

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

Subject : Retail Management

Paper : Retail Management

Name of Teacher : Prof. Shaikh J.M

Summary of Teaching Plan :			
Unit	Chapter / Topics	No. of Lectures	Date
Unit - 1	Introduction to Retail Management	10	22/06/2018 to 15/07/2018
	1.1 Meaning, Definition & Significance Of Retailing.	02	
	1.2 Types Of Retailers.	02	
	1.3 Main Drivers Of Retailing In India.	02	
	1.4 Retail Management Strategy & Its Competitive Advantages.	02	
	1.5 Factors Attracting Global Retailers to India.	02	
Unit - 2	Consumer Buying Behaviour & Online Retailing	08	16/07/2018 to 31/07/2018
	2.1 Consumer Behaviour & Stages in the Buying Process.	02	
	2.2 Factors Affecting on Buyers Buying Decision Making Process.	02	
	2.3 Recent Trends in Online Retailing.	02	
	2.4 Advantages & Disadvantages of Online Retailing.	02	
Unit - 3	Franchising, Brand & Mall Management	12	01/08/2018 to 25/08/2018
	3.1 Meaning of Franchising.	02	
	3.2 Franchising Market & Franchising in India.	03	
	3.3 Brand Management & Brand Loyalty.	02	
	3.4 Meaning of Mall & Factors Affecting the Success of Malls.	02	
	3.5 Types of Malls	01	
	3.6 Problems of Mall Developers in India.	02	
Unit - 4	Retail Communication & Promotion	10	26/08/2018 to 22/09/2018
	4.1 Introduction & Methods of Communication with Customers.	02	
	4.2 Advertising- Concepts, Types & Importance of Advertising.	03	
	4.3 Popular Media Vehicles used in the Indian Retail Industry.	02	
	4.4 Personal Selling- Meaning & its process	03	
Unit - 5	Retailing & Information Technology System	12	23/09/2018 to 03/10/2018
	5.1 Information Technology & its Growing Role in Retailing.	03	
	5.2 Campaign Management in Retailing.	02	
	5.3 Benefits of Data Base Marketing & Application of IT to Retailing.	03	
	5.4 Limitations to Web Applications	02	
	5.5 Electronics Retailing Issues	02	

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

Subject : Retail Management

Paper : Retail Management

Name of Teacher : Prof. Shaikh J.M

Summary of Teaching Plan :			
Unit	Chapter / Topics	No. of Lectures	Date
Unit - 1	Introduction to Retail Management	10	
	1.1 Meaning, Definition & Significance Of Retailing.	02	22/06/2018 to 15/07/2018
	1.2 Types Of Retailers.	02	
	1.3 Main Drivers Of Retailing In India.	02	
	1.4 Retail Management Strategy & Its Competitive Advantages.	02	
	1.5 Factors Attracting Global Retailers to India.	02	
Unit - 2	Consumer Buying Behaviour & Online Retailing	08	
	2.1 Consumer Behaviour & Stages in the Buying Process.	02	16/07/2018 to 31/07/2018
	2.2 Factors Affecting on Buyers Buying Decision Making Process.	02	
	2.3 Recent Trends in Online Retailing.	02	
	2.4 Advantages & Disadvantages of Online Retailing.	02	
Unit - 3	Franchising, Brand & Mall Management	12	
	3.1 Meaning of Franchising.	02	01/08/2018 to 25/08/2018
	3.2 Franchising Market & Franchising in India.	03	
	3.3 Brand Management & Brand Loyalty.	02	
	3.4 Meaning of Mall & Factors Affecting the Success of Malls.	02	
	3.5 Types of Malls	01	
	3.6 Problems of Mall Developers in India.	02	
Unit - 4	Retail Communication & Promotion	10	
	4.1 Introduction & Methods of Communication with Customers.	02	26/08/2018 to 22/09/2018
	4.2 Advertising- Concepts, Types & Importance of Advertising.	03	
	4.3 Popular Media Vehicles used in the Indian Retail Industry.	02	
	4.4 Personal Selling- Meaning & its process	03	
Unit - 5	Retailing & Information Technology System	12	
	5.1 Information Technology & its Growing Role in Retailing.	03	23/09/2018 to 03/10/2018
	5.2 Campaign Management in Retailing.	02	
	5.3 Benefits of Data Base Marketing & Application of IT to Retailing.	03	
	5.4 Limitations to Web Applications	02	
	5.5 Electronics Retailing Issues	02	

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

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

Subject : Human Resource Management

Paper : Human Resource Management

Name of Teacher : Miss.Shaikh.J.M

Summary of Teaching Plan :			
Units	Chapter / Topics	No. of Lectures	Date
Unit - 1	Introduction to Human Resource Management	10	22/06/2018 to 15/07/2018
	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	16/07/2018 to 31/07/2018
	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	01/08/2018 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 22/09/2018
	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	23/09/2018 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 III (C Sem -V)

Subject : Management Accounting-I

Paper : Management Accounting-I

Name of Teacher : Miss Shaikh J.M

Summary of Teaching Plan :				
Units	Chapter / Topics		No. of Lectures	Date
Unit - 1	Introduction to Management Accounting		10	
	1.1	Meaning, Definition & Nature of Management Accounting	02	22/06/2018 to 15/07/2018
	1.2	Significance & Limitations of management accounting	02	
	1.3	Branches of accounting- Financial accounting, cost accounting, management accounting	04	
	1.4	Management accounting tools & techniques	04	
Unit - 2	Analysis & Interpretation of Financial Statement		12	
	2.1	Concept & Objective of Financial Statement Analysis	02	16/07/2018 to 31/07/2018
	2.2	Significance & Limitations of Financial Statement Analysis	02	
	2.3	Types of Financial Statement Analysis- Comparative Financial Statement & Trend Analysis	03	
	2.4	Problems based on- Comparative, Common Size & Trend Statements.	05	
Unit-3	Budget and Budgetary Control		10	
	3.1	Definitation of Budget	02	01/08/2018 to 25/08/2018
	3.2	Objectives of Budget and Budgetory Control	02	
	3.3	Essentials of a Successful Budget	02	
	3.4	Numerical Problems on Budget	04	
Unit - 4	Fund Flow Statement		10	
	4.1	Meaning & definition of Fund Flow Statement	02	26/08/2018 to 22/09/2018
	4.2	Importance & Limitations of Fund Flow Statement	02	
	4.3	Preparation of Statement showing changes in working captial	03	
	4.4	Preparation of fund flow statement	03	
Unit - 5	Cash Flow Statement		08	
	5.1	Meaning & Definition of cash flow statement	02	23/08/2018 to 03/10/2018
	5.2	Significance & Limitations of Cash Flow Statement	02	
	5.3	Classification of Cash Fund Statement- Cash Flow From Operating, Investing, Financing Activities	02	
	5.4	Preparation of Cash Flow Statement according to Accounting Standard-3 (AS-3)	02	

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

Class : B.Com III (ABC Sem -V)

Subject : Entrepreneurship Development- II

Paper : Project Formulation & Appraisal

Name of Teacher : Miss.Shaikh J.M

Summary of Teaching Plan :

Units	Chapter / Topics		No. of Lectures	Date
Unit - 1	Opportunity Identification & Selection		10	22/06/2018 to 15/07/2018
	1.1	Meaning of Opportunity, Identification & Selection	02	
	1.2	Need for Opportunity ,Identification & Selection	02	
	1.3	Identification of business opportunities	02	
	1.4	Business opportunities in various leading sector	02	
	1.5	Steps in setting up of MSMEs	02	
Unit - 2	Formulation Of Business Plan		10	16/07/2018 to 31/07/2018
	2.1	Meaning & contents of business plan	02	
	2.2	Significance of Business Plan	02	
	2.3	Formulation of business plan	02	
	2.4	Planning Commission guidelines for project report	02	
	2.5	Common errors in formulation of business plan	02	
Unit - 3	Financing of MSMEs		12	01/08/2018 to 25/08/2018
	3.1	Meaning & need for financial planning	02	
	3.2	Sources of Finance	02	
	3.3	Capital structure & factors affecting on capital structure	02	
	3.4	Introduction of Lease Financing & Hire Purchasing	02	
	3.5	Factoring for Micro & Small Enterprises	02	
	3.6	Venture capital & private Equity	02	
Unit - 4	Lease Financing and Hire Purchase		10	26/08/2018 to 22/09/2018
	4.1	Meaning of lease financing and hire purchase	02	
	4.2	Types of lease agreement	02	
	4.3	Advantages and Disadvantages of leasing	03	
	4.4	Difference between leasing and hire purchase	03	
Unit - 5	Project Appraisal		08	23/09/2018 to 03/10/2018
	5.1	Concepts of Project Appraisal	02	
	5.2	Methods of Project Appraisal	02	
	5.3	Environmental Clearance for MSMEs	02	
	5.4	The Environmental clearance process for MSMEs	02	

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Class :M.Com I (Sem I).

Subject : Marketing Management- I

Paper : Marketing Management- I

Name of Teacher : Prof. Shaikh J.M.

Summary of Teaching Plan :				
Units	Chapter / Topics		No. of Lectures	Date
Unit - 1	Introduction to Marketing Management		12	
	1.1	Meaning, definition of marketing management & its nature	03	22/06/2018
	1.2	Evolution of marketing concept & modern marketing concepts	03	to
	1.3	Marketing functions & role of marketing manager	03	15/07/2018
	1.4	Significance of marketing management	03	
Unit - 2	Marketing Mix		12	
	2.1	Meaning & definition & importance of marketing mix	03	16/07/2018
	2.2	Elements of marketing mix	03	to
	2.3	Factors determining the marketing mix	03	31/07/2018
	2.4	Essentials of an effective marketing mix	03	
Unit - 3	Market Segmentation & Product Positioning		12	
	3.1	Meaning & definition, concept of market segmentation	03	01/08/2018
	3.2	Benefits of market segmentation	03	to
	3.3	Base or methods of market segmentation	03	25/08/2018
	3.4	Target marketing & product positioning process	03	
Unit - 4	Consumer Behaviour		12	
	4.1	Meaning & definition of consumer behaviour	02	26/08/2018
	4.2	Need of understanding consumer behaviour	04	to
	4.3	Consumer buying behaviour & buying Process	03	22/09/2018
	4.4	Determinants of consumer Behaviour	03	
Unit - 5	Marketing Environment		12	
	5.1	Micro environment & its components	03	23/09/2018
	5.2	Controllable & uncontrollable forces	03	to
	5.3	Environmental scanning & analysis	03	03/10/2018
	5.4	Mapping of marketing environment & marketing audit	03	

Prof. Shaikh J.M.
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Structured Work Plan for Teaching (Dec : 2018 to March 2019)

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

Subject : Principles and Practices of Insurance

Paper : Principles and Practices of Insurance

Name of Teacher : Prof. Shaikh J.M

Summary of Teaching Plan :

Unit	Chapter / Topics	No. of Lectures	Date	Activities/ Assignment/ Test Date
Unit - 1	Introduction to Insurance	10		
	Topic 1.1 Meaning, definition & concept of insurance	02	29/11/2018 to 19/12/2018	Guest Lecture
	1.2 Principles of insurance	02		
	1.3 Characteristics of insurance	02		
	1.4 Classification of insurance	02		
	1.5 Importance of insurance	02		
Unit - 2	Reforms of Insurance Sector	11		
	Topic 2.1 Overview of insurance business in India	02	20/12/2018 to 16/01/2019	Assignment Seminar 10/01/2019
	2.2 Opportunities of insurance industry	03		
	2.3 Economic liberalisation in insurance sector	02		
	2.4 Objectives of Malhotra Committee	02		
	2.5 Current state of insurance industries	02		
Unit - 3	Legal framework of Insurance	10		
	Topic 3.1 Registration, Nomination of insurance	03	17/01/2019 to 07/02/2019	Unit Test-I 20/01/2019 to 28/01/2019
	3.2 Functions, objectives of general insurance	03		
	3.3 Powers of IRDA Act 1999	02		
	3.4 Insurance Ombudsman Scheme	02		
Unit - 4	Insurance Services and its Marketing	12		
	Topic 4.1 Insurance intermediaries : Agent- it's function	03	08/02/2019 to 02/03/2019	Assignment for Unit Test-II
	4.2 Broker : it's function	03		
	4.3 Bancassurance	02		
	4.4 Micro insurance - models	02		
	4.5 E-marketing of insurance	02		
Unit - 5	Policy Servicing and Claims Settlement	10		
	Topic 5.1 Procedure of life insurance	02	04/03/2019 to 21/03/2019	Unit Test-II 22/03/2019 to 30/03/2019
	5.2 Claim settlement in fire insurance and motor insu	02		
	5.3 Maturity claims in life insurance	02		
	5.4 Underwriting - types of underwriters	02		
	5.5 Actuary - Role and duties	02		

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

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

Subject : Financial Management

Paper : Financial Management

Name of Teacher : Prof.Shaikh J.M

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 07/01/2019	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	08/01/2019 to 10/02/2019	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	11/02/2019 to 10/03/2019	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	11/03/2019 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		

Prof. Shaikh J.M
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Structured Work Plan for Teaching (Dec : 2018 to March 2019)

Class : B.Com III (ABC Sem VI)

Subject : Entrepreneurship Development - IV

Paper : Entrepreneurship Development - IV

Name of Teacher : Prof.Shaikh J.M

Summary of Teaching Plan :

Unit	Chapter / Topics	No. of Lectures	Date	Activities/ Assignment/ Test Date
Unit - 1	Entrepreneurial Motivation	10		
	Topic 1.1 Meaning of Entrepreneurial Motivation	02	29/11/2018 to 19/12/2018	Guest Lecture
	1.2 Process for Entrepreneurship	02		
	1.3 Maslow's Theory of Entrepreneurial Motivation	02		
	1.4 Internal and External factors of Entrepreneurial Motivation	02		
	1.5 Kakinada Experiment of Entrepreneurial Motivation	02		
Unit - 2	Entrepreneurship Development Programs (EDP)	10		
	2.1 Meaning of EDP	02	20/12/2018 to 12/01/2019	Assignment Seminar 10/01/2019
	2.2 Need of EDP	02		
	2.3 Objectives of EDP	02		
	2.4 Contents of EDP	02		
	2.5 Phases of EDP	02		
Unit - 3	Intellectual Property Rights and MSMEs	10		
	Topic 3.1 Meaning of Intellectual Property Rights	02	16/01/2019 to 13/02/2019	Unit Test-I 20/01/2019 to 28/01/2019
	3.2 Types of Patents	02		
	3.3 Objectives of Copy Rights	02		
	3.4 Categories of Trade Mark	02		
	3.5 Need of IPR of MSMEs	02		
Unit - 4	TQM FASSAI and KAIZEN techniques for MSMEs	10		
	Topic 4.1 Meaning and definition of quality	02	14/02/2019 to 01/03/2019	Assignment for Unit Test-II
	4.2 Concepts of TQM	02		
	4.3 Introduction of Fassai techniques	02		
	4.4 Kaizen technique -The key to Japan success	02		
	4.5 Ten steps of kaizen technique	02		
Unit - 5	Export Documents & Procedure for Small Scale Entrepreneurs	10		
	Topic 5.1 Meaning and Nature of export business	02	02/03/2019 to 21/03/2019	Unit Test-II 22/03/2019 to 30/03/2019
	5.2 Forms of Export business	02		
	5.3 Advantages and Disadvantages	02		
	5.4 Types of documents for Export Business	02		
	5.5 Processing of an Export order	02		

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

Class : B.Com III (C Sem-VI)
Subject : Management Accounting-II
Paper : Management Accounting-II
Name of Teacher : Prof.Shaikh J.M

Summary of Teaching Plan :

Unit	Chapter / Topics	No. of Lectures	Date	Activities/ Assignment/ Test Date
Unit - 1	Responsibility Accounting	10		
	Topic 1.1 Meaning, Basic Principles	02	01/12/2018	Guest Lecture
	1.2 Process in implementation	03	to	
	1.3 Responsibility Centres	02	20/12/2018	
	1.4 Benefits of Responsibility Accounting	03		
Unit - 2	Working Capital Management	10		
	Topic 2.1 Nature and Significance	02	21/12/2018	Assignment Seminar 10/01/2019
	2.2 Factors affects on requirement	03	to	
	2.3 Sources of Working Capital	02	12/01/2019	
	2.4 Problems on Working Capital	03		
Unit - 3	Ratio Analysis	10		
	Topic 3.1 Meaning, Advantages and Limitation	03	13/01/2019	Unit Test-I 20/01/2019 to 28/01/2019
	3.2 Classifications of Ratios	03	to	
	3.3 Importance of Ratio Analysis	02	15/02/2019	
	3.4 Calculations of Ratios	02		
Unit - 4	Marginal Costing	10		
	Topic 4.1 Concept and Meaning	02	16/02/2019	Assignment for Unit Test-II
	4.2 Features of Marginal Costing	02	to	
	4.3 Break-even Analysis	02	28/02/2019	
	4.4 Calculations PV Ratio, Margin of Safety	02		
	4.5 Maintaining Desired Level of Profit	02		
Unit - 5	Capital Budgeting	10		
	Topic 5.1 Sources of Capital and Nature	01	01/03/2019	Unit Test-II 22/03/2019 to 30/03/2019
	5.2 Need and Importance	03	to	
	5.3 Capital Budgeting Process	02	21/03/2019	
	5.4 Methods of Capital Budgeting	02		
	5.5 Internal Rate of Return Method	02		

Prof. Shaikh J.M
Subject Teacher

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

Class : M.Com I (Sem II)


Subject : E-Commerce

Paper. : E-Commerce

Name of Teacher : Prof.Shaikh J.M


Summary of Teaching Plan :

Unit	Chapter / Topics	No. of Lectures	Date	Activities/ Assignment/ Test Date
Unit - 1	Introduction to Electronic Commerce	12		
	Topic 1.1 Meaning , Definition of E-Commerce	02	29/11/2018 to 17/12/2018	Guest Lecture
	1.2 Features of E-Commerce	02		
	1.3 Advantage and Disadvantages of E-Commerce	02		
	1.4 Difference between E-Commerce & E-business	02		
	1.5 Parties to E-Commerce	02		
	1.6 E-Commerce procedure	02		
Unit - 2	E-Commerce Models & Utilities	12		
	Topic 2.1 Business models- B2B, B2C and B2G	02	18/12/2018 to 17/01/2019	Assignment Seminar 10/01/2019
	2.2 Elements of E-Commerce	02		
	2.3 Electronic payment system	03		
	2.4 E-Commerce security	03		
	2.5 Electronic markets-Online auction, Online stock trading	02		
Unit - 3	E-Commerce in India	12		
	Topic 3.1 Applications of E-Commerce	03	29/01/2019 to 18/02/2019	Unit Test-I 20/01/2019 to 28/01/2019
	3.2 In Wholesale and retail	02		
	3.3 E-Commerce in marketing	02		
	3.4 Factors of E-Commerce business	03		
	3.5 Challenges facing B2C in India	02		
Unit - 4	E-Commerce & Taxation	12		
	Topic 4.1 Scope and Methodology	02	19/02/2019 to 04/03/2019	Assignment for Unit Test-II
	4.2 Profile of the Respondents	02		
	4.3 Perception of tax professionals	02		
	4.4 Direct taxation	02		
	4.5 Indirect taxation	02		
Unit - 5	E-Banking & Financial Services	12		
	Topic 5.1 Introduction to banking system	02	05/03/2019 to 21/03/2019	Unit Test-II 22/03/2019 to 30/03/2019
	5.2 Technology in Banking	03		
	5.3 Internet banking in India	02		
	5.4 Mobile banking in India	02		
	5.5 Case Study on Flipcart; Amazon	03		


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