



K.C.E.Society's  
**MOOLJI JAITHA COLLEGE, JALGAON**  
"An Autonomous College Affiliated to K.B.C., North Maharashtra University, Jalgaon"  
NAAC Reaccredited "A" Grade (CGPA: 3.15) (3<sup>rd</sup> Cycle) UGC honoured "College of Excellence"  
Tel.: 0257 – 2234281, 2237363, Fax: 2237363, e-mail: [mjcollege@kces.in](mailto:mjcollege@kces.in)

## TEACHING PLAN

ACADEMIC YEAR: 2020-21

NAME OF TEACHER: Dr.A.P.Sarode

FACULTY: Commerce and Management

DEPARTMENT: Commerce

CLASS: **T.Y.B.Com.**

SUBJECT: Introduction to Business Research Methods

PAPER CODE and TITLE OF PAPER :(605 b) Introduction to Business Research Methods

### FIRST TERM

MONTH	THEORY / PRACTICALS TO BE COVERED	NO.OF LECTURES REQUIRED	REMARKS
August	Chapter 1 – Introduction to Business Research 1.1 Meaning, Objectives and Significance of research. 1.2 Characteristics of good Business research, 1.3 Defining Research Problems 1.4 Types of Research, 1.5 Steps in the Research Process. Chapter 2 - Research Design: 2.1 Introduction, Meaning of Research Design,	12	
September	2.2 Characteristics of Good Research Design, 2.3 Types of Research Design 2.4 Formulating a Research Problem, Techniques for Formulating a Research 3 – Sample Design 3.1 Introduction, Importance and Advantages of Sampling, 3.2 Characteristics of Good Sample, 3.3 Sample Size	12	
October	3.4 Sampling Techniques (Types), 3.5 Criteria for Selection of a Sampling Technique Chapter 4 – Data Collection 4.1 Introduction, importance of data collection, 4.2 Sources of Data- Primary Data Collection Techniques, Secondary Data Collection Techniques, 4.3 Pilot Study and its importance	12	

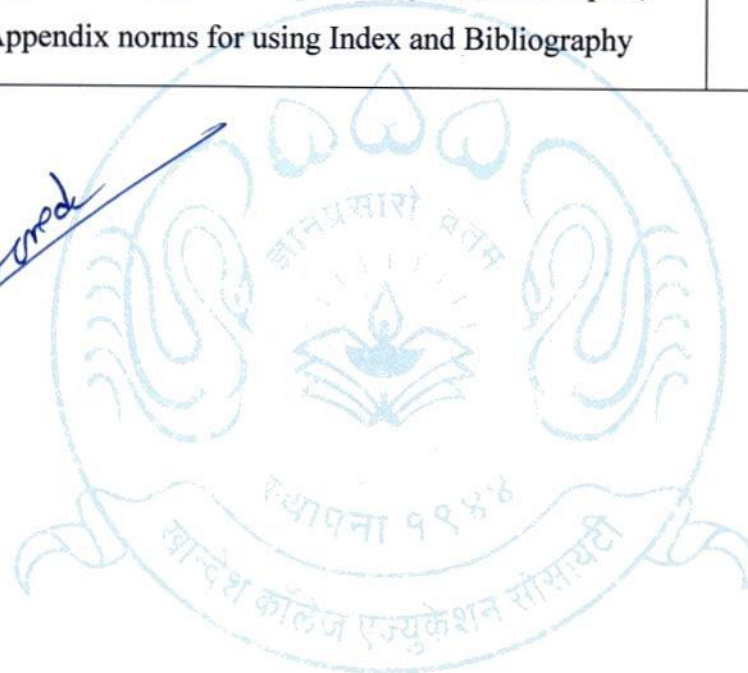


November	4.4 Guidelines for constructing questionnaire Chapter 5 – Measurement, Scaling techniques & Data Analysis 5.1 Definition attitude, Measurement Scales: Nominal, Ordinal, Interval Ratio 5.2 Tests of Sound Measurement: Validity, Reliability, Practicality 5.3 Scaling Techniques: Rating Scales, Ranking Scales	15	
December	Chapter 6 - Research Paper & Report Writing 6.1 Layout of a Research Paper and its Publications. 6.2 Ethical issues related to publishing, Plagiarism 6.3 Significance, types of reports, Layout of SIP report, 6.4 Appendix norms for using Index and Bibliography	09	

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*As per*

(H.O.D.)  
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## TEACHING PLAN

ACADEMIC YEAR: 2020-21



NAME OF TEACHER: Dr.A.P.Sarode

FACULTY: Commerce and Management DEPARTMENT: Commerce

CLASS: T.Y.B.Com. SUBJECT: Introduction to Business Research Methods

PAPER CODE and TITLE OF PAPER: (605b) Introduction to Business Research Methods

**SECOND TERM**

MONTH	THEORY / PRACTICALS TO BE COVERED	NO.OF LECTURES REQUIRED	REMARKS
March	<p>A group of 2 students may form a group for conducting Business Research Project under the guidance of teacher. Teacher will suggest suitable topic to students. Students will select local industry / enterprise / business including cooperative society, insurance company, bank, super shop , production unit etc</p> <p>The study may be focused on various aspects of commerce and management like accounting, finance, sales, marketing, advertising , e-commerce, m-commerce, HRM , IT etc.</p>		
April	<p>The study will include introduction, review of literature, research methodology, data analysis and findings, conclusion and recommendation, references and annexure which includes questionnaire etc. Development of Questionnaire for primary data collection or development of structured questionnaire is expected. The detail study only based on secondary data analysis will also work.</p>		
May	<p>The project report may be prepared either in English or Marathi. Use of Tables, Graphs etc. is expected. For analysis MS-Excel or PSPP may be used.</p>		
June	<p>INTERNAL VIVA VOCE</p>		

(Teacher)  
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*A.P.Sarode*



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## TEACHING PLAN

ACADEMIC YEAR: 2020-21

NAME OF TEACHER: Dr.A.P.Sarode

FACULTY: Commerce and Management

DEPARTMENT: Commerce

CLASS: **M.Com.II**

SUBJECT: Human Resource Management

PAPER CODE and TITLE OF PAPER :(303 b) Human Resource Management

FIRST TERM

MONTH	THEORY / PRACTICALS TO BE COVERED	NO.OF LECTURES REQUIRED	REMARKS
August	<b>UNIT-I – Strategic Role of HRM</b> a) Nature, Scope and Objectives of HRM b) Functions of HR Department c) Role of Human Resource Manager d) Qualifications and Qualities of HR Manager e) Career Opportunities in the field of HR (Transaction Method-Lecture Method/PPT) <b>UNIT-II- Personnel Management</b> a) Meaning and Features of Personnel Management b) Role of Personnel Manager	12	
September	c) Functions of Personnel Management/Department d) Qualification and Functions of Labour Welfare Officer e) Responsibilities and Authority of Labour Welfare Officer in India (Transaction Method-Lecture Method/PPT) <b>UNIT-III- Job Analysis and Job Redesign</b> a) Introduction, Meaning of Job Analysis b) Uses of Job Analysis c) Job Descriptions, Job Specification, and Job Evaluation	12	
October	d) Introduction of Job Redesign e) Job Rotation, Job Enlargement and Job Enrichment (Transaction Method-Lecture Method/PPT) <b>UNIT-IV- Employee Training and Development</b> a) Need and Objectives of Employee Training b) On-the Job Methods of Training c) Off-the Job Methods of Training	12	



November	d) Steps in Training Programs e) Limitation of Training Programs (Transaction Method-Lecture Method /PPT/PPT) <b>UNIT-V- Employee Performance Appraisal</b> a) Meaning and Objectives b) Traditional Methods of Performance Appraisal: Ranking, Grading, Rating Scale, and Checklist c) Modern Methods of Performance Appraisal: MBO, Assessment Centres, 360-degree appraisal	12	
December	d) Problems of PA (Transaction Method-Lecture Method) <b>UNIT VI- International Human Resource Management</b> a) Global recruitment, Global selection approach b) Practices in International HRM c) Women in International HRM d) Types of International business, International adjustment, Cross cultural training (Transaction Method-Lecture Method/PPT)	12	

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## TEACHING PLAN

ACADEMIC YEAR: 2020-21

NAME OF TEACHER: Dr.A.P.Sarode

FACULTY: Commerce and Management DEPARTMENT: Commerce

CLASS: **M.Com.II** SUBJECT: Case studies in Human Resource Management

PAPER CODE and TITLE OF PAPER: (403b) Case studies in Human Resource Management

### SECOND TERM

MONTH	THEORY / PRACTICALS TO BE COVERED	NO.OF LECTURES REQUIRED	REMARKS
March	Case study in Human Resource Management	12	
April	Case study in Human Resource Management	12	
May	Case study in Human Resource Management	12	
June	Case study in Human Resource Management	12	
July	Case study in Human Resource Management	12	

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**TEACHING PLAN**

ACADEMIC YEAR: 2020-21

NAME OF TEACHER: Dr.K.P.Nanadanwar

FACULTY: Commerce and Management

DEPARTMENT: Commerce

CLASS: **M.Com.II**

SUBJECT: Marketing Management

PAPER CODE and TITLE OF PAPER :(304 b) Virtual Marketing

FIRST TERM

MONTH	THEORY / PRACTICALS TO BE COVERED	NO.OF LECTURES REQUIRED	REMARKS
June	<b>UNIT- I Introduction</b>  1. Concept: World Wide Web, Internet, Intranet, Extranet 2. Internet: Definition, Benefits, Limitations 3. Concept: E-Business, E-Marketing 3. Virtual Marketing: Concept, Importance  <b>UNIT -II e-Commerce</b>  1. Meaning-Definition-scope	12	
July	2. Advantages-Disadvantages 3. Business Models: B2B, B2C, C2B, C2c, B2G, G2B, G2C  <b>UNIT -III -Digital Marketing</b>  1. Meaning & Definition 2. Need of Digital Marketing 3. Pros and Cons of Digital Marketing	12	
August	4, Difference between Digital Marketing and Traditional Marketing  <b>UNIT- IV- Internet and Marketing Mix</b>	12	



	<ol style="list-style-type: none"> <li>1. Product Mix</li> <li>2. Price Mix</li> <li>3. Place/Distribution Mix</li> <li>4. Promotion Mix</li> <li>5. new Ps</li> </ol>		
September	<b>UNIT –V- Digital Consumer Behaviour</b> <ol style="list-style-type: none"> <li>1. Introduction</li> <li>2. Characteristics of Digital Consumer</li> <li>3. Types of Digital Consumer</li> <li>4. Impact of Digital Marketing on Consumer Behaviour</li> <li>5. Consumer Decision Making Process in digital Age</li> </ol>	09	
October	<b>UNIT -VI -Legal &amp; Ethical Issues</b> <ol style="list-style-type: none"> <li>1. privacy &amp; security concerns</li> <li>2. electronic payment system</li> <li>3. different types of e payment modes: debit card, credit card, smart card, e-Money, EFT etc.</li> </ol>	15	

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**TEACHING PLAN**

ACADEMIC YEAR: 2020-21

NAME OF TEACHER: Dr.K.P.Nandanwar

FACULTY: Commerce and Management DEPARTMENT: Commerce

CLASS: **M.Com.II** SUBJECT: Marketing management

PAPER CODE and TITLE OF PAPER: (304 b) Marketing Management

**SECOND TERM**

MONTH	THEORY / PRACTICALS TO BE COVERED	NO.OF LECTURES REQUIRED	REMARKS
	<ul style="list-style-type: none"><li>• Topic finalization with mentor 31<sup>st</sup> Dec</li><li>• Synopsis submission to mentor 15<sup>th</sup> Mar</li><li>• Approval by Mentor 1<sup>st</sup> April</li><li>• Preliminary Report submission 15<sup>th</sup> April</li><li>• Final report submission 30<sup>th</sup> April</li><li>• Viva-voce (by external panel) Month of May</li></ul>		

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**TEACHING PLAN**

Academic Year:2020-2021 Date of Preparation/Revision: .....

Name of Teacher: CA Y. A. SAINDANE

Class: M COM - I

Subject/Paper ADVANCED ACCOUNTANCY – 104-A AND 204-A

Faculty: Comm & Mgmt.

Month	Topic	Mode of Delivery *	Lectures Allotted	Review (Complete/Incomplete)	Action plan if incomplete
September 2020	UNIT 1 - Accounting Standards, International Financial Reporting Standards, And IFRS Converged Ass	On-Line On Zoom	8		
October 2020	UNIT 2 - Value Added Accounting And Reporting	On-Line On Zoom	8		
November 2020	Unit 3 - Financial Statements Of Insurance Companies	On-Line On Zoom	12		
December 2020	Unit 4 - Financial Statements Of Holding Companies	On-Line On Zoom	12		
January 2021	Unit 5 - Liquidation Of Companies Unit 6 - Accounting For Goods Of Small Value Under Hire-Purchases Transactions	On-Line On Zoom	8 12		
<b>Term - II</b>					
February 2021	Unit 1 - Accounting For Foreign Branches	On-Line On Zoom	10		
March 2021	Unit -2 - Accounting For Construction Contract	On-Line On Zoom	10		
April 2021	Unit 3 - Double Accounts System And Financial Statements Of Electricity Companies	On-Line On Zoom	12		
May 2021	Unit 4 - Developments In Accounting	On-Line On Zoom	12		
June 2021	Unit 5 - Lease Accounting Unit 6 - Government Accounting System	On-Line On Zoom	10 6		

\* Mode of Delivery can be either Classroom/Recorded Video Lectures/ Online teaching. Faculty members need to mention the mode of teaching for each sub-topic of the main topic taught by them.

Signature: .....  
 Incharge/ Head

Signature : .....  
 Name of Teacher: Y. A. SAINDANE





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**School of Commerce & Management**

**TEACHING PLAN**

**Academic Year:2020-2021 Date of Preparation/Revision: .....**

Name of Teacher: CA Y. A. SAINDANE

Class: M COM - II

Subject/Paper ADVANCED ACCOUNTANCY – 304-A AND

Faculty: Comm & Mgmt.

PROJECT REPORT - 404-A

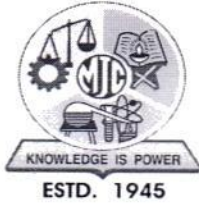
Month	Topic	Mode of Delivery *	Lectures Allotted	Review (Complete/Incomplete)	Action plan if incomplete
September 2020	UNIT 1 – Tax Audit	On-Line On Zoom	12		
October 2020	UNIT 2 – Standards on Auditing (SA)	On-Line On Zoom	12		
November 2020	UNIT 3 – Audit Committee and Corporate Governance under the Companies Act, 2013	On-Line On Zoom	6		
December 2020	UNIT 4 - Information System Auditing (IS Auditing) UNIT 5 - Management Audit	On-Line On Zoom	10 8		
January 2021	UNIT 6 – Audit report of Limited Companies –	On-Line On Zoom	12		
<b>Term – II</b>					
February 2021	PROJECT REPORT Students' list and determination of the topics for project report	On-Line On Zoom	12		
March 2021	Contact and taking permission of the business units for conducting projects	On-Line On Zoom	12		
April 2021	<b>Mode of Evaluation revision proposed from Project Report to Case studies</b> Discussion of cases and their solution	On-Line On Zoom	12		
May 2021	Discussion of cases and their solution	On-Line On Zoom	12		
June 2021	Discussion of cases and their solution	On-Line On Zoom	12		

\* Mode of Delivery can be either Classroom/Recorded Video Lectures/ Online teaching. Faculty members need to mention the mode of teaching for each sub-topic of the main topic taught by them.

Signature: \_\_\_\_\_  
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Signature : \_\_\_\_\_  
 Name of Teacher : Y. A. SAINDANE





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**TEACHING PLAN**

**Academic Year:2020-2021 Date of Preparation/Revision: .....**

Name of Teacher: CA Y. A. SAINDANE

Class: M COM - II

Subject/Paper **Financial Management– 303-A AND**

Faculty: Comm & Mgmt.

**Case studied in Financial Management 403-A**

Month	Topic	Mode of Delivery *	Lectures Allotted	Review (Complete/ Incomplete)	Action plan if incomplete
September 2020	UNIT 1 – Financial Management	On-Line On Zoom	8		
October 2020	UNIT 2 - Working capital management	On-Line On Zoom	12		
November 2020	UNIT 3 – Capital Structure and Leverages	On-Line On Zoom	10		
December 2020	UNIT 4 – Cost of Capital	On-Line On Zoom	10		
	UNIT 5 – Dividend Policy		8		
January 2021	UNIT 6 – Capital Budgeting Decision	On-Line On Zoom	12		
<b>Term - II</b>					
February 2021	<b>Case studied in Financial Management – Discussion</b>	On-Line On Zoom	12		
March 2021	Discussion of cases and their solution	On-Line On Zoom	12		
April 2021	Discussion of cases and their solution	On-Line On Zoom	12		
May 2021	Discussion of cases and their solution	On-Line On Zoom	12		
June 2021	Discussion of cases and their solution	On-Line On Zoom	12		

\* Mode of Delivery can be either Classroom/Recorded Video Lectures/ Online teaching. Faculty members need to mention the mode of teaching for each sub-topic of the main topic taught by them.

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Signature :.....  
Name of Teacher :Y. A. SAINDANE





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### TEACHING PLAN

ACADEMIC YEAR: 2020-21  
NAME OF TEACHER: **Dr S G Patil**  
FACULTY: Commerce & Management  
CLASS: **B Com.** SUBJECT: Business Administration I SEM V  
PAPER CODE and TITLE OF PAPER: **506 d: Business Administration -I**  
FIRST TERM

MONTH	THEORY / PRACTICALS TO BE COVERED	NO.OF LECTURES REQUIRED	REMARKS
August	<b>1. Concepts and Nature</b> a Business- Definition, Characteristics, Scope b. Commerce- Meaning, Concept, Trade & Aids to Trade- Meaning & i. Definition, c. administration, Management and Organization. Functions of Administration	10	
	<b>2. Business Unit- Promotion</b> a. Concept of Promotion, Stages of business Promotion, Factors affecting, Business Promotion	04	
September	b. Location, Present trends in location, Size of business unit, factors affecting the size c. Role of Government	04	
	<b>3. Forms of Business Organization</b> a. Sole Proprietorship Firm, Joint Ventures, Joint Stock Company, Co-Operative Society: Characteristics, Features, Merits, and Limitations.	11	
October	a. Suitability of a form of Organization- factors determination the suitability.	03	
	<b>4. Business and Environment</b> a. Meaning, Constituents of business environment b. Economic, International, Social, Legal, Cultural, Educational, Political, Technological & Natural. c. Interaction of Business & Environmental Factors d. Objectives of Business- Economic, Human & Social Objectives-	10	
November	Social Responsibilities.	01	
	<b>Test</b> <b>5. Corporate Governance</b> a. Meaning, Concept b. Board of Directors: Objectives, Training and Development	02 08	
December	c. Performance evaluation of Boards	02	
	<b>6. Business Ethics</b> a. Concept, Definition, Nature, Objectives, Need and Importance b. Business and Ethical Responsibility c. Various Ethical Issues Around the Globe	11	

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**TEACHING PLAN**

ACADEMIC YEAR: 2020-21

NAME OF TEACHER: **Dr S G Patil**

FACULTY: Commerce & Management

CLASS: **B Com.** SUBJECT: Business Administration I SEM V

PAPER CODE and TITLE OF PAPER: **506 d: Business Administration -II**

FIRST TERM

MONTH	THEORY / PRACTICALS TO BE COVERED	NO.OF LECTURES REQUIRED	REMARKS
August	<b>4. Capitalization.</b> Under & Over Capitalization b. Capital Structure- Capital Gearing, Important element	04	
September	c. Capital Structure, Types of Capital & Way of capital build d. Control Over Capital Issues-Scope & Objectives	04	
October	<b>5. Sources of Finance</b> a. Classification b. Security Financing: Shares and Debentures	04	
November	<b>Test</b> c. Internal Financing: Owners Capital, Company Deposits d. Loan Financing: Loan from Commercial Banks	01 03	
December	and Financial Institutions e. International Financing f. Other Sources	04	

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### TEACHING PLAN

Academic Year: 2020-2021      Date of Preparation/Revision: August 2020

Name of Teacher: CA. A.N. ARSIWALA  
Subject/Paper: ~~Principles of Auditing~~  
**Financial Accounting & Costing**

Class: FYBCOM (Sem I)  
Faculty: Comm & Mgmt

Month	Topic	Mode of Delivery *	Lectures Allotted	Review (Complete/Incomplete)	Action plan if incomplete
August 2020	<b>Unit I - Accounting Standards</b> 1.1. Introduction, and Overview of Accounting Standards in India, 1.2. Objectives, Advantages and Applicability of Accounting Standards.	ONLINE	5	Complete	
September 2020	1.3. Elementary study of – • AS-1- Disclosure of Accounting policies. • AS-6 - Depreciation Accounting • AS-10 – Accounting for Fixed Assets <b>Unit II - Gradual realization and Piecemeal Distribution of cash on dissolution of partnership firm</b> 2.1. Meaning of piecemeal distribution. 2.2. Piecemeal distribution of cash under - i. Maximum loss method ii. Highest Relative Capital Method (Surplus capital method)	ONLINE	4  8	Complete	
October 2020	<b>Unit III - Amalgamation of partnership firms</b> 3.1. Meaning of amalgamation 3.2. Closing the books of the amalgamating firms (Realisation method only)		7	Complete	

	3.3. Opening the books of new firm, and Preparation of Balance Sheet of the new firm <b>Unit IV - Conversion of Partnership firm into a Limited Company</b> 4.1. Meaning and Need for conversion, 4.2. Calculation of Purchase Consideration,	ONLINE	5		
November 2020	4.3. Closing entries and Ledger Accounts in the books of old firm <b>Unit V – Joint Venture Account</b> 5.1. Meaning of Joint Venture, features, Distinction between Joint Venture and Partnership. 5.2. Accounting for the Joint Venture Transactions when separate set of books of accounts is maintained <b>Unit -VI –Cost Accounting</b> 6.1. Introduction 6.1.1. Basic concepts – i. Cost, Expenses, Loss ii. Costing, Cost Accounting, Cost Accountancy iii. Cost Unit, Cost Centre	ONLINE	3  7  2	Complete	
December 2020	6.1.2. Advantages and Limitations of Cost Accounting. 6.1.3. Distinction between Financial and Cost Accounting. 6.1.4. Elements of Costs. 6.1.5. Classification of Costs on the basis of various criteria. 6.2. Preparation of Cost Sheet including Quotations & Tenders.	ONLINE	4	Complete	

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Signature : .....  
Name of Teacher : A.N. Arsiwala







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School of Commerce & Management

### TEACHING PLAN

Academic Year: 2020-2021

Date of Preparation/Revision: January 2021



Name of Teacher:

CA. A.N. ARSIWALA

Class: FYBCOM (Sem II)

Subject/Paper

Financial Accounting & Costing

Faculty: Comm & Mgmt

Month	Topic	Mode of Delivery *	Lectures Allotted	Review (Complete/ Incomplete)	Action plan if incomplete
February 2021	<b>Unit I – Preparation of final Accounts of Sole proprietor and Partnership firm from incomplete records under Conversion method:</b> 1.1 Preparation of Trading and Profit and Loss Account and Balance Sheet.	ONLINE	7	Complete	
	<b>Unit II - Accounting for Branches (Dependent Branches only)</b> 2.1 Meaning of branch 2.2 Accounting for branch transactions in the books of Head office under - [i] Debtors System and		5		
March 2021	[ii] Stock and Debtors System	ONLINE	3	Complete	
	<b>Unit III -Accounting for Investment</b> 3.1. Preparation of Investment Account for Fixed Income bearing securities. 3.2. Computation of profit/loss on purchases and sales of securities including Cum-Interest Purchase, Cum-Interest Sale, Ex-Interest Purchase, and ExInterest Sale of Securities, AS -13- Accounting for Investment.		7		
	<b>Unit IV - Consignment Accounting</b> 4.1. Meaning of Consignment		2		

April 2021	4.2. Accounting for Consignment transaction in the books of the consigner and the consignee.  <b>Unit V - Departmental Accounts</b> 5.1. Meaning and Objectives of Departmental Accounts, 5.2. Basis of Allocation of common expenses among different departments 5.3. Inter-Departmental transfers, 5.4. Preparation of Final Accounts.	ONLINE	5  8	Complete	
May 2021	<b>Unit – VI Materials</b> 6.1 Elementary Study of Accounting Standard AS 2 –Valuation of Inventory 6.2. Importance of Materials accounting and control, 6.3. Direct and Indirect Materials, 6.4 Procedure and documentation of Purchasing and Storekeeping – Study of the following documents - i. Purchase Requisition ii. Purchase Order, iii. Goods Received Note iv. Inspection Report, v. Materials Requisition Note vi. Materials Transfer Note and ii. Materials Return Note. 6.5. Economic Ordering Quantity. 6.6 Stores Accounting i. Bin Cards, Store Ledger ii. Pricing of Materials issues under FIFO, LIFO, Simple Average Method, and Weighted Average Method 6.7 Stock levels – Reordering level, Maximum level, Minimum level, Average level, Danger level	ONLINE	8	Complete	

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Name of Teacher : A.N. Arsiwala





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School of Commerce & Management

TEACHING PLAN

Academic Year: 2020-2021

Date of Preparation/Revision: August 2020



Name of Teacher: CA. A.N. ARSIWALA  
Subject/Paper: Paper 504- Income Tax

Class: TYBCOM  
Faculty: Comm & Mgmt

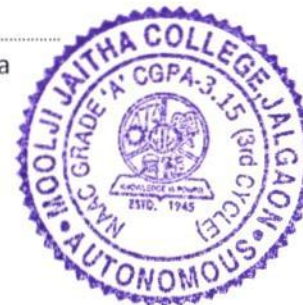
Month	Topic	Mode of Delivery *	Lectures Allotted	Review (Complete/ Incomplete)	Action plan if incomplete
August 2020	<b>1 Introduction of Income Tax Act 1961:</b> Study of basic concepts – Introduction of Income tax Act 1961, Finance Act; Concepts of - Agricultural income, Assesse, Assessment year, Previous year, Person, Income, Gross total income, Charge of income Tax; Average rate of tax, Capital and Revenue Receipts, capital or revenue expenditure, Heads of Income; Taxability of Agricultural Income	ONLINE	5	Complete	
September 2020	Residential Status - Rules for determining residential status of Individual, HUF, Firm and Company, need to determine residential status, Incidence of tax  <b>2. Other Provisions and Amendments:</b> Deductions under sections 80C, 80CCD, 80CCD(1B), 80D, 80E, 80G, 80U, 80TTA. Income Tax Slabs and Rates for the Assessment year under study, including Health and Education Cess, Surcharge (in case applicable for the assessment year) Tax Rebate Under Section 87-A. Provisions for Advance Tax and T.D.S.	ONLINE	4  8	Complete	
October 2020	<b>3. Income from Salary:</b> Income from Salary - Meaning of Salary, Characteristics of Salary, Basis of Charge, Allowances, perquisites and retirement benefits, exemptions and deductions, computation of salary income. Allowances to be		7	Complete	

	<p>studied - HRA, Conveyance Allowance, Transport Allowance, Children Education Allowance, Children Hostel Allowance, Medical allowance. Perquisite to be studied – Rent-free Accommodation, Education Facilities, Medical Facilities. Deduction Under Section 16.</p> <p><b>4. Income from House Property:</b> Income from House Property - Study of the concepts: Let-out property, Self-occupied properties, Gross Annual Value, Net Annual value</p>	ONLINE	5		
November 2020	<p>Deductions allowable while computing income from house property Interest attributable to period prior to construction/acquisition. Computation of house-property income.</p> <p><b>5. Income from Business and Profession:</b> Meaning &amp; Nature of Income from Business &amp; Profession, Difference between Business &amp; Profession - Expenses allowable and Expenses not allowable while computing income from business and profession.</p> <p>6. Income from Other Sources: Income from other sources – Concept of Income from other sources - Interest on Bank Saving deposit, Bank Fixed Deposit, Accrued Interest on NSCs, Family Pension, Dividend Income</p>	ONLINE	3  7  2	Complete	
December 2020	<p>Computation of income from other sources - Practical problems on computation of income from other sources.</p>	ONLINE	4	Complete	

\* Mode of Delivery can be either Classroom/Recorded Video Lectures/ Online teaching. Faculty members need to mention the mode of teaching for each sub-topic of the main topic taught by them.

Signature: .....  
Incharge/ Head

Signature : .....  
Name of Teacher : A.N. Arsiwala





K. C. E. SOCIETY'S  
MOOLJI JAITHA COLLEGE, JALGAON

School of Commerce & Management

### TEACHING PLAN

Academic Year: 2020-2021

Date of Preparation/Revision: January 2021



Name of Teacher: CA. A.N. ARSIWALA  
Subject/Paper: Principles of Auditing

Class: TYBCOM (Sem VI)  
Faculty: Comm & Mgmt

Month	Topic	Mode of Delivery *	Lectures Allotted	Review (Complete/Incomplete)	Action plan if incomplete
February 2021	<b>I - Investigation</b> - Meaning, nature and objectives of Investigation-Difference between Audit and Investigation Investigation at the time of (i) purchase of business; (ii) admission of a new partner; (iii) granting loan (iv) detecting frauds, and (v) Statutory Investigation.	ONLINE	7	Complete	
	<b>II - Evaluation of Internal Control &amp; Internal Check</b> - a) Internal Control – Meaning & objectives of Internal control – Factors affecting Internal control Limitations of Internal control – Evaluation of Internal control system, COSO model of Internal control.		5		
March 2021	b) Internal check system, Test checking, Routine checking –Meaning, advantages & limitations of Internal check system, Test checking & Routine checking c) Elementary study of SA 265 “Communicating deficiencies in Internal Control to those charged with governance and management”	ONLINE	3	Complete	
	<b>III - Company Auditor</b> - a) Provisions regarding qualifications, disqualifications, appointment and removal of auditor as per the companies Act, 2013 b) Rights/Powers, duties and liabilities and remuneration of company auditor		7		

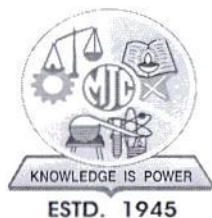
	c) Professional conduct and ethics- Auditor's role in corporate governance and evolution of Audit Committee  <b>IV – Audit of Limited Companies -</b> a) Preliminaries to the Audit work of a Limited Company		2		
April 2021	b) Audit of Share capital, Forfeiture Shares & Bonus Shares- Buy Back of own shares by companies c) Audit of Debentures issued by companies  <b>V – Auditing in Computerized Information System (CIS) Environment -</b> a) Meaning of CIS – Approaches to computer auditing – distinction between manual accounting audit and computerized accounting audit – Characteristics of CIS Environment b) Computer frauds and computer virus – Concept of audit Software	ONLINE	5  8	Complete	
May 2021	<b>VI - Audit Report -</b> a) Meaning, importance and contents of audit report – types of audit report – Qualifications, disclaimers, adverse opinion – b) Distinction between reports and certificates – notes on accounts - distinction between notes and qualification	ONLINE	8	Complete	

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Incharge/ Head

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Name of Teacher : A.N. Arsiwala





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MOOLJI JAITHA COLLEGE, JALGAON

School of Commerce & Management

TEACHING PLAN

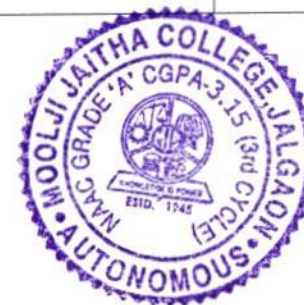
Academic Year: 2020-2021

Date of Preparation/Revision: August 2020

Name of Teacher: CA. A.N. ARSIWALA  
Subject/Paper: Principles of Auditing

Class: TYBCOM  
Faculty: Comm & Mgmt

Month	Topic	Mode of Delivery *	Lectures Allotted	Review (Complete/Incomplete)	Action plan if incomplete
August 2020	<b>Unit I – Introduction of Audit:</b> Meaning, Definition, Nature, Scope, Basic Principles & objectives of Audit; Advantages and limitations of audit – Relationship of Auditing with other subjects.	ONLINE	5	Complete	
September 2020	Standards on Auditing (SAs) – Meaning, Scope of SAs. Elementary study of SA 200 (Revised) 'Overall Objectives of the Independent Auditor and the conduct of an audit in accordance with Standards on Auditing'  <b>Unit -II – Errors , Frauds and Sampling:</b> Definition, Reasons & Circumstances of Errors & Frauds- Types of Errors – Types of Frauds; Risk of fraud & Errors in Audit- Auditors Duties & Responsibilities in respect of Errors and Frauds. Audit Sampling- Meaning, purpose & factors in determining sample size	ONLINE	4  8	Complete	



October 2020	<p><b>Unit -III – Types of Audit:</b> Features, principles, advantages &amp; limitations of each of - Internal audit, Statutory audit, Continuous audit, Annual audit, Interim audit, Balance sheet audit, Tax audit, Cost audit,</p> <p><b>Unit -IV – Audit Programme and Documentation:</b></p> <ul style="list-style-type: none"> <li>• Meaning, Nature, Scope &amp; Objectives of Audit Programme- Control of quality of Audit work – Delegation &amp; supervision of Audit work - Audit Planning-</li> </ul>	ONLINE	7	Complete	
November 2020	<ul style="list-style-type: none"> <li>• Documentation – Audit working papers - audit files- permanent and current audit files ownership and custody of working paper-</li> <li>• Elementary study of SA 230 (Revised) “Audit Documentation”.</li> </ul> <p><b>Unit -V – Audit Evidence:</b></p> <ul style="list-style-type: none"> <li>• Need for audit evidence – audit procedures for obtaining evidence – physical verification – documentation –direct confirmation – re-computation – analytical review techniques – representation by management –obtaining certificate-</li> <li>• Elementary study of SA 500 (Revised) “Audit Evidence”.</li> </ul> <p><b>Unit – VI- Vouching, Verification and Valuation:</b></p> <ul style="list-style-type: none"> <li>• Vouching – Meaning advantages &amp; objectives of vouching – Points to be taken at the time of vouching –voucher – material defects that disqualify a voucher – difference between vouching &amp; Verification.</li> </ul>	ONLINE	3	Complete	
December 2020	<ul style="list-style-type: none"> <li>• Verification and valuation of assets &amp; liabilities –Meaning &amp; objects of verification and valuation – difference between verification and valuation</li> <li>• Procedure of verification and valuation of assets &amp; liabilities.</li> </ul>	ONLINE	7	Complete	
			2		
			4	Complete	

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Signature: .....  
Incharge/ Head

Signature : .....  
Name of Teacher : A.N. Arsiwala







K. C. E. SOCIETY'S  
MOOLJI JAITHA COLLEGE, JALGAON

School of Commerce & Management

TEACHING PLAN

Academic Year: 2020-2021

Date of Preparation/Revision: January 2021



Name of Teacher: CA. A.N. ARSIWALA

Class: TYBCOM (Sem VI)

Subject/Paper: Goods and Services Tax

Faculty: Comm & Mgmt

Month	Topic	Mode of Delivery *	Lectures Allotted	Review (Complete/Incomplete)	Action plan if incomplete
February 2021	<b>Unit - 1 Basics Framework of GST and Important Definitions under CGST Act</b> History of Goods and Services Tax in World and in India, Merits and Demerits of GST, Types of GST, Role of GST Council Important Definitions: Aggregate Turnover, Business, Capital Goods, Goods, Service, Input Tax Credit, InterState and Intra-State Supply of Goods and Services, Invoice and Tax Invoice, Taxable Supply and Non-Taxable Supply	ONLINE	7	Complete	
	<b>Unit - 2 Time &amp; Value of Supply and levy of GST</b> 2.1 Meaning and Scope of supply (Section 7) 2.2 Time of Supply of Goods and Services (Basic Concepts) 2.3 Value of Supply of Goods and Services (Basic Concepts)		5		
March 2021	2.4 Composition levy (Section 10) 2.5 Exemption from Tax	ONLINE	3	Complete	
	<b>Unit - 3 Registration under GST</b> 3.1 Persons liable for Registration, Persons not liable for registration 3.2 Compulsory Registration, Exemption		7		

	3.3 Procedure for Registration, Deemed Registration 3.4 Cancellation of Registration  <b>Unit-4 Maintenance of Records and Input Tax Credit</b> 4.1 Tax Invoice, time of issue of tax invoice (Rule 46 to 55)				
April 2021	4.2 Issue of debit note, issue of credit note 4.3 Types of Electronic Ledgers 4.4 E-way Bill- Concept, forms and E-way bill Generation 4.5 Input Tax Credit –Concept and Set off of Input Tax against Output Tax on Supply  <b>Unit -5 Returns and Payments under GST</b> 5.1 Types of Returns and Furnishing of Returns 5.2 Annual Return 5.3 Payment of Tax, Interest and Penalty 5.4 Interest on delayed payment of tax	ONLINE	2 5 8	Complete	
May 2021	<b>Unit 6 Offences and Penalties</b> 6.1 General Principles for imposing /not imposing penalties 6.2 Penalties for Offences under Section 122 of CGST Act. 6.3 General Penalties	ONLINE	8	Complete	

\* Mode of Delivery can be either Classroom/Recorded Video Lectures/ Online teaching. Faculty members need to mention the mode of teaching for each sub-topic of the main topic taught by them.

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Incharge/ Head

Signature : \_\_\_\_\_  
Name of Teacher : A.N. Arsiwala





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**TEACHING PLAN**

ACADEMIC YEAR: 2020-21

NAME OF TEACHER: Dr. Gayatri Dilip Khadke

FACULTY: Commerce and Management

DEPARTMENT: Commerce

CLASS: **T.Y.B.Com.**

SUBJECT: Business Management

PAPER CODE and TITLE OF PAPER :( 503) Business Management

**FIRST TERM**

MONTH	THEORY / PRACTICALS TO BE COVERED	NO.OF LECTURES REQUIRED	REMARKS
August	Introduction to Management 1.1 Meaning, Concept, Definition, 1.2 Scope and Importance of management, 1.3 Functions of Management, 1.4 Process of Management,	12	
September	1.5 Social Responsibilities of management 2.1 Meaning and Definition of Planning, 2.2 Importance of Planning, 2.3 Process of Planning, 2.4 Types of Planning, 2.5 Components of Planning, 2.6 Features of a good Plan, 2.7 Advantages & Limitations of Planning Decision Making 3.1 Meaning, Definition and Importance of Decision Making, 3.2 Types of Decisions,	12	
October	3.3 Rational Decision Making Process, 3.4 Techniques of Decision Making, 3.5 Problems in Decision making, 3.6 Key to success in Decision making, 3.7 Information Technology and Decision Making, 3.8 Decision Support System. Organizing	12	



	<p>4.1 Meaning and Definition of Organizing,</p> <p>4.2 Forms of Organizations,</p> <p>4.3 Factors affecting the organizational Structure,</p>		
November	<p>4.4 Organizational Structure,</p> <p>4.5 Formal and Informal Organization,</p> <p>4.6 Line and Staff Authority, Project organization, Matrix organization, Networking</p> <p>Motivation</p> <p>5.1 Meaning &amp; Definition of Motivation,</p> <p>5.2 Importance of Motivation,</p> <p>5.3 Types of Motivations -financial and non-financial,</p> <p>5.4 Theories of Motivation – a) Maslow’s Need Hierarchy Theory, b) Fredrick Hertzberg’s Two Factor Theory,</p>	15	
December	<p>c) Mc Gregor’s Theory of X and Theory of Y.</p> <p>Modern Management Approach</p> <p>1.1. Management Process Approach.</p> <p>1.2. Human Behavioural Approach.</p> <p>1.3. Scientific Management Approach.</p> <p>1.4. System Management Approach.</p> <p>1.5. Situational (Contingency) Approach</p> <p>1.6. Empirical Approach.</p> <p>1.7. Social System Approach.</p>	09	

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## TEACHING PLAN

ACADEMIC YEAR: 2020-21

NAME OF TEACHER: Dr. Gayatri Dilip Khadke

FACULTY: Commerce and Management DEPARTMENT: Commerce

CLASS: T.Y.B.Com. SUBJECT: Business Management

PAPER CODE and TITLE OF PAPER: 503 Business Management

### SECOND TERM

MONTH	THEORY / PRACTICALS TO BE COVERED	NO. OF LECTURES REQUIRED	REMARKS
March	Leadership 10 1.1 Meaning, Definition, 1.2 Importance of Leadership, 1.3 Qualities and Functions of Leaders, 1.4 Types Leadership, 1.5 Theories of Leadership – i) Behavioral Theory ii) Likert's Theory, iii) Path –Goal Theory Directing 10 2.1 Meaning, Definition, 2.2 Principles of Directing	12	
April	2.3 Importance & Characteristics of Direction, 2.4 Issuing order or Instruction, 2.5 Characteristics of Good order, 2.6 Techniques of Directing. 03: Co-ordination 10 3.1 Meaning and Definition of co-ordination, 3.2 Features of co-ordination	12	
May	3.3 Need of Co-ordination, 3.4 Principles of Coordination, 3.5 Techniques of Co-ordination. 04: Controlling 4.1 Meaning, Definition, 4.2 Nature and Importance of control, 4.3 Characteristics of an ideal control System,	12	



June	4.4 Techniques of control, 4.5 Relationship between Planning & Control. 05: Management By Objectives (MBO) 5.1 Meaning, Definition, 5.2 Process of MBO, 5.3 Benefits and Limitations of MBO,	12	
July	5.4 Suggestion for making MBO Effective. 06: New Trends in Management. 6.1. Knowledge Management, 6.2. Corporate Governance, 6.3. Management of Change, 6.4. Management of Conflict, 6.5. Management by Values, 6.6. Event Management, 6.7. Stress Management.		

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## TEACHING PLAN

ACADEMIC YEAR: 2020-21

NAME OF TEACHER: Dr. Gayatri Dilip Khadke

FACULTY: Commerce and Management

DEPARTMENT: Commerce

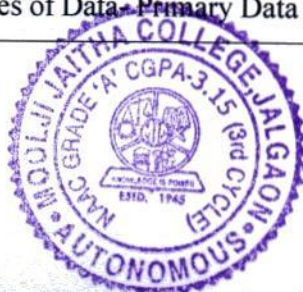
CLASS: **T.Y.B.Com.**

SUBJECT: Introduction to Business Research Methods

PAPER CODE and TITLE OF PAPER :(605 b) Introduction to Business Research Methods

### FIRST TERM

MONTH	THEORY / PRACTICALS TO BE COVERED	NO. OF LECTURES REQUIRED	REMARKS
August	Chapter 1 – Introduction to Business Research 1.1 Meaning, Objectives and Significance of research. 1.2 Characteristics of good Business research, 1.3 Defining Research Problems 1.4 Types of Research, 1.5 Steps in the Research Process. Chapter 2 - Research Design: 2.1 Introduction, Meaning of Research Design,	12	
September	2.2 Characteristics of Good Research Design, 2.3 Types of Research Design 2.4 Formulating a Research Problem, Techniques for Formulating a Research 3 – Sample Design 3.1 Introduction, Importance and Advantages of Sampling, 3.2 Characteristics of Good Sample, 3.3 Sample Size	12	
October	3.4 Sampling Techniques (Types), 3.5 Criteria for Selection of a Sampling Technique Chapter 4 – Data Collection 4.1 Introduction, importance of data collection, 4.2 Sources of Data - Primary Data	12	



	Collection Techniques, Secondary Data Collection Techniques, 4.3 Pilot Study and its importance		
November	4.4 Guidelines for constructing questionnaire Chapter 5 – Measurement, Scaling techniques & Data Analysis 5.1 Definition attitude, Measurement Scales: Nominal, Ordinal, Interval Ratio 5.2 Tests of Sound Measurement: Validity, Reliability, Practicality 5.3 Scaling Techniques: Rating Scales, Ranking Scales	15	
December	Chapter 6 - Research Paper & Report Writing 6.1 Layout of a Research Paper and its Publications. 6.2 Ethical issues related to publishing, Plagiarism 6.3 Significance, types of reports, Layout of SIP report, 6.4 Appendix norms for using Index and Bibliography	09	

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## TEACHING PLAN

ACADEMIC YEAR: 2020-21

NAME OF TEACHER: Dr. Gayatri Dilip Khadke

FACULTY: Commerce and Management DEPARTMENT: Commerce

CLASS: **T.Y.B.Com.** SUBJECT: Introduction to Business Research Methods

PAPER CODE and TITLE OF PAPER: (605b) Introduction to Business Research Methods

### SECOND TERM

MONTH	THEORY / PRACTICALS TO BE COVERED	NO. OF LECTURES REQUIRED	REMARKS
March	<p>A group of 2 students may form a group for conducting Business Research Project under the guidance of teacher. Teacher will suggest suitable topic to students. Students will select local industry / enterprise / business including cooperative society, insurance company, bank, super shop, production unit etc</p> <p>The study may be focused on various aspects of commerce and management like accounting, finance, sales, marketing, advertising, e-commerce, m-commerce, HRM, IT etc.</p>		
April	<p>The study will include introduction, review of literature, research methodology, data analysis and findings, conclusion and recommendation, references and annexure which includes questionnaire etc. Development of Questionnaire for primary data collection or development of structured questionnaire is expected. The detail study only based on secondary data analysis will also work.</p>		



May	The project report may be prepared either in English or Marathi. Use of Tables, Graphs etc. is expected. For analysis MS-Excel or PSPP may be used.		
June	INTERNAL VIVA VOCE		
July			

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**TEACHING PLAN**

ACADEMIC YEAR: 2020-21

NAME OF TEACHER: Dr. Gayatri Dilip Khadke

FACULTY: Commerce and Management

DEPARTMENT: Commerce

CLASS: **T.Y.B.Com.**

SUBJECT: Business Management

PAPER CODE and TITLE OF PAPER :( 503) Business Management

**FIRST TERM**



MONTH	THEORY / PRACTICALS TO BE COVERED	NO. OF LECTURES REQUIRED	REMARKS
June	Introduction to Management 1.1 Meaning, Concept, Definition, 1.2 Scope and Importance of management, 1.3 Functions of Management, 1.4 Process of Management,	12	
July	1.5 Social Responsibilities of management 2.1 Meaning and Definition of Planning, 2.2 Importance of Planning, 2.3 Process of Planning, 2.4 Types of Planning, 2.5 Components of Planning, 2.6 Features of a good Plan, 2.7 Advantages & Limitations of Planning Decision Making 3.1 Meaning, Definition and Importance of Decision Making, 3.2 Types of Decisions,	12	
August	3.3 Rational Decision Making Process, 3.4 Techniques of Decision Making, 3.5 Problems in Decision making, 3.6 Key to success in Decision making, 3.7 Information Technology and Decision Making, 3.8 Decision Support System. Organizing 4.1 Meaning and Definition of Organizing,	12	

	4.2 Forms of Organizations, 4.3 Factors affecting the organizational Structure,		
September	4.4 Organizational Structure, 4.5 Formal and Informal Organization, 4.6 Line and Staff Authority, Project organization, Matrix organization, Networking Motivation 10 5.1 Meaning & Definition of Motivation, 5.2 Importance of Motivation, 5.3 Types of Motivations - financial and non-financial, 5.4 Theories of Motivation – a) Maslow's Need Hierarchy Theory, b) Fredrick Hertzberg's Two Factor Theory,	15	
October	c) Mc Gregor's Theory of X and Theory of Y. Modern Management Approach 08 1.1. Management Process Approach. 1.2. Human Behavioural Approach. 1.3. Scientific Management Approach. 1.4. System Management Approach. 1.5. Situational (Contingency) Approach 1.6. Empirical Approach. 1.7. Social System Approach.	09	

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**TEACHING PLAN**

ACADEMIC YEAR: 2020-21

NAME OF TEACHER: Dr. Gayatri Dilip Khadke

FACULTY: Commerce and Management DEPARTMENT: Commerce

CLASS: T.Y.B.Com.

SUBJECT: Business Management

PAPER CODE and TITLE OF PAPER: 503 Business Management



**SECOND TERM**

MONTH	THEORY / PRACTICALS TO BE COVERED	NO. OF LECTURES REQUIRED	REMARKS
November	Leadership 10 1.1 Meaning, Definition, 1.2 Importance of Leadership, 1.3 Qualities and Functions of Leaders, 1.4 Types Leadership, 1.5 Theories of Leadership – i) Behavioral Theory ii) Likert's Theory, iii) Path –Goal Theory Directing 10 2.1 Meaning, Definition, 2.2 Principles of Directing	12	
December	2.3 Importance & Characteristics of Direction, 2.4 Issuing order or Instruction, 2.5 Characteristics of Good order, 2.6 Techniques of Directing. 03: Co-ordination 10 3.1 Meaning and Definition of co-ordination, 3.2 Features of co-ordination	12	
January	3.3 Need of Co-ordination, 3.4 Principles of Coordination, 3.5 Techniques of Co-ordination. 04: Controlling 4.1 Meaning, Definition, 4.2 Nature and Importance of control, 4.3 Characteristics of an ideal control System,	12	
February	4.4 Techniques of control, 4.5 Relationship between Planning & Control. 05: Management By Objectives (MBO) 5.1 Meaning, Definition, 5.2 Process of MBO, 5.3 Benefits and Limitations of MBO,	12	

<p>March</p>	<p>5.4 Suggestion for making MBO Effective.          06: New Trends in Management.          6.1. Knowledge Management,          6.2. Corporate Governance,          6.3. Management of Change,          6.4. Management of Conflict,          6.5. Management by Values,          6.6. Event Management,          6.7. Stress Management.</p>		
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**TEACHING PLAN**

ACADEMIC YEAR: 2020-21

NAME OF TEACHER: Dr. Gayatri Dilip Khadke

FACULTY: Commerce and Management

DEPARTMENT: Commerce

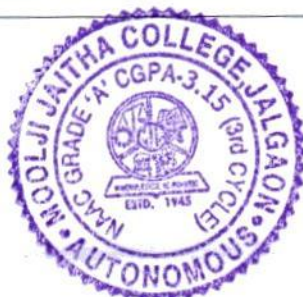
CLASS: **T.Y.B.Com.**

SUBJECT: Introduction to Business Research Methods

PAPER CODE and TITLE OF PAPER :(605 b) Introduction to Business Research Methods

**FIRST TERM**

MONTH	THEORY / PRACTICALS TO BE COVERED	NO. OF LECTURES REQUIRED	REMARKS
June	Chapter 1 – Introduction to Business Research 1.1 Meaning, Objectives and Significance of research. 1.2 Characteristics of good Business research, 1.3 Defining Research Problems 1.4 Types of Research, 1.5 Steps in the Research Process. Chapter 2 - Research Design: 2.1 Introduction, Meaning of Research Design,	12	
July	2.2 Characteristics of Good Research Design, 2.3 Types of Research Design 2.4 Formulating a Research Problem, Techniques for Formulating a Research 3 – Sample Design 3.1 Introduction, Importance and Advantages of Sampling, 3.2 Characteristics of Good Sample, 3.3 Sample Size	12	
August	3.4 Sampling Techniques (Types), 3.5 Criteria for Selection of a Sampling Technique Chapter 4 – Data Collection 4.1 Introduction, importance of data collection, 4.2 Sources of Data- Primary Data Collection Techniques, Secondary Data Collection Techniques, 4.3 Pilot Study and its importance	12	



September	<p>4.4 Guidelines for constructing questionnaire</p> <p>Chapter 5 – Measurement, Scaling techniques &amp; Data Analysis</p> <p>5.1 Definition attitude, Measurement Scales: Nominal, Ordinal, Interval Ratio</p> <p>5.2 Tests of Sound Measurement: Validity, Reliability, Practicality</p> <p>5.3 Scaling Techniques: Rating Scales, Ranking Scales</p>	15	
October	<p>Chapter 6 - Research Paper &amp; Report Writing</p> <p>6.1 Layout of a Research Paper and its Publications.</p> <p>6.2 Ethical issues related to publishing, Plagiarism</p> <p>6.3 Significance, types of reports, Layout of SIP report,</p> <p>6.4 Appendix norms for using Index and Bibliography</p>	09	

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## TEACHING PLAN

ACADEMIC YEAR: 2020-21

NAME OF TEACHER: Dr. Gayatri Dilip Khadke

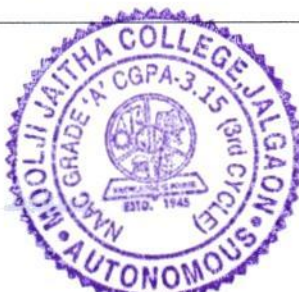
FACULTY: Commerce and Management DEPARTMENT: Commerce

CLASS: **T.Y.B.Com.** SUBJECT: Introduction to Business Research Methods

PAPER CODE and TITLE OF PAPER: (605b) Introduction to Business Research Methods

### SECOND TERM

MONTH	THEORY / PRACTICALS TO BE COVERED	NO. OF LECTURES REQUIRED	REMARKS
November	<p>A group of 2 students may form a group for conducting Business Research Project under the guidance of teacher. Teacher will suggest suitable topic to students. Students will select local industry / enterprise / business including cooperative society, insurance company, bank, super shop , production unit etc</p> <p>The study may be focused on various aspects of commerce and management like accounting, finance, sales, marketing, advertising , e-commerce, m-commerce, HRM , IT etc.</p>		
December	<p>The study will include introduction, review of literature, research methodology, data analysis and findings, conclusion and recommendation, references and annexure which includes questionnaire etc. Development of Questionnaire for primary data collection or development of structured questionnaire is expected. The detail study only based on secondary data analysis will also work.</p>		
January	<p>The project report may be prepared either in English or Marathi. Use of Tables, Graphs etc. is expected. For analysis MS-Excel or PSPP may be used.</p>		



February	INTERNAL VIVA VOCE		

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**TEACHING PLAN**

ACADEMIC YEAR: 2020-21

NAME OF TEACHER: Dr. Gayatri Dilip Khadke

FACULTY: Commerce and Management

DEPARTMENT: Commerce

CLASS: **S.Y.B.Com.**

SUBJECT: Retail Management -I

PAPER CODE and TITLE OF PAPER :(217 c) Retail Management -I

**FIRST TERM**

MONTH	THEORY / PRACTICALS TO BE COVERED	NO.OF LECTURES REQUIRED	REMARKS
June	<b>UNIT- I Introduction to Retail</b> a. Meaning, Concept & Definition: Retail, Retailing, b. Scope of Retail c. Functions of Retail d. Importance of retailers e. Types of Retailers f. Steps involved in starting Retail business. g. Legal Procedure of starting Retail business. <b>UNIT- II Retail Management</b> a. Meaning, Concept & Definition b. Characteristics of Retail Management	10	
July	c. Retail Management process d. Career opportunities in Retailing <b>UNIT- III Retailing in India</b> a. Global Retail Scenario b. Retail Scenario in India c. Prospects of Retailing in India d. Challenges to Retail Development in India	10	
August	<b>UNIT- IV Retail Formats</b> a. Concept of Organized & Unorganized Retailing b. Advantages of Organized Retailing c. Limitations of Unorganized Retailing d. Factors Responsible for the Growth of Organized Retail in India	10	



September	<p>e. Multichannel Retailing : Meaning &amp; Types f. E- Retailing: Meaning, Advantages &amp; Limitations</p> <p><b>UNIT- V Emerging Trends in Retailing</b> a. Impact of Globalization on Retailing b.FDI in Retailing c. Need for FDI in Indian Retail Scenario Internal Exam</p>	08	
October	<p>d. Green Retailing e. Airport Retailing</p> <p><b>UNIT- VI Economics of Retailing</b> a) Retail Environment.    i) Environmental Theory    ii) Cyclical Theories: The Wheel of Retailing. b) Retail Accordion Theory. c) Retail Life Cycle Theory. d) Conflict Theory</p>	07	

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**TEACHING PLAN**

ACADEMIC YEAR: 2020-21

NAME OF TEACHER: Dr. Gayatri Dilip Khadke

FACULTY: Commerce and Management

DEPARTMENT: Commerce

CLASS: **S.Y.B.Com.**

SUBJECT: Retail Management -II

PAPER CODE and TITLE OF PAPER :(227 c) Retail Management -II

**SECOND TERM**



MONTH	THEORY / PRACTICALS TO BE COVERED	NO. OF LECTURES REQUIRED	REMARKS
June	<b>UNIT- I Retail Marketing</b> a. Introduction: Meaning & Definition b. Evolution & Growth of Retail Market in India c. Role of marketing in Retail d. Types of Retail Outlets e. Online/ Digital Marketing: Introduction, Benefits & Limitations <b>UNIT- II Retail Brands</b> a. Meaning & Concept of Branding b. Concept of Retail Brand c. Role of Brands in Retailing	10	
July	e. Own Brands: Introduction & Benefits f. Impact of Own Brands on Retail Brands g. Brand Loyalty: Introduction & Benefits <b>UNIT- III Mall Management</b> a. Concept & Definition of Mall b. Facilities included in Mall management. c. Mall Shopping culture in India d. Prospectus of Malls	10	
August	e. Bottleneck facing Malls in India <b>UNIT -IV Retail Franchising</b> a. Introduction: Concept & Meaning b. Steps for choosing retail franchise c. Types of Franchises d. Advantages and Disadvantages f. E- Retailing: Meaning, Advantages & Limitations	10	

September	<b>UNIT -V Information Technology and Retailing</b> a. Introduction b. Role of IT in Retail Management c. Advantages and disadvantages of Information Technology in Retailing d. Information Technology used in Retail sector internal exam	07	
October	<b>UNIT -VI Understanding the Retail Consumer</b> a. Consumer v/s Customer b. Consumer Behaviour: Meaning & Concept c. Need for studying consumer behaviour in Retail d. Role of Consumer Behaviour in Retail e. Factors influencing Retail Consumer f. Consumer Retention Strategies in Retail	08	

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## TEACHING PLAN

ACADEMIC YEAR: 2020-21

NAME OF TEACHER: Dr. V V Yawalkar

FACULTY: Commerce and Management

DEPARTMENT: Commerce

CLASS: S.Y.B.Com. SUBJECT: Business Management

PAPER CODE and TITLE OF PAPER :( 216) Business Management

### FIRST TERM

MONTH	THEORY / PRACTICALS TO BE COVERED	NO. OF LECTURES REQUIRED	REMARKS
August	<b>UNIT-I –Management An Overview</b> a) Meaning, Definition and Needs of Management b) Nature and Characteristics of Management c) Classification Business: Industry, Commerce and Trade d) Level of Management e) Role of Management	12	
September	<b>UNIT-II- Forms of Business Unites</b> a) Meaning and Need of organization b) Forms of business organization in private sector c) Forms of business organization in public sector d) Non Business organization: Trust, Co-operative society, Clubs and associations e) Qualities required for successful business <b>UNIT-III- Planning</b> a) Definition and Purpose of Planning b) Nature and Characteristics c) Essential of Good Plan,	12	
October	d) Process of Planning e) Types of Planning <b>UNIT-IV- Decision Making</b> a) Meaning and Nature b) Importance c) Types of Decision Making d) Steps in Decision Making	12	



November	<p>e) Administrative problems in decision making</p> <p><b>UNIT-V- Organizing</b></p> <p>a) Principles of Organizing</p> <p>b) Types of Organizing</p> <p>c) Benefits of Informal Organization</p> <p>d) Importance of Organizing</p> <p>e) Factor effecting Organization structure</p>	15	
December	<p><b>UNIT-VI- Forecasting</b></p> <p>a) Meaning, Definition,</p> <p>b) Importance, characteristics of forecasting</p> <p>c) Process of forecasting</p> <p>d) Advantages &amp; Limitations of forecasting.</p>	09	

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## TEACHING PLAN

ACADEMIC YEAR: 2020-21

NAME OF TEACHER: Dr. V V Yawalkar

FACULTY: Commerce and Management DEPARTMENT: Commerce

CLASS: T.Y.B.Com. SUBJECT: Human Resource Management

PAPER CODE and TITLE OF PAPER: 501aHRM

### SECOND TERM

MONTH	THEORY / PRACTICALS TO BE COVERED	NO. OF LECTURES REQUIRED	REMARKS
March	<b>1. Introduction to Human Resource Management :</b> <b>Lectures:</b> 1.1 Definition and Concept, Features, Objectives, Functions, Scope and Development of Human Resource Management. 1.2 Importance of Human Resource Management, Human Resource Practices. 1.3 Difference Between H. R. M. and Personal Management. 1.4 Qualities and Role of Human Resource Manager. 1.5 Challenges to H. R. M.	12	
April	<b>2. Human Resource Planning : Lecture :</b> 2.1 Concept of Human Resource Planning (HRP), Factors in HRP. 2.2 Advantages and Limitations of HRP. 2.3 Process of HRP. 2.4 Growing Importance of H. R. Planning. 2.5 Types of H. R. Planning.	12	
May	<b>3. Job Analysis and Design : Lecture :</b> 3.1 Job Analysis- Importance, Tools, Process of Job Analysis. 3.2 Job Description, Writing a Job Description. 3.3 Job Specification. 3.4 Job Design. <b>4. Recruitment Lecture:</b> 4.1 Meaning, Definition, Objectives, Importance, Recruitment Policy.	12	



	4.2 Factors Affecting Recruitment. 4.3 Centralized and Decentralized Recruitment.		
June	4.4 Sources of Recruitment. 4.5 Walk in Body-Shopping, Outsourcing, E-recruitment. <b>5. Selection Lecture:</b> 5.1 Meaning, Definition, Importance. 5.2 Selection Policy and Selection Procedure. 5.3 factors Affecting on Selection. 5.4 Evaluation of Selection Procedure. 5.5 E-selection.	15	
July	<b>6. Placement and Induction Lecture:</b> 6.1 Meaning, Definition of Placement, Problems in Placement. 6.2 Tools of effective placement. 6.3 E-placement. Meaning, 6.4 Verification before placement verification. 6.5 Definition of Induction, Objectives, Nature. 6.6 Importance of Induction	09	

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## TEACHING PLAN

ACADEMIC YEAR: 2020-21

NAME OF TEACHER: Dr. V V Yawalkar

FACULTY: Commerce and Management

DEPARTMENT: Commerce

CLASS: S.Y.BBA SUBJECT: Corporate Communication-I

PAPER CODE and TITLE OF PAPER : Corporate Communication-I

### FIRST TERM

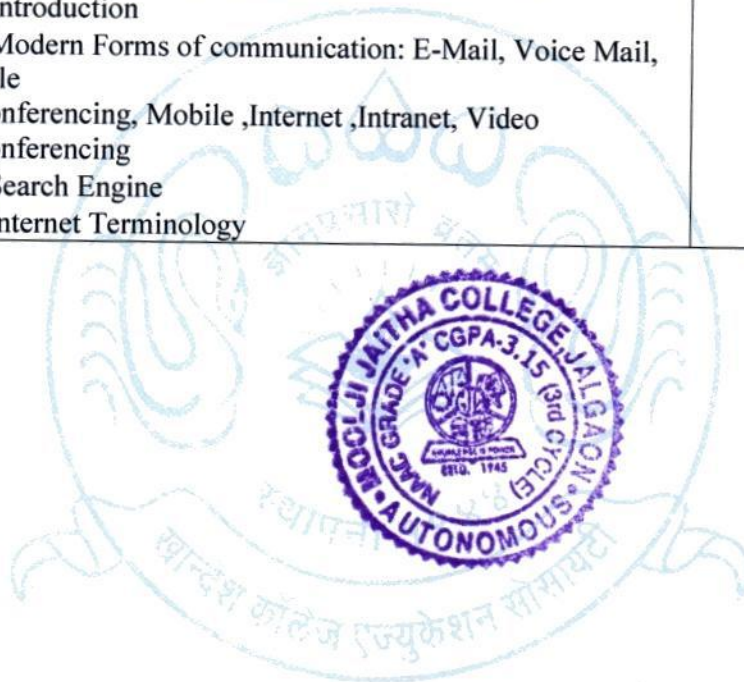
MONTH	THEORY / PRACTICALS TO BE COVERED	NO. OF LECTURES REQUIRED	REMARKS
August	<b>UNIT-I: Corporate Communication</b> <ul style="list-style-type: none"><li>• Introduction &amp; Definition of Corporate Communication, Communication Networks</li><li>• Types of Corporate Communication,</li><li>• Diagrammatic Presentation of Corporate Communication</li><li>• SWOT Analysis of Person and Product</li></ul> <b>UNIT- II Employment Communication</b> <ul style="list-style-type: none"><li>• Introduction of Employment Communication, Features of employment Communication</li><li>• Meaning of CV, Resume and Bio-data</li><li>• Guidelines for constructing Good CV , Resume and Bio-data</li><li>• Format of CV , Resume and Bio-data</li><li>• Drafting format for cover letter</li><li>• Sample of Cover letter.</li></ul>	12	
September	<b>UNIT-III Management Communication</b> <ul style="list-style-type: none"><li>• Introduction, Needs and importance of Management communication, Importance</li><li>• Principles and Functions of effective Management communication</li><li>• Purpose of Management communication, Managerial roles</li><li>• Types of Management communication</li><li>• Role Playing</li></ul>	12	



October	<b>UNIT-IV: Feedback of Communication</b> <ul style="list-style-type: none"> <li>• Meaning and Nature - Feedback</li> <li>• A two way process, Characteristics of feedback</li> <li>• Feedback in oral communication, Feedback in written communication</li> <li>• Improving Feedback, Feedback Loop,</li> <li>• Advantages &amp; Disadvantages of Feedback.</li> </ul> <b>UNIT-V: Group Discussion and Power point Presentation</b> <ul style="list-style-type: none"> <li>• Meaning and importance of Group Discussion</li> <li>• Characteristics of Group Discussion</li> </ul>	09	
November	<ul style="list-style-type: none"> <li>• Group Discussion Etiquettes</li> <li>• Meaning and importance of Power point presentation</li> <li>• Guidelines for creating effective Power point presentation</li> <li>• Key Elements of Power point presentation</li> <li>Self-Presentation in Presentations</li> </ul>	06	
December	<b>UNIT--VI: Recent Forms of Communication</b> <ul style="list-style-type: none"> <li>• Introduction</li> <li>• Modern Forms of communication: E-Mail, Voice Mail, Tele Conferencing, Mobile ,Internet ,Intranet, Video Conferencing</li> <li>• Search Engine</li> <li>• Internet Terminology</li> </ul>	06	

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## TEACHING PLAN

ACADEMIC YEAR: 2020-21

NAME OF TEACHER: Dr. V V Yawalkar

FACULTY: Commerce and Management

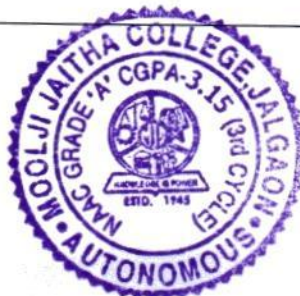
DEPARTMENT: Commerce

CLASS: **S.Y.B.com** SUBJECT: Corporate Communication-I

PAPER CODE and TITLE OF PAPER : Corporate Communication-I

### FIRST TERM

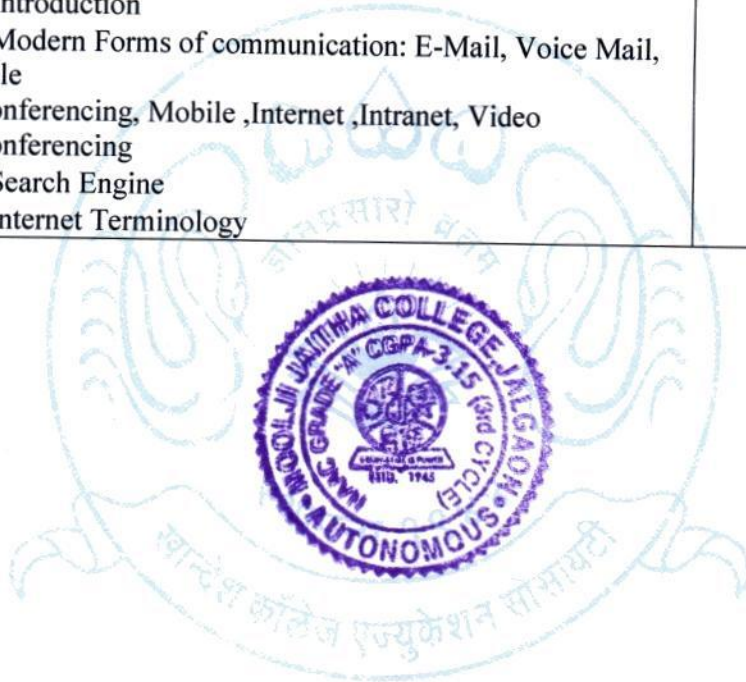
MONTH	THEORY / PRACTICALS TO BE COVERED	NO. OF LECTURES REQUIRED	REMARKS
August	<b>UNIT-I: Corporate Communication</b> <ul style="list-style-type: none"><li>• Introduction &amp; Definition of Corporate Communication, Communication Networks</li><li>• Types of Corporate Communication,</li><li>• Diagrammatic Presentation of Corporate Communication</li><li>• SWOT Analysis of Person and Product</li></ul> <b>UNIT- II Employment Communication</b> <ul style="list-style-type: none"><li>• Introduction of Employment Communication, Features of employment Communication</li><li>• Meaning of CV, Resume and Bio-data</li><li>• Guidelines for constructing Good CV , Resume and Bio-data</li><li>• Format of CV , Resume and Bio-data</li><li>• Drafting format for cover letter</li><li>• Sample of Cover letter.</li></ul>	12	
September	<b>UNIT-III Management Communication</b> <ul style="list-style-type: none"><li>• Introduction, Needs and importance of Management communication, Importance</li><li>• Principles and Functions of effective Management communication</li><li>• Purpose of Management communication, Managerial roles</li><li>• Types of Management communication</li><li>• Role Playing</li></ul>	12	



October	<b>UNIT-IV: Feedback of Communication</b> <ul style="list-style-type: none"> <li>• Meaning and Nature - Feedback</li> <li>• A two way process, Characteristics of feedback</li> <li>• Feedback in oral communication, Feedback in written communication</li> <li>• Improving Feedback, Feedback Loop,</li> <li>• Advantages &amp; Disadvantages of Feedback.</li> </ul> <b>UNIT-V: Group Discussion and Power point Presentation</b> <ul style="list-style-type: none"> <li>• Meaning and importance of Group Discussion</li> <li>• Characteristics of Group Discussion</li> </ul>	09	
November	<ul style="list-style-type: none"> <li>• Group Discussion Etiquettes</li> <li>• Meaning and importance of Power point presentation</li> <li>• Guidelines for creating effective Power point presentation</li> <li>• Key Elements of Power point presentation</li> </ul> Self-Presentation in Presentations	06	
December	<b>UNIT--VI: Recent Forms of Communication</b> <ul style="list-style-type: none"> <li>• Introduction</li> <li>• Modern Forms of communication: E-Mail, Voice Mail, Tele Conferencing, Mobile ,Internet ,Intranet, Video Conferencing</li> <li>• Search Engine</li> <li>• Internet Terminology</li> </ul>	06	

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## TEACHING PLAN

ACADEMIC YEAR: 2020-21

NAME OF TEACHER: Dr. Vishal M. Deshmukh

FACULTY: Commerce and Management

DEPARTMENT: Commerce

CLASS: **T.Y.B.Com.**

SUBJECT: Principles of Auditing

PAPER CODE and TITLE OF PAPER : (502) Principles of Auditing

FIRST TERM



MONTH	THEORY / PRACTICALS TO BE COVERED	NO. OF LECTURES REQUIRED	REMARKS
November	I – Introduction of Audit a) Meaning, Definition, Nature, Scope, Basic Principles & objectives of Audit; Advantages and limitations of audit – Relationship of Auditing with other subjects b) Standards on Auditing (SAs) – Meaning, Scope of SAs. Elementary study of SA 200 (Revised) ‘Overall Objectives of the Independent Auditor and the conduct of an audit in accordance with Standards on Auditing’ Errors, Frauds and Sampling - a) Definition, Reasons & Circumstances of Errors & Frauds	12	
December	Types of Errors – Types of Frauds; Risk of fraud & Errors in Audit-Auditors Duties & Responsibilities in respect of Errors and Frauds b) Audit Sampling- Meaning, purpose & factors in determining sample size 10 -III – Types of Audit - Features, principles, advantages & limitations of each of - Internal audit,	12	
August	Statutory audit, Continuous audit, Annual audit, Interim audit, Balance sheet audit, Tax audit, Cost audit, Efficiency audit, Government audit H.R. audit & Information system audit 10 IV – Audit Programme and Documentation – 10 a) Meaning, Nature, Scope & Objectives of Audit Programme- Control of quality of Audit work –	12	

September	<p>- Audit Planning b) Documentation – Audit working papers - audit files- permanent and current audit files ownership and custody of working papers c) Elementary study of SA 230 (Revised) “Audit Documentation”. V – Audit Evidence – a) Need for audit evidence – audit procedures for obtaining evidence – physical verification – documentation – direct confirmation – re-computation – analytical review techniques – representation by management –</p>	12	
October	<p>Obtaining certificate b) Elementary study of SA 500 (Revised) “Audit Evidence”. 10 VI- Vouching, Verification and Valuation – a) Vouching – Meaning advantages &amp; objectives of vouching – Points to be taken at the time of vouching – voucher – material defects that disqualify a voucher – difference between vouching &amp; Verification. b) Verification and valuation of assets &amp; liabilities – Meaning &amp; objects of verification and valuation – difference between verification and valuation c) Procedure of verification and valuation of assets &amp; liabilities</p>	12	

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**TEACHING PLAN**

ACADEMIC YEAR: 2020-21

NAME OF TEACHER: Dr. Vishal M. Deshmukh

FACULTY: Commerce and Management

DEPARTMENT: Commerce

CLASS: **T.Y.B.Com.**

SUBJECT: Principles of Auditing

PAPER CODE and TITLE OF PAPER : (602) Principles of Auditing

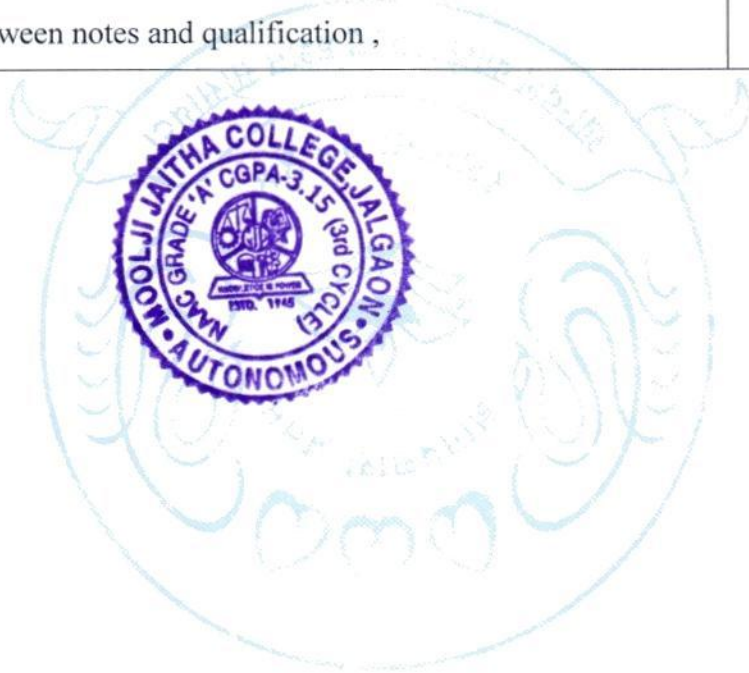
SECOND TERM



MONTH	THEORY / PRACTICALS TO BE COVERED	NO. OF LECTURES REQUIRED	REMARKS
November	I - Investigation - a) Meaning, nature and objectives of Investigation-Difference between Audit and Investigation b) Investigation at the time of (i) purchase of business; (ii) admission of a new partner; (iii) granting loan (iv) detecting frauds, and (v) Statutory Investigation. 10 II – Evaluation of Internal Control & Internal Check - a) Internal Control – Meaning & objectives of Internal control – Factors affecting Internal control	12	
December	Limitations of Internal control – Evaluation of Internal control system, COSO model of Internal control b) Internal check system, Test checking, Routine checking – Meaning, advantages & limitations of Internal check system, Test checking & Routine checking c) Elementary study of SA 265 “Communicating deficiencies in Internal Control to those charged with governance and management”. 10 III – Company Auditor - a) Provisions regarding qualifications, disqualifications, appointment and removal of auditor as per the companies Act, 2013	12	
August	Rights/Powers, duties and liabilities and remuneration of company auditor – 10 c) Professional conduct and ethics- Auditor’s role in corporate governance and evolution of Audit Committee IV – Audit of Limited Companies - a) Preliminaries to the Audit work of a Limited Company	12	

September	Audit of Share capital, Forfeiture Shares & Bonus Shares- Buy Back of own shares by companies – c) Audit of Debentures issued by companies 10 V – Auditing in Computerized Information System (CIS) Environment - a) Meaning of CIS – Approaches to computer auditing – distinction between manual accounting audit and computerized accounting audit	12	
October	Characteristics of CIS Environment – b) Computer frauds and computer virus – Concept of audit Software 10 VI - Audit Report - a) Meaning, importance and contents of audit report – types of audit report – Qualifications, disclaimers, adverse opinion – b) Distinction between reports and certificates – notes on accounts - distinction between notes and qualification ,	12	

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## TEACHING PLAN

Academic year: 2020-21

Name of Teacher: Mr. Nitin Ghevar Chaudhari

Faculty: Commerce & Management Department: Commerce

Class: FYBCOM Subject: Financial Accounting and Costing

Paper Code and Title of Paper: BCOM- 124- Financial Accounting and Costing

### SECOND TERM

MONTH	THEORY / PRACTICALS TO BE COVERED	NO.OF LECTURES REQUIRED	REMARKS
April	Unit I – Preparation of final Accounts of Sole proprietor and Partnership firm from incomplete records under Conversion method Preparation of Trading and Profit and Loss Account and Balance Sheet. Practical problems solved	08	
May	Unit II - Accounting for Branches (Dependent Branches only) Meaning of branch Accounting for branch transactions in the books of Head office under - [i] Debtors System and [ii] Stock and Debtors System Practical problems	07	
	Unit III -Accounting for Investment Preparation of Investment Account for Fixed Income bearing securities. Computation of profit/loss on purchases and sales of securities including Cum-Interest Purchase, Cum-Interest Sale, Ex-Interest Purchase, and Ex-	03	
June	Unit III -Accounting for Investment Interest Sale of Securities Refer to AS -13- Accounting for Investment Practical problems	05	
	Unit IV - Consignment Accounting Meaning of Consignment Accounting for Consignment transaction in the books of the consigner and the consignee Practical problems	07	



July	<p>Unit V - Departmental Accounts  Meaning and Objectives of Departmental Accounts,  Basis of Allocation of common expenses among different departments  Inter-Departmental transfers,  Preparation of Final Accounts.  Practical problem</p> <p>Unit – VI Materials  Elementary Study of Accounting Standard AS 2 –  Valuation of Inventory  Importance of Materials accounting and control,  Direct and Indirect Materials,  Procedure and documentation of Purchasing and  Storekeeping –  Study of the following documents -  i. Purchase Requisition ii. Purchase Order, iii. Goods  Received Note  iv. Inspection Report, v. Materials Requisition Note vi.  Materials  Transfer Note and ii. Materials Return Note.  Economic Ordering Quantity.  Stores Accounting  i. Bin Cards, Store Ledger</p>	5	
Aug	<p>Unit – VI Materials  ii. Pricing of Materials issues under FIFO, LIFO, Simple  Average Method,  and Weighted Average Method  Stock levels – Reordering level, Maximum level,  Minimum level, Average  level, Danger level  practical problems</p>	5	

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## TEACHING PLAN

Academic year: 2020-21

Name of Teacher: Mr. Nitin Ghevar Chaudhari

Faculty: Commerce & Management Department: Commerce

Class: SYBCOM Subject: Corporate Accounting and Costing

Paper Code and Title of Paper: BCOM245- Corporate Accounting and Costing

### SECOND TERM

MONTH	THEORY / PRACTICALS TO BE COVERED	NO.OF LECTURES REQUIRED	REMARKS
April	Unit I: Underwriting of Shares: Meaning of the terms Underwriting and underwriter of shares• Concepts of Marked application, Unmarked application, sole underwriting,• firm underwriting, partial underwriting, full underwriting, joint underwriting Determination of Underwriters' liability• Accounting treatment of underwriters' commission• Preparation of Underwriters' statement, Accounting entries and relevant• ledger accounts	06	
	Unit II: Company Financial Statements Meaning of Company Financial Statements• Preparation of Income statement and Balance Sheet as per revised• Schedule (III), Companies Act 2013.	03	
May	Unit II: Company Financial Statements Study of Accounting Standards AS – 9 : Revenue Recognition AS -10: Property, Plant and Equipment AS -26: Intangible Assets	06	
	Unit III : Issue and Redemption of Debentures: Meaning of Debentures, Types of Debentures• Distinction between Debentures• & Shares Issue of Debentures•	05	
June	Unit III : Issue and Redemption of Debentures: Creation and investment of DRR Methods of redemption of debentures: By payment in lump-sum and by• payment in instalments (excluding from by purchase in open market), Conversion, Sinking Fund Method	03	
	Unit IV: Final Accounts of Co-operative Societies: Books		



	of Accounts of accounts to be maintained by a Co-operative society• Preparation of final accounts of a co-operative credit societies only• Refer relevant provisions of the Maharashtra Co-operative Societies Act• 1960 and rules made thereunder (Practical problems on preparation of financial statements of a co-operative credit society)	07	
July	Unit V: Overheads control Meaning and Definition of Overheads• Collection of overheads and Classification of Overheads -• o Functional Classification, o Behavioural Classification, o Element-wise Classification. (Practical problems on classification of given items into the classes of overheads by applying the bases stated above)  Unit VI: Overhead Distribution - II: Procedure of Allocation and Apportionment of factory Overheads• Primary and Secondary Distribution of overheads•	07  03	
Aug	Unit VI: Overhead Distribution - II: Absorption of Factory Overheads – Under-absorption and overabsorption of overheads Computation of rate of recovery absorption of overheads- Machine• our rate, Labour hour rate and Direct Labour basis.	05	

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## TEACHING PLAN

Academic year: 2020-21

Name of Teacher: Mr. Nitin Ghevar Chaudhari

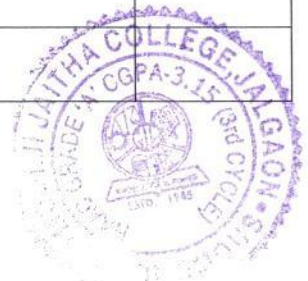
Faculty: Commerce & Management Department: Commerce

Class: SYBCOM Subject: Corporate Laws-II

Paper Code and Title of Paper: BCOM244- Corporate Laws-II

### SECOND TERM

MONTH	THEORY / PRACTICALS TO BE COVERED	NO.OF LECTURES REQUIRED	REMARKS
April	UNIT I - Issue of Debentures 1. Definition of debenture - Types of debentures 2. Issue of debentures Conditions for issue of Secured debentures• Debenture Redemption Reserve• Debenture Trustee, Debenture Trust Deed• Issue and Listing of Non-Convertible Debt instruments• Issue of Convertible Debt instruments•	07	
	UNIT II - Directors and Key Managerial Personnel 1. Directors and Key Managerial Personnel (KMP) 2. Directors – a. Company to have Board of Directors; Appointment of directors; b. Director Identification Number (DIN); c. Appointment of additional director, alternate director and nominee director;	03	
May	UNIT II - Directors and Key Managerial Personnel d. Disqualifications for appointment of director; e. Duties of directors; f. Vacation of office of director; Resignation of director; Removal of directors 3. Key Managerial Personnel (KMP) (Sec 2(51), 203) (Introduction only) a. Appointment of Chief Executive Officer (CEO); Managing Director; Whole Time Director; Manager; Chief Financial Officer (CFO) b. Appointment of Company Secretary - Appointment, Resignation and Removal	5	
	UNIT III - Meetings of a company 1. Meaning of meeting; Various meetings under the Act, 2. Notice of a meeting; contents of notice; Statement to be annexed to notice; 3. Quorum for a meeting; Chairman of a meeting; Proxies; Voting a meeting; Restrictions on voting right;	4	
	UNIT III - Meetings of a company 4. Ordinary resolution and special resolution; Minutes of		



June	<p>meetings; 5. Annual General Meeting and Extra-Ordinary General Meeting – Ordinary business and special business transacted at the General meeting 6. Board Meetings – business which can be transacted by the Board only at Meetings</p> <p>UNIT IV - Statutory books to be maintained by a company 1. Introduction to statutory books and registers required to be maintained by a company under the Act 2. Brief study of the following books only – a. Register of deposits; b. Register of charges; c. Register of members; d. Register of debenture holders; e. Books containing minutes of General Meeting; Books containing 07 37 minutes of Board; and Books containing minutes of Committees of Directors; f. Books of account; g. Register of Directors / Key Managerial Personnel; 3. Annual Return and its contents</p>	4 7	
July	<p>UNIT V – Books of Accounts, Financial Statements, and Audit 1. Requirement of keeping books of account (section 128 of the Act) - Place of Keeping Books of Account ; Maintenance of Books of account in electronic form; Books of Account in Respect of Branch Office; Preservation of books of accounts; Persons responsible to maintain books; Penalty for contravening the provisions 3. Financial Statements of a company (section 2(40) of the Act) - True and Fair view in respect of financial statements; Persons responsible for compliance; Penalty for contravening the provisions; Form of Financial Statements (Schedule III); Consolidated Financial Statements; Signature of Financial Statements 3 Report by Board of Directors 4. Right of member to copies of audited financial statements 5. Financial statements to be filed with Registrar; Penalty for noncompliance</p> <p>UNIT VI – Prevention of Oppression and Mismanagement 1. Meaning of Oppression and Mismanagement 2. Prevention of Oppression and Mismanagement - Rule in Foss v/s Harbottle</p>	7 3	
Aug	<p>UNIT VI – Prevention of Oppression and Mismanagement 3. Application to Tribunal for relief in cases of oppression; Right to apply under the Act 4. Powers of Tribunal 5. Consequences of termination or modification of certain agreements 6. Class action suits u/s 245</p>	5	

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## TEACHING PLAN

Academic year: 2020-21

Name of Teacher: Mr. Nitin Ghevar Chaudhari

Faculty: Commerce & Management Department: Commerce

Class: TYBCOM Subject: Advanced Accounting - I

Paper Code and Title of Paper: 606 a- Advanced Accounting - I

### SECOND TERM

MONTH	THEORY / PRACTICALS TO BE COVERED	NO.OF LECTURES REQUIRED	REMARKS
Feb	1.Introduction of Management Accountancy Meaning, Nature, Advantages and Limitations Functions of Management Accountancy Distinction between Financial Accountancy, Management Accountancy & Cost Accountancy Role of Management Accountant in business.  2. Analysis and Interpretation of Financial Statements Meaning of Analysis and Interpretation of Financial Statements. Advantages and Limitations. Practical problems on ratio analysis	12	
March	Practical problems on ratio analysis  3. Ratio Analysis Meaning, Objectives, Advantages and Limitations of ratio analysis Types of Ratios (Liquidity, Profitability, Turnover and Solvency Ratios) Computation and Interpretation of different accounting ratios.	12	
April	Problems on ratio analysis 4. Fund Flow Analysis Concept of fund and Funds flow statement Uses and significance of funds flow statement Procedure for preparing FFS- Schedule of changes in working capital Statement of sources and application of funds (In Accounts Forms) Problems on fund flow	12	
May	Problems on fund flow		



	<p>5. Cash Flow Analysis          Concept of Cash Flow statements,          Comparison between Funds Flow and Cash Flow statements,          Uses and significance of Cash Flow Statements          Preparation of Cash Flow statement Under Indirect Method as per AS3          Practical problems on cash flow</p>	12	
June	<p>Practical problems on cash flow</p> <p>6. Budget and Budgetary Control          Meaning and Objectives          Types of Budget (Purchase, Sales, Production)          Preparation of Budget Statement          Practical problems</p>	12	

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## TEACHING PLAN

Academic year: 2020-21

Name of Teacher: Mr. Nitin Ghevar Chaudhari

Faculty: Commerce & Management Department: Commerce

Class: TYBCOM Subject: Advanced Accounting - II

Paper Code and Title of Paper: 607 a- Advanced Accounting - II

### SECOND TERM

MONTH	THEORY / PRACTICALS TO BE COVERED	NO.OF LECTURES REQUIRED	REMARKS
Feb	1.Responsibility Accounting Meaning, Features, Advantages and Limitations of Responsibility Accounting Steps and difficulties in Responsibility Accounting Types of Responsibility Centers  2.Insurance Claim Basic Concepts - Insurance, Fire Claims, Insured, Insurer, Salvage Valuation of Salvaged Stock and Loss of Stock	12	
March	2.Insurance Claim Loss of Profit (Consequential Loss) Valuation and Computation of Claim  Practical problems  3. Accounting for Independent Branches Accounting at Head office Incorporation of Branch Trial balance in the books of the Head office Incorporation Entries for preparing branch Trading and Profit & Loss Account, Branch Assets and Liabilities.	12	
April	3. Accounting for Independent Branches Incorporation Entries for preparing branch Trading and Profit & Loss Account, Branch Assets and Liabilities.  Practical problems  4. Holding Company Accounts Meaning of Holding Company and Subsidiary Company	12	



	Preparation of the consolidated Balance Sheet of the Holding company along with its subsidiary company Analysis of profit of subsidiary company on consolidation.		
May	4. Holding Company Accounts Cost of Control or Goodwill on consolidation. Inter- company debts, unrealized profit Practical problems 5. Accounting for Professional Meaning, Objectives of Professionals Accounting Major Types of Professionals - Doctors, Engineers, Solicitors, Auditors. Receipts and Payment Account of Professionals	12	
June	5. Accounting for Professional Preparation of Final Accounts  Practical problems 6. Accounting for Educational Institutions Organisational Pattern and Salient Features of an Educational Institution Sources of Finance for Running the Educational Institution Techniques of Maintaining Funds Accounts (Building Fund) Journal Entries of Building Fund  Practical problems	12	

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## TEACHING PLAN

Academic year: 2020-21

Name of Teacher: Mr. Nitin Ghevar Chaudhari

Faculty: Commerce & Management      Department: Commerce

Class: FYBCOM      Subject: Financial Accounting and Costing

Paper Code and Title of Paper: BCOM- 114- Financial Accounting and Costing

### FIRST TERM



MONTH	THEORY / PRACTICALS TO BE COVERED	NO.OF LECTURES REQUIRED	REMARKS
Oct	Introduction, and Overview of Accounting Standards in India, Objectives, Advantages and Applicability of Accounting Standards. Elementary study of – <ul style="list-style-type: none"><li>• AS-1- Disclosure of Accounting policies.</li><li>• AS-6 - Depreciation Accounting</li><li>• AS-10 – Accounting for Fixed Assets</li></ul> Gradual realisation and Piecemeal Distribution of cash on dissolution of partnership firm Meaning of piecemeal distribution. Piecemeal distribution of cash under - i. Maximum loss method	11	
Nov	Gradual realisation and Piecemeal Distribution of cash on dissolution of partnership firm Piecemeal distribution of cash under - ii. Highest Relative Capital Method (Surplus capital method) Amalgamation of partnership firms Meaning of amalgamation Closing the books of the amalgamating firms (Realisation method only) Opening the books of new firm, and Preparation of Balance Sheet of the new firm	12	
Dec	Conversion of Partnership firm into a Limited Company Meaning and Need for conversion, Calculation of Purchase Consideration, Closing entries and Ledger Accounts in the books of old firm  Joint Venture Account Meaning of Joint Venture. features. Distinction between	11	

Jan	<p>Accounting for the Joint Venture Transactions when separate set of books of accounts is maintained</p> <p>Cost Accounting Introduction Basic concepts –</p> <ol style="list-style-type: none"> <li>i. Cost, Expenses, Loss</li> <li>ii. Costing, Cost Accounting, Cost Accountancy</li> <li>iii. Cost Unit, Cost Centre</li> </ol> <p>Advantages and Limitations of Cost Accounting. Distinction between Financial and Cost Accounting. Elements of Costs. Classification of Costs on the basis of various criteria. Preparation of Cost Sheet including Quotations &amp; Tenders.</p>	11	
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**TEACHING PLAN**

Academic year: 2020-21

Name of Teacher: Mr. Nitin Ghevar Chaudhari

Faculty: Commerce &amp; Management Department: Commerce

Class: SYBCOM

Subject: Corporate Accounting and Costing

Paper Code and Title of Paper: BCOM215- Corporate Accounting and Costing

**FIRST TERM**

MONTH	THEORY / PRACTICALS TO BE COVERED	NO.OF LECTURES REQUIRED	REMARKS
Sept	<p>Profits or Loss Prior to Incorporation:</p> <ul style="list-style-type: none"> <li>• Meaning and definition of Pre-incorporation profit and Post-incorporation Profit, Basis of apportionment</li> <li>• Calculation of Pre-incorporation profit/loss and Post-incorporation Profit/loss</li> <li>• Treatment of Pre-incorporation profit/loss and Post-incorporation Profit/loss (Advanced level practical problems on above).</li> </ul> <p>Accounting for Purchase of business by a company, and books to be maintained by a company</p> <p>(A) Accounting for Purchase of business on conversion of Partnership Firm into a limited company - Accounting entries in the books of the company Refer to AS 26 - Intangible Assets</p> <p>(B) Statutory records and books of accounts to be maintained by a company</p>	12	
Oct	<p>Accounting for Purchase of business by a company, and books to be maintained by a company</p> <p>(C) Treatment of Preliminary expenses in the books of a newly formed company (Practical problems on accounting for business purchase).</p> <p>Issue of Shares:</p> <p>A) Public issue of shares: Revisionary study of:</p> <ul style="list-style-type: none"> <li>• Meaning and types of shares</li> <li>• Equal subscription, Under-subscription, and Over-subscription with pro-rata allotment.</li> <li>• Issue of shares at par, at premium</li> <li>• Calls in advance and calls in arrears.</li> <li>• Forfeiture and reissue of shares.</li> </ul> <p>(Advanced level practical problems on above).</p> <p>B) Issue of SWEAT equity shares</p> <ul style="list-style-type: none"> <li>• Concepts of SWEAT equity shares</li> <li>• Accounting treatment of SWEAT equity shares</li> </ul>	11	

	(Refer Sections 2(88), 54 of the of the Companies Act 2013 and Rule 8 of the Companies (Share Capital and Debentures) Rules, 2014 (Simple practical problems on issue of SWEAT equity shares)		
Nov	<p><b>A) Redemption of Preference Shares:</b></p> <ul style="list-style-type: none"> <li>• Meaning of redemption of Preference shares</li> <li>• Treatment of premium on redemption of Preference shares</li> <li>• Redemption of preference shares out of profits and out of proceeds of fresh issue</li> <li>• Creation of Capital Redemption Reserve Account (CRR)</li> <li>• Issue of Bonus shares by using CRR account. (Refer Section 55 and 53 of the Companies Act, 2013)</li> </ul> <p>(Practical Problems on issue and redemption of preference shares)</p> <p>Labour Cost and Control I</p> <ul style="list-style-type: none"> <li>• Meaning of labour costs – Types - Direct Labour, Labour Cost and Control</li> <li>• Indirect Labour; Controllable Labour Cost and Uncontrollable Labour Cost.</li> <li>• Concepts of Time Keeping and Time Keeping; Methods of Time Keeping, Methods of Time Keeping</li> </ul>	11	
Dec	<ul style="list-style-type: none"> <li>• Idle Time, Overtime, Labour Turnover</li> <li>• Work Study, Method Study, Time Study. (Simple problem on computation of labour turnover)</li> </ul> <p>Labour Cost and Control II</p> <ul style="list-style-type: none"> <li>• Methods of Remuneration: Time Rate System, Piece Rate System, Incentive Systems - Halsey plan, Rowan premium plan &amp; Taylor's and Merrick's differential Piece Rate System.</li> <li>• Group Bonus System, Profit-sharing Plan, Non-monetary Incentives, Incentives for Indirect Labour.</li> </ul> <p>(Simple problem on computation of remuneration payable to labour using the above methods)</p>	11	

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## TEACHING PLAN

Academic year: 2020-21

Name of Teacher: Mr. Nitin Ghevar Chaudhari

Faculty: Commerce & Management Department: Commerce

Class: SYBCOM Subject: Corporate Laws-I

Paper Code and Title of Paper: BCOM214- Corporate Laws-I

### FIRST TERM



MONTH	THEORY / PRACTICALS TO BE COVERED	NO.OF LECTURES REQUIRED	REMARKS
Sept	<p>Company – Introduction</p> <p>Meaning and definition of a company; Characteristics of a company; Difference between a Company and a Partnership firm</p> <p>Doctrine of lifting of or piercing the Corporate Veil</p> <p>Basic types of companies which may be registered under the Act - Private Companies; Public Companies; One Person Company – (features of these companies); difference between them</p> <p>Privileges of Private companies and One-Person companies</p> <p>Other classification of companies – (Concepts only) –</p> <ul style="list-style-type: none"><li>• Company limited by shares; Company limited by guarantee; Unlimited Liability company</li><li>• Registered Company; Statutory Company</li><li>• Holding Company, Subsidiary Company; Associate Company.</li></ul> <p><b>Promotion and Incorporation of a company</b></p> <ol style="list-style-type: none"><li>1. Concept of a promoter – definition, duties of a promoter</li><li>2. Incorporation of a company - Steps to incorporate a company</li><li>3. Documents required for registration of a company</li></ol>	11	
Oct	<p>3-A- Memorandum of Association – Definition; Forms of Memorandum of Association of companies - Tables A, B, C, D or E of Schedule I to the Act, Clauses of Memorandum of Association, signing of Memorandum; Alteration of Memorandum of Association; Doctrine of Ultra Vires: Effects of ultra vires</p>	12	

	<p style="text-align: center;"><b>Transactions</b></p> <p>3-B- Articles of Association - Definition, Nature Registration of Articles; Contents of Articles of Association; Alteration of Articles Of Association; Doctrine of Indoor Management; Exceptions to the doctrine of Indoor Management</p> <p>4. Distinction between Memorandum and Articles</p> <p><b>Concept of Capital and share of a company</b></p> <ol style="list-style-type: none"> <li>1. Concepts of Nominal, Authorised or Registered Capital: Issued Capital: Subscribed Capital: Called up Capital: Paid-up Share Capital: Preference Share Capital and Equity Share Capital</li> <li>2. Meaning and Nature of a Share;</li> <li>3. Issue of securities at a premium; Prohibition to issue the shares at discount; Issue of Sweat Equity Shares; Conditions for Issue of Sweat Equity Shares; Issue of equity shares with differential rights as to dividend, voting rights etc. and conditions regarding shares with differential voting rights</li> <li>4. Issue and redemption of Preference shares;</li> <li>5. Further issue of shares; issue of Bonus shares; Employee Stock Option Scheme</li> <li>6. Forfeiture of shares</li> <li>7. Share Certificate</li> </ol>		
Nov	<p><b>– Prospectus</b></p> <ol style="list-style-type: none"> <li>1. Issue of securities by a public company and by a private company ;</li> <li>2. Issue of securities to public through prospectus – <ol style="list-style-type: none"> <li>a. Public Offer; Prospectus; Deemed Prospectus; Matters to be stated in the prospectus; Filing a copy of prospectus with the Registrar; Including a statement by an expert in the prospectus;</li> <li>b. Offer of Sale by Members;</li> <li>c. Shelf Prospectus; Red-Herring Prospectus; Abridged Prospectus</li> <li>d. Liability for Untrue Statement in Prospectus;</li> </ol> </li> <li>3. Issue of securities through private placement – <ol style="list-style-type: none"> <li>a. Meaning of private placement;</li> <li>b. To whom private placement can be made?;</li> <li>c. Conditions to be satisfied for private placement;</li> </ol> </li> </ol> <p><b>Allotment of Shares and related matters</b></p> <ol style="list-style-type: none"> <li>1. Minimum Application Money and Allotment of securities by company (Section 39); Refund of application money (Rule 11 of the Companies (Prospectus and Allotment of Securities) Rules, 2014</li> <li>2. Return of Allotment.- (Rule 12)</li> </ol>	11	



Dec	<p>3. Payment of commission in connection with the subscription ((Section 40(6) and (Rule 13)</p> <p>4. Forfeiture of shares (Sections 28 to 34)</p> <p>Transfer and transmission of securities</p> <p><b>Membership of a Company</b></p> <p>1. Definition of Member; Difference between Member and Shareholder</p> <p>2. Modes of acquiring Membership in a Company</p> <ul style="list-style-type: none"> <li>• by subscribing to the Memorandum of Association</li> <li>• by making an application for allotment of shares</li> <li>• by transfer of shares bought from the existing member</li> </ul> <p>3. Rights of members</p> <p>4. Cessation of Membership - Ways in which cessation of membership may occur;</p> <p>5. Dematerialisation of Securities; Rematerialisation of Securities</p>	11
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## TEACHING PLAN

Academic year: 2020-21

Name of Teacher: Mr. Nitin Ghevar Chaudhari

Faculty: Commerce & Management Department: Commerce

Class: TYBCOM Subject: Advanced Accounting - I

Paper Code and Title of Paper: 506 a- Advanced Accounting - I

### FIRST TERM

MONTH	THEORY / PRACTICALS TO BE COVERED	NO.OF LECTURES REQUIRED	REMARKS
Aug	Recent Trends in Accounting (Theory) Human Resources Accounting Inflation Accounting Value Added Statement Interim Financial Reporting  Royalty Accounts (Theory & Practical Problems) Meaning and Nature of Royalty [Excluding Sub-Lease] Difference between Royalty and Rent Minimum Rent, Short-workings, Recover and lapse of Short-workings	12	
Sept	Journal Entries and Ledger accounts in the Books of Landlord  Insolvency Accounts (Theory & Practical Problems) Meaning & Procedure of Insolvency Insolvency of Sole Trader	12	
Oct	Prepare Statement of Affairs & Deficiency Account.  Accounting for Hire Purchase (Theory & Practical Problems) Meaning of Hire Purchase System Termed used in Hire Purchase Agreement Ascertainment of Interest, Cash Price and Hire Purchase Price Journal Entries in the books of Hire Purchaser	12	



Nov	<p>Ledger A/c's in the books of HirePurchaser</p> <p><b>Banking Companies Final Accounts (Theory &amp; Practical Problems)</b></p> <p>Relevant provisions of Banking Regulation Act, 1949  Meaning of banking (Sec.5(b)), Capital &amp; Reserve (Sec.11), Reserve Funds (Sec.17)</p> <p>Main characteristics of a bank's book-keeping, slip system  Prepare Balance Sheet and Profit and Loss Account. (Schedule-wise) in Vertical Form under Banking Regulation Act.</p>	12	
Dec	<p>Practical problems on Banking company final Accounts</p> <p><b>Farm Accounting (Theory &amp; Practical Problems)</b></p> <p>1.1 Introduction and Meaning  1.2 Objectives &amp; Significance of Farm Accounting  1.3 Prepare Final Accounts of Farms.</p>	12	

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## TEACHING PLAN

Academic year: 2020-21

Name of Teacher: Mr. Nitin Ghevar Chaudhari

Faculty: Commerce & Management Department: Commerce

Class: TYBCOM Subject: Advanced Accounting - II

Paper Code and Title of Paper: 507 a- Advanced Accounting - II

### FIRST TERM

MONTH	THEORY / PRACTICALS TO BE COVERED	NO.OF LECTURES REQUIRED	REMARKS
Aug	<p>Introduction to Lease Accounting (Theory) Concept of Leasing Important steps in Leasing Merits and Demerits of Leasing Type of Leasing - Finance Lease and Operating Lease AS-19 Accounting for Leases</p> <p>Amalgamation of Companies (Theory &amp; Practical Problems) Concepts of Amalgamation Reconstruction of companies Types of Amalgamation, Amalgamation in the nature of Merger Amalgamation in the Nature of Purchase Accounting for Amalgamation a) Pooling of Interest Method</p>	12	
Sept	<p>a) Purchase Method- Purchase consideration Closing the books of the vendor company and opening the books of the purchasing company Preparation of balance sheet of the new company.</p> <p>Absorption of Companies (Theory &amp; Practical Problems) Meaning and Concepts of Absorption Accounting for Absorption- Purchase consideration Method Closing the books of the vendor company Recording the transaction in the books of the purchasing company Preparation of balance sheet after the absorption of the company.</p>	12	



Oct	<p>Preparation of balance sheet after the absorption of the company.</p> <p><b>External Reconstruction (Theory &amp; Practical Problems)</b>  Concepts of External Reconstruction of Companies  Accounting for External reconstruction – Purchase Consideration Method  Closing the books of the vendor company  Opening the books of the purchasing company</p>	12	
Nov	<p>Preparation of balance sheet of the new company.</p> <p><b>Internal Reconstruction (Theory &amp; Practical Problems)</b>  Concepts of Internal Reconstruction of Companies  Forms of Internal reconstruction  a) Re-organization or Alteration of Share Capital  b) Reduction of Share Capital &amp; other liabilities.  Accounting for Internal Reconstruction  Preparation of balance sheet of the company after the internal reconstruction.</p>	12	
Dec	<p>Sub-division of shares, Surrender of shares.</p> <p><b>Liquidation of Companies (Theory &amp; Practical Problems)</b>  Meaning and Concept  Modes of Winding-up of Company  Preparation of liquidator's final statement of account.</p>	12	

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**TEACHING PLAN**

ACADEMIC YEAR: 2020-21

NAME OF TEACHER: **Dr. Pradip Manohar Joshi**

FACULTY: School of Comm. & Mgt.

DEPARTMENT: Prof. Mgt.

CLASS: SYBBA

SUBJECT:

PAPER CODE and TITLE OF PAPER: **BBA213: Corporate Accounting**

**FIRST TERM**

MONTH	THEORY / PRACTICALS TO BE COVERED	NO. OF LECTURES REQUIRED	REMARKS
August	<b>UNIT-I: Issue of Shares:</b> Meaning, Kinds of Shares, Equal, Over and Under Subscription. Issue of shares at par and premium, pro-rata allotment. Problems on issue and allotment of shares	8	
September	<b>UNIT-II: Issue of Debentures:</b> Meaning, Types of Debentures. Shares vs. Debentures. Practical Problems	7	
	<b>Business Combination – I: Amalgamation &amp; Absorption.</b> Meaning of Amalgamation & Absorption. Purchase consideration, meaning & methods.	5	
October	Practical Problems	7	
	<b>UNIT-IV: Business Combination – II: External Rect.</b> Meaning of external reconstruction. Purchase consideration. Accounting treatment in books of transferor and transferee company. simple practical problems.	3	
	<b>UNIT-V: Internal Reconstruction.</b> Meaning, Forms of reconstruction. Alteration of capital & capital reduction.	2	
November	Scheme for internal reconstruction of company. Simple practical problems.	5	
	<b>UNIT-VI: Company Final Accounts:</b> Meaning of Company Final Accounts. Preparation of income statement and Balance Sheet as per revised Schedule (VI), Companies Act 2013. Practical Problems	5	
December	Practical Problems	3	

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## TEACHING PLAN

ACADEMIC YEAR: 2020-21

NAME OF TEACHER: **Dr. Pradip Manohar Joshi**

FACULTY: School of Comm. & Mgt.

DEPARTMENT: Prof. Mgt.

CLASS: SYBBA

SUBJECT:

PAPER CODE and TITLE OF PAPER: **BBA215: Research Methodology In Business**

### FIRST TERM

MONTH	THEORY / PRACTICALS TO BE COVERED	NO.OF LECTURES REQUIRED	REMARKS
August	<b>UNIT-I: Introduction to Business Research</b> Meaning, Objectives and Significance of business research. Characteristics of good research, Terminologies used in Research, Types of Research, Steps in the Research Process.	8	
September	<b>Research Design:</b> Introduction, Meaning Characteristics of Good Research Design, and Types. Research Problems. Guidelines and Criteria for Selecting a Research Problem, Techniques for Formulating a Research Problem. Hypothesis testing: meaning, types, process of testing hypothesis  <b>UNIT-III: Sample Design:</b> Introduction, Importance and Advantages of Sampling, Census vs. Sample, Introduction, Importance and Advantages of Sampling, Census vs. Sample, Sampling Error, Sample Size	7	
October	Characteristics of Good Sample, Sampling Techniques (types), Criteria for Selection of a Sampling Technique  <b>UNIT-IV: Data Collection:</b> Introduction, importance of data collection, Primary Data Collection, Secondary Data Collection Qualitative vs. Quantitative. Data Pilot Study, its importance Guidelines for constructing questionnaire  <b>UNIT-V: Measurement, Scaling techniques &amp; Data Analysis</b> Definition attitude, Measurement Scales: Nominal, Ordinal, Interval, Ratio.	2  8  2	
November	Tests of Sound Measurement: Validity, Reliability, Practicality. Scaling Techniques: Rating Scales, Ranking Scales. Univariate analysis, Bivariate analysis  <b>UNIT-VI: Research Paper &amp; Report Writing:</b> Layout of a Research Paper, When and where to publish? Ethical issues related to publishing, Plagiarism. Significance, types of reports, Layout of SIP report, Appendix norms.	5  8	

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## TEACHING PLAN

ACADEMIC YEAR: 2020-21

NAME OF TEACHER: **Dr. Pradip Manohar Joshi**

FACULTY: School of Comm. & Mgt.

DEPARTMENT: Prof. Mgt.

CLASS: TYBBA

SUBJECT:

PAPER CODE and TITLE OF PAPER: **A5.4(B): Customer Relationship Management**

### FIRST TERM

MONTH	THEORY / PRACTICALS TO BE COVERED	NO.OF LECTURES REQUIRED	REMARKS
August	<b>Consumer Behaviour</b> Concept and Need for studying Consumer Behaviour. Factors Influencing buying behavior. Consumer decision making process. Consumer Reference Groups. Org. Buying Vs Consumer Buying.	8	
September	<b>Int. to Customer Relationship Management</b> Definition of CRM & Its Applications. History of CRM. The Purpose & Benefits of CRM. CRM & Marketing. Factor Responsible for growth of CRM, Challenges in Implementing CRM. Developing CRM. Customer Retention Management	8	
October	<b>Consumer And Relationship Marketing</b> Meaning and Evolution. Purpose of Relationship Marketing.	4	
	Key Principles of Relationship Management. Difference between CRM & Rel. Marketing	6	
November	<b>Customer Satisfaction</b> Meaning & Definition and Importance. Components of Customer Satisfaction. Factors affecting Customer Satisfaction. Measuring Customer Satisfaction. The Need to Measure Customer Satisfaction. Customer Satisfaction Models	6	
	<b>Customer Loyalty</b> Definition, Advantages, Determinants and Factors Affecting Customer Loyalty. Creating Customer Loyalty. The Customer Loyalty Grid. Examples of Customer Loyalty Programme in India.	6	
	<b>Service Quality</b> Defining Service Quality, Service Marketing Mix. Factors influencing customer expectation and perception. Service Quality Dimension. Types of Service Quality. Service Quality Gaps. Measures for Bridging Service Quality Gaps	7	

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## TEACHING PLAN

ACADEMIC YEAR: 2020-21

NAME OF TEACHER: **Dr. Pradip Manohar Joshi**

FACULTY: School of Comm. & Mgt.

DEPARTMENT: Prof. Mgt.

CLASS: SYBBA

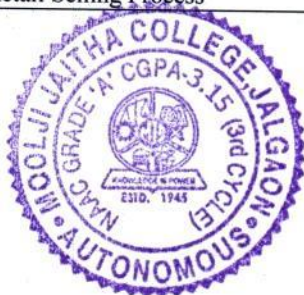
SUBJECT:

PAPER CODE and TITLE OF PAPER: **A5.5(B): Retail Management**

### FIRST TERM

MONTH	THEORY / PRACTICALS TO BE COVERED	NO. OF LECTURES REQUIRED	REMARKS
August	<b>Introduction to Retail</b> Definition, Functions of a retailers, Global retail market- Issues and challenges. Concept of organised retail, evolution of retail in India. Drivers of retailing in India. Challenges of retail development in India	8	
September	<b>Theories and Business Model in retail</b> Theories of retail development-Environmental, cyclical, conflict. Retail life cycle. Business Models in Retail- Classification based on Ownership and Merchandise offered. Services Retail	8	
	<b>Retail Consumer and Strategy</b> Retail Consumer- Need for studying, Factors influencing retail shopper, customer decision making process. Retail Strategy- Concept, strategy in retail perspective, International expansion. Store Site Selection	4	
October	Types of retail location, steps to choose retail location methods. Retail Franchising- Concept, types, advantages and disadvantages.	3	
	<b>Merchandise Management</b> Concept, Factors affecting Buying, Merchandiser-role and responsibilities. Process of Merchandising Planning. Retail Pricing- Policies / Strategies. Category Management-Concept and Process	7	
	<b>Managing Retail</b> Significance of Human Resource Management in retail Key Components of Retail Operations	2	
November	Elements of store design. Visual Merchandising	5	
	<b>Servicing the retail customer</b> Concept and Importance of customer service, Steps in customer service. Customer relationship management Role of personal selling. Retail Selling Process	8	

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## TEACHING PLAN

ACADEMIC YEAR: 2020-21

NAME OF TEACHER: **Dr. Pradip Manohar Joshi**

FACULTY: School of Comm. & Mgt.

DEPARTMENT: Prof. Mgt.

CLASS: FYBBA

SUBJECT:

PAPER CODE and TITLE OF PAPER: BBA113: Financial and Cost Accounting- I

### FIRST TERM

MONTH	THEORY / PRACTICALS TO BE COVERED	NO. OF LECTURES REQUIRED	REMARKS
November	<b>UNIT-I: Introduction to Accounting:</b> Meaning and definition of Book Keeping and Accounting. Accounting v/s Book Keeping. Meaning Objectives, scope, Advantages and Limitations of Financial Accounting. Users of accounting information.	8	
	<b>UNIT-II: Basics of Accounting:</b> Types of Accounting. Rules of Accounting.	3	
December	Terms used in accounting, Journals & Journal Entries. Ledger and Balancing of Ledger – Balance c/d and Balance b/d (Opening & Closing Balance). Trial Balance	4	
	<b>UNIT-III: Subsidiary Books:</b> Purchase Book, Sales Books, Purchase Return Book, Sales Return Book, Bills Receivable Book, Bills Payable Book, Cash Book (simple and Bank Column only) Journal Proper	8	
January	<b>UNIT-IV: Practical Approach:</b> Journal to Trial Balance	7	
	<b>UNIT-V: Cost Accounting:</b> Cost, Expense, Loss: Meaning, Costing, Cost Accounting: Concept, Cost Unit, Cost Centre: Meaning, Elements of Costs, Direct & Indirect Costs. Types of Costs on the basis of various criteria, Advantages and Limitations of Cost Accounting, Diff. between Financial A/c, Cost A/c.	5	
February	Meaning of Cost Sheet and Tender Cost Sheet	2	
	<b>UNIT-VI: Material Control:</b> Importance of Materials accounting and control in Industry. Different Level of Materials & their Calculations Economic Order Quantity (EOQ), Procedure and documentation of Purchasing and Storekeeping. Pro forma / Formats of: Purchase Requisition & Purchase Order. Inspection Report	8	

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## TEACHING PLAN

ACADEMIC YEAR: 2020-21

NAME OF TEACHER: **Dr. Pradip Manohar Joshi**

FACULTY: School of Comm. & Mgt.

DEPARTMENT: Prof. Mgt.

CLASS: SYBBA

SUBJECT:

PAPER CODE and TITLE OF PAPER: **BBA224: Introduction to Financial Management**

**SECOND TERM**

MONTH	THEORY / PRACTICALS TO BE COVERED	NO.OF LECTURES REQUIRED	REMARKS
April	<b>UNIT-I: Introduction to Financial Management</b> Meaning; scope of finance; Financial decisions in firm; Goals of financial management; Introduction to capitalization and capital structure; Sources of finance: capital market, money market and Forex market.	8	
	<b>Unit II: Cost of Capital</b> Meaning; computation of cost of capital; Term loan; Debentures; Preference;	4	
May	Equity; Retained Earnings; Weighted average cost of capital (Simple Problems)	3	
	<b>UNIT-III: Capital Structure &amp; Leverages</b> Meaning of capital structure; optimum capital structure; Factors determining capital structure; problems; Leverages - operating leverage, financial leverage, combined leverage; EBIT-EPS Analysis Problems .	8	
June	<b>UNIT-IV: Investment Decisions</b> Meaning of capital budgeting; significance; capital budgeting process; Project classification and investment criteria, Payback method; ARR Method; Net Present Value; IRR Method; Profitability Index.	8	
	<b>UNIT-V: Dividend Decisions</b> meaning; types of dividend policies;	3	
July	Factors influencing dividend policy; Forms of dividends	3	
	<b>UNIT-VI: Management of Working Capital</b> Meaning, introduction, concepts of working capital; factors influencing working capital requirements;• Importance of adequacy of working capital; components of working capital; simple problems on estimation of working capital requirements;• Cash management; receivables management and inventory management	8	

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## TEACHING PLAN

ACADEMIC YEAR: 2020-21

NAME OF TEACHER: **Dr. Pradip Manohar Joshi**

FACULTY: School of Comm. & Mgt.

DEPARTMENT: Prof. Mgt.

CLASS: SYBBA

SUBJECT:

PAPER CODE and TITLE OF PAPER: **BBA223: Management Accounting**

**SECOND TERM**

MONTH	THEORY / PRACTICALS TO BE COVERED	NO. OF LECTURES REQUIRED	REMARKS
April	<b>UNIT-I: Introduction to Management Accounting</b> Meaning; nature and scope; Evolution of Management Accounting; Cost Accounting vs. Management Accounting vs. Financial Accounting; Limitations of management accounting	8	
	<b>UNIT-II: Analysis of Financial Statements- I</b> Analysis of financial statements; comparative statements; comparative income statement; comparative balance sheet; Common size statements; common size income statements; common size balance sheet;	4	
May	Trend percentages; reporting to management; management decision and analysis.	3	
	<b>Unit – III: Analysis of Financial Statements- II</b> <b>Ratio analysis:</b> meaning and significance; classification of ratios; Problems on ratio analysis;	8	
June	<b>UNIT-IV: Fund Flow Statement</b> Meaning of fund and funds flow analysis; Advantages and limitations; Preparation of funds flow statement	7	
	<b>UNIT-V: Cash Flow Statement</b> Meaning; advantages of cash flow statements and limitations; Distinction between fund flow and cash flow statement; Preparation of cash flow statement (as per Accounting Standard-3). Simple Practical Problems	5	
July	Practical Problems	2	
	<b>UNIT-VI: Budgetary Control</b> Meaning; need; objectives and functions; Advantages and limitations; classification of budgets; Practical Problems on preparation of cash and flexible budget.	8	

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## TEACHING PLAN

ACADEMIC YEAR: 2020-21

NAME OF TEACHER: **Dr. Pradip Manohar Joshi**

FACULTY: School of Comm. & Mgt.

DEPARTMENT: Prof. Mgt.

CLASS: SYBBA

SUBJECT:

PAPER CODE and TITLE OF PAPER: **A6.5(B): Product and Brand Management**  
**SECOND TERM**

MONTH	THEORY / PRACTICALS TO BE COVERED	NO. OF LECTURES REQUIRED	REMARKS
March	<b>Unit I: Product Policy Management</b> Product- Definition, Classification. New Product-Market Strategies Product Decisions and other Management Functions. Product Manager- Roles and responsibilities, relationship with other departments. Marketing organisations- Product- focused and Market Focused	8	
April	<b>Unit II: Developing Product Portfolio</b> Product life cycle and Marketing Strategy, PLC-extension. BGC Portfolio Matrix. GE Portfolio Matrix. Developing (Elements) product strategy.	4	
	<b>Unit III: New Product Development and its phases</b> Introduction, Characteristics of Successful product development. Approaches to new products- product modification, line extensions, Adding a product variant and dropping a product variant. New product development process. Launching the product- The launch cycle, launch mix, the launch techniques, launch timing, tracking the launch-Control system and tracking	3	
May	<b>Unit IV: Future Trends and Product management</b> Product Development- Barrier to Success-Internal and External. Strategies to deal with barriers. Direction for future research in product management Product development and Social Responsibility	8	
	<b>Unit V: Brand Management</b> Definition and Meaning of Brand, Brand and the product. Advantages and benefits of Branding. Branding Decisions- Branding Decisions, Brand Sponsor Decision, Brand Name Decision,	7	
June	Brand Strategy Decision and Brand Repositioning decision. Concept of Brand Equity, Brand Equity as output in input-output model	5	
	<b>Unit VI: Brand Identity</b> Concept, Inner and Outer core of Brand Identity. Brand Identity Perspectives- Brand as a Product, Brand as an Organisation, Brand as a Person and Brand as a Symbol. Brand Identity Prism, Brand Elements	3	
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## TEACHING PLAN

ACADEMIC YEAR: 2020-21

NAME OF TEACHER: **Dr. Pradip Manohar Joshi**

FACULTY: School of Comm. & Mgt.

DEPARTMENT: Prof. Mgt.

CLASS: TYBBA

SUBJECT:

PAPER CODE and TITLE OF PAPER: **A6.4(B): e-Commerce and Digital Marketing**

### SECOND TERM

MONTH	THEORY / PRACTICALS TO BE COVERED	NO.OF LECTURES REQUIRED	REMARKS
March	<b>Unit I: Introduction to e-Commerce</b> Concept of e-Commerce, Traditional Commerce V/s e-Commerce, International e-Commerce. The internet, origin of Internet, Commercial use of the internet, Growth of internet and web, Economic forces and E-Commerce. Transaction cost and role of, Value chains in e-Commerce, Role of e-Commerce. Economics and social impact of e- Business, opportunities and Challenges of Ecommerce	8	
	<b>Unit II: Internet Terminology</b> Local Area Network (LAN), Ethernet: IEEE 802.3 Local Area Network (LAN) Protocols, Wide Area Network (WAN), The Internet, TCP/IP Reference Model, Domain Names, Hyper Text Markup Language (HTML), Simple Exercises in HTML	4	
April	Client server computing, Domain Name System (DNS), IP addresses. <b>Unit III: e-commerce Infrastructure</b> Structure and organization of E-Business, Inter Organization (B2B) E-Commerce, Intra- Organizational Ecommerce, Business to Consumer (B2C) E-Commerce. EDI, EFT, Electronic Payment Systems, Industry applications like online banking and other business applications. Electronic Payment Technology, Digital Cash, Electronic check, On-line Credit Card	3	
May	<b>Unit IV: Security in Electronic Business</b> Security Issues in e-business: Security Overview, Electronic Commerce Threats Encryption, Cryptography, Public Key and Private Key Cryptography, Digital Signatures, Digital Certificates 4.3. Securing e-commerce Networks: Security Protocols such as HTTP, SSL, Firewalls, Personal Firewalls, IDS, VPNs, Public Key Infrastructure (PKI) for Security	8	
	<b>Unit V: Introduction to Digital Marketing</b> E-business: Definition, Components of e-business, steps in building an e-business. application, Online web site design to promote online sales of a product or service. Use Google SITES free resources for designing website. e-commerce: Definition, Types, Internet shopping, Advertising in e-commerce, Ecommerce for service industry, use of social media for promotion.	7	
June	<b>Unit VI: Digital marketing tools</b> Web Marketing, Search Engine Optimisation (SEO), Online Advertising Social Media, Marketing (Facebook & LinkedIn). Micro Blogging – Twitter, Mobile Marketing, Email Marketing. Video & Audio (Podcasting) Marketing	8	
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## TEACHING PLAN

NAME OF TEACHER: **Dr. Pradip Manohar Joshi**

FACULTY: School of Comm. & Mgt.

DEPARTMENT: Prof. Mgt.

CLASS: FYBBA

SUBJECT:

PAPER CODE and TITLE OF PAPER: **BBA225: Production & Operations Management**

### SECOND TERM

MONTH	THEORY / PRACTICALS TO BE COVERED	NO.OF LECTURES REQUIRED	REMARKS
April	<b>UNIT-I: Introduction to Production &amp; Operations Management</b> Meaning; objectives; Importance and functions of production & operations management; Recent trends in production management, CAD, CAM, SCM (meaning only)	8	
	<b>UNIT-II: Production Planning &amp; Control</b> Planning - Meaning, Objectives. Controlling - Meaning, Objectives. Production Planning & Control- Meaning, Objectives and Importance.	4	
May	Product Design & Product Development. Product Design - Meaning & Characteristics of a Good Product. Product Development, Factors Responsible for Product Development.	3	
	<b>UNIT-III: Plant Location &amp; Layout</b> Plant Location & Factors Influencing selection of a Plant Location, Alfred Weber's Theory of Industrial Location. Plant Layout Meaning & Objectives, Factors Affecting Plant Layout. Types Of Plant Layout- Product or Line Layout, Functional & Process Layout, Stationary & Strata Layout, Mixed Layout, Service organization layout	8	
June	<b>UNIT-IV: Materials Management</b> Meaning, Objectives of materials management; Purchase Procedure Centralised & Decentralised. Material Handling – Meaning, Objectives, Principles, Material Handling Equipment, Guideline for effective of material handling equipment, Material Requirement Planning (MRP), Functions of Stock Keeper. Standardization	7	
	<b>UNIT-V: Quality Control</b> Concept of Quality Control, Factor affecting Quality Control, Total Quality Management (TQM)- Elements of Total Quality Management, Tools & Technique, Quality Circles – Objectives, Characteristics of Quality Circles, Six Sigma. Inspection – Objective, Functions. Statistical & Automated Control – Introduction, Use. Meaning & Objective of Work study. Meaning & Objective of Method Study.	5	
July	Meaning & Objective of Work Measurement. Techniques of Work Measurement- Time Study, Motion Study	2	
	<b>UNIT-VI: Productivity &amp; Internal Control</b> Productivity- Concepts, Importance & Factors Effecting On Productivity, Technique to Improve Productivity, Measurements of Productivity, Distinguish Between Production & Productivity. Meaning & Objectives of Inventory Control. Various Stock Level - Minimum Stock Level, Maximum Stock Level, Reorder Stock Level, Average Stock Level, Danger Stock Levels. Economic Order Quantity and ABC Analysis	8	

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## TEACHING PLAN

ACADEMIC YEAR: 2020-21

NAME OF TEACHER: **Dr. Pradip Manohar Joshi**

FACULTY: School of Comm. & Mgt.

DEPARTMENT: Prof. Mgt.

CLASS: FYBBA

SUBJECT:

PAPER CODE and TITLE OF PAPER: **BBA123: Financial and Cost Accounting - II**

### SECOND TERM

MONTH	THEORY / PRACTICALS TO BE COVERED	NO. OF LECTURES REQUIRED	REMARKS
November	<b>UNIT-I: Conceptual Frame work</b> Brief review of Accounting Standards in India. Accounting Standards- concept, objectives and Scope. AS – 1 Disclosure of Accounting policies. AS – 2 Accounting of Inventories. AS – 6 Depreciation Accounting. Introduction to IFRS	8	
	<b>UNIT-II: Rectification of Errors:</b> Meaning, Types of Errors,	3	
December	Problems on Rectification of Errors		
	<b>Unit III: Preparation of Final Accounts:</b> •Preparation of Trading and Profit & Loss Account and Balance Sheet of sole proprietor. Pro-forma of Trading Accounts. Pro-forma of Profit & Loss Accounts. Pro-forma of Balance sheet. Importance of final accounts to the Businessman, Government, Creditors and other stakeholders of Business. Practical Problems	4	
January	<b>UNIT-IV: Practical Approach:</b> Journal to Final Account	8	
	<b>UNIT-V: Materials</b> Bin Cards, Store Ledger Cards Inventory Pricing Methods: FIFO, LIFO, Simple Average Method	7	
February	<b>UNIT-VI: UNIT-VI: Labour</b> Importance of Labour in Industry. Labour Time Recording: Time Keeping & Time Booking. Meaning of Labour Remuneration, Incentives and Bonus. Methods of Labour remuneration. Time Rate, Piece Rate & Differential Piece Rate. Halsey Plan and Rowan Plan.	5	
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## TEACHING PLAN

ACADEMIC YEAR: 2020-21

NAME OF TEACHER: Dr. Pranav Rajendra Patil

FACULTY: Commerce and Management

DEPARTMENT: Professional Management

CLASS: T.Y.B.C.A. SEM-V

SUBJECT: Computer

PAPER CODE and TITLE OF PAPER: **BCA 504 - Software Engineering**

### FIRST TERM

MONTH	THEORY / PRACTICALS TO BE COVERED	NO.OF LECTURES REQUIRED	REMARKS
August	<b>Unit 1 System Concept and Information</b> <ul style="list-style-type: none"><li>• Definition and Characteristics of System</li><li>• Elements of Systems</li><li>• Types of system – Conceptual &amp; Physical, Natural &amp; artificial, Open &amp; Closed, Deterministic &amp; Probabilistic.</li><li>• Feedback and feed forward control system</li></ul>	10	
September	<b>Unit 2 System Development Life Cycle</b> <ul style="list-style-type: none"><li>• Systems analyst, Roles of System Analysts – As an Architect, Change Agent, Investigator &amp; monitor, Organizer, Motivator &amp; Psychologist.</li><li>• Introduction of Systems Development Life Cycle (SDLC)</li><li>• Phases of system development: Recognition of need, Problem definition, Analysis, Design, Implementation, Maintenance</li><li>• Factors affecting the system development.</li><li>• SDLC Models : Waterfall Model, Spiral and RAD, Prototyping</li></ul>	20	
October	<b>Unit 3 System Planning</b> <ul style="list-style-type: none"><li>• <b>Data and fact gathering techniques:</b> Interviews &amp; Questionnaires, Group discussion, On-site observation, Review of Written Documents.</li><li>• Feasibility study and its importance</li><li>• Types of feasibility study- Technical, Economical and Operational</li><li>• System Selection plan and proposal Prototyping</li></ul> <b>Unit 4 Systems Design and modeling</b> <ul style="list-style-type: none"><li>• Logical and physical design</li><li>• Systems flowcharts &amp; Data flow diagrams</li><li>• CASE tools - Common diagramming conventions and guidelines using DFD and ERD diagrams</li><li>• Tools for Structured Analysis : Data Dictionary, Decision Tree, Decision Tables, Structured English</li></ul>	20	



November	<p><b>Unit 5 User Interface of System</b></p> <ul style="list-style-type: none"> <li>• User-interface design</li> <li>• Guidelines to design Input and Output user-interfaces.</li> <li>• Graphical interfaces</li> </ul> <p><b>Unit 6 Designing business application system using DFD, ERD, Input and Output layouts (Practical's)</b></p> <ul style="list-style-type: none"> <li>• Library Management System</li> <li>• Inventory Management System</li> <li>• Hospital Management System</li> <li>• Sales/Purchase System</li> </ul>	10	
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## TEACHING PLAN

ACADEMIC YEAR: 2020-21

NAME OF TEACHER: Dr. Pranav Rajendra Patil

FACULTY: Commerce and Management

DEPARTMENT: Professional Management

CLASS: F.Y.B.C.A. SEM-I

SUBJECT: Computer

PAPER CODE and TITLE OF PAPER: **BCA104: Essentials of Web Design - I**

### FIRST TERM

MONTH	THEORY / PRACTICALS TO BE COVERED	NO.OF LECTURES REQUIRED	REMARKS
November	<b>UNIT-I – Internet &amp; Web Designing Concepts</b> <ul style="list-style-type: none"><li>• Internet: Introduction to Internet,</li><li>• Internet Services, WWW,</li><li>• Hypertext Transfer Protocol (HTTP), URL, Web server, Proxy servers</li></ul>	10	
December	<b>UNIT-II- Web Site Concepts</b> <ul style="list-style-type: none"><li>• Web page</li><li>• static and Dynamic web page</li><li>• Web site development Phases, Types of Websites.</li></ul>	5	
January	<b>UNIT-III- HTML Fundamentals</b> <ul style="list-style-type: none"><li>• Hypertext Basics, Basic Components of HTML,</li><li>• HTML Tags, Head, and Title Tags, Body Tags,</li><li>• Creating HTML Code using different editor Viewing in a Browser.</li></ul>	10	
February	<b>UNIT-IV- - Formatting Text</b> <ul style="list-style-type: none"><li>• Importance of Formatting,</li><li>• Heading Tag, Paragraphs and Alignment,</li><li>• Bold Text, Italic Text, Underline,</li><li>• Ordered List Tags and Attributes, Unordered List Tags and Attributes Nested Lists,</li><li>• Font Tags, Font Attributes Marquee Tag and Attributes.</li></ul>	5	

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## TEACHING PLAN

ACADEMIC YEAR: 2020-21

NAME OF TEACHER: Dr. Pranav Rajendra Patil

FACULTY: Commerce and Management

DEPARTMENT: Professional Management

CLASS: F.Y.B.C.A. SEM-I

SUBJECT: Computer

PAPER CODE and TITLE OF PAPER: **BCA104: Essentials of Web Design - II**

### FIRST TERM

MONTH	THEORY / PRACTICALS TO BE COVERED	NO.OF LECTURES REQUIRED	REMARKS
November	<b>UNIT-I – Images</b> <ul style="list-style-type: none"><li>• Different Image Formats,</li><li>• Image Tags and Attributes,</li><li>• Background Images and Color,</li><li>• Dialog tag.</li><li>• Progress bar tag,</li><li>• SVG tag</li></ul>	10	
December	<b>UNIT-II - Links &amp; Tables</b> <ul style="list-style-type: none"><li>• How Hyperlinks Work, Anchor Tag and HREF.</li><li>• Attributes, Border.</li><li>• Table Tags &amp; Table Attributes, Row Attributes, Cell Attributes, Merging Rows &amp; Columns.</li></ul>	5	
January	<b>UNIT-III- - Frames</b> <ul style="list-style-type: none"><li>• Frames, Creating Framesets,</li><li>• Frameset Attributes &amp; Frameset Examples,</li><li>• Frame Tag and Attributes, No frames Tag,</li></ul>	10	
February	<b>UNIT-IV – Forms</b> <ul style="list-style-type: none"><li>• Anatomy of a Form,</li><li>• Form Tag And Attributes,</li><li>• Text Boxes, Check Boxes, Radio Buttons, Text Areas, List Box Submit and Reset Buttons.</li></ul>	5	

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## TEACHING PLAN

ACADEMIC YEAR: 2020-21

NAME OF TEACHER: Dr. Pranav Rajendra Patil

FACULTY: Commerce and Management

DEPARTMENT: Professional Management

CLASS: F.Y.B.C.A. SEM-I

SUBJECT: Computer

PAPER CODE and TITLE OF PAPER: **BCA107: Programming in C - I**  
**FIRST TERM**

MONTH	THEORY / PRACTICALS TO BE COVERED	NO. OF LECTURES REQUIRED	REMARKS
November	<b>UNIT-I – Basics of C Language</b> <ul style="list-style-type: none"><li>• Overview of C: History of C, Importance of C, Structure of a C Program.</li><li>• Elements of C: C character set, identifiers and keywords, Data types, Constants and Variables, Assignment statement, Symbolic constant.</li><li>• Input/output: Unformatted &amp; formatted I/O function in C, Input functions viz.</li><li>• scanf(), getch(), getche(), getchar(), gets(), output functions viz. printf(), putchar(), puts().</li></ul>	10	
December	<b>UNIT-II- Control Flow and Logical Expressions</b> <ul style="list-style-type: none"><li>• <b>Operators &amp; Expression:</b> Arithmetic, relational, logical, bitwise, unary, assignment,</li><li>• conditional operators and special operators, operator hierarchy &amp; associability</li></ul>	5	
January	<b>UNIT-III- Logic of Programmig</b> <ul style="list-style-type: none"><li>• <b>Decision making &amp; branching:</b> Decision making with IF statement, IF-ELSE statement, Nested IF statement, ELSE-IF ladder, switch statement, goto statement.</li><li>• <b>Loops control structure:</b> while loop, for loop, do-while loop, nested loop, break , continue, switch, go to, exit statement</li></ul>	10	
February	<b>UNIT-IV- Functions</b> <ul style="list-style-type: none"><li>• Functions: Definition, prototype, passing parameters,</li><li>• Scope of variable, storage class, recursion.</li><li>• Function Overloading.</li></ul>	5	

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## TEACHING PLAN

ACADEMIC YEAR: 2020-21

NAME OF TEACHER: Dr. Pranav Rajendra Patil

FACULTY: Commerce and Management

DEPARTMENT: Professional Management

CLASS: T.Y.B.C.A. SEM-V

SUBJECT: Computer

PAPER CODE and TITLE OF PAPER: **BCA 504 - Software Engineering**

### FIRST TERM

MONTH	THEORY / PRACTICALS TO BE COVERED	NO.OF LECTURES REQUIRED	REMARKS
August	<b>Unit 1 System Concept and Information</b> <ul style="list-style-type: none"><li>• Definition and Characteristics of System</li><li>• Elements of Systems</li><li>• Types of system – Conceptual &amp; Physical, Natural &amp; artificial, Open &amp; Closed, Deterministic &amp; Probabilistic.</li><li>• Feedback and feed forward control system</li></ul>	10	
September	<b>Unit 2 System Development Life Cycle</b> <ul style="list-style-type: none"><li>• Systems analyst, Roles of System Analysts – As an Architect, Change Agent, Investigator &amp; monitor, Organizer, Motivator &amp; Psychologist.</li><li>• Introduction of Systems Development Life Cycle (SDLC)</li><li>• Phases of system development: Recognition of need, Problem definition, Analysis, Design, Implementation, Maintenance</li><li>• Factors affecting the system development.</li><li>• SDLC Models : Waterfall Model, Spiral and RAD, Prototyping</li></ul>	20	
October	<b>Unit 3 System Planning</b> <ul style="list-style-type: none"><li>• <b>Data and fact gathering techniques:</b> Interviews &amp; Questionnaires, Group discussion, On-site observation, Review of Written Documents.</li><li>• Feasibility study and its importance<ul style="list-style-type: none"><li>o Types of feasibility study- Technical, Economical and Operational</li></ul></li><li>• System Selection plan and proposal Prototyping</li></ul> <b>Unit 4 Systems Design and modeling</b> <ul style="list-style-type: none"><li>• Logical and physical design</li><li>• Systems flowcharts &amp; Data flow diagrams</li><li>• CASE tools - Common diagramming conventions and guidelines using DFD and ERD diagrams</li></ul>	20	





	<ul style="list-style-type: none"> <li>• Tools for Structured Analysis : Data Dictionary, Decision Tree, Decision Tables, Structured English</li> </ul>		
November	<p><b>Unit 5 User Interface of System</b></p> <ul style="list-style-type: none"> <li>• User-interface design</li> <li>• Guidelines to design Input and Output user-interfaces.</li> <li>• Graphical interfaces</li> </ul> <p><b>Unit 6 Designing business application system using DFD, ERD, Input and Output layouts (Practical's)</b></p> <ul style="list-style-type: none"> <li>• Library Management System</li> <li>• Inventory Management System</li> <li>• Hospital Management System</li> <li>• Sales/Purchase System</li> </ul>	10	

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## TEACHING PLAN

ACADEMIC YEAR: 2020-21

NAME OF TEACHER: Dr. Pranav Rajendra Patil

FACULTY: Commerce and Management DEPARTMENT: Professional Management

CLASS: F.Y.B.C.A. SEM-I SUBJECT: Computer

PAPER CODE and TITLE OF PAPER: **BCA104: Essentials of Web Design - I**

### FIRST TERM

MONTH	THEORY / PRACTICALS TO BE COVERED	NO.OF LECTURES REQUIRED	REMARKS
November	<b>UNIT-I – Internet &amp; Web Designing Concepts</b> <ul style="list-style-type: none"><li>Internet: Introduction to Internet,</li><li>Internet Services, WWW,</li><li>Hypertext Transfer Protocol (HTTP), URL, Web server, Proxy servers</li></ul>	10	
December	<b>UNIT-II- Web Site Concepts</b> <ul style="list-style-type: none"><li>Web page</li><li>static and Dynamic web page</li><li>Web site development Phases, Types of Websites.</li></ul>	5	
January	<b>UNIT-III- HTML Fundamentals</b> <ul style="list-style-type: none"><li>Hypertext Basics, Basic Components of HTML,</li><li>HTML Tags, Head, and Title Tags, Body Tags,</li><li>Creating HTML Code using different editor Viewing in a Browser.</li></ul>	10	
February	<b>UNIT-IV- - Formatting Text</b> <ul style="list-style-type: none"><li>Importance of Formatting,</li><li>Heading Tag, Paragraphs and Alignment,</li><li>Bold Text, Italic Text, Underline,</li><li>Ordered List Tags and Attributes, Unordered List Tags and Attributes Nested Lists,</li><li>Font Tags, Font Attributes Marquee Tag and Attributes.</li></ul>	5	

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## TEACHING PLAN

ACADEMIC YEAR: 2020-21

NAME OF TEACHER: Dr. Pranav Rajendra Patil

FACULTY: Commerce and Management DEPARTMENT: Professional Management

CLASS: F.Y.B.C.A. SEM-I SUBJECT: Computer

PAPER CODE and TITLE OF PAPER: **BCA104: Essentials of Web Design - II**

### FIRST TERM

MONTH	THEORY / PRACTICALS TO BE COVERED	NO.OF LECTURES REQUIRED	REMARKS
November	<b>UNIT-I – Images</b> <ul style="list-style-type: none"><li>• Different Image Formats,</li><li>• Image Tags and Attributes,</li><li>• Background Images and Color,</li><li>• Dialog tag.</li><li>• Progress bar tag,</li><li>• SVG tag</li></ul>	10	
December	<b>UNIT-II - Links &amp; Tables</b> <ul style="list-style-type: none"><li>• How Hyperlinks Work, Anchor Tag and HREF.</li><li>• Attributes, Border.</li><li>• Table Tags &amp; Table Attributes, Row Attributes, Cell Attributes, Merging Rows &amp; Columns.</li></ul>	5	
January	<b>UNIT-III- - Frames</b> <ul style="list-style-type: none"><li>• Frames, Creating Framesets,</li><li>• Frameset Attributes &amp; Frameset Examples,</li><li>• Frame Tag and Attributes, No frames Tag,</li></ul>	10	
February	<b>UNIT-IV – Forms</b> <ul style="list-style-type: none"><li>• Anatomy of a Form,</li><li>• Form Tag And Attributes,</li><li>• Text Boxes, Check Boxes, Radio Buttons, Text Areas, List Box Submit and Reset Buttons.</li></ul>	5	

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## TEACHING PLAN

ACADEMIC YEAR: 2020-21

NAME OF TEACHER: Dr. Pranav Rajendra Patil

FACULTY: Commerce and Management

DEPARTMENT: Professional Management

CLASS: F.Y.B.C.A. SEM-I

SUBJECT: Computer

PAPER CODE and TITLE OF PAPER: **BCA107: Programming in C - I**

**FIRST TERM**

MONTH	THEORY / PRACTICALS TO BE COVERED	NO.OF LECTURES REQUIRED	REMARKS
November	<b>UNIT-I – Basics of C Language</b> <ul style="list-style-type: none"><li>• Overview of C: History of C, Importance of C, Structure of a C Program.</li><li>• Elements of C: C character set, identifiers and keywords, Data types, Constants and Variables, Assignment statement, Symbolic constant.</li><li>• Input/output: Unformatted &amp; formatted I/O function in C, Input functions viz.</li><li>• scanf(), getch(), getche(), getchar(), gets(), output functions viz. printf(), putchar(), puts().</li></ul>	10	
December	<b>UNIT-II- Control Flow and Logical Expressions</b> <ul style="list-style-type: none"><li>• <b>Operators &amp; Expression:</b> Arithmetic, relational, logical, bitwise, unary, assignment,</li><li>• conditional operators and special operators, operator hierarchy &amp; associability</li></ul>	5	
January	<b>UNIT-III- Logic of Programmig</b> <ul style="list-style-type: none"><li>• <b>Decision making &amp; branching:</b> Decision making with IF statement, IF-ELSE statement, Nested IF statement, ELSE-IF ladder, switch statement, goto statement.</li><li>• <b>Loops control structure:</b> while loop, for loop, do-while loop, nested loop, break , continue, switch, go to, exit statement</li></ul>	10	
February	<b>UNIT-IV- Functions</b> <ul style="list-style-type: none"><li>• Functions: Definition, prototype, passing parameters,</li><li>• Scope of variable, storage class, recursion.</li><li>• Function Overloading.</li></ul>	5	

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## TEACHING PLAN

ACADEMIC YEAR: 2020-21

NAME OF TEACHER: Dr. Pranav Rajendra Patil

FACULTY: Commerce and Management

DEPARTMENT: Professional Management

CLASS: T.Y.B.C.A. SEM-VI

SUBJECT: Computer

PAPER CODE and TITLE OF PAPER: **BCA 603 - Android Application Development**

### SECOND TERM

MONTH	THEORY / PRACTICALS TO BE COVERED	NO.OF LECTURES REQUIRED	REMARKS
December	<b>Unit 1: Introduction to Mobile Computing and Android</b> <ul style="list-style-type: none"><li>▪ Mobile Computing</li><li>▪ Cellular networks</li><li>▪ Android for mobile apps development</li><li>▪ Architecture of Android, Libraries</li></ul>	10	
January	<b>Unit 2: Designing the user interface</b> <ul style="list-style-type: none"><li>▪ Design criteria for Android Application</li><li>▪ Introducing layouts, creating new views</li></ul> <b>Unit 3: Database Issues</b> <ul style="list-style-type: none"><li>▪ Client server computing with adaptation</li><li>▪ Power-aware and context-aware computing</li><li>▪ Transactional models, query processing, recovery, and quality of service issues</li></ul>	20	
February	<b>Unit 4: Talking with Servers (Web services)</b> <ul style="list-style-type: none"><li>▪ Introduction to web services</li><li>▪ Restfull Web Service</li><li>▪ Soap Web Service</li><li>▪ JSON parsing, XML parsing</li></ul> <b>Unit 5: Data Storage, retrieval and Sharing</b> <ul style="list-style-type: none"><li>▪ File system in android</li><li>▪ Internal and external storage</li><li>▪ Saving and loading files</li><li>▪ File Management tools</li></ul>	20	
March	<b>Unit 6: Wireless LANs and Application overview</b> <ul style="list-style-type: none"><li>▪ WLAN, Wireless applications</li><li>▪ Mac issues (Hidden and exposed terminals, near and far terminals),</li><li>▪ Mobile IP, Mobile ad-hoc networks (MANET)</li><li>▪ Disconnected operations, Mobile agents.</li></ul>	10	

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## TEACHING PLAN

ACADEMIC YEAR: 2020-21

NAME OF TEACHER: Dr. Pranav Rajendra Patil

FACULTY: Commerce and Management

DEPARTMENT: Professional Management

CLASS: S.Y.B.C.A. SEM-IV

SUBJECT: Computer

PAPER CODE and TITLE OF PAPER: **BCA404: C#.NET – I**  
**SECOND TERM**

MONTH	THEORY / PRACTICALS TO BE COVERED	NO.OF LECTURES REQUIRED	REMARKS
April	<b>UNIT-I – The .Net framework</b> <ul style="list-style-type: none"><li>• Introduction to .NET framework,</li><li>• Scope of .Net Technology</li><li>• CLR,CTS,CLS</li><li>• MSIL,JIT</li><li>Types of Websites.</li></ul>	10	
May	<b>UNIT-II- Fundamental C# Language</b> <ul style="list-style-type: none"><li>• Introduction to C #</li><li>• Advantages &amp; Disadvantages of C#</li><li>• Programming Structure of C#</li><li>• Basic Constructs – Variables, Data types, Operators, arrays, functions</li></ul>	5	
June	<b>UNIT-III- Control Statements</b> <ul style="list-style-type: none"><li>• Control Statements (if statement, if....else statement, nesting of if....else statement, the else if ladder, switch statement ), Looping Construct(while statement, do statement, for statement)</li></ul>	10	
July	<b>UNIT-IV- Object Oriented Programming in C#</b> <ul style="list-style-type: none"><li>• Class and Object,</li><li>• Constructors and Destructors</li><li>• Inheritance, Interfaces</li><li>• Access modifiers: Public, Private, Protected,</li><li>• Polymorphism, Overloading and Overriding</li><li>• Sealed Classes</li></ul>	5	

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## TEACHING PLAN

ACADEMIC YEAR: 2020-21

NAME OF TEACHER: Dr. Pranav Rajendra Patil

FACULTY: Commerce and Management

DEPARTMENT: Professional Management

CLASS: S.Y.B.C.A. SEM-IV

SUBJECT: Computer

PAPER CODE and TITLE OF PAPER: **BCA405: C#.NET – II**

### SECOND TERM

MONTH	THEORY / PRACTICALS TO BE COVERED	NO.OF LECTURES REQUIRED	REMARKS
April	<b>UNIT-I – Windows Applications in C#.NET</b> <ul style="list-style-type: none"><li>• Introduction to GUI Programming</li><li>• GUI Components/ Controls (Windows Forms, Text Boxes, Buttons, Labels, Check Boxes, Radio Buttons, List Boxes, Combo Boxes, Picture Boxes, Timer, Scrollbars, Menus, Built-in Dialogs, Image List, Tree Views, List Views)</li></ul>	10	
May	<b>UNIT-II - Exception handling</b> <ul style="list-style-type: none"><li>• Types of errors</li><li>• Syntax of exception handling code</li><li>• Try and catch block</li><li>• Multiple Catch Blocks</li></ul>	5	
June	<b>UNIT-III- ADO.NET</b> <ul style="list-style-type: none"><li>• Introduction to ADO.NET</li><li>• Components of ADO.NET</li><li>• ADO.NET Data Providers</li><li>• Working with Disconnected Data</li><li>• Data Grid View, Data form wizard</li><li>• Data validation</li></ul>	10	
July	<b>UNIT-IV – Crystal report</b> <ul style="list-style-type: none"><li>• Introduction to Crystal report</li><li>• Use of Crystal report</li><li>• Creating Simple Report by wizard</li><li>• Design report</li></ul>	5	

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## TEACHING PLAN

ACADEMIC YEAR: 2020-21

NAME OF TEACHER: **Mrs. Harshala Deepak Deshmukh**  
FACULTY: **Commerce & Management** DEPARTMENT: **Science & Technology**  
CLASS: **FYBCA SEM-II** SUBJECT: **Computer Application**  
TITLE OF PAPER **BCA 207 Programming In C++ - I**  
**FIRST TERM**

MONTH	THEORY / PRACTICALS TO BE COVERED	NO. OF LECTURES REQUIRED	REMARKS
July	<b>Unit 1 – Introduction and Basics of OOP's</b> <ul style="list-style-type: none"><li>• Introduction to Object Oriented Paradigm,</li><li>• Need Object-Oriented Programming,</li><li>• Characteristics of Object-Oriented Programming.</li><li>• Difference of Structured Vs. OOPs</li></ul> <b>Unit 2 –C++ Controls , Pointers &amp; Functions</b> <ul style="list-style-type: none"><li>• Input/ Output in C++,</li><li>• Data Types, Operators,</li><li>• Control &amp; Conditional Statements,</li><li>• Function and its components,,</li></ul>	08	
Aug	<ul style="list-style-type: none"><li>• Different types of parameter passing mechanisms</li><li>• Pointer as function argument</li><li>• Recursive function,</li><li>• Function overloading,</li><li>• Inline Function</li><li>• Map function</li></ul> <b>Unit 3 –Object and Classes</b> <ul style="list-style-type: none"><li>• Class declaration in C++,</li><li>• Objects,</li></ul>	07	
Sep	<ul style="list-style-type: none"><li>• Constructors and types of constructor (Default constructor, Copy Constructor, Parameterized constructor)</li><li>• Destructor,</li><li>• Difference between classes and structures</li><li>• Friend class Friend Function</li></ul>	08	
Oct	<b>Unit 4- Pointer</b> <ul style="list-style-type: none"><li>• Pointer variable</li><li>• Pointer arithmetic</li><li>• Array of pointer</li></ul>	07	

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## TEACHING PLAN

ACADEMIC YEAR: 2020-21

NAME OF TEACHER: **Mrs. Harshala Deepak Deshmukh**

FACULTY: **Commerce & Management** DEPARTMENT: **Science & Technology**

CLASS: **FYBCA SEM-II** SUBJECT: **Computer Application**

TITLE OF PAPER **BCA 207 Programming In C++ - II**

### FIRST TERM

MONTH	THEORY / PRACTICALS TO BE COVERED	NO. OF LECTURES REQUIRED	REMARKS
November	UNIT-I – Operating System Concepts <ul style="list-style-type: none"><li>• Definition, Need and Function of an operating system,</li><li>• Types of operating system,</li><li>• Comparative study of various operating systems.</li></ul>	08	
December	UNIT-II- Introduction to Network: <ul style="list-style-type: none"><li>• What is Computer Network? Types of Networks: LAN, MAN, WAN</li><li>• Wireless Networks,</li><li>• Transmission Path: Twisted Pair, Coaxial Cable, Fiber Optics,</li></ul>	07	
January	UNIT-III- Study of Web Browsers <ul style="list-style-type: none"><li>• Working of Internet, Use of Internet,</li><li>• Applications of Internet,</li><li>• Study of Web Browsers,</li><li>• Search Engines,</li><li>• Creating an E-mail Account, Sending &amp; Receiving E- mail (with attachment)</li></ul>	08	
February	UNIT-IV Topologies & Switching <ul style="list-style-type: none"><li>• Topologies: Star, Tree, Bus, Ring, Mesh, Fully Connected.</li><li>• Switching: Circuit Switching, Packet Switching, Message Switching</li></ul>	07	

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## TEACHING PLAN

ACADEMIC YEAR: 2020-21

NAME OF TEACHER: **Mrs. Harshala Deepk Deshmukh**

FACULTY: **Commerce & Management** DEPARTMENT: **Management**

CLASS: **FYBCA SEM-I** SUBJECT: **Computer Application**

TITLE OF PAPER: **BCA101: Computer Fundamentals and Networking - I**

### FIRST TERM

MONTH	THEORY / PRACTICALS TO BE COVERED	NO. OF LECTURES REQUIRED	REMARKS
November	UNIT-I – Introduction To Computer <ul style="list-style-type: none"><li>History &amp; generation of computer,</li><li>Block diagram of computer system,</li><li>Types of computers</li><li>Definition- Software, Hardware, Compiler, Interpreter,</li><li>Characteristics &amp; applications of Computer</li></ul>	08	
December	UNIT-II- Number System: Data Representation <ul style="list-style-type: none"><li>Introduction to Number system: decimal, binary, octal and hexadecimal</li><li>Conversion in Number System, Character representation: ASCII.</li></ul>	07	
January	UNIT-III- Memory Concepts and Input Output Devices <ul style="list-style-type: none"><li>Concepts of Memory cell, Types of memory, Primary- RAM, ROM,</li><li>PROM, EPROM Secondary - Magnetic disk, hard disk, CD ,</li><li>Input devices - keyboard, mouse, scanner, web camera</li><li>• Output device - printers, plotters, LCD projector</li></ul>	08	
February	UNIT-IV- Algorithm & flowcharts: <ul style="list-style-type: none"><li>Definition - Algorithm, flowchart, Flowchart symbols,</li><li>Examples for constructing algorithm and flowchart for simple programs</li></ul>	07	

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## TEACHING PLAN

ACADEMIC YEAR: 2020-21

NAME OF TEACHER: **Mrs. Harshala Deepk Deshmukh**

FACULTY: **Commerce & Management**      DEPARTMENT: **Management**

CLASS: **FYBCA SEM-I**      SUBJECT: **Computer Application**

TITLE OF PAPER: **BCA102: Computer Fundamentals and Networking - II**

### FIRST TERM

MONTH	THEORY / PRACTICALS TO BE COVERED	NO. OF LECTURES REQUIRED	REMARKS
November	UNIT-I – Operating System Concepts <ul style="list-style-type: none"><li>• Definition, Need and Function of an operating system,</li><li>• Types of operating system,</li><li>• Comparative study of various operating systems.</li></ul>	08	
December	UNIT-II- Introduction to Network: <ul style="list-style-type: none"><li>• What is Computer Network? Types of Networks: LAN, MAN, WAN</li><li>• Wireless Networks,</li><li>• Transmission Path: Twisted Pair, Coaxial Cable, Fiber Optics,</li></ul>	07	
January	UNIT-III- Study of Web Browsers <ul style="list-style-type: none"><li>• Working of Internet, Use of Internet,</li><li>• Applications of Internet,</li><li>• Study of Web Browsers,</li><li>• Search Engines,</li><li>• Creating an E-mail Account, Sending &amp; Receiving E- mail (with attachment)</li></ul>	08	
February	UNIT-IV Topologies & Switching <ul style="list-style-type: none"><li>• Topologies: Star, Tree, Bus, Ring, Mesh, Fully Connected.</li><li>• Switching: Circuit Switching, Packet Switching, Message Switching</li></ul>	07	

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## TEACHING PLAN

ACADEMIC YEAR: 2020-21

NAME OF TEACHER: **Mrs. Harshala Deepk Deshmukh**

FACULTY: **Commerce & Management** DEPARTMENT: **Management**

CLASS: **SYBCA SEM-III** SUBJECT: **Computer Application**

TITLE OF PAPER: **BCA 210: Management Information System & ERP – I**

### FIRST TERM

MONTH	THEORY / PRACTICALS TO BE COVERED	NO. OF LECTURES REQUIRED	REMARKS
November	<b>UNIT-I – Introduction To MIS</b> <ul style="list-style-type: none"><li>• Definition, Purpose, Objectives</li><li>• Role of MIS in Business Organization with particular reference to Management Levels.</li><li>• MIS Growth and Development</li></ul>	10	
December	<b>UNIT-II- MIS in the Organization</b> <ul style="list-style-type: none"><li>• Concept and design. Transaction Processing System,</li><li>• Decision Support System, Executive Information system,</li><li>• Expert System, and the recent developments in the field of MIS</li></ul>	05	
January	<b>UNIT-III- System Development &amp; Life Cycle</b> <ul style="list-style-type: none"><li>• Concept of System, Types of Systems – Open, Closed, Deterministic, Probabilistic</li><li>• Integration of Organization Systems and Information Systems System Analysis, Design and Implementation</li><li>• MIS Applications in Business.</li></ul>	10	
February	<b>UNIT-IV- Information Technology</b> <ul style="list-style-type: none"><li>• Multimedia Approach to Information Processing.</li><li>• Decision of Appropriate Information Technology for proper MIS.</li><li>• Choice of appropriate IT Systems – Database, Data warehousing &amp; Data mining Concepts, Centralized and Distributed Processing.</li><li>• Information in Decision Making, Sources and Types of Information</li><li>• Cost Benefit Analysis – Quantitative and Qualitative Aspects, Assessing Information needs of the Organization.</li></ul>	05	

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## TEACHING PLAN

ACADEMIC YEAR: 2020-21

NAME OF TEACHER: **Mrs. Harshala Deepk Deshmukh**

FACULTY: **Commerce & Management** DEPARTMENT: **Management**

CLASS: **SYBCA SEM-III** SUBJECT: **Computer Application**

TITLE OF PAPER: **BCA 211: Management Information System & ERP – II**

### FIRST TERM

MONTH	THEORY / PRACTICALS TO BE COVERED	NO. OF LECTURES REQUIRED	REMARKS
November	<b>UNIT-I – Introduction to ERP</b> <ul style="list-style-type: none"><li>Defining ERP</li><li>Origin and Need for an ERP System</li><li>Benefits of an ERP System</li><li>Reasons for the Growth of ERP Market</li><li>Reasons for the Failure of ERP Implementation</li><li>Roadmap for successful ERP implementation</li></ul>	10	
December	<b>UNIT-II- ERP and Related Technologies -I</b> <ul style="list-style-type: none"><li>Business Process Re-engineering</li><li>Data Warehousing</li><li>Data Mining, On-Line Analytical Processing,</li><li>Product Life Cycle Management</li><li>Supply Chain Management</li><li>ERP Security</li></ul>	05	
January	<b>UNIT-III- ERP and Related Technologies -II</b> <ul style="list-style-type: none"><li>ERP Tools and Software</li><li>ERP Selection Methods and Criteria</li><li>ERP Selection Process</li><li>ERP Vendor Selection</li><li>ERP Implementation Lifecycle</li><li>Pros and cons of ERP implementation</li><li>Factors for the Success of an ERP Implementation</li></ul>	10	
February	<b>UNIT-IV - ERP Software Overview</b> <ul style="list-style-type: none"><li>SAP</li><li>BAAN</li><li>Oracle</li></ul>	05	

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## TEACHING PLAN

ACADEMIC YEAR: 2020-2021

NAME OF TEACHER: Pallavi N.Rane

FACULTY: Management DEPARTMENT: Commerce & Management

CLASS: FYBCA

SUBJECT: Computer

PAPER CODE and TITLE OF PAPER: **E-Commerce M-Commerce I**

SECOND TERM

MONTH	THEORY / PRACTICALS TO BE COVERED	NO.OF LECTURES REQUIRED	REMARKS
November	<b>UNIT-I – Fundamentals of e-Commerce Lecturers</b> <ul style="list-style-type: none"><li>• e-Commerce: Meaning &amp; Nature ,</li><li>• Introduction to e-Commerce - Origin, Definitions &amp; Meaning, Scope &amp; Goals, Feature, Needs &amp; Functions, Significance, Advantages &amp; Disadvantages of e-commerce,</li><li>• Essentials of e-Commerce, e-Commerce v/s Traditional Commerce ,</li><li>• Technology Infrastructure for e-Commerce -The Internet and WWW, e-Commerce Infrastructure.</li></ul>	8	
December	<b>UNIT-II- Business Models for e-Commerce</b> <ul style="list-style-type: none"><li>• e-Business: Meaning, Definitions,</li><li>• Importance Requirements of E-Business , e-Business Models based on the relationships of transaction parties ,</li></ul> e-Business Models based on the relationships of transaction types , Manufacture Model, Advertising Model, Value Chain Model, Brokerage Model.	7	
January	<b>UNIT-III- e-Enterprise</b> Managing the e-Enterprise, Introduction e-Enterprise, Auctions in E-commerce, Comparison between Conventional Design and E-organization, Organization of Business in an e-Enterprise. Government's support for cashless payments- Lucky Grahak Yojna for customers and Digi Dhan Vyapar Yojna.	8	
February	<b>UNIT-IV- Classification of e-commerce</b> B2C, B2B, C2C, C2G, G2G, B2G	7	

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## TEACHING PLAN

ACADEMIC YEAR: 2020-2021

NAME OF TEACHER: Pallavi N.Rane

FACULTY: Management DEPARTMENT: Commerce & Management

CLASS: FYBCA

SUBJECT: Computer

PAPER CODE and TITLE OF PAPER: **E-Commerce M-Commerce II**

SECOND TERM

MONTH	THEORY / PRACTICALS TO BE COVERED	NO.OF LECTURES REQUIRED	REMARKS
November	<b>UNIT-I – e-Payment Systems</b> Models of Payments: Credit Cards, Debit Cards, Internet Banking , e-Credit Accounts & e-Money/Cash, e-wallets , Data Protections, risk from mistakes and disputes, Consumer protection , Management Information Privacy , Managing Credit Risk.	8	
December	<b>UNIT-II- MOBILE COMMERCE</b> Introduction of M–Commerce Types of Mobile Commerce Services Technologies Of Wireless Business – Benefits and Limitations, Mobile Marketing & Advertisement, Non– Internet Applications In M–Commerce – Wireless/Wired Commerce Comparisons	8	
January	<b>UNIT-III- BUSINESS– TO– BUSINESS MOBILE E– COMMERCE</b> Enterprise Enablement Email and Messaging – Field Force Automation (Insurance, Real Estate, Maintenance, Healthcare) Field Sales Support (Content Access, Inventory) – Asset Tracking and Maintenance/Management – Remote IT Support Customer Retention (B2C Services, Financial, Special Deals) – Warehouse Automation – Security.	8	
February	<b>UNIT-IV- Digital Payments (Cashless Payments)</b> Digital Payment System- Introduction, Advantages, Mobile Wallets, Bank Pre-Paid Cards, Point of Sale Machines, Micro ATM's ,Unified Payment Interface, Aadhar Enabled Payment System(AEPS) ,	8	





	Digital Signatures - Legal positions of Digital Signatures, Procedure & working of Digital Signature technology , Risks and e-Payment System ,		
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## TEACHING PLAN

ACADEMIC YEAR: 2020-2021

NAME OF TEACHER: Pallavi N.Rane

FACULTY: Management DEPARTMENT: Commerce & Management

CLASS: SYBCA

SUBJECT: Computer

PAPER CODE and TITLE OF PAPER: **Linux Operating System – I**

First Term

MONTH	THEORY / PRACTICALS TO BE COVERED	NO.OF LECTURES REQUIRED	REMARKS
August	<b>Unit 1</b> History and Development Of Linux - A Brief History Of Linux, Basic features of Linux OS, components of Linux System, Benefits Of Linux, Acquiring And Using Linux, Examining Linux Distributions.	8	
September	Unit 2 System Access and User Accounts -Logging In and out Using The Linux System, Creating Additional User Accounts, Creating & Managing Groups, Managing Users Linux Commands	7	
October	Unit 3 Introduction to The File System and Working with Linux Permissions , File System Navigation, Managing The File System Understanding Permissions, Changing File And Directory Permissions, Changing Default Permissions And Ownership	8	
November	<b>UNIT-IV- File Operations</b> Archiving Files Archiving Files With Tar Zipping Files Creating and Viewing Files Using The Vi Editor Studying Other Editors Linux Filter Commands	7	

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**TEACHING PLAN**

ACADEMIC YEAR: 2020-2021

NAME OF TEACHER: Pallavi N.Rane

FACULTY: Management DEPARTMENT: Commerce & Management

CLASS: SYBCA

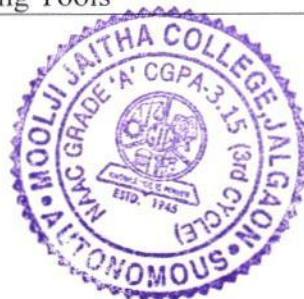
SUBJECT: Computer

PAPER CODE and TITLE OF PAPER: **Linux Operating System – II**

First Term

MONTH	THEORY / PRACTICALS TO BE COVERED	NO.OF LECTURES REQUIRED	REMARKS
August	<b>UNIT-I – Shell Scripting</b> <ul style="list-style-type: none"><li>• Introduction to Shell, Basics of Shell Scripting</li><li>• Graphical Shells, Advantages of shell scripts, disadvantages of shell scripts</li><li>• Looping and Conditional Statements in shell Scripting Redirection</li><li>• Introduction to Programming In C Using Linux (gcc)</li></ul> Introduction To X Windows And GNOME	8	
September	<b>UNIT-II- Working in X Windows (utilities),</b> <ul style="list-style-type: none"><li>• Managing Files and File Systems</li><li>• Customizing X Windows</li><li>• Choosing and Changing Window Managers</li><li>• Desktops Remote X Window Access</li></ul>	7	
October	<b>UNIT-III- Introduction to Kali Linux</b> <ul style="list-style-type: none"><li>• Features ,Commands to help you navigate any Linux system,</li><li>• Installation &amp; Configuration of Kali Linux- Different ways of installing Kali Linux</li><li>• Bootable device</li><li>• Hard disk installation. Dual boot</li><li>• Virtualization, Updates of Kali Linux.</li></ul>	8	
November	<b>UNIT-IV –Working with Kali Linux -</b> <ul style="list-style-type: none"><li>• Wireless Attacks</li><li>• website penetration testing offered by Kali Linux</li><li>• Tools in Kali Linux-Forensic Tools</li><li>• password cracking tools</li></ul> Information Gathering Tools	7	

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## TEACHING PLAN

ACADEMIC YEAR: 2020-21

NAME OF TEACHER: Pratibha R. Tiwari

FACULTY: Commerce and Management

DEPARTMENT: Commerce

CLASS: **F.Y.BBA**

SUBJECT: Compulsory English-IV

PAPER CODE and TITLE OF PAPER: BBA122- Compulsory English - IV

### SECOND TERM

MONTH	THEORY / PRACTICALS TO BE COVERED	NO.OF LECTURES REQUIRED	REMARKS
April	<b>UNIT-I: Role Models: I</b> Dhirubhai Ambani	08	
May	<b>UNIT-I: Role Models: I</b> Dhirubhai Ambani	07	
June	<b>UNIT-II: Role Models: II</b> Rahul Bajaj <b>UNIT-II: Role Models: II</b> Rahul Bajaj	12	
July	<b>UNIT-III: Role Models: III</b> Ratan Tata <b>UNIT-III: Role Models: III</b> Walchand Hirachand Doshi.	08 07	
August	<b>UNIT-IV: Role Models: IV</b> Aditya Vikram Birla	05	

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## TEACHING PLAN

ACADEMIC YEAR: 2020-21

NAME OF TEACHER: Pratibha R. Tiwari

FACULTY: Commerce and Management DEPARTMENT: Commerce

CLASS: F.Y.BBA

SUBJECT: **Business Organizational**

**Behaviour**

PAPER CODE and TITLE OF PAPER: **BBA125: Business Organizational Behaviour**

### SECOND TERM

MONTH	THEORY / PRACTICALS TO BE COVERED	NO.OF LECTURES REQUIRED	REMARKS
April	<b>UNIT-I: Introduction to Organisational Behaviour:</b> Meaning • & definition; importance; Scope of OB; • Contribution of other disciplines towards OB; • Important concepts in OB; emerging challenges in OB; models of organisational behaviour: autocratic, custodial, supportive, collegial and system (concept only).	07	
	<b>UNIT-II: Individual Determinants of Organisational Behaviour- I:</b> Personality: meaning; determinants of personality: biological, cultural, • family and social and situational factors; Personality attributes influencing OB; • Attitude: meaning; characteristics; components; • Attitude and behavior; attitude formation; measurement of attitudes •	04	
May	<b>UNIT-III: Individual Determinants of Organisational Behaviour- II:</b> Perception: meaning; need; perceptual process; perceptual mechanism; • factors influencing perception; Motivation: meaning; nature; motivation process; theories of motivation • (Maslow's Need	04 08	



	Hierarchy Theory, Herzberg's Two Factor Theory, McGregor Theory X & Theory Y); Learning: meaning; components of learning; theories of learning• 8 1 Credit 32   P a g e (Classical Conditioning and Operant Conditioning only); principles of learning		
June	<b>UNIT-IV: Group Interactions and Dynamics – I:</b> Group: meaning; types of groups;• functions of small groups; group size; status; managerial implications;• group behavior; group norms; cohesiveness; teams; meaning;• importance of team in organization;	08  03	
July	<b>UNIT-V: Group Interactions and Dynamics – II:</b> types of teams; creating effective team;• leadership: meaning; importance;• difference between leader and manager;• leadership styles•	03	
August	<b>UNIT-VI: Organisational Change and Development:</b> Nature of change; components of change management. • Importance; factors influencing organization change;• Resistance to change;• Organizational Development: meaning; characteristics; effective OD• programme; Techniques of OD; managerial implication on OCD. •	08	

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## TEACHING PLAN

ACADEMIC YEAR: 2020-21

NAME OF TEACHER: Pratibha R. Tiwari

FACULTY: Commerce and Management

CLASS: S.Y.BBA

DEPARTMENT: Commerce

SUBJECT: **Business Laws**

PAPER CODE and TITLE OF PAPER: **BBA226: Business Laws**

### SECOND TERM

MONTH	THEORY / PRACTICALS TO BE COVERED	NO. OF LECTURES REQUIRED	REMARKS
April	<b>UNIT-I: Indian Contract Act, 1872</b> <ul style="list-style-type: none"><li>• Meaning of Proposal Offer, Agreement &amp; Contract</li><li>• Essential of a Valid Contract</li><li>• Kinds of Contract</li><li>• Performance of Contract: Meaning &amp; Conditions</li><li>• Discharge of Contract: Meaning &amp; Conditions</li><li>Breach Contract: Meaning &amp; Conditions</li></ul>	08	
May	<b>UNIT-II: Indian Sale of Goods Act, 1930</b> <ul style="list-style-type: none"><li>• Contract of Sale: Meaning &amp; Essential Conditions</li><li>• Difference between Sale and Agreement to Sell</li><li>• Conditions and Warranties: Meaning &amp; Difference</li><li>• When condition is treated as Warranty</li><li>• Unpaid Seller: Meaning &amp; Rights</li><li>• Performance of Contract of Sale</li><li>• Sale by Auction</li></ul>	08	
June	<b>UNIT-III: Negotiable Instruments Act. 1881</b> <ul style="list-style-type: none"><li>• Meaning &amp; Characteristics Of Promissory Note, Bill Of Exchange And Cheque.</li><li>• Holder and Holder in Due Course, Privileges of Holder In Due Course</li><li>• Crossing and Endorsement of Negotiable Instrument</li><li>• Dishonor of Negotiable Instruments, Notice Of Dishonor, Dishonor Of Cheque and its Effects</li></ul>	07	



July	<p><b>UNIT-IV: Consumer Protection Act 1986</b></p> <ul style="list-style-type: none"> <li>• Introduction, Objectives of the Act.</li> <li>• Definition of the terms consumer; consumer dispute; defect; deficiency; unfair trade practices and services.</li> <li>• Rights of Consumers.</li> </ul> <p>Consumer Redressal Agencies; District Forum; State Commission; National Commission;</p> <p><b>UNIT-V: FEMA 1999</b></p> <ul style="list-style-type: none"> <li>• Objects of FEMA; definition of important terms – authorized dealer; currency; foreign currency;</li> <li>• foreign exchange; foreign security;</li> <li>• money laundering, Hawala transactions;</li> <li>• Directorate of Enforcement; salient features of the FEMA; offences and penalties</li> </ul>	07  07	
August	<p><b>UNIT-VI: Environment Protection Act - 1986</b></p> <ul style="list-style-type: none"> <li>• Meaning, Objectives &amp; Scope of the Act</li> <li>• Power of Central Government to Protect &amp; Improve Environment</li> <li>• Location of Industries, Process &amp; Operations.</li> <li>• Offences &amp; Penalties as Regards to the Environmental Protection Act.</li> </ul>	07	

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## TEACHING PLAN

ACADEMIC YEAR: 2020-21

NAME OF TEACHER: Pratibha R. Tiwari

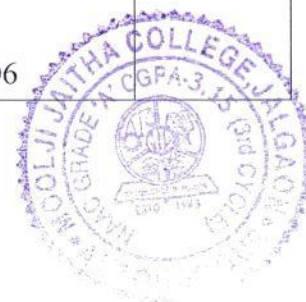
FACULTY: Commerce and Management DEPARTMENT: Commerce

CLASS: T.Y.BBA SUBJECT: Management of Services

PAPER CODE and TITLE OF PAPER: A6.1: Management of Services

### SECOND TERM

MONTH	THEORY / PRACTICALS TO BE COVERED	NO. OF LECTURES REQUIRED	REMARKS
April	<b>1. Introduction to Services</b> 1.1. Definition, Concept-Goods and Services: A comparative Analysis 1.2. Salient Features / characteristics 1.3. Marketing of Services, Significance of Service Marketing 1.4. Behavioral profile of users, Marketing Information System 1.5. Service Scenario in India	10	
May	<b>2. Nature of Services and Service consumption</b> 2.1. A Service –Based Business Logic 2.2. Classification Scheme for Services 2.2.1. High-touch / high-tech Services 2.2.2. Discretely / continuously rendered services 2.3. Consumption of services: Process and outcome consumption 2.4. Management customer in a Physical Goods context 2.5. Management customer in a Service context	10	
June	<b>3. Management of Service Marketing-I</b> 3.1. Introduction to the Seven P's (7P's) 3.2. Product-The First P 3.2.1. Service Product –Concept, 3.2.2. Service Life Cycle 3.2.3. Service Design: A general Framework 3.2.4. Service Quality 3.3. Place-The Second P 3.3.1. Transcending physical constraints of location 3.3.2. Channel Management Issues <b>4. Management of Service Marketing-II</b> 4.1. Promotion-The Third P 4.1.1. Promotion Objectives 4.1.2. Promotion Plan- Media Selection, 4.1.3. Special Consideration in Promotion of Services	08	
		02	
		06	



	4.2. Price-The Fourth P 4.2.1. Major criteria involved in pricing a service 4.2.2. Different approaches in Pricing		
July	4.3. People-The Fifth P 4.3.1. People-Key to service business 4.3.2. Recruiting Employees, HR Functions 4.3.3. Measuring Productivity of People <b>5. Management of Service Marketing-III</b> 5.1. Physical Evidence-The Sixth P 5.1.1. Service scapes 5.1.2. Designed for employees and for Customers 5.1.3. The importance of Design 5.2. Process-The Seventh P 5.2.1. Blueprinting, Technology 5.2.2. BPR, Managing the waiting process 5.2.3. Complaint Management and Service Recovery 5.2.4. Order Taking and Order Fulfilment	08         10	
August	<b>6. Services</b> 6.1. Bank Services- Concept, Marketing Mix 6.2. Personal Care Services- Concept, Marketing Mix 6.3. Telecommunication Services- Concept, Marketing Mix	06	

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## TEACHING PLAN

ACADEMIC YEAR: 2020-21

NAME OF TEACHER: Pratibha R. Tiwari

FACULTY: Commerce and Management DEPARTMENT: Commerce

CLASS: T.Y.BBA

SUBJECT: Management of Services

PAPER CODE and TITLE OF PAPER: A6.4(C): Training and Development

### SECOND TERM

MONTH	THEORY / PRACTICALS TO BE COVERED	NO.OF LECTURES REQUIRED	REMARKS
April	<b>1. Human Resource Demand &amp; Supply</b> 1.1. Demand Analysis 1.2. Models and Techniques of manpower demand forecasting 1.3. Status of existing manpower 1.4. Requirement of manpower in relation to Technological advancement 1.5. Sources of supply of manpower.	10	
May	<b>2. Training and Development</b> 2.1.Scope and Objectives of training 2.2.Nature and Significance of training 2.3. What is training? 2.4. Types of training 2.5. Benefits of training Philosophy of training. <b>3. Training Need Analysis</b> 3.1.Identification of training needs 3.2. Environment for training 3.3. Areas of training 3.4. Responsibilities for providing training 3.5. Training Calendar and Facilities for training.	10  04	
June	<b>4. Training Design</b> 4.1. Perspectives for Designing Training 4.2.Designing a training programme 4.3.Objectives, components and methods of training designs 4.4. Training Process 4.5. Training of trainers (TOT).	06	
		06	

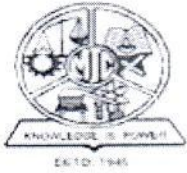


July	<b>5. Training Methods and Techniques</b> 5.1. Approaches to Training 5.2. On the Job Training and Off the Job Training 5.3. Training Methodology – Case Study, Management Games, Brain Storming, Role Play, In- Basket exercises, Group Discussion 5.4. Teaching aids and techniques 5.5. Audio-visual aids, Cross cultural training.	08	
August	<b>6. Skills of an Effective Trainer</b> 6.1. Communication skills 6.2. Knowledge 6.3. Training styles 6.4. Power of Body Language 6.5. Developing creativity	10 06	

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## TEACHING PLAN

ACADEMIC YEAR: 2020-21

NAME OF TEACHER: Pratibha R. Tiwari

FACULTY: Commerce and Management DEPARTMENT: Commerce

CLASS: T.Y.BBA

SUBJECT: Performance Management

PAPER CODE and TITLE OF PAPER: A6.5(C): Performance Management

### SECOND TERM

MONTH	THEORY / PRACTICALS TO BE COVERED	NO. OF LECTURES REQUIRED	REMARKS
April	<b>1. Basics of Performance Management</b> 1.1. Introduction, Concept and perspective to Performance Management 1.2. Definition of Performance Management 1.3. Characteristics, Objectives, Principles of Performance Management 1.4. Advantages of Performance Management 1.5. Determinants of Job Performance 1.6. Personality and Job performance : 5 Factor Model	10	
May	<b>2. Performance Management System</b> 2.1. Performance Management System 2.2. Objective and Functions of Performance Management System 2.3. Characteristics of Effective Performance Management System 2.4. Competency-based Performance Management System 2.5. Electronic Performance Management <b>3. Performance Management Process</b> 3.1. Performance Planning 3.2. Performance Execution 3.3. Performance Assessment	10	
		04	
June	3.4. Performance Review 3.5. Renewal & Re-contracting <b>4. Performance Managing</b> 4.1. Meaning and Definition Performance Managing 4.2. Characteristics of Performance Managing 4.3. Objectives of Performance Managing 4.4. Importance of Performance Managing 4.5. Process of Performance Managing	06	
		04	



July	<b>5. Performance Appraisal</b> 5.1. Meaning, Definition, Characteristics, Objectives 5.2. Methods of Performance Appraisal - 5.2.1. Field Review Method 5.2.2. Forced Distribution Method 5.2.3. Critical Incident Method 5.2.4. Management by Objectives (MBO) 5.2.5. 360 degree Feedback 5.3. Performance Appraisal Interview 5.4. Potential Appraisal 5.5. Advantages and Disadvantages of Performance Appraisal 5.6. Common Pitfalls of Performance Appraisal	10	
August	<b>6. Performance Monitoring</b> 6.1. Meaning and Definition of Performance Monitoring 6.2. Characteristics, Objectives and Importance of Performance Monitoring 6.3. Process of Performance Monitoring 6.4. Performance Management Documentation 6.5. Annual Stocktaking 6.6. Performance Management Audit	10 06	

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## TEACHING PLAN

ACADEMIC YEAR: 2020-21

NAME OF TEACHER: Pratibha R. Tiwari

FACULTY: Commerce and Management

DEPARTMENT: Commerce

CLASS: **M.Com.-I**

SUBJECT: Managerial Decision Making-1

PAPER CODE and TITLE OF PAPER :205 – Managerial Decision-making Techniques-1

### SECOND TERM

MONTH	THEORY / PRACTICALS TO BE COVERED	NO. OF LECTURES REQUIRED	REMARKS
April	<b>UNIT 1 – Decision Making</b> 1. Meaning, Characteristics of decision making, Importance of decision making for a manager, Steps in rational decision making process, Factors influencing decision making process 2. Decision-making environments- Decision-making under certainty, uncertainty and risk situations; Decision tree approach and its applications; Limits on Rational Decision Making, 3. Operations Research- Meaning; Significance, Scope and Applications of Operation Research in Managerial decision-making.	08	
May	<b>UNIT - 2 – Linear Programming:</b> 1. Introduction, Statements of LP Formulation of LP Slack and Surplus variables 2. L.P.P. Matrix form Basic solutions and Basic Feasible Solutions (B.F.S.) degenerate and Non-degenerate B.F.S. Fundamental Theorem of L. P. P. (statement only). Reduction of a feasible solution of BFS standard form of LPP. 3. Mathematical formulations of LP Models for product-mix problems; solution by graphical method of solving LP problems for two variables (Theory and practical problems)  <b>UNIT 3 - Transportation Problem</b> 1. Introduction; Mathematical formulation of	16	



	transportation problem 2. Finding initial feasible solution using Northwest Corner Rule; Vogel's Approximation Method and Least Cost Method; 3. Testing optimality using stepping stone method and MODI method;		
June	<b>UNIT 4 - Project Management PERT and CPM</b> 1. Introduction and Definition – Basic difference between PERT and CPM 2. PERT/CPM network components and precedence relationship – 3. Rules for drawing the network diagram/Network Constructions – 4. Error and dummy in network 5. Critical path analysis-Determination of Critical Path, Distribution of Project Completion time; CPM Model, Time/Cost Relation, Crashing of a Project 10 (Theory and practical problems)	15	
July	<b>UNIT 5 - Inventory Models</b> 1. Need for Inventory Control; Essential factors of material control; 2. Inventory Control Models – Economic Ordering Quantity; Deterministic – EOQ – EOQ with Price Breaks 3. Levels of Stock Control (Theory and practical problems)	16	
August	<b>UNIT 6 - Assignment Problem</b> 1. Introduction - Mathematical statement of the problem-Hungarian method of solution – 2. Maximization case in assignment problem— 3. Unbalanced assignment problem - restriction on assignment -Travelling salesman problem (Theory and practical problems)		

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## TEACHING PLAN

ACADEMIC YEAR: 2020-21

NAME OF TEACHER: Pratibha R. Tiwari

FACULTY: Commerce and Management

DEPARTMENT: Commerce

CLASS: T.Y.BBA

SUBJECT: Case Studies in Management

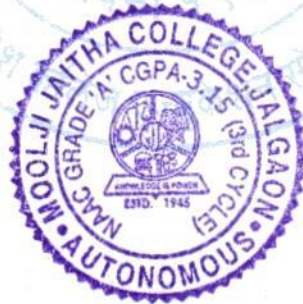
PAPER CODE and TITLE OF PAPER : A5.3: Case Studies in Management

### FIRST TERM

MONTH	THEORY / PRACTICALS TO BE COVERED	NO.OF LECTURES REQUIRED	REMARKS
August	A1.1 Principles of Management	06	
September	A1.1 Principles of Management	09	
October	A2.1 Organizational Behavior	14	
November	A2.5 Marketing Management	14	
December	A3.3 Human Resource Management	12	

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	<b>Unit-4 International Marketing &amp; Supply Chain</b> 4.1. Concept of International Marketing 4.2. Importance of International Marketing 4.3. Drivers of International Marketing	06	
November	4.4. International Supply Chain 4.4.1 Concept of Global Supply Chain 4.4.2 Global Sourcing 4.4.3 Customizing the Supply Chain 4.4.4 Packaging 4.4.5 Transportation Modes  <b>Unit-5 Risks Management &amp; Assets Protection</b> 5.1. Concept of Risk Management 5.2. Foreign Exchange Risk 5.3. Political Risk 5.4. Intellectual Property Rights	06        07	
December	<b>Unit-6 Global Trade &amp; Investment</b> 6.1. World Trade Organization 6.2. Functions of WTO 6.3. WTO & India 6.4. TRIMS & TRIPS 6.5. Concept of Foreign Direct Investment 6.6. Need of Foreign Direct Investment 6.7. Determinants of FDI	10	

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## TEACHING PLAN

ACADEMIC YEAR: 2020-21

NAME OF TEACHER: Pratibha R. Tiwari

FACULTY: Commerce and Management

DEPARTMENT: Commerce

CLASS: **M.Com.-I**

SUBJECT: Application of Methods of Costing

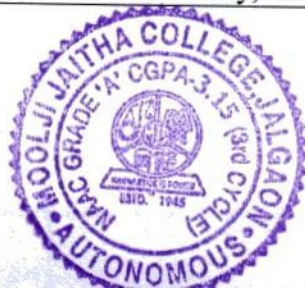
PAPER CODE and TITLE OF PAPER : 105 - Application of Methods of Costing

### FIRST TERM

MONTH	THEORY / PRACTICALS TO BE COVERED	NO. OF LECTURES REQUIRED	REMARKS
January	<b>UNIT 1 – Single or Output Costing, Job Costing, and Batch Costing</b> (a) Single or Output Costing and Job Costing– Meaning and features, Methodology used, (b) Advantages, Limitations of these methods of Costing, (c) Batch Costing – Meaning and features of Batch Costing, Economic Batch Quantity (EBQ) (d) Preparing Cost Sheets and Price Quotations for Jobs/ Batches, Computing Economic Batch Quantity	08	
February	<b>UNIT 2 – Contract Costing –</b> (a) Contract Costing - Meaning and features of Contract costing, Methodology used in Contract Costing – Comparison of Job Costing and Contract Costing. (b) Special aspects of Contract Account: Work certified, Work uncertified, Treatment of Profit on incomplete Contract, Special Points in Contract : Cost Plus Contracts, Target-price contracts, Escalation Clause, Materials lost or destroyed (c) Advantages and Limitations of Contract Costing, (d) Refer AS-7 on Construction Contracts for issues of Accounting treatment - Percentage of Completion method, Completed contract method, provision for foreseeable losses, principles to be followed while taking credit for	16	



	<p>profit of incomplete contracts.</p> <p>(e) Preparing Contract Accounts with the important aspects including Work certified, Work uncertified, Treatment of Profit on incomplete Contract, Cost-plus Contracts, Target-price contracts, Escalation Clause, Materials lost or destroyed.</p> <p><b>UNIT 3 – Process Costing –</b></p> <p>(a) Meaning and Features of Process Costing, Methodology used in Process Costing – Comparison of Job Costing and Process Costing -</p> <p>(b) Advantages and Limitations of Process Costing</p>		
March	<p>(a) Special aspects of Process Costing - Normal Process Loss, Abnormal Process Loss, Abnormal Process Gain, Inter-Process Profits.</p> <p>(b) Concept of Equivalent Production - Methods of pricing used for valuing the equivalent units - First In First Out Method [FIFO]: Average Method: Weighted Average Method:</p> <p>(c) Preparing Process Cost Accounts with the important aspects including Normal Process Loss, Abnormal Process Loss, Abnormal Process Gain, Inter-Process Profits, Equivalent Production,</p> <p><b>UNIT 4 – Operating Costing / Service Costing –</b></p> <p>(a) Meaning and Features of Operating costing - Methodology used in Operating Costing</p> <p>(b) Special aspects of Process Costing - Determination of Unit of Cost, Collection of costing data, cost Classification – <i>Fixed Charges, Maintenance Charges, Running Charges</i> –</p> <p>(c) Practical problems on preparation of Operating cost statement for Transport Service, Boiler house and Power-house services, Canteen Service, and Hospital Service</p>	15	
April	<p><b>UNIT 5 - Uniform Costing and Inter-firm comparison –</b></p> <p>a) Meaning of uniform costing, Reasons for differences in costs and costing practices from firm to firm, Application of Uniform Costing system, Objectives, Advantages and Limitations of Uniform Costing system, Essentials for success of uniform costing system, Fields for Uniformity, Uniform Cost</p>	16	



	<p>Manual.</p> <p>b) Inter-firm comparison – Meaning, Objectives, Advantages and Limitations of Inter-firm comparison, (Theory questions)</p> <p><b>UNIT 6 - Activity Based Costing (ABC) -</b></p> <p>(a) Meaning, Objectives of Activity Based Costing - Traditional Absorption Costing Vs Activity-Based Costing,</p> <p>(b) Special aspects of ABC like Cost Object, Cost Drivers and their selection, Activities and their identification, etc.</p> <p>(c) Steps involved in application of ABC</p> <p>(d) Activity-Based Cost Management – Meaning – Areas of applications of Activity-Based Cost Management,</p> <p>(e) Practical problems on Activity-Based Costing.</p>		
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## TEACHING PLAN

ACADEMIC YEAR: 2020-21

NAME OF TEACHER: Pratibha R. Tiwari

FACULTY: Commerce and Management DEPARTMENT: Commerce

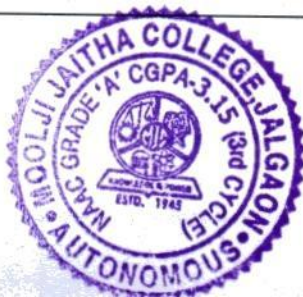
CLASS: T.Y.BBA

SUBJECT: International Business Management

PAPER CODE and TITLE OF PAPER: A5.1: International Business Management

### FIRST TERM

MONTH	THEORY / PRACTICALS TO BE COVERED	NO.OF LECTURES REQUIRED	REMARKS
August	<b>Unit-1 Introduction to International Business</b> 1.1. Concept of International Business 1.2. Need & Importance of International Business 1.3. Factors leading to growth of IB 1.4. Advantages & Challenges of Globalization 1.5. Difference between Internal & International Trade	10	
September	<b>Unit-2 International Business Environment</b> 2.1 Environment of International Business & Its Significance 2.2 Economic Environment 2.3 Social/Cultural Environment 2.4 Political Environment 2.5 Regulatory Environment 2.6 Religion 2.7 Language  <b>Unit-3. International Entry Strategy</b> 3.1. The International Location Selection Process 3.2. Location Determinants	10  02	
October	3.3. Timing of Entry 3.3.1 Early-Mover Advantages 3.3.2 Early-Mover Disadvantages 3.4. Entry Mode choices 3.4.1 Trade –Related Entry Modes 3.4.2 Transfer – Related Entry Modes 3.4.3 FDI- Related Entry Modes	08	



	<ul style="list-style-type: none"> <li>Principles and techniques of wage fixation;</li> <li>Job evaluation;</li> <li>Compensation; meaning of compensation, objectives of compensation.</li> </ul> <p><b>UNIT-V: Internal Mobility</b></p> <ul style="list-style-type: none"> <li>Promotion; Purpose of promotion, basis of promotion;</li> <li>Meaning of transfer; reasons for transfer, types of transfer,</li> <li>Right sizing of work force; need for right sizing.</li> </ul>	07	
December	<p><b>UNIT-VI: Work Environment.</b></p> <ul style="list-style-type: none"> <li>Meaning of work environment; fatigue; implications of fatigue; causes and symptoms of fatigue;</li> <li>Monotony and boredom; factors contributing to monotony and boredom;</li> <li>Industrial accidents; employee safety; grievance and grievances handling;</li> <li>Personnel records and personnel audits.</li> </ul>	07	

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## TEACHING PLAN

ACADEMIC YEAR: 2020-21

NAME OF TEACHER: Pratibha R. Tiwari

FACULTY: Commerce and Management

DEPARTMENT: Commerce

CLASS: S.Y.BBA

SUBJECT: Introduction to Human Resource Management

PAPER CODE and TITLE OF PAPER: BBA214- Introduction to Human Resource Management

### FIRST TERM

MONTH	THEORY / PRACTICALS TO BE COVERED	NO.OF LECTURES REQUIRED	REMARKS
August	<b>UNIT-I: Introduction:</b> <ul style="list-style-type: none"><li>• Meaning &amp; Importance of HRM.</li><li>• Objective, Functions and process of HRM</li><li>• Role of human resource manager</li><li>• Duties and responsibilities of human resource manager.</li><li>• Organization setup- structure of human resource department.</li></ul>	08	
September	<b>UNIT-II: Human Resource Planning, Selection:</b> <ul style="list-style-type: none"><li>• Meaning and importance of human resource planning.</li><li>• Benefits of human resource planning.</li><li>• Meaning of recruitment, selection &amp; placement.</li><li>• Methods of recruitment and selection.</li><li>• Uses of tests in selection.</li></ul>	08	
October	<b>UNIT-III: Induction &amp; Training:</b> <ul style="list-style-type: none"><li>• Meaning of training and induction.</li><li>• Objective and purpose of induction.</li><li>• Need for training and benefits of training.</li><li>• Identification of training needs.</li><li>• Methods of training</li></ul>	07	
November	<b>UNIT-IV: Performance Appraisal &amp; Compensation</b> <ul style="list-style-type: none"><li>• Meaning and objectives of performance appraisal;</li><li>• Methods of performance appraisal and limitations;</li></ul>	07	







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## TEACHING PLAN

ACADEMIC YEAR: 2020-21

NAME OF TEACHER: Pratibha R. Tiwari

FACULTY: Commerce and Management

DEPARTMENT: Commerce

CLASS: F.Y.BBA

SUBJECT: Compulsory English-II

PAPER CODE and TITLE OF PAPER: BBA112- Compulsory English - II

### FIRST TERM

MONTH	THEORY / PRACTICALS TO BE COVERED	NO.OF LECTURES REQUIRED	REMARKS
November	<b>UNIT-I: Role Models: I</b> J R D Tata	08	
December	<b>UNIT-I: Role Models: I</b> J R D Tata	07	
January	<b>UNIT-II: Role Models: II</b> G.D. Birla	12	
	<b>UNIT-II: Role Models: II</b> G.D. Birla	03	
February	<b>UNIT-III: Role Models: III</b> Walchand Hirachand Doshi.	08	
	<b>UNIT-III: Role Models: III</b> Walchand Hirachand Doshi.	07	

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## TEACHING PLAN

ACADEMIC YEAR: 2020-21

NAME OF TEACHER: Pratibha R. Tiwari

FACULTY: Commerce and Management DEPARTMENT: Commerce

CLASS: F.Y.BBA

SUBJECT: Principles of Management

PAPER CODE and TITLE OF PAPER: BBA115: Principles of Management

### FIRST TERM

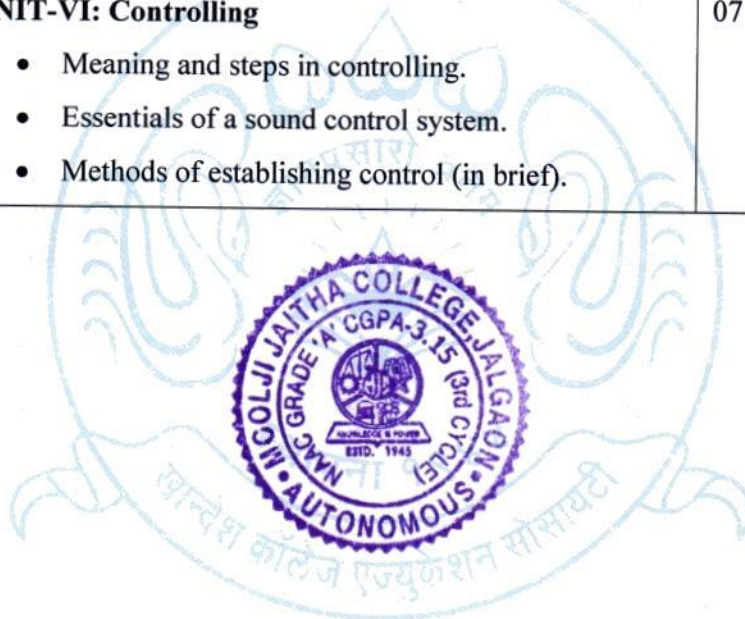
MONTH	THEORY / PRACTICALS TO BE COVERED	NO.OF LECTURES REQUIRED	REMARKS
November	<b>UNIT-I: Introduction</b> <ul style="list-style-type: none"> <li>• Introduction. Meaning, nature and characteristics of management.</li> <li>• Scope and functional areas of management.</li> <li>• Management as a science or art or profession.</li> <li>• Management &amp; Administration.</li> <li>• Henry Fayol's Principles of management.</li> <li>• Social responsibility and Ethics.</li> </ul>	07	
	<b>UNIT-II: Planning</b> <ul style="list-style-type: none"> <li>• Meaning and Nature of Planning.</li> <li>• Importance and purpose of planning.</li> <li>• Planning process.</li> <li>• Objectives</li> </ul>	04	
December	<ul style="list-style-type: none"> <li>• .Types of plans.</li> <li>• Decision making.</li> <li>• Importance of decision making &amp; steps of decision making</li> </ul>	04	
	<b>UNIT-III: Organizing</b> <ul style="list-style-type: none"> <li>• Nature and purpose of organization.</li> <li>• Principles of organization.</li> <li>• Types of organization.</li> </ul>	08	



	<ul style="list-style-type: none"> <li>• Centralization Vs. Decentralization of authority and responsibility.</li> <li>• Span of Control.</li> <li>• MBO and MBE (Meaning only).</li> </ul>		
January	<b>UNIT-IV Staffing</b> <ul style="list-style-type: none"> <li>• Nature and importance of Staffing.</li> <li>• Process of Recruitment &amp; Selection (in brief).</li> </ul> <b>UNIT-V: Directing</b> <ul style="list-style-type: none"> <li>• Meaning and nature of directing;</li> <li>• Leadership styles;</li> <li>• Motivation: Meaning and Importance.</li> </ul>	08 03	
February	<ul style="list-style-type: none"> <li>• Communication: Meaning and importance;</li> <li>• Coordination: meaning and importance</li> </ul> <b>UNIT-VI: Controlling</b> <ul style="list-style-type: none"> <li>• Meaning and steps in controlling.</li> <li>• Essentials of a sound control system.</li> <li>• Methods of establishing control (in brief).</li> </ul>	03 07	

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## TEACHING PLAN

ACADEMIC YEAR: 2020-2021

NAME OF TEACHER: Kiran Raju Bari

FACULTY: Management

DEPARTMENT: Commerce & Management

CLASS: FYBBA

SUBJECT: Introduction to marketing

management

PAPER CODE and TITLE OF PAPER: **BBA126: Introduction to Marketing**

**Management**

### SECOND TERM

MONTH	THEORY / PRACTICALS TO BE COVERED	NO.OF LECTURES REQUIRED	REMARKS
April	<b>UNIT-I: Introduction to Marketing Management:</b> <ul style="list-style-type: none"><li>• Definition, nature, scope and importance of marketing;</li><li>• Approaches to the study of marketing;</li><li>• Functions of marketing</li></ul> <b>UNIT-II: Market Segmentation, Targeting and Positioning</b> <ul style="list-style-type: none"><li>• Market Segmentation: Meaning; importance;</li><li>• Bases of segmentation;</li><li>• Market Targeting: types of targeting;</li><li>• Market Positioning: strategies for positioning.</li></ul>	10	
May	<b>UNIT-III: Consumer Behaviour</b> <ul style="list-style-type: none"><li>• Buying motives;</li><li>• Factors influencing buying behavior;</li><li>• The buying decision process,</li><li>• Stages of the buying Decision process.</li></ul>	5	



June	<b>UNIT-IV: Marketing Mix:</b> <ul style="list-style-type: none"> <li>• Meaning and elements - classification of products;</li> <li>• Product mix decision,</li> <li>• Product line, product addition &amp; deletion,</li> <li>• Product life cycle; product planning, diversification, product positioning, new product development process;</li> <li>• Branding &amp; packaging;</li> </ul> Pricing: objectives; policy, factors influencing pricing policy; method of pricing; pricing policies and strategies;	10	
July	<b>UNIT-V: Distribution:</b> <ul style="list-style-type: none"> <li>• Distribution: definition; need;</li> <li>• Channel design decision; channel management decision;</li> <li>• Factors affecting channels;</li> <li>• Types of marketing channels;</li> <li>• Promotion: nature and importance of promotion;</li> <li>• Promotion mix; advertising; sales promotion; public relation; direct selling and publicity.</li> </ul>	10	
August	<b>UNIT-VI: Recent Trends in Marketing:</b> <ul style="list-style-type: none"> <li>• M-marketing;</li> <li>• Tele-marketing;</li> <li>• M-business;</li> <li>• Relationship marketing;</li> <li>• Retailing;</li> <li>• Online marketing; social media network marketing;</li> <li>• Rural marketing;</li> </ul> Green marketing.	10	

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## TEACHING PLAN

ACADEMIC YEAR: 2020-2021

NAME OF TEACHER: Kiran Raju Bari

FACULTY: Management  
& Management

DEPARTMENT: Commerce

CLASS: **TYBBA**

SUBJECT: Family Business Management

PAPER CODE and TITLE OF PAPER; A6.2: Family Business Management

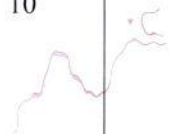
### SECOND TERM

MONTH	THEORY / PRACTICALS TO BE COVERED	NO. OF LECTURES REQUIRED	REMARKS
November	1. Introduction to Family businesses (10) 1.1. Definitions of Family business, What constitutes a family business? Economic impact of Family Business 1.2. The Nature, Importance, and Uniqueness of Family Business, Special strengths, family business culture and values, commitment, Knowledge, Flexibility in work, time and money, Long-range thinking 1.3. Dilemmas and challenges for family businesses, Resistance to change, Business challenges, Succession, Emotional issues, Successful sectors for family businesses	10	
December	2. Family Dynamics (10) 2.1. Family business dynamics: Family culture, organizational culture, and cultural blur in family firms, The family vessel Concept 2.2. Family business people: Founders, Women in family businesses, Husband and wife teams, In-laws, Multifamily ownership, Non-family employees, Managing conflicts in family firms. Family unity and a positive family 2.3. Family business systems: Seeking a balanced approach, Introducing the ownership dimensions. Family business	10	



	life cycles stages, Ownership transitions 2.4.Hindu undivided family, role of karta, Succession Laws, Dissolution of HUF, Rights of daughters.		
January	3. The family's relationship (10) 3.1.Developing a strategic vision and building teamwork: Articulating values and shared vision, Effective business families, how families add value: the familybusiness interaction factor 3.2.Ingredients of successful planning: Family emotional intelligence, Establishing open communication, Family Meetings, The benefits of family meetings, Family Councils, and Family Offices, Family retreats, Family constitutions 3.3. The family employment policy, Ownership and family policy making, Guidelines for policy making, the family contribution. Designing family governance.	10	
February	4. Family Wars and Conflicts (10) 4.1. Meaning and Nature of the Family Wars and Conflicts. 4.2. The root causes of Conflicts Ingredients, & personal conflicts, Conflicts as Process & Relationship, Consequences of family wars, Rewards, Fairness and Cheating, Warning signs of Family wars 4.3. Concept of Selfish family, Nepotism in the family structure, Scapegoating, Conflict Resolution 5. Managing succession (10) 5.1. The succession paradox, Resistance to succession planning, The founder, The family, Employee and environmental factors. 5.2. Leading the transition – Start planning early, Encourage intergenerational teamwork, Develop a written plan, Involve everyone and obtain outside help, Establish a training process, Plan for retirement, Decide when to retire and stick to it. Selecting the right successor - Whom to choose? What if no one fits the bill?	10	



March	<p>5.3. Incumbent generation leadership: governance and resolution of the past. Succession in older family businesses - Second to third generation, Third to fourth generation.</p> <p>6. Change and Adaptation (10)</p> <p>6.1. The Future of Family Business, Continuity and culture, Three states of evolution - The future state, The present state, The transmission state.</p> <p>6.2. Continuity and family management ownership structures, The future: can the family business compete and thrive? Agility in the face of change, Competition and value creation, Tapping the next generation.</p> <p>6.3. Intrapreneurship: Intergenerational growth in entrepreneurial families, Global opportunities, Positive-Sum dynamics through family and enterprise leadership, Family firm recourses for the future.</p>	10	
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## TEACHING PLAN

ACADEMIC YEAR: 2020-2021

NAME OF TEACHER: Kiran Raju Bari

FACULTY: Commerce  
& Management

DEPARTMENT: Commerce

CLASS: Sybcom

SUBJECT: Practical on Corporate

Communication-II

PAPER CODE and TITLE OF PAPER: BCOM 242: Practical on Corporate Communication-II

### SECOND TERM

MONTH	THEORY / PRACTICALS TO BE COVERED	NO. OF LECTURES REQUIRED	REMARKS
November	1. Word Description Activity( Non-Verbal communication activity) 2. Prepare Notice 3. Prepare Agend	10	
December	4. Personal Interview: Pre-Interview Preparations, Preparation Facing Personal Interview Questions 5. Time Management activities	10	
January	6. Personality Development Workshop by Various Activities 7. Team Building Activities	10	
February	8. Stress Management activity: . 8.1. Name some of the things that stress you out. 8.2. What kinds of signs do people show when they're experiencing stress? 8.3How does your body react to stress? 8.4What's the difference between good stress and bad stress? Give some examples of each. 8.5Name some ways students can manage or ease stress	10	



March	9. Group Discussion Public Speaking – Speech Preparation & Delivery 10. Practical on Negotiation Skills.	5	
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**TEACHING PLAN**  
**ACADEMIC YEAR: 2020-2021**

NAME OF TEACHER: Kiran Raju Bari

FACULTY: Commerce

DEPARTMENT: Commerce & Management

CLASS: FYBCOM

SUBJECT: Essential of Ecommerce

PAPER CODE and TITLE OF PAPER: 115(B) Essential of Ecommerce

**FIRST TERM**

MONTH	THEORY / PRACTICALS TO BE COVERED	NO.OF LECTURES REQUIRED	REMARKS
November	UNIT-I – Fundamentals of e-Commerce • e-Commerce: Meaning & Nature , • Introduction to e-Commerce - Origin, Definitions & Meaning, Scope & Goals, Feature, Needs & Functions, Significance, Advantages & Disadvantages of e-commerce, • Essentials of e-Commerce, e-Commerce v/s Traditional Commerce ,	10	
December	UNIT-II- Business Models for e-Commerce • e-Business: Meaning, Definitions, • Importance Requirements of E-Business , e-Business Models based on the relationships of transaction parties , • e-Business Models based on the relationships of transaction types , Manufacture Model, Advertising Model, Value Chain Model, Brokerage Model. 05 UNIT-III- e-Enterprise • Managing the e-Enterprise,	10	
January	• Introduction e-Enterprise, Auctions in E-commerce, Comparison between Conventional Design and E-organization, Organization of Business in an e-Enterprise. UNIT-IV- Classification of e-commerce • B2C, B2B, C2C, C2G, G2G, B2G	10	
February	UNIT-V- Government's Scheme Government's support for cashless payments- Lucky Grahak Yojna for customers and Digi Dhan Vyapar Yojna.	10	



March	UNIT-VI- Transaction of e-Commerce • Technology Infrastructure for e-Commerce -The Internet and WWW, ecommerce Infrastructure.	05	
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## TEACHING PLAN

ACADEMIC YEAR: 2020-2021

NAME OF TEACHER: Kiran Raju Bari

FACULTY: Management

DEPARTMENT: Commerce & Management

CLASS: **FYBBA**

SUBJECT: Professional Communication

PAPER CODE and TITLE OF PAPER: AECC-1111: Professional Communication

### FIRST TERM

MONTH	THEORY / PRACTICALS TO BE COVERED	NO. OF LECTURES REQUIRED	REMARKS
November	UNIT-I: Reading/Listening Skills: Comprehension • Master Choa Kok Sui: The Great Invocation • G. N Devy: On Development • Sri Aurobindo: The Powers of the Mind	7	
December	• H. H. Munro 'Saki': The Open Window UNIT-II: Writing-I • Information Transfer • Summarizing	7	
January	• Expansion of an idea UNIT-III: Writing-II • Letter writing: Application Letters and Personal Letters • Resume writing: Types and Examples	7	
February	• Report writing: Newspaper Reports, Project Reports, Investigative Reports UNIT-IV: Speaking: • Oral Communication: Starting Conversation, Greetings, Enquiring and Making Offers, Requests and Orders	5	



March	<ul style="list-style-type: none"> <li>• Describing Objects, People, Places and Processes</li> <li>• Group Discussion</li> <li>• Interview</li> </ul>	5	
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## TEACHING PLAN

ACADEMIC YEAR: 2020-2021

NAME OF TEACHER: Kiran Raju Bari

FACULTY: Management

DEPARTMENT: Commerce & Management

CLASS: **FYBCA**

SUBJECT: Professional Communication

PAPER CODE and TITLE OF PAPER: AECC-1111: Professional Communication

### FIRST TERM

MONTH	THEORY / PRACTICALS TO BE COVERED	NO. OF LECTURES REQUIRED	REMARKS
November	UNIT-I: Reading/Listening Skills: Comprehension • Master Choa Kok Sui: The Great Invocation • G. N Devy: On Development • Sri Aurobindo: The Powers of the Mind	7	
December	• H. H. Munro 'Saki': The Open Window UNIT-II: Writing-I • Information Transfer • Summarizing	7	
January	• Expansion of an idea UNIT-III: Writing-II • Letter writing: Application Letters and Personal Letters • Resume writing: Types and Examples	7	
February	• Report writing: Newspaper Reports, Project Reports, Investigative Reports UNIT-IV: Speaking: • Oral Communication: Starting Conversation, Greetings, Enquiring and Making Offers, Requests and Orders	5	



March	<ul style="list-style-type: none"> <li>• Describing Objects, People, Places and Processes</li> <li>• Group Discussion</li> <li>• Interview</li> </ul>	5	
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**TEACHING PLAN**  
ACADEMIC YEAR: 2020-2021

NAME OF TEACHER: Kiran Raju Bari

FACULTY: Management

DEPARTMENT: Commerce & Management

CLASS: SYBCOM

SUBJECT: Practical on corporate Communication

PAPER CODE and TITLE OF PAPER: BCOM 232: Practical on Corporate Communication-I

**FIRST TERM**

MONTH	THEORY / PRACTICALS TO BE COVERED	NO.OF LECTURES REQUIRED	REMARKS
November	1. Steps of writing E-Mail 2. Preparation of Covering Letter	9	
December	3. Preparation of Resume 4. Preparation of CV	9	
January	5. Role playing 6. Prepare Power point presentations on any one topic	9	
February	7. Group Discussion 8. SWOT Analysis of Self	9	
March	9. SWOT Analysis of product 10. Management games on Feedback Communication	9	

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## TEACHING PLAN

ACADEMIC YEAR: 2020-21

NAME OF TEACHER: Mr. Jitendra G. Dandage

FACULTY: Commerce & Management

DEPARTMENT: Management

CLASS: **SYBCOM**

SUBJECT: Practical on TALLY GST

PAPER CODE and TITLE OF PAPER: Practical on TALLY GST



### FIRST TERM

MONTH	THEORY / PRACTICALS TO BE COVERED	NO. OF LECTURES REQUIRED	REMARKS
June	----	---	---
July	-----	--	---
August	1. How to activate GST for your company in Tally.ERP 9 2. How to create Stock items and Stock Groups for GST Compliance 3. How to create Inter State Purchases and Sales Ledgers 4. How to create Intra State Purchases and Sales Ledgers 5. How to create Tax Ledgers for CGST,SGST,IGST in Tally.ERP 9	06	---
September	6. How to create Suppliers Ledgers with GST details 7. How to Create Customers Ledgers with GST details 8. How to enter Intra-state purchases and Sales 9. How to enter Inter-state purchases and Sales 10. How to enter Purchases from Unregistered dealer or Sales to URD 11. How to Display Trial balance, Profit & Loss Account and Balance sheet for GST Payable	07	----
October	12. To Display tax analysis statement 13. To solve problem of ten transactions which includes Purchases and Sales of Goods with GST in Tally ERP having imaginary details. 14. To solve problem of ten transactions of services taken and services provided with GST in Tally ERP 9 having imaginary details.	06	---

	15. How to make Voucher entry for GST Payable 16.How to Prepare GSTR – 1 17.How to Prepare GSTR – 2 18.How to Prepare GSTR - 3		
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Jitendra G. Dandage  
(Teacher)  
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K.C.E.Society's  
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## TEACHING PLAN

ACADEMIC YEAR:

NAME OF TEACHER:

FACULTY: Commerce & Management      DEPARTMENT: Management

CLASS: **FYBCOM**      SUBJECT: Modern Office Management (Practical)

PAPER CODE and TITLE OF PAPER: Practical on Modern Office Management

### FIRST TERM

MONTH	THEORY / PRACTICALS TO BE COVERED	NO.OF LECTURES REQUIRED	REMARKS
June	----	---	---
July	-----	----	----
August	1) Run Different MS-DOS Commands 2) Search any topic of your subject using any search engine and download the relevant material. 3) Create your E-mail ID on any free email server	04	----
September	4) Surf Internet using Google to find colleges around your area. 5) Write a letter regarding application of holiday in your college using MS-WORD 6) Create time table of user class using MS-WORD	03	----
October	7) Use of Mail Merge using MS-WORD 8) Create Data Entry form using MS-EXCEL 9) Study different calculations in MS-EXCEL 10) Create different slides using MS-POWERPOINT	05	----

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## TEACHING PLAN

ACADEMIC YEAR: 2020-21

NAME OF TEACHER: Mr. Jitendra G. Dandage

FACULTY: Commerce & Management

DEPARTMENT: Management

CLASS: **FYBBA**

SUBJECT: Information Technology for Business

PAPER CODE and TITLE OF PAPER: BBA106- Information Technology for Business

### FIRST TERM

MONTH	THEORY / PRACTICALS TO BE COVERED	NO. OF LECTURES REQUIRED	REMARKS
June	----	---	---
July	-----	--	---
August	-----		---
September	UNIT-I – Introduction to Information Technology <ul style="list-style-type: none"><li>• Introduction to Computer</li><li>• Computer Generation, working of computers</li><li>• Characteristics of Computer</li><li>• Impact of Using computers on – health, public safety, labour force &amp; Technology</li><li>• Applications of Computers</li></ul>	07	----
October	UNIT – II – Computer Hardware & Software <ul style="list-style-type: none"><li>• Meaning of Hardware &amp; Software</li><li>• Input Devices</li><li>• Output Devices</li><li>• Classification of computer software (System, Application &amp; programming), Memory Concept (RAM, ROM, Hard Disk, CD)</li></ul>	15	---



	<p>UNIT-III – Operating System Concepts:</p> <ul style="list-style-type: none"> <li>• Defination, Need and Function of an Operating system</li> <li>• Types of Operating Systems</li> <li>• Comparative study of various operating system</li> </ul>		
November	<p>UNIT- IV - Computer Network</p> <ul style="list-style-type: none"> <li>• Introduction, Advantages of computer network</li> <li>• Network Topology</li> <li>• OSI Reference Model</li> <li>• Internetwork (Intranet, Extract &amp; Internet)</li> <li>• Applications &amp; services of Internet</li> </ul>	07	
December	<p>UNIT-V – Network Transmission</p> <ul style="list-style-type: none"> <li>• What is computer network?</li> <li>• Types of Networks; LAN, MAN, WAN</li> <li>• Wireless Network</li> <li>• Transmission path: Twisted Pair, Coaxial Cable, Fiber Optics</li> <li>• Working of Internet, Use of Internet, Application of Internet</li> <li>• Study of Web Browsers, Search Engines</li> <li>• Creating an Email Account, sending and receiving email (with attachment)</li> </ul>	08	
January	<p>UNIT – VI- Topologies &amp; Switching</p> <ul style="list-style-type: none"> <li>• Introduction to Topologies</li> <li>• Star</li> <li>• Tree</li> <li>• Bus</li> <li>• Ring</li> <li>• Mesh</li> </ul>	07	

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**TEACHING PLAN**

ACADEMIC YEAR: 2020-21

NAME OF TEACHER:

FACULTY: Commerce & Management DEPARTMENT: Management

CLASS: SYBCA SUBJECT: Foundation Course for IT Managers

PAPER CODE and TITLE OF PAPER: BCA319- Foundation Course for IT Managers

**FIRST TERM**

MONTH	THEORY / PRACTICALS TO BE COVERED	NO.OF LECTURES REQUIRED	REMARKS
June	----	---	---
July	----	---	---
August	<b>UNIT-I – System Concept and Information</b> <ul style="list-style-type: none"><li>• Definition and Characteristics of System</li><li>• Elements of Systems</li><li>• Types of system</li><li>• Feedback and feed forward control system</li></ul>	07	----
September	<b>UNIT-II- System Development Life Cycle</b> <ul style="list-style-type: none"><li>• Systems analyst, Roles of System Analysts – As an Architect, Change Agent, Investigator &amp; monitor, Organizer</li><li>• Introduction of Systems Development Life Cycle (SDLC)</li><li>• Factors affecting the system development</li><li>• Various SDLC Models: Waterfall Model , Spiral Model, Prototyping, RAD, Object Oriented, 4GL</li></ul>	08	----
October	<b>UNIT-III- System Planning</b> <ul style="list-style-type: none"><li>• Data and fact gathering techniques: Interviews &amp; Questionnaires, Group discussion, On-site observation, Review of Written Documents.</li><li>• Feasibility study and its importance</li><li>• Types of feasibility study- Technical, Economical and Operational</li></ul>	07	----



November	<b>UNIT-IV – Systems Design and modeling</b> <ul style="list-style-type: none"> <li>• Systems flowcharts &amp; Data flow diagrams,</li> <li>• Tools for Structured Analysis: Data Dictionary, Decision Tree, Decision Tables, Structured English</li> <li>• Software Project Management: Umbrella Activities, QC and QA</li> </ul>	08	----
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## TEACHING PLAN

ACADEMIC YEAR: 2020-21

NAME OF TEACHER: Mr. Jitendra G. Dandage

FACULTY: Commerce & Management

DEPARTMENT: Management

CLASS: SYBBA

SUBJECT: Computer Fundamental & Applications

PAPER CODE and TITLE OF PAPER: BBA – 217 Computer Fundamental & Applications

### FIRST TERM

MONTH	THEORY / PRACTICALS TO BE COVERED	NO. OF LECTURES REQUIRED	REMARKS
June	----	---	---
July	-----	--	---
August	<b>UNIT-I – Office tools for Word</b> <ul style="list-style-type: none"><li>• Different format basic text, font, color, size, alignment</li><li>• Working with page layout</li><li>• Working with tables</li><li>• Use of list , Symbols, clip art, pictures</li></ul>	07	---
September	<b>UNIT-II- Office tools for Workbook</b> <ul style="list-style-type: none"><li>• Different Working with data</li><li>• Working with various calculation</li><li>• Use of Macro</li><li>• Use of If function with calculation</li></ul>	08	----
October	<b>UNIT-III- Office tools for PowerPoint</b> <ul style="list-style-type: none"><li>• Introduction to PPT</li><li>• Creating and add slides, apply color and themes</li><li>• Working with font, alignment, picture, chart data</li><li>• Working with table</li><li>• Different Slide effects</li></ul>	08	---



	<p><b>UNIT-IV- Office tools for access</b></p> <ul style="list-style-type: none"> <li>• Applications of DBMS, Overview of DBMS, Components of DBMS</li> <li>• Creating tables, data types, Controls</li> <li>• Design form, report</li> </ul>	07	---
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## TEACHING PLAN

ACADEMIC YEAR: 2020-21

NAME OF TEACHER: Ms. Jasmine P Gajare

FACULTY: School of Commerce and Management

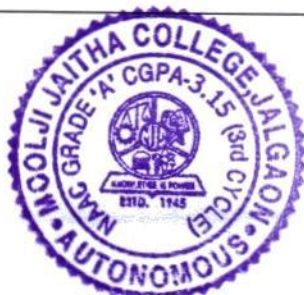
DEPARTMENT: Management

CLASS: FYBBA SUBJECT: Compulsory English

PAPER CODE and TITLE OF PAPER: BBA111: Compulsory English - I

### FIRST TERM

MONTH	THEORY / PRACTICALS TO BE COVERED	NO. OF LECTURES REQUIRED	REMARKS
November	<b>UNIT-I: Communication</b> • Definition, Nature and Process • Types: Verbal- Non-Verbal, Oral- Written, Formal- Informal, Vertical Horizontal • Barriers: Linguistic, Mechanical, Psychological, Social, Organizational, Cross-cultural • Effective Communication: Techniques and advantages <b>UNIT-II: Oral Communication Skills</b> • Personal Interviews (PI): Importance, purposes, Preparation by a candidate, Probable questions, Techniques of Effective performance, Types: Job Interview, Campus Interview, Grievance Interview, Exit Interview	8          3	
December	• Presentation Skills: -Importance, concept, Principles of Effective Presentation, technical Presentation. • Situational Dialogues: Hotel, Office, Library, Bank, Restaurant, Railway Station, Mall, between two businessmen, customer and shopkeeper, Cashier and account holder, Receptionist and customer <b>UNIT-III Written Communication Skills</b> • Report writing: Introduction, Importance, Concept, Types: News report, Survey report, Project report. • Meetings: -Notice, Agenda, Minutes. • Letter Writing: Job Application, Complaint, Inquiry, Order, CV Writing • E-	4          8	



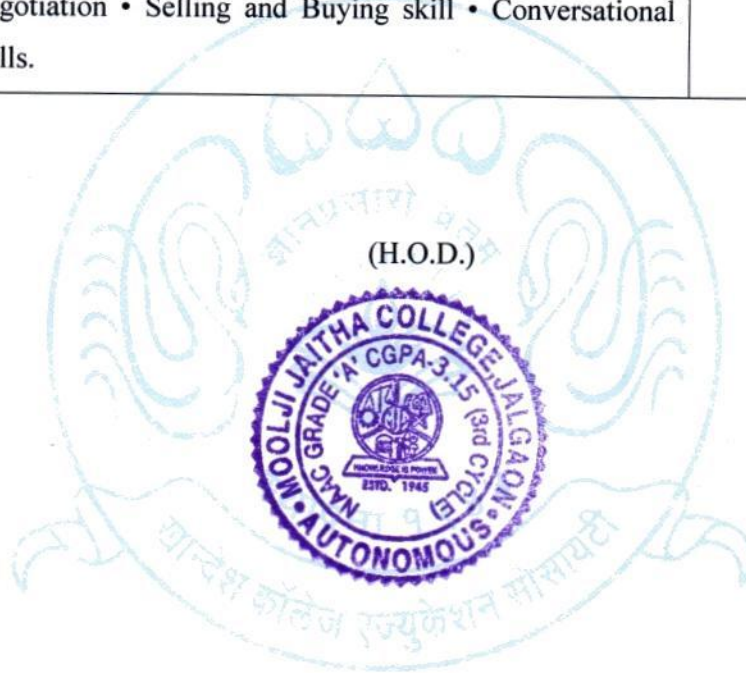
	Mail: Layout, elements, Process and drafting		
January	<b>UNIT- IV Soft Skills</b> <ul style="list-style-type: none"> <li>• Soft Skills: Concept, importance in profession, types, techniques for improvement</li> <li>• Time Management: significance, tips</li> <li>• Body Language: tips, types</li> <li>• Career Planning : correct choice and tips</li> </ul> <b>UNIT-V: Grammar and Vocabulary</b> <ul style="list-style-type: none"> <li>• Parts of Speech: Usage</li> <li>• Articles: Usage</li> </ul>	7  4	
February	<ul style="list-style-type: none"> <li>• Phrasal Verbs</li> <li>• Correct Spelling</li> <li>• Synonyms and Antonyms.</li> </ul> <b>UNIT-VI: Reading, Speaking, listening Skill</b> 10 • Rapid Reading Styles of Reading, Comprehension • Negotiation • Selling and Buying skill • Conversational skills.	4  7	

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## **TEACHING PLAN**

ACADEMIC YEAR: 2020-21

NAME OF TEACHER: Ms. Jasmine P Gajare

FACULTY: School of Commerce and Management

DEPARTMENT: Management

CLASS: FYBBA SUBJECT: Economics for Managers

PAPER CODE and TITLE OF PAPER: BBA114: Economics for Managers

### **FIRST TERM**

MONTH	THEORY / PRACTICALS TO BE COVERED	NO. OF LECTURES REQUIRED	REMARKS
November	<b>UNIT-I: Introduction to Business Economics:</b> <ul style="list-style-type: none"><li>• Business Economics – meaning &amp; characteristics, • Distinction between business economics and economics. • Scope of business economics. • Uses/objectives of business economics. • Role and responsibilities of business economist.</li></ul> <b>UNIT-II: Theory of Consumer Behavior:</b> <ul style="list-style-type: none"><li>• Consumer Behavior; Consumer Sovereignty; Limitations.</li></ul>	8       3	
December	<ul style="list-style-type: none"><li>• Approaches to the Study of Consumer Behavior- cardinal approach, the law of equi-marginal utility, ordinal approach. • Indifference curve analysis. • Consumer Surplus (Marshall).</li></ul> <b>UNIT-III: Demand and Supply Analysis:</b> <ul style="list-style-type: none"><li>• Theory of demand analysis; • Demand - demand determinants, law of demand, characteristics, exceptions. • Elasticity of Demand - Price elasticity - types, determining factors, change in demand, business applications of price elasticity. • Concepts of income and cross elasticity of demand. • Price elasticity of demand measurement by total outlay method. • Demand Forecasting methods; Demand forecasting methods for a new product. • Law of Supply -</li></ul>	4       8	



	meaning, determinants of supply and its influence on cost of production.		
January	<p><b>UNIT-IV: Market Structure:</b></p> <ul style="list-style-type: none"> <li>• Perfect competition - features, price and output determination; Monopoly - features, price and output determination. • Monopolistic competition - features, price and output determination. • Oligopoly. • Pricing methods; Pricing strategy; Pricing over Product Lifecycle</li> </ul> <p><b>UNIT-V: Cost and Revenue Analysis:</b></p> <ul style="list-style-type: none"> <li>• Concepts of Cost - TFC, TVC, TC, AFC, AVC, AC and MC</li> </ul>	7	
February	<ul style="list-style-type: none"> <li>• Factors influencing cost of production; Opportunity Cost; Cost output relationship in the short and long run. • Concepts of revenue - TR, AR and MR</li> </ul> <p><b>UNIT-VI: Production Function:</b></p> <ul style="list-style-type: none"> <li>• Production Function - meaning, law of variable proportion. • Short-run, laws of returns to scale, long run; Economics of scale, Diseconomies of scale, Iso-quants and Iso-costs properties. • Production Equilibrium; Managerial uses of production function. • Choice of optimum expansion path.</li> </ul>	3 8	

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## TEACHING PLAN

ACADEMIC YEAR: 2020-21

NAME OF TEACHER: Ms. Jasmine P Gajare

FACULTY: School of Commerce and Management

DEPARTMENT: Management

CLASS: TYBBA SUBJECT: Banking and Insurance

PAPER CODE and TITLE OF PAPER: A5.4(A): Banking and Insurance

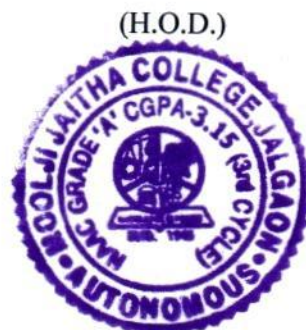
### FIRST TERM

MONTH	THEORY / PRACTICALS TO BE COVERED	NO. OF LECTURES REQUIRED	REMARKS
August	<b>1. Evolution of banking</b> 1.1. Origin of the Word Bank 1.2. Meaning and definition of bank. 1.3. Evolution of banking in the west. 1.4. Evolution of banking in India	10	
	<b>2. Functions of Bank</b> 2.1. Primary Functions 2.1.1. Accepting deposits: Demand Deposits: Current & savings; Time deposits – Recurring & Fixed deposits 2.1.2. Granting Loans & Advances- Term loan, Short-term credit, Overdraft, cash Credit, Purchasing & discounting of bills 2.2. Secondary Functions 2.2.1. Agency functions - payment & collection of Cheques, Bills & Promissory notes, Execution of standing instructions, Acting as a Trustee, Executor	5	
September	2.2.2. General Utility Functions: Safe Custody, safe deposit vaults, Remittances of Funds, Pension Payments, and Acting as a dealer in Foreign exchange 2.3. Methods of Remittances 2.3.1. Demand drafts, bankers, Cheques 2.3.2. Mail transfer, Telegraphic transfer 2.3.3. Electronic Funds Transfer	5	
	<b>3. Procedure for opening &amp; operating of deposit account</b> 3.1. Procedure for opening of Deposit account: Know	10	



	<p>your Customer Norms (KYC norms), Application form, Introduction, Proof of residence, Specimen signature &amp; Nomination: Their importance. No. frills Account 3.2. Procedure for operating Deposit account: Pay - in- slips, Issue of pass book, (Current Savings or Recurring deposits), Issue of Cheque book, Issue of fixed deposit receipt, Premature encashment of fixed deposits &amp; loan against fixed deposit. Recurring deposits: Premature encashment &amp; loan against fixed deposit 3.3. Closure of accounts, Transfer of accounts to other branches 3.4. Types of account holders 3.4.1. Individual account holders – Single or joint, Illiterate, Minor, Married women, Pardahnashin woman, Non-residents accounts 3.4.2. Institutional account holders- sole Proprietorship firm, joints stock company Hindu Undivided family, Clubs, Associations &amp; Societies &amp; Trusts</p>		
October	<p><b>4. Introductions to Insurance</b></p> <p>4.1. Meaning &amp; Definition of insurance type Evolution and Importance of Life &amp; general Insurance. 4.2. Role of Life Insurance &amp; general Insurance in Pre &amp; Post independents period – Government approach towards Insurance sector.</p> <p><b>5. General Insurance</b></p> <p>5.1. Meaning - type- need- Scope - Principles- Functions of general Insurance.</p>	10	
November	<p>5.2. Organization &amp; Administration of general insurance in India.</p> <p><b>6. Life Insurance</b></p> <p>6.1. Meaning- Need-&amp; Principles of life insurance. 6.2. Type of major policies</p>	5	10

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## TEACHING PLAN

ACADEMIC YEAR: 2020-21

NAME OF TEACHER: Ms. Jasmine P Gajare

FACULTY: School of Commerce and Management

DEPARTMENT: Management

CLASS: TYBBA SUBJECT: Capital, Money & Commodity Market

PAPER CODE and TITLE OF PAPER: A 5.5(A): Capital, Money & Commodity Market

### FIRST TERM

MONTH	THEORY / PRACTICALS TO BE COVERED	NO. OF LECTURES REQUIRED	REMARKS
August	<b>1. Basics of Stock Market</b> a. Meaning of Share & Share Capital b. Types of share c. Equity Shares, Preference Shares, Bonus Shares, Right Shares, Employee Stock Option d. Stock Markets in India, History of Stock Markets in World e. BSE & NSE: History of BSE and NSE, Securities Exchange Board of India (SEBI) f. Listing & Delisting on BSE & NSE, g. SENSEX, NIFTY Indices h. Difference between Share & Stock	10	
	<b>2. Trading Mechanism in Stock Market</b> a. Meaning of Share & Share Capital b. DEMAT A/C c. Brokers, Sub-brokers d. Brokerage: Delivery and Intraday Charges e. Sale and Purchase of Shares and Short Sale f. Procedure to Open DEMAT A/c	5	
September	g. Depositories in India: NSDL & CDSL h. Large Cap, Mid Cap and Small Cap i. Contract Note j. Securities Transaction Tax k. T+2 Trading Settlement l. BOLT (BSE On-Line Trading) m. NEAT (National Exchange for Automated Trading) n. Insider Trading and Punishment In SEBI Act, 1992	5	
	<b>3. Segments in Stock Markets</b> a. Equity Segment: Equity Trading, Trading of Equity	10	



	Share & Preference Share b. Derivatives Trading: Meaning of Derivatives, Derivatives Contract: Futures & Options and Call & Put Options c. Commodity Market - Meaning of Commodities, Difference between Capital Market and Money Market, Difference between Capital Market and Commodity Market		
October	<p><b>4. Capital Market Investment Institutions</b></p> <p>a. Domestic Financial Institutions (DFI), b. Qualified Institutional Buyers (QIB), c. Foreign Institutional Investors (FII), d. Private Equity (PE), e. Venture Capital (VC), f. Qualified Foreign Investors (QFI), g. Mutual Funds</p> <p><b>5. Commodities Market Operations</b></p> <p>a. History of Commodity Market in India b. Products, Participants and Functions c. Structure of Commodity exchanges, d. Instruments available for Trading</p>	10	
November	<p>e. Commodity Exchanges: MCX, NCDEX &amp; London Metal Exchange f. Commodities Traded on Stock Exchanges Platform-NCDEX, MCX-SX g. Few commodities Traded on NCDEX: Gold, Paper Gold, Silver, Crude Oil, Metals</p> <p><b>6. Introduction to Money Market</b></p> <p>a. Nature Characteristics of Money Market b. FIMMDA (Fixed Income, Money Market and Derivatives Association c. Money market Instruments: Commercial Paper, Certificates of</p>	5	10

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## TEACHING PLAN

ACADEMIC YEAR: 2020-21

NAME OF TEACHER: Ms. Jasmine P Gajare

FACULTY: School of Commerce and Management

DEPARTMENT: Management

CLASS: TYBBA SUBJECT: Entrepreneurship Development

PAPER CODE and TITLE OF PAPER: A5.2: Entrepreneurship Development

### FIRST TERM

MONTH	THEORY / PRACTICALS TO BE COVERED	NO. OF LECTURES REQUIRED	REMARKS
August	<b>1. Understanding Entrepreneurship</b> 1.1. Concept of Entrepreneurship, Types of entrepreneurship, Qualities of an Entrepreneur, Classification of Entrepreneurs 1.2. Factors influencing Entrepreneurship, Functions of Entrepreneur 1.3. Factor affecting entrepreneurial growth: economic & non-economic factors 1.4. Ethics and Social Responsibility of an Entrepreneur	10	
	<b>2. Entrepreneurship Development Program</b> 2.1. Entrepreneurial Development Programs (EDP), Role, relevance, and significance	5	
September	2.2. Role of Government in organizing EDPs, Stages of EDP 2.3. Problems of EDP	5	
	<b>3. Entrepreneurship Development and Government</b> 3.1. Role of Central Government and State Government in promoting Entrepreneurship 3.2. Introduction to various incentives, subsidies and grants 3.3. Export Oriented Units, Fiscal and Tax concessions available.	10	
October	4. Women Entrepreneurship (10) 4.1. Challenges to Woman Entrepreneurs, Achievements of Woman Entrepreneurs 4.2. Role Models of Woman Entrepreneurs 4.3. Women Entrepreneurs Problems and Prospects	10	



	<b>5. Creating and starting the venture</b> 5.1. Preparation of a Business Plan, Elements of a Business Plan 5.2. Kinds of Business plans and overview of different aspects	5	
November	5.3. Selection of types of organization 5.4. International entrepreneurship opportunities. <b>6. Small Business</b> 6.1. Concept & Definition, Role of Small Business in the modern Indian Economy, 6.2. Steps for starting a small industry, registration as SSI, advantages and problems of SSIs 6.3. Institutional Support mechanism in India; Incentives & Facilities, Govt. Policies for SSI	5  10	

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## TEACHING PLAN

ACADEMIC YEAR: 2020-21

NAME OF TEACHER: Ms. Jasmine P Gajare

FACULTY: School of Commerce and Management

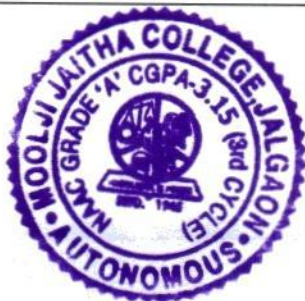
DEPARTMENT: Commerce

CLASS: SYMCOM SUBJECT: Application of Techniques of Costing

PAPER CODE and TITLE OF PAPER: MCOM 305 – Application of Techniques of Costing

### FIRST TERM

MONTH	THEORY / PRACTICALS TO BE COVERED	NO. OF LECTURES REQUIRED	REMARKS
August	<b>UNIT 1 – COSTS BOOK KEEPING</b> <b>(A) Non-Integrated Cost Accounts</b> a) Books of Accounts in Cost Accounting - Books of original entry – Various subsidiary ledgers - Purpose of control accounts - Their nature and procedures of posting from subsidiary ledgers to control accounts – b) Double-entry accounting system as used in cost accounts – Passing journal of entries, and preparation of ledger control accounts from a given set of transactions. Items excluded from cost and normal and abnormal items/cost <b>(B) Integrated Accounts / Integral Accounts</b> a) Meaning and nature of Integrated accounts, necessity of preparing of Integrated accounts – process followed in preparation of Integral accounts – b) Double-entry accounting system as used in integrated accounts – Passing journal of entries, and preparation of ledger control accounts from a given set of transactions.	15	
September	<b>UNIT - 2 Reconciliation of profits under Cost Accounts and under Financial Accounts</b> a) Need for reconciliation of profits ascertained as per financial accounts and as per Cost accounts, b) Procedures to be adopted in preparation of profit reconciliation statements – c) Ascertainment of profits as per financial accounts and Cost accounts, and reconciliation thereof <b>UNIT - 3 Cost Information Systems and reporting</b> a) Cost information needs at different levels of management - Requisite of an effective information system b) Forms of presentation - various reports - graphs, charts, tables, diagrams c) Marginal costing and Graphical presentation of Break-even analysis in the form of preparation of a break-even chart from the given problem	8  7	
October	<b>UNIT 4 -</b> <b>Relevant Cost Analysis :</b> Relevant Cost, Irrelevant Costs - Sunk or Historical Cost, Committed Cost, Absorbed Cost, Situations where Fixed Costs become relevant for decision – making and its related implications - Practical problems	15	



November	<p><b>UNIT 5 –</b>  <b>Cost Control, Cost Reduction &amp; Productivity–</b>  (a) Cost Control and Cost Reduction - Meaning, areas covered by cost reduction, tools essential for successful cost control, distinction between cost control and cost reduction.  (b) Meaning of productivity, measurement of productivity, improving productivity</p> <p><b>UNIT 6 –</b>  <b>Introduction to Cost Accounting Record Rules and Cost Audit Companies (Cost Records and Audit) Rules, 2014</b>  1. Concepts of Cost Accountant in practice, Cost auditor, Cost audit report, Cost records,  2. Application of cost records - Provisions pertaining to inclusion of cost records in the books of accounts.  3. Categories of companies required to maintain cost records.  4. Provisions pertaining to manner of maintenance of cost records  5. Applicability for cost audit - Provisions pertaining to getting the cost records audited</p>	5	
		10	

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## TEACHING PLAN

ACADEMIC YEAR: 2020-2021

NAME OF TEACHER: Yogeshwari Pramod Yawalkar

FACULTY: Management DEPARTMENT: Commerce & Management

CLASS: TYBCA

SUBJECT: ASP.NET

PAPER CODE and TITLE OF PAPER: ASP.NET

### FIRST TERM

MONTH	THEORY / PRACTICALS TO BE COVERED	NO. OF LECTURES REQUIRED	REMARKS
August	What is ASP.NET?, Difference between ASP and ASP.NET, Types of web sites in Visual Web Developer ASP.NET Web Pages Model (Single Page Model, Two Page Model), Advantages of Single Page Model, Advantages Code Behind Page Model	8	
September	ASP.NET Life Cycle, Working with Basic Web Form Controls, HTML Server Controls, Control Events Validation Controls (Required Field Validator, Range Validator, Compare Validator), AdRotator Controls Detect Browser Capabilities, Intrinsic Objects (Request Object, Response Object, Session Object, Application Object, Server Object)	8	
October	Page Level- View State, User Level- Session, Application Level- Application, Website Level – Cookies, Global Application Class (global.asax), Web Configuration File (Web.config)	8	
November	Overview of ADO.NET Objects, Create and retrieve Database Connections, SqlDataSource Controls, ASP.NET Data-Bound Controls, GridView, Repeater, DataList, Details View, Form View	8	



December	Master Page overview ,How to Create Master Page Configure Content Page	8	
January	Using the CreateUserWizard control,Using the LoginStatus control,Using the Login control,Using the LoginView control	8	

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**MOOLJI JAITHA COLLEGE, JALGAON**

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## TEACHING PLAN

ACADEMIC YEAR: 2020-2021

NAME OF TEACHER: Yogeshwari Pramod Yawalkar

FACULTY: Management DEPARTMENT: Commerce & Management

CLASS: SYBCA

SUBJECT: Java Programming-I

PAPER CODE and TITLE OF PAPER: Java Programming-I

### FIRST TERM

MONTH	THEORY / PRACTICALS TO BE COVERED	NO.OF LECTURES REQUIRED	REMARKS
August	UNIT-I Introduction to Java Java as programming tool, Advantages of java	5	
	UNIT-II - Fundamental Programming Comments, Data types, Compiling and running Java programs using command line and Editors, command line arguments. • Control flows: conditional statement, loops, Switch statement	10	
September	UNIT-III- Objects and Classes Defining a class, Adding variables, Adding methods Creating objects, Constructors, Method Overloading, Static members, Nesting of methods, final methods. String functions, Creating and Using Package, User defined packages	5	
October	UNIT-IV- Inheritance, Multithreading and Exception Inheritance, super class, sub class, Polymorphism, Abstract classes, Access modifiers, Introduction to Wrapper classes, Interfaces, Inner classes. Use of Final. • Threads, Thread States, • Introduction to Exceptions- Try, Catch, Throw, Throws and Finally.	10	

(Teacher)  
Signature



(H.O.D.)  
Signature