

Government College Nagda, District-Ujjain (M. P.)

E-mail ID: gc238238@yahoo.com, hegascnagujj@mp.gov.in

Teaching Plan (Monthly)

Teacher's Name – Dr.Chandani Jaisawal

Subject: -Minor


Class:B.Com. I Year

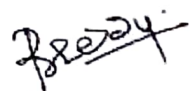
Paper:- Business Org & Communication

Month – July, 2023

Session: 2023-24

Week	From date to date	Topics/Chapters to be covered	Activities to be done
1.	01.07.2023	Introductory Class	Providing Syllabus
2.	03.07.2023 to 08.07.2023	Indian tradition business and their organizational structures.	Providing study material
3.	10.07.2023 to 15.07.2023	Concept os of business,trade,industry and commerce.	Providing study material
4.	17.07.2023 to 22.07.2023	Classification of business	Providing study material
5.	24.07.2023 to 28.07.2023	Concept, characteristics of business organization	Providing study material
6.	31.07.2023	Importance and objectives of business organization	Providing study material


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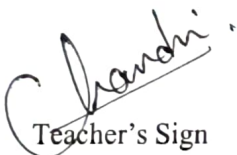
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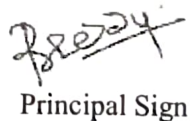
Paper:- Business Org & Communication

Month – August, 2023

Session: 2023-24

Week	From date to date	Topics/Chapters to be covered	Activities to be done
1.	01.08.2023 to 05.05.2023	Social responsibility of business	Providing study material
2.	07.08.2023 to 12.08.2023	Forms of business organization- classification, factors.	Providing study material
3.	18.08.2023 to 19.08.2023	Sole proprietorship-meaning ,definition, merits and demerits.	Providing study material
4.	21.08.2023 to 26.08.2023	Partnership- meaning ,definition, merits and demerits.	Providing study material
5.	28.08.2023 to 31.08.2023	Unit 1 test	test


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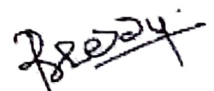
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Month – September, 2023

Session: 2023-24

Week	From date to date	Topics/Chapters to be covered	Activities to be done
1.	01.09.2023 to 02.09.2023	Co-operatives organization- meaning, functions and limitations.	Providing study material
2.	04.09.2023 to 09.09.2023	Company –meaning, concept, formation.	Providing study material
3.	11.09.2023 to 16.09.2023	Characteristics and significance of private and public company.	Providing study material
4.	18.09.2023 to 23.09.2023	Unit 2 test	Unit test
5.	25.09.2023 to 30.09.2023	Meaning, definition, nature, importance of Communication.	Providing study material


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Month – October, 2023

Session: 2023-24

Week	From date to date	Topics/Chapters to be covered	Activities to be done
1.	03.10.2023 to 07.10.2023	Elements of communication process, Feedback process.	Providing study material
2.	09.10.2023 to 14.10.2023	Type of Barriers communication	Providing study material
3.	16.10.2023 to 21.10.2023	CCE	CCE
4.	23.10.2023 to 27.10.2023	Communication types- Written communication-techniques and guidelines.	Providing study material
5.	30.10.2023 to 31.10.2023	Letter writing- Basic principles, purpose	Providing study material


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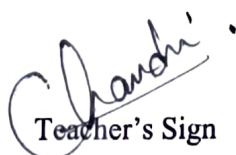
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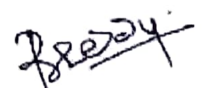
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Month – November, 2023

Session: 2023-24

Week	From date to date	Topics/Chapters to be covered	Activities to be done
1.	01.11.2023 to 04.11.2023	Types of business letters, report writing	Providing study material
2.	06.11.2023 to 11.11.2023	Types of reports.	Providing study material
3.	13.11.2023 to 18.11.2023	Drafting of reports.	Providing study material
4.	20.11.2023 to 25.11.2023	Oral communication	Providing study material
5.	27.11.2023 to 30.11.2023	Speeches for different occasions	Providing study material


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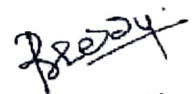
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Month – December, 2023

Session: 2023-24

Week	From date to date	Topics/Chapters to be covered	Activities to be done
1.	01.12.2023 to 02.12.2023	Guidelines for effective listening	Providing study material
2.	04.12.2023 to 09.12.2023	CCE	CCE
3.	11.12.2023 to 16.12.2023	Modern forms of communication	Providing study material
4.	18.12.2023 to 23.12.2023	Email, Vedio conferencing	Providing study material
5.	26.12.2023 to 30.12.2023	International communication for global business.	Providing study material


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Month – January, 2024

Session: 2023-24

Week	From date to date	Topics/Chapters to be covered	Activities to be done
1.	01.01.2024 06.01.2024	Forms of technology	Providing study material
2.	08.01.2024 to 13.01.2024	Use in modern communication system	Providing study material
3.	15.01.2024 to 20.01.2024	Role of social media in modern business	Providing study material
4.	22.01.2024 to 27.01.2024	REVISION UNIT 1	Providing study material
5.	29.01.2024 to 31.01.2024	CCE	CCE


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Month – February, 2024

Session: 2023-24

Week	From date to date	Topics/Chapters to be covered	Activities to be done
1.	01.02.2024 to 03.02.2024	Types of communication	Providing study material
2.	05.02.2024 to 10.02.2024	Types of business	Providing study material
3.	12.02.2024 to 17.02.2024	Barriers of communication	Providing study material
4.	19.02.2024 to 24.02.2024	UNIT 1	Revision
5.	26.02.2024 to 29.02.2024	UNIT 1	Revision


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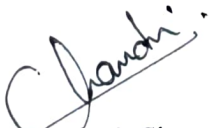
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Month – March, 2024

Session: 2023-24

Week	From date to date	Topics/Chapters to be covered	Activities to be done
1.	01.03.2024 to 02.03.2024	UNIT 2	Revision
2.	04.03.2024 to 09.03.2024	UNIT 3	Revision
3.	11.03.2024 to 16.03.2024	UNIT 4	Revision
4.	18.03.2024 to 23.03.2024	UNIT 5	Revision
5.	25.03.2024 to 30.03.2024	Annual Exam	Annual Exam


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