

2020-
21

Multani Mal Modi College, Patiala

Unit Planning B. Com (Hons.)



UNIT PLAN

BCOM(H)-1

2020-21

Multani Mal Modi College, Patiala

Unit Plan

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

Subject :- Punjabi

Compulsory

Session :- 2020-21

S.No.	Syllabus/Topic	Reference	Mode of Transactions	Additional Resources
September, 2020				
1	ਕਥਾਰੰਗਪੁਸਤਕਵਿਚੋਰੇਠਲਿ ਖੀਆਂਕਹਾਈਆਂਦੀਪੜ੍ਹਾਈ: (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 (ਮੁੜਵਿਧਵਾਕਹਾਈਦਾਫਿਲਮਾਂਕਣ)
2	ਸਮਾਜ, ਵਾਤਾਵਰਨਨਾਲਸਬੰਧਿਤਵਿ ਸ਼ਿਆਉਂਪਰਨਿਬੰਧਰਚਨਾਕਰ 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. ਪ੍ਰੇਮਪ੍ਰਕਾਸ਼ਸਿੰਘਯਾਲੀਵਾਲ) ਕੇਕੇਪਬਲੀਕੇਸ਼ਨਨਵੀਂਦਿੱ ਲੀ।

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4	Assignment –1 : ਵਿਦਿਆਰਥੀਆਂ ਨੂੰ ਕਥਾਰੰਗ ਪੁਸਤਕ ਵਿਚੋਂ ਕਿਸੇ ਇਕ ਕਹਾਣੀ ਦਾ ਵਿਸ਼ਾ - ਵਸਤੂ ਅਤੇ ਵਿਆਕਰਨ ਵਿਚੋਂ ਸਵਰਜਾਂ ਵਿਅੰਜਨਾਂ ਦੇ ਵਰਗੀਕਰਨ ਬਾਰੇ Assignment ਜਮ੍ਹਾਂ ਕਰਾਉਣ ਲਈ ਕਿਹਾ ਜਾਵੇਗਾ।			
October, 2020				
1	ਕਥਾਰੰਗ ਪੁਸਤਕ ਵਿਚੋਂ ਚੋਣ ਲਈ ਖੀਆਂ ਕਹਾਣੀਆਂ ਦੀ ਪੜ੍ਹਾਈ: (1) ਤ੍ਰਿਸ਼ਨਾ (2) ਭੇਤ ਵਾਲੀ ਗੱਲ (3) ਧਰਤੀ ਹੇਠਲਾ ਬੈਲਦ (4) ਇਕ ਬਾਲੜੀ ਦੇ ਪਤਾਸੇ (5) ਮੋਹੜੀ	ਪੁਸਤਕ : ਕਥਾਰੰਗ (ਬਲਦੇਵ ਸਿੰਘ ਚੀਮਾ, ਵਰਿਆਮ ਸਿੰਘ ਸੰਧੂ) ਪਬਲੀਕੇਸ਼ਨ ਬਿਊਰੋ, ਪੰਜਾਬੀ ਯੂਨੀਵਰਸਿਟੀ ਪਟਿਆਲਾ।	ਲੈਕਚਰ ਅਤੇ ਵਿਦਿਆਰਥੀਆਂ ਨਾਲ ਵਿਚਾਰ-ਵਟਾਂਦਰਾ	https://www.youtube.com/watch?v=zyqwcfr-Y6M&feature=youtu.be (ਯੂਟਿਊਬ ਤੋਂ ਤ੍ਰਿਸ਼ਨਾ ਕਹਾਣੀ)
2	ਸਭਿਆਚਾਰ ਨਾਲ ਸਬੰਧਿਤ ਵਿਸ਼ਿਆਂ ਉੱਪਰ ਨਿਬੰਧ ਰਚਨਾ ਕਰਨ ਦੇ ਨਿਯਮਾਂ ਦੀ ਪੜ੍ਹਾਈ ਅਤੇ ਇਹਨਾਂ ਦਾ ਅਭਿਆਸ	-----	ਲੈਕਚਰ ਅਤੇ ਵਿਦਿਆਰਥੀਆਂ ਨਾਲ ਵਿਚਾਰ-ਵਟਾਂਦਰਾ	-----
3	ਵਿਆਕਰਨ: (1) ਉਚਾਰਨ ਸਥਾਨ ਅਤੇ ਉਚਾਰਨ ਵਿਧੀਆਂ ਅਨੁਸਾਰ ਯੂਨੀਆਂ ਦੇ ਵਰਗੀਕਰਨ	ਪੰਜਾਬੀ ਵਿਆਕਰਨ : ਸਿਧਾਂਤ ਅਤੇ ਵਿਹਾਰ (ਬੂਟਾ ਸਿੰਘ ਬਰਾੜ) ਚੇਤਨਾ ਪ੍ਰਕਾਸ਼ਨ, ਲੁਧਿਆਣਾ	ਬਲੈਕ ਬੋਰਡ, ਵਿਦਿਆਰਥੀਆਂ ਨਾਲ ਵਿਚਾਰ-ਵਟਾਂਦਰਾ	ਹਰਕੀਰਤ ਸਿੰਘ 'ਭਾਸ਼ਾ ਵਿਗਿਆਨ ਅਤੇ ਪੰਜਾਬੀ ਭਾਸ਼ਾ (ਹਰਕੀਰਤ ਸਿੰਘ) ਬਾਹਰੀ ਪਬਲਿਸ਼ਰਜ਼, ਦਿੱਲੀ
4.	Assignment –2 : ਵਿਦਿਆਰਥੀਆਂ ਨੂੰ ਕਥਾਰੰਗ ਪੁਸਤਕ ਵਿਚੋਂ ਕਿਸੇ ਇਕ ਕਹਾਣੀ ਦਾ ਵਿਸ਼ਾ - ਵਸਤੂ ਅਤੇ ਵਿਆਕਰਨ ਵਿਚੋਂ ਉਚਾਰਨ ਸਥਾਨ ਅਨੁਸਾਰ ਯੂਨੀਆਂ ਦੇ ਵਰਗੀਕਰਨ ਨਾਲ ਸਬੰਧਿਤ Assignment ਜਮ੍ਹਾਂ ਕਰਾਉਣ ਲਈ ਕਿਹਾ ਜਾਵੇਗਾ।			
November, 2020				

UNIT PLANNING (2020-21)

1	ਕਥਾਰੰਗਪੁਸਤਕਵਿਚੋਂਹੇਠਲੀ ਖੀਆਂਕਹਾਣੀਆਂਦੀਪੜ੍ਹਾਈ: (1) ਸ਼ਹੀਦ (2) ਜਿਉਣਜੋਗੇ(3) ਮੂਨਦੀਅੱਖ (4) ਇੱਕੀਵੀਂਸਦੀ	ਪੁਸਤਕ : ਕਥਾਰੰਗ (ਬਲਦੇਵਸਿੰਘਚੀਮਾ, ਵਰਿਆਮਸਿੰਘਸੰਧੂ) ਪਬਲੀਕੇਸ਼ਨਬਿਊਰੋ, ਪੰਜਾਬੀਯੂਨੀਵਰਸਿਟੀਪਟਿਆਲਾ।	ਲੈਕਚਰ ਅਤੇ ਵਿਦਿਆਰਥੀਆਂ ਨਾਲ ਵਿਚਾਰ-ਵਟਾਂਦਰਾ	-----
2	ਸਮਾਜ, ਵਾਤਾਵਰਨਅਤੇਸਭਿਆਚਾਰ ਨਾਲਸਬੰਧਿਤਵਿਸ਼ਿਆਂਉੱਪਰ ਨਿਬੰਧਰਚਨਾਕਰਨਦੇਨਿਯਮਾਂ ਦੀਪੜ੍ਹਾਈਅਤੇਇਹਨਾਂਦਾਅਭਿਆਸ	-----	ਬਲੈਕਬੋਰਡ ਅਤੇ ਵਿਦਿਆਰਥੀਆਂ ਨਾਲ ਵਿਚਾਰ-ਵਟਾਂਦਰਾ	-----
3	ਵਿਆਕਰਨ: (1) ਸ਼ਬਦਸ਼੍ਰੇਣੀਆਂਅਤੇਰੂਪਾਂਤਰਨ : ਨਾਂਵ, ਪੜਨਾਂਵ, ਵਿਸ਼ੇਸ਼ਣ, ਕਿਰਿਆ, ਕਿਰਿਆਵਿਸ਼ੇਸ਼ਣ, ਸਬੰਧਕਯੋਜਕ, ਪ੍ਰਸ਼ਨਸੂਚਕਸ਼ਬਦ	(1)ਪੰਜਾਬੀ ਭਾਸ਼ਾ ਦਾ ਵਿਆਕਰਨ : ਭਾਗ ਪਹਿਲਾ (ਸੰਪਾਦਕ : ਜੇਗਿੰਦਰ ਸਿੰਘ ਪੁਆਰ ਤੇਹੋਰ), ਪਬਪੰਜਾਬੀਯੂਨੀ. ਪਟਿਆਲਾ (2)ਪੰਜਾਬੀ ਵਿਆਕਰਨ :ਸਿਧਾਂਤ ਅਤੇ ਵਿਹਾਰ (ਬੂਟਾ ਸਿੰਘ ਬਰਾੜ)	ਲੈਕਚਰ ਅਤੇ ਵਿਦਿਆਰਥੀਆਂ ਨਾਲ ਵਿਚਾਰ-ਵਟਾਂਦਰਾ	https://www.youtube.com/watch?v=ZDwGrdT_XUg&feature=youtu.be (ਯੂਟਿਊਬਤੋਂਡਾ. ਗਿਆਨਸਿੰਘਦਾਭਾਸ਼ਣ)
4.	Assignment –3 : ਵਿਦਿਆਰਥੀਆਂ ਨੂੰ ਕਥਾਰੰਗਪੁਸਤਕਵਿਚੋਂਕਿਸੇਇਕਕਹਾਣੀਦਾ ਵਿਸ਼ਾ-ਵਸਤੂ ਅਤੇ ਵਿਆਕਰਨ ਵਿਚੋਂ ਸ਼ਬਦਸ਼੍ਰੇਣੀਆਂਨੂੰ ਦਰਸਾਉਂਦੀ Assignment ਜਮ੍ਹਾਂ ਕਰਾਉਣ ਲਈ ਕਿਹਾ ਜਾਵੇਗਾ।			
December, 2020				
1	ਕਥਾਰੰਗਪੁਸਤਕਵਿਚੋਂਹੇਠਲੀ ਖੀਆਂਕਹਾਣੀਆਂਦੀਪੜ੍ਹਾਈ: (1) ਬਠਲੂਚਮਿਆਰ (2)	ਪੁਸਤਕ : ਕਥਾਰੰਗ (ਬਲਦੇਵਸਿੰਘਚੀਮਾ, ਵਰਿਆਮਸਿੰਘਸੰਧੂ) ਪਬਲੀਕੇਸ਼ਨਬਿਊਰੋ, ਪੰਜਾਬੀਯੂਨੀਵਰਸਿਟੀਪਟਿਆਲਾ।	ਲੈਕਚਰ ਅਤੇ ਵਿਦਿਆਰਥੀਆਂ ਨਾਲ ਵਿਚਾਰ-ਵਟਾਂਦਰਾ	-----

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	ਜਿੱਥੋਂ ਸੂਰਜ ਉੱਗਦਾ ਹੈ ਡੂੰਮ (3)			
2	ਸਾਰੇ ਪ੍ਰਕਾਰ ਦੇ ਵਿਸ਼ਿਆਂ ਉੱਪਰ ਨਿਬੰਧ ਰਚ ਨਾਕਰਨ ਦੇ ਨਿਯਮਾਂ ਦੀ ਪੜ੍ਹਾਈ ਅਤੇ ਇਹਨਾਂ ਦਾ ਅਭਿਆਸ	-----	ਲੈਕਚਰ ਅਤੇ ਵਿਦਿਆਰਥੀਆਂ ਨਾਲ ਵਿਚਾਰ-ਵਟਾਂਦਰਾ	-----
3	ਵਿਆਕਰਨ: ਸਮੁੱਚੀ ਵਿਆਕਰਨ ਦੇ ਨਿਯਮਾਂ ਨੂੰ ਆਧਾਰ ਬਣਾ ਕੇ ਪਾਠਾਂ ਵਿਚ ਵਰਤ ਕੇ ਲੈਕਚਰਾਂ ਦਾ ਵਿਹਾਰਕ ਵਿਸਲੇਸ਼ਣ	(1) ਪੰਜਾਬੀ ਭਾਸ਼ਾ ਦਾ ਵਿਆਕਰਨ : ਭਾਗ ਪਹਿਲਾ (ਸੰਪਾਦਕ : ਜੋਗਿੰਦਰ ਸਿੰਘ ਪੁਆਰ ਤੇ ਹੋਰ), ਪਬ ਪੰਜਾਬੀ ਯੂਨੀ. 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)			

MULTANI MAL MODI COLLEGE, PATIALA

UNIT PLAN

Class :- B.com -1 (Sem :- First)
Elementary

Subject :- Punjabi

S.No.	Syllabus/Topic	Reference	Mode of Transactions	Additional Resources
September 2020				
1.	ਗੁਰਮੁਖੀ ਵਰਣਮਾਲਾ ਤੇ ਲੇਖ ਪ੍ਰਬੰਧ : ਅੱਖਰ ਸਿੱਖਿਆ: ਤਰਤੀਬ ਵਾਰ ਤੇ ਭੁਲਾਵੇਂ ਅੱਖਰ, ਅੱਖਰ ਬਣਤਰ : ਅੱਖਰ ਰੂਪ ਤੇ ਲੇਖਣ ਦੇ ਨਿਯਮ	ਆਉ ਪੰਜਾਬੀ ਸਿੱਖੀਏ (ਸਤਨਾਮ ਸਿੰਘ ਸੰਧੂ) ਪ.ਬ. ਪੰਜਾਬੀ ਯੂਨੀਵਰਸਿਟੀ ਪਟਿਆਲਾ	ਬਲੈਕ ਬੋਰਡ, ਚਾਕ ਤੇ ਬੱਚਿਆਂ ਨਾਲ ਵਿਚਾਰ-ਵਟਾਂਦਰਾ	-----
2	Assignment –1 : ਵਿਦਿਆਰਥੀਆਂ ਨੂੰ ਪੰਜਾਬੀ ਵਰਣਮਾਲਾ ਲਿਖਣ ਦੇ ਨਿਯਮਾਂ ਸਬੰਧੀ ਨਿਯਮਾਂ ਨੂੰ ਦਰਸਾਉਂਦੀ Assignment ਜਮ੍ਹਾਂ ਕਰਾਉਣ ਲਈ ਕਿਹਾ ਜਾਵੇਗਾ। ਪੂਰੀ ਵਰਣਮਾਲਾ ਲਿਖਣ ਲਈ ਕਿਹਾ ਜਾਵੇਗਾ।			
October, 2020				
1	ਗੁਰਮੁਖੀ ਅੱਖਰ ਤੇ ਪੰਜਾਬੀ ਯੂਨੀਆਂ ਦਾ ਪ੍ਰਬੰਧ: ਸਵਰ ਤੇ ਵਿਅੰਜਨ ਵਰਗੀਕਰਨ ਦੇ ਸਿਧਾਂਤ / ਉਚਾਰਨ ਸਵਰ ਸੂਚਕ ਅੱਖਰ ਤੇ ਯੂਨੀਆਂ: ਪਛਾਣ ਤੇ ਵਰਤੋਂ ਵਿਅੰਜਨ ਸੂਚਕ ਅੱਖਰ ਤੇ ਯੂਨੀਆਂ: ਪਛਾਣ ਤੇ ਵਰਤੋਂ ਲਗਾਮਾ ਤਰਾਂ ਦੀ ਪਛਾਣ ਤੇ ਵਰਤੋਂ ਗਾਖਰਾਂ ਦੀ ਪਛਾਣ	ਪੰਜਾਬੀ ਸਿੱਖੀਏ (ਸੀਤਾਰਾ ਮਬਹਾਰੀ) ਪ.ਬ. ਬਿਊਰੋ. ਪੰਜਾਬੀ ਯੂਨੀ. ਪਟਿਆਲਾ Teach yourself Punjabi (Hardev Bahari) PB. Punjabi, Univ. Patiala	ਬਲੈਕ ਬੋਰਡ, ਚਾਕ ਤੇ ਬੱਚਿਆਂ ਨਾਲ ਵਿਚਾਰ-ਵਟਾਂਦਰਾ	-----
2	Assignment –2 : ਵਿਦਿਆਰਥੀਆਂ ਨੂੰ ਸਵਰ ਅਤੇ ਵਿਅੰਜਨਾਂ ਦੇ ਵਰਗੀਕਰਨ ਕਰਨ ਸਬੰਧੀ Assignment ਤਿਆਰ ਕਰਕੇ ਜਮ੍ਹਾਂ ਕਰਾਉਣ ਲਈ ਕਿਹਾ ਜਾਵੇਗਾ।			

November, 2020

1	ਲਿੰਪੀਦੇਅੱਖਰਾਂਦੀਵਰਤੋਂਦੇਨਿਯਮ: ਪੂਰੇਤੋਅੱਧੇਅੱਖਰਦੀਪਛਾਣਤੇਵਰਤੋਂਸ ਵਰਸੂਚਕਅੱਖਰਾਂਦੀਪਛਾਣਤੇਵਰਤੋਂ	ਆਉਪੰਜਾਬੀਸਿੱਖੀਏ (ਸਤਨਾਮਸਿੰਘਸੰਧੂ) ਪ.ਬ. ਪੰਜਾਬੀਯੂਨੀਵਰਸਿਟੀਪਟਿਆਲਾ	ਬਲੈਕਬੋਰਡ, ਚਾਕਤੇਬੱਚਿਆਂਨਾਲ ਵਿਚਾਰ-ਵਟਾਂਦਰਾ	-----
2	ਸਵਰਵਾਹਕਾਂਦੀਪਛਾਣਤੇਵਰਤੋਂਮਾਂ ਤਰਾਂਤੇਸਵਰਵਾਹਕਾਂਦੀਸਾਂਝੀਵਰ ਤੋਂਮਾਂਤਰਾਂਦੀਵਿਅੰਜਨਸੂਚਕਾਂਨਾਲ ਵਰਤੋਂ	ਬਲੈਕਬੋਰਡ, ਚਾਕਤੇ ਬੱਚਿਆਂਨਾਲਵਿਚਾਰ-ਵਟਾਂਦਰਾ	ਪੰਜਾਬੀਸਿੱਖੀਏ(ਸੀਤਾ ਰਾਮਬਹਾਰੀ) ਪਬ. ਬਿਊਰੇ. ਪੰਜਾਬੀਯੂਨੀ. ਪਟਿਆਲਾ Teach yourself Punjabi (Hardev Bahari) PB. Punjabi, Univ. Patiala	-----
3	Assignment –2 : ਵਿਦਿਆਰਥੀਆਂਨੂੰਸਵਰਅਤੇਵਿਅੰਜਨਾਂਨਾਲਮਾਂਤਰਾਂਵਾਂਦੀਵਰਤੋਂਸਬੰਧੀ Assignment ਜਮ੍ਹਾਂ ਕਰਾਉਣਲਈਕਿਹਾਜਾਵੇਗਾ।			

December, 2020

1	ਪੰਜਾਬੀਸ਼ਬਦਾਵਲੀਨਾਲਜਾਣ- ਪਛਾਣ ਗਿਣਤੀਨੂੰਅੱਖਰਾਂਵਿਚਲਿਖਣਾ ਹਫਤਿਆਂਅਤੇਮਹੀਨਿਆਂਦੇਨਾਮ ਰੰਗਾਂਦੇਨਾਮ	ਬਲੈਕਬੋਰਡ, ਚਾਕਤੇ ਬੱਚਿਆਂਨਾਲਵਿਚਾਰ-ਵਟਾਂਦਰਾ	ਆਉਪੰਜਾਬੀਸਿੱਖੀਏ (ਸਤਨਾਮਸਿੰਘਸੰਧੂ) ਪ.ਬ. ਪੰਜਾਬੀਯੂਨੀ- ਵਰਸਿਟੀਪਟਿਆਲਾ	
2	ਪੰਜਾਬੀਸ਼ਬਦਾਵਲੀਨਾਲਜਾਣ- ਪਛਾਣ ਫਲਾਂ-ਸਬਜੀਆਂਦੇਨਾਮ	ਬਲੈਕਬੋਰਡ, ਚਾਕਤੇ ਬੱਚਿਆਂਨਾਲਵਿਚਾਰ-ਵਟਾਂਦਰਾ	ਪੰਜਾਬੀਸਿੱਖੀਏ(ਸੀਤਾ ਰਾਮਬਹਾਰੀ) ਪਬ. ਬਿਊਰੇ. ਪੰਜਾਬੀਯੂਨੀ.	

UNIT PLANNING (2020-21)

	<p>ਪਸ਼ੂ-ਪੰਛੀਆਂਦੇਨਾਮ</p> <p>ਪੰਜਾਬੀਰਿਸ਼ਤਾ-</p> <p>ਨਾਤਾਪ੍ਰਬੰਧਦੀਸ਼ਬਦਾਵਲੀ</p> <p>ਘਰੇਲੂਵਸਤੂਆਂਦੇਨਾਮ</p>		<p>ਪਟਿਆਲਾ</p> <p>Teach yourself</p> <p>Punjabi (Hardev Bahari) P.B.</p> <p>Punjabi University</p> <p>Patiala</p>	
<p>3</p>	<p>Assignment -3 : ਸਮੁੱਚੇਸਿਲੇਬਸਦਾਅਭਿਆਸਅਤੇਦੁਹਰਾਈ (ਪਿਛਲੇਸਾਲਾਂਦੀਆਯੂਨੀਵਰਸਿਟੀਪ੍ਰੀਖਿਆਵਾਂਦੇਪ੍ਰਸ਼ਨ-ਪੱਤਰਾਂਦੇਆਧਾਰ 'ਤੇ)</p> <p>ਸਾਰੇਸਿਲੇਬਸਦੇਆਧਾਰਤੇਆਬਜੈਕਟਿਵਟਾਈਪਪ੍ਰਸ਼ਨਾਂਦਾਅਭਿਆਸਕਰਵਾਇਆਜਾਵੇਗਾ</p>			



Class – B.Com (Honours) (Semester I)

Subject : English

Session : 2020-21

S.No.	Syllabus/Topics	Reference	Mode of Transactions	Additional Resources*
August 2020				
1.	Letter writing (personal and business letters)	The Written Word by Vandana R. Singh, Oxford University Press, New Delhi, 2003.	Discussion, Chalk Board.	Video Lecture by Studylovers
2.	Exercises (1-21)	Oxford Practice Grammar by John Eastwood (Oxford University Press)		Video lecture by Learn English Lab
September 2020				
3.	Dialogue Writing (Transcoding one given prose passage into dialogue form)	The Written Word by Vandana R. Singh, Oxford University Press, New Delhi, 2003.	Discussion, Chalk Board.	Video Lecture by ilmkidunya
4.	Exercises (22-43)	Oxford Practice Grammar by John Eastwood (Oxford University Press)		Video Lecture by Learn English Hamza Classroom

UNIT PLANNING (2020-21)

October2020				
5.	Developing one short story on the basis of the hints provided.	The Written Word by Vandana R. Singh, Oxford University Press, New Delhi, 2003.	Discussion, Chalk Board.	Video Lecture by Educational Tutorials
6.	Exercises (76-90)	Oxford Practice Grammar by John Eastwood (Oxford University Press)		Video Lecture by Learn English with Let's Talk- Free English Lessons
7.	Phonetic Symbols (Knowledge of IPA Symbols) Phonemic transcription of words	Daniel Jones' English Pronouncing Dictionary (15 th Edition) Revised by Roach and Hartman (C.U.P.). A Course in Phonetic and Spoken English by J. Sethi & P.Y. Dhamija.		Video Lecture by English Language Club
November 2020				
8.	Writing a short passage (Current, economic and political affairs)	The Written Word by Vandana R. Singh, Oxford University Press, New Delhi, 2003.	Discussion, Chalk Board.	

UNIT PLANNING (2020-21)

9.	Exercises (91- 103)	Oxford Practice Grammar by John Eastwood (Oxford University Press)		Video Lecture by 7ESL Learning English
10.	Situations will be given and these will have to be role played.	The Written Word by Vandana R. Singh, Oxford University Press, New Delhi, 2003.	Practice	Video Lecture by Diana YK Chan
11.	A piece of article listened by the candidates with elicit response.	Daniel Jones' English Pronouncing Dictionary (15 th Edition) Revised by Roach and Hartman (C.U.P.). A Course in Phonetic and Spoken English by J. Sethi & P.Y. Dhamija.		
12.	Revision			

MULTANI MAL MODI COLLEGE, PATIALA

UNIT PLANNING (2020-21)

UNIT PLAN**Class – B.COM PART-I (Ist Semester)****Subject: FUNDAMENTALS OF FINANCIAL ACCOUNTING-I****Subject Code: BCH 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 and board, classroom discussion, assignment	
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,	1. A.K. Dh : Advanced Accounting		
6.	Preparation of Final Accounts of Sole Traders and	M.C.Shukla & T.S.. Grewal- Advanced Accounting	Lecture, classroom discussion, assignment	

UNIT PLANNING (2020-21)

	Partnership Firms			
October 2020				
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.	2. A.K. Dhir : Advanced Accounting	Lecture, classroom discussion, assignment	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

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,	
13.	Accounts of Non-Trading Concerns including Hospital and Educational Institutions.	S.N. Maheshwari- Advanced Accounting	Lecture,classroom discussion,	YouTube Videos



MULTANI MAL MODI COLLEGE, PATIALA

UNIT PLANNING (2020-21)

UNIT PLAN**Class – B.com I(H)- Sem I****Subject : Business Organisation****Subject Code: BCH 104****Session : 2020-21**

S. No.	Syllabus/Topics	Reference	Mode of Transactions	Additional Resources*
August 2020				
1	Business-Concept, Nature and Scope; business objectives,	Basu: Business Organisation and Management	Lecture , Discussion ,Chalk Board	PDF File: https://www.researchgate.net/publication/299483672_Nature_Scope_and_Purpose_of_Business
2	Business Environment Interface, distinction between business, commerce and trade. Foundation of Indian Business Spectrum of Business Activities, Manufacturing and Service	Lele , Lallan and S.S. Gulsan :Business Organisation	Lecture, Group Discussion ,Class Test	Pdf file: http://www.pondiuni.edu.in/storage/dde/downloads/h1040.pdf

UNIT PLANNING (2020-21)

Sectors.				
September 2020				
3	Forms of Business Organisation-Sole proprietorship, partnership, joint stock company, types of companies, cooperative societies, multinational corporations	Lele , Lallan and S.S. Gulsan :Busine ss Organisation	Lecture, Discussion ,Chalk Board, Assignment(PP T)	
5	Indian Transnation als;Operations : Business size and location decisions.		Lecture, Group Discussion ,Chalk Board,	Pdf file:
October2020				
6	: Mass production and mass customization, productivity , quality and logistic.	Jim Barry, John Chander, Heather Clark:Organisat ion and Mangement	Lecture, Group Discussion, Hand written assignment by student	Pdf file:
7	Entrepreneu rship - Concept and	TulsianP.C.:Bu sinessOrgnisati on	Lecture, Discussion ,	Project

UNIT PLANNING (2020-21)

	Nature, Entrepreneurial Opportunities in contemporary business environment	Management	PPT assignment by students	
November 2020				
8	Networking Marketing, Franchising, Business process Outsourcing, e-business.	Prasad, Lallan and S.S. Gulshan : Management Principles and Practices	Lecture, Discussion, Chalk Board,	Pdf file: https://www.toppr.com/guides/business-environment/emerging-trends-in-business/franchising/
9	. Process of setting up a business enterprise.	2. Lele, Lallan and S.S. Gulshan Business Organisation	Lecture, Group Discussion, Chalk Board,	
10	Process of setting up a business enterprise, Choice of a suitable form of feasibility and preparation of Business Plan	2. Lele, Lallan and S.S. Gulshan: Business Organisation	Lecture, Group Discussion, Hand written assignment by student	
December 2020				
11	Functional Aspect of Business: Marketing :	2. Lele, Lallan and S.S. Gulshan :	Lecture, Group Discussion,	You tube

UNIT PLANNING (2020-21)

	Marketing and Consumer behaviour, Product and Pricing decisions distribution and Promotional decisions.	Business Organisation	Hand written assignment by student	
12	Human Resources: Sources of human Capital, Strategies for attracting and retaining.	Jim Barry, John Chander, Heather Clark: Organisation and Management	Lecture, Group Discussion, Hand written assignment by student	PDF FILE: https://nessie.uihr.uillinois.edu/pdf/training/HCSv2_040313linked.pdf



MULTANI MAL MODI COLLEGE, PATIALA**UNIT PLAN****Class – B.Com Hons (Semester I)****Subject : Micro Economics****Subject Code: BCH 105****Session : 2020-21**

S.No.	Syllabus/Topics	Reference	Mode of Transactions	Additional Resources*
August 2020				
1	Theory of Demand : Law of Demand	T.R Jain & O.P khanna, Principles of Economics. M.L Seth, Principles of Economics	Lecture, Discussion	A. Koutsoyiannis, Modern Microeconomics Second edition.
2	Elasticity of Demand: Concepts, Price-elasticity of demand and its measurement		Lecture, Class test	
September 2020				
3	Utility approach: A brief outline of Law of Diminishing Marginal Utility and Law of Equi-Marginal	H.L Ahuja, Business Economics	Lecture	https://www.youtube.com/watch?v=iqd40uCsods

UNIT PLANNING (2020-21)

	Utility.			
4	Indifference Curve Approach: Consumer Equilibrium, Price, Income and Substitution effect.		Lecture	https://www.khanacademy.org/economics-finance-domain/microeconomics/choices-opportunity-cost-tutorial/utility-maximization-with-indifference-curves/v/indifference-curves-and-marginal-rate-of-substitution
5	Concept of Production function: Law of Variable Proportion, Returns to Scale, Internal and External Economies and Diseconomies.	M.L Jhing,an, Advanced Economic theory: Micro and Macroeconomics	Lecture, Class Discussion	
6	Isoquant Technique and Producer Equilibrium.	T.R Jain and O.P Khanna Principles of Economics	Lecture	
October 2020				
7	Break-even point Analysis and Profit Forecasting	T.R jain and O.P. Khanna, Principles of Economics	Lecture and class discussion	

UNIT PLANNING (2020-21)

	in the short-run.			
8	Concept of Total, Average and Marginal Revenue and Elasticity of Demand.	T.R jain and O.P. Khanna, Principles of Economics, M.L seth, Principles of Economics	Lecture and class discussion	
9	Price determination under Perfect Competition .	H.L Ahuja, Business Economics, M.L seth, Principles of Economics	Lecture, class discussion	https://www.youtube.com/watch?v=64R_UnOqy14
November 2020				
10	Equilibrium of Firm and Industry under Perfect Competition .	H.L Ahuja, Business Economics, M.L seth, Principles of Economics	Lecture, class discussion	A. Koutsoyiannis, Modern Microeconomics Second edition.

UNIT PLANNING (2020-21)

11	Price determination under Monopoly	H.L Ahuja, Business Economics, M.L seth, Principles of Economics	Lecture, class discussion	A.Koutsoyiannis, Modern Microeconomics Second edition.
12	Price determination under Monoplistic Competition.	H.L Ahuja, Business Economics, M.L seth, Principles of Economics	Lecture, class discussion	A.Koutsoyiannis, Modern Microeconomics Second edition.
<u>December 2020</u>				
13	Price determination under Oligopoly	H.L Ahuja, Business Economics, M.L seth, Principles of Economics	Lecture, class discussion	A.Koutsoyiannis, Modern Microeconomics Second edition.

MULTANI MAL MODI COLLEGE, PATIALAUNIT PLANNING (2020-21)
UNIT PLAN**Class – B.com(Hons.) I****Subject : Business law****Subject Code: BCH-106****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;	Kapoor, N.D. , Sharma V.K. Pomy Bansal	Lecture, Discussion, class test	Youtube link https://youtu.be/vlk40C91HqQ
2	Capacity of parties to contract;	Sharma V.K , Pomy Bansal	Lecture, Chalk and Board, Class test	Youtube link https://youtu.be/2XrByY4YM44
September 2020				
3	Free consent; Consideration; legality of object; Agreements declared void; Performance of Contract;	Kapoor N.D. , Chandra P.R.	Lecture, Discussion, Chalk and board	Youtube link https://youtu.be/9ZbdmkODW_0

UNIT PLANNING (2020-21)

4	Discharge of contract, Remedies for breach of contract.	Sharma V.K , Pomy Bansal, N.D. Kapoor	Lecture, Discussion, Chalk and Board	Youtube link https://youtu.be/WqNCU17-4_c
5	Special Contracts: Indemnity; Guarantee; Bailment and Pledge; Agency	Sharma V.K , Pomy Bansal	Lecture, Discussion, Chalk and Board	Youtube link https://youtu.be/vCL-sfPq_us
October 2020				
6	SALES OF GOODS ACT 1930: Formation of contracts of sale; Goods and their classification, price; conditions, and warranties; Transfer of Property in Goods;	Sangeet Kedia	Lecture, Discussion, Chalk and Board	Youtube Link https://youtu.be/9ZbdkmODW_0
7	Performance of the Contract of Sales; Unpaid Seller and his Rights, Sale by Auction; Hire Purchase Agreement	Pomy Bansal, Manjit singh, Tarun arora	Lecture, Discussion, Chalk and Board, Handwritten Notes	Youtube link https://youtu.be/di3jUnw3Hoc

UNIT PLANNING (2020-21)

8	Hire Purchase Agreement	Pomy Bansal, Manjit singh, Tarun arora	Lecture, Discussion, Chalk and Board	
November 2020				
9	THE PATENTS ACT, 1970: Introduction, Definitions, Kinds of Patents, Exclusive Marketing rights, Filing and Examination of Application,	R.D publications	Lecture, Discussion, Chalk and Board	Assignment through ppt
December 2020				
10.	Opposition to Grant of Patent, Term of Patent, Right of Patentee, Restoration of Lapse Patent, Surrender, Revocation and Infringement of Patent, Regulatory Authorities and Penalties.	R.D publications	Lecture, Discussion, Chalk and Board	Youtube link https://youtu.be/1jrxXdz39U

2020-
21

Multani Mal Modi College, Patiala

Unit Planning B. Com (Hons.)



MULTANI MAL MODI COLLEGE, PATIALA

UNIT PLAN

Class – B.Com (Hons)- II

Subject : Banking Operations
Subject Code: BCH 301

Session : 2020-21

S.No	Syllabus/Topics	Reference	Mode of Transactions	Additional Resources*
August 2020				
1	Organisation and functions of a Modern Bank, Relationship between Banker and Customer: Services rendered by bank.	M.L: Banking Law and Practice in India, Vol.I & II, India Law House, New Delhi.	Lecture, Discussion	
2	Definition of a customer: Relationship as a debtor and creditor; Banker as a trustee		Lecture	
September 2020				
3	Obligation of a banker – obligation to honour a cheque.	M.L: Banking Law and Practice in India,	Lecture	

UNIT PLANNING (2020-21)

4	<p>Garnishee order :Attachment order issued by income tax authorities.</p> <p>Liabilities of a banker in case of wrongful dishonor of cheque</p>	<p>Vol.I & II, India Law House, New Delhi.</p> <p>Banking Procedure s and Operation s, Parmod Sharma.</p>	Lecture	<p>https://www.mondaq.com/india/Finance-and-Banking/369332/A-Glance-On-Provision-Of-Garnishee-Order</p>
5	<p>Obligation to maintain secrecy of accounts: Banker's right of general lien, banker's right of appropriation, right to charge interest, incidental charges etc.</p>	<p>Tanna, M.L: Banking Law and Practice in India, Vol.I & II, India Law House, New Delhi.</p> <p>Gordon and Natrajan: Banking Theory: Law and Practice, Himalaya Publishin g House, Delhi.</p>	Lecture, Class Discussion.	
6	<p>Customer's account with a banker: fixed deposit accounts, saving accounts, recurring</p>	<p>Gordon and Natrajan: Banking Theory: Law and Practice, Himalaya</p>	Lecture	

UNIT PLANNING (2020-21)

	<p>deposit accounts.</p> <p>Current accounts : Opening of current and saving accounts : operating the bank accounts.</p> <p>Legal aspects, Entries in passbook : closing of bank account.</p>	<p>Publishing House, Delhi.</p>		
	<p>Insurance of bank deposits : Free life insurance cover to saving bank account holders</p> <p>Deposit scheme for Indian abroad: Non-resident account scheme; foreign currency accounts scheme.</p>	<p>Banking Procedure s and Operation s, Parmod Sharma.</p>	<p>Lecture, class test.</p>	<p>https://www.drishtiiias.com/daily-updates/daily-news-analysis/deposit-insurance</p>

October 2020

7	Special Type of Bank Customers: Minor-legal provisions regarding guardianship of minor, Married women, Illetrate person, lunatic, Trustee, Executor, Administrator, Customer's Attorney, Joint accounts of joint Hindu family, partnership, joint stock companies, club, societies and charitable institutes.	Banking Procedure s and Operation s, Parmod Sharma.	Lecture and class discussion
8	Other services rendered by commercial banks in Inida-leasing, Insuring, Broking and merchant banking.	Tanna, M.L: Banking Law and Practice in India, Vol.I & II, India Law House, New Delhi	Lecture and class discussion

November 2020

UNIT PLANNING (2020-21)

10	Bank related Laws: Law relating to negotiable instruments, Law of limitation, Special Recovery of Debts Due to bank and financial Institution Act, 1932- SARFAESI Act, 2002.	Tanna, M.L: Banking Law and Practice in India, Vol.I & II, India Law House, New Delhi	Lecture.	https://cleartax.in/s/sarfaesi-act-2002
11	Banking Ombudsman and Money Laundering	Banking Procedure s and Operation s, Parmod Sharma.	Lecture	
December 2020				
12	Relevant provision of other laws affecting banking operations and procedures	Banking Procedure s and Operation s, Parmod Sharma.	Lecture.	

MULTANI MAL MODI COLLEGE, PATIALA

UNIT PLANNING (2020-21)

UNIT PLAN

Class – B.Com II (H) (Semester III)

Subject : CORPORATE ACCOUNTING-I

Subject Code: BCH 302

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 C.M.Juneja: Corporate Accounting	Lecture, Discussions, PDF	PDF (ICAI)
2	Book Building and ESOP	Maheshwari, S. N. and Maheshwari, S. K.: Corporate Accounting, Mcgraw Hill.	Lecture, Discussion, YouTube	https://www.youtube.com/watch?v=lqI1asyKlrM&t=437s
September 2020				
3	Issue, forfeiture and re-issue of shares; Redemption of preference shares	VK Goyal: Corporate Accounting A Mukherjee	Lecture, Discussions, , Class Tests, YouTube, PDF	PDF (ICAI) https://www.youtube.com/watch?v=0aL3ot8Z4tY https://www.youtube.com/watch?v=ZdTWm0vA47g

UNIT PLANNING (2020-21)

		M, Hanif : Corporate Accounting : Mcgraw Hill.		
4	Issue and redemption of debentures	Goyal, Bhushan Kumar. Corporate Accounting. Taxmann, New Delhi	Lecture, Discussion s, Assignmen ts, YouTube	https://www.youtube.com/watch?v=OgmLrw0yc94&t=746s

October 2020

6	Issue of Bonus Shares	A Mukherje e M, Hanif : Corporate Accounti ng : Mcgraw Hill.	Lecture, Discussion , youtube, Hand written Notes	https://www.youtube.com/watch?v=WljgBvkLclc&t=923s
7	Underwri ting of shares and debenture s; Accounts of underwrit ers.	Goyal, Bhushan Kumar. Corporate Accounti ng. Taxmann, New Delhi	Lecture, Discussi ons, PDF	PDF (ICAI)

November 2020

8	Final Accounts including computation	Nirmal Gupta: Corporate Accounting	Lecture, Discussion, PDF	PDF (ICAI)
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UNIT PLANNING (2020-21)

	of managerial remuneration and disposal of profit	for B.Com II		
9	Profit prior to and after incorporation.	VK Goyal: Corporate Accounting Goyal, Bhushan Kumar. Corporate Accounting. Taxmann, New Delhi	Lecture, Discussions, Assignments, YouTube	https://www.youtube.com/watch?v=XgGM6qQIZ9g
December 2020				
10	Consolidated balance sheet of holding companies with one subsidiary only.	Maheshwari, S. N. and Maheshwar, S. K. : Corporate Accounting, Mcgraw Hill.	Lecture, Discussion, YouTube	https://www.youtube.com/watch?v=1mSJYKLTkSw
<p>MULTANI MAL MODI COLLEGE, PATIALA</p> <p>UNIT PLAN</p> <p>Class – B.com II(honours)- Sem- 3rd</p> <p>Subject : Income Tax Law-I</p> <p>Subject Code: BCH-303</p> <p>Session : 2020-21</p>				
S.No.	Syllabus/Topic	Reference	Mode of	Additional Resources*

UNIT PLANNING (2020-21)

	s		Transactions	
August 2020				
1	Introduction to Direct Tax Laws: capital and revenue, exempted incomes	Singhania, Vinod K. and Monica Singhania. Students' Guide to	Lecture , Discussion ,Chalk Board,.	
2	Basis of Charge-Determination of Residential Status under Income Tax Act 1961.	Income Tax, University Edition. Taxmann Publications Pvt. Ltd., New Delhi.	Lecture, Group Discussion ,Chalk Board, you tube	https://www.youtube.com/watch?v=riF8GchKQg4
September 2020				
3	Computation of Income under various Heads: Salaries-allowances, perquisites, profit in lieu of salary deduction u/s 16. House Property- Annual value, deduction u/s 24, exempted income from house property.	Ahuja, Girish and Ravi Gupta. Systematic Approach to Income Tax. Bharat Law House, Delhi Shalinder Sekhon, The Income Tax Law: A Simple	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)

		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 capital gain, exemption in respect of	Ahuja, Girish and Ravi Gupta. Systematic Approach to Income Tax. Bharat Law	Lecture, Discussion, Chalk Board	

UNIT PLANNING (2020-21)

	certain capital gains.	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
<p>MULTANI MAL MODI COLLEGE, PATIALA</p> <p>UNIT PLAN</p> <p>Class – B.com II(Hon.)</p> <p>Subject : Business Statistics Subject Code: BCH 304</p> <p>Session : 2020-21</p>				
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 S.P. Gupta: Statistics Methods	Lecture , Discussion ,Chalk Board	
2	Functions and scope		Lecture,	E-Book

UNIT PLANNING (2020-21)

	Measures of Central Tendency: Mean,		,Chalk Board,	
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
October 2020				
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

UNIT PLANNING (2020-21)

November 2020				
6	<p>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.</p>	<p>.R.P.Hooda:Statistics for Business and Economics</p>	<p>Lecture, Examples,,Chalk Board.</p>	<p>You tube video</p>

UNIT PLANNING (2020-21)

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
December 2020				
9	Forecasting Methods: Forecasting Concept, types and importance; General approach to forecasting ; Methods of forecasting; Forecasting demand; Industry Vs. Company sales forecasts; Factors affecting company sales.	S.C. Gupta and V.K. Kapoor: Fundamentals of Applied Statistics.	Lecture, Examples, case studies, Discussion ,Chalk Board,	PDF FILE: Forecasting methods

MULTANI MAL MODI COLLEGE, PATIALA**UNIT PLAN****Class – B.COM II (HONS) (Semester III) COMPANY LAW****Subject : Company law****Subject Code: BCH 305****Session 2020 -2021**

S.No.	Syllabus/Topics	Reference	Mode of Transactions	Additional Resources*
August 2020				
1	Introduction :Meaning ,features ,concept of lifting of corporate veil	Avtar singh	Lecture, group Discussion chalk and board, case studies	https://youtu.be/mXefo-8Ajk8 (Advocate sanyog Vyas)
2	Types of companies		Lecture, hand written notes	
September 2020				
3	Formation , promotion and registration , preliminary contracts	N D Kapoor	Lecture , group discussion	
4	Memorandum of Association	Avtar singh	Lecture ,Discussion ,chalk and	https://youtu.be/3bxewooq5Gs (CA Vineet jain)

UNIT PLANNING (2020-21)

			board, case studies	
5	Article of association.		Lecture ,Doubt session ,case studies	www.legalservicesindia.com/article/2395/Doctrine
6	Prospectus and Book building	N.D kapoor	Lecture ,P.D.F	www.allresearchjournal.com
October 2020				
7	Directors, Borrowing powers (including debentures)	N.D kapoor	Lecture, Hand written notes,	https://youtu.be/ 5IGs1TuQkU (CS Shantanu pethe)
8	Members , Managerial remuneration	Avtar singh	Group discussion ,doubt session	
November 2020				
9	Meetings (including board meeting)	Avtar Singh	Lecture	

2020-
21

Multani Mal Modi College, Patiala

Unit Planning B. Com (Hons.)



Class- B.com III (HONS)

Subject :Management Accounting

Subject Code: BCH-501

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	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)

	Accounting Tools; Advantages and 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	Khan M.Y. and Jain P.K I.M Pandey	Lecture, Discussion, Handwritten assignment, class test	Youtube Link -Fund flow https://youtu.be/7wC8LjaKtoo Cash Flow

UNIT PLANNING (2020-21)

	<p>Flow, Funds Flow Statement, Managerial 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>	<p>ICSI study material</p>		<p>https://youtu.be/pISQMexnmew</p>
<p>November 2020</p>				
<p>4</p>	<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 I.M Pandey</p>	<p>Lecture, Discussion</p>	<p>Youtube Link https://youtu.be/r_DCP1bqS G8</p>

UNIT PLANNING (2020-21)

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Class – B.com(H) III

Subject : Cost Accounting-I
Subject Code: BCH 502

Session: 2020-21

S.No.	Syllabus/Topics	Reference	Mode of Transactions	Additional Resources*
August 2020				
1	Cost Accounting : Meaning, objectives, importance, advantages and limitations of cost accounting; Difference between cost accounting and financial accounting, Cost concepts and classifications, Various Elements of cost.	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	
September 2020				
2	Installation of a costing system, Role of a cost accountant in an organisation, requirements of a good Cost Accounting System Preparation of cost sheet.	M.N. Arora : Essentials of Cost Accounting, Vikas Publication. Jawahar Lal & Seema Srivastava, Cost	Lecture, Discussion, Examples ,Chalk Board	

UNIT PLANNING (2020-21)

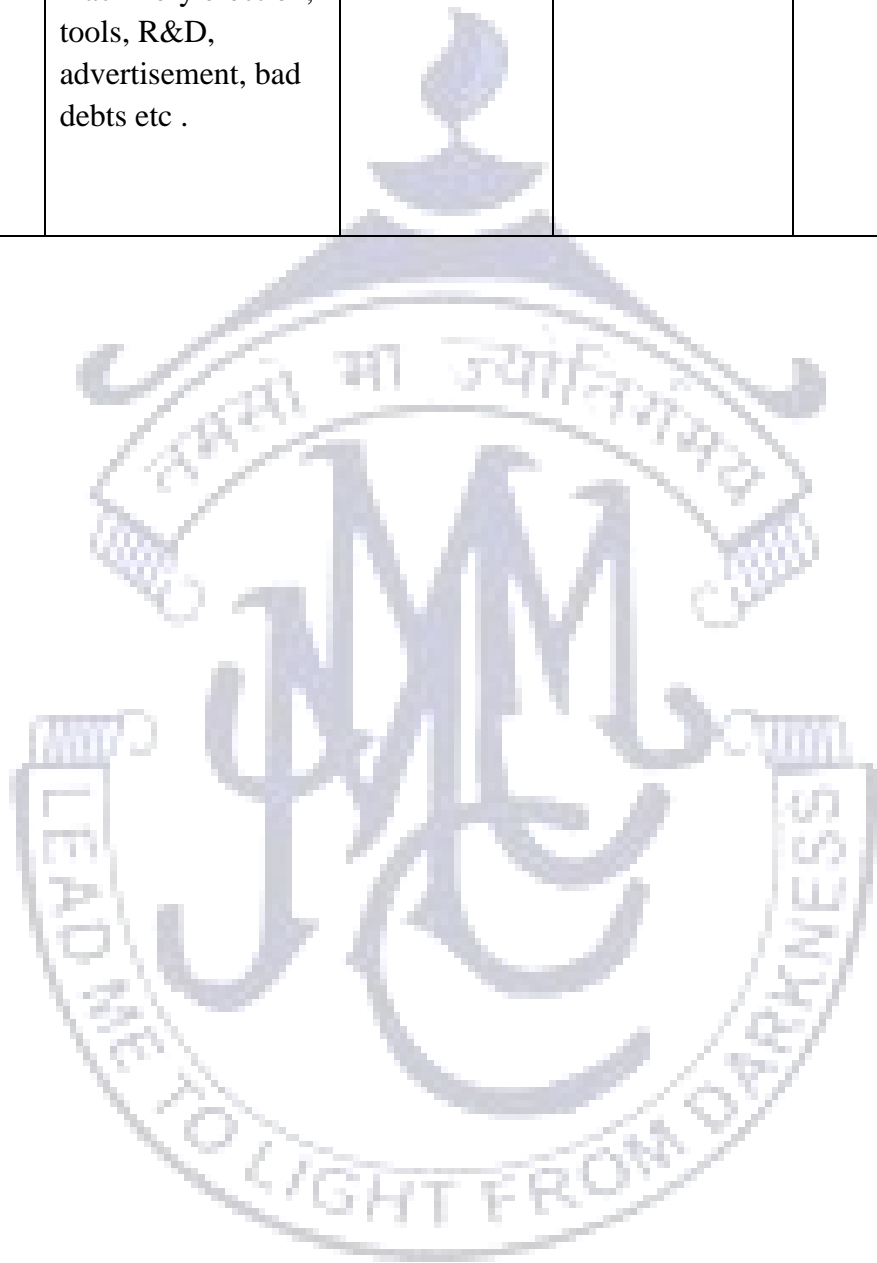
3	Accounting for Material: Concept, Types: Direct and Indirect; objectives and procurement procedure, Store Procedure, Stores Accounting and control. Receipt's and Issues of materials	Accounting, TMH	Lecture, Discussion ,Chalk Board, Hand written Assignments	You tube- Video Lecture
4	Different methods of pricing of Issues of Materials: FIFO, LIFO, HIFO, NIFO, simple average, weighted average method, replacement cost method, standard method, base stock method	M.N. Arora : Essentials of Cost Accounting, Vikas Publication. Jawahar Lal & Seema Srivastava, Cost Accounting, TMH	Lecture, Discussion, Examples,Chalk Board.	
October 2020				
5	Treatment of Material Losses; fixation of various stock levels and economic ordering quantity, techniques of Material Control.	Fundamentals of Costing, sultan chand and sons, New Delhi.	Lecture, Examples, Group Discussion ,Chalk Board, Hand written assignment.	
6	Accounting for Labour: Accounting and Control of labour cost, Time keeping and time	Jawahar Lal & Seema Srivastava, Cost Accounting,	Lecture, Examples, Discussion ,Chalk Board.	You Tube- Video Lecture

UNIT PLANNING (2020-21)

	booking, Concept and treatment of idle time, over time, labour turnover and fringe benefits	TMH		
November 2020				
7	Methods of wage payment and the Incentive schemes- Halsey, Rowan, Taylor's Differential piece wage.	Nigam Sharm a : Cost accounting- principles and proble ms, sultan chand & Co. New Delhi.	Lecture, Discussion ,Chalk Board,	
8	Accounting for Overheads: Definition, Classification of Overheads; various types of overheads; Allocation and Apportionment of overheads; Absorption of overheads	Jawahar Lal & Seema Srivastava, Cost Accounting, TMH	Lecture, Examples, Discussion ,Chalk Board.	You Tube- Video lecture
December 2020				
9	Determination of overhead rates; Under and over absorption and its	M.N. Arora : Essentials of Cost Accounting,	Lecture, Examples, Discussion	

UNIT PLANNING (2020-21)

	<p>treatment; Treatment of special items of overheads like interest, depreciation, packing expenses, carriage expenses, machinery erection, tools, R&D, advertisement, bad debts etc .</p>	<p>Vikas Publication.</p>	<p>,Chalk Board.</p>	
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MULTANI MAL MODI COLLEGE, PATIALA

UNIT PLANNING (2020-21)

UNIT PLAN**Class – B.com III(H) (Semester V)****Subject : Indirect Taxes****Subject Code: BCH- 503****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, Canadian and Australian 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 and Value 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	Lecture / Discussion	Youtube

UNIT PLANNING (2020-21)

		Sekhon		
October 2020				
7.	Input tax credit	Sanjiv Agarwal / Shalinder Sekhon	Lecture /Discussion	Weblink
8.	Tax invoices Debit & Credit Notes	Sanjiv Agarwal / Shalinder Sekhon	Lecture / Discussion	Weblink
9.	Accounts and records	Sanjiv Agarwal / Shalinder Sekhon	Lecture / Written notes	
November 2020				
10.	Return Assessment and Payments of tax,	Sanjiv Agarwal / Shalinder Sekhon	Lecture / Discussion	Weblink
11.	Inspection, search and seizure	Sanjiv Agarwal / Shalinder Sekhon	Lecture / Discussion	Weblink
12.	Offences & penalties, Appeal & Revision under GST.	Sanjiv Agarwal / Shalinder Sekhon	Lecture / Discussion	
DECEMBER 2020				

UNIT PLANNING (2020-21)

13.	Customs Act: Basic Concept, Types of Custom Duties.	Sanjiv Agarwal / Shalinder Sekhon	Lecture / Discussion	Weblink
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MULTANI MAL MODI COLLEGE, PATIALA

UNIT PLANNING (2020-21)

UNIT PLAN**Class – B.com III(Honors)****Subject :Fundamentals of Entrepreneurship****Subject Code: BC 504****Session : 2020-21**

S. No.	Syllabus/Topics	Reference	Mode of Transactions	Additional Resources*
August 2020				
1	Introduction : Meaning, scope, need and significance ; role and functions of entrepreneur in economic development;	Dr. S.L.Gupta , Arun Mittal, Ch-1 , Entrepreneurship development. Vasant Desai, Dinamics of entrepreneurial development and management	Lecture , Discussion ,Chalk Board, Hand written Assignment	Project
2	Economic, social and psychological need for entrepreneurship;		Lecture, Group Discussion ,Chalk Board,	
September2020				
3	characteristics, qualities and pre-	Dr. S.L.Gupta , Arun Mittal, Ch-1 , Entrepreneurship	Lecture, Group	Pdf File: https://www.economics-sociology.eu/files/ES_Vol8_1_Kozubikov

UNIT PLANNING (2020-21)

	requisites of entrepreneur ;	development.	Discussion ,Chalk Board,	a.pdf
4	Emergence of Entrepreneurial Class	Vasant Desai, Dynamics of entrepreneurial development and management	Lecture, Discussion ,Chalk Board, class Assignment	PDF File https://www.scribd.com/presentation/161877911/Emergence-of-Entrepreneurial-Enterprise-in-India
5	Theories of Entrepreneurship.	S.S.Khanka , Entrepreneurial Development.	Lecture, Discussion ,Chalk Board, class Assignment	Pdf File: http://www.economicdiscussion.net/entrepreneurship/theories-of-entrepreneurship/31823
6.	Dimensions of entrepreneurship: intrapreneurship, technopreneurship, cultural entrepreneurship, international entrepreneurship, netpreneurship, ecopreneurship, and social entrepreneurship	S.S.Khanka , Entrepreneurial Development.	Lecture, Discussion ,Chalk Board, class Assignment	PDF File: https://link.springer.com/chapter/10.1007/978-3-319-41721-9_3

October 2020

7	Govt. support and incentives to new enterprise; role of govt. and promotional agencies and institutes in entrepreneurship development	S.S.Khanka , Entrepreneurial Development. Bhola Nath Dutta CH-12, Entrepreneurship Management	Lecture, Discussion ,Chalk Board,	PDF FILE: https://startuptalky.com/list-of-government-initiatives-for-startups
8	Venture capital. Promotion of a Venture:		Lecture, Discussion ,Chalk Board, PPT assignments by students	You Tube video: https://www.youtube.com/watch?v=7ORAQymDAAc&app=desktop
9	Opportunities analysis; External environment analysis, Economic, Social and Technological analysis.	S.S.Khanka , Entrepreneurial Development Bhola Nath Dutta, Entrepreneurship Management. Dr. S.L.Gupta , Arun	Lecture, Examples, case studies , Discussion ,Chalk Board.	Case study: https://www.cboprojects.com/case-study-it-efficiency-and-opportunity-analysis/
7	Entrepreneurial Development	Mittal, Ch-6 , Entrepreneurship development	Lecture, Discussion	You tube lecture: Link

UNIT PLANNING (2020-21)

	nt programmes (EDP): role, relevance and achievements; Role of government in organizing EDPs; Critical evaluation.		sion ,Chalk Board, PPT assignment by students	
November 2020				
8.	Entrepreneurship and Micro, Small and Medium Enterprises:	BholaNathDutta:Entrep reneurshipManagement	Lectur e, Exam ples, Group Discus sion ,Chalk Board, Hand writte n assign ment.	Pdf file:
12	Concept of business groups and role of business houses and family business in India	Dr. S.L.Gupta , Arun Mittal, Entrepreneurship development	Lectur e, Exam ples, case studies , Discus sion ,Chalk Board, PPT assign ment	

UNIT PLANNING (2020-21)

			by students	
13	Entrepreneurial Sustainability: Requirements, availability and access to finance, marketing assistance, technology, and industrial accommodation.	Dr. S.L.Gupta , Arun Mittal, Entrepreneurship development	Lecture, Examples, case studies , Discussion ,Chalk Board	You tube video: Link
December 2020				
14	Role of industries/entrepreneurs' associations and self-help groups.	Dr. S.L.Gupta , Arun Mittal, Entrepreneurship development	Lecture, Examples, case studies , Discussion ,Chalk Board, case studies	
15	The concept, role and functions of business incubators,	Ramachandran K., Entrepreneurship Development, Tata McGraw-Hill	Lecture, Examples, case studies , Discussion	

UNIT PLANNING (2020-21)

			,Chalk Board, case studies	
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Class –B.Com-III (Semester V)

Subject : E-Commerce

Subject Code: BCH 505

Session : 2020-21

S.No.	Syllabus/Topics	Reference	Mode of Transactions	Additional Resources*
August 2020				
1	Internet and Commerce: Business Operations; E-Commerce Practices vs. Traditional Business Practices; Concepts b2b, b2c, c2c, b2g, g2h, g2c; Benefits of E-Commerce to Organization, Consumers and Society. Limitation of E-Commerce.	Frontiers of Electronic Commerce by Ravi Kalakota.	Lecture, Discussion	
2	Management Issues Relating to E-Commerce.			
September 2020				
3	Operations of E-commerce: Credit Card Transaction	Frontiers of Electronic Commerce by Ravi Kalakota	Lecture, Discussion.	
4	Applications in B2C: consumers Shopping Procedure on the Internet; Impact on Disintermediation and re-intermediation; Global Market; Strategy of Traditional Department Stores; Products in b2c Model; Success Factors of E-	Electronic commerce Framework, technologies and applications by Bharat bhasker	Lecture, Discussion	Assignment 1

UNIT PLANNING (2020-21)

	Brokers			
5	Broker-based Services Online; Online Travel Tourism Services; Benefits and Impact of E-Commerce on Travel Industry; Real Estate Market; Online Stock Trading and its Benefits.		Lecture, Discussion	
October 2020				
6	Applications of b2b; Key technologies for b2b	Electronic commerce Framework, technologies and applications by Bharat bhasker	Lecture, Discussion	
7	Architectural Models of b2b; Characteristics of the Supplier-Oriented market Place, Buyer-Oriented market Place and Intermediary-Oriented Market Place.		Lecture, Discussion	
November 2020				
8	Benefits of b2b on Procurement Reengineering; Just in Time Delivery in b2b; in b2c	Electronic commerce Framework, technologies and applications by Bharat bhasker	Lecture, Discussion	Assignment 2
9	Internet-based EDI from Traditional EDI Integrating Ec with Back-end Information Systems.	Frontiers of Electronic Commerce by Ravi Kalakota	Lecture, Discussion	Video link by Truecommerce
10	Marketing Issues in b2b. Applications in Governance : EDI in Governance; E-governance		Lecture, Discussion	
December 2020				
12	E-governance Applications of the Internet; Concept of Governance to	E-Governance concepts and case studies, C.S.R Prabhu	Lecture, Discussion	Video link by Bharti Digital

UNIT PLANNING (2020-21)

	Business, Business-to-government and Citizen to Governance.			World
13	E-governance Models; Private Sector Interface in E-governance.			PDF



Class – B.COM PART-III (Vth Semester)

Subject: MONEY AND BANKING

Subject Code: BCH 508

Session: 2020-21

S.No.	Syllabus/Topics	Reference	Mode of Transactions	Additional Resources*
August 2020				
1	Money: Meaning, features, functions and kinds of money	Vaish, M. C. Money, Banking and International Trade, New Age, International Pvt. Ltd.	Lecture, chalk and board, classroom discussion, assignment	
September 2020				
2.	Monetary Standards: Metallic and paper standards, system of note issues in India.	Hajela, T. N. Money, Banking and International Trade, Ane Books Pvt. Ltd.	Lecture, assignments	
3.	Supply of money: mechanics of money supply, Measures of money supply in India	Hajela, T. N. Money, Banking and International Trade, Ane Books Pvt. Ltd.	Lecture, classroom discussion, assignment	

UNIT PLANNING (2020-21)

4	Demand for Money: Factors determining demand for money; Fisher, Cambridge, Keynesian and Freidman theories of money	Hajela, T. N. Money, Banking and International Trade, Ane Books Pvt. Ltd.	Lecture, chalk and board, classroom discussion	
5	Money and Credit; Credit creation	Seth, M. L. Money, Banking and International Trade.	Lecture, chalk and board, discussion	
OCTOBER 2020				
6	Money Multiplier; Rate of Interest: Meaning and its determination, Factors affecting the level and structure of Interest Rates. An overview of interest rate structure in India.	Vaish, M. C. Money, Banking and International Trade, New Age, International Pvt. Ltd.	lecture	

UNIT PLANNING (2020-21)

7	Banking: Introduction, Types and functions of banks	Vaish, M. C. Money, Banking and International Trade, New Age, International Pvt. Ltd.	Lecture,assignment	
8.	Monetary policy: Objectives, and its tools	Vaish, M. C. Money, Banking and International Trade, New Age, International Pvt. Ltd.	lecture	www.rbi.org
NOVEMBER 2020				
9.	Banking system: Branch Banking, unit banking, chain banking, group banking and mixed banking; safety-liquidity- profitability trade off;	Vaish, M. C. Money, Banking and International Trade, New Age, International Pvt. Ltd.	lecture	www.rbi.org
10.	Central Banking: Functions and	Seth, M. L. Money, Banking and International Trade.	Lecture,chalk and board,discussion	

UNIT PLANNING (2020-21)

	techniques of credit control.			
11.	Reserve Bank of India: Role and Functions.	Seth, M. L. Money, Banking and International Trade.		www.rbi.org
DECEMBER 2020				
12.	Commercial Banking in India: structure and functioning	Seth, M. L. Money, Banking and International Trade.	Lecture, chalk and board, discussion	www.rbi.org
13.	Banking Sector Reforms and Latest Developments in Banking Sector in India.	Seth, M. L. Money, Banking and International Trade.	Lecture, chalk and board, discussion	www.rbi.org
14.	Innovations in Banking: Internet Banking, E-Banking, Mobile banking, Wholesale and Retail Banking, Universal and Narrow	Hajela, T. N. Money, Banking and International Trade, Ane Books Pvt. Ltd.	Lecture, chalk and board, discussion, hand written assignments	www.rbi.org

UNIT PLANNING (2020-21)

	Banking, Off-shore Banking.			
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