

## I – Academic Planner

### A. Teaching Plan (Year 2020-21, Odd Semester)

Teacher Name: Dr Uma Sharma Department: Commerce

Course ID	Course Name	Topic	Day (from to from)	Time Start	Time End
BCH 3.1	Human resource Management	Unit 1 -Introduction	10/8/2020 to 2/9/2020	8:40 am 9:40 am	9:40 am 10:40 pm
BCH 3.1	Human resource Management	Unit 2 – Recruitment, Selection and Development	3/9/2020 to 24/9/2020	8:40 am 9:40 am	9:40 am 10:40 pm
BCH 3.1	Human resource Management	Unit 3 – Performance appraisal	25/9/2020 to 1/10/2020	8:40 am 9:40 am	9:40 am 10:40 pm
BCH 3.1	Human resource Management	Unit 4 – Compensation	3/10/2020 to 23/10/2020	8:40 am 9:40 am	9:40 am 10:40 pm
BCH 3.1	Human resource Management	Unit 5 –Employee maintenance and emerging issues in HRM	26/10/2020 to 27/11/2020	8:40 am 9:40 am	9:40 am 10:40 pm

### B. Field visits for students

Project Name / Paper Name			
Destination		Travel Mode	
Departure		Return	
Teacher In - charge		No. of Students Going	

**C. FDP/Seminar/workshops/lectures attended and/or conducted by teachers and students**

<b>Event Topic</b>					
<b>Type / Nature (FDP, Webinar, Workshop etc.)</b>					
<b>Organizing In-charge</b>					
<b>Details regarding Speaker/s, Nature of participation (e.g. invited speaker, participant etc.)</b>					
<b>Date/s</b>		<b>Timings</b>		<b>Mode</b>	

**D. Department activities for students – Election/Freshers' Welcome/Farewell/Department Seminars/Society functions**

<b>Event</b>	<b>Date</b>	<b>Timing</b>	<b>Venue</b>	<b>Event In-charge / Supervisor</b>
Department Election				
Fresher's Welcome				
Farewell				
Department Society functions				

**E. Theory Exam/Practical Exam/House Exam/Internal Assessment**

<b>Type of Exam</b>	<b>Course ID</b>	<b>Subject Name</b>	<b>Topic Name</b>	<b>Date</b>	<b>Timing</b>
<b>Internal Assessment</b>	BCH 3.1	Human resource Management	Units 1 to 4	1 <sup>st</sup> Week of November, 2020	As per Class Timings
<b>Theory Exam</b>	Duties shall be performed as assigned by the college				

### F. Assignment submission and return

Course ID	Course Name	Assignment Topic	Final Submission Date
BCH 3.1	Human resource Management	Questions ranging from all 3 units to test conceptual understanding (Written Assignment)	Second Week of October, 2020

### G. Organization of Department/college society meetings

Department/Society	Meeting Date	Agenda	Attended/ Not attended
Department of Commerce	27/5/2020	1) Finalization of Internal Assessment 2) Mentor Mentee record 3) Any other matter	Attended
	13/6/2020	1) Intricacies related to conduct of Open Book Exam 2) Grading of 1st and 2nd year students	Attended
	21/8/2020	1) Convener and Co-convener -FIC 2) Convener and Co-convener -COMSOC 3) Superintendent- Practical Examination 4) Any other matter	Attended
IQAC	12/9/2020	Discussion on new NAAC criteria, and Relevant questions related to the need for compilation of data for 2019-2020	Attended
Screening Committee for Commerce Department		As per College Record	Attended

### H. College function organization

College Function	Function Date	Role played	Attended/ Not attended
Various Staff Council/Association Meetings	As per college records	Member	Attended
Workshops for Training on Google Classroom and Microsoft Teams	As per college records	Member/Participant	Attended

