

Name of Extension Lecturer : Mr. Sunil Kumar

Class and section : B.com Semester 3<sup>rd</sup>

Subject : Business Statistics- I

MONTH	TOPICS
JULY 2024	Introduction of Statistics: Origin, Development, Definition, Scope, Uses and Limitations. Statistical Data: Types of Measurement scales- normal, Ordinal, Interval and Ratio level measurement; Collection,
AUGUST 2024	Classification and Tabulation of Primary and Secondary data. Presentation of data: Diagrammatic and Graphical presentation of Data-Bar, Squares, rectangular and Circular diagrams; Histogram, frequency polygon, Ogives, Stem and Leaf displays box plots.
SEPTEMBER 2024	Central Tendency and Partition values; Concept and Measures of Central tendency, Quartiles, Deciles, Percentiles. Dispersion: Concept and Its absolute as well as relative measures.
OCTOBER 2024	Moments, Skewness and Kurtosis: Moments about any point and about mean and the relationship between them. Sheppard's Corrections for Moments. Concept of symmetrical distribution and skewness, measures and Co- efficient of skewness, Concept of Kurtosis and its measures.
NOVEMBER 2024	Correlation-concept, scatter diagram, Karl Pearson's co-efficient of Correlation and its properties Spearman's rank Correlation, Concurrent deviation method Regression: Meaning and Definition, Difference between Correlation and Regression, Principle of least squares and fitting of a line of best fit to the given data, Regression lines, Properties of regression Co-efficient and Regression lines, standard error of estimate, Co-efficient of determination

Class and section : B.com Semester 5<sup>th</sup>

Subject : Entrepreneurship and Small Scale Business

MONTH	TOPICS
JULY 2024	Entrepreneur-Entrepreneurship-Enterprise: Conceptual issues. Entrepreneurship vs. Management. 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
AUGUST 2024	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 Institute of India's Inventory of Entrepreneurial Competencies and National Institute of Entrepreneurship and Small Business Development's training kit for arousing entrepreneurial motivation and capacity and capability building)
SEPTEMBER 2024	Opportunity scouting and idea generation: role of creativity & innovation and business research. Sources of business ideas. Entrepreneurial opportunities in contemporary business environment, for example opportunities in network-marketing, franchising, business process outsourcing in the early 21st century. (The students be advised to visit various product/service franchisees, BPO concerns and meet up/down links in the Network Marketing.) The process of setting up a small business: preliminary screening and aspects of the detailed study of the feasibility of the business idea and financing/non-financing support agencies to familiarize themselves with the policies/programmes and procedures and the available schemes.) Preparation of Project Report and Report on Experiential Learning of successful/unsuccessful entrepreneurs. (The students may be advised to develop a structured instrument (questionnaire) for conducting survey of the various aspects of entrepreneurs/enterprise. They may also be

	advised to prepare a comprehensive business plan. The desirability and feasibility of liaison with relevant funding/non-funding agencies may also be explored.
OCTOBER 2024	Managerial roles and functions in a small business. Designing and redesigning business processes, location, layout, operations planning & control. Basic awareness of the issues impinging on quality, productivity and environment. Managing business growth. The pros and cons of alternative growth options: internal expansion, acquisitions & mergers, integration & diversification. Crises in business growth.
NOVEMBER 2024	Issues in small business marketing. The concept and application of product life cycle (ptc), 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 of small business development

**Class and section: Semester 3<sup>rd</sup>**  
**Subject : Human Resource Management**

MONTH	TOPICS
JULY 2024	An Introduction to Human Resource Management Definition, Importance objectives and scope of Human Resource Management (HRM).
AUGUST 2024	Function of Human Resource Management: - Managerial and Operative Functions. Qualification and Qualities of Human Resource manager in our organization. Evolution and Growth of Human Recourse Management (HRM) India.
SEPTEMBER 2024	Recruitment: - Meaning, Steps in recruitment policy, sources and modes of recruitment, Factors affecting recruitment. Selection: - Meaning, Essentials of Selection Procedure, Stages in Selection Procedure. Training: - Concept, Need and importance of Training. Methods of Training: - On the job Training + off the job Training, Principles of training, Evaluation of training Programme in India.
OCTOBER 2024	Wages: - Meaning, Objective and Theories of wages, Methods of wage Programme: - Time wages and Piece wages methods Concept of wages: - Fair, Minimum and Living wage, Factors determining wage Structure of an organization, essentials of satisfactory wage policy. Wage Incentives: - Concept, Need and Importance of Incentives. Special Incentives Prefect sharing and Labour Co. Partnership and Essentials of Ideal Incentives system.
NOVEMBER 2024	Industrial Relations: - Concept, Importance and Objectives of industrial relations, Contents of industrial relations. Participants of Industrial relation and Recruitment of good Industrial relation Programme. Industrial Unrest: - Meaning, Forms and Causes of industrial disputes, Impact of Industrial unrest on the Economy, preventive and curative methods and Agencies for Reconciliation of Industrial unrest.



Class and section : B.com Semester 5<sup>th</sup>

Subject : Financial Market Operations

MONTH	TOPICS
JULY 2024	Indian Money Markets Composition and Structure; (a) Acceptance houses (b) Discount houses and (c) Call money market, Security market- (a) New Issue Market (b) Secondary market; functions and role of stock exchange listing, procedure and legal requirements
AUGUST 2024	SEBI – Introduction, Role, Its powers, Objectives, Scope & Functions, Grievances concerning stock exchange and dealings and their removal; grievance cell in stock exchange SEBI: Company law Board: Press remedy through courts.
SEPTEMBER 2024	Brokers, Sub brokers, Market makers, Jobbers, Portfolio Consultants, Institutional Investors, Depository, Merchant Banking – Functions and Roles; SEBI guidelines; credit rating – concept, functions, and types.
OCTOBER 2024	Role, Policy measures relating to Development Financial Institution in India. Products & Services offered by IFCI, IDBI, IIBI, SIDBI, IDFC, EXIM, NABARD & ICICI
NOVEMBER 2024	SEBI – Introduction, Role, Its powers, Objectives, Scope & Functions, Indian Money Markets Composition and Structure

Class and section: B.com Semester 3<sup>rd</sup>

Subject: Fundamental of Insurance

MONTH	TOPICS
JULY 2024	Insurance- History and Development; Meaning; Importance; Nature; Main principles- Principles of Cooperation, Probability, utmost good faith. Proximate cause, Insurable interest, Indemnity, Subrogation, Warranty
AUGUST 2024	Life Insurance: - Main Elements, Importance, Important life Insurance Policies, Annuities, Premium Determination under life Insurance
SEPTEMBER 2024	General Insurance, Marine Insurance- Main Elements, Marine Losses, Types of Marine Insurance policies. Agriculture Insurance: History, Meaning, Main problems, Policies
OCTOBER 2024	Fire Insurance- Elements, Premium Determination, Types of Policies. Important Provisions of Motor Insurance, Aircraft Insurance
NOVEMBER 2024	Revision of topics already covered

Class and section: B.com Semester 3<sup>rd</sup>

Subject: B.R.F

MONTH	TOPICS
JULY 2024	Indian Contract Act: - Valid contract and its elements;
AUGUST 2024	Void and voidable agreements; 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.
OCTOBER 2024	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. Contract of Bailment and Pledge: - Meaning; types of bailment, Termination of bailment, Duties and
NOVEMBER 2024	rights of bailor and bailee. Essentials of pledge, who may pledge, Rights and Duties of Pawnor and Pawnee Consumer protection Act 1986: - Salient features of consumer Protection Act; Rights of consumers; consumer Protection councils; consumer disputes redressal machinery.

*Signature*

Principal  
H.L.G. Govt. College,  
Tauri, Dist. Nuh (HR)