

LESSON PLAN

NAME OF TEACHER: MS. Sonia Minocha
(ASSISTANT PROFESSOR IN COMMERCE)

B.Com. I Semester Session 2024-25

Business Communication

July, 2024

Introduction: Basics of communication, Seven C's of effective communication, barriers to communication, ethical context of communication.

August, 2024

Business Communication at workplace: Letter writing- component, layout and process, E- mail communication, bad news messages, persuasive written communication, memos, notice, agenda and minutes of meeting.

September, 2024

Report Writing: Types of business reports, structure of reports, short reports, long reports, abstracts and summaries, proposals.

October, 2024

Communication Skills: Reading skills,

November, 2024

Communication skills listening skills, note making, persuasive speaking. Body language, Gestures

TEST AND REVISION

B.com III Semester Session 2024-25

Business Regulatory Framework01

July, 2024

Indian Contract Act: - Valid contract and its elements; Void and void able agreements;

August, 2024

Void and illegal agreements; Offer and acceptance; Contractual capacity of parties; Free consent of parties; Lawful consideration and object; Agreements expressly declared as void.

September, 2024

Contingent Contracts: - Quasi contracts; Discharge of contracts: - methods of discharge of contracts; Consequences of Breach of contracts.

Contract of Indemnity and guarantee: - Elements of contract of Indemnity; Rights of Indemnity Holder and indemnifier Guarantee: - features of contract of guarantee; Rights and Liabilities of surety; Discharge of surety; Difference between contract of indemnity and Guarantee.

October, 2024

Contract of Bailment and Pledge: - Meaning; types of bailment, Termination of bailment, Duties and rights of bailor and bailee. Essentials of pledge, who may pledge, Rights and Duties of Pawnor and Pawnee.

November, 2024

Consumer protection Act 1986: - Salient features of consumer Protection Act; Rights of consumers; consumer Protection councils; consumer disputes redressal machinery.

TEST AND REVISION

B.com Vth Semester Session 2024-25

Entrepreneurship and small scale business

July, 2024

Entrepreneur-Entrepreneurship-Enterprise: Conceptual issues. Entrepreneurship vs. Management

August, 2024

Roles and functions of entrepreneurs in relation to the enterprise and in relation to the economy. Entrepreneurship as a interactive process between the individual and the environment. Small business as the seedbed of entrepreneurship. (The teachers should emphasize to students the desirability as well as feasibility of a career in entrepreneurship in the Indian scenario.) Entrepreneurial competencies. Entrepreneurial motivation, performance and rewards. (The teachers may make use of Entrepreneurship Development

September, 2024

contemporary business franchising, business process outsourcing in the early 21st century. advised to visit various product/service franchisees, links in the Network Marketing.) The process of preliminary screening and aspects of the detailed study idea and financing/non-financing support agencies to policies/programmes and procedures and the available Report and Report on Experiential Learning of successful/unsuccessful entrepreneurs.

October, 2023

successful/unsuccessful entrepreneurs. comprehensive business plan. The desirability funding/non-funding agencies may also functions in a small business. Designing Issues in small business marketing. The concept and application of product life cycle (ptc),

November, 2023

advertising & publicity, sales & distribution management. The idea of consortium marketing, competitive bidding/tender marketing, negotiation with principal customers. The contemporary perspectives on Infrastructure Development, Product and Procurement Reservation, Marketing Assistance, Subsidies and other Fiscal & Monetary Incentives. National, state level and grass-root level financial and nonfinancial institutions in support ofsmall business development.

TEST AND REVISION

M.com I Semester Session 2024-25

Business Research Methodology

July, 2024

Business Research - Meaning, types, managerial value of business research; theory and research

August, 2024

components, concept, constructs, definition variables, proposition and hypothesis, deductive and inductive theory; nature and process and importance of problem definition, purpose and types of research proposal, ingredients of research proposal.

September, 2024

Research Design - Meaning, classification and elements of research design, methods and categories of exploratory research, basic issues in experimental design, classification of experimental design; concept and their measurement, measurement scales.

October, 2024

Sample design and sampling procedure, determination of sample size, research methods of collecting primary data, and issues in construction of questionnaire.

November, 2024

Statistical techniques of data analysis, nature and types of descriptive analysis, uni-variate and bivariate tests of statistical significance, meaning and types of research report, ingredients of research report.

Test and revision