Name of the Teacher: Bhawna Madhok\_ Class:\_B.Com IInd year \_ Subject: Business statistics

**Lessson Plan**

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| **S No** | **Period** | **Topics to be Covered** | **Academic Activity to be Organized** |
|  | **17-31 July 2017** | Simple Correlation: Meaning of Correlation simple, multiple and partial; linear and non-linear, Scatter diagram, Pearson’s co-efficient of correlation, Probable and standard errors, Rank Correlation | Group Discussion |
|  | **01-31 Aug 2017** |  Regression Analysis – an overview. Measures of Central Tendency and Dispersion. | Power Point Presentations |
|  | **01-30 Sept 2017** | Index Numbers: meaning and uses of index numbers, construction of index numbers: fixed and chain base: univariate and composite, Aggregative and average of relatives – simple and weighted, Tests of adequacy of index numbers, Base shifting, splicing and deflating. Problems in the construction of index numbers, construction of consumer price indices. Probability distributions: Binomial, Poisson | Class quiz |
|  | **01-31 Oct 2017** | Probability & Probability Distributions: theory of probability. Approaches to the calculation of probability, calculation of event probabilities, addition and multiplication laws of probability, conditional probability, Baye’s Theorem.  | Power Point Presentations |
|  | **01-13 Nov 2017** | Normal Distribution | Revision |

**Topics of Assignments/ Class Tests to be given to the Students:**

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| **Assignment 1** | Index Numbers |
| **Assignment 2** | Probability Distribution: Binomial, Poisson |
| **Class Test** | Correlation, Regression, Probability |

Name of the Teacher: Bhawna Madhok\_ Class:\_B.Com IInd year\_ Subject: Office Practice and communication

**Lesson Plan**

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| **S No** | **Period** | **Topics to be Covered** | **Academic Activity to be Organized** |
|  | **17-31 July 2017** | Office-Meaning, functions, importance, concept of an organization, centralization vs. decentralization of office service, principle departments of a modern office. |  |
|  | **01-31 Aug 2017** | Filing - meaning and importance, essentials of a good filing system, centralized vs. decentralized filing system, methods, filing equipments. Indexing. | Power Point Presentation |
|  | **01-30 Sept 2017** | Office Appliances and Machines : A study of various types of commonly used appliances and machines i.e. duplicator, accounting machines, calculator, addressing machines, punch card machine. Franke in machine, weighing and folding machines, sealing machine, Dictaphone, cheque protector, cash register, coin sorter, time recorder and such other machines. Modern Office Machines : Photocopier, Duplicator, Telephone handling, Computer, Word processor, scanner printer-their operation and use in the office set up. | Practical Knowledge of working of machines through videos |
|  | **01-31 Oct 2017** | Introduction of Computer- Importance, history and types of computers, computer hardware and software, computer operation. Word processor- Concept of word processing, creating and editing documents, taking print out, Do’s and Don’ts in details from application point of view. | Practical in computer lab  |
|  | **01-13 Nov 2017** | Scanner- Introduction of scanner, its importance and use in offices. | Revision |

**Topics of Assignments/ Class Tests to be given to the Students:**

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| **Assignment 1** | PPTs |
| **Assignment 2** | PPTs |
| **Class Test** | Practical examination |

Name of the Teacher: Bhawna Madhok\_ Class:\_B.Com IInd year Subject: Human Resource Management

**Lesson Plan**

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| **S No** | **Period** | **Topics to be Covered** | **Academic Activity to be Organized** |
|  | **17-31 July 2017** | Human Resource Management: brief history of HRM, definition and scope, objectives, functions, nature, importance, limitations of HRM; HRM, HRD and personnel management; HRM environment, current and future challenges to HRM. | Group Discussion |
|  | **01-31 Aug 2017** | Human Resource Planning: definition, need for HR planning, objectives, process, factors affecting manpower planning, types of HR planning, problems and suggestions for making HR planning effective, succession planning. Job Analysis and Design: meaning and definition, the process of job analysis, methods of collecting job data, potential problems with job analysis; Job design: meaning, factors affecting job design, techniques of job design. | Power Point Presentation |
|  | **01-30 Sept 2017** | Recruitment and Selection: recruitment, meaning, definitions, need, purpose, importance, process recruitment policy and situational factors affecting recruitment; Recruitment: source of recruitment, internal and external methods of recruitment, constraints and challenges of recruitment, recent trends in recruitment, difference between recruitment and selection; Selection: meaning, procedure, process of selection; barriers to effective selection. | Case Study |
|  | **01-31 Oct 2017** | Placement, Induction, Internal Mobility and Separations: Placement: meaning, objectives, content and responsibility for induction; Internal Mobility: need, future; Transfer: purpose, type, benefits and problems, transfer policy; Promotion: purpose, basis, promotion policy; Demotion: causes, demotion policy; Separations. Training: meaning, training and education, training and development, objectives, importance, steps in training, designing a training programme; Training methods: coaching, apprenticeship, vestibule training, internship and computer based training; Evaluation of training programme. | Case Study |
|  | **01-13 Nov 2017** | Performance Appraisal: meaning, features, merits, limitations, process and methods of performance appraisal, suggestions to improve performance appraisal, level and ethical issues, potential appraisal. | Revision |

**Topics of Assignments/ Class Tests to be given to the Students:**

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| **Assignment 1** | Human Resource Planning: definition, need for HR planning, objectives, process, factors affecting manpower planning, types of HR planning, problems and suggestions for making HR planning effective, succession planning. |
| **Assignment 2** | Training: meaning, objectives, importance, steps in training, training methods. |
| **Class Test** | Recruitment, Selection and Placement |

Name of the Teacher:Bhawna Madhok Class:\_B.Com Ist year Subject: Principles of Management

**Lesson Plan**

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| **S No** | **Period** | **Topics to be Covered** | **Academic Activity to be Organized** |
|  | **17-31 July 2017** | Introduction to commerce: concept, nature, importance and scope, components of commerce, evolution of commerce, commerce and business. Introduction to Management: concept, characteristics and significance, Process/Functions of Management, Coordination. | Group Discussion |
|  | **01-31 Aug 2017** | Management: as Science, Art and profession. Approaches to Management: Classical and Neo classical approach, Behavioral approach, Management science approach, Systems approach and Contingency approach; Management thought in ancient India. Planning: concept, process & importance, Types of Plans: Policy, Programme, Strategy, Vision, Mission, Goals, and Objectives. | Case Study |
|  | **01-30 Sept 2017** | Organizing: meaning, principles and benefits of organizations; Organizational structure: Functional, Line vs. Staff, matrix, Formal vs. Informal; Organizational structure for large scale business organization. Delegation: meaning, advantages, barriers to delegation, guidelines for effective delegation. Decentralization and Centralization: advantages and disadvantages, factors influencing decentralization. | Case Study |
|  | **01-31 Oct 2017** | Staffing: meaning, importance & scope of staffing. Directing: concept; Motivation: concept, objectives & significance, Approaches to motivation. Leadership: concept, significance & functions, Leadership styles, approaches to leadership. | Power Point Presentations |
|  | **01-13 Nov 2017** | Controlling: meaning and characteristics of control, process of control, prerequisites of an effective control system; controlling techniques.  | Revision |

**Topics of Assignments/ Class Tests to be given to the Students:**

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| **Assignment 1** | Approaches to Management: Classical and Neo classical approach, Behavioral approach, Management science approach, Systems approach and Contingency approach; Management thought in ancient India. |
| **Assignment 2** | Staffing: meaning, importance & scope of staffing. Directing: concept; Motivation: concept, objectives & significance, Approaches to motivation. |
| **Class Test** | Planning: concept, process & importance, Types of Plans: Policy, Programme, Strategy, Vision, Mission, Goals, and Objectives. Organizing: meaning, principles and benefits of organizations; Organizational structure: Functional, Line vs. Staff, matrix, Formal vs. Informal; Organizational structure for large scale business organization. |