

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

### LESSON-PLAN (Session 2025–26) EVEN SEMESTER

**Name of Teacher:** Ms Laksha Tanwar

**Designation:** Assistant Professor

**Class:** M.Com – I

**Subject/Paper:** Stock Market Operations (M24-COM-204)

**Type of Course:** Major

Sr. No.	Month	Topics to be Covered	Teaching Learning Strategy	Learning Outcome of Students
1	January	Theory: Fundamentals of Investment; investment process; types of investors; securities market in India. Practical: Introduction to stock market, DEMAT account concept, types of brokers.	Lecture method, individual learning, demonstration	Students will understand investment basics and DEMAT mechanism.
2	February	Theory: Primary Market and Secondary Market; role of SEBI; investor protection. Practical: DEMAT opening procedure, IPO application process.	Lecture, case study method, problem-based learning	Students will understand market functioning and IPO process.
3	March	Theory: Listing of securities; stock market	Demonstration, experiential	Students will apply trading concepts in simulated

		terminology; types of trading. Practical: Virtual trading, delivery vs intraday trading, settlement procedure.	learning	environment.
4	April	Theory: Indian Stock Exchanges (BSE, NSE); trading systems; stock market indices; mutual funds. Practical: NAV computation, analysis of mutual fund schemes.	Lecture, discussion, hands-on practice	Students will analyse indices and evaluate mutual fund performance.
5	May	Revision of entire syllabus (Theory + Practical).	Discussion, revision sessions	Consolidation of concepts and practical application.

Seminar/Presentation/Assignment/Quiz/Class Test/Mid-Term Exam will be taken as per schedule.

Signature of Teacher  
Principal

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

### LESSON-PLAN (Session 2025–26) EVEN SEMESTER

**Name of Teacher:** Ms Laksha Tanwar

**Designation:** Assistant Professor

**Class:** BBA – IV Semester

**Subject/Paper:** Business Research Methods (B23-BBA-402)

**Type of Course:** Major

Sr. No.	Month	Topics to be Covered	Teaching Learning Strategy	Learning Outcome of Students
1	January	Business Research: Meaning, types, managerial value; theory and research; concept, constructs, variables; research problem and hypothesis; research proposal.	Lecture method, discussion, case illustration	Students will understand fundamentals of business research and problem formulation.
2	February	Research Design: Meaning, classification, exploratory research; experimental design; measurement and scales.	Lecture, discussion, problem-solving	Students will understand research design and measurement techniques.
3	March	Sample Design and Sampling Procedure; determination of sample size; primary data collection; questionnaire design.	Lecture, practical illustration, field examples	Students will learn sampling methods and data collection techniques.
4	April	Statistical Techniques of Data Analysis; univariate and bivariate analysis; types of reports; research report writing.	Lecture, numerical illustration, report drafting	Students will analyse data and prepare research reports.

5	May	Revision of entire syllabus.	Revision and discussion	Consolidation of concepts.
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Seminar/Presentation/Assignment/Quiz/Class Test/Mid-Term Exam will be taken as per schedule.

Signature of Teacher  
Principal

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

### LESSON-PLAN (Session 2025–26) EVEN SEMESTER

**Name of Teacher:** Ms Laksha Tanwar

**Designation:** Assistant Professor

**Class:** B.B.A– IV Semester

**Subject/Paper:** Data Handling (B23-VOC-221)

**Type of Course:** Vocational

Sr. No.	Month	Topics to be Covered	Teaching Learning Strategy	Learning Outcome of Students
1	January	Theory: Types of Data – qualitative & quantitative; primary & secondary data; time series data; frequency distribution. Practical: Representation of data using bar and pie diagrams.	Lecture method, demonstration, individual learning	Students will understand types of data and represent data graphically.
2	February	Theory: Data visualization techniques; cumulative frequency distribution; ogives. Practical: Histogram, frequency polygon and ogives.	Lecture, hands-on practice, problem-solving	Students will apply graphical techniques for data analysis.
3	March	Theory: Measures of central tendency and dispersion; correlation and regression. Practical: Computation of mean, median, mode; Karl Pearson's correlation.	Lecture, numerical practice, experiential learning	Students will compute and interpret descriptive statistics and correlation.
4	April	Theory: Statistical hypothesis testing;	Lecture, problem-based	Students will apply inferential

		tests based on normal and sampling distributions. Practical: Z-test, t-test, Chi-square test, F-test applications.	learning, practical demonstration	statistical techniques.
5	May	Revision of entire syllabus (Theory + Practical).	Discussion and revision sessions	Consolidation of theoretical and practical understanding.

Seminar/Presentation/Assignment/Quiz/Class Test/Mid-Term Exam will be taken as per schedule.

Signature of Teacher  
Principal

## Lesson Plan (2025-26)

**Name of Professor: Latika Chahal**

**Designation: Assistant Professor of Commerce**

**Class: M.Com, IInd sem**

**Subject: International Business**

<b>Sr. No.</b>	<b>Months</b>	<b>Topics to be covered</b>	<b>Remarks if any,</b>
<b>1</b>	<b>January</b>	International business: Nature, importance and scope; Framework for analyzing international business environment: Geographical, economic, socio-cultural, political and legal environment; Internationalization stages and orientations; International product life cycles; Modes of entry into international businesses; Technology transfers: importance, types and issues.	
<b>2</b>	<b>February</b>	Multinational corporations: nature, types and role; Foreign investment: Nature, types and barriers; Tariff and non-tariff barriers; Theories of international business: Balance of payments (BOP).	Assignment I, Unit Test
<b>3</b>	<b>March</b>	Regional economic co-operation: Concept, types and rationale, Structure and functioning of EU, USMCA, ASEAN, SAFTA; International economic institutions: WTO, UNCTAD, IMF, World Bank; Generalized system of preferences: International commodity agreements.	Assignment II
<b>4</b>	<b>April</b>	Foreign exchange markets: Nature, participants; Foreign exchange rate: Concept, determinants; Exchange rate systems: Fixed and floating, soft peg, crawling peg, free float, managed float; Exchange rates arrangement in India: Foreign exchange risks and exposures: Types and management. Revision	

**Name of Professor: Latika Chahal**  
**Designation: Assistant Professor of Commerce**  
**Class: B.Com, 4<sup>th</sup> sem**  
**Subject: GST Return Filling**

<b>Sr. No.</b>	<b>Months</b>	<b>Topics to be covered</b>	<b>Remarks if any,</b>
<b>1</b>	<b>January</b>	Overview of GST, Taxable event; Supply & Levy of GST, Composition Scheme; Structure of tariff notification with HSN and interpretation; Classification of Services.	
<b>2</b>	<b>February</b>	Time and Place of Supply; Concept of GST Registration; Valuation Rules; Concept of TDS and TCS in GST. Tax invoice, Debit and Credit Note, Bill of Supply; Input Tax Credit; Reverse Charge Mechanism; E-way Bills & e-invoicing.	Assignment I, Unit Test
<b>3</b>	<b>March</b>	Refunds, Returns and payment of tax; Schedule for payment of GST; Interest/penalty for late/non-filing of return.	Assignment II
<b>4</b>	<b>April</b>	Practical Exposure to GST: Online GST registration demonstration, Payment of GST by electronic ledger: electronic liability register, electronic credit ledger, electronic cash ledger; Types of GST returns, Annual Return and Reconciliation Statement; Filing a refund application Generating E-way bills	

**Name of Professor: Geeta Bhatia, Isha Goyal, Suman, Latika Chahal**  
**Designation: Associate Professor of Commerce**  
**Class: M.Com, 4<sup>th</sup> Sem**  
**Subject: Corporate Tax Planning and Management**

<b>Sr. No.</b>	<b>Months</b>	<b>Topics to be covered</b>	<b>Remarks if any,</b>
<b>1</b>	January	Corporate tax planning: Concept, avoidance and evasion; Requisites of successful tax planning; Computation of total income and tax liability of companies; Tax planning with reference to setting up a new business. form of business organization, location aspects and nature of business.	
<b>2</b>	<b>February</b>	Tax planning and financial management decisions: Capital structure, dividend policy, inters- corporate dividends & bonus shares; Special Tax Provisions: Free trade zones, special economic zones, infrastructure sector and backward areas, tax incentives for exporters.	Assignment I, Unit Test
<b>3</b>	<b>March</b>	Tax Planning and managerial decisions: Own or lease assets/resources. sale of assets used for scientific research, make or buy and, shut down or continue decisions.	Assignment II
<b>4</b>	<b>April</b>	Tax issues and planning: Amalgamation of companies, mergers & acquisitions; Tax deduction at source, advance payment of tax, Tax planning in respect of managerial remuneration.	

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

**LESSON-PLAN (Session 2025-2026) EVEN SEMESTER**

**Name of Professor: Dr. Pooja and Ms. Latika Chahal**

**Designation: Assistant Professor**

**Subject: COMMERCE**

**Class: B.Com III**

**Subject/Paper: REGULATORY FRAMEWORK OF INSURANCE**

<b>Sr. No.</b>	<b>Months</b>	<b>Topics to be covered</b>	<b>Remarks if any,</b>
<b>1</b>	<b>January</b>	Regulation of insurance business: An overview of Indian Insurance Act, 1938; Insurance Regulatory and Development Act (IRDA): Powers and functions of IRDA, relevant regulations and guidelines issued by IRDA, Licensing, registration, compliance, key provisions and amendments, grievance redressal, rural and social sector obligations; Micro insurance, financial inclusion, product approval mechanism.	<b>Practical</b>
<b>2</b>	<b>February</b>	Life Insurance Corporation of India Act, 1956: Establishment of LIC, functions, powers, management and administration, policyholder rights, regulatory compliance, amendments and updates; General Insurance Corporation of India Act: Introduction to general insurance, licensing and registration requirements for general insurance companies, compliance with IRDAI regulations and guidelines, documentation and legislation; Motor Vehicles Act: Classification of motor vehicles, compulsory third-party insurance, hit and run accidents and the solatium fund, motor accident claims tribunals, types of motor insurance policies, underwriting and rating, claims procedures, role and functions of IRDA in regulating the motor insurance sector	<b>Assignment, Class Test, Practical</b>
<b>3</b>	<b>March</b>	Other Relevant Legislations: Marine Insurance Act: Definition, insurable interest, policy provisions, warranties and representations, the voyage, loss and abandonment, assignment of policy, premium and loss settlement; Employees State Insurance Act: establishment of ESIC, applicability of the Act, contributions and funding, benefits provided, regulatory framework, enforcement and compliance; Healthcare Insurance: Concept, significance, key features, Rashtriya Swasthya Bima Yojana (RSBY),	<b>Class Presentation, Practical</b>

		Pradhan Mantri Jan Arogya Yojana (PM-JAY), framework and operations of healthcare insurance, regulations and compliance requirements for healthcare insurance providers.	
<b>4</b>	<b>April</b>	Fire insurance: Concept, insurable interest and indemnity, underwriting and risk assessment, policy provisions and conditions, claims management, technological advancements: Consumer protection, courts, tribunals, insurance ombudsmen, arbitration: Insurance Industry and Market: Overview of the Indian insurance industry, market trends and developments, role of insurance in the economy.	Practical

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

LESSON-PLAN (Session 2025-2026) EVEN SEMESTER

Name of Professor: Dr. Pooja

Designation: Assistant Professor

Subject: COMMERCE

Class: M.COM I

Subject/Paper: CONSTITUTIONAL, HUMAN AND MORAL VALUES

Sr. No.	Months	Topics to be covered	Remarks if any,
1	January	Historical Perspective of Indian Constitution; Basic Values enshrined in the Preamble of the Indian Constitution; Concept of Constitutional, Morality; Patriotic Values and ingredients, Nation Building; Fundamental Rights and Duties; Directive Principles of the State Policy	
2	February	Humanism, Human Virtues and Civic Sense; Social Responsibilities of human Beings; Ethical ways to deal with human aspirations; Harmony with society and nature; Idea of International Peace and Brotherhood, Humanistic Values: (Vasudhaiv Kutumbkam).	Assignment 1, Class Test
3	March	Understanding Morality and Moral Values; Moral Education and Character Building; Ethics of Relations: Personal, Social and Professional: Introduction to Gender Sensitization Affirmative approach towards Weaker Sections (SCs, STs, OBCs, EWS& DAs); Ethical Conduct in Higher Education Institutions; Professional Ethics.	Assignment 2/ Presentation
4	April	Meaning, Origins and Nature of Intellectual Property Rights (IPRs) ;Different Kinds of IPRs - Copyright. Patent. Trademark, Trade Secret/ Dress, Design, Traditional Knowledge; Infringement and Offences of IPRs - Remedies and Penalties; Basics of Plagiarism policy of UGC.	

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

LESSON-PLAN (Session 2025-2026) EVEN SEMESTER

Name of Professor: Dr. Pooja

Designation: Assistant Professor

Subject: COMMERCE

Class: B.Com III

Subject/Paper: REGULATORY FRAMEWORK OF INSURANCE

Sr. No.	Months	Topics to be covered	Remarks if any,
1	January	Regulation of insurance business: An overview of Indian Insurance Act, 1938; Insurance Regulatory and Development Act (IRDA): Powers and functions of IRDA, relevant regulations and guidelines issued by IRDA	
2	February	Licensing, registration, compliance, key provisions and amendments, grievance redressal, rural and social sector obligations; Micro insurance, financial inclusion, product approval mechanism.	Assignment, Class Test
3	March	Life Insurance Corporation of India Act, 1956: Establishment of LIC, functions, powers, management and administration, policyholder rights, regulatory compliance, amendments and updates; General Insurance Corporation of India Act: Introduction to general insurance, licensing and registration requirements for general insurance companies, compliance with IRDAI regulations and guidelines, documentation and legislation;	Class Presentation
4	April	Motor Vehicles Act: Classification of motor vehicles, compulsory third-party insurance, hit and run accidents and the solatium fund, motor accident claims tribunals, types of motor insurance policies, underwriting and rating, claims procedures, role and functions of IRDA in regulating the motor insurance sector.	

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

LESSON-PLAN (Session 2025-2026) EVEN SEMESTER

Name of Professor: Dr. Pooja

Designation: Assistant Professor

Subject: COMMERCE

Class: B.Com I

Subject/Paper: BUSINESS COMMUNICATION (SEC)

Sr. No.	Months	Topics to be covered	Remarks if any,
1	January	Introduction to the Communication: Meaning, Nature, scope and Process of communication, Importance of Effective Business Communication, Objectives of Business Communication, Types/Pattern of Business Communication; Media/Channels of Business Communication; Barriers to Business Communication.	
2	February	Written Communication- (a) Business Letter Writing, (b) Business Report Writing: Importance, Need, Types, Techniques, Language, Structure, Planning and Drafting Written Communication; Preparing Official Communication, Circular, Notification, Amendment, Press Communiqué, DO letter, Telegram.	Assignment 1, Class Test
3	March	Oral Communication: Interviewing-Art of effective interviewing, Types of Interviewing, Techniques of Interviewing, Qualities of Interviewer and Interviewee, Planning of Interviewing, Process of Interviewing. Communicating within groups.	Assignment 2/ Presentation
4	April	Audio visual Communication: Role of Audio-Visual Communication, Channels of Audio-Visual Communication, Importance of Body language in non-verbal communication; Role of Public Relation in Business Communication	

LESSON-PLAN (Session 2019-2020) EVEN SEMESTER

Name of Professor: Dr. Pooja

Designation: Assistant Professor

Subject: COMMERCE

Class: B.Com (II)

Subject/Paper: GENERAL INSURANCE

Sr. No.	Months	Topics to be covered	Remarks if any,
1	January	General insurance: Concept, nature, significance, scope; Principles of general insurance; Classification of general insurance: Fire insurance, marine insurance, social insurance, personal insurance, motor insurance, and miscellaneous insurance; The structure and operation of the insurance business: Insurance contract fundamentals; Insurance marketing; Insurance loss payment; Underwriting, rating of risks, non-life insurance pricing, and reinsurance.	
2	February	General insurance documentation and procedures: Proposal form, cover note, certificate of insurance and the policy; Warranties; Construction of policies; Endorsements and duration of contract; Nomination and assignment; Termination of the contract; Refund of premium and renewal notices; General insurance claim settlement procedure; Surrender value of non-life insurance policy.	Assignment, Class Test
3	March	General Insurance Corporation (GIC): Working of GIC in India; Types of risks assumed and specific policies issued by general insurance companies; Health insurance: Individual health insurance, group health insurance; Marketing of health insurance; Motor insurance: Need and types of motor insurance policies; Factors for premium rating; Motor insurance claims.	Class Presentation
4	April	Fire insurance contract: Concept, origin, nature, risks, hazards and indemnity; Fire insurance contract: features, period of fire insurance policy, principles and kinds of policies; legal issues; Miscellaneous insurance: Liability insurance; Project and engineering insurance; Aviation insurance; Multiple line insurance; all-line insurance; Rural insurance; Hull insurance; Crop Insurance	Practical (Internal)

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

LESSON-PLAN (Session 2025-2026) EVEN SEMESTER

Name of Professor: Dr. Pooja

Designation: Assistant Professor

Subject: COMMERCE

Class: M.COM I

Subject/Paper: CONSTITUTIONAL, HUMAN AND MORAL VALUES

Sr. No.	Months	Topics to be covered	Remarks if any,
1	January	Historical Perspective of Indian Constitution; Basic Values enshrined in the Preamble of the Indian Constitution; Concept of Constitutional, Morality; Patriotic Values and ingredients, Nation Building; Fundamental Rights and Duties; Directive Principles of the State Policy	
2	February	Humanism, Human Virtues and Civic Sense; Social Responsibilities of human Beings; Ethical ways to deal with human aspirations; Harmony with society and nature; Idea of International Peace and Brotherhood, Humanistic Values: (Vasudhaiv Kutumbkam).	Assignment 1, Class Test
3	March	Understanding Morality and Moral Values; Moral Education and Character Building; Ethics of Relations: Personal, Social and Professional: Introduction to Gender Sensitization Affirmative approach towards Weaker Sections (SCs, STs, OBCs, EWS& DAs); Ethical Conduct in Higher Education Institutions; Professional Ethics.	Assignment 2/ Presentation
4	April	Meaning, Origins and Nature of Intellectual Property Rights (IPRs) ;Different Kinds of IPRs - Copyright. Patent. Trademark, Trade Secret/ Dress, Design, Traditional Knowledge; Infringement and Offences of IPRs - Remedies and Penalties; Basics of Plagiarism policy of UGC.	

**LESSON-PLAN (Session 2025-2026) EVEN SEMESTER**

**Name of Professor: Dr. Pooja and Ms. Latika Chahal**

**Designation: Assistant Professor**

**Subject: COMMERCE**

**Class: B.Com III**

**Subject/Paper: REGULATORY FRAMEWORK OF INSURANCE**

<b>Sr. No.</b>	<b>Months</b>	<b>Topics to be covered</b>	<b>Remarks if any,</b>
<b>1</b>	<b>January</b>	Regulation of insurance business: An overview of Indian Insurance Act, 1938; Insurance Regulatory and Development Act (IRDA): Powers and functions of IRDA, relevant regulations and guidelines issued by IRDA, Licensing, registration, compliance, key provisions and amendments, grievance redressal, rural and social sector obligations; Micro insurance, financial inclusion, product approval mechanism.	<b>Practical</b>
<b>2</b>	<b>February</b>	Life Insurance Corporation of India Act, 1956: Establishment of LIC, functions, powers, management and administration, policyholder rights, regulatory compliance, amendments and updates; General Insurance Corporation of India Act: Introduction to general insurance, licensing and registration requirements for general insurance companies, compliance with IRDAI regulations and guidelines, documentation and legislation; Motor Vehicles Act: Classification of motor vehicles, compulsory third-party insurance, hit and run accidents and the solatium fund, motor accident claims tribunals, types of motor insurance policies, underwriting and rating, claims procedures, role and functions of IRDA in regulating the motor insurance sector	<b>Assignment, Class Test, Practical</b>
<b>3</b>	<b>March</b>	Other Relevant Legislations: Marine Insurance Act: Definition, insurable interest, policy provisions, warranties and representations, the voyage, loss and abandonment, assignment of policy, premium and loss settlement; Employees State Insurance Act: establishment of ESIC, applicability of the Act, contributions and funding, benefits provided, regulatory framework, enforcement and compliance; Healthcare	<b>Class Presentation, Practical</b>

		Insurance: Concept, significance, key features, Rashtriya Swasthya Bima Yojana (RSBY), Pradhan Mantri Jan Arogya Yojana (PM-JAY), framework and operations of healthcare insurance, regulations and compliance requirements for healthcare insurance providers.	
<b>4</b>	<b>April</b>	Fire insurance: Concept, insurable interest and indemnity, underwriting and risk assessment, policy provisions and conditions, claims management, technological advancements: Consumer protection, courts, tribunals, insurance ombudsmen, arbitration: Insurance Industry and Market: Overview of the Indian insurance industry, market trends and developments, role of insurance in the economy.	Practical

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

LESSON-PLAN (Session 2025-2026) EVEN SEMESTER

Name of Professor: Dr. Pooja

Designation: Assistant Professor

Subject: COMMERCE

Class: B.Com I

Subject/Paper: BUSINESS COMMUNICATION (SEC)

Sr. No.	Months	Topics to be covered	Remarks if any,
1	January	Introduction to the Communication: Meaning, Nature, scope and Process of communication, Importance of Effective Business Communication, Objectives of Business Communication, Types/Pattern of Business Communication; Media/Channels of Business Communication; Barriers to Business Communication.	
2	February	Written Communication- (a) Business Letter Writing, (b) Business Report Writing: Importance, Need, Types, Techniques, Language, Structure, Planning and Drafting Written Communication; Preparing Official Communication, Circular, Notification, Amendment, Press Communiqué, DO letter, Telegram.	Assignment 1, Class Test
3	March	Oral Communication: Interviewing-Art of effective interviewing, Types of Interviewing, Techniques of Interviewing, Qualities of Interviewer and Interviewee, Planning of Interviewing, Process of Interviewing. Communicating within groups.	Assignment 2/ Presentation
4	April	Audio visual Communication: Role of Audio-Visual Communication, Channels of Audio-Visual Communication, Importance of Body language in non-verbal communication; Role of Public Relation in Business Communication	

LESSON-PLAN (Session 2019-2020) EVEN SEMESTER

Name of Professor: Dr. Pooja

Designation: Assistant Professor

Subject: COMMERCE

Class: B.Com (II)

Subject/Paper: GENERAL INSURANCE

Sr. No.	Months	Topics to be covered	Remarks if any,
1	January	General insurance: Concept, nature, significance, scope; Principles of general insurance; Classification of general insurance: Fire insurance, marine insurance, social insurance, personal insurance, motor insurance, and miscellaneous insurance; The structure and operation of the insurance business: Insurance contract fundamentals; Insurance marketing; Insurance loss payment; Underwriting, rating of risks, non-life insurance pricing, and reinsurance.	
2	February	General insurance documentation and procedures: Proposal form, cover note, certificate of insurance and the policy; Warranties; Construction of policies; Endorsements and duration of contract; Nomination and assignment; Termination of the contract; Refund of premium and renewal notices; General insurance claim settlement procedure; Surrender value of non-life insurance policy.	Assignment, Class Test
3	March	General Insurance Corporation (GIC): Working of GIC in India; Types of risks assumed and specific policies issued by general insurance companies; Health insurance: Individual health insurance, group health insurance; Marketing of health insurance; Motor insurance: Need and types of motor insurance policies; Factors for premium rating; Motor insurance claims.	Class Presentation
4	April	Fire insurance contract: Concept, origin, nature, risks, hazards and indemnity; Fire insurance contract: features, period of fire insurance policy, principles and kinds of policies; legal issues; Miscellaneous insurance: Liability insurance; Project and engineering insurance; Aviation insurance; Multiple line insurance; all-line insurance; Rural insurance; Hull insurance; Crop Insurance	Practical (Internal)

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

## LESSON-PLAN (Session 2025-26) EVEN SEMESTER

Name of Teacher: Sarita Sachdeva

Designation: Assistant Professor

Class: M.Com 2<sup>nd</sup> sem.

Subject/ Paper: Human resource management

Type of course (major/minor/VAC/AEC/SEC/MDC): Major

S. No.	Month	Topics to be covered	Teaching Learning Strategy	Learning Outcomes of Students	Remarks
1.	Jan.	Human resource management: Concept, evolution, scope and Importance, objectives and functions; Qualities, role and functions of human resource manager; HRM in dynamic environment; Flexi working hours; Work from home policy; Human resource policies.	Blend of below mentioned--- Group learning , Individual learning, teaching, peer teaching, class tests, Learning through Case studies.	Understand the concept of Human Resource Management in Indian and Global context.	
2.	Feb.	Human resource planning; Job analysis; Recruitment; Selection; Induction and placement; Work force mobility: Promotion, demotion, transfer and separations.	Blend of below mentioned--- Group learning , Individual learning, teaching, peer teaching, class tests.	Learn about manpower planning, recruitment and selection process.	
3.	March	Training; Executive development; Career planning and development; Job evaluation; quality of work life.	Blend of below mentioned--- Group learning , Individual learning, teaching, peer teaching, PPT presentations of students, class tests.	Gain insights of HR Development and career planning.	

4.	<b>April</b>	Performance and potential Appraisal; Compensation management; incentives and employee benefits; Personnel records & HR audit; International human resource management; Job satisfaction.	Blend of below mentioned--- Group learning , Individual learning, teaching, peer teaching, PPT presentations of students, class tests, Learning through Case studies.	Develop the understanding of performance appraisal and compensation decisions, International human resource management; Job satisfaction.	
	<b>May</b>	Revision	Group learning , Individual learning, PPT presentations of students, class tests.	Revision	

❖ **Seminar/Presentation/Assignment/Quiz/Class Test /Mid-Term Exam will be taken as per schedule.**

**Signature of Teacher**

**Principal**