

Semester Wise Lesson Plan/Syllabus to be covered

Class B.Com 2nd yr. 4th Sem Semester Business law - II

April -

Negotiable Act 1881: Scope, features and types: Negotiation, Crossing, Dishonor and discharge of negotiable instruments.

Indian Partnership Act, 1932: Nature of firm, duties and rights of partners, relations of partners to third parties, liabilities of firm and partner, minor, reconstitution of partnership firm, dissolution of a firm and consequences, settlement of accounts, registration of firms, effect of non-registration.

May -

Limited Liability Partnership Act, 2008: Meaning, characteristics of limited liability partnership, Incorporation of LLP, partners and the liability of LLP and partners, accounts audit and taxation of LLP, conversion to LLP from firm/private company, unlisted public company, winding and dissolution of LLP.

June -

Information Technology Act 2000: Purpose, digital signature, electronic governance attribution, acknowledgement & dispatch of electronic records, certifying digital signature, Penalties and other provisions.

It is certified that I have completed the syllabus per the schedule.

RTI Act 2005: Important provisions.

Revisions & Tests

Signature

Semester Wise Lesson Plan/Syllabus to be covered

Class B.Com Final 6th Sem Semester Human Resource Management
April

Human Resource Management - Meaning, Nature, History & Scope, objectives, functions, Importance: HRM vs HRD and personal management.

Human Resource Planning: Meaning, Importance, objectives, process, factors affecting, manpower planning, problems and suggestions for making HR planning effective.

Job Analysis: meaning, process of job analysis, methods of collecting job analysis data, potential problems with job analysis, job description and job specification.

May -

Recruitment: Meaning, purpose, recruitment policy, factors affecting recruitment, source of recruitment, internal and external methods of recruitment.

Selection: meaning, purpose, difference b/w recruitment and selection, process of selection, barriers to effective selection.

Placement, Induction & Internal Mobility:

Placement, induction/orientation, meaning, objectives, content and responsibility for induction, internal mobility, meaning and need, transfer purpose, types, benefit and problems, transfer policy, promotion, purpose, basis, promotion policy, demotion causes, demotion policy.

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June -

Training, training and education, training and development, objectives, importance, steps in designing training programme, training methods, on-the-job & off the job methods, performance appraisal - meaning, features, merits, limitations, process & methods of performance appraisal. Signature

Semester Wise Lesson Plan/Syllabus to be covered

Class B.Com Andl. 6th Sem Semester Business Environment

April

Business Environment: Concept, components and importance: environmental scanning, concept importance and techniques: Organisational Scanning: concept, importance & technique, Public, private & joint sectors in India.

Economic systems: Capitalist, Socialist & Mixed Economy.

May

Economic Planning in India: Achievement & features, planning machinery in India.

Role of Government: Monetary policy, fiscal policy make in India.

Foreign Investment: Concept, need, types & barrier, multinational corporations in India. Globalisation of Indian Business, Competition Act, Foreign Exchange Management Act.

June

Foreign Exchange Market: An overview.

Revision & Tests

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Signature

Semester Wise Lesson Plan/Syllabus to be covered

April Class Mcom Previous 2nd Sem Semester Financial Management & Policy

Financial Management - Nature, significance, objectives & scope of financial management, functions of finance executive in an organisation, Time value of money & recent developments in financial management.

Financial Planning & forecasting - Need & importance of financial planning, financial planning process, drafting a financial plan, financial forecasting, meaning, benefits & techniques of financial forecasting, source of finance.

May

Cost of Capital : Significance, Computation of cost of capital including CAPM, problems in computation of cost of capital.

Working Capital Management & Control: Need, Types & determinants, assessment of working capital requirements, Management of cash, marketable securities & receivables, financing of working capital - banking norms.

June

Capital Budgeting Decisions: Nature & importance, factors influencing capital expenditure decisions, capital budgeting process, evaluation criteria and risk analysis, capital expenditure control.

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Revision & Tests

Signature

Semester Wise Lesson Plan/Syllabus to be covered

Class B.Com 1st (2nd Sem) Semester Business Env't. of Haryana

April

Haryana Economy: Nature, Characteristics and problems, Concept of Economic development state of Haryana Economy since its inception: Income, population, health and nutrition & Declining Sex Ratio.

Haryana Agriculture: Nature, cropping pattern, Role of Agriculture in Haryana Economy Measures for Development in Agriculture, Crop Insurance.

May

Agriculture Credit: Agriculture finance, Types of Agriculture Finance, Credit Needs of Farmers, Sources of Credit, Institutional & Non-Institutional Sources, NABARD, Rural Indebtedness, Causes, Consequences & Debt Relief Measures.

MNCs, Small & Medium Enterprises (MSME) in Haryana: Meaning, Role, Performance & Challenges, SEZ, Growth of MNCs in Haryana, Role of HPIIDC, HFC, HADES, HKYIB.

June

Haryana Budget: Objective & policies, Source of Revenue & its Utilization.

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Teacher & Tests

Signature