

Govt. College Kheri Chopta (Hisar)

Subject: Cost Accounting

Lesson-2025-26 (Even Sem)

| Month | Week | Topic |
|----------|--------|---|
| January | Week-3 | Cost Accounting: Meaning, Objectives, Functions, Cost vs Financial Accounting |
| | Week-4 | Cost Concepts and Classification, Installation of Costing System |
| February | Week-1 | Preparation of Cost Sheet, Material Cost: Control and Pricing |
| | Week-2 | Treatment of Material Losses, Labour Cost: Methods and Incentives |
| | Week-3 | Overheads: Classification, Allocation and Apportionment |
| | Week-4 | Absorption of Overheads |
| March | Week-1 | Holi Holidays |
| | Week-2 | Job Costing, Batch Costing |
| | Week-3 | Contract Costing, Process Costing, Service Costing |
| | Week-4 | Marginal Costing and CVP Analysis |
| April | Week-1 | Break Even Analysis, Profit Planning |
| | Week-2 | Standard Costing, Variance Analysis |
| | Week-3 | Budgetary Control |
| | Week-4 | Revision / Test / Practice |

Government College Kheri Chopta (Hisar)

Class: B.Com 6th sem

Lesson Plan: BCOM 604 Income Tax II

Week 1: 15 Jan 2026 - 21 Jan 2026

UNIT I: Computation of Total Income, Tax Liability, AMT, Partnership & LLP

Week 2: 22 Jan 2026 - 28 Jan 2026

UNIT I: Computation of Total Income, Tax Liability, AMT, Partnership & LLP

Week 3: 29 Jan 2026 - 04 Feb 2026

UNIT I: Computation of Total Income, Tax Liability, AMT, Partnership & LLP

Week 4: 05 Feb 2026 - 11 Feb 2026

UNIT II: Tax Incidence on Companies, MAT, Taxable Income

Week 5: 12 Feb 2026 - 18 Feb 2026

UNIT II: Tax Incidence on Companies, MAT, Taxable Income

Week 6: 19 Feb 2026 - 25 Feb 2026

UNIT II: Tax Incidence on Companies, MAT, Taxable Income

Week 7: 26 Feb 2026 - 04 Mar 2026

UNIT III: PAN, TAN, TDS, TCS, Advance Tax, Returns & E-filing

Week 8: 08 Mar 2026 - 14 Mar 2026

UNIT III: PAN, TAN, TDS, TCS, Advance Tax, Returns & E-filing

Week 9: 15 Mar 2026 - 21 Mar 2026

UNIT III: PAN, TAN, TDS, TCS, Advance Tax, Returns & E-filing

Week 10: 22 Mar 2026 - 28 Mar 2026

UNIT III: PAN, TAN, TDS, TCS, Advance Tax, Returns & E-filing

Week 11: 29 Mar 2026 - 04 Apr 2026

UNIT IV: Assessment, Appeals, Penalties, Refunds & Revision

Week 12: 05 Apr 2026 - 11 Apr 2026

UNIT IV: Assessment, Appeals, Penalties, Refunds & Revision

Week 13: 12 Apr 2026 - 18 Apr 2026

UNIT IV: Assessment, Appeals, Penalties, Refunds & Revision

Week 14: 19 Apr 2026 - 25 Apr 2026

UNIT IV: Assessment, Appeals, Penalties, Refunds & Revision

Week 15: 26 Apr 2026 - 30 Apr 2026

UNIT IV: Assessment, Appeals, Penalties, Refunds &

Govt. College Kheri Chopta (Hisar)

Subject: Business Communication Skills

Lesson-2025-26 (Even Sem)

Ram Niwash, Assistant Professor (Commerce)

| Month | Week | Topic Covered |
|----------|--------|---|
| January | Week-3 | Meaning, Objectives and Importance of Communication |
| | Week-4 | Process of Communication, Types of Communication |
| February | Week-1 | Communication Models, Principles of Effective Communication |
| | Week-2 | Dimensions of Communication, Barriers to Communication |
| | Week-3 | Overcoming Communication Barriers |
| | Week-4 | Oral Presentation Skills |
| March | Week-1 | Holi Holidays |
| | Week-2 | Debates and Speeches, Interview Skills |
| | Week-3 | Group Discussion, Meetings and Vocabulary Building |
| | Week-4 | Listening Skills, Kinesics and Proxemics, Paralanguage and Culture Impact |
| April | Week-1 | Business Letters and Types, Business Proposal Writing |
| | Week-2 | Report Writing |
| | Week-3 | Notice and Memo, Office Orders |
| | Week-4 | Topic Covered, Employment Application, Resume Writing |