

**Rajarshi Shahu Mahavidyalaya, (Autonomous), Latur**  
**Department of Commerce**  
**Structured Work Plan for Teaching (June 2018 to Oct 2018)**

**Class** : B.Com I (Sem - I) Div : (B and C)  
**Subject** : Business Economics  
**Papers** : I  
**Name of Teachers** : Prof. S N Bagwan

**Summary Teaching Plan :**

| Unit            | Chapter / Topics            |   | No. of Lectures | Date from to                   |
|-----------------|-----------------------------|---|-----------------|--------------------------------|
| <b>Unit - 1</b> | <b>Introduction</b>         |   | <b>08</b>       | 09/07/2018<br>to<br>24/07/2018 |
|                 | Topic 1.1                   | Meaning, nature and scope.                    | 04              |                                |
|                 | 1.2                         | Significance of business economics            | 01              |                                |
|                 | 1.3                         | Objectives of business firm                   | 02              |                                |
|                 | 1.4                         | Basic problems of an economy                  | 01              |                                |
| <b>Unit - 2</b> | <b>Utility Analysis</b>     |   | <b>12</b>       | 25/07/2018<br>to<br>09/08/2018 |
|                 | Topic 2.1                   | Utility concept, types.                       | 02              |                                |
|                 | 2.2                         | Law of Diminishing Marginal Utility.          | 02              |                                |
|                 | 2.3                         | Law of Equi – Marginal Utility.               | 02              |                                |
|                 | 2.4                         | Indifference Curve Analysis                   | 04              |                                |
|                 | 2.5                         | Consumer equilibrium.                         | 02              |                                |
| <b>Unit - 3</b> | <b>Demand Analysis</b>      |   | <b>12</b>       | 13/08/2018<br>to<br>28/08/2018 |
|                 | Topic 3.1                   | Meaning and Law of demand.                    | 02              |                                |
|                 | 3.2                         | Variation and changes in demand.              | 02              |                                |
|                 | 3.3                         | Concept of elasticity of demand.              | 03              |                                |
|                 | 3.4                         | Measurement of price elasticity of demand.    | 02              |                                |
|                 | 3.5                         | Determinants and significance ED              | 03              |                                |
| <b>Unit - 4</b> | <b>Theory of Production</b> |   | <b>10</b>       | 29/08/2018<br>to<br>13/09/2018 |
|                 | Topic 4.1                   | Meaning of production and production function | 02              |                                |
|                 | 4.2                         | The law of variable proportion                | 02              |                                |
|                 | 4.3                         | Law of returns to scale.                      | 02              |                                |
|                 | 4.4                         | Economics and diseconomies of scale.          | 04              |                                |
| <b>Unit - 5</b> | <b>Supply Analysis</b>      |   | <b>08</b>       | 17/09/2018<br>to<br>02/10/2018 |
|                 | Topic 5.1                   | Concept of supply                             | 02              |                                |
|                 | 5.2                         | Individual Supply and Market Supply           | 02              |                                |
|                 | 5.3                         | Law of Supply.                                | 02              |                                |
|                 | 5.4                         | Elasticity of supply and its Significance.    | 02              |                                |

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**Rajarshi Shahu**



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**(Autonomous), Latur**

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**Department of Commerce**

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

**Class** : B.Com II (Sem - III) Div : (C)

**Subject** : Cost Accounting

**Papers** : I

**Name of Teachers** : Prof. S N Bagwan

| <b>Summary Teaching Plan :</b> |  |  |                        |                                |
|--------------------------------|--|--|------------------------|--------------------------------|
| <b>Unit</b>                    | <b>Chapter / Topics</b>                |  | <b>No. of Lectures</b> | <b>Date from to</b>            |
| <b>Unit - 1</b>                | <b>Introduction to cost accounting</b> |  | <b>08</b>              | 03/07/2018<br>to<br>18/07/2018 |
|                                | Topic 1.1                              | Meaning of cost accounting and it's origin.      | 02                     |                                |
|                                | 1.2                                    | Objectives of cost accounting.                   | 01                     |                                |
|                                | 1.3                                    | Financial accounting V/s cost accounting. .      | 01                     |                                |
|                                | 1.4                                    | Elements of cost and cost classification.        | 03                     |                                |
|                                | 1.5                                    | Basic concepts of cost, cost unit & cost centre. | 01                     |                                |
| <b>Unit - 2</b>                | <b>Unit Costing</b>                    |  | <b>10</b>              | 19/07/2018<br>to<br>06/08/2018 |
|                                | Topic 2.1                              | Meaning and characteristics of unit costing      | 02                     |                                |
|                                | 2.2                                    | Preparation of cost sheet                        | 03                     |                                |
|                                | 2.3                                    | Treatment of stocks                              | 03                     |                                |
|                                | 2.4                                    | Determination of tender price                    | 02                     |                                |
| <b>Unit - 3</b>                | <b>Material cost control</b>           |  | <b>12</b>              | 07/08/2018<br>to<br>23/08/2018 |
|                                | Topic 3.1                              | Meaning and significance                         | 01                     |                                |
|                                | 3.2                                    | Material purchase procedure                      | 01                     |                                |
|                                | 3.3                                    | Store management : stock levels                  | 01                     |                                |
|                                | 3.4                                    | Inventory control : EOQ and ABC Analysis         | 01                     |                                |
|                                | 3.5                                    | Methods of pricing of issued material            | 08                     |                                |
| <b>Unit - 4</b>                | <b>Labour cost control</b>             |  | <b>12</b>              | 27/08/2018<br>to<br>11/09/2018 |
|                                | Topic 4.1                              | Meaning and Significance                         | 01                     |                                |
|                                | 4.2                                    | Labour Turnover, Idle Time and Over Time         | 01                     |                                |
|                                | 4.3                                    | Job Evaluation and Merit Rating                  | 01                     |                                |
|                                | 4.4                                    | Labour Remuneration System                       | 08                     |                                |
| <b>Unit - 5</b>                | <b>Overhead</b>                        |  | <b>08</b>              | 12/09/2018<br>to<br>27/09/2018 |
|                                | Topic 5.1                              | Meaning and objectives of study of overhead      | 01                     |                                |
|                                | 5.2                                    | Classification of overheads                      | 01                     |                                |
|                                | 5.3                                    | Absorption of overheads                          | 01                     |                                |
|                                | 5.4                                    | Computation of machine hour rate                 | 05                     |                                |

*Sanneer*  
**Subject Teacher**

*S.N. Bagwan*  
**HoD  
HEAD**  
Dept. of Commerce  
Rajarshi Shahu Mahavidyalaya  
**LATUR**



*S.N. Bagwan*  
**PRINCIPAL**  
Rajarshi Shahu Mahavidyalaya  
(Autonomous), Latur

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**Department of Commerce**  
**Structured Work Plan for Teaching (June : 2018 to Oct 2018)**

Class : B.Com III (Sem V) Div: (C)  
 Subject : Auditing  
 Paper : I  
 Name of Teacher : Prof. S.N. Bagwan

| <b>Summary of Teaching Plan :</b> |  |                 |                                |
|-----------------------------------|--|-----------------|--------------------------------|
| Unit                              | Chapter / Topics   | No. of Lectures | Date                           |
| <b>Unit - 1</b>                   | <b>Introduction to Auditing</b>                            | <b>10</b>       |                                |
|                                   | Topic 1.1 Meaning & Definition of Auditing                 | 01              | 04/07/2018<br>to<br>19/07/2018 |
|                                   | 1.2 Objectives of Audit                                    | 03              |                                |
|                                   | 1.3 Types Of Audit   | 03              |                                |
|                                   | 1.4 Types of Audit and frauds                              | 03              |                                |
| <b>Unit - 2</b>                   | <b>Audit Planning, Procedures and Documentation</b>        | <b>10</b>       |                                |
|                                   | Topic 2.1 Audit Planning : Meaning, Objectives             | 02              | 20/07/2018<br>to<br>04/08/2018 |
|                                   | 2.2 Audit Programme : Meaning, and Contents                | 02              |                                |
|                                   | 2.3 Audit Working Paper : Importance and Contents          | 03              |                                |
|                                   | 2.4 Audit Note Book : Meaning, Contents, Importance        | 03              |                                |
| <b>Unit - 3</b>                   | <b>Techniques of Auditing</b>                              | <b>10</b>       |                                |
|                                   | Topic 3.1 Test Checking: Meaning, Features                 | 02              | 08/08/2018<br>to<br>25/08/2018 |
|                                   | 3.2 Routine Checking: Meaning, Features                    | 03              |                                |
|                                   | 3.3 Audit Sampling: Meaning, Purposes                      | 05              |                                |
| <b>Unit - 4</b>                   | <b>Audit Evidence and Procedures</b>                       | <b>10</b>       |                                |
|                                   | Topic 4.1 Criteria for Selection of Audit Evidence         | 02              | 29/08/2018<br>to<br>13/09/2018 |
|                                   | 4.2 Sufficiency of audit evidence                          | 02              |                                |
|                                   | 4.3 Methods of obtaining audit evidence                    | 02              |                                |
|                                   | 4.4 Procedures of collecting audit evidence                | 02              |                                |
|                                   | 4.5 Extent of checking audit evidence                      | 02              |                                |
| <b>Unit - 5</b>                   | <b>Internal control, Internal check and Internal Audit</b> | <b>10</b>       |                                |
|                                   | Topic 5.1 Internal Control: Meaning, Importance            | 03              | 14/09/2018<br>to<br>29/09/2018 |
|                                   | 5.2 Internal Audit: Meaning, Scope and Objectives          | 03              |                                |
|                                   | 5.3 Internal Check: Meaning, Objectives And Importance     | 03              |                                |
|                                   | 5.4 Difference between Internal Audit & External Audit     | 01              |                                |

Subject Teacher



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HoD

**HEAD**  
 Dept. of Commerce  
 Rajarshi Shahu Mahavidyalaya  
 Latur

*[Signature]*  
**PRINCIPAL**

Rajarshi Shahu Mahavidyalaya  
 (Autonomous), Latur

HEAD  
 Dept. of Commerce  
 Rajarshi Shahu Mahavidyalaya  
 Latur

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**Department of Commerce**  
**Structured Work Plan for Teaching (June 2018 to Oct 2018)**

**Class :** M.Com I (Sem - I)  
**Subject :** Managerial Economics  
**Papers :** I  
**Name of Teachers :** Prof. S N Bagwan

**Summary Teaching Plan :**

| Unit            | Chapter / Topics                                 |  | No. of Lectures | Date from to                   |
|-----------------|--|--|-----------------|--------------------------------|
| <b>Unit - 1</b> | <b>Introduction</b>                              |  | <b>10</b>       | 04/07/2018<br>to<br>20/07/2018 |
|                 | Topic 1.1  | Meaning, nature and scope of managerial economics.       | 03              |                                |
|                 | 1.2  | Objectives of business firm.                             | 02              |                                |
|                 | 1.3  | Significance of economic analysis in business decisions. | 01              |                                |
|                 | 1.4  | Role and responsibilities of managerial economist.       | 04              |                                |
| <b>Unit - 2</b> | <b>Demand Analysis</b>                           |  | <b>13</b>       | 20/07/2018<br>to<br>04/08/2018 |
|                 | Topic 2.1  | Recent trends in the theory of demand : Hicks theory     | 03              |                                |
|                 | 2.2  | Samulson's revealed preference theory of demand          | 03              |                                |
|                 | 2.3  | Income Effect , Price effect substitution effect         | 01              |                                |
|                 | 2.4  | Demand forecasting, methods of demand forecasting        | 04              |                                |
|                 | 2.5  | Forecasting of established products & new products.      | 02              |                                |
| <b>Unit - 3</b> | <b>Production Behaviour</b>                      |  | <b>13</b>       | 08/08/2018<br>to<br>25/08/2018 |
|                 | Topic 3.1  | ISO quants   | 03              |                                |
|                 | 3.2  | ISO quants line  | 03              |                                |
|                 | 3.3  | Least cost combination of factors                        | 02              |                                |
|                 | 3.4  | Break Even Analysis                                      | 03              |                                |
|                 | 3.5  | Limitations of break even analysis.                      | 02              |                                |
| <b>Unit - 4</b> | <b>Price Determination and Pricing Practices</b> |  | <b>14</b>       | 29/08/2018<br>to<br>13/09/2018 |
|                 | Topic 4.1  | Perfect Competition                                      | 03              |                                |
|                 | 4.2  | Monopoly   | 03              |                                |
|                 | 4.3  | Monopolistic Competition                                 | 03              |                                |
|                 | 4.4  | Oligopoly and Duopoly                                    | 03              |                                |
|                 | 4.5  | Pricing in practices                                     | 02              |                                |
| <b>Unit - 5</b> | <b>Managerial Models</b>                         |  | <b>10</b>       | 14/09/2018<br>to<br>29/09/2018 |
|                 | Topic 5.1  | Baumol's sales or revenue maximization theory            | 03              |                                |
|                 | 5.2  | Williamsons utility maximization theory                  | 03              |                                |
|                 | 5.3  | Growth maximization theory of Marris                     | 03              |                                |
|                 | 5.4  | Cases Studies : Duopoly, Oligopoly, etc.                 | 01              |                                |

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**PRINCIPAL**  
Rajarshi Shahu Mahavidyalaya  
(Autonomous), Latur

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

**Class** : B.Com I (Sem - II) Div : (B & C)

**Subject** : Business Economics

**Papers** : II

**Name of Teachers** : Prof. S.N. Bagwan

**Summary Teaching Plan :**

| Unit            | Chapter / Topics                          |  | No. of Lectures | Date                           | Activities    | Test/ Assignment Date |
|-----------------|---|--|-----------------|--------------------------------|---------------|-----------------------|
| <b>Unit - 1</b> | <b>Market and Market Structures</b>       |  | <b>10</b>       | 29/11/2018<br>to<br>19/12/2018 |               |                       |
|                 | Topic 1.1                                 | Meaning and types of market                      | 03              |                                |               |                       |
|                 | 1.2                                       | Perfect competition :meaning and characteristics | 03              |                                |               |                       |
|                 | 1.3                                       | Equilibrium of firm and industryshort Run        | 02              |                                |               |                       |
|                 | 1.4                                       | Equilibrium of firm and industry Long Run        | 02              |                                |               |                       |
| <b>Unit - 2</b> | <b>Monopoly and Oligopoly</b>             |  | <b>10</b>       | 20/12/2018<br>to<br>09/01/2019 | Guest Lecture |                       |
|                 | Topic 2.1                                 | Meaning and characteristics                      | 02              |                                |               |                       |
|                 | 2.2                                       | Equilibrium of firm during short run             | 02              |                                |               |                       |
|                 | 2.3                                       | Equilibrium of firm during long run              | 02              |                                |               |                       |
|                 | 2.4                                       | Price discrimination & Favourable circumstances  | 02              |                                |               |                       |
|                 | 2.5                                       | Meaning and characteristics of oligopoly         | 02              |                                |               |                       |
| <b>Unit - 3</b> | <b>Monopolistic Competition</b>           |  | <b>10</b>       | 10/01/2019<br>to<br>31/01/2019 | Seminar       | Unit Test-I           |
|                 | Topic 3.1                                 | Meaning and characteristics                      | 02              |                                |               |                       |
|                 | 3.2                                       | Equilibrium of firm and industryshort Run        | 02              |                                |               |                       |
|                 | 3.3                                       | Equilibrium of firm and industry Long Run        | 02              |                                |               |                       |
|                 | 3.4                                       | Product differentiation                          | 02              |                                |               |                       |
|                 | 3.5                                       | Conditions for product differentiation           | 02              |                                |               |                       |
| <b>Unit - 4</b> | <b>Theory of Distribution (Part – I)</b>  |  | <b>10</b>       | 04/02/2019<br>to<br>27/02/2019 |               |                       |
|                 | Topic 4.1                                 | Marginal productivity theory of distribution     | 02              |                                |               |                       |
|                 | 4.2                                       | ) Rent:Meaning and concept of rent               | 01              |                                |               |                       |
|                 | 4.3                                       | Ricardian theory of rent                         | 02              |                                |               |                       |
|                 | 4.4                                       | Modern theory of rent.                           | 02              |                                |               |                       |
|                 | 4.5                                       | Meaning and concept of wages                     | 01              |                                |               |                       |
|                 | 4.6                                       | Modern theory of wages                           | 02              |                                |               |                       |
| <b>Unit - 5</b> | <b>Theory of Distribution (Part – II)</b> |  | <b>10</b>       | 28/02/2019<br>to<br>21/03/2019 | M.C.Qs        | Unit Test-II          |
|                 | Topic 5.1                                 | Meaning and concept of interest                  | 01              |                                |               |                       |
|                 | 5.2                                       | Loanable funds theory of interest                | 02              |                                |               |                       |
|                 | 5.3                                       | Liquidity preference theory of interest          | 02              |                                |               |                       |
|                 | 5.4                                       | Meaning and concept of profit                    | 01              |                                |               |                       |
|                 | 5.5                                       | Uncertainty bearing theory of profit             | 02              |                                |               |                       |
|                 | 5.6                                       | Innovation theory of profit                      | 02              |                                |               | S.E.E.-2019           |

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**Rajarshi Shahu Mahavidyalaya**  
**(Autonomous), Latur**

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

**Class** : B.Com II (Sem - IV) Div : (C)

**Subject** : Cost Accounting

**Papers** : II

**Name of Teachers** : Prof. S.N. Bagwan

**Summary Teaching Plan :**

| Unit            | Chapter / Topics   | No. of Lectures | Date from to                   | Activities | Test/ Assignment Date                         |
|-----------------|--|-----------------|--------------------------------|------------|---|
| <b>Unit - 1</b> | <b>Operating Costing</b>   | <b>10</b>       | 29/11/2018<br>to<br>19/12/2018 |            |   |
|                 | Topic 1.1 Meaning, Features of service industries                      | 02              |                                |            |   |
|                 | 1.2 Cost classification and composite cost units                       | 02              |                                |            |   |
|                 | 1.3 Preparation of cost sheet for Transport service                    | 06              |                                |            |   |
| <b>Unit - 2</b> | <b>Process Costing</b>   | <b>10</b>       | 20/12/2018<br>to<br>14/01/2019 |            |   |
|                 | Topic 2.1 Meaning ,Features & Procedures                               | 02              |                                |            |   |
|                 | 2.2 Valuation and recording of normal loss with or without scrap value | 03              |                                |            |   |
|                 | 2.3 Valuation and recording of abnormal loss & gain                    | 03              |                                |            |   |
|                 | 2.4 Concept of Inter-process profit                                    | 02              |                                |            |   |
| <b>Unit - 3</b> | <b>Contract Costing :-</b>   | <b>10</b>       | 16/01/2019<br>to<br>11/02/2019 | Seminar    | Unit Test-I<br>22-01-2019<br>To<br>28-01-2019 |
|                 | Topic 3.1 Meaning & Features, procedure of ascertaining                | 02              |                                |            |   |
|                 | 3.2 Profit on completed contract computing & accounting                | 03              |                                |            |   |
|                 | 3.3 Profit on incomplected contract computing & accounting             | 03              |                                |            |   |
|                 | 3.4 Concept of Cost plus contract, escalation and discalation clause   | 02              |                                |            |   |
| <b>Unit - 4</b> | <b>Reconciliation between Financial Profit and Costing Profit</b>      | <b>10</b>       | 12/02/2019<br>to<br>06/03/2019 |            |   |
|                 | Topic 4.1 Ascertainment of Profit as per Costing Record                | 02              |                                |            |   |
|                 | 4.2 Ascertainment of Profit as per Financial Record                    | 02              |                                |            |   |
|                 | 4.3 Preparation of Reconciliation Statement                            | 05              |                                |            |   |
|                 | 4.4 Concept of Memorandum Reconciliation A/c                           | 01              |                                |            |   |
| <b>Unit - 5</b> | <b>Marginal Costing</b>  | <b>10</b>       | 07/03/2019<br>to<br>21/03/2019 | M.C.Qs     | Unit Test-II                                  |
|                 | Topic 5.1 Meaning, Advantages and Limitations                          | 04              |                                |            |   |
|                 | 5.2 Application of Marginal Costing                                    | 02              |                                |            |   |
|                 | 5.3 Concept of Break Even Point,                                       | 02              |                                |            |   |
|                 | 5.4 Cost Volume Profit and P/V Ratio                                   | 02              |                                |            |   |
|                 |  |                 |                                |            | S.E.E.-2019                                   |

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**Rajarshi Shahu Mahavidyalaya**  
**(Autonomous), Latur**

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

Class : B.Com III (Sem VI) Div: (C)  
 Subject : Auditing  
 Paper : II  
 Name of Teacher : Prof. S.N. Bagwan

**Summary of Teaching Plan :**

| Unit            | Chapter / Topics  | No. of Lectures | Date                           | Activities/ Assignment/ Test Date              |
|-----------------|---|-----------------|--------------------------------|--|
| <b>Unit - 1</b> | <b>Audit Techniques : Vouching</b>  | <b>10</b>       |                                |  |
|                 | Topic 1.1 Meaning & Definition of Vouching  | 01              | 29/11/2018<br>to<br>19/12/2018 | Guest Lecture                                  |
|                 | 1.2 Vouching of Cash Receipts   | 03              |                                |  |
|                 | 1.3 Vouching of Cash Payment  | 03              |                                |  |
|                 | 1.4 Vouching of Trading Transactions  | 03              |                                |  |
| <b>Unit - 2</b> | <b>Verification &amp; Valuation of Assets &amp; Liabilities</b>                           | <b>10</b>       |                                |  |
|                 | Topic 2.1 Meaning & Definition  | 02              | 20/12/2018<br>to<br>12/01/2018 |  |
|                 | 2.2 Nature & Modes of Valuation of Assets   | 02              |                                |  |
|                 | 2.3 Verification of Assets  | 03              |                                |  |
|                 | 2.4 Verification of Liabilities   | 03              |                                |  |
| <b>Unit - 3</b> | <b>Company Auditor</b>  | <b>10</b>       |                                |  |
|                 | Topic 3.1 Appointment, Quantification, Disqualification & Re                              | 03              | 16/01/2019<br>to<br>13/02/2019 | Unit Test-I                                    |
|                 | 3.2 Retirement & Removal  | 02              |                                |  |
|                 | 3.3 Rights & Duties of Company Auditor  | 02              |                                |  |
|                 | 3.4 Responsibilities & Relevant Cases   | 03              |                                |  |
| <b>Unit - 4</b> | <b>Cost , Management &amp; Tax Audit</b>  | <b>10</b>       |                                |  |
|                 | Topic 4.1 Meaning, Quantification & Appointment of Cost Auditor                           | 02              | 14/02/2019<br>to<br>01/03/2019 |  |
|                 | 4.2 Objectives & Importance of Cost Audit   | 02              |                                |  |
|                 | 4.3 Meaning, Quantification & Meaning, Quantification & Appointment of Management Auditor | 02              |                                |  |
|                 | 4.4 Objectives & Importance of Management Audit   | 02              |                                |  |
|                 | 4.5 Meaning, Quantification & Appointment of Tax Auditor                                  | 02              |                                |  |
| <b>Unit - 5</b> | <b>Audit Report</b>   | <b>10</b>       |                                |  |
|                 | Topic 5.1 Meaning ,Significance & Contents  | 02              | 02/03/2019<br>to<br>21/03/2019 | Unit Test-II<br>22/03/2019<br>to<br>30/03/2019 |
|                 | 5.2 Types, Requisites Of good Audit Report  | 02              |                                |  |
|                 | 5.3 Qualified & Non Qualified Audit Report  | 02              |                                |  |
|                 | 5.4 Audit certificate, Difference between Audit Report & Audit Certificates               | 02              |                                |  |
|                 | 5.5 Auditing & Assurance Standard   | 02              |                                | SEE-2019                                       |

**Subject Teacher**



*(Signature)*  
**Rajarshi Shahu Mahavidyalaya**  
 (Autonomous), Latur

*(Signature)*  
**HoD**

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**Rajarshi Shahu Mahavidyalaya**  
**LATUR**

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## Department of Commerce

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

Class : M.com I

Subject : Human Resource Management

Paper :

Name of Teacher : Prof. S.N.Bagwan

#### Summary of Teaching Plan :

| Unit            | Chapter / Topics   | No. of Lectures | Date                           | Activities/ Assignment/ Test Date                          |
|-----------------|--|-----------------|--------------------------------|--|
| <b>Unit - 1</b> | <b>Introduction to Human Resource Management</b>                       | <b>12</b>       | 07/12/2018<br>to<br>02/01/2019 | Guest Lecture  |
|                 | Topic 1.1 Meaning, Objectives & Scope                                  | 03              |                                |  |
|                 | 1.2 Importance and Functions   | 02              |                                |  |
|                 | 1.3 Types of Organization  | 03              |                                |  |
|                 | 1.4 Problems and Challenges of HRM                                     | 02              |                                |  |
|                 | 1.5 Qualities of Good HR Manager                                       | 02              |                                |  |
| <b>Unit - 2</b> | <b>Job Design, Job Analysis and Job Description</b>                    | <b>12</b>       | 03/01/2019<br>to<br>19/01/2019 |  |
|                 | Topic 2.1 JD, Job Rotation, Job Enlargement & Job E                    | 02              |                                |  |
|                 | 2.2 Stages and Guidelines of Job Enrichment                            | 02              |                                |  |
|                 | 2.3 Job Analysis – Meaning & Process                                   | 02              |                                |  |
|                 | 2.4 Tools & Techniques of Job Analysis                                 | 03              |                                |  |
|                 | 2.5 Job Description : Features & Stages                                | 03              |                                |  |
| <b>Unit - 3</b> | <b>Recruitment and Selection</b>                                       | <b>12</b>       | 30/01/2019<br>to<br>20/02/2019 | Unit Test-I  |
|                 | Topic 3.1 Meaning and Objectives of Recruitment                        | 02              |                                |  |
|                 | 3.2 Techniques of Recruitment  | 03              |                                |  |
|                 | 3.3 Employee Selection – Meaning & Process                             | 02              |                                |  |
|                 | 3.4 Sources of Internal and External Recruitment                       | 03              |                                |  |
|                 | 3.5 Decision of Selection & Factor affecting it                        | 02              |                                |  |
| <b>Unit - 4</b> | <b>Training and Development</b>  | <b>12</b>       | 21/02/2019<br>to<br>09/03/2019 | Unit Test-II<br>22/03/2019<br>to<br>30/03/2019<br>SEE-2019 |
|                 | Topic 4.1 Training - Concept and Importance                            | 02              |                                |  |
|                 | 4.2 Steps in Training  | 02              |                                |  |
|                 | 4.3 Types and Methods of Training                                      | 03              |                                |  |
|                 | 4.4 Development – Concept and Need                                     | 02              |                                |  |
|                 | 4.5 Techniques of Management Development                               | 03              |                                |  |
| <b>Unit - 5</b> | <b>Performance Appraisal, Job Evaluation and Employee Turnover</b>     | <b>12</b>       | 13/03/2019<br>to<br>21/03/2019 | Unit Test-II<br>22/03/2019<br>to<br>30/03/2019             |
|                 | Topic 5.1 Performance Appraisal – Concept and Purposes                 | 02              |                                |  |
|                 | 5.2 Process of Performance Appraisal                                   | 02              |                                |  |
|                 | 5.3 Methods of Performance Appraisal                                   | 02              |                                |  |
|                 | 5.4 Problems of Performance Appraisal                                  | 02              |                                |  |
|                 | 5.5 Job Evaluation - Objectives and Methods                            | 02              |                                |  |
|                 | 5.6 Concept of employee turnover and Human Resource Accounting (AS-15) | 02              |                                |  |

Subject Teacher



Principal  
Rajarshi Shahu Mahavidyalaya  
(Autonomous), Latur

HoD  
HEAD  
Dept. of Commerce  
Rajarshi Shahu Mahavidyalaya  
LATUR