

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

Subject : Business Communication

Paper : Business Communication

Name of Teacher : Prof.Savalsure A.D.

Summary of Teaching Plan :				
Unit	Chapter / Topics		No. of Lectures	Date
<b>Unit - 1</b>	<b>Introduction to Business Communication</b>		<b>10</b>	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	
<b>Unit - 2</b>	<b>Forms of Business Communication</b>		<b>10</b>	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	
<b>Unit - 3</b>	<b>Group Communication</b>		<b>10</b>	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	
<b>Unit - 4</b>	<b>Business Correspondence</b>		<b>10</b>	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	
<b>Unit - 5</b>	<b>Presentation (Soft) Skills and Public speaking</b>		<b>10</b>	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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**Structured Work Plan for Teaching (June : 2018 to October 2018)**

**Class : B.Com II ( A & B ) Sem.: III**  
**Subject : Economic Planning in India**  
**Paper : Economic Planning in India**  
**Name of Teacher : Prof.Savalsure A.D.**

<b>Summary of Teaching Plan :</b>				
Unit	Chapter / Topics		No. of Lectures	Date
<b>Unit - 1</b>	<b>Introduction to Business Communication</b>		<b>10</b>	22/06/2018 to 15/07/2018
	Topic 1.1	Objectives of Economic Planning In India	03	
	1.2	Development strategy in India	03	
	1.3	LPG Model of Development	03	
<b>Unit - 2</b>	<b>Public Sector In India</b>		<b>10</b>	16/07/2018 to 31/07/2018
	Topic 2.1	Role of the Public Sector in India	03	
	2.2	Causes for the Expansion of Public Enterprises	03	
	2.3	Performance of Public Sector Undertakings	03	
	2.4	Shortcomings of the Public Sector	01	
<b>Unit - 3</b>	<b>Disinvestment of Public Enterprises</b>		<b>10</b>	01/08/2018 to 25/08/2018
	Topic 3.1	Rationale of Disinvestment	02	
	3.2	Meaning & Types of Disinvestment	03	
	3.3	Emergence of the Disinvestment Policy	03	
	3.4	Case Study on Public Private Partnership	02	
<b>Unit - 4</b>	<b>Privatization, Globalization and its impact on India</b>		<b>10</b>	26/08/2018 to 22/09/2018
	Topic 4.1	Meaning, Scope of Privatization & Its impact limitations	03	
	4.2	Meaning & Concept of Globalization	02	
	4.3	Globalization and its impact on India	03	
	4.4	Present Scenario of Globalization	02	
<b>Unit - 5</b>	<b>Planning Experience &amp; NITI AYOOG</b>		<b>10</b>	23/09/2018 to 03/10/2018
	Topic 5.1	Overview of Planning in India	01	
	5.2	'NITI' Ayog: Nature & Functions	03	
	5.3	Objectives & Benefits of NITI Ayog	04	
	5.4	Difference between Planning Commission & NITI Ayog	02	

  
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**Structured Work Plan for Teaching (June : 2018 to Oct. 2018)**

**Class : B.Com III (B) (semester-V)**  
**Subject : Advance Accounting-1**  
**Paper : Advance Accounting-1 (w.e.f.June 2018)**  
**Name of Teacher : Prof.Savalsure A.D.**

Summary of Teaching Plan :				
Unit	Chapter / Topics		No. of Lectures	Date
<b>Unit - 1</b>	<b>Departmental Accounting</b>		<b>14</b>	
	Topic 1.1	Meaning of Departmental accounting	1	22/06/2018 to 20/07/2018
	1.2	Advantages of Departmental Accounting	1	
	1.3	Departmental Final Accounts	1	
	1.4	Allocation of Indirect Expenses	1	
	1.5	Inter-Departmental Transfer	1	
	1.6	Practical Problems	9	
<b>Unit - 2</b>	<b>Branch Accounting</b>		<b>13</b>	
	Topic 2.1	Meaning of Branch Accounting	1	21/07/2018 to 06/08/2018
	2.2	Classification of Branches	1	
	2.3	Accounting for Dependent Branches	1	
		2.3.1 Debtors System		
		2.3.2. Stock & Debtors Systems		
		2.3.3. Final Account Systems		
	2.4	Foreign Branches	2	
	2.5	Practical Problems on Accounting for depending branches	8	
<b>Unit - 3</b>	<b>Valuation of Goodwill</b>		<b>13</b>	
	Topic 3.1	Meaning and Definition of Goodwill	1	16/08/2018 to 31/08/2018
	3.2	Elements of Goodwill	1	
	3.3	Types of Goodwill	1	
	3.4	Methods of Valuation	04	
		A) Average Profit Method		
		B) Super Profit Method		
		C) Capitalization of Average Profit Method		
		D) Capitalization of Super Profit Method		
	3.5	Practical Problems	6	
<b>Unit - 4</b>	<b>Valuation of Shares</b>		<b>14</b>	
	Topic 4.1	Meaning and need for Valuation	1	01/09/2018 to 20/09/2018
	4.2	Factors affecting Valuation	2	
	4.3	Methods of Valuation	5	
		a) Asset backing or intrinsic value Method		
		b) Yield Valuation method		
	4.4	Practical Problems	5	
<b>Unit-5</b>	<b>Insolvency Accounting</b>		<b>10</b>	
	Topic 5.1	Meaning of Insolvency Account	1	21/09/2018 to 03/10/2018
	5.2	Procedure under Insolvency Act	1	
	5.3	preparation of 'Statement of Affairs' & 'Deficiency Account' in the case of individual	1	
	5.4	practical Problems	7	

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**Structured Work Plan for Teaching (June: 2018 to sep 2018)**

**Class** : M.Com. II (semester-III)  
**Subject** : Applied Cost Accounting  
**Paper** : Applied Cost Accounting(w.e.f.June 2018)  
**Name of Teacher** : Prof. Savalsure A.D.

<b>Summary of Teaching Plan :</b>				
Unit	Chapter / Topics		No. of Lectures	Date
<b>Unit - 1</b>	<b>Standard Costing</b>		<b>12</b>	
	Topic 1.1	Meaning of Standard Costing, Standard Costing as Management Tool	3	01/07/2018 to 31/07/2018
	1.2	Historical Costing, Estimated Costing, Budgetary Control & Standard Costing	3	
	1.3	Limitations of Standard Costing	3	
	1.4	Standard Costing & its Determination	3	
<b>Unit - 2</b>	<b>Variance Analysis</b>		<b>11</b>	
	Topic 2.1	Cost Variances: Meaning of Direct & Indirect, Concept of Cost Variances	2	01/08/2018 to 15/08/2018
	2.2	Direct Material Variances - 1) Direct Material Variance 2) Direct material usage Variance	4	
	2.3	Direct Labour Cost Variances 2.3.1 Direct Labour Rate Variances 2.3.2 Direct Labour efficiency Variances	5	
<b>Unit - 3</b>	<b>Overhead Variance Analysis</b>		<b>10</b>	
	Topic 3.1	Definition & nature of Overheads	2	16/08/2018 to 31/08/2018
	3.2	Overhead Variances Analysis- 1) Variable Production overhead expenditure variance 2) Variable overhead efficiency variance	4	
	3.3	Fixed Production Overhead Variance- 1) Fixed Production Overhead Variance 2) Fixed Production Volume Variance 3) Fixed Production Capacity Variance	4	
<b>Unit - 4</b>	<b>Job Costing &amp; Batch Costing</b>		<b>10</b>	
	Topic 4.1	Meaning of Job Costing, Features	1	11/09/2018 to 15/09/2018
	4.2	Job Costing Procedure & preparation of Job cost sheet	2	
	4.3	Meaning of Batch Costing, Economic batch quantity approach	3	
	4.4	Preparation of Batch cost sheet	4	
<b>Unit - 5</b>	<b>Joint Product &amp; By-Product Costing</b>		<b>11</b>	
	Topic 5.1	Meaning of Joint product, Co-product	2	16/09/2018 to 03/10/2018
	5.2	Costing of Joint product	2	
	5.3	Meaning of By-Product & Joint product Vs By product	4	
	5.4	Accounting Treatment of by product	3	

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## Department of Commerce

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

Class : B.Com I (B) (semester-II)  
 Subject : Business Environment  
 Paper : Business Environment(w.e.f.June 2018)  
 Name of Teacher : Prof.A.D.Savalsure

#### Summary of Teaching Plan :

Unit	Chapter / Topics		No. of Lectures	Date	Activities/ Assignment/ Test Date
<b>Unit - 1</b>	<b>Introduction to Business Environment</b>		<b>10</b>		
	Topic 1.1	Concept, Characteristics, and Scope of Business Environment	02	30/11/2018 to 21/12/2018	Guest Lecture
	1.2	Nature and Significance of Business Environment	02		
	1.3	Types of Business Environment	01		
	1.4	Environmental Analysis- Process, Importance and Limitations of Environmental Analysis	02		
	1.5	Techniques of Environmental Analysis	02		
	1.6	Impact of Environmental Changes on Business	01		
<b>Unit - 2</b>	<b>Economic Environment</b>		<b>10</b>		
	Topic 2.1	Concept, Characteristics	02	23/12/2018 to 13.01.2019	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 Systems and Features of capitalistic Economy, Socialist Economy and Mixed Economy	02		
	2.5	Economic Policies-Recent Industrial Policies, Recent Monetary Policies, Recent Fiscal Policies	02		
<b>Unit - 3</b>	<b>Financial Environment</b>		<b>10</b>		
	Topic 3.1	Meaning and Constituents of Financial Systems	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 Funds, Merchant Banking, Factoring, Leasing, Credit Rating, Private Equity	03		
	3.4	Commercial Banking- Meaning and Functions	02		
	3.5	Stock Exchange- Meaning and Functions	02		
<b>Unit - 4</b>	<b>Social Environment</b>		<b>10</b>		
	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 Responsibility of Business- Concept & nature	02		
	4.4	Responsibility Towards Different Groups	03		
	4.5	Guidelines for Social Responsibility	02		
<b>Unit - 5</b>	<b>Schemes of Prime Minister of India</b>		<b>10</b>		
	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	Startup India, Jan-Dhan Yojana, Kusal Bharat, Skill India	02		
	5.4	Mudra Yojana, Gold Scheme, Gold Bond	02		
	5.5	Smart Village and Smart City	02		



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## Department of Commerce

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

Class : B.Com II (A and B) (semester-IV)

Subject : Economic Development In India

Paper : Economic Development In India (w.e.f.June 2017)

Name of Teacher : Prof.A.D.Savalsure

#### Summary of Teaching Plan :

Unit	Chapter / Topics	No. of Lectures	Date	Activities/ Assignment/ Test Date
<b>Unit - 1</b>	<b>Indian Agriculture Development During Five Year</b>	<b>10</b>	30/11/2018 to 15/12/2019	Guest Lecture
	Topic 1.1 Rol of Agriculture in the National Economy	02		
	1.2 Progress of Agriculture during Five Year Plans	02		
	1.3 Green revolutions and its impact- The Green Revolution	02		
	1.4 New Thrust areas in Agriculture	02		
	1.5 Cropping Patern in India- Since 1951	02		
<b>Unit - 2</b>	<b>Development of Irrigation and Other Agricultural</b>	<b>10</b>	17/12/2018 to 01.01.2019	Assignment Seminar 10/01/2019
	Topic 2.1 Needs and Mode of Irrigation	02		
	2.2 Irrigation during Planning ( Five Year) Era	03		
	2.3 Private Sector Participation in Irrigation	01		
	2.4 Improved Seeds, Fertilisers annd Pesticides	02		
	2.5 Emergence of Dry Farming	02		
<b>Unit - 3</b>	<b>Poverty in India</b>	<b>10</b>	04-1-2019 to 02-02-2019	Unit Test-I 20/01/2019 to 28/01/2019
	3.1 Meaning and Concept of Poverty	02		
	3.2 Poverty in India	02		
	3.3 Need of Redfining Poverty Line	02		
	3.4 Studies of Poverty in India	02		
	3.5 Economiv Reforms and Reduction of Poverty	02		
<b>Unit - 4</b>	<b>Unemployment in India</b>	<b>10</b>	04/02/2019 to 25/02/2019	Unit Test-I 20/01/2019 to 28/01/2019
	Topic 4.1 Concept of Unemployment	01		
	4.2 Types of Unemployment	02		
	4.3 Various Schemes to Reduce Unemployment	03		
	4.4 Employment Guarantee Scheme of India	02		
	4.5 Employee Guarantee Act, 2005	02		
<b>Unit - 5</b>	<b>Balanced Regional Development</b>	<b>10</b>	26/02/2019 to 21/03/2019	Assignment for Unit Test-II
	Topic 5.1 Meaning of Balanced Regional Development	02		
	5.2 Indicators of Regional Imbalance	02		
	5.3 Causes of Economic Regional Imbalance	02		
	5.4 Regioal Disparities in India	02		
	5.5 Policy Measures to Reduce regional Disparities	02		



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

Class : B.Com III (C) (semester-VI)

Subject : Advance Accounting

Paper : Advance Accounting -II(w.e.f.June 2018)

Name of Teacher : Prof.A.D.Savalsure

Summary of Teaching Plan :					
Unit	Chapter / Topics		No. of Lectures	Date	Activities/ Assignment/ Test Date
<b>Unit - 1</b>	<b>Final accounts of Banking Companies</b>		<b>10</b>		
	Topic 1.1	General information relating to book -keeping system of Bank	1	30/11/2018 to 15/12/2018	Guest Lecture
	1.2	Legal requirements regarding the preparation of final accounts	1		
	1.3	Preparation of balance sheet in the format prescribed by RBI and with the instructions given in the Third Schedule of Banking Regulation Act,1949	1		
	1.4	Practical Problems	7		
<b>Unit - 2</b>	<b>Life Insurance Company Accounts</b>		<b>10</b>		
	Topic 2.1	Meaning and need of Life Insurance	1	17/12/2018 to 01.01.2019	Assignment Seminar 10/01/2019
	2.2	Special terms in life Insurance Business	1		
	2.3	Books maintained for Life Insurance Accounting	1		
	2.4	Preparations of final accounts of Life Insurance Business	1		
	2.5	Practical Problems	6		
<b>Unit - 3</b>	<b>General Insurance Company Accounts</b>		<b>10</b>		
	Topic 3.1	Introduction ,need of general insurance	1	04/01/2019 to 01/02/2019	Unit Test-I 20/01/2019 to 28/01/2019
	3.2	Types of general insurance	1		
	3.3	Books maintained for General Insurance Business	1		
	3.4	Important provisions of the Insurance Act,1938	1		
	3.5	Preparation of thr final accounts of General Insurance Business	6		
<b>Unit - 4</b>	<b>Investing Accounting</b>		<b>10</b>		
	Topic 4.1	Meaning of Investment Accounting	1	02/02/2019 to 25/02/2019	Assignment for Unit Test-II
	4.2	Investment ledger	2		
	4.3	Methods of Investment Accounting a) Cum-interest method b) Ex-interest method	03		
	4.4	Practical Problems based on the both the methods	04		
<b>Unit - 5</b>	<b>Accounting for Hotels</b>		<b>10</b>		
	Topic 5.1	Introduction and Types of Hotels	01	26/02/2019 to 21/03/2019	Unit Test-II 22/03/2019 to 30/03/2019
	5.2	The Book -keeping consisting of visitor's ledger	01		
	5.3	The preparation of Final Accounts	3		
	5.4	Practical Problems Granting Licence, etc.	4		

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## Department of Commerce

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

Class : M.Com II (semester-IV)

Subject : Banking and Finance- Financial Services- IV

Paper : Banking and Finance- Financial Services- IV (w.e.f.June 2017)

Name of Teacher : Prof.A.D.Savalsure

#### Summary of Teaching Plan :

Unit	Chapter / Topics	No. of Lectures	Date	Activities/ Assignment/ Test Date
<b>Unit - 1</b>	<b>Mutual Funds</b>	<b>12</b>		
	Topic 1.1 Introduction, meaning, Definitions of Mutual Fund, Importance of Mutual Fund	02	05/12/2018 to 20/12/2018	Guest Lecture
	1.2 Types/Classification of Funds	03		
	1.3 Management and Operation of the Fund	02		
	1.4 Net Asset Value, Performance Evaluation of Mutual Fund- Sharpe's Model, Treynor's Model	02		
	1.5 Reasons for Slow Growth, Future of Mutual Fund Industries In India	03		
<b>Unit - 2</b>	<b>Merchant Banking</b>	<b>12</b>		
	Topic 2.1 Introduction, meaning, Definition of Merchant Banking, Origin of Merchant Banking	02	26/12/2018 to 09/01/2019	Assignment Seminar 10/01/2019
	2.2 Difference Between Merchant Banks and Commercial Banks	02		
	2.3 Services of Merchant Banks- Issue Management, Portfolio Management, Underwriting.	03		
	2.4 Problems of Merchant Bankers in India	03		
	2.5 Scope of Merchant Banking In India	02		
<b>Unit - 3</b>	<b>Credit Rating</b>	<b>12</b>		
	3.1 Meaning, Definition, Origin of Credit Rating	02	10/01/2019 to 06/02/2019	Unit Test-I 20/01/2019 to 28/01/2019
	3.2 Functions of Credit Rating, Benefits of Credit Rating	02		
	3.3 Process of Credit Rating, SEBI Guidelines regarding Credit Rating	03		
	3.4 Credit Rating Agencies- CRISIL, ICRA, CARE, Moody's Standard and Poors	03		
	3.5 Limitations of Credit Rating	02		
<b>Unit - 4</b>	<b>Stock Exchange</b>	<b>12</b>		
	Topic 4.1 Meaning and Functions of Stock Exchange	02	07/02/2019 to 27/02/2019	Unit Test-I 20/01/2019 to 28/01/2019
	4.2 Bombay Stock Exchange- Establishment, Stock Index, Equity Segment, Debt Segment, Derivative Segment	02		
	4.3 NSE- Objectives, Features of NSE	02		
	4.4 OTCEI- Features, Promoters, Trading in OTCEI	03		
	4.5 Comparison Between BSE, NSE and OTCEI	03		
<b>Unit - 5</b>	<b>Special Financial Services</b>	<b>12</b>		
	Topic 5.1 Hire Purchase- Meaning and Concept	03	28/02/2019 to 21/03/2019	Assignment for Unit Test-II
	5.2 Leasing- Types of Lease	03		
	5.3 Concept of Factoring	03		
	5.4 Forfeiting and Venture Capital	03		

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