**GOVT. P.G. COLLEGE FOR WOMEN, SECTOR-14, PANCHKULA**

 **LESSON-PLAN (Session 2020-21) ODD SEMESTER**

**Name of Professor**: Ms. Honey Garg

**Designation:** Assistant Professor

**Subject:** Commerce

**Class:** B.Com I (B) and Honours

**Subject/Paper:** Principles of Business Management

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| **Sr. No.** | **Months** | **Topics to be covered** | **Remarks if any** |
| **1** | **October 20** | An Introduction to Business and Commerce, Trade and Industry etc.Introduction to Management: Characteristics, Process, Significance etc.Management as Art, Science and Profession. |  |
| **2** | **November 20** | Approaches to Management: traditional, Modern and Neo Classical, Concept, Types, Functions, Process and types of Planning and plans etc.Organising: Formal and informal organisation. | 1st Assignment. |
| **3** | **December 20** | Organisation Structure, Delegation of Authority: Advantages, Meaning and Barriers, Decentralization and Centralization. Staffing: Concept and scope, Directing: Meaning, Principles and Elements | 2nd Assignment. |
| **4** | **January21** | Motivation: Meaning, importance and ApproachesLeadership: Concept, Approaches and Styles. | **Unit- Test**  |
| **5** | **February 21** | Controlling: Meaning and Process.Control Techniques: Traditional and Modern.Revision of the syllabus |  |

\*Vacation as per university calendar

* 2 assignments and 01 unit test will be taken as per schedule.

**GOVT. P.G. COLLEGE FOR WOMEN, SECTOR-14, PANCHKULA**

 **LESSON-PLAN (Session 2020-21) ODD SEMESTER**

**Name of Professor**: Ms. Honey Garg

**Designation:** Assistant Professor

**Subject:** Commerce

**Class:** M.Com II

**Subject/Paper:** Application of Statistical Methods in Business.

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| **Sr. No.** | **Months** | **Topics to be covered** | **Remarks if any,** |
| **1** | **October 20** | Sampling and Sampling Distribution: Its methods, Merits, Demerits, Basic Concepts etc.  |  |
| **2** | **November 20** | Large Sample Test: Z test for various cases and its implications.Small Sample Test: T test and F test Test of hypothesis for different samples. | Presentations from students |
| **3** | **December 20** | Chi Square Test: As a test of population variance, as a non-parametric test, conditions, yates correction, and Additive property.Estimation theory: Point and interval estimation, Its applications.Non parametric Tests: Advantages, Types | Presentations from students And Assignment |
| **4** | **January 21** | Statistical Quality Control: Advantages, methods etc.Advanced statistical techniques- I ( ANOVA)Advanced statistical techniques- IIFactor Analysis, Discriminant analysis and cluster analysis. | Presentations from students  And**Unit- Test**  |
| **5** | **February 21** | Revision of Syllabus | Presentations from students  |

\*Vacation as per university calendar

* Assignment and unit test will be taken as per schedule.

**GOVT. P.G. COLLEGE FOR WOMEN, SECTOR-14, PANCHKULA**

 **LESSON-PLAN (Session 2020-21) ODD SEMESTER**

**Name of Professor**: Ms. Honey Garg

**Designation:** Assistant Professor

**Subject:** Commerce

**Class:** B.Com II

**Subject/Paper:** Business Statistics

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| **Sr. No.** | **Months** | **Topics to be covered** | **Remarks if any,** |
| **1** | **September 20** | Introduction to Statistics: Meaning, Characteristics, Scope, Limitations etc.Collection of Data: Primary and secondary data, its sources, merits and demerits. | Presentations from students |
| **2** | **October 20** | Measures of central tendency: Mean, Median, Mode, Geometric Mean, Harmonic Mean, its uses, merits and demerits etc. | 1st Assignment |
| **3** | **November 20** | Measures of dispersion: M.D, S. D, Range, Q.D etc. and its implications.Index Numbers- IIndex Numbers- II for specific problems |  2nd Assignment |
| **4** | **December 20** | Time series analysis: Measurement of Linear Trend.Time series analysis- II: Fitting of second degree parabolic and exponential trend. | **Unit- Test**  |
| **5** | **January21** | Time series analysis- III Measurement of seasonal variations and Revision. | Presentations from students   |
| **6** | **February 21** | Revision of Syllabus. | Presentations from students  |

\*Vacation as per university calendar

* 2 assignments and 01 unit test will be taken as per schedule.