

GOVT. POST. GRADUATE NEHRU COLLEGE, JHAJJAR

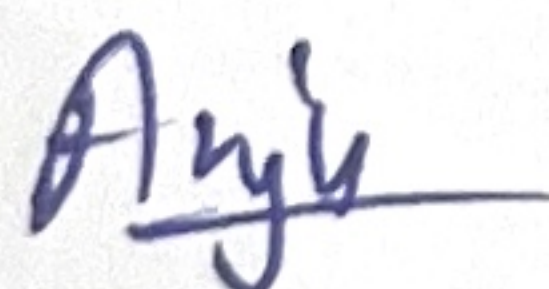
Lesson Plan (2026-27)

Name: Dr. Anju Devi

Class: B.Com. 1st Sem.

Subject: Business Communication

Months	Topics
August	Business Communication- Meaning and Process of Business Communication, Importance of effective Communication, Types of Business Communication, Barriers to Communication, Essentials of an Effective Communication System.
September	Communication Skills: Reading skills, listening skills, note making, persuasive speaking. Body language, Gestures.
October	Business Email Writing: Process of writing Email, Writing Style and Skills, Email Etiquette and Email Samples
November	Business Letter Writing: Points to be considered before writing business letters, Types of Business Letters, Business letter Format and Samples,
December	Revision



(Dr. Anju Devi)

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Lesson Plan (2026-27)

Class: B.Com. 5th Sem.

Name: Dr. Anju Devi

Subject: Entrepreneurship Development

Months	Topics
August	Entrepreneurship: concept and definitions; entrepreneur and entrepreneurial mind-set; traits and qualities of entrepreneurs; Entrepreneur Vs. Manager, entrepreneurship process; factors influencing the emergence of entrepreneurship; role of entrepreneur in economic growth, Creativity & Innovation; and dimensions of entrepreneurship.
September	Classification of Entrepreneurship: women entrepreneurship, social entrepreneurship, corporate entrepreneurship, family business concept; structure and types of family firms; entrepreneurial support system, access to finance, marketing assistance, technology support, role of government, Institutions, industries.
October	Financial Support: Concept, role and functions of business incubators, angel investors, start-up finance and venture capital & private equity fund. Initiatives of Government of India to promote entrepreneurship- Start Up India, Stand Up India, Make in India, etc.
November	MSME and Entrepreneurship Development: Meaning of MSME- Entrepreneurship, Role of MSME, sector in Indian economy; Role of trade associations and self-help groups for promotion of entrepreneurship. MSME Development Act (MSMEDA), 2006, Types of business entities- micro, small and medium enterprises; Provisions pertaining to the promotion and development of MSME; Institutional support for MSMEs
December	Business Plan and Project Report: Understanding and analyzing the business opportunities, Importance of writing Business plan; Contents of business plan; Designing business processes, location, layout, operation, planning & control; preparation of project report (business plan/project report shall be discussed in the class)

Anju
(Dr. Anju Devi)

GOVT. POST. GRADUATE NEHRU COLLEGE, JHAJJAR

Lesson Plan (2026-27)

Name: Dr. Anju Devi & Sanika

Class: B.Com. 1st Sem.

Subject: Business Statistics

Months	Topics
August	Statistics: Meaning, Definition, Needs & Objectives Collection of data – types, methods, classification and tabulation of data, graphic diagrammatic presentation.
September	Measurement of Central Tendency and Variation – Mathematical and fractional averages. Measures of absolute and relative variations.
October	Moments, skewness and kurtosis (with Sheppard's corrections), Index Numbers.
November	Probability and Expected Value: Meaning and Schools of thoughts, Importance of the Concept of the Probability; Calculation of Probability, Probability Theorems: Addition, Multiplication and Bayes' Theorem. Mathematical Expectations. Numerical of Probability.
December	Revision

Anju
(Dr. Anju Devi)

Sanika

GOVT. POST. GRADUATE NEHRU COLLEGE, JHAJJAR

Lesson Plan (2026-27)

Name: Dr. Anju Devi & Saurabh

Class: B.Com. 3rd Sem.

Subject: Corporate Governance

Months	Topics
August	Corporate Governance: Meaning, objectives, and importance. Evolution of corporate governance in India and globally.
September	Theories of corporate governance: Agency Theory, Stakeholder Theory, Stewardship Theory, and Resource Dependence Theory. Corporate failures and the need for governance reforms.
October	Corporate Social Responsibility (CSR) and Business Ethics: Meaning, importance, and regulatory framework. Ethical decision-making and corporate sustainability. Corporate misconduct and fraud – Role of governance in fraud prevention. Whistle blowing mechanism and legal protection for
November	Whistle blowing and Corporate Governance: The Concept of Whistle-Blowing; Types of Whistle-blowers; Whistle-blower Policy; the Whistle-Blower Legislation across Countries; Developments in India.
December	Revision

Anju
(Dr. Anju Devi)

Saurabh
(Statistics)