

**Monthly Teaching Plans (Even Semester)
Session – (2021-22)**

Name of the Teacher/s: Ms. Smriti Nayyar

Department: Commerce

Class: B.Voc(Retail Management) (Sem-2)

Subject: Human Resource Management in Retail

| S.No. | Date ** (Monthly) | | Topics to be Covered | Academic Activity Undertaken* |
|-------|-----------------------|------------------------|--|---|
| | From | To | | |
| 1. | 25 th Feb | 7 th March | Ways to communicate effectively with members of team. Importance of confirming/clarifying work required of the team with manager & doing this effectively. Planning work of team, including identifying priorities or critical activities & available resources. | Lectures, Power Point Presentations, Group Discussion |
| 2. | 8 th March | 19 th March | Identifying sustainable resources & ensure their effective use when planning work of a team. Identifying and taking account of health & safety issues in the planning, allocation & checking of work. Importance of allocating work across the team on a fair basis & how to do so. Importance of briefing team members on work they have been allocated & standard or level of expected performance & how to do so. | Lectures, Power Point Presentations, Group Discussion |

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| 3. | 21 st March | 2 nd April | Cultural diversity of team members from different country or culture & how your own culture may appear to them. Ways of encouraging team members to ask questions and/or seek clarification & make suggestions in relation to work they have been allocated. | Lectures, Group discussion |
| 4. | 4 th April | 21 st April | Effective ways of regularly & fairly checking progress & quality of work of team members. Providing prompt & constructive feedback to team members. Selecting & applying different methods to motivate, support & encourage team members to complete work & improve performance, & for recognizing achievements. | Lectures, Group Discussion |
| 5. | 22 nd April | 14 th May | Importance of monitoring team for conflict & identifying cause(s) of conflict when it occurs & dealing with it promptly and effectively. Taking account of diversity & inclusion issues. Importance of identifying unacceptable or poor performance by members of team & how to discuss cause(s) & agree ways of improving performance with team members. | Lectures, Assignment Allotted |
| 6. | 16 th May | 31 st May | Logging information on ongoing performance of team members & using this information for | Lectures, Case Studies |

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| | | | performance appraisal. Problems & unforeseen events that may occur & supporting team members to deal with them. Importance of maintaining team morale, circumstances when morale is likely to flag, & kinds of encouragement and support valued by colleagues. | |
| 7. | 1 st June | 10 th June | Importance of good working relations, & techniques for removing tension between colleagues. Who can help you set goals, help you plan your learning, and give you feedback about your progress. Revision | Lectures, Tests |

***Any of these** – (i) Lecture Method; (ii) PPT; (iii) Online Sources; (iv) Group Discussion; (v) Case Studies etc.
Other Methods adopted by the teacher – Please write the specific teaching method

**may be revised as per Panjab University notifications

**Monthly Teaching Plans (Even Semester)
Session – (2021-22)**

Name of the Teacher/s: Ms. Smriti Nayyar

Department: Commerce

Class: B.Voc(Retail Management) (Sem-2) Subject: Business Ethics

| S.No. | Date ** (Monthly) | | Topics to be Covered | Academic Activity Undertaken* |
|-------|------------------------|------------------------|--|---|
| | From | To | | |
| 1. | 25 th Feb | 12 th March | Business Ethics: Meaning and Concept, Principles of Business Ethics, Characteristics of Ethical Organisations. | Lectures, Power Point Presentations, Group Discussion |
| 2. | 14 th March | 26 th March | Theories of Business Ethics | Lectures, Power Point Presentations, Group Discussion |
| 3. | 28 th March | 12 th April | Globalization and Business Ethics, Stakeholder's Protection, | Lectures, Group discussion |
| 4. | 13 th April | 30 th April | Corporate Governance and Business Ethics. Ethical Issues in Indian Business. | Lectures, Power Point Presentations, Group Discussion |
| 5. | 2 nd May | 14 th May | Professional Values | Lectures, Power Point Presentations, Group Discussion |
| 6. | 16 th May | 31 st May | Corporate Social Responsibility: Social Responsibility of business with respect to different stakeholders, Arguments for and against social responsibility of business | Lectures, group discussion |
| 7. | 1 st June | 10 th June | Social Audit, Corporate Social Responsibility and Corporate Governance. Revision | Lectures, tests |

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Mehr Chand Mahajan DAV College for Women, Sector – 36A, Chandigarh

MONTHLY TEACHING PLAN (Even Semester)

Session (2021-22)

Name of Teacher: Ms. Ruhani Mahajan

Department: Commerce

Class: B.Voc.(Retail Management), Semester 2

Subject: Organisational Effectiveness in retail -RSC205

| Sr. No. | Date (Monthly) | | Topics to be Covered | Academic Activity Undertaken |
|----------------|-----------------------|------------------------|---|--------------------------------------|
| | From | To | | |
| 1 | 05 March | 31 st March | Policies & procedures relating to job role. Value system of organization. Employee rights & obligations. Reporting hierarchy & escalation matrix. Asking questions to identify & confirm requirements. Following routine instructions through clear & direct communication. Using language & concepts appropriate to cultural differences. Using & interpreting non-verbal communication. Scope of information or materials required according to job role. Consequences of poor team participation on job outcomes | lecture method and case studies |
| 2 | 1 st April | 30 th April | Team's purpose, aims & targets. Responsibility for contributing to team's success. Colleagues' roles & main responsibilities. Importance of sharing work fairly with colleagues. Factors that can affect your own and colleagues' willingness to carry out work, including skills & existing workload. Importance of being a reliable team member. Factors to take account of when making commitments, including existing workload & degree to which interruptions and changes of plan are | lecture method with group discussion |

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| | | | within your control. Identifying knowledge & skills needed to achieve goals. Checking your progress. Adjusting plans to meet goals | |
| 3 | 1 st May | 31 st May | Asking for feedback on progress. Responding positively. Helping others to learn in the workplace. Working out what skills and knowledge you can usefully share with others. Health, safety and security risks that are likely to arise when people are learning on the job, and how to reduce these risks. Company procedures & legal requirements for dealing with accidents & emergencies & reporting accidents & emergencies to promote health and safety. Health & safety requirements laid down by company & by law. Authority & responsibility for dealing with health & safety risks, & importance of not taking on more responsibility than authorized. | Lecture method, Assignments allotted |
| 4 | 1 st June | 10 th June | Approved procedures for dealing with health & safety risks. Finding instructions for using equipment & materials. Techniques for speaking & behaving in calm way while dealing with accidents & emergencies. Emergency response techniques. Using machinery & escape methods to have minimal loss to material & life..Revision Tests | Lecture method, Revision and elicitation |

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Mehr Chand Mahajan DAV College for Women, Sector – 36A, Chandigarh

MONTHLY TEACHING PLAN (Even Semester)

Session (2021-22)

Name of Teacher: Ms. Ruhani Mahajan

Department: Commerce

Class: B.Voc.(Retail Management), Semester 2

Subject: Organisational Communication in retail -RSC203

| Sr. No. | Date (Monthly) | | Topics to be Covered | Academic Activity Undertaken |
|---------|-----------------------|------------------------|--|--------------------------------------|
| | From | To | | |
| 1 | 5 th March | 31 st March | Different documents /report formats that are required to be kept .making sure information is correct and current . Understanding organization's procedures and policies for preparing and passing on written information. Making sure communication equipment is working properly and what to do if it isn't. Limits of your authority and responsibility for passing on information | lecture method and case studies |
| 2 | 1 st April | 30 th April | Regulations or policies that you should follow for using communications systems, including for private use. What to do if there are problems in using communications equipment, and the location of alternatives that you could use. Terminology to be used in communication mediums, Who to ask if you need to clarify something, or ask questions about your work. Talking and working with others to work efficiently, without adversely affecting your own work; the difference between hearing and listening. | lecture method with group discussion |

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| 3 | 1 st May | 31 st May | Using and reading body language effectively. Using questions to check that you understand what customers are telling you. Summarizing and speaking clearly. Relevant legislation, organizational policies and procedures that apply to joint working. Roles and functions of your stake-holders and their broad structures, methods of communication and decision making processes | Lecture method, Assignments allotted |
| 4 | 1 st June | 10 th June | Principles and benefits of joint working between different stakeholders. Factors likely to hinder joint working. Revision Tests | Lecture method, Revision and elicitation |

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**Monthly Teaching Plans (Even Semester)
Session – (2021-22)**

Name of the Teacher/s: Ms. Kavya Khera

Department: Commerce

Class: B.Voc – Retail management (Sem-2) Subject: Soft Skills

| S.No. | Date ** (Monthly) | | Topics to be Covered | Academic Activity Undertaken* |
|-------|------------------------|------------------------|---|---|
| | From | To | | |
| 1. | 25th Feb | 5th March | Attitude, Spot analysis, Self management techniques, Self esteem and self image | Lectures, Power Point Presentations, Group Discussion |
| 2. | 6th March | 31 st March | Self-confidence, Listening, tips for technical writing, etiquettes | Lectures, Power Point Presentations, Group Discussion |
| 3. | 1 st April | 13 th April | Communication- meaning, types, aids and ethical communication | Lectures, Group discussion |
| 4. | 14 th April | 1 st May | Behavior towards customers, creativity in presentation, Basics of personality | Lectures, Power Point Presentations, Group Discussion |
| 5. | 2 nd May | 18 th May | Theories and techniques of personality development | Lectures, Power Point Presentations, Group Discussion |
| 6. | 19 th May | 1 st June | Coordination, Leadership-styles, role | Lectures, group discussion |
| 7. | 2 nd June | 10 th June | Revision | Lectures, tests |

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