**Lesson Plan**

**Session 2023-2024**

**Subject Commerce Semester II**

**Name of the Subject: - MDC Fundamentals of Banking and Insurance**

**Name of Assistant Professor: - Mrs soniya**

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| month | Topics |
| Feb,2024 | Banking: Concept, features, functions, importance and principles of banking; Evolution of banking in India; Classifications of banks. |
| March,2024 | Banking instruments: Concept, types and crossing of cheques; Lending functions of a bank: Types of Advances: Secured & unsecured, loans- Short, medium and long Term Methods of granting advances; Utility services of a bank: Remittance through bank drafts; |
| April 2024 | E Banking; Internet banking; Safe deposit lockers. Insurance: Concept, need and principles of insurance; Insurance and economic development; Life Insurance: Concept, features, importance, and types: procedure of taking life insurance policies, nomination and assignment. |
| 1May to 15 May,2024 | General insurance: concept, features, importance, and types; Procedure of taking general insurance: An overview of Fire insurance, Marine Insurance, Health Insurance. |

**Lesson Plan**

**Session 2023-2024**

**Subject Commerce Semester II**

**Name of the subject: - company Law**

**Name of Assistant Professor: - Mrs soniya**

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| month | Topics |
| Feb,2024 | Company: Concept, characteristics, types; Conversion of private company into public company & vice versa; Incorporation of a company; Legal position of promoters; Pre-incorporation |
| March,2024 | Memorandum of Association: Clauses and alteration procedure, Doctrine of ultra virus; Articles of Association: Clauses and alteration; Doctrine of indoor management; Doctrine of constructive notice; Prospectus: Concept, types, contents and formalities of red herring & shelf prospectus, mis-statement and remedies, liabilities for misstatements in Prospectus. |
| April 2024 | Share capital: Types, issue and allotment of shares; Reduction of share capital; Board of Directors: Composition, legal position, qualification, appointment, powers, duties & liabilities and removal of directors; Company secretary: Role, appointment, duties, liabilities, rights and removal. |
| 1May to 15 May,2024 | Dividend: Types, factors affecting dividend decisions, Legal provisions, dividend practices prevalent in India; Winding up of a company: Reasons, modes, procedure and implications of winding up. |

**Lesson Plan**

**Session 2023-2024**

**Subject Commerce Semester 4th**

**Name of the subject: - ADVERTISING**

**Name of Assistant Professor: - Mrs soniya**

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| month | Topics |
| Feb,2024 | Advertising: meaning, importance & scope, advertising vs. publicity, promotion mix, advertising process. Communication and advertising mix: communication process; |
| March,2024 | Advertising functions; types of advertising; e-advertising; economic, legal, ethical and social aspects of advertising; setting advertising objectives, Dagmar approach; Advertising budget. |
| April 2024 | Creative aspects of advertising: advertising appeals, copy writing, headlines, illustrations and message. Advertising media: types of media, merits and demerits; media planning and scheduling. Advertising agency: concept, role & relationship with clients, advertising department. Advertising and consumer behavior. |
| 1May to 15 May,2024 | Advertising Effectiveness: concept and benefits; measuring advertising effectiveness: pre, post and concurrent tests. |

**Lesson Plan**

**Session 2023-2024**

**Subject Commerce Semester 4th**

**Name of the subject:-company law II**

**Name of Assistant Professor: - Mrs soniya**

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| month | Topics |
| Feb,2024 | Membership in companies; Company management and administration; Directors: legal position, qualification, appointment, removal; Powers, duties & liabilities of directors; managerial remuneration; key management personnel: managing director, whole time director, manager |
| March,2024 | Company Secretary: Role, appointment, duties, liabilities, rights and dismissal. Meetings: kinds of meetings, requisites of a valid meeting: authority, notice & agenda, quorum, chairperson & conduct of meeting, resolutions, minutes & proxy |
| April 2024 | Dividend; accounts of companies; audit & auditors; Prevention of oppression & mismanagement; compromise, arrangement, reconstruction and amalgamation; |
| 1May to 15 May,2024 | Winding up: meaning, modes of winding up: procedure and consequences of winding up. |

**Lesson Plan**

**Session 2023-2024**

**Subject Commerce Semester 6th**

**Name of the subject: -** **FUNDAMENTALS OF INSURANCE**

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| Month | Topics |
| Feb,2024 | Introduction to insurance: life and general insurance; purpose, need and principles of insurance; insurance as a social security tool; insurance and economic development. Contract of life insurance: principles and practice of life insurance; parties to the contract, their rights and duties; conditions and terms of policy, effects of non-compliance |
| March,2024 | life insurance nominations and assignment practices in connection with collection of premium, revivals, loans, surrenders, claims, bonuses and annuity payments; present structure & growth of life insurance in India; claims settlement procedure. Fire insurance: principles of fire insurance contracts; fire insurance policy, conditions, assignment of policy, claims settlement procedure. |
| April 2024 | Marine insurance: marine insurance policy and its conditions, premium, double insurance; assignment of policy warranties, voyage; loss and abandonment; partial losses and particular charges; salvage; total losses and measures of indemnity; claims settlement procedures. Accident and motor insurance: policy and claims settlement procedures |
| 1May to 15 May,2024 | Insurance intermediaries – role of agents and procedure for becoming an agent; cancellation of license; revocation/suspension/termination of agent appointment; code of conduct; unfair practices. |

**Name of Assistant Professor: - Mrs soniya**

**Lesson Plan**

**Session 2023-2024**

**Subject Commerce Semester 6th**

**Name of the subject:-Management Accounting**

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| Month | Topics |
| Feb,2024 | Management accounting: concept, scope, techniques and significance, comparison between financial accounting, cost accounting and management accounting. |
| March,2024 | Management reporting: need and type of reports. Management information system. |
| April 2024 | Analysis of financial statements: comparative statements, common size statements, ratio analysis: liquidity, solvency, profitability and turnover; trend analysis. |
| 1May to 15 May,2024 | Revision |

**Name of Assistant Professor: - Mrs soniya**