

**Yashoda Girls' Arts & Commerce College,
Nagpur**

Department of Commerce

Teaching Plan

Session: 2019-2020

Subject: Business Organisation

Class: B. Com. Semester I

Purushottam Khaparde Health & Education Society's
Yashoda Girls' Arts & Commerce College

Accredited B++ with 2.82 CGPA for First Cycle by NAAC

(Affiliated to Rashtrasant Tukadoji Maharaj Nagpur University, Nagpur)

Sneh Nagar, Wardha Road, Nagpur 440015

Tel: 0712 2290637 Fax: 0712 2290368 www: ygcngp.org E-mail: ygc.ngp@rediffmail.com

----- **DEPARTMENT OF COMMERCE** -----

Dr P G Fating - 9422102921

Dr K G Meshram - 9970071236

YGC No:

Date:

Semester wise Teaching Plan 2019-20

B.Com. - First Year

Semester-I

Subject: BUSINESS ORGANISATION

Unit	Required Lectures	Months Lectures	Duration
Admission Process: 15 June 2019 To 30 June 2019		June	
Bridge Course	07	July	01/07/ 2019 To 31/ 07/ 2019
Unit - I Nature and scope of business: Meaning and definition of business, characteristics, objectives of business, classification of business activities, Industry, Service, Commerce & Trade. Social Responsibility of Business towards different groups.	08	23	
Unit - II Forms of Business Units: Meaning, Characteristics, Advantages and Disadvantages of Sole Trader, Partnership, One Person Company, Private Company,	08		
Joint Stock Company- Concept, Classification, Service sector business: - meaning, types including BPO and KPO, advantage its role in economy	10	August	01/08/ 2019 To 31/08/ 2019
FIRST UNIT TEST	01	22	
Unit - III Organization: Meaning, Definition, Concept and functions of Organization, Principles of Organization, Types of Organization- Line and Staff,	11		
Modern types of organizations- Project, Matrix, Formal and Informal Organization, Advantages and Disadvantages.	10	September	01/09/ 2019 To 30/09 2019
Unit IV Recent Trends in Business Organization: Internal constituents of the Business Organization; key managerial personnel (KMP); chairman- qualities of a chairman, powers, responsibilities and duties of a chairman; chief executive officer (CEO), role and responsibilities of the CEO;	11	21	
E-commerce, E-business, E-banking.	07	October	01/10/2019 To 19/10/2019
Extra Classes for weak learners	07	14	
Revision Class			
SEMESTER TEST			
DIWALI VACATION 20 /10 2019 To 19 /11/2019			
Winter Examination			As per University Schedule

Date:


Dr K G Meshram

Head, Commerce Study Board
 Co-ordinator, IQAC
 Yashoda Girls' Arts &
 Commerce College, Nagpur


Dr Dhanaraj Shete

Principal
PRINCIPAL

Yashoda Girls Arts & Commerce Colleg
 Sneh Nagar, Nagpur-15

**Yashoda Girls' Arts & Commerce College,
Nagpur**

Department of Commerce

Teaching Plan

Session: 2019-2020

Subject: Company law

Class: B. Com. Semester I

Purushottam Khaparde Health & Education Society's
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Dr P G Fating - 9422102921

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Semester wise Teaching Plan 2019-20

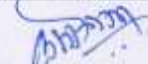
B.Com. - First Year

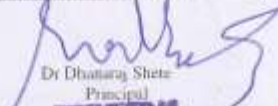
Semester-I

Subject: COMPANY LAW

Unit	Required Lectures	Months Lectures	Duration
Admission Process: 15 June 2019 To 30 June 2019		June	
Bridge Course	07	July	01/07/2019 To 31/07/2019
Unit - I (i) Background of New Company Act 2013. (ii) Corporate Personality - Company, Meaning of Company, Characteristics of a Company, Lifting of Corporate Veil (iii) Kinds of Company- Private Company, Public Company, Company limited by Share, Company Limited by guarantee, Unlimited Company, Association not for profit, Government Company, Foreign Company, Holding and Subsidiary and associate company with features of all kinds of company. (iv) Promotion and incorporation of company- stages in formation and incorporation of company, registration and commencement of business, Certificate of Incorporation	08	23	
Unit - II (i) Memorandum of Association- Meaning, Definition, Importance and Content of Memorandum of Association. (ii) Articles of Association - Meaning, Definition, Importance and content of Articles of association, (iii) Private Placement and Prospectus: Meaning and definition of private placement and prospectus, public offer, types of prospectus- Doemed prospectus, Shelf prospectus, Red Herring Prospectus, Abridge prospectus. (iv) Misrepresentation in prospectus, Consequences of misrepresentation and remedies for misrepresentation in prospectus.	10	22	August 01/08/2019 To 31/08/2019
FIRST UNIT TEST	01		
Unit - III (i) Share and share capital- Meaning and nature of capital and share capital, kinds of share- equity, preference, sweat equity, bonus, employee stock option scheme, and Right issue. (ii) Debt Capital (Borrowing and Debenture)- Meaning and nature of debt and debt capital, Types of different types of borrowing (iii) Difference between- Share and debenture, owned capital and debt capital. (iv) Depositories and dematerialization of securities- meaning and nature of depositories, procedure of dematerialization of securities.	10	21	September 01/09/2019 To 30/09/2019
Unit IV (i) Membership in a company - Meaning of shareholder and member, distinction between shareholder and member, kinds of member. (ii) Procedure to become member and shareholder of a company, Concept of Transfer and Transmission of Securities (Share and Debenture) (iii) Directors - Meaning, Appointment, Power and Duties, Managing Director and Whole Time Director - Appointment and Qualification. (iv) Concept of Small Shareholders Director, Women Director, Resident Director and Independent Director, Auditor - Meaning, Appointment and Removal	10	14	October 01/10/2019 To 19/10/2019
Extra Classes for weak learners			
Revision Class			
SEMESTER TEST	04		
DIWALI VACATION 20/10/2019 To 19/11/2019			
Winter Examination		As per University Schedule	

Date:


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**Yashoda Girls' Arts & Commerce College,
Nagpur**

Department of Commerce

Teaching Plan

Session: 2019-2020

Subject: Financial account

Class: B. Com. Semester I

Yashoda Girls Arts & Commerce College, Snehnagar, Nagpur.
Semester wise Teaching Plan. 2019-2020

B Com First Semester

Subject:- Financial Accounting

Class	Unit	Required Lectures	Months	Duration
	Admission Process		June	15 th June to 05 th Aug. 2019
	Bridge Course Unit – I Financial Accounting Meaning, objectives and principles of Accounting, Accounting concepts & Conventions, Accounting Standards. Final accounts of Sole Traders. (Theory & Numerical)	07 02 05 06	July (Total Lectures 28)	1 st July to 7 th July 2019 8 th July to 31 st July 2019
	Unit – II Hire Purchase Accounts Meaning of Hire Purchase Accounts, Features, Merits and Demerits of Hire Purchase System, Distinction between Hire Purchase and Instalment System. (Theory & Numerical Excluding Instalment System and Repossession of Assets). Unit Test:1 on Unit I & Unit II	05 03 03 02 04 05	August (Total Lectures 22)	1 st Aug, to 31 st Aug, 2019
	Unit – III Final Accounts of Co - Operative Societies: (As per Maharashtra Co-Operative Societies Act 1960)- Introduction, Types of Co-operative societies Preparation of Trading & Profit and Loss A/C and Balance Sheet. (Theory & Numerical). Unit – IV Joint Venture Accounts Meaning, Distinction between Joint venture and	03 03 03 02 05 05	September (Total Lectures 38)	1 st Sep, to 30 th Sep, 2019
	Partnership, Methods of joint venture accounting. (Theory & Numerical on Centralized & Decentralized Method) Unit Test:2 on Unit III & Unit IV Extra Classes for weak learners Revision Classes	05 06 03	Oct. (Tot.Lectures 14)	1 st Oct, to 19 Oct, 2019
	DIWALI VACATION/ Winter Examination			20-10-2019 TO 19-11-2019

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**Yashoda Girls' Arts & Commerce College,
Nagpur**

Department of Commerce

Teaching Plan

Session: 2019-2020

Subject: Business communication & management

Class: B. Com. Semester III

Purushottam Khaparde Health & Education Society's
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Dr K G Meshram - 9970071236

YGC No:

Date:

Semester wise Teaching Plan 2019-20


B.Com. - Second Year

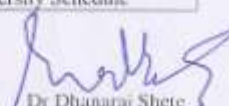
Semester-III

Subject: BUSINESS COMMUNICATION & MANAGEMENT

Unit	Required Lectures	Months Lectures	Duration
Admission Process: 15 June 2019 To 30 June 2019		June	
Unit - I: Introduction Meaning, Definition and concept of Communication, Objectives of Communication, Functions of Communication, Written Communication, Oral Communication, Visual Communication, Audio Visual Communication, Interpersonal Communication, Supervisory Communication, grapevine communication, barrier in communication.	15	July	01/07/ 2019 To 31/ 07/ 2019
Unit - II: Business Communication Business Communication: concept, objective, elements, purpose, importance, salient feature, principles of effective business communication.	08		
customer care communication In business Types of business communication-company manual, house journal, placement broacher, leaflets, E MAIL . Public Relations Management- Role of public relations officer in business, group discussion,	10	August	01/08/ 2019 To 31/08/ 2019
FIRST UNIT TEST	01		
Unit-III: Technology and business communication Concept of Management Information System, Role of Computer in Communication, Barriers of computerized Communication,	11		
Use of internet, website and electronic media in business communication. Social media as a mean of communication.	10	September	01/09/ 2019 To 30/09/ 2019
Unit IV MS-office aided communication: MS Word and its application in Business Communication , Role of MS-Excel and MS-Power point in communication skill, MS excel and financial presentation	11		
MS-power point and business communication, Use of MS-power point in business meeting as a tools of effective communication.	07	October	01/10/2019 To 19/10/2019
Extra Classes for weak learners	07		
Revision Class			
SEMESTER TEST			
DIWALI VACATION 20/10/2019 To 19/11/2019			
Winter Examination			As per University Schedule

Date:


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**Yashoda Girls' Arts & Commerce College,
Nagpur**

Department of Commerce

Teaching Plan

Session: 2019-2020

Subject: Business law

Class: B.COM III sem

Yashoda Girls Arts & Commerce College, Snehnagar, Nagpur.
Semester wise Teaching Plan. 2019-2020
B Com Third Semester
Subject:- Business Law

Class	Unit	Required Lectures	Months	Duration
	Admission Process		June	15 th June to 05 th Aug. 2019
	(i) Business law : Meaning, evolution and significance (ii) Law relating to Contract – (Indian Contract Act-1872): important definitions, nature and kinds of contract, essentials of a valid contract, offer and acceptance, consideration, capacities of parties to contract, free consent. (iii) Void Agreement, Contingent Contract, Quasi Contract (iv) Contract of Indemnity and Guarantee, Law of Agency.	07 06 05	July (Total Lectures 28)	1 st July to 7 th July 2019 8 th July to 31 st July 2019
	Unit-II (i) Law relating to Sale of Goods- (Sale of Goods Act- 1930): contract of sale of goods, Essentials of a contract of sale, concept of goods, sale distinguished from agreement to sell, difference between conditions and warranties; transfer of ownership and delivery of goods, unpaid seller - his rights against the goods and the buyer. (ii) Law relating to Partnership- (the Indian partnership act 1932): concept of partnership and partnership firm, types of partner, types of partnership. (iii) Registration of partnership firm, effect of non registration, partnership deed, duties and liabilities of partners including those of newly admitted partners, dissolution of partnership firms.	03 03 02 04 05	August (Total Lectures 22)	1 st Aug. to 31 st Aug, 2019
	Unit-III (i) Law relating to Negotiable Instruments -(Negotiable Instrument Act-1881): Meaning and Definition of Negotiable instruments, Promissory Notes, Bills of Exchange and its Types, Cheques and Its types, Crossing of Cheques. (ii)	03 03 02 05 05	September (Total Lectures 21)	1 st Sep, to 30 th Sep, 2019

Chakraborty

<p>Endorsements: Meaning and Types, Holder and Holder in due course and its rights, Discharge of Negotiable Instruments. (iii) Parties to a Negotiable Instrument - duties, rights, and liabilities (iv) Prevention of Money Laundering Act-2002: Objectives, Important Definitions and Salient Features.</p> <p><u>Unit IV</u></p> <p>(i) Law relating to Consumer protection in India - (Consumer Protection Act-1986): Definition of Consumer, Importance of Consumer, Problems faced by Consumers, Consumer Protection- Need & Importance, Rights & Responsibilities of Consumer 55 (ii) Definitions: Complaints, Services, Defects & Deficiency, Relief available to consumer, Procedure to file complaints, ways and means of consumer protection, consumer dispute redresser agencies and procedure followed by redresser agencies. (iv) Law Relating to Information Technology- (Information Technology Act-2000): Objectives, scope and Important Terms, Digital Signature & Electronic Records, Certifying Authority, Digital Signature Certificates, offense and Penalties. (iv) Cyber Law: Meaning, Important Definitions, Features, Need and Importance of cyber Law in India</p>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>	<p>(Total)</p> <p>10</p>	
<p>Extra Classes for weak learners Revision Classes</p>	<p>✓</p> <p>✓</p>	<p>October (Total Lectures 10)</p>	<p>1st Oct, to 19 Oct, 2019</p>
<p>DIWALI VACATION</p>			<p>20-10-2019 TO 19-11-2019</p>
<p>Winter Examination</p>		<p>As per University Schedule</p>	

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**Yashoda Girls' Arts & Commerce College,
Nagpur**

Department of Commerce

Teaching Plan

Session: 2019-2020

Subject: MARKETING MANREMENT

Class: B. Com. Semester V

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Dr P G Fating - 9422102921

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YGC No:

Date:

Semester wise Teaching Plan 2019-20


B.Com. - Third Year

Semester-V

Subject: MARKETING MANAGEMENT

Unit	Required Lectures	Months Lectures	Duration
Admission Process: 15 June 2019 To 30 June 2019		June	
Unit - I: Introduction Meaning and Concept of Marketing and Marketing Management. Traditional and Modern concept of Marketing, Functions and importance of Marketing Management. Market segmentation: - evaluation, criteria's, advantages and disadvantages of market segmentation, types.	15	July 23	01/07/ 2019 To 31/ 07/ 2019
Unit - II: Market and pricing policies: Meaning, concept and characteristics of Consumer Market, Industrial Market and Service Market, their difference, government and reseller market,	08		
online market: - issues and challenges Pricing policies: - meaning, types and factors governing them.	10	August	01/08/ 2019 To
FIRST UNIT TEST	01	22	31/08/ 2019
Unit-III. Product Planning and Distribution: Product Planning - New Product Development - Product Life Cycle - Branding and Packaging .	11		
Distribution Channels for Consumer Product, Industrial Product and Service Product, Function of Distribution of Channels, Factors Affecting Distribution of Channels.	10	September	01/09/ 2019 To
Unit IV Consumer behavior and Promotion: Consumer behavior: - Meaning, concept and factors affecting consumer behavior, Customer Satisfaction, measurement of Customer Satisfaction, After Sales Services and its role in modern business.	11	21	30/09 2019
Promotion: techniques of promotion, Personal Selling; Advertising, Direct Marketing. E-marketing	07	October	01/10/2019 To
Extra Classes for weak learners	07	14	19/10/2019
Revision Class			
SEMESTER TEST			
DIWALI VACATION 20/10 2019 To 19/11/2019			
Winter Examination		As per University Schedule	

Date:


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**Yashoda Girls' Arts & Commerce College,
Nagpur**

Department of Commerce

Teaching Plan

Session: 2019-2020

Subject: Auditing

Class: B.COM. V sem

Yashoda Girls Arts & Commerce College, Snehnagar, Nagpur.
Semester wise Teaching Plan. 2019-2020
B Com Fifth Semester
Subject:- Auditing

Classes	Unit	Required Lectures	Months	Duration
	Admission Process		June	15 th June to 05 th Aug. 2019
	UNIT- I: Basic of Auditing (i) Audit, Auditing and Auditor: Meaning, definition, object and scope of Audit and auditing, basic principles governing an audit, Advantage and Disadvantages of Audit, Difference between Internal Audit and External Audit, Types of Audit: Meaning, Objective and Importance of Continuous Audit, Annual Audit, Periodical Audit, Internal Audit. (ii) Internal Control and Internal Audit System: Meaning, definition, advantages and disadvantages of Internal Control, Internal Check, Internal Audit, EDP Audit: Meaning of EDP audit, Control in EDP (Electronic Data Processing) Environment- General EDP Control, Application Control	07 06 05 05	July (Total Lectures 18)	8 th July to 31 st July 2019
	UNIT- II: Audit Working and Procedure. i) Audit Planning, Evidence Audit programme: Meaning and Definition, Objective, Advantages and Disadvantages of Audit Programme, Formulation of audit programme, precaution to be taken for preparation of audit programme. ii) Audit Documentation and Evidence: Meaning, definition, content, advantages of audit note book, audit working paper, essential of good audit working paper, Ownership and custody of audit working paper, Audit evidence, Method of obtaining audit evidence	03 03 02 04 05 05	August (Total Lectures 22)	1 st Aug, to 31 st Aug, 2019
	UNIT-III (i) Standard on Auditing: Standard Auditing Policies- Introduction of auditing standard issued by ICAI (From AAS-1 to AAS -30 and AAS-34) ii) Vouching & Verification Vouching: Meaning and definition of vouching, objective, importance and limitation of vouching, Vouching procedure and precaution to be taken for vouching of - Cash book, purchase book, sales book. iii) Verification of Assets and Liabilities: Meaning, object, importance and limitation of Verification. Audit of Fixed Assets, Current Assets, General principle regarding verification of assets, Audit of Liabilities, General principle of regarding verification of liabilities. UNIT- IV: Company Audit & Audit Report (i) Company Auditor: Legal provision related with appointment of	03 03 02 04 04 05	September (Total Lectures 26)	1 st Sep, to 30 th Sep, 2019

auditor under Companies Act 2013, Qualification and disqualification of auditor, Right, Power, and liabilities of company auditor, civil and criminal liabilities of company auditor, Legal provision related with remuneration, removal of company auditor. (ii) Company Audit :Meaning, definition, feature, objective, advantages and criticism of Financial audit, Management audit, Special audit, Cost Audit, Difference between Financial audit and cost audit, Management audit and financial audit. iii) Audit report and Certificate: Meaning, definition, content, scope and significance of audit report	05 06		
Extra Classes for weak learners Revision Classes	05 06 03 06	Oct. Tot Lec.	1 st Oct, to 19 Oct, 2019
DIWALI VACATION/ Winter Examination		20	20-10-2019 TO 19-11- 2019

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**Yashoda Girls' Arts & Commerce College,
Nagpur**

Department of Commerce

Teaching Plan

Session: 2019-2020

Subject: Cost account

Class: B. Com. Semester v

Yashoda Girls Arts & Commerce College, Snehnagar, Nagpur.
Semester wise Teaching Plan. 2019-2020
B Com Fifth Semester
Subject:- Cost Account

Class	Unit	Required Lectures	Months	Duration
	Admission Process		June	15 th June to 05 th Aug. 2019
	Unit – I Cost Accounting :- Meaning, Importance, Element of Cost, Cost-Absorption, Allocation of Overheads and Methods of costing, Difference between Cost Accounting and Financial Accounting. Simple Problems on Cost Sheet, Tender and Quotations. (Theory & Numericals)	07 06 05 05	July (Total Lectures 18)	8 th July to 31 st July 2019
	Unit – II Reconciliation of Profit /Loss shown by Cost and Financial Accounts: Need for reconciliation of profit, reason for the difference between cost accounts and financial accounts, objectives of reconciliation statement, methods of preparation of reconciliation statement. (Theory & Numericals)	04 03 03 02 04 05	August (Total Lectures 21)	1 st Aug, to 31 st Aug, 2019
	Unit – III 100 Process Cost Accounting : Methods of costing, advantages and limitations of process costing, difference between job costing and process costing. Normal loss, Abnormal loss and Abnormal effectives, (Theory & Numericals) Unit –IV Contract Costing: Features of contract costing, Types of contracts, Elements of contract cost, Nature of contract completed contract, incomplete contract(Theory & Numericals)	05 03 03 02 04 04	September (Total Lectures 26)	1 st Sep, to 30 th Sep, 2019
	Extra Classes for weak learners Revision Classes	05 06 03 06	Oct. Tot Lec. 20	1 st Oct, to 19 Oct, 2019
	DIWALI VACATION/ Winter Examination			20-10-2019 TO 19-11-2019

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**Yashoda Girls' Arts & Commerce College,
Nagpur**

Department of Commerce

Teaching Plan

Session: 2019-2020

Subject: Statistics and business Mathematics

Class: B. Com. Semester II

Yashoda Girls Arts & Commerce College, Snehnagar, Nagpur.

Semester wise Teaching Plan. 2019-2020

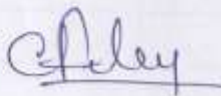
B Com Second Semester

Subject:- Statistics and Business Mathematics

Class	Unit	Required Lectures	Months	Duration
	University Examination	-	-	20 th Nov to 30 th Nov 2019
	Unit – I Statistics & Measures of Central Tendency Meaning, Scope, Importance, Functions and Limitations of Statistics. Collection of data, Tabulation and Classification, Frequency distribution. Mean, Median, Mode, Geometric Mean and Harmonic Mean (Theory & Numericals)	03 04 05 05	December (Total Lectures 22)	1 st Dec, to 31 st Dec, 2019
	Unit – II Dispersion- Meaning and significance of dispersion, Methods of measuring dispersion, Mean Deviation, Standard Deviation, Quartile Deviation, co-efficient of variation (Theory & Numericals) Unit Test -2	05 04 04 05 05	January (Total Lectures 23)	1 st Jan, to 30 th Jan, 2020
	Unit – III Skewness-Absolute Measures of Skewness, Relative Measures of Skewness, Karl Pearson's Coefficient of Skewness, Bowley's Coefficient of Skewness. (Numericals) Unit Test -3	05 06 04 05	February (Tot.Lectures 20)	1 st Feb, to 29 Feb, 2020
	Unit – IV Business Mathematics:- Ratio Proportion, Percentages, Simple & Compound Interest, Profit/ Loss. (Numericals). Unit Test:4	03 04 05 05	March Tot.Lectures 22)	1 st Mar, to 31 Mar, 2020
	Extra Classes for weak learners Revision Classes	04 04 02	April Tot.Lectures 10)	1 st April, to 08 April, 2020
	Preliminary	-	April	09-04-2020 TO 16-04-2020
	Summer Examination	-	-	17-04-2020 TO 25-05-2020

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**Yashoda Girls' Arts & Commerce College,
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Department of Commerce

Teaching Plan

Session: 2019-2020

Subject: Business Management

Class: B. Com. Semester II

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Semester wise Teaching Plan 2019-20

B.Com. - First Year

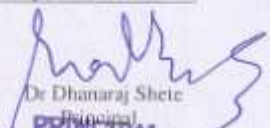
Semester-II

Subject: BUSINESS MANAGEMENT

Unit	Required Lectures	Months Lectures	Duration
Winter Examination: 11 Nov, 2019 To 29 Nov, 2019		Nov.	
Unit - I Introduction: Meaning, Definition, concept and types of management. Principles of business Management. Scope and significance of business management. Process of business management. Function of business Management. Management as a science or art - UNIT TEST	15	Dec.	01/12/2019 To 31/12/2019
Unit - II Planning: - Meaning, Nature and Characteristics, Importance, Types & Components of Planning.	07		
Decision Making: Meaning, characteristics & importance of decision making. Traditional and Modern techniques of Decision-Making. UNIT TEST	08	Jan.	01/01/2020 To 31/01/2020
Unit - III Delegation of Authority: — Meaning, Elements, Advantages; & Obstacle of Delegation of Authority, Centralization and decentralization of authority and its merits and demerits.	01		
Co-ordination & Controlling: Meaning, Concept and principles of Coordination, Internal & External Coordination. Meaning, concept and elements of control. - UNIT TEST	14		
Unit IV Recent trends in management: Management of Change Management of Crisis, Total Quality Management,	06	Feb.	01/02/2020 To 28/02/2020
Stress Management, International Management. - UNIT TEST	01		
Extra Classes for weak learners	13		
Revision Class	06	Mar.	01/03/2020 To 12/03/2020
SEMESTER TEST	06		
Summer Examination		As per University Schedule	

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**Yashoda Girls' Arts & Commerce College,
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Department of Commerce

Teaching Plan

Session: 2019-2020

Subject: Secretarial practice

Class: B. Com. Semester II

Purushottam Khaparde Health & Education Society's
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----- **DEPARTMENT OF COMMERCE** -----

Dr P G Fating - 9422102921

Dr K G Meshram - 9970071236

YGC No:

Date:

Semester wise Teaching Plan 2019-20


B.Com. - First Year


Semester-II

Subject: SECRETARIAL PRACTICE

Unit	Required Lectures	Months Lectures	Duration
Winter Examination: 11 Nov. 2019 To 29 Nov. 2019			
Unit - I		Nov.	
(i) Procedure for Incorporation of Companies, Conversion of Companies - Private Limited to Public Limited and Public Limited to Private Limited		Dec.	01/12/2019 To 31/12/2019
(ii) Procedure for Alteration of Memorandum of Association and Article of Association (i) Company Secretary - Meaning, Qualification and Functions/ Role (ii) Directors - Procedure for Appointment of Directors and Director's Identification Number (DIN)- allotment and surrender	14	22	
- UNIT TEST	01		
Unit - II			
(i) Types and characteristics of company meeting, statutory, board, general and extra ordinary meeting, and meetings of committee of director.	07		
(ii) Agenda, Notice and provision regarding quorum of Board meeting, Annual General Meeting and Extra ordinary General Meeting			
(iii) Voting and resolution- Meaning of poll, postal ballot and E-Voting, Meaning of ordinary and Special Resolution.	08	Jan.	01/01/2020 To 31/01/2020
(iv) Circular Resolution, Explanatory statement, Ordinary and special Business to be transacted in meetings. UNIT TEST	01	23	
Unit - III			
(i) Report Writing - Essential and content of Board Report and Annual Report.	14		
(ii) Concept of secretarial audit, Secretarial standards, corporate social responsibility and corporate governance, National Financial Reporting Authority.			
(iii) E-Governance and E-Filing- Meaning, features and procedure of E-Governance and E-Filing, MCA-21 -UNIT TEST	06	Feb.	01/02/2020 To 29/02/2020
Unit IV			
(i) Key managerial personnel- Appointment and function of managing director, whole time director and manager.	13		
(ii) Procedure for appointment of Additional Directors, Alternate Directors, Nominee Directors. (iii) Managerial Remuneration - Remuneration of managing director, whole time director or manager.			
(iv) Provisions regarding resignation, removal of directors, Casual vacancy. - UNIT TEST	06	Mar.	01/03/2020 To 12/03/2020
Extra Classes for weak learners	01	12	
Revision Class	06		
SEMESTER TEST			
Summer Examination	As per University Schedule		

Date:


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 Co-ordinator, IQAC
 Yashoda Girls' Arts &
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 Dr Dhanaraj Shete
 Principal
PRINCIPAL
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 Sneh Nagar, Nagpur-15

**Yashoda Girls' Arts & Commerce College,
Nagpur**

Department of Commerce

Teaching Plan

Session: 2019-2020

Subject: Income tax

Class: B. Com. Semester IV

Yashoda Girls Arts & Commerce College, Snehnagar, Nagpur.
Semester wise Teaching Plan 2019-2020
B Com Fourth Semester
Subject:- Income Tax

Class	Unit	Required Lectures	Months	Duration
	University Examination	-	November	29 th Nov
	Unit I: Introduction of Income Tax	05	December (Total Lectures 23)	1st Dec. to 31st Dec, 2020
	i) Basic Concepts of Income Tax, Meaning & Definition of Assesses, Assessment Year, Previous Year, Gross Total Income, Types of Assesses, Income Exempt from tax, Capital & Revenue Expenditure. Agricultural Income.	04		
	Residential Status	05		
	ii) Residential Status and its effects on Tax incidence: Residential status of Individual, HUF, Firm & Association of Person, Company, Basic Conditions & Additional Conditions.(Theory)	05		
	Unit Test:1			
	Unit II: Income from Salary	05	Janewari (Tot.Lectures 20)	1st Jan. to 31 Jan., 2020
	i) Definition of Salary, Allowances, Types of Allowances, Taxable Allowances, Tax Free Allowances, Partly Taxable Allowances,	06		
	ii) Perquisites, Types of Perquisites, Taxable Perquisites, Tax Free Perquisites,	04		
	iii) Types of Provident Fund, Tax treatment of P.F, E.P.F., Superannuation Fund and Computation of Salary Income/Taxable Salary and tax liability. (Theory & Numericals)	05		
	Unit Test:2			
	Unit II Income from House Property	03	February (Tot.Lectures 20)	1st Feb. to 29th Feb,2020
	i)Meaning of Annual Value, Fully exempted income of house property, deemed owner.	04		
	ii)Deduction from income from house property, unreleased rent, computation of income from house property.	05		
	Unit Test:3	05		
	Unit IV : i)Income Tax Slab Rates, Rebates, Income which do not form part of total Income	06	March Tot.Lectures 22)	
	ii)Deduction under section 80C, 80CCC, 80CCD, 80D, 80DDB, 80E, 80G, 80GG, 80U	04		
	iii) Income from Other Sources	05		
	Income specifically included under the head of other sources, specified income, casual income, deduction allowed from the income of other sources, computation of income from other sources.			
	Unit Test:4			
	Extra Classes for weaklearners Revision Classes		April Tot.Lectures 10)	1st April, to 08 April, 2020
	Preliminary & Summer Examination		09-04-2020 TO 16-04-2020	April

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Coordinator, IQAC
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**Yashoda Girls' Arts & Commerce College,
Nagpur**

Department of Commerce

Teaching Plan

Session: 2019-2020

Subject: Skill development

Class: B. Com. Semester IV

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----- **DEPARTMENT OF COMMERCE** -----

Dr P G Fating - 9422102921

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YGC No:

Date:

Semester wise Teaching Plan 2019-20


B.Com. - Second Year

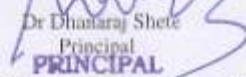
Semester-IV

Subject: SKILL DEVELOPMENT

Unit	Required Lectures	Months Lectures	Duration
Winter Examination: 11 Nov. 2019 To 29 Nov. 2019		Nov.	
Unit - I Introduction: Basic of personality, Human growth and behavior, Motivation and morality, Meaning of Skill, types; soft and hard skill, need for developing skill, human skill and behavior, Motivation and morality, skill development and employment - UNIT TEST	15	Dec.	01/12/2019 To 31/12/2019
Unit - II Communication skills and Personality Development: Intra-personal communication and Body Language, Inter-personal Communication and Relationships	07		
Leadership Skills, Team Building and public speaking, Communication in English, Presentation Skills, and Quality required for good public speaker, UNIT TEST	08 01	Jun.	01/01/2020 To 31/01/2020
Unit - III Techniques in Personality development Self confidence, Mnemonics, Goal setting, Time Management and effective planning, Stress Management, Meditation and concentration techniques	14		
Self Motivation Self acceptance and Self growth - UNIT TEST	06	Feb.	01/02/2020 To 28/02/2020
Unit IV Entrepreneurial skill development Skill development of rural industrial sectors - small scale - handloom - agro based industries, rural artisans - handicrafts and sericulture.	01 13		
Meaning of entrepreneurship, types skill required for entrepreneurship - UNIT TEST	06	Mar.	01/03/2020 To 12/03/2020
Extra Classes for weak learners Revision Class SEMESTER TEST	06		
Summer Examination		As per University Schedule	

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**Yashoda Girls' Arts & Commerce College,
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Department of Commerce

Teaching Plan

Session: 2019-2020

Subject: Advanced Statistics

Class: B. Com. Semester VI

**Yashoda Girls Arts & Commerce College, Snehnagar, Nagpur.
Semester wise Teaching Plan. 2019-2020**

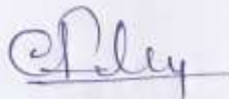
B Com Six Semester


Subject:- Advanced Statistics

Class	Unit	Required Lectures	Months	Duration
	University Examination	-	November	November
	Unit I Correlation- Types of correlation, Karl Pearson's coefficient of correlation in Bivariate frequency table, probable error, interpretation of 'r', Rank Correlation Method Unit Test:1	05 04 04 05 05	December (Total Lectures 23)	December (Total Lectures 23)
	Unit II Regression Analysis- Lines of Regression/Regressions Equation, Coefficient of regression for a Bivariate frequency table Unit Test:2	05 06 04 05	Janewari (Tot.Lectures 20)	Janewari (Tot.Lectures 20)
	Unit III Index Number- Uses of I N, Types of I No. Methods of Index Number. Test of consistency of Index No.- unit test Time Reversed Test, Factor cost of living Index No Unit Test:3	03 04 05 05 05	February (Tot.Lectures 20)	February (Tot.Lectures 20)
	Unit IV . Time series Analysis-Introduction components of a Time series- a) Trend b)Short Term Variation c)Irregular variation d)Measurement of Trend- (Simple Problems) Graphic Methods ,Methods of Seminar,Methods of Curve by the square Methods of Movig Average Unit Test:4	05 06 04 05	March Tot.Lectures 22)	March Tot.Lectures 22)
	Extra Classes for weaklearners Revision Classes		April Tot.Lectures 10)	April Tot.Lectures 10)
	Preliminary & Summer Examination		09-04-2020 TO 16-04-2020	09-04-2020 TO 16-04-2020


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**Yashoda Girls' Arts & Commerce College,
Nagpur**

Department of Commerce

Teaching Plan

Session: 2019-2020

Subject: Industrial law

Class: B. Com. Semester VI

Yashoda Girls Arts & Commerce College, Snehnagar, Nagpur.
Semester wise Teaching Plan. 2019-2020

B Com Six Semester

Subject:- Industrial Law

Class	Unit	Required Lectures	Months	Duration
	University Examination	-	November	November
	Unit -I (i) Indian Factories Act-1948: Important Definitions, Object & Scope, Provision regarding workers Health, Provision regarding Safety of Workers, (ii) Rules regarding Labour Welfare, Provision regarding Adults, women workers and Young Workers. (iii) Industrial Dispute Act-1947: Concept, Objectives and Significance, Authorities for settlement of Industrial Dispute-their work procedure & Powers, (iv) Concept and Distinction between Strike, Lockouts, Layoff & Retrenchments Unit Test:1	05 04 04 05 05	December (Total Lectures 23)	December (Total Lectures 23)
	Unit-II (i) Law relating to Wages: Object, Scope and Application of Minimum Wages Act-1948 and Payment of Wages Act 1936 (ii) Law Relating to Bonus and Gratuity: Object, Scope and Application of Payment of Bonus Act 1965 and Payment of Gratuity Act 1972 (iii) Law Relating to Employee State Insurance and Provident Fund: Object, Scope and Application of The Employee's State Insurance Act 1948 and Employee's Provident Fund & Miscellaneous Provision Act 1952 (iv) Law Relating to Workmen Compensation and Maternity Benefits: Object, Scope and Application of Workmen Compensation Act-1923 and Maternity Benefits Act 1961 Unit Test:2	05 06 04 05	Janewari (Tot.Lectures 20)	Janewari (Tot.Lectures 20)
	Unit-III (i) Child Labour (Prohibition and Regulation) Act 1986: Object Scope and Application (ii) Trade Union Act 1926: Object Scope and Application, Registration of Trade Union, (iii) International Labour Organization (ILO): Background and Importance of ILO and its impact on Indian Labor Laws (iv) Contract Labour Act: Object Scope and Application Unit Test:3	03 04 05 05 05	February (Tot.Lectures 20)	February (Tot.Lectures 20)
	Unit-IV (i) Meaning and Nature of Industrial Estate, Software Technology Park, SEZ, Co-operative Industrial Estate (ii) Intellectual Property Rights Law In India: Object and Scope of Patent, Copyrights, Trademark and Industrial Design (iii) Procedure for registration of Trademarks and Copyrights. (iv) Environment Protection Act 1986: Objective and Scope, Location of Industries, Processes & Operation, offense and Penalties Unit Test:4	05 06 04 05	March Tot.Lectures 22)	March Tot.Lectures 22)
	Extra Classes for weaklearners Revision Classes			April Tot.Lectures 10)
	Preliminary & Summer Examination			09-04-2020 TO 16-04-2020

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**Yashoda Girls' Arts & Commerce College,
Nagpur**

Department of Commerce

Teaching Plan

Session: 2019-2020

Subject: Human resource management

Class: B. Com. Semester VI

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----- **DEPARTMENT OF COMMERCE** -----

Dr P G Fating - 9422102921

Dr K G Meshram - 9970071236

YGC No:

Date:

Semester wise Teaching Plan 2019-20

B.Com. - Third Year

Semester-VI

Subject: HUMAN RESOURCE MANAGEMENT

Unit	Required Lectures	Months Lectures	Duration
Winter Examination: 11 Nov. 2019 To 29 Nov. 2019		Nov.	
Unit - I Introduction: Human Resource Management, Definition, Objectives, Functions, Scope, Importance, Quality of a ideal Human Resource Managers - UNIT TEST	15	Dec.	01/12/ 2019 To 31/ 12/ 2019
Unit - II Recruitment selection and training Recruitment: - meaning, source; selection process and importance, placement and induction, career planning v/s manpower planning Training: - meaning, method, training and development, UNIT TEST	07 08 01	Jan.	01/01/ 2020 To 31/01/ 2020
Unit - III Labour welfare and Collective bargaining Labour welfare: - Safety and Health Measures Workers Participation in Management - Objectives for Wage Incentive - Fringe Benefits Collective Bargaining - Features - Pre-requisite of Collective Bargaining	14		
Agreement at different levels, Successful Participation of workers in Management. - UNIT TEST	06 01	Feb.	01/02/ 2020 To 28/02/ 2020
Unit IV Human resource planning and accounting Human Resource Planning - Human Capital Investment - Expenditure vs. Productivity Meaning and Definition of Human Resource Accounting, Importance, Human Resource Accounting - Measurement of Human Value addition into Money Value - UNIT TEST	13 06	Mar.	01/03/2020 To 12/03/2020
Extra Classes for weak learners Revision Class SEMESTER TEST	06		
Summer Examination	As per University Schedule		

Date:

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