

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

Teacher: - Maninder Singh

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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Teacher: - Maninder Singh

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

