

**Rajarshi Shahu Mahavidyalaya, (Autonomous), Latur**  
**Department of Commerce**  
**Structured Work Plan for Teaching (September 2020 to December 2020)**

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

<b>Summary of Teaching Plan :</b>			
Unit	Chapter / Topics	No. of Lectures	Date
<b>Unit - 1</b>	<b>Introduction to Business Communication</b>	<b>13</b>	
	Topic 1.1 Meaning & Definition of Business Communication	02	14/09/2020 to 06/10/2020
	1.2 Process of Business Communication	02	
	1.3 Objectives of Business Communication	03	
	1.4 Barriers to Business Communication	03	
	1.5 Effective Communication-its features	03	
<b>Unit - 2</b>	<b>Forms of Business Communication</b>	<b>13</b>	
	Topic 2.1 Verbal Communication-Written & Oral	03	07/10/2020 to 28/10/2020
	2.2 Non-Verbal Communication	03	
	2.3 Types of Communication-Formal & Informal	03	
	2.4 Difference between-Written & Oral ,Verbal & Non-verbal,Formal & Informal Communication	02	
	2.5 Modern forms of communication	02	
<b>Unit - 3</b>	<b>Business Correspondence</b>	<b>11</b>	
	Topic 3.1 Introduction,Structure and format of business letter	02	29/10/2020 to 18/11/2020
	3.2 Enquiry letter	02	
	3.3 Complaint letter	03	
	3.4 Job Application	02	
	3.5 Sales letter,Purchase order letter	01	
<b>Unit - 4</b>	<b>Group Communication</b>	<b>13</b>	
	Topic 4.1 Meaning and Definition Group Communication	02	19/11/2020 to 14/12/2020
	4.2 Significance & types of group	03	
	4.3 Direction of group	04	
	4.4 Meetings-Meaning,types advantages & disadvantages	02	
	4.5 Notice,agenda & minutes	02	

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**Structured Work Plan for Teaching (Jully : 2020 to October 2020)**

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	<b>Issue, Forfeiture and Reissue of Shares of a Company</b>	<b>11</b>	13/07/2020 to 28/07/2020
	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	<b>Issue and Redemption of Debenture</b>	<b>11</b>	29/07/2020 to 13/08/2020
	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	<b>Redemption of Preference Shares</b>	<b>11</b>	17/08/2020 to 03/09/2020
	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	<b>Accounting for Amalgamation</b>	<b>11</b>	07/09/2020 to 23/09/2020
	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	<b>Accounting for Absorption</b>	<b>10</b>	24/09/2020 to 31/10/2020
	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 (Jully : 2020 to October 2020)**

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
<b>Unit - 1</b>	<b>Introduction to Retail Management</b>	<b>10</b>	
	Topic 1.1 Meaning, definition and significance of retailing	02	13/07/2020 to 28/07/2020
	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	
<b>Unit - 2</b>	<b>Consumer Buying Behaviour and Online Retailing</b>	<b>10</b>	
	Topic 2.1 Consumer behaviour and stages in the buying process	02	29/08/2020 to 13/08/2020
	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	
<b>Unit - 3</b>	<b>Franchising, Brand and Mall Management</b>	<b>10</b>	
	Topic 3.1 Meaning of franchising.	01	17/08/2020 to 03/09/2020
	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	
<b>Unit - 4</b>	<b>Retail Communication and Promotion</b>	<b>10</b>	
	Topic 4.1 Introduction and Methods of communication with customers.	02	07/09/2020 to 23/09/2020
	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	
<b>Unit - 5</b>	<b>Retailing and Information Technology System</b>	<b>10</b>	
	Topic 5.1 Information technology and its growing role in retailing.	02	24/09/2020 to 31/10/2020
	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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## Department of Commerce

### Structured Work Plan for Teaching (July : 2020 to October 2020)

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	<b>Introduction to Business Communication</b>		<b>10</b>
	Topic 1.1	Objectives of Economic Planning In India	03
	1.2	Development strategy in India	03
	1.3	LPG Model of Development	03
			13/07/2020 to 03/08/2020
Unit - 2	<b>Public Sector In India</b>		<b>10</b>
	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
			04/08/2020 to 25/08/2020
Unit - 3	<b>Disinvestment of Public Enterprises</b>		<b>10</b>
	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
			28/08/2020 to 18/09/2020
Unit - 4	<b>Privatization, Globalization and its impact on India</b>		<b>10</b>
	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
			19/09/2020 to 09/10/2020
Unit - 5	<b>Planning Experience &amp; NITI AYOG</b>		<b>10</b>
	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
			10/10/2020 to 31/10/2020

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### Structured Work Plan for Teaching ( January 2021 to April 2021)

**Class** : M.Com I (Sem - I)

**Subject** : Organisational Behaviour

**Paper** : Organisational Behaviour

**Name of Teacher** : Miss.A.K.Balsaraf

Summary of Teaching Plan :			
Unit	Chapter / Topics	No. of Lectures	Date
<b>Unit - 1</b>	<b>Introduction to Organisational Behaviour</b>	<b>14</b>	
	Topic 1.1 Organisation: Concept, features, significance & types	04	04/01/2021 to 01/02/2021
	1.2 Organisational Behaviour: Meaning, definition & features	04	
	1.3 Nature & scope of Organisational Behaviour	04	
	1.4 Elements of Organisational Behaviour	01	
	1.5 Challenges & opportunities Organisational Behaviour	02	
<b>Unit - 2</b>	<b>Foundation of Individual Behaviour</b>	<b>12</b>	
	Topic 2.1 Personality: Meaning, Determinants of Personality	02	05/08/2019 to 28/08/2019
	2.2 Perception; Concept, Definition and factors influencing Perception	03	
	2.3 Attitude: Meaning, Components, Formation and Functions	02	
	2.4 Values: Concept, features and types	02	
	2.5 Perceptual Selection; Concept, factors influencing Perceptual Selectivity	02	
<b>Unit - 3</b>	<b>Foundation of Group Behaviour</b>	<b>10</b>	
	Topic 3.1 Group: Meaning and its importance	02	23/02/2021 to 15/03/2021
	3.2 Types of groups	02	
	3.3 Group dynamics	02	
	3.4 Work team	01	
	3.5 Significance and types of team	02	
	3.6 Difference between group and team	01	
<b>Unit - 4</b>	<b>Leadership</b>	<b>12</b>	
	Topic 4.1 Meaning, Definition of leadership	01	16/03/2021 to 05/04/2021
	4.2 Features of Leadership	02	
	4.3 Leadership Styles	03	
	4.4 Leadership Based on Modern Theories	03	
	4.5 Theories of leadership	03	
<b>Unit - 5</b>	<b>Organisational Conflict</b>	<b>12</b>	
	Topic 4.1 Meaning & Definition of Conflict	01	06/04/2021 to 29/04/2021
	4.2 Types of Conflict	02	
	4.3 Conflict Management	03	
	4.4 Process of Conflict	02	
	4.5 Functional & Dysfunctional Conflict	02	

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**Structured Work Plan for Teaching (Jully : 2020 to October 2020)**

**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 Lectures	Date
<b>Unit - 1</b>	<b>Marketing Research and Marketing Information System</b>		<b>12</b>	13/07/2020 to 28/07/2020
	Topic 1.1	Meaning, nature and importance of marketing research	04	
	1.2	Objectives and functions of marketing research.	02	
	1.3	Marketing research process	03	
	1.4	Meaning of marketing information system and distinctions between MR and MIS	03	
<b>Unit - 2</b>	<b>Sales Forecasting and Policy Making</b>		<b>12</b>	29/07/2020 to 13/08/2020
	Topic 2.1	Meaning, difference between selling and marketing.	03	
	2.2	Importance of forecasting in policy making	03	
	2.3	Forecasting methods and procedure	03	
	2.4	Merits and demerits of various methods	03	
<b>Unit - 3</b>	<b>Recent Trends in Marketing</b>		<b>12</b>	17/08/2020 to 03/09/2020
	Topic 3.1	Social Marketing : Meaning, features, advantages, Limitations.	03	
	3.2	Green Marketing : Meaning, features, advantages, Limitations.	03	
	3.3	Online Marketing : Meaning, features, advantages, Limitations.	03	
	3.4	Direct Marketing : Meaning, features, advantages, Limitations.	03	
<b>Unit - 4</b>	<b>Consumer Relationship Management</b>		<b>12</b>	07/09/2020 to 23/09/2020
	Topic 4.1	CRM : Meaning, Definition	02	
	4.2	Need & importance.	04	
	4.3	Steps involved in CRM.	04	
	4.4	Consumer Profiling	02	
<b>Unit - 5</b>	<b>Marketing Organization</b>		<b>12</b>	24/09/2020 to 31/10/2020
	Topic 5.1	Elements of marketing organization	03	
	5.2	Major alternatives for organisationing marketing units.	03	
	5.3	Controlling marketing activities	03	
	5.4	Process of marketing control	03	

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**Structured Work Plan for Teaching (March: 2021 to May 2021)**

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
<b>Unit - 1</b>	<b>Introduction to Business Environment</b>	<b>13</b>	15/03/21 to 30/03/21
	Topic 1.1 Concept and Characteristics 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	
<b>Unit - 2</b>	<b>Economic Environment</b>	<b>13</b>	31/03/21 to 20/04/21
Topic 2.1 Concept of Economic Environment	02		
2.2 Features of Indian Economy	02		
2.3 Types of economic system and features	05		
2.4 Economic policies –Recent Monetary policy, Recent Fiscal Policy	03		
<b>Unit - 3</b>	<b>Financial Environment</b>	<b>13</b>	22/04/21 to 10/05/21
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	04		
3.4 Commercial Banking – Meaning and Functions	02		
3.5 Stock Exchange –Meaning and Functions	02		
<b>Unit - 4</b>	<b>Schemes of Prime Minister of India</b>	<b>11</b>	11/05/21 to 27/05/21
Topic 4.1 Introduction, Background	02		
4.2 Make in India, Digital India, Stand up India	02		
4.3 Start up India, Jan-Dhan Yojana , Kushal Bharat, Skill India	02		
4.4 Mudra Yojana, Garib Kalyan Rojgar Abhiyan	02		
4.5 Atmanirbhar Bharat Abhiyan, PM-Kisan Samman Nidhi Yojana, Kisan Credit Card Yojana	03		

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**Structured Work Plan for Teaching (Feb : 2021to May2021)**

**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
<b>Unit - 1</b>	<b>Indian Agriculture Development In India</b>		<b>10</b>	22/02/21 to 09/03/21
	Topic 1.1	The role of Agriculture in the National Economy	02	
	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	
<b>Unit - 2</b>	<b>Development Of Irrigation and Other Agricultural Inputs</b>		<b>10</b>	09/03/21. to 26/03/21
	Topic 2.1	Needs & Mode of Irrigation	03	
	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		
<b>Unit - 3</b>	<b>Poverty and Unemployment in India</b>		<b>10</b>	26/03/21 to 16/04/21
	Topic 3.1	Meaning & Concept of Poverty	01	
	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	
<b>Unit - 4</b>	<b>Balanced Regional Development</b>		<b>10</b>	16/04/21 to 30/04/21
	Topic 4.1	Meaning of Balanced Regional Development	01	
	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	
<b>Unit - 5</b>	<b>Service Sector Development in India</b>		<b>10</b>	30/04/21 to 18/05/21
	Topic 5.1	The Role of Service Sector in National Economy	02	
	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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# Rajarshi Shahu Mahavidyalaya, (Autonomous), Latur

## Department of Commerce

### Structured Work Plan for Teaching ( Feb 2021 to May 2021)

Class : B.Com II (A&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
<b>Unit - 1</b>	<b>Introduction to Insurance</b>	<b>10</b>	
	Topic 1.1 Meaning, definition & basics concept of insurance	02	24/02/2021 to 12/03/2021
	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	
<b>Unit - 2</b>	<b>Reforms of Insurance Sector</b>	<b>11</b>	
	Topic 2.1 An Overview of insurance business in India	02	12/03/2021 to 27/03/2021
	2.2 Impact of liberalization on insurance industry opportunies	03	
	2.3 Economic liberalisation in insurance sector	02	
	2.4 Recommendation of Malhotra Committee	02	
	2.5 Current state of insurance industries	02	
<b>Unit - 3</b>	<b>Legal framework of Insurance</b>	<b>10</b>	
	Topic 3.1 Insurance Act-1938 Registration, Nomination of insurance	03	27/03/2021 to 15/04/2021
	3.2 General Insurance Business Act-1972	03	
	3.3 IRDA Act 1999- Powers & Functions	02	
	3.4 Insurance Ombudsman Scheme	02	
<b>Unit - 4</b>	<b>Insurance Services and its Marketing</b>	<b>12</b>	
	Topic 4.1 Insurance intermediaries : Agent- it's function	03	15/04/2021 to 07/05/2021
	4.2 Broker : it's function	03	
	4.3 Bancassurance	02	
	4.4 Micro insurance - models	02	
	4.5 E-marketing of insurance	02	
<b>Unit - 5</b>	<b>Policy Servicing and Claims Settlement</b>	<b>10</b>	
	Topic 5.1 Procedure of obtaining policy in life & general Insurance.	02	07/05/2021 to 27/05/2021
	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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**Structured Work Plan for Teaching (Feb : 2021 to May2021)**

**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	<b>Indian Money and Debt Market</b>		<b>12</b>	22/02/21 to 10/03/21
	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	<b>Indian Capital and Equity Market</b>		<b>12</b>	15/03/21. to 01/04/21
	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	<b>Derivatives Market</b>		<b>11</b>	05/04/21 to 27/04/21
	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	<b>Global Financial Market and Instruments</b>		<b>13</b>	28/04/21. to 13/05/21
	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	<b>Regulatory Authorities Under Financial Market</b>		<b>12</b>	13/05/21 to 31/05/21
	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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