

GOVERNMENT COLLEGE FOR WOMEN SALAHERI NUH

Weekly Teaching Plan (October, 2020 to March, 2021) ODD SEMESTER

Teacher: - Maninder Singh

Class B.com 2nd Year

Subject: Human Resource Management

Month	1st week	2nd week	3rd week	4th week
October	-	-	-	-
November	Definition, Importance objectives and scope of Human Resource Management	Function of Human Resource Management: - Managerial and Operative Functions	Qualities of Human Resource manager in our organization.	Evolution and Growth of Human Recourse Management (HRM) India
December	Meaning, Steps in recruitment policy, sources and modes of recruitment, Factors affecting recruitment.	Meaning, Essentials of Selection Procedure, Stages in Selection Procedure.	Training: - Concept, Need and importance of Training.	Methods of Training: - Principles of training, Evaluation of training Program in India.
January	Meaning, Objective and Theories of wages,	Concepts & Methods of wages	Wage Incentives:	Special Incentives & Essentials of Ideal Incentives system
February	Industrial Relations	Recruitment of good Industrial relation Program.	Industrial Unrest	Methods and Agencies for Reconciliation of Industrial unrest.

Department of Commerce

Principal

GCW Salaheri (NUH)

GCW Salaheri (NUH)

GOVERNMENT COLLEGE FOR WOMEN SALAHERI NUH

Weekly Teaching Plan (October, 2020 to March, 2021) ODD SEMESTER

Teacher: - Maninder Singh

Class- B.com Ist Year

Subject: Business Communication Skills

Month	1st week	2nd week	3rd week	4th week
October	-	-	-	-
November	-	-	-	Introduction: Basics of communication, Seven C's of effective communication
December	Barriers to communication, ethical context of communication.	Business Communication at workplace: Letter writing, layout and process.	Parts of Business Letter, and Email communication	Bad news Letter, persuasive written communication,
January	Memos, Notice, Agenda and Minutes of meeting.	Report Writing: Types of business reports, s	Structure of Report Writing	Short reports, long reports, abstracts and summaries, proposals.
February	Communication Skills: Reading skills, listening skill.	Note making, Persuasive speaking. Body language	Revision	Revision

Department of Commerce

Principal

GCW Salaheri (NUH)

GCW Salaheri (NUH)

GOVERNMENT COLLEGE FOR WOMEN SALAHERI NUH

Weekly Teaching Plan (October, 2020 to March, 2021) ODD SEMESTER

Teacher: - Maninder Singh

Class- B.com 2nd Year

Subject: Business Regulatory Framework-I

Month	1st week	2nd week	3rd week	4th week
October	-	-	-	-
November	-	-	-	Indian Contract Act: - Valid contract and its elements.
December	Proposal, Acceptance and Revocation. Contractual Capacity of Parties	Free consent of parties and Lawful Consideration and object.	Agreements Expressly Declared as Void. Legal Formalities- Written And Registered.	Contingent Contracts and Performance of Contracts.
January	Discharge or Termination of Contracts and Implied or Quasi or Constructive Contracts.	Consequences of Breach of Contracts	Contracts of Indemnity and Guarantee.	Contracts of Bailment and Pledge; Difference between Pledge and Bailment
February	Consumer protection Act 1986: - Elements/ Salient features CPA, Consumer Exploitation, Rights of consumers and its needs or importance.	Consumer Protection councils and Consumer disputes Redressal machinery.	Revision	Revision

Department of Commerce

Principal

GCW Salaheri (NUH)

GCW Salaheri (NUH)

GOVERNMENT COLLEGE FOR WOMEN SALAHERI NUH

Weekly Teaching Plan (October, 2020 to March, 2021) ODD SEMESTER

Teacher: - Maninder Singh

Class- B.com 3rd Year

Subject: Accounting for Management

Month	1st week	2nd week	3rd week	4th week
October	-	-	-	-
November	-	-	-	Nature and Scope of Management Accounting: Meaning, functions, Scope of Management Accounting
December	The Management Accountant, Controller, Treasurer, and Management Accounting Principles	Management Accounting v/s Financial Accounting vs. Cost Accounting, Utility, Limitations and Tools of Management Accounting.	Meaning and types of Financial Statements, Analysis and Interpretation of Financial Statements	Types of Financial Analysis, steps involved in financial analysis, Techniques of Financial Analysis
January	Ratio Analysis : meaning of ratios, classification of ratios, profitability ratios	Balance sheet ratios and turnover ratios, advantages and limitations of ratio analysis.	Illustrations of Ratio Analysis	Cash Flow Statement : Meaning, objectives, limitations and accounting procedure
February	Capital Budgeting: Meaning, nature, Need, importance, appraisal methods	Financial planning, Capital Rationing.	Revision	Revision

Department of Commerce

Principal

GCW Salaheri (NUH)

GCW Salaheri (NUH)

SHAHED LIEUTENANT KIRAN SHEKHAWAT
GOVT. COLLEGE FOR WOMEN SALAHERI, NUH

Weekly Teaching Plan (April, 2021 to July, 2021) EVEN SEMESTER

Teacher: - Maninder Singh

(Through Online Mode)

Class B.com 2nd Year

Subject: Banking and Banking Law

Month	1st week	2nd week	3rd week	4th week
April	Definition of Bank, Commercial Banks- importance	functions and problems of Non-performing Assets,	structure of Commercial Banking system in India	Process & Limitations of Credit Creation
May	Regional Rural Banks,	Cooperative Banking in India	Reserve bank of India: Functions, regulation and control of credit, m	Monetary policy.
June	Determination and Regulation of Interest Rates in	Relationship between banker and Customer	Special types of Bankers	Special types of Customers
July	Negotiable Instruments	Rights and Liabilities of parties for Negotiable instruments	Capacity of parties	Endorsement

Department of Commerce

Principal

GCW Salaheri (NUH)

GCW Salaheri (NUH)

SHAHHED LIEUTENANT KIRAN SHEKHAWAT
GOVT. COLLEGE FOR WOMEN SALAHERI, NUH

Weekly Teaching Plan (April, 2021 to July, 2021) EVEN SEMESTER

Teacher: - Maninder Singh

(Through Online Mode)

Class- B.com Ist Year

Subject: Business Environment

Month	1st week	2nd week	3rd week	4th week
April	Business Environment Introduction and Concepts.	Components of Business Environment	Importance & Benefits of Business Environment	SWOT analysis of Environment
May	Overview of Economic Trends	Saving and Investments	Trading and BOT	Balance of Payment
June	Unemployment	Inflations and Regional Imbalances	Parallel Economy	Industrial Sickness
July	Industrial Policy	Monetary Policy	Fiscal Policy	Privatization

Department of Commerce

Principal

GCW Salaheri (NUH)

GCW Salaheri (NUH)

SHAHHED LIEUTENANT KIRAN SHEKHAWAT

GOVT. COLLEGE FOR WOMEN SALAHERI, NUH

Weekly Teaching Plan (April, 2021 to July, 2021) EVEN SEMESTER

Teacher: - Maninder Singh

(Through Online Mode)

Class- B.com 2nd Year

Subject: Business Regulatory Framework-II

Month	1st week	2nd week	3rd week	4th week
April	Indian Partnership Act, 1932	Duties and Rights of Partners	Position of Minor in Partnership	Registration and Reconstitution of Partnership
May	Negotiable Instruments Act	Types & Parties of Negotiable Instruments	Dishonor of Negotiable Instruments	Presentment and Negotiation
June	Sales of Goods Act-Formation, Conditions & Warranties	Transfer of Property or Ownership	Performance of Contract	Deliver & Breach of Contract.
July	RTI Act, 2005	Features of RTI	Terminology of RTI	Provisions of RTI

Department of Commerce

Principal

GCW Salaheri (NUH)

GCW Salaheri (NUH)

SHAHHED LIEUTENANT KIRAN SHEKHAWAT
GOVT. COLLEGE FOR WOMEN SALAHERI, NUH

Weekly Teaching Plan (April, 2021 to July, 2021) EVEN SEMESTER

Teacher: - Maninder Singh

(Through Online Mode)

Class- B.com 3rd Year

Subject: Financial Management

Month	1st week	2nd week	3rd week	4th week
April	Scope, Functions and Goals of Financial Management	Role of Financial Manager	Objectives & Related Discipline of Financial Management	Financial Planning
May	Working Capital Management- Meaning, Nature & Types	Determinants and Issues of Working Capital	Cash Management & Marketable Securities	Receivable Management
June	Cost of Capital	Capitalization	Leverage	EBIT-EPS Analysis
July	Capital Structure Planning and Policy	Capital Structure Approach-NOI, MM	Objective and stability of Dividend Theory	Theories of Dividend Policy

Department of Commerce

Principal

GCW Salaheri (NUH)

GCW Salaheri (NUH)

