

Tau Devi Lal Govt. Post Graduate College for Women, Murthal (Sonapat)

Lesson Plan

Name of the Faculty Dr. Manoj Kumar

Class and Section: B.Com 1st Sem

Session 25-26

Subject: "Business Communication".

Month	Topic
July	Unit-I: Purpose and Process of Communication This unit focuses on the foundational concepts of communication. Topics covered include: The purpose and process of communication. The myths and realities of communication. Paths of communication: oral communication, noise, and barriers to communication. Language as a tool of communication. Essentials of a good listening process. Telephonic communication and presentation skills. Prerequisites for effective presentations.
August	Unit-II: Non-Verbal Communication This unit delves into non-verbal aspects of communication, including: General body language cues such as gestures, smiles, and hand movements.
September	The use of space (proxemics) and voice modulation (para language). Body posture for interviews. Business etiquette, including business dining and business manners in different cultures.
October	Unit-III: Written Communication This unit covers various forms of written business communication: Mechanics of writing and report writing.
November	Circulars, notices, memos, agendas, and minutes. Business correspondence, including business letter format. Modern forms of communication, such as telex, fax, and email. Drafting and developing resumes.


Signature of the Faculty

Tau Devi Lal Govt. Post Graduate College for Women, Murthal (Sonapat)

Lesson Plan


Name of the Faculty Dr. Manoj Kumar

Class and Section: B.Com 5th Sem

Session 25-26

Subject: "Principal of Management".

Month	Topic
July	Unit-I: Nature, Scope and Significance of Management; Process of Management; Management as an Art, Science and Profession; Management and Administration; Role of Managers; Principles of Management; Levels of Management
August	Unit-II Planning: Meaning and Importance of Planning; Planning Process; Making Planning Effective; Types of Plans, Decision Making Concept, Nature, Types of Decision, Process and Techniques, Creativity in Decision Making. Management by Objectives
September	Unit-III Organizing-Nature, Importance, Process and Principles of Organizing Departmentation, Decentralization, Centralization, Delegation, Authority and Responsibility Relationship Line, Staff and Functional; Formal vs. Informal Organizations. Directing: Concept, Nature and Importance
October	Unit-IV Leadership: Meaning, Importance and Characteristics of a Good Leader, Trait Theories, Managerial Grid, Robert House theory, Path Goal theory, Blake & Mouton theory.
November	Control: Nature, Process and Significance, Control Methods: Pre-action Control, Steering Control and Post-action Control, Control Techniques. Revision and test


Signature of the Faculty

Tau Devi Lal Govt. Post Graduate College for Women, Murthal (Sonapat)

Lesson Plan

Name of the Faculty Dr. Manoj Kumar

Class and Section: M.Com 1st Sem

Session 25-26

Subject: "Statistical Analysis for Business".

Month	Topic
July	Unit-I Probability and Probability Distributions: Probability Theory; Concept of probability; Different approaches to probability; conditional probability; application of Addition and Multiplication Laws; Baye's Theorem and Inverse probability and Mathematical expectation.
August	Probability Distribution: Concept, types. Discrete Probability Distributions: Binomial Distribution, Poisson Distribution- their assumptions, characteristics and application in decision making.
September	Unit-II Continuous Probability Distribution: Normal Distribution, characteristics, assumption and their applications to business.
October	Unit-III Multivariate Correlation and Regression: Meaning, significance, types of Correlation, Partial correlation, Multiple correlation. Multiple Regression: Meaning, Importance and Application (Up to Three Variables).
November	Unit-IV Linear Programming: Linear Programming: Uses, applications, data requirement and limitations. Simplex Method only, Big M method. and revision


Signature of the Faculty

Tau Devi Lal Govt. Post Graduate College for Women, Murthal (Sonapat)

Lesson Plan


Name of the Faculty Dr. Manoj Kumar

Class and Section: B.Com 3rd Sem

Session 25-26

Subject: Investment Management

Month	Topic
July	Unit I Investment: Meaning, nature and process. Investment avenues, concept and Movement of investment risk and return.
August	Difference between Speculation, Gambling and investment activities. Unit II Fundamental Analysis: Company Analysis, Industry Analysis and Economy Analysis.
September	Technical Analysis: Types of Charts and Charting techniques, Dow Theory. Technical vs Fundamental analysis.
October	Unit III Efficient Market theory or Hypothesis, Concept of Stock Exchange and trading mechanism of Stock exchange.
November	Derivatives: Meaning, Types, uses. Option Contracts: Meaning and types (Elementary Introduction).


Signature of the Faculty

Tau Devi Lal Govt. Post Graduate College for Women, Murthal (Sonapat)

Lesson Plan


Name of the Faculty Dr. Manoj Kumar

Class and Section: M.Com 1st Sem

Session 25-26

Subject: Chanakya Neeti and Kautilya's Arthashastra".

Month	Topic
July	Unit I Who was Chanakya. Leadership lessons from his life, Qualities of a leader, Do's and don'ts of a leader. The king should be a leader - Rajdharma.
August	Story of Chanakya & Chandragupta. Chanakya Neeti Shastra: Themes and importance for management, Bounded rationality.
September	Core themes of Chanakya Neeti: Dharma, Arth, Kama, Moksh. Unit II Kautilya's Artha Shastra: Ideas and importance for practical life.
October	Difference between Chanakya Neeti Shastra and Kautilya's Artha Shastra. State-craft in Kautilya's Artha Shastra & its relevance today.
November	Relevance of Chanakya's concept of public welfare state and distributive justice in 21st century.


Signature of the Faculty