

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

Class : B.Com I (C) Sem.: I
Subject : Business Communication
Paper : Business Communication
Name of Teacher : Prof.Balsaraf A.K.

Summary of Teaching Plan :			
Unit	Chapter / Topics	No. of Lectures	Date
Unit - 1	Introduction to Business Communication	10	
	Topic 1.1 Meaning & Definition of Business Communication	02	01/07/2019 to 18/07/2019
	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	
Unit - 2	Forms of Business Communication	10	
	Topic 2.1 Verbal Communication-Written & Oral	02	22/07/2019 to 06/08/2019
	2.2 Non-Verbal Communication	02	
	2.3 Types of Communication-Formal & Informal	03	
	2.4 Modern forms of Communication	03	
Unit - 3	Group Communication	10	
	Topic 3.1 Meaning and Definition	02	07/08/2019 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	
Unit - 4	Business Correspondence	10	
	Topic 4.1 Introduction, Structure and format of business letter	03	28/08/2019 to 26/09/2019
	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	
Unit - 5	Presentation (Soft) Skills and Public speaking	10	
	Topic 5.1 Introduction Presentation (Soft) Skill	03	27/09/2019 to 24/10/2019
	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 (July : 2019 to October 2019)

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

Subject : Corporate Accounting -I

Paper : Corporate Accounting-I

Name of Teacher : Prof. Balsaraf A. K

Summary of Teaching Plan :

Unit	Chapter / Topics	No. of Lectures	Date
Unit - 1	Issue, Forfeiture and Reissue of Shares of a Company	11	01/07/19 to 18/07/19
	Topic 1.1 Meaning of company & its formation	01	
	1.2 Issue of shares: At premium, At discount and At par	02	
	1.3 Pro-rata Allotment of shares	01	
	1.4 Forfeiture of shares		
	1.5 Reissue of forfeited shares	01	
	1.6 Practical problems	05	
Unit - 2	Issue and Redemption of Debenture	11	22/07/2019 to 16/08/2019
	Topic 2.1 Meaning and types of debentures	02	
	2.2 Issue of Debentures: At premium, At discount and At par	01	
	2.3 Redemption of Debentures	01	
	2.4 Provision and Methods of Redemption		
	2.5 Practical Problems	05	
Unit - 3	Redemption of Preference Shares	11	07/08/2019 to 27/08/2019
	Topic 3.1 Concept and types of preference shares	01	
	3.2 Methods of redemption – out of profit and out of fresh issue	02	
	3.3 Legal provisions regarding redemption of preference shares	01	
	3.4 Items transferred to Capital Redemption Reserve A/	01	
	3.5 Practical Problems	06	
Unit - 4	Accounting for Amalgamation	11	28/08/2019 to 26/09/2019
	Topic 4.1 Meaning of Amalgamation	01	
	4.2 Methods of purchase consideration	01	
	4.3 Inter Company stock, debts & bills	01	
	4.4 Accounting Entries in the books of transferor company and transferee company	01	
	4.5 Practical problems	06	
Unit - 5	Accounting for Absorption	10	27/09/2019 to 24/10/2019
	Topic 5.1 Concepts of Absorption	01	
	5.2 Methods of purchase consideration	02	
	5.3 Accounting entries in the books of Absorbed company & Absorbing company	02	
	5.4 Practical problems	05	

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


Class : B.Com II (B) Sem.: III
Subject : Retail Management
Paper : Retail Management
Name of Teacher : Prof.Balsaraf A.K.

Summary of Teaching Plan :			
Unit	Chapter / Topics	No. of Lectures	Date
Unit - 1	Introduction to Retail Management	10	
	Topic 1.1 Meaning, definition and significance of retailing	02	01/07/2019 to 18/07/2019
	1.2 Types of Retailers	03	
	1.3 Main drivers of Retailing in India.	02	
	1.4 Retail management strategy and its competitive advantages	02	
	1.5 Factors attracting global retailers to India	02	
Unit - 2	Consumer Buying Behaviour and Online Retailing	10	
	Topic 2.1 Consumer behaviour and stages in the buying process	02	22/07/2019 to 06/08/2019
	2.2 Factors affecting on buyers buying decision making process	03	
	2.3 Recent trends in online retailing	02	
	2.4 Advantages & disadvantages of online retailing	03	
Unit - 3	Franchising, Brand and Mall Management	10	
	Topic 3.1 Meaning of franchising.	01	07/08/2019 to 27/08/2019
	3.2 Franchising Market and franchising in India	02	
	3.3 Brand Management and 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 and Promotion	10	
	Topic 4.1 Introduction and Methods of communication with customers.	02	28/08/2019 to 26/09/2019
	4.2 Advertising – Concept, Types and importance of advertising	04	
	4.3 Popular media vehicles used in the Indian retail industry.	02	
	4.4 Personal selling – Meaning & its process.	02	
Unit - 5	Retailing and Information Technology System	10	
	Topic 5.1 Information technology and its growing role in retailing.	02	27/09/2019 to 24/10/2019
	5.2 Campaign management in retailing	02	
	5.3 Benefits of database marketing and application of IT to retailing	02	
	5.4 Limitations to web applications	02	
	5.5 Electronics retailing issues.	02	


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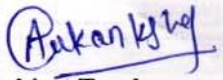
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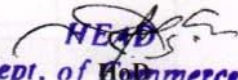
Structured Work Plan for Teaching (July : 2019 to October 2019)

Class : B.Com II (C) Sem.: III
Subject : Economic Planning in India
Paper : Economic Planning in India
Name of Teacher : Prof.Balsaraf A.K.

Summary of Teaching Plan :

Unit	Chapter / Topics	No. of Lectures	Date	
Unit - 1	Introduction to Business Communication		01/07/2019 to 19/07/2019	
	Topic 1.1	Objectives of Economic Planning In India		03
	1.2	Development strategy in India		03
	1.3	LPG Model of Development		03
Unit - 2	Public Sector In India		20/07/2019 to 05/08/2019	
	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
Unit - 3	Disinvestment of Public Enterprises		06/08/2019 to 27/08/2019	
	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
Unit - 4	Privatization, Globalization and its impact on India		31/08/2019 to 30/09/2019	
	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
Unit - 5	Planning Experience & NITI AYOOG		01/10/2019 to 22/10/2019	
	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 (July : 2019 to October 2019)

Class : M.Com II (SEM-III)

Subject : Marketing Management II

Paper : Marketing Management II

Name of Teacher : Prof.Balsaraf A.K.

Summary of Teaching Plan :			
Unit	Chapter / Topics	No. of	Date
Unit - 1	Marketing Research and Marketing Information System	12	
	Topic 1.1 Meaning, nature and importance of marketing	04	04/07/2019
	1.2 Objectives and functions of marketing research.	02	to
	1.3 Marketing research process	03	24/07/2019
	1.4 Meaning of marketing information system and	03	
Unit - 2	Sales Forecasting and Policy Making	12	
	Topic 2.1 Meaning, difference between selling and	03	25/07/2019
	2.2 Importance of forecasting in policy making	03	to
	2.3 Forecasting methods and procedure	03	20/08/2019
	2.4 Merits and demerits of various methods	03	
Unit - 3	Recent Trends in Marketing	12	
	Topic 3.1 Social Marketing : Meaning, features,	03	21/08/2019
	3.2 Green Marketing : Meaning, features,	03	to
	3.3 Online Marketing : Meaning, features,	03	12/09/2019
	3.4 Direct Marketing : Meaning, features,	03	
Unit - 4	Consumer Relationship Management	12	
	Topic 4.1 CRM : Meaning, Definition	02	16/09/2019
	4.2 Need & importance.	04	to
	4.3 Steps involved in CRM.	04	14/10/2019
	4.4 Consumer Profiling	02	
Unit - 5	Marketing Organization	12	
	Topic 5.1 Elements of marketing organization	03	15/10/2019
	5.2 Major alternatives for organisationing marketing	03	to
	5.3 Controlling marketing activities	03	24/10/2019
	5.4 Process of marketing control	03	

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

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

Summary of Teaching Plan :				
Unit	Chapter / Topics		No. of Lectures	Date
Unit - 1	Introduction to Business Environment		13	09/12/19 to 24/12/19
	Topic 1.1	Concept, Characteristics, and Scope of Business Environment	02	
	1.2	Nature and Significance of Business Environment	02	
	1.3	Types of Business Environment	03	
	1.4	Environmental Analysis – Process, Importance and Limitations of Environmental Analysis	03	
	1.5	Techniques of Environmental analysis	02	
	1.6	Impact of Environmental changes on Business.	01	
Unit - 2	Economic Environment		10	26/12/19 to 20/01/20
	Topic 2.1	Concept, Characteristics	02	
	2.2	Concept and Functions of NITI Aayog	02	
	2.3	Types of economic system and features	03	
	2.4	Economic policies –Recent Industrial policy, Recent Monetary policy, Recent Fiscal Policy	03	
Unit - 3	Financial Environment		12	21/01/20 to 06/02/20
	Topic 3.1	Meaning and Constituents of Financial System	03	
	3.2	Financial institutions	02	
	3.3	Financial Services- Mutual funds, Investment trust, Venture capital fund, 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	
Unit - 4	Social Environment		10	10/02/20 to 25/02/20
	Topic 4.1	Meaning of Social Environment	02	
	4.2	Social Objectives of Business	02	
	4.3	Social Responsibility of Business – Concept & Nature	02	
	4.4	Responsibility towards different groups	02	
	4.5	Guidelines for social responsibility	02	
Unit - 5	Schemes of Prime Minister of India		10	09/03/20 to 31/03/20
	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 , Kushal 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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Structured Work Plan for Teaching (Dec : 2019 to March 2020)

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

Subject : Corporate Accounting -II

Paper : Corporate Accounting-II

Name of Teacher : Prof. Balsaraf A. K

Summary of Teaching Plan :

Unit	Chapter / Topics	No. of Lectures	Date	
Unit - 1	Underwriting Accounts	11	09/12/19 to 24/12/19	
	Topic 1.1	Meaning of underwriting		1
	1.2	Full and partial underwriting		
	1.3	Underwriting commission		1
	1.4	Two or more underwriters		
	1.5	Sub-underwriting		01
	1.6	Practical problems		08
Unit - 2	Holding Company Accounts	12	26/12/19 to 20/01/20	
	Topic 2.1	Concept of Holding company		01
	2.2	Wholly owned and partly owned subsidiaries		01
	2.3	Minority Interest		01
	2.4	Consolidated Final Accounts AS 21		
	2.5	Cost of control and intercompany transactions		01
	2.6	Accounting for holding company and one		08
Unit - 3	Reconstruction	12	21/01/20 to 06/02/20	
	Topic 3.1	Alteration of share capital		01
	3.2	Reduction of share capital/Internal Reconstruction, External Reconstruction		01
	3.3	Steps involved in Internal Reconstruction		01
	3.4	Reorganization through surrender of shares		01
	3.5	Scheme of Capital Reduction		1
	3.6	Practical Problems		08
Unit - 4	Company Liquidation	12	10/02/20 to 25/02/20	
	Topic 4.1	Meaning and features of liquidation		01
	4.2	Legal provisions, regarding liquidation		01
	4.3	Liquidators final statement of Account		01
	4.4	Liquidation remuneration		
	4.5	Preferential order of payments		01
	4.6	Practical problems		08
Unit - 5	Company Final Account	05	09/03/20 to 31/03/20	
	Topic 5.1	Need and objectives of financial statements		01
	5.2	Legal Framework		01
	5.3	Preparation of Financial Statement – Primary Statutory Requirements		01
	5.4	Preparation of –		02
	a)	Profit & Loss A/c		
	b)	Profit & Loss Appropriation A/c		
	c) Balance sheet – Revised Schedule VI			

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

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

Subject : Principles and Practices of Insurance

Paper : Principles and Practices of Insurance

Name of Teacher : Prof.Balsaraf A.K.

Summary of Teaching Plan :

Unit	Chapter / Topics	No. of Lectures	Date
Unit - 1	Introduction to Insurance	10	
	Topic 1.1 Meaning, definition & basics concept of insurance	02	09/12/2019 to 24/12/2019
	1.2 fundamental Principles of insurance	02	
	1.3 Nature and Characteristics of insurance	02	
	1.4 Classification of insurance including re-insurance	02	
	1.5 Importance of insurance	02	
Unit - 2	Reforms of Insurance Sector	11	
	Topic 2.1 An Overview of insurance business in India	02	26/12/2019 to 20/01/2020
	2.2 Impact of liberalization on insurance industry opportunities	03	
	2.3 Economic liberalisation in insurance sector	02	
	2.4 Recommendation of Malhotra Committee	02	
	2.5 Current state of insurance industries	02	
Unit - 3	Legal framework of Insurance	10	
	Topic 3.1 Insurance Act-1938 Registration, Nomination of insurance	03	21/01/2020 to 06/02/2020
	3.2 General Insurance Business Act-1972	03	
	3.3 IRDA Act 1999- Powers & Functions	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	10/02/2020 to 25/02/2020
	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 obtaining policy in life & general Insurance.	02	09/03/2020 to 31/03/2020
	5.2 Claim settlement in fire insurance and motor insurance	02	
	5.3 Maturity claims in life insurance	02	
	5.4 Underwriting - Process, types of underwriters	02	
	5.5 Actuary - Role and duties	02	

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Class : B.Com II (C) Sem-IV
Subject : Economic Development In India
Paper : Economic Development In India
Name of Teacher : Prof. Balsaraf A. K.

Summary of Teaching Plan :

Unit	Chapter / Topics	No. of Lectures	Date
Unit - 1	Indian Agriculture Development In India	10	
	Topic 1.1 The role of Agriculture in the National Economy	02	09/12/19 to 28/12/19
	1.2 Progress of Agriculture during Five Year Plans	02	
	1.3 Green Revolution & Its impact: The Future Prospect	02	
	1.4 New Thrust Areas in Agriculture	02	
	1.5 Cropping Pattern In India: Since 1951	02	
Unit - 2	Development Of Irrigation and Other Agricultural Inputs	10	
	Topic 2.1 Needs & Mode of Irrigation	03	30/12/19 to 18/01/20
	2.2 Irrigation during Planning (Five Year) Era	02	
	2.3 Private Sector Participation in Irrigation	03	
	2.4 Improved Seeds, Fertilizers and Pesticides	02	
	2.5 Emergence of Dry Farming	02	
Unit - 3	Poverty and Unemployment in India	10	
	Topic 3.1 Meaning & Concept of Poverty	01	20/01/20 to 08/02/20
	3.2 Poverty in India ;Causes and Remedies	03	
	3.3 Economic Reforms and Reduction of Poverty	02	
	3.4 Concept of Unemployment-Types	02	
	3.5 Various Schemes to reduce Unemployment	02	
Unit - 4	Balanced Regional Development	10	
	Topic 4.1 Meaning of Balanced Regional Development	01	10/02/20 to 09/03/20
	4.2 Indicators of Regional Imbalances	02	
	4.3 Causes of Economic Regional Imbalance	02	
	4.4 Regional Disparities in India	02	
	4.5 Policy Measures to Reduce Regional Disparities	03	
Unit - 5	Service Sector Development in India	10	
	Topic 5.1 The Role of Service Sector in National Economy	02	10/03/20 to 31/03/20
	5.2 Progress of Service Sector in India	02	
	5.3 Impact of Changes in Service Sector in India	02	
	5.4 Scope for the Development of Service Sector in India	02	
	5.5 Challenges of Service Sector in India	02	

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

Class : M.Com II (Sem-IV)
Subject : Banking and Finance-III
Paper : Banking and Finance-III
Name of Teacher : Prof. Balsaraf A. K.

Summary of Teaching Plan :

Unit	Chapter / Topics		No. of Lectures	Date
Unit - 1	Indian Money and Debt Market		12	13/12/19 to 28/12/19
	Topic 1.1	Introduction, Objectives, Features, Functions of Money Market	03	
	1.2	Money Market Segments	03	
	1.3	Interbank Participation Certificate (IBPC)	03	
	1.4	Meaning of Corporate Debt Market, Bond Market	03	
Unit - 2	Indian Capital and Equity Market		12	03/01/20 to 18/01/20
	Topic 2.1	Introduction, Features and Functions of Capital Market	03	
	2.2	Constituents of Capital Market-Primary Market and Secondary Market	03	
	2.3	Primary Securities Market, Secondary Securities Market	03	
	2.4	Equity Market-Meaning and Functions	03	
Unit - 3	Derivatives Market		11	24/01/20 to 08/02/20
	Topic 3.1	Meaning of Derivatives Market	01	
	3.2	Functions and Categories of Derivatives	04	
	3.3	Options-Call Option, Put Option	02	
	3.4	Factors Influencing & Drawback of Derivatives Market	03	
Unit - 4	Global Financial Market and Instruments		13	14/02/20 to 14/03/20
	Topic 4.1	Meaning of Global Financial Market, Global Financial Market - Participants	03	
	4.2	Fund Sources, Advantages & Disadvantages, Global Debt Instruments	03	
	4.3	Offshore Banking-Objectives & Benefits	03	
	4.4	Meaning of Financial Instruments	01	
	4.5	Commercial Paper-Concept, Eligibility Criteria for issue of commercial paper, who can invest in commercial paper? Meaning and Concept of Certificate of Deposit, Concept of Treasury Bill	03	
Unit - 5	Regulatory Authorities Under Financial Market		12	14/03/20 to 31/03/20
	Topic 5.1	Organization, Management & Functions of RBI, Monetary Policy of RBI	03	
	5.2	Credit Control of RBI-Quantitative & Qualitative Methods	02	
	5.3	Objectives, Powers and Functions of SEBI	03	
	5.4	Role of SEBI in Capital Market, SEBI Guidelines in Capital Market	02	
	5.5	Role of IMFC - Functions & Objectives	02	

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