Teaching Plan for the session 2023-21

Odd Semester for the Month of July 2023

Name of the Assistant/ Associate Professor:- Shweta

Class and Section: B.com

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| Date | Human Resource Management B.Com 3rd sem | Cost Accounting-IB.com 5th sem | Business Communication B.com 3rd sem | Management Accounting-1B.com 5th sem | Corporate Accounting-IB.com 3rd sem |
| 31-Jul-23 | Introduction to Human Resource Management | Cost Accounting: An Introduction | Introduction of Business Communication | **Unit – I** **Management Accounting**: Nature and Scope of Management Accounting | Introduction Share Capital |
| 01-Aug-23 | Definition, Importance | Continue…. | Definition, Importance | Continued….. | Definition & Types |
| 02-Aug-23 | Objectives and scope of Human Resource Management (HRM). | Continue…. | Function of Business Communication | Continued….. | Continue |
| 03-Aug-23 | Function of Human Resource Management: - Managerial and Operative Functions | Continue…. | Basics of Communication | Meaning, functions, Scope of Management Accounting | Continue |
| 04-Aug-23 | Qualifiction and Qualities of Human Resource manager in our organization | Continue…. | Communication Process | Continued….. | Accounting Treatment of issue |
| 05-Aug-23 | Evolution and Growth of Human Recourse Management (HRM) India. | Cost: Elements, Concepts And Classification | Continue.. | Continued….. | Continue.. |
| 07-Aug-23 | Barrier and future of HRM | Continue…. | Continue… | The Management Accountant, The Controller, The Treasurer, Management Accounting Principles | Continue… |
| 08-Aug-23 |  Assignment  | Continue…. |  Assignment  | Continued….. | forfeiture and reissue of Share |
| 09-Aug-23 | Test | Continue…. | Test | Continued….. | Numerical Problems solving…. |
| 10-Aug-23 | Introduction of Recruitment: - Meaning & Definition | Continue…. | Seven C’s of effective communication | Management Accounting vs Financial Accounting vs. Cost-Accounting, | Continue.. |
| 11-Aug-23 | Factors affecting recruitment | Continue…. | Prerequisites of successful Effective Communication | Continued….. | Continue… |
| 12-Aug-23 | Importance of Recruitment | Material Cost Accounting(Including Material Purchase And Issue Pricing) | Principles of successful Effective Communication | Utility of management Accounting, | Continue.. |
| 14-Aug-23 | Steps in recruitment policy | Continue…. | Continue.. | Continued….. | Continue.. |
| 15-Aug-23 | Continue.. | Continue…. | Assignment | Limitations of Management Accounting, Tools of Management Accounting. | Continue.. |
| 16-Aug-23 | Continue… | Continue…. | Test | Continued….. | Continue… |
| 17-Aug-23 | Sources and modes of recruitment | Continue…. |  Introduction of barriers to communication | **Unit – II** **Analysis and Interpretation of Financial Statements** | Continue.. |
| 18-Aug-23 | Continue… | Continue…. | How they Arise | Continued….. | Continue… |
| 19-Aug-23 | Introduction of Selection: - Meaning, and definition | Material Cost Control: Concept And Techniques | Types of barrier | meaning and types of financial statements, analysis and interpretation of financial statements | Continue.. |
| 21-Aug-23 | Essentials of Selection Procedure | Continue…. | How to Improve Barrier | Continued….. | Continue… |
| 22-Aug-23 | Stages in Selection Procedure | Continue…. | Test | Types of financial analysis, steps involved in financial analysis, techniques of financial analysis. | Buy-back of equity shares |
| 23-Aug-23 | Barrier of effective selection | Continue…. | ethical context of communication | Continued….. | Numerical Problems solving…. |
| 24-Aug-23 | Introduction of Training: - Concept | Continue…. | Significance | Continued….. | Continue.. |
| 25-Aug-23 | Need and importance of Training | Continue…. | Factors Affecting | Ratio Analysis : meaning of ratios, classification of ratios, profitability ratios, | Sweat shares & Right Shares |
| 26-Aug-23 | Training Policy | Labour Cost Accounting, Labour Turnover,Idle Time And Overtime | Organizing Value and Communication Ethics | Continued….. | Numerical Problems solving…. |
| 28-Aug-23 | Principles of Training | Continue…. | Guidelines to handle Communication Ethics Dilema | Continued….. | Continue.. |
| 29-Aug-23 | Methods of Training | Continue…. | Advantages | Continued….. | Test |
| 30-Aug-23 | Continue…. | Continue…. | Test | Continued….. | Redemption of preference share |
| 31-Aug-23 | Continue…. | Methods of Wage Payments (Including Incentive Schemes) | Planning the business Letter | Continued….. | Numerical Problems solving…. |
| 01-Sep-23 | Continue... | Continue…. | Physical appearance of Business letter | Continued….. | Continue.. |
| 02-Sep-23 | Merits of Training | Continue…. | Layout or Format | Continued….. | Continue.. |
| 04-Sep-23 | Test… | Continue…. | Parts of Business Letter | Continued….. | Continue.. |
| 05-Sep-23 | Introduction of Wages: - Meaning | Continue…. | Test | Continued….. | Continue.. |
| 06-Sep-23 | Features of wages | Accounting For Overheads:Classification And Treatment | History of Communication | Continued….. | Continue.. |
| 07-Sep-23 | Factors affecting of wages | Continue…. | Challenges | Continued….. | Issue of Bonus Share |
| 08-Sep-23 | Objective and Theories of wages | Continue…. | Email & its uses | balance sheet ratios and turnover rations, advantages and limitations of ratio analysis. | Numerical Problems solving…. |
| 09-Sep-23 | Continue…. | Continue…. | How email works | Continued….. | Continue.. |
| 11-Sep-23 | Continue…. | Continue…. | Merits & demerits of email | Continued….. | Continue.. |
| 12-Sep-23 | Continue…. | Continue…. | Guidelines for writing Email | Continued….. | Test |
| 13-Sep-23 | Continue…. | Overheads: Allocation,Apportionment And Absorption | Understanding the Internet | Continued….. | Debenture: Meaning, Types |
| 14-Sep-23 | Continue…. | Continue…. | Email Etiquette, Signs & Symbols | Continued….. | Numerical Problems solving…. |
| 15-Sep-23 | Modern Theory of Wages | Continue…. | Test | Continued….. | Continue.. |
| 16-Sep-23 | Test…. | Continue…. | Bad News Letter | Continued….. | Continue |
| 18-Sep-23 | Methods of wage Payment | Continue…. | Purpose & Tone  | **Unit – III** Cash Flow Statement : Meaning, objectives | Continue |
| 19-Sep-23 | Time wages and Piece wages methods | Machine Hour Rate Method | Planning  | Continued….. | Entries of Redemption of Debenture |
| 20-Sep-23 | Piece wages methods | Continue…. | Types  | Continued….. | Continue |
| 21-Sep-23 | Balance Debt Method | Continue…. | Test | Continued….. | Continue |
| 22-Sep-23 | Incentive Wage Plan | Continue…. | Persuasiveness | Continued….. | Writing of discount on issue of debenture |
| 23-Sep-23 | Continue…. | Continue…. | Purpose & foundation Planning | Continued….. | Continue |
| 25-Sep-23 | Continue…. |  | AIDA Formula | Continued….. | Redemption of Debenture |
| 26-Sep-23 | Continue…. | Continue…. | Types | limitations and accounting procedure; Financial planning | Methods of Redemption |
| 27-Sep-23 | Continue…. | Unit Or Output Costing (Cost Sheet,Cost Statement And Production Account) | Test | Continued….. | Numerical Problems solving…. |
| 28-Sep-23 | Concept of wages | Continue…. | Format of memorandum | Continued….. | Continue.. |
| 29-Sep-23 | Minimum Wages | Continue…. | Conditions and Types | Continued….. | Continue |
| 30-Sep-23 | Continue…. | Continue…. | Advantages | Continued….. | Continue |
| 02-Oct-23 | Continue…. | Continue…. | People don’t Read | Continued….. | Continue.. |
| 03-Oct-23 | Fair Wages | Continue…. | Meeting | Continued….. | Continue |
| 04-Oct-23 |  Minimum and Living wage  | Unit Or Output Costing (Continued) | Notice & Agenda | Continued….. | Continue |
| 05-Oct-23 | Factors determining wage Structure of an organization | Continue…. | Agenda | **Unit – IV** Capital Budgeting : Meaning, nature, need, importance | Continue.. |
| 06-Oct-23 | essentials of satisfactory wage policy | Continue…. | Minutes | Continued….. | Continue |
| 07-Oct-23 | Minimum Wage Act, 1948 | Continue…. | Prepare of the meeting | Continued….. | Continue |
| 09-Oct-23 | Continue.... | Continue…. | Test | Continued….. | Test |
| 10-Oct-23 | Test… | Continue…. | Reports | Continued….. | Valuation of Goodwill: Meaning |
| 11-Oct-23 |  Introduction of Wage Incentives: - Concept | Unit Or Output Costing –II(Calculations Of Estimates, Tender Price And Quotation Price) | Short Report | Continued….. | objectives, determinates |
| 12-Oct-23 | Need and Importance of Incentives | Continue…. | Long Report | Continued….. | main methods |
| 13-Oct-23 | Financial Incentive | Continue…. | Test | Continued….. | Numerical Problems solving…. |
| 14-Oct-23 | Continue…. | Continue…. | abstracts | Continued….. | Continue.. |
| 16-Oct-23 | Continue…. | Continue…. | Summaries | appraisal methods, | Continue |
| 17-Oct-23 | Non- Financial Incentive | Unit Or Output Costing –II (Continued) | Proposals | Continued….. | Continue |
| 18-Oct-23 | Continue…. | Continue…. | What is Reading and Context | Continued….. | Continue.. |
| 19-Oct-23 | Continue…. | Continue…. | Reading process | Continued….. | Test |
| 20-Oct-23 | Continue…. | Continue…. | Reading Skills & group of Words | Continued….. | Valuation of Shares: Meaning |
| 21-Oct-23 | Continue…. | Reconciliation Of Cost And Financial Accounts | Efficient Reading strategy | capital rationing. | objectives, determinates |
| 23-Oct-23 | Essentials of Ideal Incentives system.. | Continue…. | SQ3R Method & speed | Continued….. | main methods |
| 24-Oct-23 | Test… | Continue…. | 3C’ of reading Skill | Continued….. | Numerical Problems solving…. |
| 25-Oct-23 | Introduction of Industrial Relations: - Concept | Continue…. | Test | Continued….. | Continue.. |
| 26-Oct-23 | Importance and Objectives of industrial relations | Continue…. | Importance & Nature of Listening | Revision  | Continue |
| 27-Oct-23 | Factor Affecting IR | Continue…. | Types of Listening | Continued….. | Continue |
| 28-Oct-23 | Effect of Bad IR | Reconciliation Of Financial And Cost Accounts | Poor Listening Habits & Cost of ineffective Listening Habita | Continued….. | Continue.. |
| 30-Oct-23 | Aspects of Industrial Relation | Continue…. | Factors & Principles | Continued….. | Test |
| 31-Oct-23 | Scope of IR | Continue…. | How to Listen | Continued….. | Profit or loss before and after incorporation |
| 01-Nov-23 | Conditions of IR | Class Tests, Assignment & seminar | Advantages & barrier | Continued….. | Numerical Problems solving…. |
| 02-Nov-23 | Continue | Class Tests, Assignment & seminar | Test | Continued….. | Continue.. |
| 03-Nov-23 | Test | Class Tests, Assignment & seminar | Tips for Effective Note Making | Continued….. | Continue |
| 04-Nov-23 | Introduction of Industrial disputes | Class Tests, Assignment & seminar | Methods of Note making | Assignment and Test | Continue |
| 06-Nov-23 | Features | Class Tests, Assignment & seminar | Test | Continued….. | Continue.. |
| 07-Nov-23 | Forms | Class Tests, Assignment & seminar | Persuasive Speaking Understand, Uncomfortable phase | Continued….. | Test |
| 08-Nov-23 | Causes | Class Tests, Assignment & seminar | Basics Principles, Ways of delivering, Audience analysis, appearance & Physical | Continued….. | Final accounts of companies |
| 09-Nov-23 | Effects | Class Tests, Assignment & seminar | Final Phase | Continued….. | Numerical Problems solving…. |
| 10-Nov-23 | Prevention of ID | Class Tests, Assignment & seminar | Non verbal Communication | Continued….. | Continue.. |
| 11-Nov-23 | Industrial Disputes Act 1947, | Class Tests, Assignment & seminar | Types | Continued….. | Continue |
| 13-Nov-23 | Procedures, powers & Duties of Authorities | Class Tests, Assignment & seminar | Function & Significance | Continued….. | Continue |
| 14-Nov-23 | PPT, Revision, Test | Class Tests, Assignment & seminar | Test | Continued….. | Continue.. |
| 15-Nov-23 | Continued.......... | Class Tests, Assignment & seminar | Revision | Continued….. | Test |
| 16-Nov-23 | Continued......... | Class Tests, Assignment & seminar | Revision | Revision | Revision |
| 17-Nov-23 | Continued.......... | Class Tests, Assignment & seminar | Revision | Revision | Revision |
| 18-Nov-23 | Continued......... | Class Tests, Assignment & seminar | Revision | Revision | Revision |
| 20-Nov-23 | Continued....... | Class Tests, Assignment & seminar | Introduction of Communication | Revision |  |
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