

SHAHEED LIEUTENANT KIRAN SHEKHAWAT

GOVT. COLLEGE FOR WOMEN SALAHERI NUH

Weekly Teaching Plan (Sept, 2021 to Jan, 2022) ODD SEMESTER

Teacher: - Maninder Singh

Class B.com 1st Year

Subject: Business Communication Skills

Month	1st week	2nd week	3rd week	4th week
September	Introduction: Basics of communication,	Seven C's of effective communication	Barriers to communication,	ethical context of communication
October	Business Communication at workplace: Letter writing, layout and process.	Parts of Business Letter, and Email communication	Bad news Letter, persuasive written communication,	Memos, Notice, Agenda and Minutes of meeting.
November	Vacation	Report Writing: Types of business reports, s	Structure of Report Writing	Revision
December	Short reports, long reports,	Note making	Persuasive Language	Body Language
January	Reading & Listening Skills	Abstracts and summaries, proposals.	Preparatory Lectures	Exam

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Class- B.com 2nd Year

Subject: Human Resource Management

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

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Class- B.com 2nd Year

Subject: Business Regulatory Framework-I

Month	1st week	2nd week	3rd week	4th week
September	-	-	Indian Contract Act: - Valid contract and its elements.	Proposal, Acceptance and Revocation. Contractual Capacity of Parties
October	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.	Discharge or Termination of Contracts and Implied or Quasi or Constructive Contracts.
November	Vacation	Consequences of Breach of Contracts	Contracts of Indemnity and Guarantee.	Revision
December	Contracts of Bailment and Pledge	Salient features of CPA,	Consumer Exploitation,	Consumer Protection councils
January	Rights of consumers and its needs or importance.	Consumer disputes Redressal machinery.	Preparatory Lectures	Exam

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Weekly Teaching Plan (Sept, 2021 to Jan, 2022) ODD SEMESTER

Teacher: - Maninder Singh

Class- B.com 3rd Year

Subject: Accounting for Management

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

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GOVT. COLLEGE FOR WOMEN SALAHERI, NUH

Weekly Teaching Plan (Feb, 2022 to May, 2022) EVEN SEMESTER

Teacher: - Maninder Singh

Class B.com 1st Year

Subject: Business Environment

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

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GOVT. COLLEGE FOR WOMEN SALAHERI, NUH

Weekly Teaching Plan (Feb, 2022 to May, 2022) EVEN SEMESTER

Teacher: - Maninder Singh

Class- B.com 2nd Year

Subject: Banking and Banking Law

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

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Weekly Teaching Plan (Feb, 2022 to May, 2022) EVEN SEMESTER

Teacher: - Maninder Singh

Class- B.com 2nd Year

Subject: Business Regulatory Framework-II

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

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Weekly Teaching Plan (Feb, 2022 to May, 2022) EVEN SEMESTER

Teacher: - Maninder Singh

Class- B.com 3rd Year

Subject: Financial Management

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

