

Govt. College for Girls, Padha (Karnal)

Lesson Plan for Even Semester

Name of the Assistant Professor: Dr.Karamjit Kaur

Class- B.Com VI Semester

Subject- Human Resource Management

1st Week (Feb 8)	Human resource management: meaning, nature, history and scope
2nd Week Feb (10-15)	Objectives, functions, importance; HRM vs. HRD and personal management.
3rd Week Feb (17-22)	Human resource planning: meaning
4th Week Feb (24-28)	HRM importance, objectives, process, factors affecting manpower planning,
5th Week March (1-8)	HRM problems and suggestions for making HR planning effective.
6th Week March (9-16)	Holi Vacations
7th Week March (17-22)	Job Analysis: meaning, process of job analysis Test ,Job description and job specification. Assignment I
8th Week March (24-31)	Recruitment: meaning, purpose, recruitment policy,
9th Week April (1-5)	Factors affecting recruitment; source of recruitment, internal and external methods of recruitment.
10th Week April (7-12)	Selection: meaning, purpose, difference between recruitment and
11th Week April (14-19)	Selection; process of selection; barriers to effective selection.
12th Week April (21-26)	Placement, induction and internal mobility: placement;
13th Week April (28-30)	induction/orientation: meaning, objectives, Assignment II
14th Week May(1-3)	content and responsibility for induction; internal mobility: meaning & need; Test
15th Week May(5-10)	transfer: purpose, types; benefits and problems, transfer policy promotion: purpose, basis, promotion policy; demotion: causes, demotion policy
16th Week May(12-17)	Training: meaning, training and education, training and development, objectives, importance,
17th Week May(19-24)	Steps in designing training programme; Training methods: on-the-job and off-the-job methods.
18th Week May(26-31)	Performance appraisal: meaning, features, merits, limitations, process and methods of performance appraisal.
19th Week	Revision /Test

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Subject- Income Tax Law II

1st Week (Feb 8)	Total Income & Gross Total Income, Tax Slab
2nd Week Feb (10-15)	Deductions under section 80C to 80D in computing total income
3rd Week Feb (17-22)	Deductions under section 80D to 80U in computing total income.
4th Week Feb (24-28)	Computation of total income and tax liability of an individual
5th Week March (1-8)	Computation of total income and tax liability of an individual (NUMERICAL)
6th Week March (9-16)	Holi Vacation
7th Week March (17-22)	Computation of total income and tax liability of an H.U.F.
8th Week March (24-31)	tax liability of an H.U.F. (NUMERICAL) Test /Assignment I
9th Week April (1-5)	Computation of total income and tax liability of a Firm.
10th Week April (7-12)	tax liability of a Firm. (NUMERICAL)
11th Week April (14-19)	Income tax authorities, Income tax authorities their powers
12th Week April (21-26)	Old tax vs new tax scheme Assessment of Companies. Test /Assignment I
13th Week April (28-30)	Recovery of tax
14th Week May(1-3)	Refund of Tax law, Advance payment of tax. Deduction of tax at source
15th Week May(5-10)	Penalties and prosecutions, Appeals and revision.
16th Week May(12-17)	Different types of returns. e- filling returns
17th Week May(19-24)	Procedure of filing e-return
18th Week May(26-31)	Revision /Test
19th Week	Revision /Test

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Class- B.Com VI Semester

Subject- Retail Management

1st Week (Feb 8)	Retailing: Concept, characteristics and importance
2nd Week Feb (10-15)	Theories of retailing; Retailing in India;
3rd Week Feb (17-22)	Strategic planning in Retailing; Planning location of retail institution:
4th Week Feb (24-28)	Trading area analysis, deciding the most desirable type of location, choice of a general location,
5th Week March (1-8)	choosing and evaluating a particular site choice of a general location, Assignment I
6th Week March (9-16)	Holi Vacation
7th Week March (17-22)	Primary Retailing Strategies. Test
8th Week March (24-31)	Budget /process choosing and evaluating a particular site
9th Week April (1-5)	Security Issues in Retailing
10th Week April (7-12)	Store layout Store layout Material handling. Test Assignment II
11th Week April (14-19)	Organizational structure in retail institutions; Classification of retail institutions
12th Week April (21-26)	Store based and non store based retail organizations
13th Week April (28-30)	Process of setting up a retail organization
14th Week May(1-3)	FDI in retail. Store management
15th Week May(5-10)	Blueprinting operations, deciding stores layout,
16th Week May(12-17)	Applications of information technology in retailing. Their uses
17th Week May(19-24)	energy management
18th Week May(26-31)	Test/Revision