

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

Department of Commerce

Teaching Plan

Session: 2017-2018

Subject: Financial account

Class: B. Com. Semester I

Yashoda Girls Arts & Commerce College, Snehnagar, Nagpur.
Semester wise Teaching Plan. 2017-2018
B Com First Semester
Subject:- Financial Accounting

Class	Unit	Required Lectures	Months	Duration
	Admission Process		June	15 th June to 05 th Aug. 2017
	Bridge Course	07	July	1 st July to 7 th July 2017
	Unit – I Financial Accounting Meaning, objectives and principles of Accounting, Accounting concepts & Conventions, Accounting Standards- AS 1 to AS 10. Final accounts of Sole Traders. (Theory & Numerical)	11	(Total Lectures 18)	8 th July to 31 st July 2017
	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	19 02	August (Total Lectures 21)	1 st Aug, to 31 st Aug, 2017
	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	15 06	September (Total Lectures 21)	1 st Sep, to 30 th Sep, 2017
	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	09 02	Oct. (Tot.Lectures 11)	1 st Oct, to 17 Oct, 2017
	DIWALI VACATION/ Winter Examination			18-10-2017 TO 19-11-2017

Sunil
 Co-ordinator, IQAC
 Yashoda Girls' Arts &
 Commerce College, Nagpur

P. G. Foley
 Mr. P. G. Foley

J. Phal
PRINCIPAL
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 Sneh Nagar Nagpur-441115

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

Department of Commerce

Teaching Plan

Session: 2017-2018

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:-2017-18

B.Com. – First Year

Semester-I

Subject: BUSINESS ORGANISATION

Unit	Required Lectures	Months Lectures	Duration
Admission Process: 15 June 2017 To 30 June 2018		June	
Bridge Course	07	July	01/07/ 2017 To 31/ 07/ 2017
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/ 2017 To 31/08/ 2017
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/ 2017 To 30/09 2017
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	01/10/2017 To 19/10/2017
Extra Classes for weak learners	07	14	
Revision Class			
SEMESTER TEST			
DIWALI VACATION 18 /10 2017 To 17 /11/2017			
Winter Examination		As per University Schedule	

Date: 15/06/2017

Dr K G Meshram
 Head, Commerce Study Board

Co-ordinator, IQAC
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Principal
 Yashoda Girls' Arts & Commerce College
 Nagpur

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

Teaching Plan

Session: 2017-2018

Subject: Company law

Class: B. Com. Semester I

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Dr P G Fating - 9422102921

Dr K G Meshram - 9970071236

YGC No:

Date:

Semester wise Teaching Plan:- 2017-18

B.Com. - First Year

Semester-I

Subject: COMPANY LAW

Unit	Required Lectures	Months Lectures	Duration
Admission Process: 15 June 2017 To 30 June 2017		June	
Bridge Course	07	July	01/07/2017 To 31/07/2017
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 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- Deemed prospectus, Shelf prospectus, Red Herring Prospectus, Abridge prospectus. (iv) Misrepresentation in prospectus, Consequences of misrepresentation and remedies for misrepresentation in prospectus. FIRST UNIT TEST	10 11 01	August 22	01/08/2017 To 31/08/2017
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 11	September 21	01/09/2017 To 30/09/2017
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 Extra Classes for weak learners Revision Class SEMESTER TEST	10 04	October 14	01/10/2017 To 19/10/2017
DIWALI VACATION 18 /10/ 2017 To 17 /11/2017			
Winter Examination		As per University Schedule	

Date: 15/06/2017

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Sneh Nagar, Nagpur - 15

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

Department of Commerce

Teaching Plan

Session: 2017-2018

Subject: Business communication & management

Class: B. Com. Semester III

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:- 2017-18


B.Com. - Second Year


Semester-III

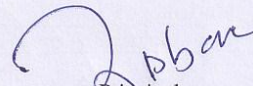
Subject: BUSINESS COMMUNICATION & MANAGEMENT

Unit	Required Lectures	Months Lectures	Duration
Admission Process: 15 June 2017 To 30 June 2017		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	01/07/2017 To 31/07/2017
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	01/08/2017 To 31/08/2017
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.	10	September	01/09/2017 To 30/09/2017
Social media as a mean of communication.			
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	01/10/2017 To 19/10/2017
Extra Classes for weak learners	07		
Revision Class			
SEMESTER TEST			
DIWALI VACATION 18/10/2017 To 17/11/2017			
Winter Examination			As per University Schedule

Date: 15/06/2017


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

Department of Commerce

Teaching Plan

Session: 2017-2018

Subject: Business law

Class: B.COM III sem

Yashoda Girls Arts & Commerce College, Snehnagar, Nagpur.


Semester wise Teaching Plan. 2017-2018

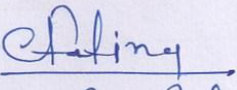
B Com Third Semester


Subject:- Business Law

Clas	Unit	Required Lectures	Months	Duration
	Admission Process		June	15 th June to 05 th Aug. 2017
	Unit 1 st (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. 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	16 06	July (Total Lectures 22)	1 st July to 7 th July 2017 8 th July to 31 st July 2017
	, 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. 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.	16 06	August (Total Lectures 22)	1 st Aug, to 31 st Aug, 2017

. (ii) 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. <u>Unit IV</u> (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)	08	September (Total Lectures 23)	1 st Sep, to 30 th Sep, 2017
	15		
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	11	October (Total Lectures 11)	1 st Oct, to 17 Oct, 2017
Extra Classes for weak learners Revision Classes			
DIWALI VACATION			18-10-2017 TO 19-11-2017
Winter Examination		As per University Schedule	


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

Department of Commerce

Teaching Plan

Session: 2017-2018

Subject: functional management

Class: B. Com. Final year

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Dr P G Fating - 9422102921

Dr K G Meshram – 9970071236

YGC No:

Date:

Annual Pattern Teaching Plan:-2017-18

B.Com. – Final Year

Subject: FUNCTIONAL MANAGEMENT

Unit	Required Lectures	Months Lectures	Duration
FIRST TERM: 15/06/2017 to 15/10/2017 Admission Process: 15 June 2017 To 30 June 2017		June	
Unit – I: Human Resource Function:- Human Resource Philosophy (Concept Scope Role and functions of HR) Human Resource planning , Recruitment , Selection, placement , Induction , Training and deployment, Compensation, Job evaluation .	23	July 23	01/07/ 2017 To 31/ 07/ 2017
FIRST UNIT TEST Unit – II: Marketing Function:- Evolution of Modern concept of Marketing,	01 18	August 19	01/08/ 2017 To 31/08/ 2017
Market Segmentation, Basis for Segmenting consumer and industrial market, Product planning and deployment, pricing policies and strategies. Channels of Distribution. SECOND UNIT TEST Unit-III: Finance Function:- Scope and Importance of Financial Management,	21	September 21	01/09/ 2017 To 30/09 2017
Extra Classes for weak learners, Revision Class & First Term Test	11	October 11	01/10/2017 To 15/10/2017
Commencement of RTMNU Winter Exam. 03/10/2017			
WINTER/DIWALI VACATION 16/10 2017 To 14/11/2017			
SECOND TERM: 15/11/2017 to 30/04/2018			
Functions and Role of Financial manager, Sources of capital, cost of capital THIRD UNIT TEST	10	November 10	15/11/2017 To 30/11/2017
Unit IV: Production Function:- Meaning Nature scope and Importance of production Management. Production process, production planning and control, product Design and product Research.	21	December 21	01/12/2017 To 31/12/2017
Unit V: International Business Environment:- Globalization – Introduction, Significance, Nature and Scope of Global Business, Social Cultural Economic, FORTH UNIT TEST	23	January 23	01/01/2018 To 31/01/2018
Political and Ecological factors of Global Business Environment. Revision Classes	20	February 20	01/02/2018 To 28/02/2018
Revision Classes Preliminary Test Examination 05/03/2018 to 12/03/2018	10	March 10	01/03/2018 To 19/03/2018
RTMNU Summer Exam. 20/03/2018			As per University Schedule

Date: 15/06/2017

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Principal
Yashoda Girls Arts & Commerce College
Sneh Nagar, Nagpur-15

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

Department of Commerce

Teaching Plan

Session: 2017-2018

Subject: Business finance

Class: B. Com. Final yearly pattern

Yashoda Girls Arts & Commerce College, Snehnagar, Nagpur.

Semester wise Teaching Plan. 2017-2018

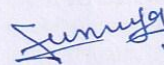
B Com Final Yearly Pattern

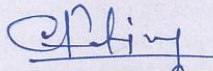
Subject:- Business Finance

Class	Unit	Required Lectures	Months	Duration
	Admission Process		June	15 th June to 05 th Aug. 2017
	Unit –I Business Finance-Meaning, Nature, Significance, Objects and Scope of Business Finance, Functions of Financial Executive in an Organization. Sources of Business Finance-Long- Medium and Short Term Sources of Finance, Equity, Preference shares, Sweat equity shares, Shares with differential rights, debentures & Bonds .(Theory) Project Financing: Meaning, Steps involved in Project Financing, Appraisal of project, Means of Project Management : Need and Cost of Inventory , Economic Order Quantity under constant price and with varying price , Various inventory levels. (Theory & Numericals) Leverages -Concept of Leverages, Operating and Financial Leverages. (Theory & Numericals)	07 06 05	July (Total Lectures 18)	8 th July to 31 st July 2017
	Unit II Management of Working Capital. Meaning & Concept ,Need or Objects of Working Capital, types, and Advantages of Working Capital , disadvantages of Excessive Working Capital, Determinant's , assessment of Working Capital requirements(Theory & Numericals)	03 03 02 04 05	August (Total Lectures 17)	1 st Aug, to 31 st Aug, 2017
	Unit – III Debtors Management.: Introduction to Debtors Management, Cost of extending credits, Credit / discount policy, Effective cost of bill discounting . (Theory & Numericals) Creditors Management: Introduction, Cost of Credit, Accruals / expenses payable as source of finance. (Theory & Numericals) Venture Capital Financing: Meaning, Methods of Venture Financing, Problem areas facing the Venture Capital Industry. (Theory)	03 03 02 04 04	September (Total Lectures 16)	1 st Sep, to 30 th Sep, 2017
	Unit – IV Financial Market in India : significance of Financial Markets, Objectives and functions of the financial System, Types of Financial Markets, Money Market- Meaning , features, functions, Composition Capital Market- Meaning ,Composition & Structure of Capital Market Market segment. Products and Participant's in Primary market. Regulatory authorities governing financial and capital market. SEBI - (Security Exchange Board of India)Organisational structure of SEBI, Role and Functions of Stock Exchange and SEBI, Regulation issued by SEBI, Achievements of SEBI.(Theory)	05 06	Oct. Tot Lec. 11	1 st Oct, to 17Oct, 2017
	DIWALI VACATION/ Winter Examination			19-10-2017 TO 20-11-2017
	Primary Market: Meaning, Functions, Scope & Significance of PrimaryMarket,Developments in the Primary Market, Primary Market Intermediaries. Secondary Market: Meaning , Difference between Primary Market & Secondary Market, Products dealt in the Secondary Market, Stock Exchange, Secondary Market Intermediaries. Listing Procedure. NSE and BSE. (Theory) Capital	11	11	Novembe2017

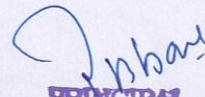
Budgeting - Meaning, Nature and Importance of Capital Budgeting, Investment Appraisal Techniques, Pay Back Period Method, Rate of return method, Net Present Value Method, Discounted Cash Flow Method, (Theory & Numericals)			
Unit – V NBFC's- Meaning, Formation of NBFC's , Types and Regulation of NBFC's, Credit Rating: Meaning /Concept, Scope & Significance of credit rating, Benefits to Investors. Credit Rating Agency in India CRISIL, ICRA, CARE. (Theory) Dividend Policies- Essentials of Sound Dividend Policy, Determination of Dividend Policy and its types ,Surplus and Reserve Policy, (Theory & Numericals)	22	22	December 2017
- Cash Flow for Investment Analysis- Meaning, Benefits and Uses of Cash Flow Statement. Significance ,Limitations of Cash Flow Statement. Format of Cash Flow Statement as per AS-3. (Theory & Numericals)	23	23	January 2018
Revision Test & Preliminary Exams	16	16	February 2018

Signature
IQAC


Co-ordinator, IQAC
Yashoda Girls' Arts &
Commerce College.


(or. P. G. Paley)

Signature
Principal


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

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

Teaching Plan

Session: 2017-2018

Subject: Secretarial practice

Class: B. Com. Semester II

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

Dr K G Meshram - 9970071236

YGC No:

Date:

Semester wise Teaching Plan:-2017-18

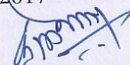
B.Com. - First Year

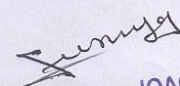
Semester-II

Subject: SECRETARIAL PRACTICE

Unit	Required Lectures	Months Lectures	Duration
Winter Examination: 21 Nov. 2017 To 10 Dec.2017			
Unit - I (i) Procedure for Incorporation of Companies, Conversion of Companies - Private Limited to Public Limited and Public Limited to Private Limited (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- UNIT TEST	14	Nov. Dec. 14	11/12/ 2017 To 31/ 12/ 2017
Unit - II (i) Types and characteristics of company meeting, statutory, board, general and extra ordinary meeting, and meetings of committee of director. (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. (iv) Circular Resolution, Explanatory statement, Ordinary and special Business to be transacted in meetings. UNIT TEST	15 01	Jan. 23	01/01/ 2018 To 31/01/ 2018
Unit - III (i) Report Writing - Essential and content of Board Report and Annual Report. (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	07 06 01	Feb. 20	01/02/ 2018 To 29/02/ 2018
Unit IV (i) Key managerial personnel- Appointment and function of managing director, whole time director and manager. (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 Extra Classes for weak learners Revision Class SEMESTER TEST	04 01 06 01	Mar. 12	01/03/2018 To 12/03/2018
Summer Examination	As per University Schedule		

Date: 19/11/2017


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

Department of Commerce

Teaching Plan

Session: 2017-2018

Subject: Statistics and business Mathematics

Class: B. Com. Semester II

Yashoda Girls Arts & Commerce College, Snehnagar, Nagpur.

Semester wise Teaching Plan. 2017-2018

B Com Second Semester

Subject:- Statistics and Business Mathematics

Class	Unit	Required Lectures	Months	Duration
	<u>University Examination</u>	-	-	20 th Nov to 12 th Dec 2017
	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 05	December (Total Lectures 22)	1 st Dec, to 31 st Dec, 2017
	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, 2018
	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, 2018
	Unit – IV Business Mathematics:- Ratio Proportion, Percentages, Simple & Compound Interest, Profit/ Loss. (Numericals). Unit Test:4	03 04 05 05 05	March Tot.Lectures 22)	1 st Mar, to 12 Mar, 2018
	Extra Classes for weak learners Revision Classes	04 04 02	April Tot.Lectures 10)	Mar.,April, 2018
	Preliminary	-	April	09-04-2018 TO 16-04-2018
	Summer Examination	-	-	17-04-2018 TO 25-05-2018

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

Teaching Plan

Session: 2017-2018

Subject: Business Management

Class: B. Com. Semester II

Purushottam Khaparde Health & Education Society's
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YGC No:

Date:

Semester wise Teaching Plan:-2017-18


B.Com. - First Year


Semester-II

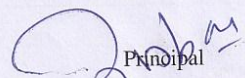
Subject: BUSINESS MANAGEMENT

Unit	Required Lectures	Months Lectures	Duration
Winter Examination: 21 Nov. 2017 To 10 Dec. 2017			
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	14	Nov. Dec. 14	11/12/ 2017 To 31/ 12/ 2017
Unit - II Planning: - Meaning, Nature and Characteristics, Importance, Types & Components of Planning. Decision Making: Meaning, characteristics & importance of decision making. Traditional and Modern techniques of Decision-Making. UNIT TEST	15	Jan. 23	01/01/ 2018 To 31/01/ 2018
Unit - III Delegation of Authority: — Meaning, Elements, Advantages, & Obstacle of Delegation of Authority. Centralization and decentralization of authority and its merits and demerits.	08		
Co-ordination & Controlling: Meaning, Concept and principles of Coordination, Internal & External Coordination. Meaning, concept and elements of control. - UNIT TEST	07 01	Feb. 20	01/02/ 2018 To 28/02/ 2018
Unit IV Recent trends in management: Management of Change Management of Crisis, Total Quality Management, Stress Management, International Management. - UNIT TEST	12		
Extra Classes for weak learners Revision Class SEMESTER TEST	04 07 01	Mar. 12	01/03/2018 To 12/03/2018
Summer Examination	As per University Schedule		

Date:19/11/2017


 Dr K G Meshram
 Head, Commerce Study Board


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


 Principal
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 Yashoda Girls Arts & Commerce College
 Sneh Nagar, Nagpur-15

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

Department of Commerce

Teaching Plan

Session: 2017-2018

Subject: Skill development

Class: B. Com. Semester IV

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)

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

Dr P G Fating - 9422102921

Dr K G Meshram - 9970071236

YGC No:

Date:

Semester wise Teaching Plan:-2017-18


B.Com. - Second Year

Semester-IV

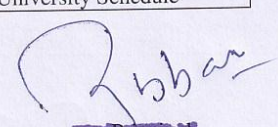
Subject: SKILL DEVELOPMENT

Unit	Required Lectures	Months Lectures	Duration
Winter Examination: 21 Nov. 2017 To 12 Dec. 2017		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	13	Dec. 13	13/12/ 2017 To 31/ 12/ 2017
Unit - II Communication skills and Personality Development: Intra-personal communication and Body Language, Inter-personal Communication and Relationships Leadership Skills, Team Building and public speaking, Communication in English, Presentation Skills, and Quality required for good public speaker,- UNIT TEST	14 01	Jan. 23	01/01/ 2018 To 31/01/ 2018
Unit - III Techniques in Personality development Self confidence, Mnemonics, Goal setting, Time Management and effective planning, Stress Management, Meditation and concentration techniques	08		
Self Motivation Self acceptance and Self growth - UNIT TEST	06 01	Feb. 20	01/02/ 2018 To 28/02/ 2018
Unit IV Entrepreneurial skill development Skill development of rural industrial sectors - small scale - handloom - agro based industries, rural artisans - handicrafts and sericulture.	13		
Meaning of entrepreneurship, types skill required for entrepreneurship - UNIT TEST	04 01	Mar. 12	01/03/2018 To 12/03/2018
Extra Classes for weak learners Revision Class SEMESTER TEST	06 01		
Summer Examination	As per University Schedule		

Date: 19/11/2017


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

Department of Commerce

Teaching Plan

Session: 2017-2018

Subject: Income tax

Class: B. Com. Semester IV

Yashoda Girls Arts & Commerce College, Snehnagar, Nagpur.

Semester wise Teaching Plan 2017-2018

B Com Fourth Semester

Subject:- Income Tax

Class	Unit	Required Lectures	Months	Duration
	University Examination	-	November	21 th Nov
	Unit I: Introduction of Income Tax 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. Residential Status ii) Residential Status and its effects on Tax incidence: Residential status of Individual, HUF, Firm & Association of Person, Company, Basic Conditions & Additional Conditions.(Theory) Unit Test:1	05 04 04 05	December (Total Lectures 17)	13 th Dec, to 31 th Dec, 2017
	Unit II: Income from Salary i) Definition of Salary, Allowances, Types of Allowances, Taxable Allowances, Tax Free Allowances, Partly Taxable Allowances, ii) Perquisites, Types of Perquisites, Taxable Perquisites, Tax Free Perquisites, 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) Unit Test:2	05 06 04 05	Janewari (Tot.Lectures 20)	1 st Jan. to 31 Jan., 2018
	Unit II Income from House Property i) Meaning of Annual Value, Fully exempted income of house property, deemed owner. ii) Deduction from income from house property, unreleased rent, computation of income from house property. Unit Test:3	03 04 05 05 05	February (Tot.Lectures 20)	1 st Feb. to 29 th Feb.2018
	Unit IV : i) Income Tax Slab Rates, Rebates, Income which do not form part of total Income ii) Deduction under section 80C, 80CCC, 80CCD, 80D, 80DDB, 80E, 80G, 80GG, 80U iii) Income from Other Sources 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	05 05	March Tot.Lectures 12)	1 st Mar, to 12 th Mar, 2018
	Extra Classes for weaklearners Revision Classes		April Tot.Lectures 10)	1 st April, to 08 April, 2018
	Preliminary & Summer Examination		09-04-2018 TO 16-04-2018	April

(Signature)
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