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

SESSION 2020-21 (ODD SEMESTER)

Name of Profession:- Mrs Anju Sharma

Designation:- Assistant Professor

Subject/Paper: Human Resource Development

Class: M.Com II

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| Sr.No | Month | Topic to be covered | Remarks if any |
| 1. | August 2020 | Human Resource Development: Concept, goals, scope, principles and functions, approaches, HRD and HRM , qualities, Role and responsibilities of HRD manager |  |
| 2. | September 2020 | Designing HRD System, organisational effectiveness, HRD Strategies, Emerging trends and challenges in HRD.  Competency Mapping: meaning, need and methodology, development of competency set. |  |
| 3. | October 2020 | Knowledge management: meaning and forms of knowledge, importance, process and tools of knowledge management. Learning and HRD meaning, principles process and theories of learning. Learning styles and strategies.  Role analysis for HRD: concept of role and role analysis, benefit and techniques of role analysis. | Class test and revision of previous syllabus |
| 4 | November 2020 | . Employee socialisation and orientation: Concept categories and content of learning  in socialisation, approaches  Assessing HRD needs: Designing Training and Development programme, implementation of training and development programme. | Unit test |
| 5. | December 2020 | Evolution of training and development programmes.  Organisation health and organisation cliimate |  |

Two Assignments and One unit test will be taken as per schedule.

Signature of A/Prof.

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

SESSION 2020-21 (ODD SEMESTER)

Name of Profession:- Mrs Anju Sharma

Designation:- Assistant Professor of commerce

Subject/Paper: Income tax

Class:- B.Com III (5th Sem)

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| Sr. No | Month | Topics to be covered | Remarks if any |
| 1. | August | Introduction to Income Tax: Concept, tax, person, Gross total income and total income, Assessment year and previous year, tax planning and tax evasion and tax avoidance, Casual income |  |
| 2. | September | Agricultural Income, Exempted Income from tax, Basis of charges: scope of total income, residence and tax liability. Heads of income: Income from salary, Income from salary after retirement, |  |
| 3. | October | income from House Property  Income from B&P, Determination of Profit and Gain of certain business on presumptive basis, Depreciation and investment allowance | Unit test and revision of previous chapter |
| 4. | November | Heads of Income: income from capital gain , Income from other Sources, practical problems of income from other sources  Clubbing and aggregation of income, Provisions regarding set off and carry forward of losses |  |

Two Assignments and One unit test will be taken as per schedule.

Signature of A/Prof.

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

SESSION 2020-21 (ODD SEMESTER)

Name of Profession:- Mrs Anju Sharma

Designation:- Assistant professor of commerce

Subject/Paper: Business communication

Class: B.Com I (1st Sem)

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| Sr. No | Month | Topics to be covered | Remarks if any |
| 1. | October | Business Communication: Meaning, importance, forms of communication, models and processes  Theories of business communication, audience analysis, corporate communication, Formal and informal communication, importance of corporate communication |  |
| 2. | November | Miscommunication: its barriers and improvement. Effective presentation skills: Individual and group presentation,  Writing business letters and emails: Etiquettes in verbal , written and online communication. |  |
| 3. | December | Effective practices in business communication: group discussion, mock interview and seminars: report writing principles and content Self-development and communication, development of positive attitude: SWOT analysis s , |  |
| 4. | January | Body language: Kinesics, proxemics, para language: Principles of effective listening oral and written and video session, interviewing skills: appearing and conducting writing resume |  |

Two Assignments and One unit test will be taken as per schedule.

Signature of A/Prof.