

Lecture Plan
Mrs. Meetu Chawla
Assistant Professor in Commerce
Subject : Company Law

September

Fourth week(28.09.2020-30.09.2020) Company meaning, feature and Advantages, concept .

October

First week Conversion of Pvt Company into Public Co.
Second Week Types of companies, history of companies
Third week formation and incorporation of companies
Fourth week Pre incorporation contracts

November

First week Incorporate procedure
Second week Pre incorporate procedure
Third week Memorandum of association
Fourth week Alteration of memorandum of association

December

First week Articles of association
Second week Doctrine of indoor management
Third week doctrine of constructive notice
Fourth week amendments in articles of association

January

First week Alteration in Articles of Association
Second week Prospectus
Third week Deemed prospectus ,red herring
Forth week share capital

February

First week Transfer of shares
Second week Transmission of shares
Third and fourth week Revision

Lecture Plan
Mrs. Meetu Chawla
Assistant Professor in Commerce
Subject : Business Statistics

September

Fourth week

(28.09.2020-30.09.2020) Introduction of statistics and its scope

October

First week Collection of primary data and secondary data, methods

Second Week Measures of central tendency- Mean

Third week Mean practical problems

Fourth week Median and its theory

November

First week Median – practical problems

Second week Mode -- theory

Third week Mode practical problems

Fourth week Harmonic mean and Geometric mean

December

First week index Numbers concept

Second week methods of preparation of index numbers

Third week tests of adequacy

Fourth week chain base index numbers

January

First week Measures of dispersion introduction

Second week Range and interquartile range, standard deviation

Third week Lorenze curve and coefficient of variation

Fourth week Analysis of time series analysis

February

First week components and computational of time series

Second week Decomposition and multiplicative time series

Third week revision

Fourth week revision

Lecture Plan
Mrs. Meetu Chawla
Assistant Professor in Commerce
Subject : Business Communication

October

Fourth week meaning and concept of business communication

November

First week Models of business communication

Second week theories of business communication

Third week theories continued

Fourth week modern trends in business communication

December

First week modern trends in business communication cont..

Second week writing business letters

Third week block format business letters

Fourth week memos and reports

January

First week audience analysis

Second week corporate communication ,miscommunication

Third week miscommunication

Fourth week effective presentation skills and practices in business comm.

February

First week self development

Second week Non verbal aspects of communication

Third week effective listening and interview skills

Fourth week revision

Lecture Plan
Mrs. Meetu Chawla
Assistant Professor in Commerce
Subject : Computer applications in business

October

Fourth week meaning and concept of computer applications

November

First week difference between computers and other machines

Second week computer advantages and disadvantages

Third week input devices

Fourth week input devices cont..

December

First week output devices contd..

Second week Processing devices

Third week memory and storage unit

Fourth week primary memory

January

First week Ram and rom

Second week secondary memory

Third week computer software

Fourth week

February

First week

Second week

Third week

Fourth week revision

