**Lession Plan – 2023-24**

**Class - B.Com Ist Semester**

**Subject - Business Management-I**

**Section – A+B**

**Sr. No. Week Content to be covered during the week**

1. 16 July - 20 July Business: concept
2. 22 July – 27 July Nature and spectrum of business activities
3. 29 July – 03 Aug. Business system, business objectives
4. 05 Aug. – 10 Aug. Management: Introduction, concept
5. 12Aug. – 17 Aug. Nature, process and significance
6. 19Aug. – 24 Aug. Development of Management Thought
7. 26 Aug. – 31 Aug. Classical and Neo-Classical systems
8. 02 Sept. - 07 Sept. Contingency approaches
9. 09 Sept. - 14 Sept. Planning: concept, types and process
10. 16 Sept. – 21 Sept. Decision Making: concept and process, Management by Objectives
11. 23 Sept. - 28 Sept. Corporate Planning and Strategic Formulation
12. 30 Sept. – 05 Oct. Organizing: concept, nature, process and significance
13. 07 Oct. – 12 Oct. Authority and Responsibility relationship
14. 14 Oct. – 19 Oct. Centralization and Decentralization
15. 28 Oct. – 02 Nov. Departmentation, Firms of Organizing structure
16. 4 Nov. – 30 Nov. Revision and Practice Test - chapter wise

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**Lession Plan – 2023-24**

**Class - B.Com. IInd Semester**

**Subject - Business Management-II**

**Section – A+B**

**Sr. No. Week Content to be Covered Remarks, if any**

1. 1 Jan. - 7 Jan. Staffing: Concept, Nature and Scope

1. 8 Jan. – 14 Jan. Recruitment and Selection
2. 15 Jan. – 21 Jan. Training of Employees

1. 22 Jan. – 28 Jan. Motivation: Concept, Nature and Importance

1. 29 Jan. – 03 Feb. Motivation Theories: Maslow, Herzber, Macgregor and Quchi
2. 04 Feb. – 10 Feb. Financial and Non-Financial Incentives
3. 11 Feb. – 17 Feb. Classical and Neo-classical Systems, Contingency Approaches

1. 18 Feb. - 24 Feb. Communication: Concept, Nature, Types and Process
2. 25 Feb. – 02 March Communication: Barriers and Remedies

1. 03 March – 09 March Control: Concept, Process and Techniques
2. 10 March - 16 March Effective Control System

1. 17 March – 23 March Management of Change: Concept, Nature

1. 24 March – 30 March Process of Planned Change

1. 9 April – 14 April Resistance to Change

1. 15 April – 21 April Emerging Horizons of Management in Changing Environment

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**Lession Plan – 2023-24**

**Class - B.Com IVth Semester**

**Subject – Secretarial Practice**

**Sr. No. Week Content to be Covered Remarks, if any**

1. 1 Jan. - 7 Jan. Meaning, definitions and functions of a company secretary

1. 8 Jan. – 14 Jan. Duties and responsibilities of a company secretary

1. 15 Jan. – 21 Jan. Powers and appointment procedure of a company secretary

1. 22 Jan. – 28 Jan. Qualifications and disqualifications of a company secretary

1. 29 Jan. – 03 Feb. Position and removal of a company secretary
2. 04 Feb. – 10 Feb. Duties of Secretary regarding formation of M/A & their alterations.
3. 11 Feb. – 17 Feb. Duties of Secretary regarding formation of A/A & their alterations.

1. 18 Feb. - 24 Feb. Duties of secretary regarding issue of share certificate, share warrant
2. 25 Feb. – 02 March Duties of secretary regarding share stock, calls–in-arrear, forfeiture and re-issue of shares

1. 03 March – 09 March Duties of secretary regarding transfer and transmission of shares.
2. 10 March - 16 March Duties of secretary regarding meetings, Requisites of a valid meeting

1. 17 March – 23 March Secretarial duties regarding meetings of shareholders

1. 24 March – 30 March Meetings of Board of directors

1. 9 April – 14 April Company secretary and motion & resolution.

1. 15 April – 21 April Company secretary and voting & proxy.

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**Lession Plan – 2023-24**

**Class - B.Com IIIrd Semester**

**Subject – Human Resource Management**

**Section – A+B**

**Sr. No. Week Content to be Covered Remarks, if any**

1. 24 July - 25 July An introduction to Human Resource Management

1. 31 July – 01 Aug. Definitions of Human Resource Management (HRM)

1. 08 Aug. - Importance of Human Resource Management (HRM)

1. 21 Aug. – 22 Aug. Objectives of Human Resource Management (HRM)

1. 28Aug. – 29 Aug. Scope of Human Resource Management (HRM)

1. 04 Sept. – 05 Sept. Function of Human Resource Management

1. 11Sept. - 12 Sept. Managerial and Operative Functions

1. 18 Sept. - 19 Sept. Qualifications of a Human Resource Manager

1. 25 Sept. – 26 Sept. Qualities of Human Resource manager in our organization
2. 03 Oct. Evolution of Human Recourse Management (HRM) in India
3. 09 Oct. – 10 Oct. Growth of Human Recourse Management (HRM) in India

1. 23 Oct. – 24 Oct. Special incentives

1. 30 Oct. – 31 Nov. Profit sharing

1. 06 Nov. – 07 Nov. Revision and Group Discussion

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