

Teaching Plan Academic Session: 2025-26  
Department of Commerce  
Jagannath Barooah College, Jorhat

**Name of the Teacher: Dr. Biju Roy**

**Semester: ODD & EVEN**

Class/Semester	Title & Code of The Paper Allotted (Credit)	Method of Teaching	Teaching Material	Unit	Topic	Period/ Hours Required	Details of the Contents	Remarks / Books
Sem II (Even)Section A	Management Principles and Application (COMMJ-021) (4)	Lecture, PPT, Discussion	Textbook, Diagrams,	II, III	<p>Planning, Decision Making, Business Environments</p> <p>Decentralization and delegation, Formal and informal organization structure</p>	30	<p><b><u>UNIT -II</u></b></p> <p>Objectives and types of Planning, Decision making, types of Decision making, Planning vs strategy, Strategic planning, Business environment, Internal and external business environment.</p> <p><b><u>UNIT -III</u></b></p> <p>Decentralization and delegation, Formal and informal organization structure</p>	T.N. Chhabra(2021) C.B.Gupta (2020)

Sem II (Even)Section B	Management Principles and Application (COMMJ-021) (4)	Lecture, PPT, Discussion	Textbook, Diagrams,	II, III	Planning, Decision Making, Business Environments	30	Do	T.N. Chhabra(2021) C.B.Gupta (2020)
Sem IV (Even)Section A	Human Resource Management (COMMJ-044) (4)	Lecture, PPT, Discussion	Textbook, Diagrams, Models	II, V	Human Resource Planning- job analysis – job description and job specification; Recruitment – Selection – Concept and process  Employee health and safety; Social security; Industrial Disputes:	30	<b><u>UNIT-II</u></b>  Human Resource Planning- Quantitative and Qualitative dimensions; job analysis – job description and job specification; Recruitment – Concept and sources; Selection – Concept and process; test and interview; placement and induction <b><u>UNIT-V</u></b> Employee health and safety; employee welfare; social security; Employer-Employee relations- an overview; grievance-handling and	Biswajit Pattanayak and C.B. Gupta

							redressal; Industrial Disputes: causes and settlement machinery	
Sem IV (Even)Section B	Human Resource Management (COMMJ-044)(4)	Lecture, PPT, Discussion	Textbook, Diagrams,	II,V	Do	30	Do	Biswajit Pattanayak and C.B. Gupta
Sem VI(Even)	Industrial Relations and Labour Laws (COMD-601B)(6)	Lecture, PPT, Discussion	Textbook, Diagrams,	IV, V	<p>Discipline: Causes of indiscipline and misconduct; Labour turnover; Absenteeism; Grievance: Grievance redressal machinery in India, Features of (Standing orders) Act 194</p> <p>The Industrial Disputes Act, 1947: Strikes and Lock outs: Lay-off and Retrenchment</p>	30	<p><b><u>UNIT-IV</u></b></p> <p>Discipline: Causes of indiscipline, Maintenance of discipline and misconduct; Highlights of domestic enquiries; Principle of Natural Justice; Labour turnover; Absenteeism; Grievance: Meaning of Grievance, Grievance redressal machinery in India, Grievance handling procedure; salient features of Industrial Employment</p>	Arun Monappa/ PK padhi

							(Standing orders) Act 194 <b><u>UNIT V</u></b> The Industrial Disputes Act, 1947: Definitions of Industry, workman, and Industrial Dispute; Authorities under the Act: Procedure, Powers and Duties of Authorities; Strikes and Lock outs: Lay-off and Retrenchment: Provisions relating to Layoff, Retrenchment, and closure	
Sem III (Odd)(Sec A)	Principles of Marketing (COMMJ-033)(4)	Lecture, Assignments	Textbook, Diagrams,	III, IV, V (A)	Product Classification, Pricing, promotional Mix,	30	<b><u>UNIT-III</u></b> Product classifications; Product mix; Branding, packaging and labeling; Product life-cycle; New Product Development	Philip Kotlar

							<p><b><u>UNIT- IV</u></b>  Pricing:  Significance.  Factors affecting.</p> <p>Distribution  Channels and  Physical  Distribution:  Types of  distribution  channels;  Factors affecting  choice of  distribution  channel;.</p> <p><b><u>UNIT-IV</u></b>  Promotion:  Nature and  importance of  promotion;  Communication  process; Types  of promotion:  advertising,  personal selling,  public relations  &amp; sales  promotion, and  their distinctive  characteristics;  Promotion mix  and factors  affecting</p> <p><b><u>Unit-V</u></b>  Promotion mix  decisions</p>	
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Sem III (Odd)(Sec B)	Principles of Marketing (COMMJ-033)(4)	Lecture, Assignme nts	Textbook, Diagrams,	III, IV, V (A)	Do	30	Do	Philip Kotlar
Sem PG III(Odd)	Consumer Behaviour (PCOMD301B)(4)	Lecture, PPT, Discussio n	Textbook, diagrams	III	Individual differences in consumer	30	<b>UNIT -III</b> Needs and motivation, perceptions, attitude and attitude Change, Learning and learning theory	C.B. Gupta
Sem IV(Even) Sec (A)	Office Management (COMS-401)	Lecture, PPT, Discussio n	Textbook, diagrams	B, C E	Office Accommodati on, Filling, Centralization and decentralizati on of filling	20	<b>UNIT A</b>  Meaning. Scope. Element and Process of Office Management Departmentaliza tion Functions, qualities and duties of Office Manage  <b>UNIT -C</b> Meaning of office accommodation Importance of suitable Accommodation Factors affecting office accommodation decision	SC Srivastav

							<b><u>UNIT-E</u></b>  Meaning of filing Importance Filing System, centralized vs decentralized Character of good filing system Classification of filing, filing Method , Indexing	
Sem IV(Even) Sec (B)	Office Management (COMS-401)	Lecture, PPT, Discussion	Textbook, diagrams	B, C E	Do	20	Do	SC Srivastav
Sem PG I(Odd)	Organisation Behaviour and Theory ( PCOMC 103)	Lecture, PPT, Discussion	Textbook, diagrams	II, III	Group Decision making and Communication.  Motivation	30	<b><u>UNIT II</u></b> Decision making process, Individual versus Group decision making Types of decision-making Transactional analysis <b><u>UNIT- III</u></b>  Theories of Maslow, Helzberg, ERG theory, McGregor's,	Aswathappa and L.M.Prasad

							Expectancy theory, and organisation effectiveness	
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