Lesson Plan

**Name** : Mrs. Kirti Rani

**Subject**: Commerce

**Lesson Plan**: January 2018 – April 2018

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| Week | Date | M.com. ll Sem.(Financial Mgt.and Policy) | M.com. ll Sem.(Human Resource Management) | M.Com. lV Sem.(Sales Management) |  M.Com. lV Sem.(Security Market Operations) |  |
| 1 | 1-Jan-18 | Introduction | Introduction | Introduction | Introduction |
| 2-Jan-18 | Financial Management | HRM: concept and Importance | Sales Management: Concept and objectives | Security Market: concept  |
| 3-Jan-18 | To be continue  | Scope of HRM | Functions of sales management | Primary Market: Role |
| 4-Jan-18 | To be continue  | Objectives of HRM | Integrated sales and marketing management | Functions Of Primary Market |
| 5-Jan-18 | To be continue  | Functions of HRM | To be continued | Methods of selling securities in PMkt. |
| 6-Jan-18 | Functions of finance executive in an organization | Oral test | Oral test of sales management | To be continued |
| 7-Jan-18 | **Sunday** |
| 2 | 8-Jan-18 | Time value of money: concept and techniques | HRM in dynamic environment | Personal Selling | Oral test of Primary Market |
| 9-Jan-18 | Annuity and its practical problems | Building up skill for effective HR manager | Concept and classifications of sales jobs | New Financial Instruments |
| 10-Jan-18 | Present value and its practical problems | Evolution of HRM | To be continued | To be continued |
| 11-Jan-18 | Practical applicability | To be continued | Buyer seller dyads | SEBI guidelines for public issues |
| 12-Jan-18 | Recent Development in financial management | Growth and Challenges in India | Personal Selling Process | To be continued |
| 13-Jan-18 | To be continued  | Test | Feedback | To be continued |
| 14-Jan-18 | **Sunday** |
| 3 | 15-Jan-18 | To be continued  | International HRM | Theories of selling | TEST |
| 16-Jan-18 | To be continued  | To be continued | Test | Secondary Market: concept |
| 17-Jan-18 | Capital asset pricing model | To be continued | Sales Planning: concept and importance | Stock exchanges in India |
| 18-Jan-18 | To be continued  | Human Resource information system | Approaches of Sales Planning | Organisation of stock exchanges |
| 19-Jan-18 | Feedback | To be continued | Process of Sales Planning | Growth of stock exchange |
| 20-Jan-18 | Oral test | Feedback of weekly topics | Oral test | Review and feedback |
| 21-Jan-18 | **Sunday** |
| 4 | 22-Jan-18 | [**Vasant Panchami**](http://www.officeholidays.com/countries/india/vasant_panchami.php) |
| 23-Jan-18 | Test of Financial Management | GD | Disscussion regarding assignment and presentation | Assignment and Presentation topic distribution |
| 24-Jan-18 | [**Sir Chhotu Ram Jayanti**](http://www.officeholidays.com/countries/india/haryana/2016.php) |
| 25-Jan-18 | Presentation topics discussion | Test  | Motivational Lecture | Test of Security Market |
| 26-Jan-18 | [**Republic Day**](http://www.officeholidays.com/countries/india/india_republic_day.php) |
| 27-Jan-18 | GD | Presentation topics discussion | GD | Motivational lecture |
| 28-Jan-18 | **Sunday** |
| 5 | 29-Jan-18 | Financial Planning: meaning and basic concepts | Human Resource Policy | Sales Forcasting | Trading in stock Mkt. |
| 30-Jan-18 | Need and Importance of financial planning | To be continued | To be continued | To be Continued |
| 31-Jan-18 | Financial Planning Process | Oral Test of HR Policy and HRIS | Sales Budget | Presentation (1 to 5 ) |

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|  | 1-Feb-18 | Financial Forecasting:meaning and benefits | Human Resource Planning | To be continued | Trading Mechanism |
| 2-Feb-18 | Techniques of financial forcasting | To be continued | Oral Test | Online Trading |
| 3-Feb-18 | Feedback of FP & FF | To be continued | Presentation(1 to 5) | Screen Based Trading |
| 4-Feb-18 | **Sunday** |
| 6 | 5-Feb-18 | Source of finance: Ownership securities | Oral test of HR Planning | Sales Organisation: Concept and purpose | Oral Test |
| 6-Feb-18 | Creditorship securities | Presentation (1 to 5 ) | Principles of setting up a sales organisation | National Stock ExchangeRole and organisation |
| 7-Feb-18 | Internal Financing | Job Analysis | Process of setting up a sales organisation | Management |
| 8-Feb-18 | Loan Financing | To be continued | Sales Organisation Structures | Listing Procedure |
| 9-Feb-18 | Innovative Sources of financing | To be continued | Feedback | Accounting Records and Nature of transactions |
| 10-Feb-18 | [**Maharshi Dayanand Saraswati Jayanti**](http://www.officeholidays.com/countries/india/haryana/2016.php) |
| 11-Feb-18 | **Sunday** |
| 7 | 12-Feb-18 | Test of source of finance | Motivational Lecture | Assignment submission and oral test | Settlement of Trade |
| 13-Feb-18 | [**Maha Shivratri**](http://www.officeholidays.com/countries/india/maha_shivarati.php) |
| 14-Feb-18 | Assignment Submission and test distribution | Discussion about assignment topics | Field sales organisation | Test of NSE |
| 15-Feb-18 | Presentation (1 to 5 ) | Job Description | Determining size of sales force | Bombay Stock ExchangeRole and organisation |
| 16-Feb-18 | Motivational Lecture | Job Specification | Need and Procedure for setting up sales torritories | Management |
| 17-Feb-18 | Presentation(6 to 10) | Job Design | Time management | Listing Procedure of BSE |
| 18-Feb-18 | **Sunday** |
| 8 | 19-Feb-18 | Cost of capital: meaning and basic concept  | Oral test of Job Analysis |  Routing | Accounting records for buying and selling transactions |
| 20-Feb-18 | Computation of cost of capital | Recruitment concept and Process | Presentation(6 to 10) | Nature of trade  |
| 21-Feb-18 | To be continue | Sources and Methods | Sales Quotas : Purpose And types | Settlement of trades |
| 22-Feb-18 | To be continue  | Challenges and Recent trends | Administration of sales quota | Feedback |
| 23-Feb-18 | To be continue  | Feedback | Test | Oral Test of BSE |
| 24-Feb-18 | Class test of cost of capital | Presentation(6 to 10) | Presentation(11 to 15) | Presentation(6 to 10) |
| 25-Feb-18 | **Sunday** |  |
| 9 | 26-Feb-18 | Presentstion(11 to 15) | Selection | Sales Force Management: Recuitment | Share Price Indices: Need and Importance |
| 27-Feb-18 | GD | To be continued | To be continued | To be continued |
| 28-Feb-18 | **Holiday** |

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|  | 1-Mar-18 | [**Guru Ravidas Birthday**](http://www.officeholidays.com/countries/india/guru_ravidas.php) |
| 2-Mar-18 | [**Holi**](http://www.officeholidays.com/countries/india/holi.php) |
| 3-Mar-18 | **Holiday** |
| 4-Mar-18 | **Sunday** |
| 10 | 5-Mar-18 | Working Capital Management:Need and Type | Placement | Selection | Assignment Submission and oral test of stock price indices |
| 6-Mar-18 | Determinent and assessment of working capital requirement | Induction | Training  | Comiling of Index Numbers and Interpretation |
| 7-Mar-18 | To be continue  | Promotion | Compensation | Presentation(11 to 15) |
| 8-Mar-18 | Management of marketable securities | Demotion | Motivating and leading the sales force | Depository:Role and Need |
| 9-Mar-18 | Managament of cash | Transfer | To be continued | National Securities Depository Ltd.(NSDL) |
| 10-Mar-18 | Feedback | Sepration | feedback | To be continued |
| 11-Mar-18 | **Sunday** |
| 11 | 12-Mar-18 | Management of receivables | Test of last week topics | Sales Meeting and contests | The Depository Act 1996 |
| 13-Mar-18 | To be continue  | Employees Training:concept and steps in training plan | To be continued | To be continued |
| 14-Mar-18 | To be continue  | Designing Training Programme | Test  | SEBI(Custodian &Securities) Regulation 1996 |
| 15-Mar-18 | Feedback | Oral test of training | Presentation(16 to 20) | To be continued |
| 16-Mar-18 | Presentation(16 to 20) | Executive Development | Presentation(21 to 25) | Test |
| 17-Mar-18 | Motivational lecture | To be continued | GD | GD |
| 18-Mar-18 | Su**nday** |
| 12 | 19-Mar-18 | Test of Working Capital Management | Career Planning and Development | Control Process: Analysis of sales,cost and profitability | Derivative Trading: concept and types |
| 20-Mar-18 | Presentation (21to25) | To be continued | To be continued | Future & options |
| 21-Mar-18 | Presentation (26 to 30) | GD | Management of sales expenses | To be continued |
| 22-Mar-18 | G D | Oral test of career Planning | Sales record and reporting system | Feedback |
| 23-Mar-18 | [S**haheedi Diwas of Bhagat Singh, Rajguru & Sukhdev**](http://www.officeholidays.com/countries/india/haryana/2016.php) |
| 24-Mar-18 | Test distribution | Presentstion(11 to 15) | Oral test and submission of assignment | Presentation(16 to 20) |
| 25-Mar-18 | **Sunday/** [**Ram Navami**](http://www.officeholidays.com/countries/india/ram_navami.php) |
| 13 | 26-Mar-18 | Capital budgeting | Performance and Potential Appraisal | Presentation(26 to 30) | Methods of trading |
| 27-Mar-18 | To be continue  | To be continue  | Presentation(31 to 35) | Valuation of options |
| 28-Mar-18 | To be continue  | To be continue  | Presentation(36 to 40) | To be continued |
| 29-Mar-18 | [**Mahavir Jayanti**](http://www.officeholidays.com/countries/india/mahavir_jayanti.php) |
| 30-Mar-18 | To be continue  | Presentation(16 to 20) | Presentation41 and absentees | Test |
| 31-Mar-18 | To be continue  | Empowerment | GD | Presentation(21 to 25) |

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| 14 | 1-Apr-18 | **Sunday** |
| 2-Apr-18 | Test  | Presentation (21to25) | Evaluating sales-force performance | Presentation (26 to 30) |
| 3-Apr-18 | Presentation(31 to 34) | Quality of life | To be continued | Raising Funds From International Mkts |
| 4-Apr-18 | Presentation (35 to 37) | Compensation-nature and significance | To be continued | FIIs |
| 5-Apr-18 | Presentation of absentees | Incentives plans | Oral test | Euro issues- ADRs, GDRS |
| 6-Apr-18 | Discussion of problems | Fringe benefits | Motivational lecture | FDI |
| 7-Apr-18 | Discussion of problems | Test | GD | Presentation(31 to 35) |
| 8-Apr-18 | **Sunday** |
| 15 | 9-Apr-18 | Evaluation criteria and risk analysis | Presentation (26 to 30) | Ethical issues in sales management | SEBI Guidelines about IM |
| 10-Apr-18 | To be continued | Job Satisfaction | To be continued | SEBI Guidelines |
| 11-Apr-18 | Feedback | To be continued | To be continued | Feedback |
| 12-Apr-18 | Guidance Lecture | Feedback | Oral test | Presentation(36 to 40) |
| 13-Apr-18 | GD | Presentation(31 to 35) | Problem disscussion | GD |
| 14-Apr-18 | [**Dr Ambedkar Jayanti**](http://www.officeholidays.com/countries/india/ambedkar_jayanti.php) **/** [**Vaisakhi**](http://www.officeholidays.com/countries/india/haryana/2016.php) |
| 15-Apr-18 | **Sunday** |
| 16 | 16-Apr-18 | Capital expenditure control | Job Stress Management | Disscussion For viva | Presentation 41 & absentees |
| 17-Apr-18 | To be continued | To be continued | Problem disscussion | Motivational lecture |
| 18-Apr-18 | [**Parashurama Jayanti**](http://www.officeholidays.com/countries/india/2016.php) |
| 19-Apr-18 | Feedback | Presentation (36 to 37) and absentees | Revision | Test of raising funds |
| 20-Apr-18 | Revision | Discussion about viva voic and case study | To be continued | Discussion about viva voic and case study |
| 21-Apr-18 | To be continued | Motivational lecture | To be continued | Problem discussion and test distribution |
| 22-Apr-18 | **Sunday** |
| 17 | 23-Apr-18 | To be continued | Problem Discussion | To be continued | Revision |
| 24-Apr-18 | To be continued | Revision | To be continued | To be continued |
| 25-Apr-18 | To be continued | To be continued | To be continued | To be continued |
| 26-Apr-18 | To be continued | To be continued | To be continued | To be continued |
| 27-Apr-18 | To be continued | To be continued | To be continued | To be continued |
| 28-Apr-18 | To be continued | To be continued | To be continued | To be continued |