

Class : B.Com I (A) Sem.: I

Subject : Business Communication

Paper : Business Communication

Name of Teacher : Prof.P.C.Battewar

| Summary of Teaching Plan : | | | |
|----------------------------|---|-----------------|--------------------------------|
| Unit | Chapter / Topics | No. of Lectures | Date |
| Unit - 1 | Introduction to Business Communication | 10 | 02/07/2018 to 25/07/2018 |
| | Topic 1.1 Meaning & Definition of Business Communication | 02 | |
| | 1.2 Process of Business Communication | 02 | |
| | 1.3 Objectives of Business Communication | 02 | |
| | 1.4 Barriers to Business Communication | 02 | |
| | 1.5 Effective Communication-its features | 02 | |
| Unit - 2 | Forms of Business Communication | 10 | 26/07/2018 to 06/08/2018 |
| | Topic 2.1 Verbal Communication-Written & Oral | 02 | |
| | 2.2 Non-Verbal Communication | 02 | |
| | 2.3 Types of Communication-Formal & Informal | 03 | |
| | 2.4 Modern forms of Communication | 03 | |
| Unit - 3 | Group Communication | 10 | 09/08/2018 to 25/08/2018 |
| | Topic 3.1 Meaning and Definition | 02 | |
| | 3.2 Techniques of group decision making | 02 | |
| | 3.3 Meeting, Notices, Agenda, Minutes | 03 | |
| | 3.4 Seminars, Symposia and Workshops | 02 | |
| | 3.5 Conferences | 01 | |
| Unit - 4 | Business Correspondence | 10 | 26/08/2018 to 20/09/2018 |
| | Topic 4.1 Introduction, Structure and format of business letter | 03 | |
| | 4.2 Enquiry letter | 01 | |
| | 4.3 Complaint letter | 01 | |
| | 4.4 Sales letter | 01 | |
| | 4.5 Job Application | 02 | |
| | 4.6 Curriculum vitae or resume | 02 | |
| Unit - 5 | Presentation (Soft) Skills and Public speaking | 10 | 21/09/2018 to 03/10/2018 |
| | Topic 5.1 Introduction Presentation (Soft) Skill | 03 | |
| | 5.2 Elements Presentation (Soft) Skill | 02 | |
| | 5.3 Designing your presentation skill | 02 | |
| | 5.4 Tips for effective presentation (Soft) skill | 02 | |
| | 5.5 Public speaking | 01 | |

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Class :B.Com II A (Sem. III)

Subject : Human Resource Management

Paper : Human Resource Management

Name of Teacher : Miss.Battewar P.C

Summary of Teaching Plan :

| Unit | Chapter / Topics | No. of Lectures | Date |
|----------|---|-----------------|--------------------------------|
| Unit - 1 | Introduction to Human Resource Management | 10 | 02/07/2018 to 25/07/2018 |
| | 1.1 Meaning definition of human resource management. | 02 | |
| | 1.2 Basic characteristics of human resource management. | 02 | |
| | 1.3 Functions of human resource management. | 02 | |
| | 1.4 Significance of human resource management. | 02 | |
| | 1.5 Scope of human resource management. | 02 | |
| Unit - 2 | Acquiring the Human Resources | 10 | 26/07/2018 to 06/08/2018 |
| | 2.1 Concept of human resource planning. | 02 | |
| | 2.2 Objectives of human resource planning. | 02 | |
| | 2.3 Importance of human resource planning | 02 | |
| | 2.4 Process of human resource planning | 02 | |
| | 2.5 Methods of human resource planning | 02 | |
| Unit - 3 | Job Analysis & Job Design | 10 | 09/08/2018 to 25/08/2018 |
| | 3.1 Concept of job analysis & job design | 02 | |
| | 3.2 Significance of job analysis | 02 | |
| | 3.3 Techniques of job analysis | 02 | |
| | 3.4 Methods of job analysis | 02 | |
| | 3.5 Approaches to job analysis | 02 | |
| Unit - 4 | Recruitment & Selection | 10 | 26/08/2018 to 20/09/2018 |
| | 4.1 Meaning of recruitment & selection | 02 | |
| | 4.2 Process of recruitment | 02 | |
| | 4.3 Sources of recruitment | 02 | |
| | 4.4 Steps in selection process | 02 | |
| | 4.5 Types of selection interview | 02 | |
| Unit - 5 | Training & Development | 10 | 21/09/2018 to 03/10/2018 |
| | 5.1 Meaning of training & development. | 02 | |
| | 5.2 Needs of training. | 02 | |
| | 5.3 Methods of training. | 02 | |
| | 5.4 Needs of development. | 02 | |
| | 5.5 Types of management development program. | 02 | |

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Class :B.Com II C (Sem. III)

Subject : Human Resource Management

Paper : Human Resource Management

Name of Teacher : Miss.Battewar P.C

| Summary of Teaching Plan : | | | |
|----------------------------|---|-----------------|--------------------------------|
| Unit | Chapter / Topics | No. of Lectures | Date |
| Unit - 1 | Introduction to Human Resource Management | 10 | 02/07/2018 to 25/07/2018 |
| | 1.1 Meaning definition of human resource management. | 02 | |
| | 1.2 Basic characteristics of human resource management. | 02 | |
| | 1.3 Functions of human resource management. | 02 | |
| | 1.4 Significance of human resource management. | 02 | |
| | 1.5 Scope of human resource management. | 02 | |
| Unit - 2 | Acquiring the Human Resources | 10 | 26/07/2018 to 06/08/2018 |
| | 2.1 Concept of human resource planning. | 02 | |
| | 2.2 Objectives of human resource planning. | 02 | |
| | 2.3 Importance of human resource planning | 02 | |
| | 2.4 Process of human resource planning | 02 | |
| | 2.5 Methods of human resource planning | 02 | |
| Unit - 3 | Job Analysis & Job Design | 10 | 09/08/2018 to 25/08/2018 |
| | 3.1 Concept of job analysis & job design | 02 | |
| | 3.2 Significance of job analysis | 02 | |
| | 3.3 Techniques of job analysis | 02 | |
| | 3.4 Methods of job analysis | 02 | |
| | 3.5 Approaches to job analysis | 02 | |
| Unit - 4 | Recruitment & Selection | 10 | 26/08/2018 to 20/09/2018 |
| | 4.1 Meaning of recruitment & selection | 02 | |
| | 4.2 Process of recruitment | 02 | |
| | 4.3 Sources of recruitment | 02 | |
| | 4.4 Steps in selection process | 02 | |
| | 4.5 Types of selection interview | 02 | |
| Unit - 5 | Training & Development | 10 | 21/09/2018 to 03/10/2018 |
| | 5.1 Meaning of training & development. | 02 | |
| | 5.2 Needs of training. | 02 | |
| | 5.3 Methods of training. | 02 | |
| | 5.4 Needs of development. | 02 | |
| | 5.5 Types of management development program. | 02 | |

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Structured Work Plan for Teaching (Dec : 2018 to March 2019)

Class : B.Com I (A Sem-II)
Subject : Business Environment
Paper : Business Environment
Name of Teacher : Prof.Battewar P.C

Summary of Teaching Plan :

| Unit | Chapter / Topics | No. of Lectures | Date | Activities/ Assignment/ Test Date |
|-----------------|---|-----------------|--------------------------------|--|
| Unit - 1 | Introduction to Business Environment | 10 | | |
| | Topic 1.1 Concept, Characteristics and Scope | 02 | 30/11/2018 to 21/12/2018 | Guest Lecture |
| | 1.2 Nature and Significance | 02 | | |
| | 1.3 Types of Business Environment | 01 | | |
| | 1.4 Environmental Analysis- Process and Importance | 02 | | |
| | 1.5 Techniques of Environmental Analysis | 02 | | |
| | 1.6 Impact of Environmental Changes on Business | 01 | | |
| Unit - 2 | Economic Environment | 10 | | |
| | Topic 2.1 Concept and Characteristics | 02 | 22/12/2018 to 12/01/2019 | Assignment Seminar 10/01/2019 |
| | 2.2 Features of Indian Economy | 02 | | |
| | 2.3 Concept and Functions of NITI Aayog | 02 | | |
| | 2.4 Types of economic system and features of capitalistic and mixed economy | 02 | | |
| | 2.5 Economic Policies- Recent Industrial and Fiscal Policy | 02 | | |
| Unit-3 | Financial Environment | 10 | | |
| | Topic 3.1 Meaning and Constituents of Financial System | 01 | 16/01/2019 to 02/02/2019 | Unit Test-I 20/01/2019 to 28/01/2019 |
| | 3.2 Financial institutions | 02 | | |
| | 3.3 Financial Services-Mutual Funds, Investment trust, Venture capital fund | 03 | | |
| | 3.4 Commercial Banking- Meaning and Function | 02 | | |
| | 3.5 Stock Exchange- Meaning and Function | 02 | | |
| Unit - 4 | Social Environment | 10 | | |
| | Topic 4.1 Meaning of Social Environment | 01 | 06/02/2019 to 28/02/2019 | Assignment for Unit Test-II |
| | 4.2 Social Objectives of Business | 02 | | |
| | 4.3 Social Responsibilities of Business-Concept and Nature | 02 | | |
| | 4.4 Responsibilities towards different groups | 03 | | |
| | 4.5 Guidelines for social responsibilities | 02 | | |
| Unit - 5 | Schemes of Prime Minister of India | 10 | | |
| | Topic 5.1 Introduction, Background | 02 | 01/03/2019 to 21/03/2019 | Unit Test-II 22/03/2019 to 30/03/2019 |
| | 5.2 Make in India, Digital India, Stand up India | 02 | | |
| | 5.3 Start up India, Jan-Dhan Yojana, Kushal Bharat | 02 | | |
| | 5.4 Mudra Yojana, Gold Scheme, Gold Bond | 02 | | |
| | 5.5 Smart Village and Smart City | 02 | | |



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Structured Work Plan for Teaching (Dec : 2018 to March 2019)

Class : B.Com II (A Sem-IV)

Subject : Financial Management

Paper : Financial Management

Name of Teacher : Prof.Battewar P.C.

Summary of Teaching Plan :

| Unit | Chapter / Topics | No. of Lectures | Date | Activities/ Assignment/ Test Date |
|----------|--|-----------------|--------------------------------|--|
| Unit - 1 | Basics of Financial Management | 10 | | |
| | Topic 1.1 Introduction, Meaning, & Scope | 02 | 29/11/2018 to 17/12/2018 | Guest Lecture |
| | 1.2 Significance of Financial Management | 02 | | |
| | 1.3 Factors affecting Financial Management | 02 | | |
| | 1.4 Finance Function of Organization | 02 | | |
| | 1.5 Tools of Financial Management | 02 | | |
| Unit - 2 | Cost of Capital | 11 | | |
| | Topic 2.1 Meaning and Need of Capital | 02 | 18/12/2018 to 09/01/2019 | Assignment Seminar 10/01/2019 |
| | 2.2 Factors of Cost of Capital | 03 | | |
| | 2.3 Determination of Cost of Capital - 1 Cost of Debt 2. Cost of Equity | 03 | | |
| | 2.4 Computation of Weighted Average Cost of Capital | 03 | | |
| Unit - 3 | Capital Structure and Leverage | 10 | | |
| | Topic 3.1 Meaning and Elements of Capital | 02 | 10/01/2019 to 31/01/2019 | Unit Test-I 20/01/2019 to 28/01/2019 |
| | 3.2 Factors Determining Capital Structure | 02 | | |
| | 3.3 Theories of Capital Structure - 1. Net Income Approach 2. Net Operating Income | 02 | | |
| | 3.4 Meaning and Types of Leverage | 02 | | |
| | 3.5 Computation of Operating Leverage and Financial Leverage | 02 | | |
| Unit - 4 | Capital Budgeting | 12 | | |
| | Topic 4.1 Meaning and Significance of Capital Budgeting | 03 | 04/02/2019 to 28/02/2019 | Assignment for Unit Test-II |
| | 4.2 Types of Capital Investment Decision Making Techniques | 03 | | |
| | 4.3 Process of Capital Budgeting | 02 | | |
| | 4.4 Capital Budgeting Methods : Discounted Cash Flow and Net Present Method | 02 | | |
| | 4.5 Capital Rationing | 02 | | |
| Unit - 5 | Working Capital Management | 10 | | |
| | Topic 5.1 Meaning and significance of WCM | 02 | 01/03/2019 to 21/03/2019 | Unit Test-II 22/03/2019 to 30/03/2019 |
| | 5.2 Factors Affecting WCM | 02 | | |
| | 5.3 Cash and Inventories Management | 02 | | |
| | 5.4 Management of Accounts Receivable | 02 | | |
| | 5.5 Management of Account Payable | 02 | | |

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Structured Work Plan for Teaching (Dec : 2018 to March 2019)

Class : B.Com III (Sem VI). Div. (AB & BC)

Subject : Banking & Finance IV

Paper : Banking & Finance IV

Name of Teacher : Prof. Battewar P. C.

Summary of Teaching Plan :

| Unit | Chapter / Topics | No. of Lectures | Date | Activities/ Assignment/ Test Date |
|----------|--|-----------------|--------------------------|---------------------------------------|
| Unit - 1 | Indian Financial System | 10 | | |
| | Topic 1.1 Introduction, Meaning & Definition. | 01 | 29/11/2018 to 18/12/2018 | Guest Lecture |
| | 1.2 Nature and Structure of Financial System. | 02 | | |
| | 1.3 Constituents of financial system and role in economic development | 03 | | |
| | 1.4 Features of Financial system | 02 | | |
| | 1.5 Functions of Financial System | 02 | | |
| Unit - 2 | Indian Money Market | 10 | | |
| | Topic 2.1 Introduction, Meaning and Definition. | 02 | 19/12/2018 to 10/01/2019 | Assignment Seminar 10/01/2019 |
| | 2.2 Features of Money Market | 02 | | |
| | 2.3 Segments of Money Market - 1) Call Money Market, 2) Treasury Bill Market, 3) Commercial Bill Market, 4) Commercial Papers, 5) Certificate of Deposits. | 06 | | |
| Unit - 3 | Indian Capital Market | 10 | | |
| | Topic 3.1 Meaning, Features, Functions, Constituents. | 04 | 11/01/2019 to 31/01/2019 | Unit Test-I 20/01/2019 to 28/01/2019 |
| | 3.2 Bombay Stock Exchange (BSE). | 02 | | |
| | 3.3 National Stock Exchange (NSE) | 02 | | |
| | 3.4 Over The Counter Exchange Board Of India (OTCEI). | 02 | | |
| Unit - 4 | Foreign Exchange Market in India | 10 | | |
| | Topic 4.1 Introduction, Meaning and Definition, Need. | 02 | 04/02/2019 to 28/02/2019 | Assignment for Unit Test-II |
| | 4.2 Participants in foreign exchange market. | 02 | | |
| | 4.3 Functions of foreign exchange market | 03 | | |
| | 4.4 Spot Market, Forward Market, Future Market, Swap Market. | 03 | | |
| Unit - 5 | Non Banking Financial Companies | 10 | | |
| | Topic 5.1 Introduction, Structure. | 02 | 01/03/2019 to 21/03/2019 | Unit Test-II 22/03/2019 to 30/03/2019 |
| | 5.2 Classification of NBFCs - Development Finance Institutions, Leasing Companies, Investment Companies, Modaraba Companies, House Finance Companies, Venture Capital Companies, Discount and Guarantee Houses, Corporate Development Companies. | 04 | | |
| | 5.3 Evolution of NBFCs | 02 | | |
| | 5.4 Development of Regulatory Framework for NBFCs. | 02 | | |



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Structured Work Plan for Teaching (Dec : 2018 to March 2019)

Class : M.Com I (Sem II).

Subject : Intellectual Property Law

Paper : Intellectual Property Law

Name of Teacher : Prof. Battewar P. C.

Summary of Teaching Plan :

| Unit | Chapter / Topics | No. of Lectures | Date | Activities/ Assignment/ Test Date |
|----------|--|-----------------|--------------------------------|--|
| Unit - 1 | Patents Act, 1930. | 14 | | |
| | Topic 1.1 Basic Concept of Patent: Meaning, Advantages & Types of Patents. | 03 | 30/11/2018 to 24/12/2018 | Guest Lecture |
| | 1.2 Patentable Subject Matter: What can be Patentable, What are not Patentable under the Act? Life of Patent. | 02 | | |
| | 1.3 Procedure for Registering Patent. | 03 | | |
| | 1.4 Rights & Duties of Patentee, Transfer of Patent. | 03 | | |
| | 1.5 Infringement of Patents, Action for Infringement, Patent Agents. | 03 | | |
| Unit - 2 | Trade Marks Act, 1999. | 12 | | |
| | Topic 2.1 Introduction, Meaning, Definition, Functions & Essentials of Trade Mark. | 03 | 28/12/2018 to 19/01/2019 | Assignment Seminar 10/01/2019 |
| | 2.2 Registration of Trade Mark: Property, Marks which are Registrable, Basic Principles of Registration. | 03 | | |
| | 2.3 Infringement: Forms of Infringement, Suit for Infringement, Relief in Suit for Infringement, Types of Relief. | 03 | | |
| | 2.4 Licensing of Trade Marks. | 01 | | |
| | 2.5 Registered User, Certification of Trade Marks. | 02 | | |
| Unit - 3 | Copy Right Act, 1975. | 12 | | |
| | Topic 3.1 Meaning, Nature & Characteristics. | 03 | 21/01/2019 to 12/01/2019 | Unit Test-I 20/01/2019 to 28/01/2019 |
| | 3.2 Subject Matter, Term, Author & Ownership. | 02 | | |
| | 3.3 Assignment & License of Copy Right. | 02 | | |
| | 3.4 Registration of Copy Right. | 02 | | |
| | 3.5 Infringement & Remedies against Infringement. | 03 | | |
| Unit - 4 | Geographical Indications of Goods (Registration & Protection) Act, 1999. | 12 | | |
| | Topic 4.1 Concept & Definition of Geographical Indications. | 01 | 15/02/2019 to 05/03/2019 | Assignment for Unit Test-II |
| | 4.2 Distinction between 1) Geographical Indication & Trade Mark, 2) Geographical Indication & Collective Marks. | 03 | | |
| | 4.3 Prohibited Geographical Indications. | 02 | | |
| | 4.4 Registration, Register, Rights conferred by Registration. | 03 | | |
| | 4.5 Infringement & Its Remedies. | 03 | | |
| Unit - 5 | The Protection of Plant Varieties & Farmer's Rights Act, 2001. | 10 | | |
| | Topic 5.1 Definition of Farmer, Who can apply for Registration, What can be & What can not be Register under this Act? | 02 | 05/03/2019 to 21/03/2019 | Unit Test-II 22/03/2019 to 30/03/2019 |
| | 5.2 Procedure for Application of Registration, National Register of Plant Varieties. | 02 | | |
| | 5.3 Rights on Breeders, Rights on Researchers, Farmers Rights. | 02 | | |
| | 5.4 Compulsory License. | 02 | | |
| | 5.5 Infringement of Rights & Its Remedies. | 02 | | |

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