਬੰਧਿਤਵਿ ਸ਼ਿਆਂਉੱਪਰਨਿਬੰਧਰਚਨਾਕਰ ਨਦੇਨਿਯਮਾਂਦੀਪੜ੍ਹਾਈਅਤੇਇ ਹਨਾਂਦਾਅਭਿਆਸ	-----	ਲੈਕਚਰ ਅਤੇ ਵਿਦਿਆਰਥੀਆਂ ਨਾਲ ਵਿਚਾਰ-ਵਟਾਂਦਰਾ	-----
3	ਵਿਆਕਰਨ: (1) ਉਚਾਰਨਸਥਾਨਅਤੇਉਚਾਰ ਨਵਿਧੀਆਂਅਨੁਸਾਰਯੂਨੀਆਂ ਦਾਵਰਗੀਕਰਨ	ਪੰਜਾਬੀ ਵਿਆਕਰਨ :ਸਿਧਾਂਤ ਅਤੇ ਵਿਹਾਰ (ਬੂਟਾ ਸਿੰਘ ਬਰਾੜ)ਚੇਤਨਾਪ੍ਰਕਾਸ਼ਨ, ਲੁਧਿਆਣਾ	ਬਲੈਕ ਬੋਰਡ, ਵਿਦਿਆਰਥੀਆਂ ਨਾਲ ਵਿਚਾਰ-ਵਟਾਂਦਰਾ	ਹਰਕੀਰਤਸਿੰਘ 'ਭਾਸ਼ਾਵਿਗਿਆਨਅਤੇਪੰਜਾ ਬੀਭਾਸ਼ਾ (ਹਰਕੀਰਤਸਿੰਘ) ਬਾਹਰੀਪਬਲਿਸ਼ਰਜ਼, ਦਿੱਲੀ
4.	Assignment –2 : ਵਿਦਿਆਰਥੀਆਂਨੂੰਕਥਾਰੰਗਪੁਸਤਕਵਿਚੋਂਕਿਸੇਇਕਕਹਾਣੀ ਦਾਵਿਸ਼ਾ- ਵਸਤੂਅਤੇਵਿਆਕਰਨਵਿਚੋਂਉਚਾਰਨਸਥਾਨਅਨੁਸਾਰਯੂਨੀਆਂਦੇਵਰਗੀਕਰਨਨਾਲਸਬੰਧਿਤAssignment ਜਮ੍ਹਾਂਕਰਾਉਣਲਈਕਿਹਾਜਾਵੇਗਾ।			
November, 2020				
1	ਕਥਾਰੰਗਪੁਸਤਕਵਿਚੋਂਹੇਠਲੀ ਖੀਆਂਕਹਾਣੀਆਂਦੀਪੜ੍ਹਾਈ:	ਪੁਸਤਕ : ਕਥਾਰੰਗ (ਬਲਦੇਵਸਿੰਘਚੀਮਾ, ਵਰਿਆਮਸਿੰਘਸੰਧੂ) ਪਬਲੀਕੇਸ਼ਨਬਿਊਰੋ,	ਲੈਕਚਰ ਅਤੇ ਵਿਦਿਆਰਥੀਆਂ ਨਾਲ	-----

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	(1) ਸ਼ਹੀਦ (2) ਜਿਉਣਜੋਗੇ (3) ਮੂਨਦੀਅੱਖ (4) ਇੱਕੀਵੀਂਸਦੀ	ਪੰਜਾਬੀਯੂਨੀਵਰਸਿਟੀਪਟਿਆਲਾ।	ਵਿਚਾਰ-ਵਟਾਂਦਰਾ	
2	ਸਮਾਜ, ਵਾਤਾਵਰਨਅਤੇਸਭਿਆਚਾਰ ਨਾਲਸਬੰਧਿਤਵਿਸ਼ਿਆਂਉੱਪਰ ਨਿਬੰਧਰਚਨਾਕਰਨਦੇਨਿਯਮਾਂ ਦੀਪੜ੍ਹਾਈਅਤੇਇਹਨਾਂਦਾਅਭਿ ਆਸ	-----	ਬਲੈਕਬੋਰਡ ਅਤੇ ਵਿਦਿਆਰਥੀਆਂ ਨਾਲ ਵਿਚਾਰ-ਵਟਾਂਦਰਾ	-----
3	ਵਿਆਕਰਨ: (1) ਸ਼ਬਦਸ਼੍ਰੇਣੀਆਂਅਤੇਰੂਪਾਂਤਰ ਨ : ਨਾਂਵ, ਪੜਨਾਂਵ, ਵਿਸ਼ੇਸ਼ਣ, ਕਿਰਿਆ, ਕਿਰਿਆਵਿਸ਼ੇਸ਼ਣ, ਸਬੰਧਕਯੋਜਕ, ਪ੍ਰਸ਼ਨਸੂਚਕਸ਼ਬਦ	(1)ਪੰਜਾਬੀ ਭਾਸ਼ਾ ਦਾ ਵਿਆਕਰਨ : ਭਾਗ ਪਹਿਲਾ (ਸੰਪਾਦਕ : ਜੋਗਿੰਦਰ ਸਿੰਘ ਪੁਆਰ ਤੇਹੋਰ), ਪਬਪੰਜਾਬੀਯੂਨੀ. ਪਟਿਆਲਾ (2)ਪੰਜਾਬੀ ਵਿਆਕਰਨ :ਸਿਧਾਂਤ ਅਤੇ ਵਿਹਾਰ (ਬੂਟਾ ਸਿੰਘ ਬਰਾੜ)	ਲੈਕਚਰ ਅਤੇ ਵਿਦਿਆਰਥੀਆਂ ਨਾਲ ਵਿਚਾਰ-ਵਟਾਂਦਰਾ	
4.	Assignment –3 : ਵਿਦਿਆਰਥੀਆਂ ਨੂੰ ਕਥਾਰੰਗਪੁਸਤਕਵਿਚੋਂਕਿਸੇਇਕਕਹਾਣੀਦਾ ਵਿਸ਼ਾ-ਵਸਤੂ ਅਤੇ ਵਿਆਕਰਨ ਵਿਚੋਂ ਸ਼ਬਦਸ਼੍ਰੇਣੀਆਂਨੂੰ ਦਰਸਾਉਂਦੀ Assignment ਜਮ੍ਹਾਂ ਕਰਾਉਣ ਲਈ ਕਿਹਾ ਜਾਵੇਗਾ।			
December, 2020				
1	ਕਥਾਰੰਗਪੁਸਤਕਵਿਚੋਂਹੇਠਲਿ ਖੀਆਂਕਹਾਣੀਆਂਦੀਪੜ੍ਹਾਈ: (1) ਬਠਲੂਚਮਿਆਰ (2) ਜਿੱਥੋਂਸੂਰਜਉੱਗਦਾਰੈ (3) ਡੁੰਮ	ਪੁਸਤਕ : ਕਥਾਰੰਗ (ਬਲਦੇਵਸਿੰਘਚੀਮਾ, ਵਰਿਆਮਸਿੰਘਸੰਧੂ) ਪਬਲੀਕੇਸ਼ਨਬਿਊਰੋ, ਪੰਜਾਬੀਯੂਨੀਵਰਸਿਟੀਪਟਿਆਲਾ।	ਲੈਕਚਰ ਅਤੇ ਵਿਦਿਆਰਥੀਆਂ ਨਾਲ ਵਿਚਾਰ-ਵਟਾਂਦਰਾ	-----

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2	ਸਾਰੇ ਪ੍ਰਕਾਰ ਦੇਵਿਸ਼ਿਆਉਂਪਰਨਿਬੰਧਰਚ ਨਾਕਰਨਦੇਨਿਯਮਾਂਦੀਪੜ੍ਹਾਈ ਅਤੇਇਹਨਾਂਦਾਅਭਿਆਸ	-----	ਲੈਕਚਰ ਅਤੇ ਵਿਦਿਆਰਥੀਆਂ ਨਾਲ ਵਿਚਾਰ-ਵਟਾਂਦਰਾ	-----
3	ਵਿਆਕਰਨ: ਸਮੁੱਚੀਵਿਆਕਰਨਦੇਨਿਯ ਮਾਂਨੂੰਆਧਾਰਬਣਾਕੇਪਾਠਾਂਵਿ ਚਵਾਕਲੈਕੇਉਹਨਾਂਦਾਵਿਹਾ ਰਕਵਿਸਲੇਸ਼ਣ	(1)ਪੰਜਾਬੀ ਭਾਸ਼ਾ ਦਾ ਵਿਆਕਰਨ : ਭਾਗ ਪਹਿਲਾ (ਸੰਪਾਦਕ : ਜੋਗਿੰਦਰ ਸਿੰਘ ਪੁਆਰ ਤੇਹੋਰ), ਪਬਪੰਜਾਬੀਯੂਨੀ. ਪਟਿਆਲਾ (2)ਪੰਜਾਬੀ ਵਿਆਕਰਨ :ਸਿਧਾਂਤ ਅਤੇ ਵਿਹਾਰ (ਬੂਟਾ ਸਿੰਘ ਬਰਾੜ)	ਬਲੈਕਬੋਰਡ ਅਤੇ ਵਿਦਿਆਰਥੀਆਂ ਨਾਲ ਵਿਚਾਰ-ਵਟਾਂਦਰਾ	
4	Assignment -4 : ਸਮੁੱਚੇ ਸਿਲੇਬਸ ਦਾ ਅਭਿਆਸ ਅਤੇ ਦੁਹਰਾਈ (ਪਿਛਲੇ ਸਾਲਾਂ ਦੀਆਂ ਯੂਨੀਵਰਸਿਟੀ ਪ੍ਰੀਖਿਆਵਾਂ ਦੇ ਪ੍ਰਸ਼ਨ-ਪੱਤਰਾਂ ਦੇ ਆਧਾਰ 'ਤੇ)			

Unit Plan

Subject:English Communication Skills (BC 102)
(Semester-2)

B.Com Part 1

Session (2020-21)

Sr. No.	Syllabus Covered	Mode of transactions	References
Before MST			
Part A- A Thing of Beauty (Poetry Anthology)			
1.	My Mind To Me A Kingdom Is : Sir Edward Dyer	Chalkboard, Interactive Method Discussion Method	<i>A Thing of Beauty : Selection from English Poetry</i> By S. Jagadisan & V. Saraswathi, Orient Blackswan, 2001
2	The Village Preacher : Oliver Goldsmith	Chalkboard, Interactive Method Discussion Method	<i>A Thing of Beauty : Selection from English Poetry</i> By S. Jagadisan & V.

UNIT PLANNING (2020-21)

			Saraswathi, Orient Blackswan, 2001
3	On The Receipt Of My Mother's Picture Out Of Norfolk William Cowper	Chalkboard, Interactive Method Discussion Method	<i>A Thing of Beauty : Selection from English Poetry</i> By S. Jagadisan & V. Saraswathi, Orient Blackswan, 2001
4	After Blenheim Robert Southey	Chalkboard, Interactive Method Discussion Method	<i>A Thing of Beauty : Selection from English Poetry</i> By S. Jagadisan & V. Saraswathi, Orient Blackswan, 2001
5	A Thing Of Beauty John Keats	Chalkboard, Interactive Method Discussion Method	<i>A Thing of Beauty : Selection from English Poetry</i> By S. Jagadisan & V. Saraswathi, Orient Blackswan, 2001
6	Ring Out, Wild Bells Alfred Lord Tennyson	Chalkboard, Interactive Method Discussion Method	<i>A Thing of Beauty : Selection from English Poetry</i> By S. Jagadisan & V. Saraswathi, Orient Blackswan, 2001
7	The Man He Killed Thomas Hardy	Chalkboard, Interactive Method Discussion Method	<i>A Thing of Beauty : Selection from English Poetry</i> By S. Jagadisan & V. Saraswathi, Orient Blackswan, 2001
8	A Blind Child W.H. Davies	Chalkboard, Interactive Method Discussion Method	<i>A Thing of Beauty : Selection from English Poetry</i> By S. Jagadisan & V. Saraswathi, Orient Blackswan, 2001
Part B : Report Writing			
	Report Writing : Current trends Event Business Reports	Chalkboard, Interactive Method Discussion Method	https://www.toppr.com/guides/business-correspondence-and-reporting/report-writing/introduction-essential-elements/
Part C Language Usage			
	a) Use of tenses b) Use of verbs c) Use of relative clauses & connectives d) Use of articles	Worksheets, Chalkboard, Practice/Drill	<i>Oxford Practice Grammar</i> by John Eastwood (Ed. 2014)

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	e) Use of Preposition & Conjunction		
AFTER MST			
Part A <i>A Thing of Beauty (Poetry Anthology)</i>			
8	The Goat Paths James Stephens	Chalkboard, Interactive Method Discussion Method	<i>A Thing of Beauty : Selection from English Poetry</i> By S. Jagadisan & V. Saraswathi, Orient Blackswan, 2001
9	Inexpensive Progress John Betjeman	Chalkboard, Interactive Method Discussion Method	<i>A Thing of Beauty : Selection from English Poetry</i> By S. Jagadisan & V. Saraswathi, Orient Blackswan, 2001
10	Who's Who W.H.Auden	Chalkboard, Interactive Method Discussion Method	<i>A Thing of Beauty : Selection from English Poetry</i> By S. Jagadisan & V. Saraswathi, Orient Blackswan, 2001
11.	The Bird Sanctuary Sarojini Naidu	Chalkboard, Interactive Method Discussion Method	<i>A Thing of Beauty : Selection from English Poetry</i> By S. Jagadisan & V. Saraswathi, Orient Blackswan, 2001
12.	Shaper Shaped Harindranath Chattopadhyaya	Chalkboard Interactive Method Discussion Method	<i>A Thing of Beauty : Selection from English Poetry</i> By S. Jagadisan & V. Saraswathi, Orient Blackswan, 2001
Part B <i>Acquiring Business Skills</i>			
	The topics are : a) Leadership b) Time Management c) Goal-Oriented Tasks d) Stress Busters e) Risk Initiative f) Setting New Benchmarks	Chalkboard Interactive Method Discussion Method	https://www.business.com/articles/12-business-skills-you-need-to-master/

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Part C Language Usage		
Words Commonly misspelled Proverbs	Worksheets Chalkboard Practice/Drill	https://www.macmillandictionary.com/misspells.html https://www.engvid.com/english-resource/50-common-proverbs-sayings/
Revision		



MULTANI MAL MODI COLLEGE, PATIALA

UNIT PLANNING (2020-21)

UNIT PLAN**Class – B.COM PART-I (Ist Semester)****Subject: FINANCIAL ACCOUNTING-I****Subject Code: BC 103 Session: 2020-21**

S.No.	Syllabus/Topics	Reference	Mode of Transactions	Additional Resources*
August 2020				
1	Accounting: Meaning, Scope and Importance, Branches of Accounting,	S.N. Maheshwari- Advanced Accounting	Lecture, chalk board, classroom discussion, assignment and	
2.	Accounting Concepts and Conventions,			Weblink
September 2020				
3.	Double Entry System, Preparation of Journal	S.N. Maheshwari- Advanced Accounting	lecture Hand written assignments	
4.	Subsidiary Books including Cash Book,	M.C.Shukla & T.S.. Grewal- Advanced Accounting	Lecture, classroom discussion, assignment	Youtube video
5.	Ledger, Trial Balance,	A.K. Dhir: Advanced Accounting		
6.	Preparation of Final Accounts of Sole Traders and Partnership Firms	M.C.Shukla & T.S.. Grewal- Advanced Accounting	Lecture, classroom discussion, assignment	
October 2020				

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7	Bank Reconciliation Statement.	M.C.Shukla & T.S.. Grewal-Advanced Accounting	Lecture,chalk and board,classroom discussion	
8	Distinction between Capital and Revenue items,	M.C.Shukla & T.S.. Grewal-Advanced Accounting	Lecture,chalk and board,discussion	
9.	Depreciation Methods and Accounting including AS-6.	A.K. Dhir :Advanced Accounting	Lecture,classroom discussion,assignement	youtube video
November 2020				
10	Accounts relating to Partnership: Admission, Retirement and Death of a Partner,	S.N. Maheshwari-Advanced Accounting	lecture	
11.	Dissolution of Partnership	S.N. Maheshwari-Advanced Accounting	Lecture,classroom discussion,	weblink
December 2020				
12.	Amalgamation of Firms, Sale of Firm to a Company,Gradual Realisation of Assets and Piece Meal Distribution.	A.K. Dhir: Advanced Accounting	Lecture,classroom discussion,	

*Demonstration/case study/suggested reading links/images/animations/pdf/ppt etc



MULTANI MAL MODI COLLEGE, PATIALA

UNIT PLAN

Class –B. Com1 (Semester I)

Subject: Business Laws-I

Subject

Code: BC 104

Session: 2020-21

S.No.	Syllabus/Topics	Reference	Mode of Transactions	Additional Resources*
August 2020				
1	LAW OF CONTRACT (1872): Nature of contract, Classification; Offer and acceptance; Capacity of parties to contract	<i>The Principles of Mercantile Law</i> by Avtar Singh.	Lecture, Discussion Hand written notes, ICT	web link Notes by Guru Gobind Singh Indraprastha University
2	Free consent, Consideration; legality of object; Agreements declared void;	<i>Business Law</i> by M.C. Kuchhal	Lecture, Discussion, ICT	Video by CA Sudhir Sachdeva PDF by university of Delhi
September 2020				
3	Performance of Contract, Discharge of contract, Remedies for breach of contract.	<i>Business law</i> by N.D. Kapoor	Lecture, Discussion, ICT	PDF by Delhi university
4	Special Contracts: Indemnity; Guarantee		Lecture, Discussion, ICT	Video on Indemnity by Advocate Sanyog Vyas Video on Guarantee by Advocate Sanyog Vyas
5	Bailment and Pledge; Agency	<i>Business law</i> by V.K. Sharma	Lecture, Discussion,	

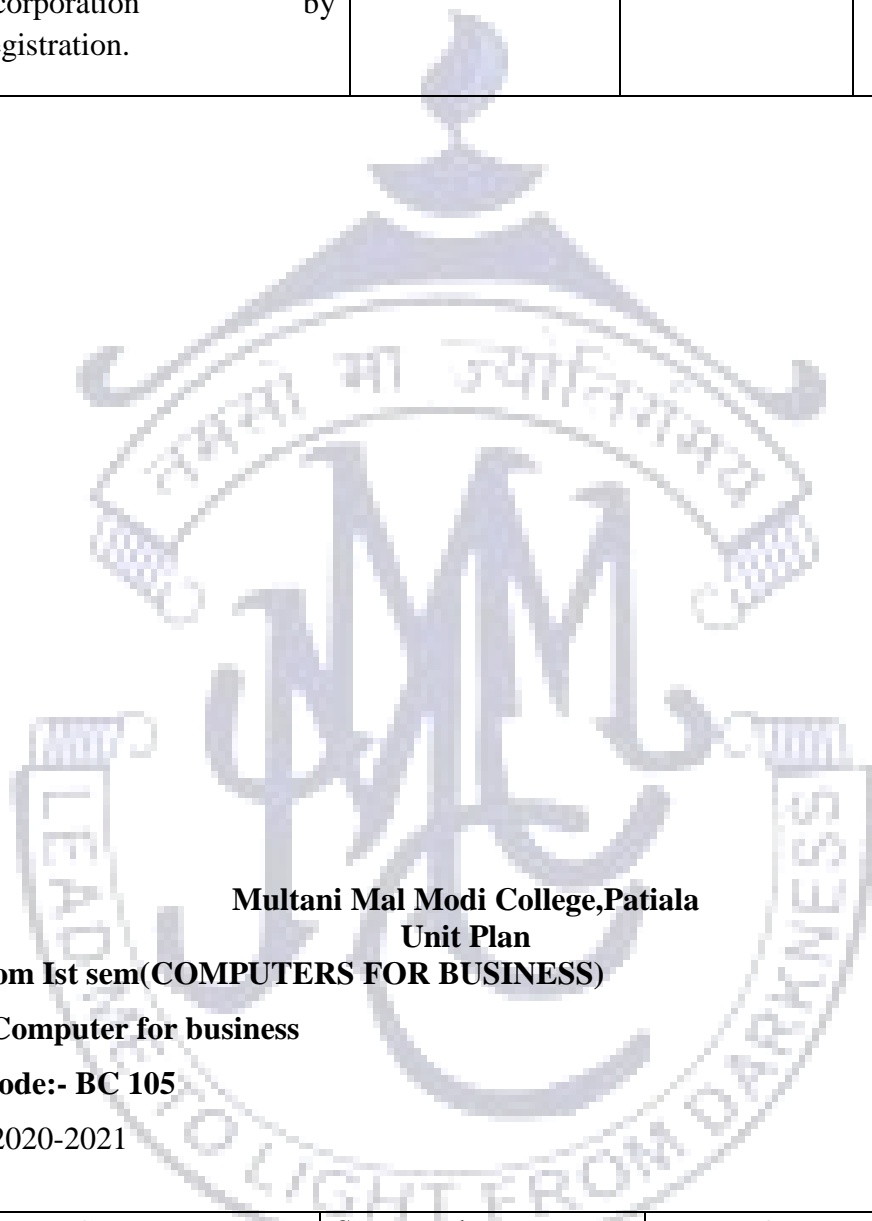
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			ICT	PDF by ICAI
6	SALES OF GOODS ACT (1930): Formation of contracts of sale; Goods and their classification	<i>The Principles of Mercantile Law</i> by Avtar Singh	Lecture, Discussion, ICT	Video by Prof. Eralee Shah
October 2020				
7	Price; conditions, and warranties.	Business Law by Tejpal sheth	Lecture, Discussion, ICT	PDF by e gyankosh
8	Transfer of Property in Goods; Performance of the Contract of Sales.		Lecture, Discussion, ICT	E-Book by taxmann
9	Unpaid Seller and his Rights, Sale by Auction; Hire Purchase Agreement.	Business Law-1 by Kalyani publications	Lecture, Discussion, ICT	PDF by Dr. Anju Gupta
November 2020				
10	PARTNERSHIP ACT (1932): Nature and characteristics, Registration of Partnership firms.	The Indian Partnership Act by universal law publishing co.	Lecture, Discussion, ICT	Weblink- MCA.GOV.in Video by Sanyog Vyas
11	Types, Rights, Duties and Implied Authority.	Business Law By P. C. Tulsian published by Tata MCgraw Hill publishing company	Lecture, Discussion, ICT	Assignment
12	Mode of Dissolution.		Lecture, Discussion, ICT	E-Book by Bharathindasan

UNIT PLANNING (2020-21)

December 2020

13	LIMITED LIABILITY PARTNERSHIP ACT (2008): Salient features, LLP Agreement, Incorporation by Registration.	The Indian Partnership Act by universal law publishing co.	Lecture, Discussion, ICT	PDF by Amitbachhawat, CA foundation
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**Multani Mal Modi College, Patiala
Unit Plan**

Class-BCom Ist sem (COMPUTERS FOR BUSINESS)

Subject:- Computer for business

Subject Code:- BC 105

Session:- 2020-2021

S.N	Syllabus Covered	Suggested Reading/Reference Books	Mode of transactions	Additional resources (Demonstration/Case study/Suggested reading links/Images/animations/PDF/PPT)
August				

UNIT PLANNING (2020-21)

1.	Computer: Introduction, Functions and Classification of Computer	P.K Sinha(BPB Publication), Shishpal Jindal, Puneet kumar, Sushil Bhardwaj, Rohit Savhdeva (Kalyani Publisher), Shishpal jindal, Harbaksh singh (R.D Publication)	Lecture/Discussion	Assignment , Youtube link: https://youtu.be/cSOapMh-gbE
September				
2.	Software and Hardware	P.K Sinha (BPB Publication), Shishpal Jindal, Puneet kumar, Sushil Bhardwaj, Rohit Savhdeva (Kalyani Publisher), Shishpal jindal, Harbaksh singh (R.D Publication)	Lecture/Chalk Board	Youtube link: https://youtu.be/NDa1TCoXi3k , https://youtu.be/Xu_HD0Gz38 , https://youtu.be/TI4XpdfWt6o
3.	Input and Output devices	P.K Sinha (BPB Publication), Shishpal Jindal, Puneet kumar, Sushil Bhardwaj, Rohit Savhdeva (Kalyani Publisher)	Lecture/ Class test/Discussion	
4.	Computer Memory: RAM, ROM	P.K Sinha (BPB Publication), Shishpal Jindal, Puneet kumar, Sushil Bhardwaj, Rohit Savhdeva (Kalyani Publisher)	Lecture/ Discussion	Video:- Storage Devices
5.	Number system and its Inter Conversion	P.K Sinha (BPB Publication), Shishpal Jindal, Puneet kumar, Sushil Bhardwaj, Rohit	Numerical Problem/Chalk board	

UNIT PLANNING (2020-21)

		Savhdeva(Kalyani Publisher)		
October				
6.	Introduction to Operating System	P.K Sinha(BPB Publication), Shishpal Jindal,Puneet kumar,Sushil Bhardwaj,Rohit Savhdeva(Kalyani Publisher)	Lecture/Demonstration	Youtube link: https://youtu.be/h5RUHUrumGQ
7.	DOS & Windows: working with files and folder, Understanding the control panel, Opening and exiting Windows applications, Copying and moving information between windows and learning other basic functions of window (latest version).	Shishpal Jindal,Puneet kumar,Sushil Bhardwaj,Rohit Savhdeva(Kalyani Publisher)	Lecture/Practical	Demonstration
November				
8.	Introduction to MS-Word : Introduction to Word Processing, Word Processing concepts, Use of Templates, Working with word document: Editing text, Find the replace text, Formatting, spell check, Auto correct, Auto text; Bullets and numbering, Tabs, Paragraph formatting, Indent, Page formatting, Header and footer. Tables: Inserting, Filling and formatting a table; Inserting Pictures and Video; Mail Merge: Including linking with Database; Printing documents.	Shishpal Jindal,Puneet kumar,Sushil Bhardwaj,Rohit Savhdeva(Kalyani Publisher),Shishpal jindal,Harbaksh singh(R.D Publication)	Practical	Demonstration

UNIT PLANNING (2020-21)

9.	<p>Introduction to MS-Power Point 2007: Preparing Presentations: Basics of presentations, Slides, Fonts, Drawing, Editing; Inserting: Tables, Images, texts, Symbols Media; Design; Transition; Animation; and Slide show. Creating Business Presentations using above facilities</p>	<p>Shishpal Jindal,Puneet kumar,Sushil Bhardwaj,Rohit Savhdeva(Kalyani Publisher),Shispal jindal,Harbaksh singh(R.D Publication)</p>	<p>Practical</p>	<p>Demonstration</p>
December				
10.	<p>Introduction Spread sheet and its Business Applications: Spread sheet concepts, Managing worksheets; Formatting, Entering data, Editing, and Printing a worksheet; Handling operations in Formula, Project involving multiple spread sheets, Organizing Charts and Graphs. Generally used Spread sheet functions: Mathematical, Statistical, Financial, Logical, Date and Time Look up and reference, Database, and Text functions. Graphical representation of data: Frequency distribution and its statistical parameters; Mean, Median, Standard Deviation. Correlation and</p>	<p>Shishpal Jindal,Puneet kumar,Sushil Bhardwaj,Rohit Savhdeva(Kalyani Publisher),Shispal jindal,Harbaksh singh(R.D Publication)</p>	<p>Practical</p>	<p>Demonstration</p>

UNIT PLANNING (2020-21)

	Regression.			
11.	Database Designs for Accounting and Business Applications: Reality-Expressing the Application; Creating initial design in Entity Relationship Model; Transforming E.R. Model to Relational Data Model Concepts Applying DBMS in Areas of Accounting & Inventory.	Shishpal Jindal,Puneet kumar,Sushil Bhardwaj,Rohit Savhdeva(Kalyani Publisher),Shishpal jindal,Harbaksh singh(R.D Publication)	Practical	Demonstration



Class – B.Com I (Semester I) Economics

Subject : Principles of Economics-I

Subject Code: BC106

Session : 2020-21

S.No.	Syllabus/T opics	Reference	Mode of Transactions	Additional Resources*
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August 2020

1	Consumer behaviour: Utility approach, A brief outline of law of diminishing marginal utility and law of equi-marginal utility.	1. A.W. Stonier and D.C. Hague (1972) <i>A Textbook of Economic Theory</i> , Prentice Hall Press; 4th edition 2. R.S.Pindyck and D.L. Rubinfeld (2009) <i>Microeconomics</i> , N.J: Pearson/Prentice Hall 3. H.R. Varian (1996) <i>Intermediate Economics: A Modern Approach</i> , WW Norton and Company, New York; 4 th edition 4. M.L. Seth, <i>Principles of Economics</i> , Latest edition 5. M.L. Jhingan <i>Advanced Economic Theory</i> , Latest edition	Lecture, Discussion/ICT	Lecture Series 'Principles of Economics' by Prof. Barnali Nag, IIT (Kharagpur), Available on youtube at: https://www.youtube.com/watch?v=ycyMktNFZ88&list=PLPjSqlTyvDeV84Qiruw4xVWGQPTctrlhg Lecture Series 'MIT 14.01SC Principles of Microeconomics' by Jon Gruber, MIT, Available on youtube at: https://www.youtube.com/watch?v=Vss3nofHpZI&list=PL61533C166E8B0028 Lecture Series 'An Introduction to Microeconomics' by Prof. Vimal Kumar, IIT (Kanpur), Available on youtube at: https://www.youtube.com/watch?v=IFtOcNbej0o&list=PLFNFJbo2hfBGRTCMuroZGykNzacwmAH2L
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September 2020

UNIT PLANNING (2020-21)

2	Indifference curve approach: Consumer equilibrium, income, price and substitution effects.	1. A.W. Stonier and D.C. Hague (1972) <i>A Textbook of Economic Theory</i> , Prentice Hall Press; 4th edition 2. R.S.Pindyck and D.L. Rubinfeld (2009) <i>Microeconomics</i> , N.J: Pearson/Prentice Hall	Lecture, Discussion/ICT	Lecture Series 'Principles of Economics' by Prof. Barnali Nag, IIT (Kharagpur), Available on youtube at: https://www.youtube.com/watch?v=yCyMktNFZ88&list=PLPjSqlTyvDeV84Qiruw4xVWGQPTctrlhg
3	Law of demand, derivation of law of demand based on utility analysis and indifference curve analysis	3. H.R. Varian (1996) <i>Intermediate Economics: A Modern Approach</i> , WW Norton and Company, New York; 4 th edition	Lecture, Discussion/ICT	Lecture Series 'MIT 14.01SC Principles of Microeconomics' by Jon Gruber, MIT, Available on youtube at: https://www.youtube.com/watch?v=Vss3nofHpZI&list=PL61533C166E8B0028
4	Elasticity of Demand Concept, Price elasticity of demand and its measurement	4. M.L. Seth, <i>Principles of Economics</i> , Latest edition 5. M.L. Jhingan <i>Advanced Economic Theory</i> , Latest edition	Lecture, Discussion/ICT	Lecture Series 'An Introduction to Microeconomics' by Prof. Vimal Kumar, IIT (Kanpur), Available on youtube at: https://www.youtube.com/watch?v=IFtOcNbej0o&list=PLFNFJbo2hfBGRTCMuroZGykNzacwmAH2L

October 2020

5	Concept of Production Function, Breakeven Analysis, Profit Forecasting in short run	1. A.W. Stonier and D.C. Hague (1972) <i>A Textbook of Economic Theory</i> , Prentice Hall Press; 4th edition 2. R.S.Pindyck and D.L. Rubinfeld (2009) <i>Microeconomics</i> , N.J: Pearson/Prentice Hall	Lecture, Discussion/ICT	Lecture Series 'Principles of Economics' by Prof. Barnali Nag, IIT (Kharagpur), Available on youtube at: https://www.youtube.com/watch?v=yCyMktNFZ88&list=PLPjSqlTyvDeV84Qiruw4xVWGQPTctrlhg
6	Law of Variable Proportions, Returns to scale, Internal and external economies and	3. H.R. Varian (1996) <i>Intermediate Economics: A Modern Approach</i> ,	Lecture, Discussion/ICT	Lecture Series 'MIT 14.01SC Principles of Microeconomics'

UNIT PLANNING (2020-21)

	diseconomies.	WW Norton and Company, New York; 4 th edition		by Jon Gruber, MIT, Available on youtube at:
7	Concept of Total, Average and Marginal Revenue and Elasticity of Demand	4. M.L. Seth, <i>Principles of Economics</i> , Latest edition 5. M.L. Jhingan <i>Advanced Economic Theory</i> , Latest edition	Lecture, Discussion/ICT	https://www.youtube.com/watch?v=Vss3nofHpZI&list=PL61533C166E8B0028 Lecture Series 'An Introduction to Microeconomics' by Prof. Vimal Kumar, IIT (Kanpur), Available on youtube at: https://www.youtube.com/watch?v=IFtOcNbej0o&list=PLFNFJbo2hfBGRTCMuroZGykNzacwmAH2L
November 2020				
8	Isoquant technique and producer's equilibrium	1. A.W. Stonier and D.C. Hague (1972) <i>A Textbook of Economic Theory</i> , Prentice Hall Press; 4th edition	Lecture, Discussion/ICT	Lecture Series 'Principles of Economics' by Prof. Barnali Nag, IIT (Kharagpur), Available on youtube at:
9	Price determination under perfect competition and monopoly	2. R.S.Pindyck and D.L. Rubinfeld (2009) <i>Microeconomics</i> , N.J: Pearson/Prentice Hall 3. H.R. Varian (1996) <i>Intermediate Economics: A Modern Approach</i> , WW Norton and Company, New York; 4 th edition 4. M.L. Seth, <i>Principles of Economics</i> , Latest edition 5. M.L. Jhingan <i>Advanced Economic Theory</i> , Latest edition	Lecture, Discussion/ICT	https://www.youtube.com/watch?v=yCyMktNFZ88&list=PLPiSqITyvDeV84Qiruw4xVWVGQPTctrlhg Lecture Series 'MIT 14.01SC Principles of Microeconomics' by Jon Gruber, MIT, Available on youtube at: https://www.youtube.com/watch?v=Vss3nofHpZI&list=PL61533C166E8B0028 Lecture Series 'An Introduction to Microeconomics' by Prof. Vimal Kumar, IIT (Kanpur),

UNIT PLANNING (2020-21)

				Available on youtube at: https://www.youtube.com/watch?v=IFtOcNbej0o&list=PLFNFJbo2hfBGRTCMuroZGyKNzacwmAH2L
December 2020				
10	Price determination under monopolistic competition and oligopoly	<p>1. A.W. Stonier and D.C. Hague (1972) <i>A Textbook of Economic Theory</i>, Prentice Hall Press; 4th edition</p> <p>2. R.S.Pindyck and D.L. Rubinfeld (2009) <i>Microeconomics</i>, N.J: Pearson/Prentice Hall</p> <p>3. H.R. Varian (1996) <i>Intermediate Economics: A Modern Approach</i>, WW Norton and Company, New York; 4th edition</p> <p>4. M.L. Seth, <i>Principles of Economics</i>, Latest edition</p> <p>5. M.L. Jhingan <i>Advanced Economic Theory</i>, Latest edition</p>	Lecture, Discussion/ICT	<p>Lecture Series 'Principles of Economics' by Prof. Barnali Nag, IIT (Kharagpur), Available on youtube at: https://www.youtube.com/watch?v=ycyMktNFZ88&list=PLPiSqITyvDeV84Qiruw4xVWQGPTctrlhg</p> <p>Lecture Series 'MIT 14.01SC Principles of Microeconomics' by Jon Gruber, MIT, Available on youtube at: https://www.youtube.com/watch?v=Vss3nofHpZI&list=PL61533C166E8B0028</p> <p>Lecture Series 'An Introduction to Microeconomics' by Prof. Vimal Kumar, IIT (Kanpur), Available on youtube at: https://www.youtube.com/watch?v=IFtOcNbej0o&list=PLFNFJbo2hfBGRTCMuroZGyKNzacwmAH2L</p>

2020-
21

Multani Mal Modi College, Patiala

Unit Planning B. Com



MULTANI MAL MODI COLLEGE, PATIALA

UNIT PLAN

Class :- B.com-2 (Sem:- 3rd)

Subject :-Punjabi Compulsory

Session :- 2020-21

S.No.	Syllabus/Topic	Reference	Mode of Transactions	Additional Resources
September, 2020				
1.	ਨਾਵਲਕਾਰਨਾਨਕਸਿੰਘ ਦਾਜੀਵਨਅਤੇਨਾਵਲ 'ਇਕਮਿਆਨਦੇਤਲਵਾਰਾਂ' ਦੀਪੜਾਈ।	ਇਕਮਿਆਨਦੇਤਲਵਾਰਾਂ, (ਨਾਨਕਸਿੰਘ), ਲੇਕਸਾਹਿਤਪ੍ਰਕਾਸ਼ਨ, ਅੰਮ੍ਰਿਤਸਰ, 2016	ਲੈਕਚਰਅਤੇਵਿਦਿਆਰਥੀਆਂਨਾਲਵਿਚਾਰ-ਵਟਾਂਦਰਾ	https://www.youtube.com/watch?v=LP5Qa_ksktMY (ਨਾਨਕਸਿੰਘਦੇਜੀਵਨਬਾਰੇ ਡਾਕੂਮੈਂਟਰੀ)
2.	ਮੂਲਵਿਆਕਰਨਕਇਕਾਈਆਂਦੀਪਛਾਣਤੇਸਥਾਪਤੀ।	(1)ਪੰਜਾਬੀਵਿਆਕਰਨ:ਸਿਧਾਂਤਤੇਵਿਹਾਰ(ਬੁਟਾਸਿੰਘਬਰਾੜ), ਚੇਤਨਾਪ੍ਰਕਾਸ਼ਨ, ਲੁਧਿਆਣਾ, 2008 (2)ਸਿਧਾਂਤਕਭਾਸ਼ਾ-ਵਿਗਿਆਨ, (ਡਾ. ਪ੍ਰੇਮਪ੍ਰਕਾਸ਼ਸਿੰਘ), ਮਦਾਨਪਬਲੀਕੇਸ਼ਨਜ਼, ਪਟਿਆਲਾ, 1988	ਲੈਕਚਰ, ਬਲੈਕਬੋਰਡਅਤੇਵਿਦਿਆਰਥੀਆਂਨਾਲਵਿਚਾਰ-ਵਟਾਂਦਰਾ	-----
3.	Assignment -1: ਵਿਦਿਆਰਥੀਆਂਨੂੰਨਾਵਲਕਾਰਨਾਨਕਸਿੰਘਦੇਨਾਵਲ 'ਇਕਮਿਆਨਦੇਤਲਵਾਰਾਂ' ਦਾਸਾਰਅਤੇਵਿਆਕਰਨਵਿਚੋਂਮੂਲਵਿਆਕਰਨਕਇਕਾਈਆਂਨਾਲਸਬੰਧਤAssignment ਜਮਾਂਕਰਾਉਣਲਈਕਿਹਾਜਾਵੇਗਾ।			
October, 2020				

UNIT PLANNING (2020-21)

1.	ਨਾਵਲ 'ਇਕਮਿਆਨਦੇਤਲਵਾਰਾਂ' ' ਦਾ ਵਿਸ਼ਾ-ਵਸਤੂ।	ਇਕਮਿਆਨਦੇਤਲਵਾਰਾਂ, (ਨਾਨਕਸਿੰਘ), ਲੋਕਸਾਹਿਤਪ੍ਰਕਾਸ਼ਨ, ਅੰਮ੍ਰਿਤਸਰ, 2016	ਲੈਕਚਰਅਤੇਵਿਦਿਆਰ ਥੀਆਂਨਾਲਵਿਚਾਰ- ਵਟਾਂਦਰਾ	
2.	ਵਾਕਬਣਤਰਅਤੇਵਾਕਰ ਚਨਾ	(1)ਪੰਜਾਬੀਵਿਆਕਰਨ:ਸਿਧਾਂਤਤੇਵਿਹਾਰ, (ਬੁਟਾਸਿੰਘਬਰਾੜ), ਚੇਤਨਾਪ੍ਰਕਾਸ਼ਨ, ਲੁਧਿਆਣਾ, 2008 (2)ਸਿਧਾਂਤਕਭਾਸ਼ਾ-ਵਿਗਿਆਨ, (ਡਾ. ਪ੍ਰੇਮਪ੍ਰਕਾਸ਼ਸਿੰਘ), ਮਦਾਨਪਬਲੀਕੇਸ਼ਨਜ, ਪਟਿਆਲਾ, 1988	ਲੈਕਚਰਅਤੇਵਿਦਿਆਰ ਥੀਆਂਨਾਲਵਿਚਾਰ- ਵਟਾਂਦਰਾ	ਭਾਸ਼ਾਪਸਾਰ (ਸੰਪਾ. ਜਤਿੰਦਰਸਿੰਘਸਿੱਧੂ, ਪਬਲੀਕੇਸ਼ਨਬਿਊਰੋ, ਮਾਤਾਗੁਜਰੀਕਾਲਜ, ਸ੍ਰੀਫਤਹਿਗੜ੍ਹਸਾਹਿਬ)
3.	Assignment –2 : ਵਿਦਿਆਰਥੀਆਂਨੂੰਨਾਵਲ 'ਇਕਮਿਆਨਦੇਤਲਵਾਰਾਂ' ਦਾ ਵਿਸ਼ਾਵਸਤੂਅਤੇਵਿਆਕਰਨਵਿਚੋਂਵਾਕਬਣਤਰਅਤੇਵਾਕਦੇਵਰਗੀਕਰਨਉੱਤੇ Assignment ਜਮ੍ਹਾਂਕਰਾਉਣਲਈਕਿਹਾਜਾਵੇਗਾ।			
November, 2020				
1.	ਨਾਵਲ 'ਇਕਮਿਆਨਦੇਤਲਵਾਰਾਂ' ' ਦੇਪਾਤਰਾਂਦੀਪਾਤਰ- ਉਸਾਰੀ	ਇਕਮਿਆਨਦੇਤਲਵਾਰਾਂ, (ਨਾਨਕਸਿੰਘ), ਲੋਕਸਾਹਿਤਪ੍ਰਕਾਸ਼ਨ, ਅੰਮ੍ਰਿਤਸਰ, 2016	ਲੈਕਚਰਅਤੇਵਿਦਿਆਰ ਥੀਆਂਨਾਲਵਿਚਾਰ- ਵਟਾਂਦਰਾ	https://www.youtube.com/watch?v=6uZ2fdqADvk (ਕਰਤਾਰਸਿੰਘਸ ਰਾਭਾਦੇਜੀਵਨਬਾਰੇਡਾਕੂਮੈਂਟ ਰੀ)
2.	ਦਫ਼ਤਰੀਚਿੱਠੀ-ਪੱਤਰ	ਕਾਲਜਪੰਜਾਬੀਵਿਆਕਰਨਅਤੇਲੇਖਮਾ ਲਾ, (ਹਰਕੀਰਤਸਿੰਘਅਤੇਗਿਆਨੀਲਾਲਸਿੰਘ) ਪੰਜਾਬਸਟੇਟਯੂਨੀਵਰਸਿਟੀਟੈਕਸਟਬੁੱਕ ਬੋਰਡ, ਚੰਡੀਗੜ੍ਹ, 1964	ਬਲੈਕਬੋਰਡਅਤੇਵਿਦਿਆ ਰਥੀਆਂਨਾਲਵਿਚਾਰ- ਵਟਾਂਦਰਾ	-----
3.	Assignment –3 : ਵਿਦਿਆਰਥੀਆਂਨੂੰ 'ਇਕਮਿਆਨਦੇਤਲਵਾਰਾਂ' ਦੇ ਪ੍ਰਮੁੱਖਪਾਤਰਾਂਦੀਪਾਤਰ-ਉਸਾਰੀ			

ਨਾਲ ਸਬੰਧਤ Assignment ਜਮ੍ਹਾਂ ਕਰਾਉਣ ਲਈ ਕਿਹਾ ਜਾਵੇਗਾ।				
December, 2020				
1.	ਨਾਵਲ 'ਇਕਮਿਆਨਦੋਤਲਵਾਰਾਂ' ' ਦਾਕਲਾ-ਪੱਖ	ਇਕਮਿਆਨਦੋਤਲਵਾਰਾਂ, (ਨਾਨਕਸਿੰਘ), ਲੋਕਸਾਹਿਤ ਪ੍ਰਕਾਸ਼ਨ, ਅੰਮ੍ਰਿਤਸਰ, 2016	ਲੈਕਚਰ ਅਤੇ ਵਿਦਿਆਰ ਥੀਆਂ ਨਾਲ ਵਿਚਾਰ- ਵਟਾਂਦਰਾ	-----
2.	ਉਪਵਾਕ ਬਣਤਰ: ਪਛਾਣ ਅਤੇ ਕਾਰਜ	(1) ਪੰਜਾਬੀ ਵਿਆਕਰਨ: ਸਿਧਾਂਤ ਤੇ ਵਿਹਾਰ, (ਬੂਟਾ ਸਿੰਘ ਬਰਾੜ), ਚੇਤਨਾ ਪ੍ਰਕਾਸ਼ਨ, ਲੁਧਿਆਣਾ, 2008 (2) ਸਿਧਾਂਤਕ ਭਾਸ਼ਾ-ਵਿਗਿਆਨ, (ਡਾ. ਪ੍ਰੇਮ ਪ੍ਰਕਾਸ਼ ਸਿੰਘ), ਮਦਾਨ ਪਬਲੀਕੇਸ਼ਨਜ਼, ਪਟਿਆਲਾ, 1988	ਬਲੈਕਬੋਰਡ, ਵਿਦਿਆਰਥੀਆਂ ਨਾਲ ਵਿ ਚਾਰ-ਵਟਾਂਦਰਾ	ਭਾਸ਼ਾ ਪਸਾਰ (ਸੰਪਾ. ਜਤਿੰਦਰ ਸਿੰਘ ਸਿੱਧੂ), ਪਬਲੀਕੇਸ਼ਨ ਬਿਊਰੋਮਾ ਤਾਗੁਜਰੀਕਾਲਜ, ਸ੍ਰੀਫਤਹਿਗੜ੍ਹ ਸਾਹਿਬ, 2014
3.	Assignment -4 : ਸਮੁੱਚੇ ਸਿਲੇਬਸ ਦਾ ਅਭਿਆਸ ਅਤੇ ਦੁਹਰਾਈ (ਪਿਛਲੇ ਸਾਲਾਂ ਦੀਆਂ ਯੂਨੀਵਰਸਿਟੀ ਪ੍ਰੀਖਿਆਵਾਂ ਦੇ ਪ੍ਰਸ਼ਨ- ਪੱਤਰਾਂ ਦੇ ਆਧਾਰ 'ਤੇ)			

MULTANI MAL MODI COLLEGE, PATIALA

UNIT PLAN

Class :- B.com -2 (Sem :- Third)
Elementary

Subject :- Punjabi

Session :- 2020-21

UNIT PLANNING (2020-21)

S.No.	Syllabus/Topic	Reference	Mode of Transactions	Additional Resources
September 2020				
1.	ਪੰਜਾਬੀਦੀਪਾਠਪੁਸਤਕਦੇਭਾਗਪਹਿ ਲਾਵਿਚੋਂਗੁਰੂਨਾਨਕਦੇਵਜੀਅਤੇਬੁੱਲੇ ਸ਼ਾਹਦੀਆਂਕਵਿਤਾਵਾਂਦੀਪੜ੍ਹਾਈ	ਪੰਜਾਬੀਦੀਪਾਠਪੁਸਤਕ (ਸੰਪਾਦਕ: ਪ੍ਰੋ. ਬਲਦੇਵਸਿੰਘਚੀਮਾ) ਪਬਲੀਕੇਸ਼ਨਬਿਊਰੋ, ਪੰਜਾਬੀਯੂਨੀਵਰਸਿਟੀ, ਪਟਿਆਲਾ	ਬਲੈਕਬੋਰਡ, ਚਾਕਤੇਬੱਚਿਆਂਨਾਲ ਵਿਚਾਰ-ਵਟਾਂਦਰਾ	-----
2	ਵਿਸ਼ਰਾਮਚਿੰਨ੍ਹਾਂਦੀਵਰਤੋਂਸਬੰਧੀਪੜ੍ਹਾ ਈ	ਆਓਪੰਜਾਬੀਸਿੱਖੀਏ (ਸਤਨਾਮਸਿੰਘਸੰਧੂ) ਪ.ਬ. ਪੰਜਾਬੀਯੂਨੀਵਰਸਿਟੀਪਟਿਆਲਾ	ਬਲੈਕਬੋਰਡ, ਚਾਕਤੇਬੱਚਿਆਂਨਾਲ ਵਿਚਾਰ-ਵਟਾਂਦਰਾ	-----
2	Assignment –1 : ਵਿਦਿਆਰਥੀਆਂਨੂੰਪੰਜਾਬੀਦੀਪਾਠਪੁਸਤਕਵਿਚੋਂਕਿਸੇਦੇਕਵੀਆਂਦੀਆਂਕਵਿਤਾਵਾਂਦੇਵਿਸ਼ੇ-ਵਸਤੂਸਬੰਧੀ Assignment ਜਮ੍ਹਾਂਕਰਾਉਣਲਈਕਿਹਾਜਾਵੇਗਾ।			
October, 2020				
1.	ਪੰਜਾਬੀਦੀਪਾਠਪੁਸਤਕਦੇਭਾਗਪਹਿ ਲਾਵਿਚੋਂਵਾਰਿਸਸ਼ਾਹ, ਸ਼ਾਹਮੁਹੰਮਦ, ਭਾਈਵੀਰਸਿੰਘਅਤੇਧਨੀਰਾਮਚਾਤ੍ਰਿਕ ਦੀਆਂਕਵਿਤਾਵਾਂਦੀਪੜ੍ਹਾਈ	ਪੰਜਾਬੀਦੀਪਾਠਪੁਸਤਕ (ਸੰਪਾਦਕ: ਪ੍ਰੋ. ਬਲਦੇਵਸਿੰਘਚੀਮਾ) ਪਬਲੀਕੇਸ਼ਨਬਿਊਰੋ, ਪੰਜਾਬੀਯੂਨੀਵਰਸਿਟੀ, ਪਟਿਆਲਾ	ਬਲੈਕਬੋਰਡ, ਚਾਕਤੇਬੱਚਿਆਂਨਾਲ ਵਿਚਾਰ-ਵਟਾਂਦਰਾ	-----
2	ਸ਼ਬਦਜੋੜਾਂਦੀਸੁਧਾਈਬਾਰੇਪੜ੍ਹਾਈ	ਆਓਪੰਜਾਬੀਸਿੱਖੀਏ (ਸਤਨਾਮਸਿੰਘਸੰਧੂ) ਪ.ਬ. ਪੰਜਾਬੀਯੂਨੀਵਰਸਿਟੀਪਟਿਆਲਾ	ਬਲੈਕਬੋਰਡ, ਚਾਕਤੇਬੱਚਿਆਂਨਾਲ ਵਿਚਾਰ-ਵਟਾਂਦਰਾ	-----

UNIT PLANNING (2020-21)

2	Assignment –2 : ਵਿਦਿਆਰਥੀਆਂ ਨੂੰ ਪੰਜਾਬੀ ਦੀ ਪਾਠਪੁਸਤਕ ਵਿਚੋਂ ਕਿਸੇ ਦੋ ਕਵੀਆਂ ਦੀਆਂ ਕਵਿਤਾਵਾਂ ਦੇ ਵਿਸ਼ੇ-ਵਸਤੂ ਅਤੇ ਸ਼ਬਦਜੋੜਾਂ ਦੇ ਸੁਧਰੂਪਾਂ ਸਬੰਧੀ Assignment ਜਮ੍ਹਾਂ ਕਰਾਉਣ ਲਈ ਕਿਹਾ ਜਾਵੇਗਾ।			
November, 2020				
1.	ਪੰਜਾਬੀ ਦੀ ਪਾਠਪੁਸਤਕ ਦੇ ਭਾਗ ਪਹਿਲਾਂ ਵਿਚੋਂ ਪ੍ਰੋ. ਪੂਰਨ ਸਿੰਘ, ਪ੍ਰੋ. ਮੋਹਨ ਸਿੰਘ, ਅੰਮ੍ਰਿਤਾ ਪ੍ਰੀਤਮ, ਅਤੇ ਹਰਿਭਜਨ ਸਿੰਘ ਦੀਆਂ ਕਵਿਤਾਵਾਂ ਦੀ ਪੜ੍ਹਾਈ	ਪੰਜਾਬੀ ਦੀ ਪਾਠਪੁਸਤਕ (ਸੰਪਾਦਕ: ਪ੍ਰੋ. ਬਲਦੇਵ ਸਿੰਘ ਚੀਮਾ) ਪਬਲੀਕੇਸ਼ਨ ਬਿਊਰੋ, ਪੰਜਾਬੀ ਯੂਨੀਵਰਸਿਟੀ, ਪਟਿਆਲਾ	ਬਲੈਕਬੋਰਡ, ਚਾਕ ਤੇ ਬੱਚਿਆਂ ਨਾਲ ਵਿਚਾਰ-ਵਟਾਂਦਰਾ	-----
2	ਵਿਦਿਆਰਥੀਆਂ ਨਾਲ ਸਬੰਧਿਤ ਪੈਰਾਚਰਨਾ	-----	ਬਲੈਕਬੋਰਡ, ਚਾਕ ਤੇ ਬੱਚਿਆਂ ਨਾਲ ਵਿਚਾਰ-ਵਟਾਂਦਰਾ	-----
3	Assignment –3 : ਵਿਦਿਆਰਥੀਆਂ ਨੂੰ ਪੰਜਾਬੀ ਦੀ ਪਾਠਪੁਸਤਕ ਵਿਚੋਂ ਕਿਸੇ ਦੋ ਕਵੀਆਂ ਦੀਆਂ ਕਵਿਤਾਵਾਂ ਦੇ ਵਿਸ਼ੇ-ਵਸਤੂ ਸਬੰਧੀ Assignment ਜਮ੍ਹਾਂ ਕਰਾਉਣ ਲਈ ਕਿਹਾ ਜਾਵੇਗਾ।			
December, 2020				
1.	ਪੰਜਾਬੀ ਦੀ ਪਾਠਪੁਸਤਕ ਦੇ ਭਾਗ ਪਹਿਲਾਂ ਵਿਚੋਂ ਜਗਤਾਰ, ਸ਼ਿਵਕੁਮਾਰ ਬਟਾਲਵੀ, ਸੁਰਜੀਤ ਪਾਤਰ ਅਤੇ ਪਾਸ ਦੀਆਂ ਕਵਿਤਾਵਾਂ ਦੀ ਪੜ੍ਹਾਈ	ਪੰਜਾਬੀ ਦੀ ਪਾਠਪੁਸਤਕ (ਸੰਪਾਦਕ: ਪ੍ਰੋ. ਬਲਦੇਵ ਸਿੰਘ ਚੀਮਾ) ਪਬਲੀਕੇਸ਼ਨ ਬਿਊਰੋ, ਪੰਜਾਬੀ ਯੂਨੀਵਰਸਿਟੀ, ਪਟਿਆਲਾ	ਬਲੈਕਬੋਰਡ, ਚਾਕ ਤੇ ਬੱਚਿਆਂ ਨਾਲ ਵਿਚਾਰ-ਵਟਾਂਦਰਾ	-----
2	ਸੈਰ ਸਪਾਟੇ ਨਾਲ ਸਬੰਧਿਤ ਵਿਸ਼ਿਆਂ ਉਤੇ ਪੈਰਾਚਰਨਾ	-----	ਬਲੈਕਬੋਰਡ, ਚਾਕ ਤੇ ਬੱਚਿਆਂ ਨਾਲ ਵਿਚਾਰ-ਵਟਾਂਦਰਾ	-----
3	Assignment –4 : ਸਮੁੱਚੇ ਸਿਲੇਬਸ ਦਾ ਅਭਿਆਸ ਅਤੇ ਦੁਹਰਾਈ (ਪਿਛਲੇ ਸਾਲਾਂ ਦੀਆਂ ਯੂਨੀਵਰਸਿਟੀ ਪ੍ਰੀਖਿਆਵਾਂ ਦੇ ਪ੍ਰਸ਼ਨ-			

MULTANI MAL MODI COLLEGE, PATIALA**UNIT PLAN****Class – B.COM II (Semester III) English Communication Skills****Subject : English (Communication Skills)****Subject Code: BC 302****Session : 2020-21**

S.No.	Syllabus/Topics	Reference	Mode of Transactions	Additional Resources*
August 2020				
1	Ch. 1 A Cup of Tea by Katherine Mansfield	Popular Short Stories, Oxford University Press	Story-telling, Discussion Method Interactive Method	Notes from Litpriest.com
2	Ch. 3 The Open Window by H.H.Munro			Notes from Gradesaver.com
3	Ch. 4 A Work of Art by Anton Chekhov			
4	Ch. 5 Some Words with a Mummy by Edgar Allan Poe			
5	Ch. 6 The Gift of the Magi by O.Henry			

UNIT PLANNING (2020-21)

6	Direct and Indirect Speech	1. Living English Structure by W. Stannard Allen, Pearson Publications 2.Oxford Practice Grammar by John Eastwood, Oxford University Press	Chalk Board Method Deductive Method Interactive Method Worksheets	Video Lecture by Evidyarthi
September 2020				
7	Ch. 7 The Ant and the Grasshopper by W.Somerset Maugham	Popular Short Stories, Oxford University Press	Story-telling, Discussion Method Interactive Method	
8	Ch. 8 The Gateman's Gift by R.K.Narayan			
9	Ch. 9 How Much Land does a Man Need? by Leo Tolstoy			
10	Paragraph Writing	The Written word by Vandana R.Singh	Discussion Method, Worksheets	
11	Correction of Sentences	1. Living English Structure by W. Stannard Allen, Pearson Publications 2.Oxford Practice Grammar by John Eastwood, Oxford University Press		

UNIT PLANNING (2020-21)

October 2020

12	Ch. 10 The Apple by H.G.Wells	Popular Short Stories, Oxford University Press	Story-telling, Discussion Method Interactive Method	
13	Ch. 13 The Reaping Race by Liam O' Flaherty			
14	Transformation of Sentences	1. Living English Structure by W. Stannard Allen, Pearson Publications 2.Oxford Practice Grammar by John Eastwood, Oxford University Press	Discussion Method Worksheets	Notes from English Grammar.org
15	Letter-Writing	The Written word by Vandana R.Singh		
		November 2020		
18	Ch. 16 The Necklace by Guv De Maupassant	Popular Short Stories, Oxford University Press	Story-telling, Discussion Method Interactive Method	
19	Formation of Noun, Verbs, Adjectives of given words	The Students' Companion by	Chalk Board Method	

UNIT PLANNING (2020-21)

	and their illustrative use in sentences	Wilfred D.Best	Deductive Method Interactive Method Worksheets	
20	Revision			

*Demonstration/case study/suggested reading links/images/animations/pdf/ppt etc



MULTANI MAL MODI COLLEGE, PATIALA

UNIT PLANNING (2020-21)

UNIT PLAN**Class –B.com-II (Semester III)****Subject : Principles of Business Management****Subject Code: BC-303****Session : 2020-21**

S.No.	Syllabus/Topics	Reference	Mode of Transactions	Additional Resources*
August 2020				
1	Management: Concept, nature, process and Significance of Management; An overview of functions of Management.	L.M. Parsad: Principles and Practices of Management	Lecture, Group Discussion	You tube: Video lecture
September 2020				
2	Planning: Concept, Process and Types; Management by objectives	L.M. Parsad: Principles and Practices of Management	Lecture, Group Discussion	
3	Organising: Concept, nature, Process and significance; Decision Making: Concept and process	Koontz O'Donnel : Management and L.M. Parsad: Principles and Practices of Management	Lecture, Hand written Notes, Group discussion	You tube: Video lecture

UNIT PLANNING (2020-21)

October 2020				
4	<p>Authority and responsibility relationship.</p> <p>Staffing: Nature, Scope and process</p>	<p>CP Mahajan: Principles and Techniques of business</p>	<p>Lecture, Hand written Notes, Group discussion</p>	
5	<p>Motivation: Concept, Theories:</p> <p>Maslow, Herzberg, Mc Gregor.</p>	<p>Koontz O'Donnel : Management and</p> <p>L.M. Parsad: Principles and Practices of Management</p>	<p>Lecture, Hand written Notes, Group discussion</p>	<p>You tube:</p> <p>Video Lecture</p>
November 2020				
6	<p>Leadership: Concept and leadership Styles, leadership Theories.</p>	<p>L.M. Parsad: Principles and Practice of Management</p>	<p>Lecture, Hand written Notes</p>	<p>You tube:</p> <p>Video lecture</p>

UNIT PLANNING (2020-21)

7	<p>Communication: Nature and Process, networks and barriers, Effective Communication.</p>	<p>CP Mahajan: Principles and Techniques of business</p>	<p>Lecture, Group discussion, Hand written Notes</p>	
<p>December 2020</p>				
8	<p>Controlling: Nature, importance, areas of control, control process.</p>	<p>Koontz O'Donnel : Management and L.M. Parsad: Principles and Practices of Management</p>	<p>Lecture, Group Discussion</p>	
9	<p>Management of Change: Concept, Nature and Process of Planned Change.</p>	<p>L.M. Parsad: Principles and Practice of Management</p>	<p>Lecture, Group Discussion</p>	

MULTANI MAL MODI COLLEGE, PATIALAUNIT PLANNING (2020-21)
UNIT PLAN**Class – B.Com II (Semester III)****Subject : CORPORATE ACCOUNTING-I****Subject Code: BC 304****Session : 2020-21**

S.N o.	Syllabus/Topics	Reference	Mode of Transactions	Additional Resources*
August 2020				
1	Corporate Accounting as per the Companies Act 2013: Types of Companies	R.L.Gupta: Advanced Corporate Accounting	Lecture, Discussion, PDF	PDF (ICAI)
2	Book Building and ESOP	C.M.Juneja: Corporate Accounting Maheshwari, S. N. and Maheshwari, S. K. : Corporate Accounting, Mcgraw Hill.	Lecture, Discussion, YouTube	https://www.youtube.com/watch?v=lq1asyKlrM&t=437s

September 2020

UNIT PLANNING (2020-21)

3	Issue, forfeiture and re-issue of shares; Redemption of preference shares	VK Goyal: Corporate Accounting	Lecture, Discussions, , Class Tests, YouTube, PDF	PDF (ICAI) https://www.youtube.com/watch?v=0aL3ot8Z4tY https://www.youtube.com/watch?v=ZdTWm0vA47g
4	Issue and redemption of debentures	A Mukherjee M, Hanif : Corporate Accounting : Mcgraw Hill.	Lecture, Discussions, Assignments, YouTube	https://www.youtube.com/watch?v=OgmLrw0yc94&t=746s
5	Issue of right shares	Goyal, Bhushan Kumar. Corporate Accounting. Taxmann, New Delhi	Lecture, Discussion PDF, YouTube	PDF (ICAI) https://www.youtube.com/watch?v=h9fElhoyqyM&t=1985s
October 2020				
6	Issue of Bonus Shares	A Mukherjee M, Hanif : Corporate Accounting : Mcgraw Hill.	Lecture, Discussion , youtube, Hand written Notes	https://www.youtube.com/watch?v=WljgBvkLclc&t=923s
7	Underwriting of shares and	Goyal,	Lecture, Discussions, PDF	PDF (ICAI)

UNIT PLANNING (2020-21)

	debentures; Accounts of underwriters.	Bhushan Kumar. Corporate Accountin g. Taxmann, New Delhi		
November 2020				
8	Final Accounts including computation of managerial remuneration and disposal of profit	Nirmal Gupta: Corporate Accountin g for B.Com II VK Goyal: Corporate Accountin g	Lecture, Discussion, PDF	PDF (ICAI)
9	Profit prior to and after incorporatio n.	Goyal, Bhushan Kumar. Corporate Accountin g. Taxmann, New Delhi	Lecture, Discussion s, Assignmen ts, YouTube	https://www.youtube.com/watch?v=XgGM6qQIZ9g
December 2020				
10	Consolidated balance sheet of holding companieswi	Maheshw ari, S. N. and Maheshw ar, S. K. :	Lecture, Discussion, YouTube	https://www.youtube.com/watch?v=1mSJYKLTKSw

UNIT PLANNING (2020-21)

	th one subsidiary only.	Corporate Accountin g, Mcgraw Hill.		
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*Demonstration/case study/suggested reading links/images/animations/pdf/ppt, etc



Class – B.com II (Sem- 3rd)

Subject : Income Tax Law-I

Subject Code: BC305

Session : 2020-21

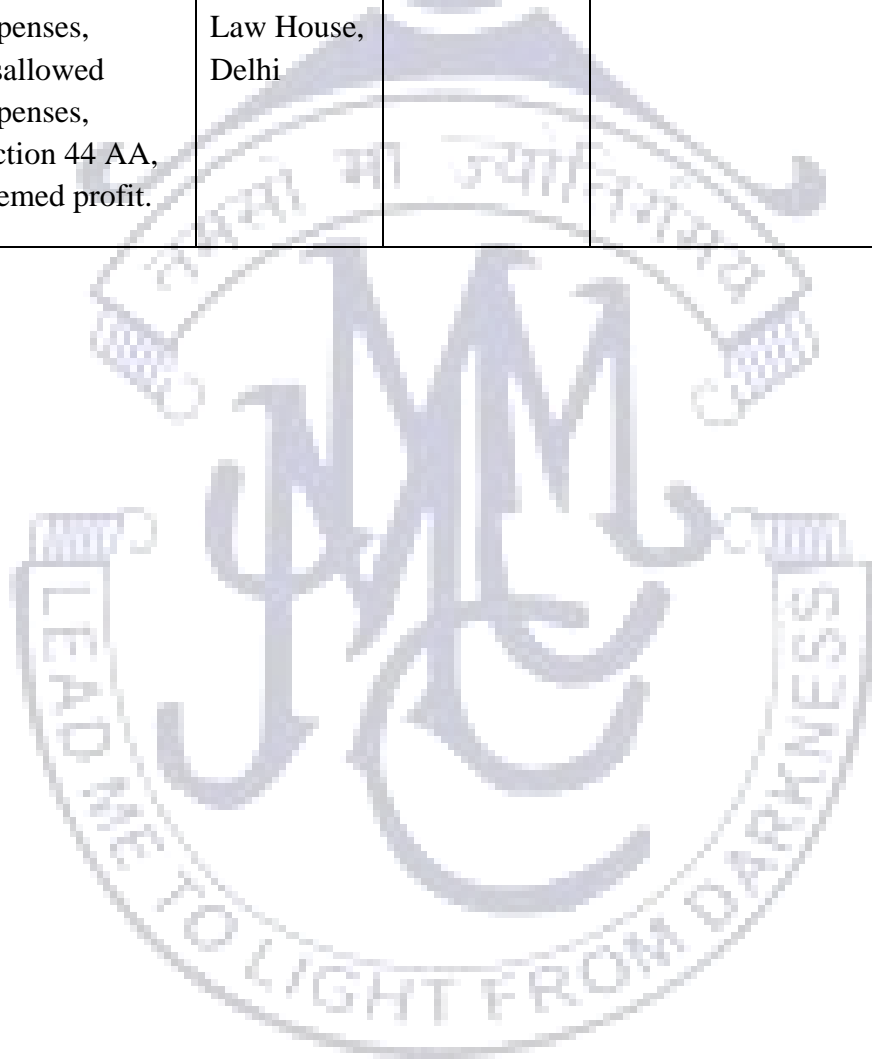
S.No.	Syllabus/Topics	Reference	Mode of Transactions	Additional Resources*
August 2020				
1	Introduction to Direct Tax Laws: capital and revenue, exempted incomes	Singhania, Vinod K. and Monica Singhania. Students' Guide to Income Tax, University Edition. Taxmann Publications Pvt. Ltd., New Delhi.	Lecture , Discussion ,Chalk Board,.	
2	Basis of Charge-Determination of Residential Status under Income Tax Act 1961.	University Edition. Taxmann Publications Pvt. Ltd., New Delhi.	Lecture, Group Discussion ,Chalk Board, you tube	https://www.youtube.com/watch?v=riF8GchKQq4
September 2020				
3	Computation of Income under various Heads: Salaries-allowances, perquisites, profit in lieu of salary deduction u/s 16.	Ahuja, Girish and Ravi Gupta. Systematic Approach to Income Tax. Bharat Law House, Delhi	Lecture, Discussion , Examples, Chalk Board, youtube	https://www.youtube.com/watch?v=koHKit6LfcU https://www.youtube.com/watch?v=t_YBkx7zRa8

UNIT PLANNING (2020-21)

	House Property- Annual value, deduction u/s 24, exempted income from house property.	Shalinder Sekhon, The Income Tax Law: A Simple guide to theory, SLM Publication.		
October 2020				
5	Set Off and Carry Forward Losses- introduction, provisions of set off and carry forward.	Shalinder Sekhon, The Income Tax Law: A Simple guide to theory, SLM Publication	Lecture, Examples, Group Discussion ,Chalk Board.	You Tube- Video Lecture
6	Income of other persons to be included in Assessee's Total Income.	Shalinder Sekhon, The Income Tax Law: A Simple guide to theory, SLM Publication.	Lecture, Examples, Discussion ,Chalk Board.	
November 2020				
7	Capital Gains- transfer of capital asset, transaction not regarded as transfer, method of computing	Ahuja, Girish and Ravi Gupta. Systematic Approach to Income Tax. Bharat	Lecture, Discussion, Chalk Board	

UNIT PLANNING (2020-21)

	capital gain, exemption in respect of certain capital gains.	Law House, Delhi		
9	Profits and Gains from Business and Profession- allowable deduction, allowed expenses, disallowed expenses, section 44 AA, deemed profit.	Ahuja, Girish and Ravi Gupta. Systematic Approach to Income Tax. Bharat Law House, Delhi	Lecture, Examples, Discussion ,Chalk Board.	You Tube- Video lecture



Class – B.com II

Subject : Business Statistics

Subject Code: BC 306

Session : 2020-21

S. No	Syllabus/Topics	Reference	Mode of Transactions	Additional Resources*
August 2020				
1	Introduction to Statistics-Definition, Importance and Limitations	R.P. Hooda :Statistics for Business and Economics	Lecture , Discussion ,Chalk Board	
2	Functions and scope Measures of Central Tendency: Mean,	S.P. Gupta:Statistics Methods	Lecture,,Chalk Board,	E-Book
September 2020				
3	Median, Mode	S.P. Gupta: Statistics Methods	Lecture, Discussion ,Chalk Board,	You tube lecture
4	Measures of dispersion: Range, Quartile deviation, Mean deviation and Standard deviation..	S.C. Gupta and V.K. Kapoor : Fundamentals of Applied Statistics.	Lecture, Examples, Discussion ,Chalk Board.	You Tube Lecture

UNIT PLANNING (2020-21)

October 2019

5	Computation of seasonal-indices by simple averages, ratio-trend, ratio-to-moving average, and link relative methods.	S.C. Gupta and V.K. Kapoor : Fundamentals of Applied Statistics	Lecture, ,Chalk Board, examples	E-Book
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November 2020

6	Index numbers: Need, definition and limitations of index numbers-simple and weighted index numbers- Laspyer's, Paasche's and Fisher Index numbers, Criterion of ideal index numbers, problems involved in the construction of index numbers.	.R.P.Hooda:Statistic s for Business and Economics	Lecture, Examples,,Chalk Board.	You tube video
7	Correlation: Meaning, types and measurement of correlation (Karl Pearson's methods and Spearman's rank correlation).	S.P. Gupta:Statistics Methods	Lecture, Examples, Discussion ,Chalk Board	
8	Regression: Meaning, Regression Equation of X on Y and Y on X.	S.P. Gupta:Statistics Methods	Lecture, Examples, case Discussion ,Chalk Board	You tube video

2020-
21

Multani Mal Modi College, Patiala

Unit Planning B. Com



SEMESTER-V

MULTANI MAL MODI COLLEGE, PATIALA

UNIT PLAN

Class :- B.com-3 (Sem:- 5th)

Subject :-Punjabi

Compulsory

Session :- 2020-21

S.No.	Syllabus/Topic	Reference	Mode of Transactions	Additional Resources
September, 2020				
1.	ਦਲੀਪਕੋਰਟਿਵਾਣਾਦੇਜੀਵ ਨਮਤੇਰਚਨਾਬਾਰੇਜਾਣਕਾਰੀ	ਏਹੁਹਮਾਰਾਜੀਵਣਾ, ਲੋਕਗੀਤਪ੍ਰਕਾਸ਼ਨ, ਚੰਡੀਗੜ੍ਹ (2014)	ਲੈਕਚਰਅਤੇਵਿਦਿਆਰ ਥੀਆਂਨਾਲਵਿਚਾਰ- ਵਟਾਂਦਰਾ	https://www.youtube.com/watch?v=yxj2-5YNz1w (DR. Dalip kaur Tiwana: A Documentary film by amar gholia)
2.	ਲੇਖਰਚਨਾ : ਵਿਦਿਅਕਵਿਸ਼ਿਆਂਨਾਲਸ ਬੰਧਿਤ		ਲੈਕਚਰਅਤੇਵਿਦਿਆਰ ਥੀਆਂਨਾਲਵਿਚਾਰ- ਵਟਾਂਦਰਾ	
3.	ਵਿਆਕਰਨ: ਨਾਂਵਵਾਕਾਂਸ਼: ਪਰਿਭਾਸ਼ਾਅਤੇਇਸਦੀਬ ਣਤਰਬਾਰੇਵਿਸਥਾਰਨਾਲ ਜਾਣਕਾਰੀ।	(1)ਪੰਜਾਬੀਭਾਸ਼ਾਦਾਵਿਆਕਰਨ: ਭਾਗਤੀਜਾ (ਸੰਪਾਦਕ: ਜੇਗਿੰਦਰਸਿੰਘਪੁਆਰ, ਬਲਦੇਵਸਿੰਘਚੀਮਾ, ਸੁਖਵਿੰਦਰਸਿੰਘਸੰਘਾ, ਵੇਦਾਮਗਨੀਹੋਤਰੀ),(2)ਪੰਜਾਬੀਵਿਆਕ ਰਨ:ਸਿਧਾਂਤਅਤੇਵਿਚਾਰ (ਬੂਟਾਸਿੰਘਬਰਾੜ)	ਬਲੈਕਬੋਰਡ, ਵਿਦਿਆਰਥੀਆਂਨਾਲਵਿ ਚਾਰ-ਵਟਾਂਦਰਾ	

UNIT PLANNING (2020-21)

4.	Assignment –1 : ਵਿਦਿਆਰਥੀਆਂ ਨੂੰ ਦਲੀਪ ਕੋਰਟਿਵਾਣਾ ਦੇ ਜੀਵਨ ਅਤੇ ਵਿਆਕਰਨ ਵਿਚੋਂ ਨਾਂ ਵ ਵਾਕਾਂ ਦੀ ਬਣਤਰ ਨਾਲ ਸਬੰਧਿਤ Assignment ਜਮ੍ਹਾਂ ਕਰਾਉਣ ਲਈ ਕਿਹਾ ਜਾਵੇਗਾ।
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October, 2020

1.	‘ਏਹੁਹਮਾਰਾ ਜੀਵਣਾ’ ਨਾਵਲ ਦੇ ਪਾਠ (text) ਦੀ ਪੜ੍ਹਾਈ ਅਤੇ ਇਸ ਦੇ ਵਿਸ਼ੇ ਆਂ ਦੀ ਜਾਣਕਾਰੀ	ਏਹੁਹਮਾਰਾ ਜੀਵਣਾ, ਲੋਕਗੀਤ ਪ੍ਰਕਾਸ਼ਨ, ਚੰਡੀਗੜ੍ਹ (2014)	ਲੈਕਚਰ ਅਤੇ ਵਿਦਿਆਰ ਥੀਆਂ ਨਾਲ ਵਿਚਾਰ- ਵਟਾਂਦਰਾ	https://www.youtube.com/watch?v=t_qVe_qwZF9c (Film based on novel in six parts)
2.	ਲੇਖ ਰਚਨਾ : ਸਭਿਆਚਾਰਕ ਵਿਸ਼ੇਆਂ ਨਾਲ ਸਬੰਧਿਤ		ਲੈਕਚਰ ਅਤੇ ਵਿਦਿਆਰ ਥੀਆਂ ਨਾਲ ਵਿਚਾਰ- ਵਟਾਂਦਰਾ	
3.	ਵਿਆਕਰਨ: ਨਾਂ ਵ ਵਾਕਾਂ ਸ਼: ਪਰਿਭਾਸ਼ਾ ਅਤੇ ਇਸ ਦੀਆਂ ਕਿਸਮਾਂ ਬਾਰੇ ਵਿਸਥਾਰ ਨਾ ਲ ਜਾਣਕਾਰੀ ਦੇਣਾ	(1) ਪੰਜਾਬੀ ਭਾਸ਼ਾ ਦਾ ਵਿਆਕਰਨ ਭਾਗਤੀ ਜਾ (ਸੰਪਾਦਕ: ਜੇਗਿੰਦਰ ਸਿੰਘ ਪੁਆਰ, ਬਲਦੇਵ ਸਿੰਘ ਚੀਮਾ, ਸੁਖਵਿੰਦਰ ਸਿੰਘ ਸੰਘਾ, ਵੇਦ ਅਗਨੀ ਹੋਤਰੀ), (2) ਪੰਜਾਬੀ ਵਿਆਕ ਰਨ: ਸਿਧਾਂਤ ਅਤੇ ਵਿਹਾਰ (ਬੂਟਾ ਸਿੰਘ ਬਰਾੜ)	ਬਲੈਕਬੋਰਡ, ਵਿਦਿਆਰਥੀਆਂ ਨਾਲ ਵਿ ਚਾਰ-ਵਟਾਂਦਰਾ	

4.	Assignment –2 : ਵਿਦਿਆਰਥੀਆਂ ਨੂੰ ਨਾਵਲ ‘ਏਹੁਹਮਾਰਾ ਜੀਵਣਾ’ ਦੇ ਬਾਰੇ ਵਿਸ਼ੇਆਂ ਬਾਰੇ ਅਤੇ ਵਿਆਕਰਨ ਵਿਚੋਂ ਨਾਂ ਵ ਵਾਕਾਂ ਦੀਆਂ ਕਿਸਮਾਂ ਨਾਲ ਸਬੰਧਿਤ Assignment ਜਮ੍ਹਾਂ ਕਰਾਉਣ ਲਈ ਕਿਹਾ ਜਾਵੇਗਾ।
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November, 2020

1.	‘ਏਹੁਹਮਾਰਾ ਜੀਵਣਾ’ ਨਾਵਲ ਦੇ ਪਾਤਰਾਂ ਦੀ ਪਾਤਰ	ਏਹੁਹਮਾਰਾ ਜੀਵਣਾ, ਲੋਕਗੀਤ ਪ੍ਰਕਾਸ਼ਨ, ਚੰਡੀਗੜ੍ਹ (2014)	ਲੈਕਚਰ ਅਤੇ ਵਿਦਿਆਰ ਥੀਆਂ ਨਾਲ ਵਿਚਾਰ-	
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UNIT PLANNING (2020-21)

	ਉਸਾਰੀ।		ਵਟਾਂਦਰਾ	
2.	ਲੇਖਰਚਨਾ : ਵਿਦਿਅਕਅਤੇਸਭਿਆਚਾਰਕਵਿਸ਼ਿਆਂਨਾਲਸਬੰਧਿਤ		ਲੈਕਚਰਅਤੇਵਿਦਿਆਰਥੀਆਂਨਾਲਵਿਚਾਰ-ਵਟਾਂਦਰਾ	
3.	ਵਿਆਕਰਨ: ਕਿਰਿਆਵਾਕੰਸ਼: ਪਰਿਭਾਸ਼ਾ, ਬਣਤਰਅਤੇਪ੍ਰਕਾਰ	(1)ਪੰਜਾਬੀਭਾਸ਼ਾਦਾਵਿਆਕਰਨ: ਭਾਗਤੀਜਾ (ਸੰਪਾਦਕ: ਜੇਗਿੰਦਰਸਿੰਘਪੁਆਰ,ਬਲਦੇਵਸਿੰਘਚੀਮਾ,ਸੁਖਵਿੰਦਰਸਿੰਘਸੰਘਾ,ਵੇਦਅਗਨੀਹੋਤਰੀ), (2)ਪੰਜਾਬੀਵਿਆਕਰਨ:ਸਿਧਾਂਤਅਤੇਵਿਚਾਰ (ਬੂਟਾਸਿੰਘਬਰਾੜ)	ਬਲੈਕਬੋਰਡ, ਵਿਦਿਆਰਥੀਆਂਨਾਲਵਿਚਾਰ-ਵਟਾਂਦਰਾ	
4.	Assignment –2 : ਵਿਦਿਆਰਥੀਆਂਨੂੰਨਾਵਲਏਹੁਹਮਾਰਾਜੀਵਣਾਦੇਪਾਤਰਾਂਬਾਰੇਅਤੇਵਿਆਕਰਨਵਿਚੋਂਕ੍ਰਿਆਵਾਕੰਸ਼ਦੀਬਣਤਰਨਾਲਸਬੰਧਿਤ Assignment ਜਮ੍ਹਾਂਕਰਾਉਣਲਈਕਿਹਾਜਾਵੇਗਾ।			
December, 2020				
1.	ਨਾਵਲ 'ਏਹੁਹਮਾਰਾਜੀਵਣਾ' ਦਾਕਲਾਪੱਖ.	ਏਹੁਹਮਾਰਾਜੀਵਣਾ, ਲੋਕਗੀਤਪ੍ਰਕਾਸ਼ਨ, ਚੰਡੀਗੜ੍ਹ (2014)	ਲੈਕਚਰਅਤੇਵਿਦਿਆਰਥੀਆਂਨਾਲਵਿਚਾਰ-ਵਟਾਂਦਰਾ	
2	ਵਿਦਿਅਕਅਤੇਸਭਿਆਚਾਰਕਵਿਸ਼ਿਆਂਨਾਲਸਬੰਧਿਤਲੇਖਰਚਨਾਦਾਅਭਿਆਸ		ਲੈਕਚਰਅਤੇਵਿਦਿਆਰਥੀਆਂਨਾਲਵਿਚਾਰ-ਵਟਾਂਦਰਾ	
3	ਵਿਆਕਰਨ: ਸਮੁੱਚੀਵਿਆਕਰਨਦਾਵਿ	(1)ਪੰਜਾਬੀਭਾਸ਼ਾਦਾਵਿਆਕਰਨ: ਭਾਗਤੀਜਾ (ਸੰਪਾਦਕ: ਜੇਗਿੰਦਰਸਿੰਘਪੁਆਰ,	ਬਲੈਕਬੋਰਡ, ਵਿਦਿਆਰਥੀਆਂਨਾਲਵਿ	

UNIT PLANNING (2020-21)

	ਹਾਰਕਵਿਸਲੇਸ਼ਣ	ਬਲਦੇਵਸਿੰਘਚੀਮਾ, ਸੁਖਵਿੰਦਰਸਿੰਘਸੰਘਾ, ਵੇਦਅਗਨੀਹੋਤਰੀ), (2) ਪੰਜਾਬੀ ਵਿਆਕਰਨ: ਸਿਧਾਂਤ ਅਤੇ ਵਿਹਾਰ (ਬੂਟਾ ਸਿੰਘ ਬਰਾੜ)	ਚਾਰ-ਵਟਾਂਦਰਾ	
4	Assignment –4 : ਸਮੁੱਚੇ ਸਿਲੇਬਸ ਦਾ ਅਭਿਆਸ ਅਤੇ ਦੁਹਰਾਈ (ਪਿਛਲੇ ਸਾਲਾਂ ਦੀਆਂ ਯੂਨੀਵਰਸਿਟੀ ਪ੍ਰੀਖਿਆਵਾਂ ਦੇ ਪ੍ਰਸ਼ਨ-ਪੱਤਰਾਂ ਦੇ ਆਧਾਰ 'ਤੇ)			



Class- B.com III

Subject :Management Accounting

Subject Code: BC-502

Session : 2020-21

S.No	Syllabus/Topics	Reference	Mode of Transactions	Additional Resources*
August 2020				
1	Management Accounting : Meaning, Definition, Nature, Objectives, Scope and Functions of Management Accounting, Management Accounting and Financial Accounting, Management and Cost Accounting; Utility of Management Accounting, Role of Management Accounting in decision making; Management Accounting Tools; Advantages and	Khan M.Y. and Jain P.K. Sultan chand and sons. R.D. publications	Lecture, Discussion, Class test	Youtu Link https://youtu.be/Inv3hgNqFVk

UNIT PLANNING (2020-21)

	Limitations of Management Accounting			
September 2020				
2	Financial Statements: Concept, Nature, Objectives of Financial Statements, Types of Financial Statements; Limitations of Financial Statements; Analysis and Interpretation of Financial Statements: Objectives, Types and Methods of Financial Statements Analysis.	Khan M.Y. and Jain P.K. I.M Pandey R.D. publications	Lecture, Discussion, Chalk Board	Youtube Link https://youtu.be/tZa9RHXQ6MI
October 2020				
3	Fund Flow Analysis : Concept of Funds, Sources and Uses of Funds, Concept of Flow, Funds Flow Statement, Managerial	Khan M.Y. and Jain P.K. I.M Pandey ICSI study material	Lecture, Discussion, Handwritten assignment, class test	Youtube Link -Fund flow https://youtu.be/7wC8LjaKtoo Cash Flow https://youtu.be/pISQMexnmew

UNIT PLANNING (2020-21)

	<p>uses of Funds Flow Analysis, Statement of Changes in working Capital, Funds Flow Statements.</p> <p>Cash Flow Analysis : Indian Accounting Standard – 3, Cash Flow Statement.</p>			
November 2020				
4	<p>Comparative Statements: Comparative balance sheet and Comparative Income statement Common size statement: : commom size balance sheet and Common size Income statement, and Trend analysis.</p>	<p>Khan M.Y. and Jain P.K</p> <p>I.M Pandey</p>	<p>Lecture, Discussion</p>	<p>Youtube Link</p> <p>https://youtu.be/r_DCP1bq</p> <p><u>SG8</u></p>

MULTANI MAL MODI COLLEGE, PATIALA

UNIT PLANNING (2020-21)

UNIT PLAN**Class – B.com III****Subject : Cost Accounting-I****Subject Code: BC 503****Session : 2020-21**

S.No.	Syllabus/Topics	Reference	Mode of Transactions	Additional Resources*
August 2020				
1	Cost Accounting : Meaning and definition, limitations of financial accounting, Development of Cost Accounting, Functions, Objectives, Advantages and Limitations of Cost Accounting, Importance of Cost Accounting to Business Concern.	S.N. Maheshwari : Fundamentals of Costing, Sultan chand and sons, New Delhi. Horngren, Foster, Datar, et al., Cost Accounting, - A Managerial Emphasis, Pearson	Lecture , Discussion ,Chalk Board	
2	Relationship between Cost Accounting, Financial Accounting, and Management Accounting; Installing a Cost Accounting System, Essentials of a good Cost Accounting System.		Lecture, Group Discussion ,Chalk Board	
September 2020				
4	Cost concepts and classification; Preparation of cost sheet; Role of Cost Accountant in an organization; Concept of	M.N. Arora : Essentials of Cost Accounting, Vikas	Lecture, Discussion , Examples, Chalk Board	

UNIT PLANNING (2020-21)

	Cost Audit.	Publication.		
		Jawahar Lal & Seema Srivastava, Cost Accounting, TMH		
5	Accounting for Material : Concept, objectives and techniques of Material Control, Accounting and Control of Purchase, Storage and Issue of Materials;		Lecture, Discussion, Chalk Board, Hand written Assignments	You tube- Video Lecture
6	Methods of pricing material issues: FIFO, LIFO, HIFO, NIFO, simple average, weighted average method, replacement cost method, standard method, base stock method; Treatment of Material Losses.	M.N. Arora : Essentials of Cost Accounting, Vikas Publication. Jawahar Lal & Seema Srivastava, Cost Accounting, TMH	Lecture, Discussion, Examples, Chalk Board	
October 2020				
7	Accounting for Labour : Labour cost control procedure; Labour turnover; Idle time and overtime; Methods of wage payment; Time and piece rates	Fundamentals of Costing, sultan chand and sons, New Delhi.	Lecture, Examples, Group Discussion ,Chalk Board, Hand written assignment.	You Tube- Video Lecture
8	Essentials of a good wage plan, Incentive schemes: Taylor's differential piece rate system, Halsey plan, Rowan Plan; Fringe benefits.	Jawahar Lal & Seema Srivastava, Cost Accounting, TMH	Lecture, Examples, Discussion ,Chalk Board.	
November 2020				

UNIT PLANNING (2020-21)

<p>9</p>	<p>Accounting for Overheads: Definition, Classification of Overheads: element-wise, Functional and behavioural; Need for classifying into fixed and variable; various types of overheads</p>	<p>Nigam Sharma : Cost accounting- principles and problems, sultan chand & Co. New Delhi.</p>	<p>Lecture, Discussion, Chalk Board</p>	
<p>10</p>	<p>Allocation and Apportionment of overheads; Absorption of overheads; Determination of overhead rates; Under and over absorption and its treatment</p>	<p>Jawahar Lal & Seema Srivastava, Cost Accounting, TMH</p>	<p>Lecture, Examples, Discussion ,Chalk Board.</p>	<p>You Tube- Video lecture</p>



MULTANI MAL MODI COLLEGE, PATIALA

UNIT PLANNING (2020-21)

UNIT PLAN**Class – B.com III (Semester V)****Subject: Indirect Taxes****Subject Code: BC- 504****Session : 2020-****21**

S.No.	Syllabus/Topics	Reference Books	Mode of Transactions	Additional Resources*
August 2020				
1	Goods and Services Tax: Meaning, Nature & Scope; Taxes of Centre and State subsumed under GST Benefits and Limitations of GST.	Sanjiv Agarwal / Shalinder Sekhon	Lecture / Discussion	Weblink Weblink
2	Comprehensive structure of GST Model: Kelkar Shah Model	Sanjiv Agarwal / Shalinder Sekhon	Lecture / Discussion	Weblink Weblink
September 2020				
3.	Registration, Procedure, Amendments and Cancellation.	Sanjiv Agarwal / Shalinder Sekhon	Lecture / Discussion	Youtube
4.	Time, Value and Place of Supply.	Sanjiv Agarwal / Shalinder Sekhon	Lecture / Discussion	
5.	Levy & collection of GST	Sanjiv Agarwal / Shalinder Sekhon	Lecture /Discussion	
6.	GST Council & Administrative authorities.	Sanjiv Agarwal / Shalinder Sekhon	Lecture /Discussion	Youtube

UNIT PLANNING (2020-21)

October 2020				
7.	GST Portal & Network.	Sanjiv Agarwal / Shalinder Sekhon	Lecture/ Discussion	
8.	Input tax credit	Sanjiv Agarwal / Shalinder Sekhon		Weblink
9.	Tax invoices Debit & Credit Notes	Sanjiv Agarwal / Shalinder Sekhon	Lecture / Discussion	Weblink
10.	Accounts and records	Sanjiv Agarwal / Shalinder Sekhon	Lecture / Written notes	
November 2020				
11.	Return Assessment and Payments of tax,	Sanjiv Agarwal / Shalinder Sekhon	Lecture / Discussion	Weblink
12.	Inspection, search and seizure	Sanjiv Agarwal / Shalinder Sekhon	Lecture / Discussion	Weblink
13.	E way bill offences & penalties, Appeal & Revision under GST.	Sanjiv Agarwal / Shalinder Sekhon	Lecture / Discussion	
14.	Customs Act: Basic Concept, Types of Custom Duties,	Sanjiv Agarwal / Shalinder Sekhon	Lecture / Discussion	Weblink



UNIT PLAN

Class : B.COM. PART-III (Vth Semester)

Subject: Auditing

Subject Code: BC 505

Session : 2020-21

S.No.	Syllabus/Topics	Reference	Mode of Transactions	Additional Resources*
August 2020				
1.	Definition and Objectives of Auditing; Major Influences in the field of Auditing;	Auditing: Theory and Practice by Pardeep Kumar	Lecture, Discussion	PDF by university of Mumbai
2.	Classification of Audit	Auditing by Pankaj Kumar Roy , publisher : Oxford publications	Lecture, Discussion	PDF by Calicut university Kerala
September 2020				
3.	Distinction between Audit and Investigation	Auditing by Pankaj Kumar Roy , publisher : Oxford	Lecture, Discussion	PDF by Calicut university Kerala
4.	Statements on Standard Auditing Practices (Brief Introduction only).		Lecture, Discussion, ICT, Assignment	Video lecture by CA pooja Rathi

UNIT PLANNING (2020-21)

		publications		Assignment-I
5.	Audit planning advantages and limitations	Auditing Principles and Problems by T.R. Sharma	Lecture, Discussion	
6.	Internal control, Internal Check and Internal Audit	T.R. Sharma		Web Link- CA.Rajkumar S. Adukia PDF by Calicut university Kerala
October 2020				
7.	Audit Procedure: Vouching: definition, features , examining vouchers, Vouching of Cash book, Vouching of trading transactions	Auditing: Theory and Practice by Pardeep Kumar	Lecture, Discussion, ICT	PDF
8.	Verification and Valuation of Assets & Liabilities: Meaning, definition and objects, Vouching vs. Verification . Verification: Valuation of different asset and liabilities	Auditing Principles and Problems by T.R. Sharma		
October				
9.	Audit of Limited Companies: Company Auditor: Qualifications and disqualifications,	Auditing Principles and Problems by T.R. Sharma	Lecture, Discussion	PDF by Calicut university Kerala

UNIT PLANNING (2020-21)

	Appointment, Removal, Remuneration			
10.	Rights, Duties, and Liabilities of Auditors.	Auditing Principles and Problems by T.R. Sharma	Lecture, Discussion, ICT	Article
November 2020				
11.	Auditor's Report	Fundamental of practical Auditing by Ravinder Kumar, Virander Sharma	Lecture, Discussion, Assignment	PDF by Grant Thornton India Assignment -II
12.	Tax audit, Management audit, Recent Trends in Auditing	Auditing: Theory and Practice by Pardeep Kumar	Lecture, Discussion	You tube lecture

MULTANI MAL MODI COLLEGE, PATIALAUNIT PLANNING (2020-21)
UNIT PLAN**Class – B.com III****Subject: CORPORATE FINANCE****Subject Code: BC 506****Session : 2020-21**

S. No.	Syllabus/ Topics	Reference	Mode of Transactions	Additional Resources*
August 2020				
1	Corporate Finance: Nature and Scope; Financial goals: Profit vs. wealth maximization; Finance Functions: investment, financing, and dividend decisions	I.M. Pandey: Financial Management Financial management: M.Y khan	Lecture, Discussion,	https://corporatefinanceinstitute.com/resources/knowledge/finance/corporate-finance-industry/ ICAI(PDF)
September 2020				
3	Time Value of Money: Compounding and Discounting	I.M. Pandey: Financial Management	Lecture, Discussion,	https://youtu.be/733mgqrzNKs

UNIT PLANNING (2020-21)

	g techniques - Concepts of Annuity and Perpetuity	ment, Financial management: M.Y Khan		
5	Capital Budgeting : Nature, Purpose, Objectives and Process of investment decisions, Investment evaluation criteria, payback period, accounting rate of return, net present value, internal rate of return, NPV and IRR comparison, profitability index, Discounted Payback Period		Lecture, Discussion ,	https://youtu.be/TCACSoOhykk https://youtu.be/uKzOvpfK1uw
6	Sources of Finance: Different sources of finance; long term	I.M. Pandey: Financial Manage	Lecture, Discussion	http://www.fao.org/3/W4343E/w4343e08.htm

UNIT PLANNING (2020-21)

	and short term sources.	ment, Financia l manage ment: M.Y khan		
October 2020				
7	Cost of Capital: concept, significance of cost of capital, specific and weighted average cost of capital; Calculating cost of debt, preference shares, equity capital and retained earnings; and Combined (weighted) cost of capital.	I.M. Pandey: Financia l Manage ment, Financia l manage ment: M.Y khan	Lecture, Discussi on	ICAI(PDF) http://www.fao.org/3/W4343E/w4343e08.htm
8	Capital Structure : Capital	I.M. Pandey: Financia l	Lecture, Discussi on	https://youtu.be/QAeqP5UnGgk https://youtu.be/ZGjpObZJhaU

UNIT PLANNING (2020-21)

	<p>Structure decisions: Capital structure patterns, Determinants of Capital structure, Designing optimum capital structure Constraints</p>	<p>Management, Financial management: M.Y khan</p>		
<p>November 2020</p>				
<p>9</p>	<p>Operating and Financial Leverage: Their measurement; Effects on profit, analysing alternate financial plans, combined financial and operating leverage Trading on Equity</p>	<p>I.M. Pandey: Financial Management, Financial management: M.Y khan</p>	<p>Lecture, Discussion ,</p>	<p>https://youtu.be/zEnRS7_voRA ICAI(PDF)</p>

