**GOVT. COLLEGE JASSIA (ROHTAK)**

**SUBJECT: Human Resource mgt. SEMESTER: 3rd**

**TEACHER’S NAME: Smt. Richa**

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| **Lesson Plan for the session 2021-22** |
| **October 2021** |
| 01-09  | An introduction to Human Resource Mgt., definition, importance, objectives, scope, functions |
| 11-16  | Managerial and operative functions, qualification and qualities of HR manager, evolution and growth of HRM in India, recruitment meaning |
| 18-23 | Policy, sources and modes of recruitment, factors affecting recruitment, selection Recruitment meaning |
| 25-30 | Training methods- on the job and off the job training, principles of training, evolution of training programme in India |
| **November 2021**  |
| 01-06  |  Diwali holidays |
| 08-13 | Wage and wage incentives- meaning, objective, and theories of wages |
| 15-20 | Methods of wage programme- time and piece wage methods |
| 22-27 | Selection- Its essential, stages in selection procedure, training concept, need and importance of training |
| 29-30 | Group Discussion, Presentations, Test and Assignments |
| **December 2021** |
| 01-04 | Concept of wages |
| 06-11 | Wage incentives- concept, need and importance of incentives, special incentives – profit sharing |
| 13-18 | Labour co-partnership, bonus, non - financial incentives |
| 20-25 | Essentials of ideal incentives system, Class test |
| 27-31 | Industrial relations and industrial unrest- concept, importance, objectives and contents of industrial relations, Class test |
| **January 2022** |
| 01-08 | Participants of industrial relations, requirement of good industrial relations programme,  |
| 10-15 | Meaning of industrial unrest |
| 17-22 | Forms and causes of industrial disputes, impact of industrial unrest on the economy, Preventive and curative methods and agencies for reconciliation of industrial unrest |
| 24-29 | **Group Discussion, Presentations, Test and Assignments**  |

**GOVT. COLLEGE JASSIA (ROHTAK)**

**SUBJECT: Financial Accounting**

**SEMESTER: 1st**

**TEACHER’S NAME: Smt. Richa**

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| **Lesson Plan for the session 2021-22** |
| **October 2021** |
|  | Meaning and Scope of Accounting, Basis Accounting Terms and Bases of Accounting |
|  | Accounting Principles, Double Entry System, Revision and Oral Test |
| 18-23 | Recording of Accounting Transactions, Accounting for Goods and Services Tax i.e. GST |
| 25-30 | Trial Balance, Written Test |
| **November 2021**  |
| 01-06  | Diwali Holidays |
| 08-13 | Capital and Revenue, Deprecation : Nature , Causes and factors of measuring depreciation |
| 15-20 | Depreciation : Accounting concept , Methods and Salient features of AS-6 |
| 22-27 | Final Accounts,Final Accounts - With Adjustments |
| 29-30 | **Group Discussion, Presentations, Test and Assignments and Illustrations** |
| **December 2021** |
| 01-04 | Final Accounts - With Adjustments, Errors and their Rectification |
| 06-11 | Errors and their Rectification |
| 13-18 | Accounts for Non Profit Organisations |
| 20-25 | Accounts for Non Profit OrganisationsAccounts cont.. |
| 27-31 | Consignment accounts |
| **January 2022** |
| 01-08 | Consignment Accounts |
| 10-15 | Revision and Test of completed syllabus |
| 17-22 | Revision and Test of completed syllabus |
| 24-29 | **Group Discussion, Presentations, Test and Assignments**  |

**GOVT. COLLEGE JASSIA (ROHTAK)**

**LESSON PLAN FOR THE SESSION 2021-22**

**SUBJECT: Financial market operations**

**SEMESTER: 5th**

**TEACHER’S NAME: Smt. Richa**

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| **Lesson Plan for the session 2021-22** |
| **October 2021** |
| 01-09  | Overview of Indian Financial system |
| 11-16  | Indian money market |
| 18-23 | Primary market |
| 25-30 | Secondary market |
| **November 2021**  |
| 01-06  | Diwali Holidays |
| 08-13 | OTCEI |
| 15-20 | NSE |
| 22-27 | SEBI |
| 29-30 | **Group Discussion, Presentations, Test and Assignments and Illustrations** |
| **December 2021** |
| 01-04 | Investor’s protection  |
| 06-11 | Functions of stock exchange |
| 13-18 | Merchant banking |
| 20-25- | Credit rating |
| 27-31 | Development bank |
| **January 2022** |
| 01-08 | Mutual fund |
| 10-15 | Revision and Test of completed syllabus |
| 17-22 | Revision and Test of completed syllabus |
| 24-29 | **Group Discussion, Presentations, Test and Assignments**  |