

**Rajarshi Shahu Mahavidyalaya, (Autonomous), Latur**  
**Department of Commerce**  
**Structured Work Plan for Teaching (Ju ly : 2019 to October 2019)**

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

**Summary of Teaching Plan :**

Unit	Chapter / Topics	No. of Lectures	Date
<b>Unit - 1</b>	<b>Introduction to Business Commuication</b>	<b>10</b>	
	Topic 1.1 Meaning & Definition of Business Communication	02	01/07/2019 to 19/07/2019
	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 Commuication</b>	<b>10</b>	
	Topic 2.1 Verbal Communication-Written & Oral	02	20/07/2019 to 05/08/2019
	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>	
	Topic 3.1 Meaning and Definition	02	06/08/2019 to 27/08/2019
	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>	
	Topic 4.1 Introduction, Structure and format of business letter	03	31/08/2019 to 30/09/2019
	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>	
	Topic 5.1 Introduction Presentation (Soft) Skill	03	01/10/2019 to 22/10/2019
	5.2 Elements Presentation (Soft) Skill	02	
	5.3 Designing your presentstion skill	02	
	5.4 Tips for effective presentation (Soft) skill	02	
	5.5 Public speaking	01	

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# Rajarshi Shahu Mahavidyalaya, (Autonomous), Latur

## Department of Commerce

### Structured Work Plan for Teaching ( July: 2019 to Nov 2019)

Class : B.Com II C (Sem III).  
Subject : Human Resource Management  
Paper : Human Resource Management  
Name of Teacher : Prof. Battewar P.C

#### Summary of Teaching Plan :

Unit	Chapter / Topics	No. of Lectures	Date
Unit - 1	<b>Introduction to Human Resource Management</b>	<b>10</b>	
	Topic 1.1 Meaning definition of human resource management.	02	03/07/2019 To 27/07/2019
	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	<b>Acquiring the Human Resources</b>	<b>10</b>	
	Topic 2.1 Concept of human resource planning.	02	25/07/2019 To 14/08/2019
	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	<b>Job Analysis &amp; Job Design</b>	<b>10</b>	
	Topic 3.1 Concept of job analysis & job design	02	16/08/2019 To 04/09/2019
	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	<b>Recruitment &amp; Selection</b>	<b>10</b>	
	Topic 4.1 Meaning of recruitment & selection	02	05/09/2019 To 03/10/2019
	4.2 Process of recruitment	02	
	4.3 Sources of recruitment-Internal sources & external sources of recruitment	02	
	4.4 Steps in selection process	02	
	4.5 Types of selection interview	02	
Unit - 5	<b>Training &amp; Development</b>	<b>10</b>	
	Topic 5.1 Meaning of training & development.	02	04/10/2019 To 24/10/2019
	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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**Rajarshi Shahu Mahavidyalaya, (Autonomous), Latur****Department of Commerce****Structured Work Plan for Teaching (July 2019-2020)**

Class :B.Com III (Sem V). Div. : (AB &amp; BC)

Subject : Banking &amp; Finance I

Paper : Banking &amp; Finance I

Name of Teacher : Prof. Battewar P.C.

**Summary of Teaching Plan :**


Units	Chapter / Topics		No. of Lectures	Date
<b>Unit - 1</b>	<b>An Overview of History of Banking</b>		<b>13</b>	01/07/19 to 23/07/19
	1.1	Introduction, Meaning & Definition.	02	
	1.2	Origin & Evolution of Banking.	02	
	1.3	Classification of Commercial Bank on the basis of their organisation - Unit Banking, Branch Banking, Group Banking, Chain Banking, Correspondent Banking.	04	
	1.4	Structure of Indian Banking System in India.	05	
<b>Unit - 2</b>	<b>Functions of Commercial Banks.</b>		<b>13</b>	24/07/19 to 20/08/19
	2.1	<b>Primary Functions :</b>		
	2.1.1	<b>Acceptance of Deposits</b> - Demand Deposits & Time Deposits.	03	
	2.1.2	<b>Granting Loans &amp; Advances</b> - Term Loans, Advances, Overdrafts, Cash Credits, Discounting of Bills.	03	
	2.2	<b>Secondary Functions:</b>		
	2.2.1	<b>Agency Functions</b> - Payment & Collection of Cheques, Bills & Promissory Notes, Execution of Standing orders, Purchase & Sales of Securities, Acting as Trustee, Executor of Attorney, Acting as a correspondent & respective of its customers on other banks and Financial institutions, Bankers Insurance.	03	21/08/19 to 16/09/19
	2.2.2	<b>General Utility Function</b> - Safe custody, Safe Deposit Vaults, Remittance of Funds, Issue of Letter of Credit, Constancy, Guarantees, Pension Payments, Conducting Government Transactions, Conducting Foreign Exchange Transactions.	04	

<b>Unit - 3</b>	<b>Types of Account Holders &amp; Methods of Remittance</b>		<b>12</b>	21/08/19 to 16/09/19
	3.1	<b>Types of Customers:</b>		
	3.1.1	<b>Individual Customers:</b> Single or Joint, Illiterate, Minor, Married Women, Non Resident Accounts.	04	
	3.1.2	<b>Other Customers:</b> Hindu Undivided Family, Sole Proprietorship, Partnership Firms, Joint Stock Companies, Clubs, Associations & Societies, Trusts, Executors & Administrators.	04	
	3.2	<b>Methods of Remittance:</b> A) Demand Drafts, B) Bankers Cheque, C) Gift Cheque, D) Travellers Cheque, E) SWIFT, F) NEFT, G) RTGS.	04	

**Summary of Teaching Plan :**

Units	Chapter / Topics		No. of Lectures	Date
Unit - 4	Electronic Business & E-Banking		12	26/09/19 to 24/10/19
	4.1	E-Business	02	
	4.2	E-Commerce	02	
	4.3	E-Banking	01	
	4.4	E-Money	01	
	4.5	Online Banking	02	
	4.6	Electronic Data Interchange (EDI)	02	
	4.7	Mobile Banking	02	

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**Structured Work Plan for Teaching (July : 2019 to October 2019)**

**Class : M.Com II (SEM-III)**  
**Subject : Banking & Finance-I**  
**Paper : Banking & Finance-I**  
**Name of Teacher : Prof.Battewar P.C.**

**Summary of Teaching Plan :**

Unit	Chapter / Topics	No. of Lectures	Date
<b>Unit - 1</b>	<b>Evolution of Banking</b>	<b>12</b>	
	Topic 1.1 Definition, origin, evolution and classification of banks.	02	05/07/2019 to 26/07/2019
	1.2 Types of Banks	02	
	1.3 Classification of banks	04	
	1.4 Banks in public sector, private sector & co-operative structure	04	
<b>Unit - 2</b>	<b>Functions of Commerical Banks</b>	<b>12</b>	
	Topic 2.1 Primary functions of commercial banks	02	27/07/2019 to 16/08/2019
	2.2 Credit creation of commercial banks – process & limitations	04	
	2.3 Secondary functions of commercial banks	03	
	2.4 Agency and general utility services by commercial banks	03	
<b>Unit - 3</b>	<b>Types of Customers &amp; Types of Accounts</b>	<b>12</b>	
	Topic 3.1 Individual customers, minor customers, joint accounts, accounts of Non Resident Indians	03	17/08/2019 to 07/09/2019
	3.2 Institutional customers – partnership, trustees, private & public sector companies, clubs	03	
	3.3 Types of accounts – current account, saving account, fixed deposit account and recurring deposit account	03	
	3.4 Types of advances – Bank overdraft, cash credit, loans, bill discounting, money at call & short notice	03	
<b>Unit - 4</b>	<b>Lending &amp; Investment Functions of Banks</b>	<b>12</b>	
	Topic 4.1 Principles of lending - Safety, Liquidity & Profitability	04	13/09/2019 to 04/10/2019
	4.2 Diversification of risk - marketability, security	04	
	4.3 Secured & Unsecured loans	04	
<b>Unit - 5</b>	<b>Modern Banking Practices</b>	<b>12</b>	
	Topic 5.1 Bank credit cards, Debit cards.	02	15/10/2019 to 24/10/2019
	5.2 Automated Teller Machine, Teller system, Online banking.	02	
	5.3 Magnetic Ink Character Recognition, Electronic Data Interchange	03	
	5.4 Computerized external business, Real Time Gross Settlement (RTGS)	02	
	5.5 Tele-Banking, Home Banking, Mobile banking.	03	

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## Department of Commerce

### Structured Work Plan for Teaching (Dec : 2019 to March 2020)

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
Unit - 1	<b>Introduction to Business Environment</b>	<b>10</b>	09/12/2019 to 28/12/2019
	Topic 1.1 Concept, Characteristics and Scope	02	
	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	<b>Economic Environment</b>	<b>10</b>	30/12/2019 to 18/01/2019
	Topic 2.1 Concept and Characteristics	02	
	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	<b>Financial Environment</b>	<b>10</b>	20/01/2020 to 08/02/2020
	Topic 3.1 Meaning and Constituents of Financial System	01	
	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	<b>Social Environment</b>	<b>10</b>	10/02/2020 to 09/03/2020
	Topic 4.1 Meaning of Social Environment	01	
	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	<b>Schemes of Prime Minister of India</b>	<b>10</b>	10/03/2020 to 31/03/2020
	Topic 5.1 Introduction, Background	02	
	5.2 Make in India, Digital India, Stand up India	02	
	5.3 Start up India, Jan-Dhan Yojana, Kusal Bharat	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 : 2019 to March 2020)

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
Unit - 1	<b>Basics of Financial Management</b>	<b>10</b>	09/12/2019 to 24/12/2019
	Topic 1.1 Introduction, Meaning, & Scope	02	
	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	<b>Cost of Capital</b>	<b>11</b>	26/12/2019 to 20/01/2020
	Topic 2.1 Meaning and Need of Capital	02	
	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	<b>Capital Structure and Leverage</b>	<b>10</b>	21/01/2020 to 06/02/2020
	Topic 3.1 Meaning and Elements of Capital	02	
	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	<b>Capital Budgeting</b>	<b>12</b>	10/02/2020 to 25/02/2020
	Topic 4.1 Meaning and Significance of Capital Budgeting	03	
	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	<b>Working Capital Management</b>	<b>10</b>	09/03/2020 to 31/03/2020
	Topic 5.1 Meaning and significance of WCM	02	
	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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## Department of Commerce

### Structured Work Plan for Teaching (Dec : 2019 to March 2020)

Class : B.Com II ( C 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
Unit - 1	Basics of Financial Management	10	11/12/2019 to 01/01/2020
	Topic 1.1 Introduction, Meaning, & Scope	02	
	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	02/01/2020 to 25/01/2020
	Topic 2.1 Meaning and Need of Capital	02	
	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	29/01/2020 to 15/02/2020
	Topic 3.1 Meaning and Elements of Capital	02	
	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	20/02/2020 to 18/03/2020
	Topic 4.1 Meaning and Significance of Capital Budgeting	03	
	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	19/03/2020 to 31/03/2020
	Topic 5.1 Meaning and significance of WCM	02	
	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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## Department of Commerce

### Structured Work Plan for Teaching (Dec : 2019 to March 2020)

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

Subject : Banking & Finance III

Paper : Banking & Finance III

Name of Teacher : Prof. Battewar P. C.

#### Summary of Teaching Plan :

Unit	Chapter / Topics	No. of Lectures	Date
Unit - 1	Indian Money Market	12	09/12/2019 to 31/12/2019
	Topic 1.1 Introduction to Financial Market	3	
	1.2 Introduction, Meaning and Definition, Objectives.	2	
	1.3 Features, Functions & Importance of Money Market	2	
	1.4 Segments of Money Market - 1) Call Money Market, 2) Treasury Bill Market, 3) Commercial Bill Market, 4) Commercial Papers, 5) Certificate of Deposits 6) Gilt Edged Securities Market.	5	
Unit - 2	Indian Capital Market	12	01/01/2020 to 27/01/2020
	Topic 2.1 Meaning, Features, Functions.	3	
	2.2 Constituents of Capital market	3	
	2.3 Bombay Stock Exchange ( BSE ).	2	
	2.4 National Stock Exchange ( NSE )	2	
	2.5 Over The Counter Exchange Board Of India (OTCEI)	2	
Unit - 3	Reserve Bank of India	13	03/02/2020 to 26/02/2020
	Topic 3.1 Introduction Meaning & Definition	2	
	3.2 Evolution, Organization and Functions	3	
	3.3 Recent Monetary Policy of RBI	4	
	3.4 Qualitative and Quantitative Measures	4	
Unit - 4	SEBI and Concepts Related to Stock Exchange	13	09/03/2020 to 31/03/2020
	Topic 4.1 Introduction of SEBI, Its Functions and Powers	2	
	4.2 History, Meaning and Definition of Stock Exchange	3	
	4.3 Investor Protection-Rights of Investors	2	
	4.4 Listing- Meaning, Security Listing, Features, Benefits	2	
	4.5 Delisting - Meaning and Its Types	2	
	4.6 Insider Trading	2	

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### Structured Work Plan for Teaching (Dec : 2019 to March 2020)

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
Unit - 1	Patents Act, 1970.	14	11/12/2019 to 01/01/2020
	Topic 1.1 Basic Concept of Patent: Meaning, Advantages & Types of Patents.	03	
	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	02/01/2020 to 25/01/2020
	Topic 2.1 Introduction, Meaning, Definition, Functions & Essentials of Trade Mark.	03	
	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	29/01/2020 to 15/02/2020
	Topic 3.1 Meaning, Nature & Characteristics.	03	
	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	20/02/2020 to 18/03/2020
	Topic 4.1 Concept & Definition of Geographical Indications.	01	
	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	19/03/2020 to 31/03/2020
	Topic 5.1 Definition of Farmer, Who can apply for Registration, What can be & What can not be Register under this Act?	02	
	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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