

P.R High school Society's
Art's , Commerce ,and Science College, Dharangaon, Dist. Jalgaon

Teaching Plan for the year (2020 -21) Semester: I

Name of the Teacher:- Dr. A. A. Joshi

Department: Physics Class : F.Y. B.Sc. Subject- PHY 101: BASIC MECHANICS

The following are the details the syllabus to be taught during the semester I of the year

Sr.No.	Month	Details of the syllabus	Periods required
1	November	Unit : 1. Vectors: Vector algebra, Scalar and vector products,	02
2		Derivatives of a vector with respect to a parameter	02
3		Unit :2 Ordinary Differential Equations: Types of differential equations,	02
4		degree and order of differential equation (definitions only),	02
5		linear and non-linear differential equations (definitions only),	02
6	December	homogeneous and non-homogeneous differential equations (definitions only)	02
7		1 st order homogeneous differential equations,	02
8		2 nd order homogeneous differential equations with constant coefficients (definitions with examples).	02
10		Unit :3 Laws of Motion: Frames of reference, Newton's Laws of motion,	03
11		Dynamics of a system of particles, Centre of Mass.	03
	January		
12		Unit : 4 Momentum and Energy: Conservation of momentum,	02
13		Work and energy, Conservation of energy, Motion of rockets.	02
14	Feb	Unit : 5 Rotational Motion: Angular velocity and angular momentum,	02
15		Torque, Conservation of angular momentum.	02
Total lectures			30

A. A. Joshi
Subject Teacher

A. A. Joshi
HOD, Physics
Arts, Commerce and Science College, Dharangaon

[Signature]
Principal

कला, वाणिज्य आणि महाविद्यालय,
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P.R High school Society's

Art's , Commerce ,and Science College, Dharangaon, Dist. Jalgaon

Teaching Plan for the year (2020-21) Semester: I

Name of the Teacher:- D.K. Gaiwad

Department: Physics

Class : F.Y.
B.Sc.

Subject- PHY 102: DYNAMICS AND ELASTICITY

The following are the details the syllabus to be taught during the semester I of the year

Sr.No.	Month	Details of the syllabus	Periods required
	November	Unit:-1 Gravitation: Newton's Law of Gravitation,	01
1		Motion of a particle in a central force field, (motion is in a plane, angular momentum is conserved, areal velocity is constant),	02
2		Kepler's Laws (statement only), satellite in circular orbit and applications,	02
3		Geosynchronous orbits, Weightlessness,	01
4		Basic idea of global positioning system (GPS).	02
5		Unit :2 Oscillations: Simple harmonic motion,	01
6	December	Differential equation of SHM and its solutions,	02
7		Kinetic and Potential Energy,	02
8		Total Energy and their time averages, Damped oscillations.	02
9		Unit:3 Elasticity: Hooke's law, Stress-strain diagram, constants,	01
10		Elastic moduli, Relation between elastic constants, Poisson's Ratio, Expression for Poisson's ratio in terms of elastic	02
11		Work done in stretching and work done in twisting a wire,	02
12	January	Twisting couple on a cylinder, Determination of Rigidity modulus by static torsion, Torsional pendulum,	01
13		Determination of Rigidity modulus	01
14		moment of inertia - q , η and σ by Searle's method.	01
15		Viscosity: Introduction, definition of viscosity, general concept of fluid flow, Streamline and turbulent flow,	
16	Feb	Energy possessed by a liquid and Bernoulli's Theorem	
17		its application: venturimeter, Rate flow of liquid in a capillary tube	
18		Poiseuille's formula, determination of coefficient of viscosity of a liquid by using Poiseuille's equation,	
19		Variations of viscosity of a liquid with temperature.	
Total lectures			30

D.K. Gaiwad

Subject Teacher

Aswini

HOD, Physics

Arts, Commerce and Science College, Dharangaon



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Principal

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**P.R High school Society's
Art's , Commerce ,and Science College, Dharangaon, Dist. Jalgaon**

Teaching Plan for the year (2020-21) Semester: II

Name of the Teacher:- Dr.A. A. Joshi. Dr. D.K. Gaikwad

Department: Physics | Class : S.Y. B.Sc. | Subject- PHY 303 : Practical LAB

The following are the details the syllabus to be taught during the semester II of the year

Sr.No.	Month	Details of the syllabus	Periods required
1	Feb.	To study Lissajous Figures and demonstration of Lissajous figures by using C.R.O.	04
2		Study of resonance using Kater's pendulum.	04
3			
4	Mar	Study of acoustic resonance by using resonance tube.	04
5		Study of acoustic resonance by using bottle as a resonator.	
6		To determine wavelength of sodium light using Newton's Rings.	04
7			
8		To determine the wavelength of light from LASER source using Diffraction grating.	04
9	Apr.	To determine wavelength of (1) Sodium & (2) spectrum of Mercury light using plane diffraction Grating	04
10		To determine the Resolving Power of a Plane Diffraction Grating.	04
11			
12		To determine the value of Cauchy Constants of a material of a prism.	
13	May	To determine the refractive index of a liquid by using Newton's rings apparatus.	04
14		To determine the Resolving Power of a Prism.	04
		Total lectures	40

Dr. Gaikwad
Subject Teacher

Dr. Joshi
HOD, Physics
Arts, Commerce and Science College, Dharangaon



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Teaching Plan (2020-21)

Class: F.Y.B.Sc.

Sem: II

Department: Mathematics

Subject: MTH-123(B): Numerical Analysis

Sr. No.	Month	Topic	No. of Periods Required
1	April	UNIT-1 : Solution of Algebraic and Transcendental Equations. Errors and their computation. Absolute, relative and percentage errors.	02
2	May	The bisection method. The iteration method. The method of false position. Newton-raphson method. UNIT-2 : Interpolation Finite differences : Forward differences, backward differences, central difference. Symbolic relations and separation of symbols. Gauss's forward central difference formula. Gauss's backward central difference formula. Interpolations with unevenly spaced points. Lagrange's interpolation formula. Inverse Lagrange's Formula	15
3	June	UNIT-3 : Curve Fitting Least squares curve fitting procedures. Fitting of straight line. Non-linear curve fitting: power function $y = ax^c$. Fitting of polynomial of degree two $y = a + bx + cx^2$. Fitting of exponential function $y = ae^{bx}$.	15
4	July	UNIT-4: Numerical Solutions of Ordinary Differential Equations Solution by Taylor's series. Euler's method. Modified Euler's method. Runge kutta methods: Runge kutta second and fourth order formulae.	15


Subject Teacher




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Arts, Commerce and Science College, Dharangaon

Teaching Plan (2020-21)

Class: F.Y.B.Sc.

Sem: I

Department: Mathematics

Subject: MTH-101: Matrix Algebra.

Sr. No.	Month	Topic	No. of Periods Required
1	November	Unit-1. Rank of a Matrix: Elementary operations on matrices. Adjoint of a matrix. Inverse of a matrix.	08
2	December	Existence, uniqueness and properties of inverse of a matrix. Elementary matrices. Rank and normal form of a matrix. Reduction of a matrix to its normal form. Rank of product of two matrices. Unit-2. System of Linear Equations: A homogeneous and non-homogeneous system of linear equations. Consistency of system of linear equations. Application of matrices to solve the system of linear equations.	17
3	January	Unit-3. Eigen values and Eigen vectors. Characteristic equation of a matrix. Cayley Hamilton theorem (statement only) and its use to find the inverse of a matrix. Orthogonal matrix and Properties of orthogonal matrices,	16
4	February	Unit-4. Matrix Transformation: Two and three dimensional matrix transformation, Application of matrices to scaling and shearing, Application of matrices to Reflection, Rotation and Translation.	06


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Arts, Commerce and Science College Dharangaon

Teaching Plan for the year 2020-21

F.Y.B.Sc. Paper I- Semester I
Dr. S. M. Upasani

ZOO 101: Animal Diversity I
Department of Zoology

Unit	Months	Details	Lectures
1	Nov.	Kingdom Protista - General characters and classification up to classes; Locomotory Organelles and locomotion in Protozoa	4
2	Nov.	Phylum Porifera - General characters and classification up to classes; Canal System in Sycon	3
3	Jan.	Phylum Cnidaria - General characters and classification up to classes; Polymorphism in Hydrozoa	3
4	Jan.	Phylum Platyhelminthes - General characters and classification up to classes; Life history of Taenia solium	3
5	Jan.	Phylum Nematelminthes - General characters and classification up to classes; Life history of Ascaris lumbricoides and its parasitic adaptations	4
6	Jan	Phylum Annelida - General characters and classification up to classes; Metamerism in Annelida	3
7	Feb.	Phylum Arthropoda - General characters and classification up to classes; Vision in Arthropoda, Metamorphosis in Insects	4
8	Feb	Phylum Mollusca - General characters and classification up to classes; Torsion in gastropods	3
9	Feb	Phylum Echinodermata - General characters and classification up to classes; Water-vascular system in Asteroidea	3
Total			30



Dr. S. M. Upasani
Head of the Department, Zoology



Dr. T. S. Birajdar
Principal



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Teaching Plan for the year 2020-21
ZOO : SEC I Apiculture

S.Y.B.Sc.
Department of Zoology

Semester III
Dr. S. M. Upasani

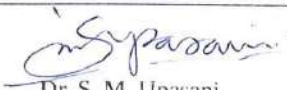
Unit	Month	Details	Lectures
1	Aug.	Biology of Bees History, Classification and Biology of Honey Bees, Social Organization of Bee Colony	4
2	Sep.	Rearing of Bees (Artificial Bee rearing (Apiary), Beehives – Newton and Langstroth Bee Pasturage Selection of Bee Species for Apiculture, Bee Keeping Equipment Methods of Extraction of Honey (Indigenous and Modern)	12
3	Oct.	Diseases and Enemies Bee Diseases and Enemies Control and Preventive measures	5
4	Oct.	Bee Economy Products of Apiculture Industry and its Uses (Honey, Bees Wax, Propolis, Pollen, etc)	4
5	Nov.	Entrepreneurship in Apiculture Bee Keeping Industry – Recent Efforts, Modern Methods in employing artificial Beehives for cross pollination in horticultural gardens	5
TOTAL			30

ZOO: SEC II Medical Diagnostics

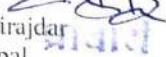
S.Y.B.Sc.
Department of Zoology

Semester IV
Dr. S. M. Upasani

Unit	Month	Details	Lectures
1	Feb.	Introduction to Medical Diagnostics and its Importance	2
2	Mar.	Diagnostics Methods Used for Analysis of Blood Blood composition, Preparation of blood smear and Differential Leucocyte Count (D.L.C) using Leishman's stain, Platelet count using haemocytometer, Erythrocyte Sedimentary Rate (E.S.R), Packed Cell Volume (P.C.V.)	10
3	Apr.	Diagnostic Methods Used for Urine Analysis Urine Analysis: Physical characteristics, normal and abnormal constituents	6
4	May	Non-infectious Diseases Causes, types, symptoms, complications, diagnosis and prevention of Diabetes (Type I and Type II), Hypertension (Primary and secondary), Testing of blood glucose using Glucometer/diagnostic kit	6
5	June	Infectious Diseases Causes, types, symptoms, diagnosis and prevention of Tuberculosis and Hepatitis	3
6	July	Tumours Types (Benign/Malignant), Detection and metastasis; Medical imaging: X-Ray of Bone fracture, PET, MRI and CT Scan (using photographs).	3
TOTAL			30


Dr. S. M. Upasani
Head of Department




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Arts, Commerce and Science College, Dharangaon, Dist. Jalgaon
Teaching Plan for the year 2020-21
B.Sc

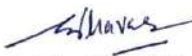
Name of the Teacher: Mr.D.B.Chavan


Department: Botany

Subject: Diversity Of Archegoniate

The following are the details the syllabus to be taught during the Sem. II Of the year

Sr. No.	Month	Detail of the Syllabus	Period Required
1	February 2021	Unit 1: Introduction to Archegoniate 1.1 Diagnostic features of archegoniate and Transition to land habit 1.2 Alternation of generations. Unit 2: Bryophytes 2.1 Distinguishing features of the group 2.2 Range of thallus organization.	08L
2	March 2021	Unit 2: Bryophytes 2.1 Distinguishing features of the group 2.2 Range of thallus organization. 2.3 Classification of Bryophyta according to G. M. Smith (1955) upto classes with reasons, giving at least two examples from each class. 2.4 Study of life cycle : <i>Riccia</i> & <i>Funaria</i> w.r.t Morphology, anatomy and reproduction (Development not expected). 2.5 Economic importance of bryophytes and Ecological significance of <i>Sphagnum</i>	08 L
3	April 2021	Unit 3: Pteridophytes (10L) 3.1 Distinguishing features of the group 3.2 Classification of Pteridophytes according to G. M. Smith (1955) upto classes with reasons, giving at least two examples from each class. 3.3 Study of ancient plant <i>Rhynia</i> w.r.t. systematic Position and Morphology. 3.4 Study of life cycle: <i>Selaginella</i> & <i>Adiantum</i> w.r.t. Morphology, anatomy and reproduction (Development not expected). 3.5 Types of Steles. 3.6 Economic importance of Pteridophytes	10 L
4	May 2021	Unit 4: Gymnosperms 4.1 Introduction and distinguishing features 4.2 Classification of Gymnosperms by K.R.Sporne upto order giving reason with suitable examples. 4.3 Study of life cycle: <i>Cycas</i> and <i>Pinus</i> . w.r.t. Morphology, anatomy and reproduction (Development not expected). 4.4 Economic importance.	07 L


 Subject Teacher
 Mr.Chavan.D.B


 Head of the Department
 Dr.K.D.Mahajan




 Principal
 Dr.J.S.Birajdar
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P.R.Highschool Societic's
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Teaching Plan for the year 2020-2021

Semester:I

Name of the Teacher: Dr. Swapnil Madhukar Khare

Department: Botany

Subject: Bot. 102: Plant Taxonomy

The following are the details the syllabus to be taught during the Sem.I of the year 2020-21

Sr. No	Month	Detail of the syllabus	Periods required
1	Aug	Chapter-I Introduction	03 L
		Definition, Scope and Importance	01
		Functions of Taxonomy	02
		Identification	
		Nomenclature	
		Classification	
2.	Sep	Chapter-II Taxonomic hierarchy	05 L
		Principles (I to IV) & Rules (ICN)	02
		Ranks of Classification: Major Categories	01
		Binomial Nomenclature, Author Citation & Rejection of names.	02
		Chapter-III Systems of Classification	05L
		Types of Classification.	02
		Artificial	
		Natural	
		Phylogenetic	
		Outline of Bentham & Hooker's system of classification up to series.	02
		Merits and Demerits	01
3.	Oct	Chapter-IV Study of Plant Families w.r.t. systematic position, general characters, distinguishing characters and economic importance.	06L
		Malvaceae	
		Solanaceae	
		Euphorbiaceae	
		Cannaceae	

		Chapter-V Herbarium	03 L
		Definition, Techniques and Functions. Importance of Herbaria.	
		Chapter-VI Botanical Gardens Definition and Functions. Special Features of Following: Indian Botanical Garden, Kolkata. Royal Botanical Garden, Kew, England.	03L
4.	Nov	Chapter-VII Numerical Taxonomy 7.1 Definition & Application	02L
		Chapter-VIII Modern Trends in Taxonomy Taxonomic evidences from: Palynology Cytology Phytochemistry	03L


Dr. Swapnil Madhukar Khare




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Teaching Plan for the year 2020-2021

Department: Botany

F.Y.B.Sc.Semester: I

Botany Paper III

Name of the Teacher: Dr. Kanchan D. Mahajan

Dr. S. M. Khare and Mr. D.B. Chavan

Subject: Bot. 103: Botany Practical

Total: 30 L

The following are the details the syllabus to be taught during the Sem. I

Academic year: 2021-2022.

Sr. No.	Month	Detail of the syllabus	Periods required
1	September	Practical :1 1. Study of equipments used in Microbiology: Spirit lamp, Inoculation Loop, Hot air oven, Laminar Air Flow (LAF) and Incubator.	02
2	September	Practical :2 2. A) Study of viruses and Bacteria using Electron Photomicrographs (TMV, Bacteriophage, Cocci, Bacillus, Spirillum Bacteria) B) Gram staining technique.	02
3&4	October	Practical :3 &4 3&4 A) Study of Plant diseases w.r.t.causal organism and symptoms of the following: a. Viral i. Yellow vein mosaic disease of Lady's finger ii. Leaf curl of Papaya b. Bacteria i. Citrus canker ii. Black arm of cotton c. Fungi i. Green mould of citrus fruits ii. Wheat rust (Specimen / Slide) B) Study of growth forms of lichens (Crustose, Foliose and Fruticose) C) Study of Mycorrhiza: (Ectomycorrhiza and Endomycorrhiza) by Photographs	06
5&6	October	Practical :5&6 5, 6: Study of systematic position, vegetative and reproductive structures of the following : A. Nostoc D) Specimen of Nostoc Ball II) Mounting of thallus: Colony, Trichome & filament III) Cell structure B. Spirogyra I) Mounting of	06

		thallus (Vegetative) II) Filament & Cell Structure III) Congugation (P.S) C.Rhizopus I)Asexualthallus: Mycelium, Sporangia & Spores II) Zygospor (P.S) D.Agaricus I) Specimen of full grown Mushroom II) V. S. of gill : Mycelium. Basidia&basidiospores	
7	November	Practical :7	02
8-10	December	How to Describe Angiospermic Plants. Practical :8,9,10 8. 9. 10.Study of Plant families w. r. t. Systematic position. Morphological characters, Floral formula and floral diagram. i. Malvaceae ii. Solanaceae iii. Euphorbiaceaeiv. Cannaceae	08
11	January	Practical :11 11. Preparation of artificial key based on vegetative & reproductive characters.	02
12	January	Practical :12 12. Herbarium and its techniques.	02


HOB BOTANY

DR. Kanchan Dasaharath Mahajan




PRINCIPAL

Prof. Dr. T.S. Birajdar
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ARTS, COMMERCE & SCIENCE COLLEGE, DHARANGAON, DIST. JALGAON

Teaching Plan for the year : 2020-2021

NAME OF THE LECTURER : MR. KENDRE RAJU MADHAVRAO

DEPARTMENT : GEOGRAPHY. SUBJECT : GEOGRAPHY

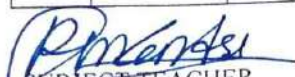
SEMESTER – III

PAPER : DSC-C (Gg.231): GENERAL CARTOGRAPHY CLASS : S.Y.B.A.

The


following are the details regarding the syllabus to be taught during the Sem – III of the year.

Sr. No.	Month	Details of the syllabus	Periods required
01	August	Introduction of Syllabus.	01
		Topic-1. 1. Reading of Map Scale 2. Actual measurements of land as per scale 3. Draw a simple graphical Scale 4. Map labeling	02
		5. Draw the major parallels of latitudes on the world map	02
		6. Draw the major meridians of longitudes on the world map 7. Draw the great circle on the map	04
		8. Prepare a one air route on a world map	04
			02
		Total	17
		02	September
10. Draw the weather symbols	02		
11. Prepare star diagram	02		
12. Draw the cylindrical equal area projection	02		
13. Draw the combined line and bar graph	02		
14. Construct the conical projection	01		
15. Interpretation of thematic map	01		
16. Analyzed of weather data	01		
17. Criteria of forecasting of weather	01		
Revision and Unit test.	03		
Total	17		
03	October	Topic-2. Introduction of cartography And Maps	01
		(A) Define the cartography	01
		(B) Explain the history of cartography in modern India	01
		(C) Types of Map (i) Thematic Map (ii) Topological Map	01
		(D) Elements Map(E) Uses of Maps in various fields	01
		Revision and Unit test.	02
		Topic-3. Maps & Scale	01
		(A) Definition of scale	02
		(B) Methods of representing of scale (a) Numerical Scale (b) verbal Scale	01
		(c) Graphical Scale(C) Conversion Scale (British & Metric System)	01
		(D) Conversion of Nautical Mile in feet & Meters	02
Total	14		
04	November	Topic-4. Map Projection	
		(A) Introduction (i) Definition of map & globe	01
		(ii) Definition of map projection	
		(B) Classification of map projection	01
		(according to constructional approach) (i) Perspective projection	
		(ii) Non- perspective projection (C) Criteria for choice of following projections a) Developable Surface b) Source of Light	
		c) Position of Developable Surface Projections	02
		i, Zenithal Gnomonic projectionii, Zenithal stereographic projection	
		iii, Cylindrical equal area Projection iv, Conical Projection with one standard parallel v, Bonne's projection	
		(D) Properties and Uses of following projection	01
i, Zenithal Gnomonic projectionii, Zenithal stereographic projection	02		
iii, Cylindrical equal area Projectioniv, Conical Projection with one standard parallelv, Bonne's projection			
Revision and Unit test.			
Total	07		
Semester-I Total Periods Hours	55		


SUBJECT TEACHER
Prof. R.M. Kendre



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P. R. High School Society's
ARTS, COMMERCE & SCIENCE COLLEGE, DHARANGAON, DIST. JALGAON

Teaching Plan for the year : 2020-2021

NAME OF THE LECTURER : MR. KENDRE RAJU MADHAVRAO

DEPARTMENT : GEOGRAPHY. SUBJECT : GEOGRAPHY

SEMESTER – II

PAPER : G1-PHYSICAL GEOGRAPHY - II.

CLASS : F.Y.B.A. (B)

The following are the details regarding the syllabus to be taught during the Sem – II of the year.

Sr.No.	Month	Details of the syllabus	Periods required
01	April	Introduction of Syllabus.	02
		Chapter-1: Atmosphere And Insolation	
		A. Origin Composition and Structure of Atmosphere	
		i. Introduction, Meaning of Atmosphere	02
		ii. Structure of Atmosphere	02
		a) Troposphere	02
		b) Stratosphere	02
		c) Ionosphere	02
		B. Insolation	
		i. Definition	01
ii. Factors affecting the insolation			
a. Angle of the Sun rays	01		
b. Distance between earth and sun	01		
c. Distance between earth and sun	01		
d. Effects of atmosphere	02		
		Total	18
02	May	iii. Temperature – Horizontal and Vertical Distribution	04
		Revision	01
		Chapter-2 : Atmospheric Pressure, Winds and Atmospheric Moisture	01
		A. Pressure Belt and Winds	01
		i. Measurement of Atmospheric Pressure	01
		a) Definition of Isobars b) Formation of Pressure Belts	01
		c) Shifting of Pressure Belts and Their effects ii. Types of Winds	02
		a) Planetary Winds b) Monsoon winds c) Land and Sea Breezes	02
		B. Humidity and Precipitation	02
		i. Definition and Types of Humidity a) Absolute Humidity	03
		b) Relative Humidity	03
03	Jun	ii. Forms of Precipitation- Fog, Dew, Frost, Hail, Rain, Snowfall	04
		iii. Types of Rainfall a. Convectional b. Orographic /Relief	02
		c. Cyclonic Revision	02
		Chapter-3 : Hydrosphere. A) Sub-marine Relief :	05
		i) General structure of ocean Floor. ii) Submarine Relief of Indian	05
			Total
04	July	II) Ocean Currents.	01
		i. Definition	03
		ii. Causes of Ocean Currents	03
		iii. Ocean Currents in Atlantic Ocean	03
		iv. Ocean Currents in Indian ocean	02
		Revision and Unit Test.	
		Total	12
		Semester-2 Total Periods	66
		Semester-1 Total Periods	66
		Total periods in this year	132


SUBJECT TEACHER
Prof R.M.Kendre




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ARTS, COMMERCE & SCIENCE COLLEGE, DHARANGAON.
DIST. JALGAON

Teaching Plan for the year : 2020-2021
NAME OF THE LECTURER : MR. KENDRE RAJU MADHAVRAO
DEPARTMENT : GEOGRAPHY. SUBJECT : GEOGRAPHY
SEMESTER – VI

PAPER : Gg. 364 (SEC 4) Geographical Information System. CLASS : T.Y.B.A.
 The following are the details regarding the syllabus to be taught during the Sem – V of the year.

Sr. No.	Month	Details of the syllabus	Periods required
01	February	Introduction of Syllabus.	02
		Topic-1: Introduction to GIS	01
		1. Introduction	01
		2. Definition 3. History of GIS	01
		4. Components of GIS <input type="checkbox"/> Hardware <input type="checkbox"/> Software <input type="checkbox"/> Modules <input type="checkbox"/> Data – Raster & Vector <input type="checkbox"/> Users - People	02
		5. GIS operations <input type="checkbox"/> Spatial data input <input type="checkbox"/> Attribute data management <input type="checkbox"/> Data display <input type="checkbox"/> Data exploration <input type="checkbox"/> Data analysis <input type="checkbox"/> GIS modelling	02
		Revision and Unit Test	02
		Topic – 2 GIS Data Structures	01
		1 Geospatial Data Types <input type="checkbox"/> Spatial Data <input type="checkbox"/> Non-Spatial Data	01
		2 Raster Data Structure <input type="checkbox"/> Cells, Pixels, Grid <input type="checkbox"/> Cell size, spatial resolution	02
		Total	15
02	March	Bands	01
		<input type="checkbox"/> Single and multiband structures (BSQ, BIL, BIP)	01
		3 Vector Data Structure	02
		<input type="checkbox"/> Point entities <input type="checkbox"/> Line entities <input type="checkbox"/> Area entities	01
		4 Sources of Raster & Vector data	01
		5 Choice between Raster & Vector	02
		Revision and Unit Test	
		Topic-3. GIS Data Analysis	
		1 GIS Data Inputs	02
		<input type="checkbox"/> Keyboard Entry <input type="checkbox"/> Manual Digitising	01
		<input type="checkbox"/> Scanning & Automatic Digitising	01
		<input type="checkbox"/> GPS Data Inputs	02
		2 Geo-Referencing	
		Total	14
03	April	3 Editing	02
		4 Output and Query	01
		5 Overlays	01
		Revision and Unit Test	02
		Topic-4.	
		Application of GIS	02
		1 Land Use / Land Cover Mapping	02
		2 Urban Sprawl	02
		3 Forest Monitoring	
		Total	12
04	May	4 Disaster Management	02
		5 Defence	01
		6 Natural Resource Management	01
		Revision and Unit Test.	02
		Total	06
		Semester-1 Total Periods	47
		Semester-2 Total Periods	47
		Total periods in this year	94


 SUBJECT TEACHER
 Prof. R.M.Kendre




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ARTS, COMMERCE & SCIENCE COLLEGE, DHARANGAON,
DIST. JALGAON

Teaching Plan for the year : 2020-2021
NAME OF THE LECTURER : MR. KENDRE RAJU MADHAVRAO
DEPARTMENT : GEOGRAPHY. SUBJECT : GEOGRAPHY
SEMESTER – V

PAPER : Gg. 354(SEC 3) Field Techniques and Introduction to Project
Report.

CLASS : T.Y.B.A.

The following are the details regarding the syllabus to be taught during the Sem – VI of the year.

Sr. No.	Month	Details of the syllabus	Periods required		
01	August	Introduction of Syllabus.	02		
		Topic – 1			
		1) Introduction			
		1 Definition of Field and Field work	01		
		2 Role of Field-work in Research.	01		
		3 Values and Ethics of Field-work.	01		
		4 Equipments and Other Things Require for Field-work.	02		
		5 Identifying the Study Area (Urban, Rural, Physical, Human, Environment.)	02		
		Revision and Unit Test.	02		
		Topic – 2 CONCEPTS IN FIELD-WORK.			
		1 Research Questions –Definition.	01		
		2 Types of Research Questions.			
		(a) Multiple Choice Research Questions.	01		
		(b) Rank Order Scaling Research Questions.	01		
		(c) Demographic Research Questions.	01		
		Total	15		
02	September	3 Merits and Demerits of Field Technique.	01		
		4 Selection of Appropriate Technique. (Observations ,Questionnaires , Interviews)	02		
		5 Open Ended Questions and Closed Ended Questions.	01		
		6 Advantages and Disadvantages of Questionnaires.	01		
		7 Advantages and Disadvantages of Interview.	01		
		Revision and Unit Test.	02		
				Topic – 3	
				SAMPLING AND TECHNIQUES OF SAMPLING	
				1 Definitionsand Purpose of Sampling.	02
		2 Techniques of Sampling-			
		(a) Random sampling.	02		
		(b) Stratified Random sampling.	02		
		Total	14		
03	October	(c) Cluster sampling.	02		
		(d) Systematic sampling.	02		
		Revision and Unit Test.	02		
		Topic – 4			
		DATA ANALYSIS AND REPRESENTATION			
		1 Methods of data analysis and representation.	02		
		Total	08		
04	November	2 Design of the project report			
		(a) Title of project.	02		
		(b) Abstract.	02		
		(c) Introduction to topic.	02		
		(d) Review of literature.	02		
		Revision and Unit Test.	02		
				Total	10
				Semester-I Total Periods required.	47


SUBJECT TEACHER
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P. R. High School Society's
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DIST. JALGAON

Teaching Plan for the year : 2020-2021

NAME OF THE LECTURER : MR. KENDRE RAJU MADHAVRAO

DEPARTMENT : GEOGRAPHY. SUBJECT : GEOGRAPHY

SEMESTER – VI

PAPER : 207 g - Geography of Disaster Management (Part – II) CLASS : F.Y.B.Com.

The following are the details regarding the syllabus to be taught during the Sem – V of the year.

Sr. No.	Month	Details of the syllabus	Periods required		
01	February	Introduction of Syllabus.	02		
		Topic-1: Role & Responsibilities of Different Agencies & Government	03		
		1. Role of Information, Education, Communication & Training	02		
		2. Role & Responsibilities of Central, State, District & Local Administration	03		
		3. Role & Responsibilities of Armed Forces, Police, Para Military forces	02		
		4. Role & Responsibilities of NGO's & International Agencies	01		
		Topic – 2 (A) Manifesting Disaster	01		
		1. Resources planning & Mobilization	01		
		2. Immediate Survival Kit	01		
		3. Medical Kit	01		
4. Riské Equipment	01				
5. Do's and Don'ts during disaster	01				
(B) Mitigations of Disaster	01				
1. Provision of Financial Resources	01				
		Total	18		
02	March	2. Construction of permanent Infrastructure	02		
		3. Establishment of controlling centers	02		
		Topic-3. Technologies for Disaster Management	05		
		1. Role of IT in Disaster Management	05		
		2. Role & Application of RS, GIS & GPS in Disaster Management	05		
		Topic-4. Disaster Preparedness	01		
		1. Introduction	01		
		2. Warning & Alarm System	02		
		3. Importance of planning in disaster preparedness	02		
				Total	18
03	April	4. Pre & Post disaster phases	02		
		5. Community-based disaster preparedness plan	02		
		6. Disaster Mapping & its applications	02		
		Topic-5. Disaster Response	02		
		1. Introduction 2. Disaster Response Plan	02		
		3. Damage Assessment & its Techniques	02		
		4. Role of youth organizations in disaster management	02		
		5. Human behavior in disaster management	02		
		6. Types and sources of stress regarding disaster event	02		
				Total	16
04	May	Topic-5. Disaster Medicine	02		
		1. Introduction	04		
		2. Epidemiological study of disasters. 3. Clinical casualty management	02		
		4. Immunization and vaccination	02		
		5. Logistics management, logistic support plan	02		
		Revision and Unit Test.	02		
				Total	12
				Semester-1 Total Periods	64
				Semester-2 Total Periods	64
				Total periods in this year	128


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Prof. R.M.Kendre




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Teaching Plan for the year : 2020-2021
NAME OF THE LECTURER : MR. KENDRE RAJU MADHAVRAO
DEPARTMENT : GEOGRAPHY. SUBJECT : GEOGRAPHY
SEMESTER – V

PAPER : 107 g - Geography of Disaster Management (Part – I) CLASS : F.Y.B.Com.

The following are the details regarding the syllabus to be taught during the Sem – VI of the year.

Sr. No.	Month	Details of the syllabus	Periods required
01	August	Introduction of Syllabus.	02
		Topic – 1 Introduction	
		1. Meaning, Nature and Characteristics of Disaster	02
		2. Classification of Disasters	02
		3. Importance of Disaster Studies	02
		4. Aims And Objectives of Disaster Studies	02
		5. Difference between accidents and disasters	02
		Topic – 2 Geo – Physical Disaster	
		Causes, Effects and Management (Pre, During, Post) of following Disasters.	
		1. Earthquake	02
		2. Land Slide	02
		3. Tsunami	02
		Total	18
02	September	4. Landslide and Mining	02
		5. Volcanic Eruption	02
		Topic – 3 Atmospheric Disaster	
		Causes, Effects and Management (Pre, During, Post) of following Disasters.	
		1. Cyclone	02
		2. Floods	02
		3. Drought	02
		4. Lighting	02
		5. Hailstorms	02
		Topic – 4 Man Made Disaster	
		Causes, Effects and Management (Pre, During, Post) of following Disasters.	
		1. Fire – Building fire, Coal fire, Oil fire, and forest fire	02
		2. Terrorism	02
		Total	18
03	October	3. Accidents – Road accidents, Rail accidents, Water accidents, Air accidents	02
		4. Wars	02
		5. Chemical disaster	02
		Topic – 5 House Hold Disasters	
		Causes, Effects and Management (Pre, During, Post) of following Disasters.	
		1. Gas Cylinder Explosion 2. Short Circuits	02
		Total	12
04	November	3. Snake & Dog Bite 4. Electric Shock	04
		Topic – 6 Global Environmental Problems	
		Causes, Effects and Management	03
		1. Global Warming 2. Ozone Depletion	03
		3. Epidemics 4. Famine Revision and Unit Test.	06
		Total	16
		Semester-I Total Periods required.	64


SUBJECT TEACHER
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P.R.HighschoolSocietys,
Arts , Commerce and Science College , Dharangaon.
Name of the Teacher :: Dr.V.A.Warde

Teaching – Plan

Academic -Year (2020-21) Sem . - |

F.Y.B.Com

Paper: 203 MICRO ECONOMICS

Sr. no.	Month	Title	Lecturers	Done with extra lecturers
01.	September & October	<p>. Microeconomics some basics Microeconomics definition and meaning subject matter importance and limitations</p> <p>a. market mechanism definition meaning and functions</p> <p>b. concept of functional relationship types of economic variables dependent and independent variables indigenous and exogenous variables.</p> <p>c. method of of representing functional relationship.</p> <p>d. concept of plant and industry.</p>	10	
02.	October	<p>Demand Analysis</p> <p>a. Meaning and definition the law of demand and its expectations</p> <p>b. changes in demand determinants of demand.</p> <p>c. Demand forecasting price elasticity of demand.</p>	10	
03.	November	<p>Supply analysis</p> <p>a. meaning and definition the law of supply.</p> <p>b. changes in supply determines of supply.</p> <p>c. price elasticity of supply</p> <p>meaning measurement determines and importance.</p>	10	
04.	November	Indifference curve analysis of demand	10	



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	ber	<p>a. Indifference curve meaning and definition properties of indifference curve</p> <p>b. indifference map marginal rate of substitution Assumptions of indifference d. curve analysis concept of budget priceline consumer's equilibrium price</p> <p>d. effect income effect and substitution effect.</p>		
05	Decem ber	<p>Theory of production</p> <p>a. The production function meaning.</p> <p>b. The law of variable proportions.</p> <p>C. the law of returns to scale optimum factor combination.</p> <p>D. economies of scale.</p>	10	
06.	Decem ber	<p>Theory of production .</p> <p>a. cost of production meaning.</p> <p>b. accounting cost in economic cost opportunity cost private cost social cost short run cost total cost total fixed cost total variable cost.</p> <p>c. average cost average fixed cost average variable cost marginal cost .</p> <p>d. long run cost long run average cost long run marginal cost relationship between short run and long run average cost curve.</p> <p>e. U shaped L shaped cost curves.</p>	10	



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Name of the Teacher :: Dr. V.A.warde

Teaching – Plan Academic -Year (2020-21) Sem . - II

F.Y.B.Com

Paper: 203 MICRO ECONOMICS

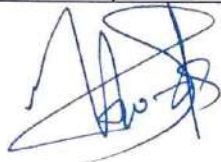
Sr. no.	Month	Title	Lecturers	Done with extra lecturers.
01.	February	Market revenue and equilibrium conditions. a. concept market . b. forms of market on the basis of competition . c. concepts of revenue total revenue average revenue marginal revenue graphical relationship among Tr, Ar and Mr curves . c. under perfect and imperfect competition . d. objective of firms marginal revenue marginal cost approach.	08	
02.	February	Market of perfect competition . a. meaning definition and features . b. short run equilibrium of a firm and industry . c. long run equilibrium of a firm and industry . d. perfect competition in practice	08	
03.	March	Market of monopoly . a. meaning definition and features . b. short run price and output equilibrium under Monopoly. C. long run price and output equilibrium under Monopoly . d. price discrimination meaning definition and forms	10	



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		necessary conditions.		
04.	March	<p>Market of monopolistic competition .</p> <p>a. meaning definition and features .</p> <p>b. firm and groups short run price and output equilibrium under monopolistic competition and groups .</p> <p>c. long run price and output equilibrium under monopolistic competition .</p> <p>d. concept of selling cost and product differentiations under monopolistic competition.</p>	08	
05.	April	<p>Market of oligopoly and duopoly.</p> <p>a. meaning definition and features of oligopoly.</p> <p>b. markets brief review of the alternative models of oligopoly and duopoly markets price. C. leadership model of oligopoly meaning definition and features of duopoly markets .d.concepts of price non price competition and contestable market.</p>	10	
06.	April	<p>Markets for factor of production .</p> <p>a. Factor market .</p> <p>b. demand for and supply of a factor production .</p> <p>c. equilibrium in competitive factor market .</p> <p>d. Factor payment rent wise nominal interest profit.</p>	16	






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Name of the Teacher ::Dr.V.A.Warde

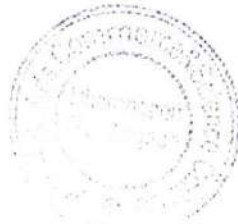
Teaching – Plan

Academic -Year (2020-21) Sem . - |
T.Y.B.A. Paper course number eco 353 and 363
International Trade and Practices

Sr. no.	Month	Title	Lecturers	Done
01.	September	International trade and trade theories International economics meaning nature scope and importance. Inter regional and international trade meaning similarities and differences. International trade and economic development. Theories of international trade.	12	
02.	October	Gains from trade and trade policy Gains from trade meaning factor influencing the gains from trade measurement of gain from trade. Terms of trade. Trade policy free trade policy protection policy tariffs import quotas.	13	
03.	November	Balance of trade and balance of payment Concept of balance of trade and balance of payment. Component of balance of payment. Equilibrium and aquarium of BOP Measures for correcting of this equilibrium.	12	
04.	December	Exchange rate and control of exchange rate Foreign exchange rate. Fixed exchange rate floating exchange rate. Exchange control meaning and objective. Method of exchange control. Demerit of access control.	13	



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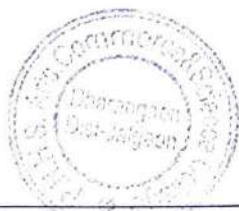
Teaching – Plan


Academic -Year (2020-21) Sem . - ||
T.Y.B.A. Paper course number eco 353 and 363

International Trade and Practices

Sr.no.	Month	Title	Lecturers	Done with extra lecturers.
01.	February	International capital movement and multinational companies International capital movement. Portfolio investment foreign institutional investment objective merit and demerits. Foreign direct investment. Two multinational companies role of developing countries disadvantage of MNC.	12	
02.	March	International institution and regional economic cooperation International monetary fund. World Bank. World trade organisation function advantage and disadvantage. Regional economic cooperation association of South East Asian nation South Asian association for regional cooperation BRICS currency.	13	
03.	April	Devaluation and convertibility off rupee Devaluation meaning and objective. Devaluation Indian rupee causes and effect of 1991 devaluation. Convertibility of rupee partial and full convertibility of rupee on current account.Depreciation of rupee value and RBI.	12	
04.	May	Euro currency Euro currency market meaning origin growth. General features of euro currency market. Euro currency market and developing countries. Hero new currency of European Union. European economic community.	13	


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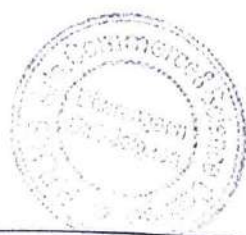
Teaching – Plan

Academic -Year (2020-21) Sem . - |

S.Y.B.A CBCS DSE Eco 233 A

DSE Eco 232 A - Agricultural Economics

Sr.no.	Month	Title	Lecturers	Done
01.	September	Introduction to Agricultural Economics . a. Agricultural Economics Definition & Meaning nature &importance . b. Role of Agricultural sector in Economics Development . c. Dependency between Agricultural &Industry .	20.	
02.	October	Land holding &Organization . a. Types of land holding . b. Size , Productivity & efficiency of land holding . c. Farm Organization. d. Most Suitable farm organization for Indian Agriculture .	20.	
03.	November & December	Risk & Uncertainty in Agriculture . a. Difference between risk & uncertainty types measures to deal with uncertainty . b. Instability of Agriculture .Types of Instability in Agriculture . c. Types of fluctuation & their causes .	20.	



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Name of the Teacher ::Dr.V.A.Warde

Teaching – Plan

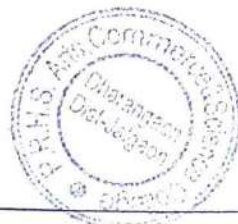
Academic -Year (2020-21) Sem . - ||

S.Y.B.A CBCS DSE ECO 243 B

DSE Eco 242 B - Agricultural Economics

Sr. no.	Month	Title	Lecturers	Done
01.	February	Agricultural Price Policy in Developing Country. a. Objectives of agricultural price policy . b. Bases of price fixation . c. Consumer protection & agricultural policy . d. Agricultural price policy in India . e. Recent price policy of India .	20.	
02.	March	Agricultural Marketing System &Mechanization . a. Importance of an efficient system of agricultural marketing. b. Efficiency criteria for agriculture marketing . c. Efficiency of the Indian agriculture marketing . d. Mechanization in agriculture	20.	
03.	April & May	Agricultural Labour . a. Meaning of Agricultural labour classification of Agricultural Labour . b. Growth in the number of agricultural labours in India & its causes . c. Minimum wages of Agricultural labours . d. Migration of Agricultural Labours . e. Problems && difficulties of Agricultural Labours suggestion to solve the problems of Agricultural Labours .	20.	

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Teaching Plan for the year 2020-21
B.Com

Name of the Teacher: Mr.ABC / Mr. H.A.Bhalerao

Department: Commerce

Subject: Modern Office Management

The following are the details the syllabus to be taught during the Sem. IV Of the year

Sr. No.	Month	Detail of the Syllabus	Period Required
1	November 2020	1.Modern Office 1.1 Office: Meaning, Definition and Features 1.2 Traditional and Modern Concept of Office 1.3 Characteristics and Functions of Office 1.4 Changing Office View: Past, Present & Future	16
2	December 2020	2. Office Management 2.1 Concept, Definition and Nature 2.2 Elements of Office Management 2.3 Office Manager: Functions, Duties and Responsibilities 2.4 Effective Management Techniques 3. Office Layout 3.1 Meaning, Definition and Importance 3.2 Selection of Office Layout: Objectives and Principles 3.3 Office Layout: Component, Advantages and Disadvantages	16
3	January 2021	4. Office System and Procedure 4.1 Office System: Meaning and Objective of system & Procedure 4.2 Flow of Work: Objective, Difficulties in ideal work flow 4.3 Measures to improve the flow of Work 4.4. Planning and Scheduling of Office Work 5. Office Environment 5.1 Meaning, Definition and Nature 5.2 Factors of good office environment 5.3 Importance of office environment 5.4 Office safety and Remedies	20 (Extra Lectures)
4	February 2021	6. Office Record Management 6.1 Meaning, Definition, Need, Objective of Office Record 6.2 Organization of Record department 6.3 Classification & Indexing of Records & Files 6.4 Principles – Retention & Disposition of Record 6.5 Paperless Office – Concept, Utility & Feasibility.	20 (Extra Lectures)



Balkhat
Dr. Chhaya S. Sukhadane
 Professor & HOD (Com)
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[Signature]
Principal,
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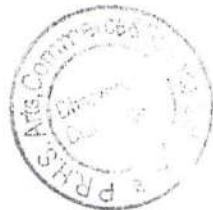
Name of the Teacher: Mr. H.A.Bhalerao

Department: Commerce

Subject: Modern Office Management

The following are the details the syllabus to be taught during the Sem. V Of the year

Sr. No.	Month	Detail of the Syllabus	Period Required
1	April 2021	1. Office Organization 1.1 Office Manager: Role , Function . Duties and Responsibilities, Position and Status of Office Manager 1.2 Office Employees: Types , Qualities , Recruitment , Training 1.3 Office Enquiries – Procedure – Reparation of Confidential Report 1.4 Public Relation Function in office	16
2	May 2021	2. Office Services 2.1 Meaning, Types & Advantages 2.2. Office Services 2.3 Office Forms – Objectives, Advantages, Types of Forms, Control and Standardization of Form 2.4. Modern Mail Services: Mailing Department, Courier Service, Speed Post, Fax, Tag, Email: Need, Importance, Difficulties. 3. Office Stationery and Supplies 3.1 Need & Importance of Stationery 3.2 Essentials of good System of Regulating Stationery Purchases 3.3 Standardization – Issue of Stationery 3.4 Regulating Stationery Consumption	20 (Extra Lectures)
3	June 2021	4. Office Automation 4.1 Need, Importance, Scope of Office Automation 4.2 Different Types of Office Appliances and machines used in office 4.3 Computerization of Office activities: LAN, WAN, Video Conferencing 4.4 Maintenance of Records: Pay Roll, Accounting Inventory Statement, Preparation of Financial Report, Leave accounting & Attendance 5. Secretarial Procedure 5.1 Role of Secretary – Duties and Various activities 5.2 Qualities, Qualification of Secretary 5.3 Secretarial Correspondence, Types of Correspondence 5.4 Principles of effective correspondence	16
4	July 2021	6. Office Meeting 6.1 Meaning, Definition, Importance 6.2 Purposes and Types of Meetings 6.3 Meeting, Essentials of Valid meeting & drafting notices, Agenda & Minutes 6.4 Factors of Successful meeting.	16



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 Professor & HOD (Com)
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Teaching Plan for the year 2020-21
B.Com

Name of the Teacher: Mr. H.A.Bhalerao
Department: Commerce
Subject: Principles and Practice of Auditing

The following are the details the syllabus to be taught during the Sem. V Of the year

Sr. No.	Month	Detail of the Syllabus	Period Required
1	August 2020	1-Evolution of Auditing A-Meaning, Definition, Nature, Scope, Objectives, Advantages and limitations of Audit. Relationship of Auditing with other subject-Basic principles governing an audit- planning of an audit. B-Auditing & Assurance standards (ASS) Meaning, scope, Auditor. C-Elementary study of (1) AAS-1 on basic principal an audit. D-(2)AAS-2 on Objectives & Scopes of the audit financial Statements. E- AAS-4 on Auditors responsibility to consider frauds &errors .	16
2	September 2020	2- Types of Audit Feature, Principals, Advantages & Limitations of Internal Audit. Types of Audit- Statutory, Continues, Annual, Interim, Balance Sheet audit, Tax audit, Cost audit, Efficiency audit, Government audit and Information system audit. 3-Auditing Engagement and Documentation A-Auditing Engagement Audit Planning, audit programme control of Quality of audit work- delegation & supervision of audit work.	16
3	October 2020	B-Documentation- Audit working papers, audit files permanent and current audit files ownership and custody of working paper. Elementary study of AAS 3 on "Documentation". 4- Audit Evidence A-Needs for audit evidence-audit procedures for obtaining evidence-physical verification-documentation-direct confirmation- re computation-analytical review techniques- representation by management- obtaining. B- Certificate. Elementary study of AAS-5 on "Audit Evidence." 5-Evaluation of Internal Control A-Internal Control-Meaning, Objectives. Factors affecting internal control limitations of internal control- Evaluation of I C System. B-Internal Check System- Test checking, Routine checking, Meaning, advantages & limitations of internal check system. Elementary study of AAS-6 on "Risk Assessment & Internal Control."	20 (Extra Lectures)
4	November 2020	6- Vouching Verification and Valuation A-Vouching – Meaning advantages & objectives of vouching-points to be taken at the times of vouching –voucher- material defects that disqualify a voucher- difference between vouching & Verification. B- Verification and valuation of assets & liabilities- meaning and objects. B- Verification and valuation of assets & liabilities- meaning and objects of reification and valuation- difference between verification and valuation- procedure of verification and valuation of assets and liabilities.	20 (Extra Lectures)



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Teaching Plan for the year 2020-21
B.Com

Name of the Teacher: Mr. H.A.Bhalerao

Department: Commerce

Subject: Principles and Practice of Auditing

The following are the details the syllabus to be taught during the Sem. V Of the year

Sr. No.	Month	Detail of the Syllabus	Period Required
1	February 2021	1. Investigation :- Meaning, nature and objectives of Investigation-Difference between Audi & Investigation-Investigation at the time of purchase of business . admission of a new partner , granting loan for detecting grants & Statutory Investigation. 2. Evaluation of Internal Control & Internal Check a. Internal Control –Meaning & objectives of Internal control – Factors affecting Internal control- Limitations of Internal control – Evaluation of Internal control system, COSO model of Internal control	16
2	March 2021	b. Internal check system, Test checking, Routine checking –Meaning, advantages & limitations of Internal check system, Test checking & Routine checking- Elementary study of SA 265 “Communicating deficiencies in Internal Control to those charged with governance and management”. 3. Company Auditor :- Provisions regarding qualifications, disqualifications, appointment & removal of auditor as per the companies Act, 2013 – Rights/Powers, duties and liabilities and remuneration of company auditor – professional conduct and ethics- Auditor’s role in corporate governance and evolution of Audit Committee 4. Audit of Limited Companies :- Preliminaries to the Audit work of a Limited Company- Audit of share capital, Forfeiture Shares & Bonus Shares- Buy Back of own shares by Companies – Audit of Debentures.	20 (Extra Lectures)
4	April 2021	5. Auditing in Computerized Information System (CIS) Environment Meaning of CIS – Approaches to computer auditing – distinction between manual accounting audit and computerized accounting audit – Characteristics of CIS Environment – Computer frauds and computer virus – Concept of audit Software	20 (Extra Lectures)
5	May 2021	6. Audit Report :- Meaning, importance and contents of audit report – types of audit report – Qualifications, disclaimers, adverse opinion - Distinction between reports and certificates – notes on accounts - distinction between notes and qualification .	16



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Name of the Teacher: Mr. G.G.Mahajan

Department: Commerce

Subject: Marketing & Advertising

The following are the details the syllabus to be taught during the Sem. I of the year

Sr. No.	Month	Detail of the Syllabus	Period Required
1	November 2020	1. Introduction to Marketing 1.1 Meaning, Definitions, Nature, Scope of Marketing 1.2 Importance of Marketing as Business Function 1.3 Marketing Process 1.4 Functions of Marketing 1.5 Marketing Ethics 1.6 Rural & Green Marketing: Meaning, Definitions and Features	16
2	December 2020	2. Market Segmentation & Buyer Behavior 2.1 Market Segmentation 2.1.1 Meaning, concepts and importance of segmentation 2.1.2 Bases for Segmenting Consumer Markets 2.1.3 Benefits & limitations of Market Segmentation 2.2 Buyer Behavior 2.2.1 Meaning of buyer behaviour 2.2.2 Models of consumer/buyer behaviour 2.2.3 Determinants of consumer behaviour 2.2.4 The Buying Decision Process: The Five-Stage Model 2.2.5 Marketing implications of consumer behaviour	16
3	January 2021	3. The Marketing Mix 3.1 Introduction 3.2 Marketing Mix-The Traditional 4Ps, 3.3 The Modern Components of the Mix- The Additional 3Ps, 3.4 Developing an Effective Marketing Mix 4. Product Life-Cycle Marketing Strategies 4.1 Product Life Cycles Style, Fashion, and Fad Life Cycles 4.2 Marketing Strategies: Introduction Stage and the Pioneer Advantage 4.3 Marketing Strategies: Growth Stage 4.4 Marketing Strategies: Maturity Stage 4.5 Marketing Strategies: Decline Stage	20 (Extra Lectures)
4	February 2021	5. Services Marketing 5.1 Meaning, Definitions and Features of Services 5.2 Classification of Services 5.3 New Generation Services 5.4 Importance of Service Marketing 5.5 Problems in Service Marketing 6. Introduction to Technology Based Marketing Strategies 6.1 Call to Action Marketing 6.2 Close Range Marketing 6.3 Cloud Marketing 6.4 Drip Marketing 6.5 Email Marketing 6.6 Freebie Marketing 6.7 Mobile Marketing 6.8 Newsletter Marketing 6.9 Online Marketing 6.10 Social Media Marketing	20 (Extra Lectures)

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B.Com

Name of the Teacher: Mr. G.G.Mahajan

Department: Commerce

Subject: Marketing & Advertising

The following are the details the syllabus to be taught during the Sem. II Of the year

Sr. No.	Month	Detail of the Syllabus	Period Required
1	April 2021	1.Introduction to Advertising 1.1 Meaning, Definitions, Nature & Scope of Advertising 1.2 Importance of Advertising in Modern Marketing 1.3 Role of Advertising in Marketing Mix 1.4 Classification & Types of Advertising 1.5 Economic & Social Effect of Advertising	16
2	May 2021	2.Advertising Media 2.1 Types of Advertising Media 2.1.1. Print Media 2.1.2. Electronic Media 2.1.3. Outdoor Media 2.1.4. Transit & Vehicular Media 2.2. Merits and Limitations of Various Types of Advertising Media 2.3 Factors to be considered in Selecting Proper Media of Advertising 2.4. Media Mix and Media Scheduling 2.5 Media Planning 3.Creativity in Advertising 3.1 Advertising Copy 3.1.1 Meaning & Elements of Print Copy 3.1.2 Essentials of a Good Advertising Copy 3.1.3 Types of Copy Writing 3.2 Advertising Layouts 3.2.1 Meaning, Components and Types of advertising Layout 3.2.2 Factors Influencing Advertisement Lay-Out 3.2.3 Essentials of Advertisement Lay-Out	16
4	June 2021	4.Advertising Budget 4.1 Meaning, Definitions and Importance of Advertising Budget 4.2 Process of Preparing Advertising Budget 4.3 Methods of Framing Advertising Budget 4.4 Approaches to Advertising Budget 4.5 Advantages and Limitations of Advertising Budget 5.Advertising Agency 5.1 Meaning and Services Rendered by Advertising Agency 5.2 Evaluation and History of Advertising Agency 5.3 Agency selection Criterion 5.4 Agency Client Relationship 5.5 Career Options in Advertising 5.6 Future of Advertising Agency Institution	20 (Extra Lectures)
5.	July 2021	Regulation & Control on Advertising 6.1 Advertising Standard Council of India 6.2 Doordarshan Code 6.3 Ministry of Information & Broad Casting 6.4 Advertising Ethics	(08)

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Teaching Plan for the year 2020-21
B.Com

Name of the Teacher: Mr. G.G.Mahajan

Department: Commerce

Subject: Corporate Accounting

The following are the details the syllabus to be taught during the Sem. III Of the year

Sr. No.	Month	Detail of the Syllabus	Period Required
1	August 2020	Unit 1. Computerized Accounting Procedure (Only Theory) Meaning, Objective, Significance, & Features of Computerized Accounting System-Application of accounting software Packages-Prepackaged, Customized & Enterprise Resource Planning (ERP) accounting software Unit 2. Underwriting of shares Meaning & Definition Provisions regarding underwriting commission Terms used in underwriting marked applications, unmarked applications, full underwriting, Partial underwriting, Sole underwriting, Joint underwriting, firm underwriting, Determination of Liability of underwriters. Accounting treatment Preparation of underwriter's statement, Accounting Entries & Relevant Ledgers	16
2	September 2020	Unit . 3 Issue of Equity Shares Provisions relating to issue of shares at par, at premium. - Accounting for issue of shares, full subscription, Under subscription, over subscription. Calls in Advance/ Calls in Arrears.. Forfeiture and Re issue of forfeited shares. - Issue of shares in consideration other than cash.	16
3	October 2020	Unit 4. Issue of Bonus shares Meaning and Definition Conditions for Bonus Issue Accounting Entries Conversion of partly paid shares into fully paid and Issue of fully paid Bonus shares Unit 5. Redemption of Preference shares Meaning, statutory requirements of Redemption of Preference Shares, Procedure of redemption of Preference shares, Accounting Entries and disclosure in Balance Sheet.	20 (Extra Lectures)
4	November 2020	Unit 6. Redemption of Debentures Accounting for Redemption Sinking Fund (Debenture Redemption Fund Method only) Accounting Entries and Relevant Ledgers	20 (Extra Lectures)

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Name of the Teacher: Mr. G.G.Mahajan

Department: Commerce

Subject: Corporate Accounting

The following are the details the syllabus to be taught during the Sem. IV Of the year

Sr. No.	Month	Detail of the Syllabus	Period Required
1	February 2021	Unit 1 Accounting Standards As 4 : Contingencies and Events occurring after the Balance Sheet Date. As 5 : Net Profit or Loss for the period, Prior Period Items and changes in Accounting Policies. As 29: Provisions, contingent Liabilities and Contingent Assets. Unit 2. Profits or Loss prior to Incorporation Meaning and Definition of Pre and Post Incorporation Profit Basis of Apportionment Calculation of Pre-Post incorporation Profit / Loss. Treatment of Pre-Post Profit / Loss.	16
2	March 2021	Unit 3 Accounting for Buy Back of shares Meaning Provisions regarding Buy Back of shares Calculation of maximum number of shares Buy Back Accounting for Buy Back of shares (Simple examples) Unit 4 . Valuation of Goodwill Meaning & Nature of Goodwill – Need for Valuation of Goodwill –Methods of Valuation of Goodwill –Number of Years Purchase of Average Profits Method, Capitalization Method –Annuity Method– Super profit Method.	20 (Extra Lectures)
4	April 2021	Unit 5 . Valuation of Shares Meaning & Nature of Shares– Need for Valuation of Shares – Methods of valuation of Shares– Net Assets method, Yield method and Fair value method	20 (Extra Lectures)
5	May 2021	Unit 6. Final Account of Limited Company Preparation and presentation of final accounts of Joint Stock Companies as per schedule III of Companies Act, 2013 Refer to As-1, AS-2, AS -6, AS-10 & AS-29.	16

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Name of the Teacher: Mr. G.G.Mahajan

Department: Commerce

Subject: Adv. Accountancy - II

The following are the details the syllabus to be taught during the Sem. V Of the year

Sr. No.	Month	Detail of the Syllabus	Period Required
1	August 2020	Indian Accounting Standard (Only Theory) Meaning ,Objectives and Applicability of Accounting Standard AS-2 (Valuation of Inventories),AS-13 (Accounting for Investment),AS-19(Accounting for Leases),and AS-26(Intangible Assets) 2. Introduction to Lease Accounting (Theory only)- Concept of Leasing, Important steps in Leasing, Merits and Demerit of Leasing, Types of Leasing, Finance Lease and Operating Lease	16
2	September 2020	3. Amalgamation and Absorption of Companies - (Refer AS-14) a. Concepts of Amalgamation, Absorption, and Reconstruction of companies - Types of Amalgamation, Amalgamation in the nature of Merger and Amalgamation in the nature of Purchase - Accounting for Amalgamation - Pooling of interest method and Purchase method - Purchase consideration - Closing the books of the vendor company and opening the books of the purchasing company and preparation of balance sheet of the new company. b. Accounting for Absorption - Purchase consideration - Closing the books of the vendor company and recording the transaction in the books of the purchasing company and preparation of balance sheet after the absorption of the company	16
3	October 2020	4. External Reconstruction - (Theory & Practical Problems) Concepts of External reconstruction and Internal reconstruction of companies - Accounting for External reconstruction - Purchase consideration - Closing the books of the vendor company and opening the books of the purchasing company and preparation of balance sheet of the new company - [Refer AS 14] 5. Internal Reconstruction - (Theory & Practical Problems) Forms of Internal reconstruction - (a) Reorganization or Alteration of Share Capital, (b) Reduction of Share Capital & other liabilities. Accounting for internal reconstruction, and preparation of balance sheet of the company after the internal reconstruction. Sub-division of shares, surrender of shares.	20 (Extra Lectures)
4	November 2020	6. Banking companies Final Accounts (Theory & Practical Problems) Lectures 10 a. Relevant provisions of Banking Regulation Act, 1949 - Meaning of banking (Sec. 5(b)), Capital & Reserve (Sec. 11), Reserve Funds (Sec. 17) b. Main characteristics of a bank's book-keeping, slip system and prepare Balance Sheet and Profit and Loss Account. (Schedule-wise) in Vertical Form under BRA.	20 (Extra Lectures)

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Name of the Teacher: Mr. G.G.Mahajan

Department: Commerce

Subject: Adv. Accountancy II

The following are the details the syllabus to be taught during the Sem. VI Of the year

Sr. No.	Month	Detail of the Syllabus	Period Required
1	February 2021	1. Introduction of Management Accountancy – (Only Theory) Meaning, Nature, Advantages & Limitations and Functions of Management Accountancy – Distinction between Financial Accountancy, Management Accountancy & Cost Accountancy – Role of Management Accountant in business. 2. Analysis and Interpretation of Financial Statements (Only Theory) Financial Statement Analysis: Meaning of Analysis and Interpretation of Financial Statements, Advantages, and Limitations. Different types of financial statements – Comparative Statements and Common-size Statements and Trend Analysis.	16
2	March 2021	3. Ratio Analysis (Theory & Practical Problems) Meaning, Objectives, Advantages and Limitations of ratio analysis - Types Of Ratios - Computation and Interpretation of different accounting ratios - Liquidity, Profitability, Turnover and Solvency ratios 4. Fund Flow Analysis (Theory & Practical Problems) Concept of fund and Funds flow statement. Uses and significance of funds flow statement - procedure for preparing FFS - schedule of changes in working capital, statement of sources and application of funds (In Accounts Forms)	20 (Extra Lectures)
4	April 2021	5. Internal Reconstruction - (Theory & Practical Problems) Forms of Internal reconstruction – (a) Re-organization or Alteration of Share Capital, (b) Reduction of Share Capital & other liabilities. Accounting for internal reconstruction, and preparation of balance sheet of the company after the internal reconstruction. Sub-division of shares, surrender of shares.	20 (Extra Lectures)
5	May 2021	6. Banking companies Final Accounts (Theory & Practical Problems) a. Relevant provision of Banking Regulation Act, 1949 - Meaning of banking (Sec. 5(b)), Capital & Reserve (Sec. 11), Reserve Funds (Sec. 17) b. Main characteristics of a bank's book-keeping, slip system and prepare Balance Sheet and Profit and Loss Account. (Schedule-wise) in Vertical Form under BRA	16

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Teaching Plan for the year 2020-2021
B.Com

Name of the Teacher: Dr. C S Sukhadane

Department: Commerce

Subject: Human Resource Management

The following are the details the syllabus to be taught during the Sem.-VI of the year

Sr. No.	Month	Detail of the Syllabus	Period Required
1	February 2021	Unit 1- Training 1- Meaning, Definitions, Characteristics Objectives of Training 2- Need and Importance Training 3- Training Policy, Method and Types of Training 4- Evaluation of Training Programme 5- Training ,Evaluation and Development 6- Unit 2- Management Development 1- Meaning, Definitions ,Need, Importance, Process Management Development 2- Planning of Management Development Programme Method ofManagement Development	20
2	March 2021	Unit 2- Management Development 1- Method ofManagement Development 2- Problem in Management Development Programme 3- Managerial Training and Development in India Unit3- Employee Grievance 1- Meaning, Definitions, Causes of Grievance 2- Importance and Principles of Grievance Handing 3- Grievance Redressal Machinery & Industrial Tribunal	20
3	April 2021	Unit 4- Discipline 1- Meaning, Definitions, Feature, Objectivesof Discipline 2- Importance & Principles for Maintaining Discipline 3- of Disciplinary Procedure Unit 5- Employee Performance Appraisal 1- Meaning, Definitions, Feature, Objectives& ImportancePerformance Appraisal 2- Process & Method of Performance Appraisal 3- Merits & Demerits of Performance Appraisal 4- Measures for making effective Appraisal	20
4	May 2021	Unit 6- Recent Trends in Human Resource Management 1- Meaning, Objectives& ImportanceHuman Resource Management 2- Advantaged of Human ResourceAcctouting 3- Human Resource Development Audit- Objective 4- Quality of Work Life- Advantages, Career Planning-Process 5- Knowledge Management 6- Entrepreneurial Development-Importance, Behaviour 7- Developing Quality Consciousness- Advantages, 8- Human Capital	12

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B.Com

Name of the Teacher: Dr. C S Sukhadane

Department: Commerce

Subject: Human Resource Management

The following are the details the syllabus to be taught during the Sem.-V of the year

Sr. No.	Month	Detail of the Syllabus	Period Required
1	August 2019	Unit 1- Human Resource Management 1- Meaning , Definition & Scope of Human Resource 2- Meaning , Definition, Scope Characteristics of Human Resource Management 3- Objectives Human Resource Management 4- Functions of Human Resource Management 5- Importance Human Resource Management 6- Difference Between Human Resources Management and Personal Management 7- Functions, Role and Qualities of Human Resources Manager 8- Challenges To Human Resources Management 9- Evaluation and Views regarding Human Resources Management 10- Ancient Indian Literature and Human Resource approach in Present Scenario	20
2	September 2019	Unit2- Human Resources Planning 1- Meaning Definitions Objectives of Human Resources Planning 2- Importance and Types of Human Resources Planning 3- Advantages and Limitations of Human Resources Planning Unit3- Job Analysis and Design 1- Meaning, Definitions, Importance of Job Analysis 2- Tools and Process of Job Analysis Unit4- Recruitment 1- Meaning, Definitions, Objectives, Importance of Recruitment 2- Recruitment Policy: Objectives and Factors Affecting Recruitment. 3- Centralized and Decentralized Recruitment	20
3	October 2019	Unit4- Recruitment 4- Sources of Recruitment-Internal and External 5- Merit and Limitations of Internal and External Sources of Recruitment 6- Modern Method and Techniques of Recruitment. e-recruitment Unit5- Selection 1- Meaning, Definitions, Importance of Selection 2- Selection Policy, Process and Factors 3- Factors Affecting on Selection and Evaluation of Selection Procedure 4- E-selection	20
4	November 2019	Unit6- Placement and Induction 1- Placement: Meaning, Definitions and Problem in Placement 2- Tools of Effective Placement 3- Introduction: Meaning, Definitions, Objectives, Importance 4- Nature of Induction Process	10

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B.Com

Name of the Teacher: Dr. C S Sukhadane

Department: Commerce

Subject: Business and Tax Laws

The following are the details the syllabus to be taught during the Sem. IV Of the year(SYBCom)

Sr. No.	Month	Detail of the Syllabus	Period Required
1	February 2021	1. The Indian Partnership Act, 1932. Lectures- 08 1.1 Introduction ,Important Definition 1.2 Preparation of Partnership Deed 1.3 Effects Of Non-Registration 1.4 Rights ,Duties and Responsibilities Of Partners 1.5 Dissolution of A Partnership 2. Industrial Dispute Act, 1947 2.1 Meaning and Definitions –Industrial Dispute, Layoff , Lockout ,Retrenchment 2.2 Machinery for Prevention and Settlement of Industrial Dispute 2.3 Strikes and Lock- Outs	20
2	March 2021	2.4 Lay Off and Retrenchment 2.5 Compensation to Workmen In Case Of Closing Down Of Undertaking. 3. The Factories Act, 1948 3.1 Meaning, Objectives and Important Definitions 3.2 The Inspecting Staff –Inspectors and His Powers–Certifying Surgeon 3.3 Approval, Licencing and Registration of Factories 3.4 Provision Regarding Health of Workers	20
3	April 2021	4. Consumer Protection Act – 4.1 Introduction, Objective of the Act 4.2 Rights of Consumers 4.3 Consumers Protection Council – Central –State- District 4.4 Consumer Dispute Redressal Agencies	18
4	May 2021	5. Environment Protection Act – 1986 Lectures – 07 5.1 Meaning, Objectives & Scope of the Act 5.2 Power of Central Government to Protect & Improve Environment 5.3 Location of Industries, Process & Operations. 5.4 Offences & Penalties as Regards to the Environmental Protection Act. 6. Goods and Service Tax 6.1 Introduction and Important Definitions of the Act 6.2 Registration 6.3 Filing of Service Tax Return and Maintaining Records 6.4 Interest & Penalties under Act	20

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Name of the Teacher: Dr. C S Sukhadane

Department: Commerce

Subject: Business and Tax Laws

The following are the details the syllabus to be taught during the Sem. III Of the year (TYBCom)

Sr. No.	Month	Detail of the Syllabus	Period Required
1	August 2019	1. Indian Contract Act 1872 1.1 Meaning and Definitions (Offer, Acceptance, Consideration, Contract) 1.2 kinds Of Contract 1.3 Essential of Contract 1.4 Performance and Discharge of Contract 1.5 Breach of Contract	20
2	September 2019	2. Indian Sale of Goods Act, 1930 2.1 Introduction and Definition 2.2 Sale and Agreement to Sell 2.3 Conditions and Warranties 2.4 Unpaid Seller and His Rights 2.5 Performance of Contract of Sale 2.6 Sale by Auction	20
3	October 2019	3. Negotiable Instruments Act, 1881 3.1 Definition And Characteristics Of Promissory Note, Bill Of Exchange And Cheque. 3.2 Holder and Holderin, Due Course, Privileges of Holder In Due Course 3.3 Crossing and Endorsement of Negotiable Instrument 3.4 Dishonour Of N.I., Notice Of Dishonour, Dishonour Of Cheque And Its Effects 4. Indian Trade Union Act, 1926 Lectures 08 4.1 Introduction and Definitions 4.2 Registration of Trade Union 4.3 Cancellation of Registrationof Trade Union 4.4 Rights and Privileges of Registered Trade Union and Its Members 4.5 General Fund and Political Fund of Trade Union	20
4	November 2019	5. Information Technology Act – 2000 5.1 Meaning, Objective, Scope Of The Act 5.2 Digital Signature & Electronic Governance. 5.3 Granting Digital Signature Certificate 5.4 Offences & Penalties, Adjudication	12
5	December 2019	6. The Patent Act 6.1 Meaning, Objective & Important Definition 6.2 Invention, Not Patentable Invention 6.3 Application for Patents and Process 6.4 Grants of Patent and Rights of Patent Holder 6.5 Patent Office and Power of Controller	20

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Name of the Teacher: Dr. C S Sukhadane

Department: Commerce

Subject: Essential e Commerce

The following are the details the syllabus to be taught during the Sem. I of the year (FYBCom)

Sr. No.	Month	Detail of the Syllabus	Period Required
1	July, 2019	Fundamentals of e-commerce 1. Commerce of : Meaning & Nature 2. e-commerce – Origin, Definitions & Meaning, Scope of & Goals, Feature, Needs & functions, Significance, Advantages & Disadvantages, Essentials of e-commerce, 3. e-Commerce v/s Traditional Commerce 4. Technologies used in e-Commerce	20
2	Aug.2019	Business Models for e-Commerce 1. e-Business : Meaning, Definitions, Importance 2. e-Business Models based on the relationships of transaction parties : B2C, B2B, C2C, C2G, G2G, B2G, 3. e-Business Models based on the relationships of transaction types : Manufacture Model, Advertising Model, Value chain Model, Brokerage Model	20
3	Sep.2019	e-Payment Systems Models of Payments : Credit Cards, Debit Cards& Smart Cards, e-Credit Accounts & e-Money/Cash 1. Digital Signature : Legal positions of Digital Signatures Procedure & working of Digital Signature technology 2. Risks and e-Payment System: Data Protections, risk from mistakes and disputes, Consumer protection, Management Information Privacy, Managing Credit Risk e-Business Communication 1. Introduction 2. Importance of e-Technology in the e-Business Communication 3. Models of e-Business Communication	20
4	Oct.2019'	1. e-Business Conferencing: Audio, Documents & Telephone, Video Conferencing 2. e-mail in e-Commerce 3. Mobile Communication Customer-effective Web design 1. Requirements of Intelligent Websites, 2. Websites Goals and Objectives 3. Analyzing website structure 4. Fixed versus flexible webpage design 5. Choosing a page size 6. Website development tools	16

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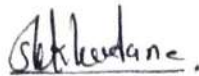
Name of the Teacher: Dr. C. S. Sukhdane

Department: Commerce

Subject: Essential e-Commerce

The following are the details the syllabus to be taught during the Sem.-II Of the year (FYBCom)

Sr. No.	Month	Detail of the Syllabus	Period Required
1	December 2020	e-Banking Introduction, Concepts, Meaning, Definition of Banks and Banking Use of e-Banking, Advantages and Disadvantages of e-Banking Channels of e-Banking Electronic Fund Transfer-Electronic Payment Service, Electronic Bill Payment, Automated Clearing House, Automated Ledger Posting, Electronic Money Transfer, e-cheques ATM, FOS & Tele-banking	
2	January 2020	Customer Relationship Management Introduction, Definition & Process, Electronic CRMC, Need for Electronic CRM, CRM Areas: CRM Component & CRM Architecture, Electronic CRM Application	
3	February 2020	Security Concepts Introduction, Need ,Intruders, Attacking Methods : Hacking, Cracking & Freaking, Filters : Meaning, Definition of Firewalls, Types of Filters, Cryptology: Encryption & Decryption, Data Encryption Standards, Cyber Crimes, e-Commerce Security Solutions, e- Locking Techniques, e-locking Products, e-locking services, Net-scape security solutions	
4	March 2020	e-Markets Online Shopping, Online Purchasing, Electronic Markets, Three Models of e-Markets, e-Advertising, e-Branding, Mobile Commerce Growth of Mobile Commerce, Mobile Health services, Wireless Applications, Technologies for Mobile Commerce	



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Teaching Plan for the year 2019-2020

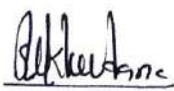
Name of the Teacher: Dr. C S Sukhadane

Department: Commerce

Subject: Business Skill

The following are the details the syllabus to be taught during the Sem.III Of the year (SYBCom)

Sr. No.	Month	Detail of the Syllabus	Period Required
1	June 2019	Unit 1- Soft Skills 1-Meaning and Definition Importance 2-Types of Soft Skill, Soft Skill, development Process 3-Understanding yourself: Self-assessment through SWOT Analysis 4- Development Positive Thanking and Attitude, Driving out Negativity, Self Confidence Unit 2 -Etiquettes and Manner 1-Meaning and Definition 2-Business Etiquettes 3-Body Language 4-Raetionship with the other 5- Basics of table Manner 6-Telephone/Mobile Phone Etiquettes	20
2	Jaly 2019	Unit 3 -Time Management 1-Concep and Importance 2-Need of Time Management 3- Time Management Strategies and Tools 4-Activities Log, To-Do lists, Action Programs, Multitasking, Efficient file Management 5-Planning in Advance: Prioritizing and Scheduling.	20
3	Aug 2019	Unit 4- Basis Communication 1- Meaning, Definition, Objectives Communication 2-Process of Communication Importance of Business Communication Grapevines 3 – Step of Effective Communication 4-Method of Communication- Verbal & Non Verbal, Oral & Written, Internal & External	20
4	Sept 2019	Unit 5 -Learning and Listening Skills * Listening Skills 1- Concept of Listening v/s Hearing 2- Advantages & Barriers of Listening 3-Process of Listening 4-Types of Listening 5-Techniques for effective Listening *Learning Skills 1-Concept of learning 2- Memorizing Techniques 3-Mind mapping: Taking notes effectively 4-Using ICT for efficient learning	20
5	Oct 2019	Unit 6- Reading Skills 1-Introduction , Need for developing efficient reading skills 2- Benefit of efficient reading, Speed of reading 3-Basic steps of efficient reading, overcome common obstacles. 4-Types, Method of reading 5- Approaches, Tips for efficient reading	18


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Teaching Plan for the year 2019-2020

Name of the Teacher: Dr. C S Sukhdane

Department: Commerce

Subject: Business Skill

The following are the details the syllabus to be taught during the Sem.IV Of the year (SYBCom)

Sr. No.	Month	Detail of the Syllabus	Period Required
1	Dece 2019	Unit 1: Oral Communication 1- Meaning, Importance, Advantages & Disadvantages 2- Qualities of Good Speakers, Using Voice effectively in Oral Communication. Unit 2: Written Communication 1- Meaning Distinction with Communication, Merits & Limitation of Written Communication 2- Letter Writing: Layout of Business Letter, Types & Styles of layouts, Essential of Good business Letters. 3- Purpose of letter: Resume, Application, Appointment. 4- Complaint letter: Sales letter, Status enquiries, Collection letter. 5- E-mail: Drafting & Sending e-mails 6- Report Writing: Meaning & Nature of Report, Formants of Report, Formal, Informal report. 7- Writing Report: Data collection, organizing, Presentation of the Report.	20
2	Janu 2020	Unit 3: Organizational Correspondence 1- Job Applications: Covering Letter- Resume- Appointment Letter 2- Meaning, Importance of Organizational Correspondence 3- Internal Communication: Notice, Circular, Memo. 4- External Communication- Enquiries Quotations. Unit 4: Presentation skills 1- Meaning, Importance of Presentation skills 2- Types, Content, Audience Analysis, Evaluation/Feedback 3- Effective ways to deliver the Presentation 4- Use of ICT for effective Presentations.	20
3	Feb 2020	Unit5: Group Discussion and Interview Technique 1- Group Discussion: Meaning, Importance, Do's & Don'ts for GD 2- Taking Interviews- Types of Interview 3- Preparation for Interview- Process of Interview, Pre During and Post Interview 4- Guidelines for successful Interview Taking- Personal Interview 5- Interview Technique: Manners etiquettes to be maintained during an Interview. Unit6: Business Meetings and Negotiations 1. Meaning and Types 2. Key attributes of Productive Meeting 3. Meeting Etiquettes, Do's and Don'ts in Meeting	20
4	March 2020	Unit6: Business Meetings and Negotiations 4. Handling Disruptions in Meetings 5. The Agenda and Minutes of Meetings 6. Negotiations, Meaning, Approaches to Negotiations, Barriers to Negotiation	10

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Teaching Plan for the year 2019-2020

Name of the Teacher: Dr. C S Sukhadane

Department: Commerce

Subject: Business and Tax Laws

The following are the details the syllabus to be taught during the Sem. III Of the year (TYBCom)

Sr. No.	Month	Detail of the Syllabus	Period Required
1	July 2019	1. Indian Contract Act 1872 1.1 Meaning and Definitions (Offer, Acceptance, Consideration, Contract) 1.2 kinds Of Contract 1.3 Essential of Contract 1.4 Performance and Discharge of Contract 1.5 Breach of Contract	20
2	Aug.2019	2. Indian Sale of Goods Act, 1930 2.1 Introduction and Definition 2.2 Sale and Agreement to Sell 2.3 Conditions and Warranties 2.4 Unpaid Seller and His Rights 2.5 Performance of Contract of Sale 2.6 Sale by Auction	20
3	Sep.2019	3. Negotiable Instruments Act, 1881 3.1 Definition And Characteristics Of Promissory Note, Bill Of Exchange And Cheque. 3.2 Holder and Holderin, Due Course, Privileges of Holder In Due Course 3.3 Crossing and Endorsement of Negotiable Instrument 3.4 Dishonour Of N.I., Notice Of Dishonour, Dishonour Of Cheque And Its Effects 4. Indian Trade Union Act, 1926 Lectures 08 4.1 Introduction and Definitions 4.2 Registration of Trade Union 4.3 Cancellation of Registration of Trade Union 4.4 Rights and Privileges of Registered Trade Union and Its Members 4.5 General Fund and Political Fund of Trade Union	20
4	Oct.2019	5. Information Technology Act – 2000 5.1 Meaning, Objective, Scope Of The Act 5.2 Digital Signature & Electronic Governance. 5.3 Granting Digital Signature Certificate 5.4 Offences & Penalties, Adjudication 6. The Patent Act 6.1 Meaning, Objective & Important Definition 6.2 Invention, Not Patentable Invention 6.3 Application for Patents and Process 6.4 Grants of Patent and Rights of Patent Holder 6.5 Patent Office and Power of Controller	20

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Teaching Plan for the year 2017-2018

Name of the Teacher: Dr. C S Sukhadane

Department: Commerce

Subject: Business and Tax Laws

The following are the details the syllabus to be taught during the Sem. IV Of the year (SYBCom)

Sr. No.	Month	Detail of the Syllabus	Period Required
1	Dec. 2020	1. The Indian Partnership Act, 1932. Lectures- 08 1.1 Introduction ,Important Definition 1.2 Preparation of Partnership Deed 1.3 Effects Of Non-Registration 1.4 Rights ,Duties and Responsibilities Of Partners 1.5 Dissolution of A Partnership 2. Industrial Dispute Act, 1947 2.1 Meaning and Definitions –Industrial Dispute, Layoff , Lockout ,Retrenchment 2.2 Machinery for Prevention and Settlement of Industrial Dispute 2.3 Strikes and Lock- Outs	20
2	Jan. 2020	2.4 Lay Off and Retrenchment 2.5 Compensation to Workmen In Case Of Closing Down Of Undertaking. 3. The Factories Act, 1948 3.1 Meaning, Objectives and Important Definitions 3.2 The Inspecting Staff –Inspectors and His Powers –Certifying Surgeon 3.3 Approval, Licencing and Registration of Factories 3.4 Provision Regarding Health of Workers	20
3	Feb. 2020	4. Consumer Protection Act – 4.1 Introduction, Objective of the Act 4.2 Rights of Consumers 4.3 Consumers Protection Council – Central –State- District 4.4 Consumer Dispute Redressal Agencies	18
4	Mar. 2020	5. Environment Protection Act – 1986 Lectures – 07 5.1 Meaning, Objectives & Scope of the Act 5.2 Power of Central Government to Protect & Improve Environment 5.3 Location of Industries, Process & Operations. 5.4 Offences & Penalties as Regards to the Environmental Protection Act. 6. Goods and Service Tax 6.1 Introduction and Important Definitions of the Act 6.2 Registration 6.3 Filing of Service Tax Return and Maintaining Records 6.4 Interest & Penalties under Act	18

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Name of the Teacher: Dr. C S Sukhadane

Department: Commerce

Subject: Soft Skills Development

The following are the details the syllabus to be taught during the Sem.-VI of the year

Sr. No.	Month	Detail of the Syllabus	Period Required
1	Dec 2019	Unit-1 Soft Skill 1.1 Meaning and importance 1.2 Types of soft skills 1.3 Understanding yourself: Self assessment through SWOT Analysis 1.4 Motivation: Need and Sources 1.5 Business Ethics and Etiquettes 1.6 Mobile phone etiquettes	10
2	Jan 2020	Unit-2 Time Management 2.1 Time management and its significance 2.2 Assessing your time management 2.3 Time Management Strategies and Tools 2.4 Activities Log, To-do lists, Action Programs, Multitasking, Efficient File Management 2.5 Planning in Advance: Prioritizing and Scheduling	10
		Unit-3 Stress Management 3.1 Concept of Stress 3.2 Causes of Stress 3.3 Symptoms of Stress 3.4 Strategies for Managing and Overcoming Stress	10
3	Feb 2020	Unit-4 Problem Solving and Decision Making 4.1 Identifying and defining problems 4.2 Solving the problem Brainstorming 4.3 Thinking critically and creatively 4.4 Group decision making and problem solving 4.5 Negotiation Skills	10
		Unit-5 Teamwork and Team Building 5.1 Concept of team, need and significance of team work 5.2 Team Management: Strategies and Tools 5.3 Conflict Resolution 5.4 Understanding the role of teams in organization 5.5 Leadership Skills: Concept, Types, Qualities and Functions 5.6 Professional Networking: Establishing, grooming and maintaining relationships	10
4	March 2020	Unit-6 Learning Skills 6.1 Concept of learning 6.2 Learning theories and models 6.4 Memorizing Techniques 6.5 Mind mapping: Taking notes effectively 6.6 Journaling (Writing Diary) for Professional development 6.7 Using ICT for efficient learning	10

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Teaching Plan for the year 2019-2020

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Name of the Teacher: Prof. Dr. C. S. Sukhdane

Department: Commerce

Subject: Research Methodology in Commerce & Management

The following are the details the syllabus to be taught during the Sem- I of the year

Sr. No.	Month	Detail of the Syllabus	Period Required
01	July 2019	Unit 1- Introduction to Research 1- Meaning, Objective, Importance & Need of Research in Business 2- Quality of good Research. Classification- Basic, Pure, Applied, Descriptive, Dynamic, Analytical & Empirical Research 3- Research through cyber way, Plagiarism in Research Unit 2- Research Methodology 1- Meaning of Research Methodology 2- Steps in Process of Research Methodology	20
02	Aug 2019	Unit 2- Research Methodology 3- Case Study: Meaning, Characteristics & Steps in case Study Unit 3- Sampling & Sample Design 1- Meaning & Need of Sample & Sampling 2- Steps in Sampling Design 3- Essential of good Sampling 4- Sampling Method 5- Probability Sampling: 6- Non- Probability Sampling: 7- Sampling Error & Non Sampling Error	20
03	Sept 2019	Unit 4- Data Collection & Statistical Tools 1- Meaning & Types of Data 2- Primary & Secondary Data; Meaning, Significance, Limitation 3- Method of Data Collection 4- Meaning & Types of Questionnaire 5- Meaning & Types of Scales 6- Statistical Analysis: Correlation, Regression, Dispersion, ANOVA Unit 5- Testing of Hypotheses 1- Hypothesis: Meaning, Sources, Importance 2- Procedure for Hypothesis Testing 3- Types of Hypothesis Testing	20
04	Oct 2019	Unit 6- Interpretation & Report Writing 1- Interpretation: Meaning & Precautions 2- Report Writing: Meaning and Importance 3- Essential of Good Research Report, Type of Research Report 4- Steps, Layout of the Research Reports 5- Types of Research Reports 6- Footnotes and Bibliography: References and Criteria for Bibliography a)APA (American Psychological Association) b)MLA (Modern Language Association)	

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Teaching Plan for the year 2019-2020

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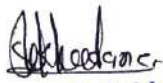
Name of the Teacher: Prof. Dr. C. S. Sukhadane

Department: Commerce

Subject: International Business

The following are the details the syllabus to be taught during the Sem- II of the year

Sr. No.	Month	Detail of the Syllabus	Period Required
01	Dec 2019	<p>Unit 1- International Business</p> <p>1- Introduction to International Business. Significance, Nature & Recent trends in International Business. Feature of International Business Environment, Culture Dynamics in Assessing global market, International Potential spectrum & management Decision.</p> <p>2- Basis of International Business? Trade Adam Smith, David Ricardo, Heckscher & Ohlin</p> <p>3- Gain from International Trade: Meaning, Nature, Sources, Factor</p> <p>Unit 2- Business of Payment & Foreign Exchange Rate</p> <p>1- Meaning, Components, disequilibrium & adjustment mechanism of balance of payment</p> <p>2- Foreign Exchange Rate: Meaning Instruments, Determination</p> <p>3- Types of Exchange Rate: Spot, Forward, Fixed, Flexible Convertibility</p>	20
02	Jan 2020	<p>Unit 3- International Capital Movement & Foreign Capital</p> <p>1- Capital Movement: Meaning, Classification, Factor</p> <p>2- Need of Foreign Capital for LCD's</p> <p>3- Sources & Types of Foreign Capital</p> <p>4- FDI & FII: Meaning, Objective, Importance, Merit & Demerits.</p> <p>5- FDI in India: From Inflow & Outflow</p> <p>6- Multinational Corporation</p> <p>Unit 4- Globalization & India</p> <p>1- Meaning of Globalization</p> <p>2- Essential Conditions for Globalization</p> <p>3- Advantages & Disadvantages of Globalization</p> <p>4- Globalization & India Economic crisis I India 1990</p> <p>5- India's step toward Globalization</p>	20
03	Feb 2020	<p>Unit 4- Globalization & India</p> <p>6- Obstacles to Globalization in India</p> <p>7- Effects of Globalization on Indian Economy</p> <p>Unit 5- International Finance Institution & Economics Cooperation</p> <p>A- International Finance Institution</p> <p>1- IMF, World Bank & Group, ADS & BRICS Bank, Objective, Functions, Organization, Structure, achievements, appraisal</p> <p>2- Problem of International liquidity & SDR's</p> <p>3- Euro Dollar Market</p>	18
04	March 2020	<p>Unit 5- International Finance Institution & Economics Cooperation</p> <p>B- Economics Cooperation</p> <p>1- Economics Cooperation: Meaning Forms & Benefits</p> <p>2- Customs Union & Free trade area: static & dynamic effect</p> <p>3- Group of economic cooperation: EEC, UNCTAD, OECD, OPEC, GATT, WTO, SAARC, BRIC: Origin, Objective, Organization Functions, Achievements & Failure</p>	18


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Teaching Plan for the year 2019-2020
B.Com

Name of the Teacher: Mr. XYZ / Mr. G.G. Mahajan

Department: Commerce

Subject: Adv. Accountancy - II

The following are the details the syllabus to be taught during the Sem. V Of the year

Sr. No.	Month	Detail of the Syllabus	Period Required
1	July 2019	Indian Accounting Standard (Only Theory) Meaning, Objectives and Applicability of Accounting Standard AS-2 (Valuation of Inventories), AS-13 (Accounting for Investment), AS-19 (Accounting for Leases), and AS-26 (Intangible Assets) 2. Introduction to Lease Accounting (Theory only)– Concept of Leasing, Important steps in Leasing, Merits and Demerits of Leasing, Types of Leasing, Finance Lease and Operating Lease	16
2	Aug. 2019	3. Amalgamation and Absorption of Companies – (Refer AS-14) a. Concept of Amalgamation, Absorption, and Reconstruction of companies – Types of Amalgamation, Amalgamation in the nature of Merger and Amalgamation in the nature of Purchase – Accounting for Amalgamation – Pooling of interest method and Purchase method – Purchase consideration – Closing the books of the vendor company and opening the books of the purchasing company and preparation of balance sheet of the new company. b. Accounting for Absorption – Purchase consideration – Closing the books of the vendor company and recording the transaction in the books of the purchasing company and preparation of balance sheet after the absorption of the company	16
3	Sep. 2019	4. External Reconstruction – (Theory & Practical Problems) Concept of External reconstruction and Internal reconstruction of companies – Accounting for External reconstruction – Purchase consideration – Closing the books of the vendor company and opening the books of the purchasing company and preparation of balance sheet of the new company – [Refer AS 14] 5. Internal Reconstruction – (Theory & Practical Problems) Forms of Internal reconstruction – (a) Reorganization or Alteration of Share Capital, (b) Reduction of Share Capital & other liabilities. Accounting for internal reconstruction, and preparation of balance sheet of the company after the internal reconstruction. Sub-division of shares, surrender of shares.	20 (Extra Lectures)
4	Oct. 2019	6. Banking companies Final Accounts (Theory & Practical Problems) Lectures 10 a. Relevant provisions of Banking Regulation Act, 1949 – Meaning of banking (Sec. 5(b)), Capital & Reserve (Sec. 11), Reserve Funds (Sec. 17) b. Main characteristics of a bank's book-keeping, slip system and prepare Balance Sheet and Profit and Loss Account. (Schedule-wise) in Vertical Form under BRA.	20 (Extra Lectures)

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Mr. Mahajan G.G.

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Teaching Plan for the year 2019-2020
B.Com

Name of the Teacher: Mr. G.G.Mahajan

Department: Commerce

Subject: Adv. Accountancy II

The following are the details the syllabus to be taught during the Sem. V Of the year

Sr. No.	Month	Detail of the Syllabus	Period Required
1	December 2019	<p>1. Introduction of Management Accountancy – (Only Theory) Meaning, Nature, Advantages & Limitations and Functions of Management Accountancy – Distinction between Financial Accountancy, Management Accountancy & Cost Accountancy – Role of Management Accountant in business.</p> <p>2. Analysis and Interpretation of Financial Statements (Only Theory) Financial Statement Analysis: Meaning of Analysis and Interpretation of Financial Statements, Advantages, and Limitations. Different types of financial statements – Comparative Statements and Common-size Statements and Trend Analysis.</p>	16
-	Jan. 2020	<p>3. Ratio Analysis (Theory & Practical Problems) Meaning, Objectives, Advantages and Limitations of ratio analysis - Types Of Ratios - Computation and Interpretation of different accounting ratios - Liquidity, Profitability, Turnover and Solvency ratios</p> <p>4. Fund Flow Analysis (Theory & Practical Problems) Concept of fund and Funds flow statement, Uses and significance of funds flow statement - procedure for preparing FFS - schedule of changes in working capital, statement of sources and application of funds (In Accounts Forms)</p>	20 (Extra Lectures)
	Feb. 2020	<p>5. Internal Reconstruction - (Theory & Practical Problems) Forms of Internal reconstruction – (a) Re-organization or Alteration of Share Capital, (b) Reduction of Share Capital & other liabilities. Accounting for internal reconstruction, and preparation of balance sheet of the company after the internal reconstruction. Sub-division of shares, surrender of shares.</p> <p>6. Banking companies Final Accounts (Theory & Practical Problems) a. Relevant provisions of Banking Regulation Act, 1949 - Meaning of banking (Sec. 5(b)), Capital & Reserve (Sec. 11), Reserve Funds (Sec. 17) b. Main characteristics of a bank's book-keeping, slip system and prepare Balance Sheet and Profit and Loss Account. (Schedule-wise) in Vertical Form under BRA</p>	20 (Extra Lectures)

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Teaching Plan for the year 2019-2020
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Name of the Teacher: Mr.XYZ/ Mr. G.G.MAhajan

Department: Commerce

Subject: Corporate Accounting

The following are the details the syllabus to be taught during the Sem. V Of the year

Sr. No.	Month	Detail of the Syllabus	Period Required
1	July 2019	<p>Unit 1. Computerized Accounting Procedure (Only Theory) Meaning, Objective, Significance, & Features of Computerized Accounting System-Application of accounting software Packages-Prepackaged, Customized & Enterprise Resource Planning (ERP) accounting software</p> <p>Unit 2. Underwriting of shares Meaning & Definition Provisions regarding underwriting commission Terms used in underwriting marked applications, unmarked applications, full underwriting, Partial underwriting, Sole underwriting, Joint underwriting, firm underwriting, Determination of Liability of underwriters. Accounting treatment Preparation of underwriter's statement, Accounting Entries & Relevant Ledgers</p>	16
2	Aug. 2019	<p>Unit . 3 Issue of Equity Shares Provisions relating to issue of shares at par, at premium. - Accounting for issue of shares, full subscription, Under subscription, over subscription, Calls in Advance/ Calls in Arrears.. Forfeiture and Re issue of forfeited shares. - Issue of shares in consideration other than cash.</p>	16
3	Sep. 2019	<p>Unit 4. Issue of Bonus shares Meaning and Definition Conditions for Bonus Issue Accounting Entries Conversion of partly paid shares into fully paid and Issue of fully paid Bonus shares</p> <p>Unit 5. Redemption of Preference shares Meaning, statutory requirements of Redemption of Preference Shares, Procedure of redemption of Preference shares, Accounting Entries and disclosure in Balance Sheet.</p>	20 (Extra Lectures)
4	Oct. 2019	<p>Unit 6. Redemption of Debentures Accounting for Redemption Sinking Fund (Debenture Redemption Fund Method only) Accounting Entries and Relevant Ledgers</p>	20 (Extra Lectures)

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Name of the Teacher: Mr. G.G.Mahajan

Department: Commerce

Subject: Corporate Accounting

The following are the details the syllabus to be taught during the Sem. V Of the year

Sr. No.	Month	Detail of the Syllabus	Period Required
1	December 2019	Unit 1 Accounting Standards As 4 : Contingencies and Events occurring after the Balance Sheet Date. As 5 : Net Profit or Loss for the period, Prior Period Items and changes in Accounting Policies. As 29: Provisions, contingent Liabilities and Contingent Assets. Unit 2. Profits or Loss prior to Incorporation Meaning and Definition of Pre and Post Incorporation Profit Basis of Apportionment Calculation of Pre-Post incorporation Profit / Loss. Treatment of Pre-Post Profit / Loss.	16
2	Jan. 2020	Unit 3 Accounting for Buy Back of shares Meaning Provisions regarding Buy Back of shares Calculation of maximum number of shares Buy Back Accounting for Buy Back of shares (Simple examples) Unit 4 . Valuation of Goodwill Meaning & Nature of Goodwill – Need for Valuation of Goodwill –Methods of Valuation of Goodwill –Number of Years Purchase of Average Profits Method, Capitalization Method –Annuity Method– Super profit Method.	20 (Extra Lectures)
4	Feb.2020	Unit 5 . Valuation of Shares Meaning & Nature of Shares– Need for Valuation of Shares – Methods of valuation of Shares– Net Assets method, Yield method and Fair value method Unit 6. Final Account of Limited Company Preparation and presentation of final accounts of Joints Stock Companies as per schedule III of Companies Act, 2013 Refer to AS-1, AS-2, AS -6, AS-10 & AS-29.	20 (Extra Lectures)

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Name of the Teacher: Mr.XYZ/ Mr. G.G.Mahajan

Department: Commerce

Subject: Computing Management

The following are the details the syllabus to be taught during the Sem. V Of the year

Sr. No.	Month	Detail of the Syllabus	Period Required
1	July 2019	UNIT 1. Accounting using Tally ERP 9 1.1 New features in Tally ERP 9 1.2 Tally user classification a) Tally Silver for Single User b) Tally Gold for Multi User 1.3 Accounting Using Inventory with Tally 1.4 Creation of Unit of Measures 1.5 Creating Godowns 1.6 Invoicing 1.7 Entering Opening Stock Quantity & Amount 1.8 Inventory Vouchers	16
2	Aug.2019	UNIT 2. Tally with GST 2.1 What is GST, Benefits of GST, Salient Features of GST, Meaning of Interstate Purchase and Sales of Goods and services 2.5 Meaning of Intra state Purchase and Sales of Goods and Services 2.6 Registration under GST – Procedure and Documents required UNIT 3. Accounting with GST 3.1 Activating GST in Tally 3.2 Creating GST Classification 3.3 Creating Stock Groups with GST details 3.4 Creating Stock items with GST details 3.5 Creating Suppliers ledger with GST details 3.6 Creating Customers Ledger with GST details 3.7 Creating Purchase Ledger without defining GST rates 3.8 Creating Sales Ledger without defining GST rates Practical	16
3	Sep.2019	4. Creation of Tax Ledgers with GST 4.1 Creating Central Tax Ledger (CGST- Input) 4.2 Creating State Tax Ledger (SGST- Input) 4.3 Creating Integrated Tax Ledger (ICGST- Input) 4.4 Creating Central Tax Ledger (CGST- Output) 4.5 Creating State Tax Ledger (SGST- Output) 4.6 Creating Integrated Tax Ledger (ICGST- Output) UNIT 5. Voucher Entries with GST – Steps 5.1 To enter Taxable Intra state(Local) Purchases 5.2 To enter Taxable Interstate Purchases 5.3 To enter Purchases from Unregistered dealer 5.4 To enter Taxable Intra state(Local) Sales Practical	20 (Extra Lectures)
4	Oct.2019	5.5 To enter Taxable Interstate Sales 5.6 To enter Sales to Unregistered dealer 5.7 To enter Purchase Return with GST 5.8 To enter Sales return with GST UNIT 6. GST Reports 6.1 To Display Tax Analysis Report 6.2 GST Payable account Creation 6.3 Display GST Payable account 6.4 To enter GST paid 6.5 GSTR – 1 - Meaning and Use 6.6 GSTR – 2 - Meaning and Use 6.7 GSTR – 3 - Meaning and Use	20 (Extra Lectures)

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Teaching Plan for the year 2019-2020
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Name of the Teacher: Mr. G.G.Mahajan

Department: Commerce

Subject: Cost Accounting

The following are the details the syllabus to be taught during the Sem. V Of the year

Sr. No.	Month	Detail of the Syllabus	Period Required
1	December 2019	UNIT 1. Introduction to Methods of costing (Only Theory) 1.1 Concepts of Job costing, Contract costing, Process costing and Operating costing UNIT 2. Labour (Theory and practical problems) 2.1 Introduction to Accounting for Labour 2.2 Time keeping, Time Booking – Methods Thereof 2.3 Idle Time, Overtime, Night Shift Allowance (concepts only) 2.4 Methods of Wage Payment 2.4.1 Time Rate, Piece Rate & Differential Piece Rate(Taylor's & Merrick) 2.4.2 Premium Bonus Plans, Profit sharing	16
2	Jan. 2020	UNIT 3. Overheads (Theory and practical problems) 3.1 Concept and Meaning of Allocation and Apportionment 3.2 Allocation and apportionment of overheads 3.3 Primary and secondary distribution (Repeated Distribution and Simultaneous Equation Method) UNIT 4. Absorption of overheads (Theory and practical problems) 4.1 Meaning, Concepts, bases of absorption, 4.2 Methods of absorption: 4.3 Percentage of direct material 4.4 Percentage of direct wages 4.5 Percentage of prime cost 4.6 Labour hour rate 4.7 Machine hour rate	20 (Extra Lectures)
4	Feb.2020	UNIT 5. Elementary study of Marginal Costing (Theory and practical problems) 5.1 Meaning of Marginal Cost and Marginal Costing 5.2 Advantages of Marginal Costing 5.3 Limitations of Marginal Costing 5.4 Concepts and computation of Marginal Cost, Profit-Volume Ratio, Contribution, Break Even Point, Margin of Safety (simple problems only) 5.1 Meaning of Marginal Cost and Marginal Costing 5.2 Advantages of Marginal Costing 5.3 Limitations of Marginal Costing 5.4 Concepts and computation of Marginal Cost, Profit-Volume Ratio, Contribution, Break Even Point, Margin of Safety (simple problems only) UNIT 6. Ratio, Contribution, Break Even Point, Margin of Safety (simple problems only) 6.1 Meaning of Budget and Budgetary Control 6.2 Objectives of Budgetary Control 6.3 Advantages and Limitations of Budgetary Control 6.4 Types of Budgets:-Cash budget and Flexible Budget	20 (Extra Lectures)



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G. G. Mahajan

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Teaching Plan for the year 2019-2020
B.Com

Name of the Teacher: Mr. XYZ/ Mr. G.G.Mahajan

Department: Commerce

Subject: Fin. & Cost Account

The following are the details the syllabus to be taught during the Sem. IV Of the year

Sr. No.	Month	Detail of the Syllabus	Period Required
1	July 2019	Unit I - Accounting Standards 1. Introduction, and Overview of Accounting Standards in India, 2. Objectives, Advantages and Applicability of Accounting Standards. 3. Elementary study of – • AS-1- Disclosure of Accounting policies. • AS-6 - Depreciation Accounting • AS-10 – Accounting for Fixed Assets	16
2	Aug.2019	Unit II - Gradual realisation and Piecemeal Distribution of cash on dissolution of partnership firm 1. Meaning of piecemeal distribution. 2. Piecemeal distribution of cash under - i. Maximum loss method ii. Highest Relative Capital Method (Surplus capital method) Unit III - Amalgamation of partnership firms i. Meaning of amalgamation ii. Closing the books of the amalgamating firms (Realisation method only) iii. Opening the books of new firm, and Preparation of Balance Sheet of the new firm	16
3	Sep.2019	Unit IV - Conversion of Partnership firm into a Limited Company a) Meaning and Need for conversion, b) Calculation of Purchase Consideration, c) Closing entries and Ledger Accounts in the books of old firm Unit V – Joint Venture Account a) Meaning of Joint Venture, features, Distinction between Joint Venture and Partnership. b) Accounting for the Joint Venture Transactions when separate set of books of accounts is maintained	20 (Extra Lectures)
4	Oct.2019	Unit -VI –Cost Accounting I. Introduction a. Basic concepts – i. Cost, Expenses, Loss ii. Costing, Cost Accounting, Cost Accountancy iii. Cost Unit, Cost Centre b. Advantages and Limitations of Cost Accounting. c. Distinction between Financial and Cost Accounting. d. Elements of Costs. e. Classification of Costs on the basis of various criteria. 2. Preparation of Cost Sheet including Quotations & Tenders.	20 (Extra Lectures)

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Teaching Plan for the year 2019-2020
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Name of the Teacher: Mr. H.A.Bhalerao

Department: Commerce

Subject: Fin. & Cost Account

The following are the details the syllabus to be taught during the Sem. V Of the year

Sr. No.	Month	Detail of the Syllabus	Period Required
1	December 2019	<p>Unit I - Accounting for Investment</p> <p>a. Preparation of Investment Account for Fixed Income bearing securities.</p> <p>b. Computation of profit/loss on purchases and sales of securities including Cum-Interest Purchase, Cum-Interest Sale, Ex-Interest Purchase, and Ex-Interest Sale of Securities</p> <p>Refer to AS -13- Accounting for Investment</p> <p>Unit II - Accounting for Branches (Dependent Branches only)</p> <p>a. Meaning of branch</p> <p>b. Accounting for branch transactions in the books of Head office under -</p> <p>[1] Debtors System and [2] Stock and Debtors System</p>	16
2	Jan. 2020	<p>Unit III - Departmental Accounts</p> <p>a. Meaning and Objectives of Departmental Accounts,</p> <p>b. Basis of Allocation of common expenses among different departments,</p> <p>c. Inter-Departmental transfers,</p> <p>d. Preparation of Final Accounts.</p> <p>Unit IV - Consignment Accounting</p> <p>a. Meaning of Consignment</p> <p>b. Accounting for Consignment transaction in the books of the consigner and the consignee</p>	20 (Extra Lectures)
4	Feb. 2020	<p>Unit V - Preparation of final Accounts of Sole proprietor and Partnership firm from incomplete records under Conversion method</p> <p>Preparation of Trading and Profit and Loss Account and Balance Sheet.</p> <p>Topic - VI Materials</p> <p>a. Elementary Study of Accounting Standard AS 2 - Valuation of Inventory</p> <p>b. Importance of Materials accounting and control,</p> <p>c. Direct and Indirect Materials,</p> <p>d. Procedure and documentation of Purchasing and Storekeeping.</p> <p>iv. Inspection Report, v. Materials Requisition Note</p> <p>vi. Materials Transfer Note and ii. Materials Return Note.</p> <p>e. Economic Ordering Quantity.</p> <p>f. Stores Accounting</p> <p>i. Bin Cards, Store Ledger</p> <p>ii. Pricing of Materials issues under FIFO, LIFO, Simple Average Method, and Weighted Average Method</p> <p>f) Stock levels - Reordering level, Maximum level, Minimum level, Average level, Danger level</p>	20 (Extra Lectures)


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Name of the Teacher: Mr.ABC / Mr. H.A.Bhalerao

Department: Commerce

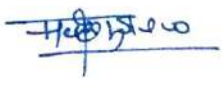
Subject: Principles and Practice of Auditing

The following are the details the syllabus to be taught during the Sem. V Of the year

Sr. No.	Month	Detail of the Syllabus	Period Required
1	July 2019	1-Evolution of Auditing A-Meaning, Definition, Nature, Scope, Objectives, Advantages and limitations of Audit. Relationship of Auditing with other subject-Basic principles governing an audit- planning of an audit. B-Auditing & Assurance standards (ASS) Meaning, scope, Auditor. C-Elementary study of (1) AAS-1 on basic principal an audit. D-(2)AAS-2 on Objectives & Scopes of the audit financial Statements. E- AAS-4 on Auditors responsibility to consider frauds &errors .	16
2	Aug.2019	2- Types of Audit Feature, Principals, Advantages & Limitations of Internal Audit. Types of Audit- Statutory, Continues, Annual, Interim, Balance Sheet audit, Tax audit, Cost audit, Efficiency audit, Government audit and Information system audit. 3-Auditing Engagement and Documentation A-Auditing Engagement Audit Planning, audit programme control of Quality of audit work- delegation & supervision of audit work.	16
3	Sep.2019	B-Documentation- Audit working papers, audit files permanent and current audit files ownership and custody of working paper. Elementary study of AAS 3 on "Documentation". 4- Audit Evidence A-Needs for audit evidence-audit procedures for obtaining evidence-physical verification-documentation-direct confirmation- re computation-analytical review techniques- representation by management- obtaining. B- Certificate. Elementary study of AAS-5 on "Audit Evidence." 5-Evaluation of Internal Control A-Internal Control-Meaning, Objectives. Factors affecting internal control limitations of internal control- Evaluation of I C System. B-Internal Check System- Test checking, Routine checking, Meaning, advantages & limitations of internal check system. Elementary study of AAS-6 on "Risk Assessment & Internal Control."	20 (Extra Lectures)
4	Oct.2019	6- Vouching Verification and Valuation A-Vouching – Meaning advantages & objectives of vouching-points to be taken at the times of vouching –voucher- material defects that disqualify a voucher- difference between vouching & Verification. B- Verification and valuation of assets & liabilities- meaning and objects. B- Verification and valuation of assets & liabilities- meaning and objects of reification and valuation- difference between verification and valuation- procedure of verification and valuation of assets and liabilities.	20 (Extra Lectures)


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Teaching Plan for the year 2019-2020
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Name of the Teacher: Mr. H.A.Bhalerao

Department: Commerce

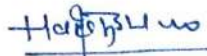
Subject: Principles and Practice of Auditing

The following are the details the syllabus to be taught during the Sem. V Of the year

Sr. No.	Month	Detail of the Syllabus	Period Required
1	December 2019	<p>1. Investigation :- Meaning, nature and objectives of Investigation-Difference between Audi & Investigation- Investigation at the time of purchase of business , admission of a new partner , granting loan for detecting grants & Statutory Investigation.</p> <p>2. Evaluation of Internal Control & Internal Check a. Internal Control –Meaning & objectives of Internal control – Factors affecting Internal control- Limitations of Internal control – Evaluation of Internal control system, COSO model of Internal control</p>	16
2	Jan. 2020	<p>b. Internal check system, Test checking, Routine checking –Meaning, advantages & limitations of Internal check system, Test checking & Routine checking- Elementary study of SA 265 “Communicating deficiencies in Internal Control to those charged with governance and management”.</p> <p>3. Company Auditor :- Provisions regarding qualifications, disqualifications, appointment & removal of auditor as per the companies Act, 2013 – Rights/Powers, duties and liabilities and remuneration of company auditor – professional conduct and ethics- Auditor’s role in corporate governance and evolution of Audit Committee</p> <p>4. Audit of Limited Companies :- Preliminaries to the Audit work of a Limited Company- Audit of share capital, Forfeiture Shares & Bonus Shares- Buy Back of own shares by Companies – Audit of Debentures.</p>	20 (Extra Lectures)
4	Feb.2020	<p>5. Auditing in Computerized Information System (CIS) Environment Meaning of CIS – Approaches to computer auditing – distinction between manual accounting audit and computerized accounting audit – Characteristics of CIS Environment – Computer frauds and computer virus – Concept of audit Software</p> <p>6. Audit Report :- Meaning, importance and contents of audit report – types of audit report – Qualifications, disclaimers, adverse opinion - Distinction between reports and certificates – notes on accounts - distinction between notes and qualification .</p>	20 (Extra Lectures)


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Department: Commerce

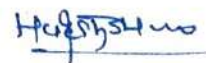
Subject: Modern Management Techniques

The following are the details the syllabus to be taught during the Sem. V Of the year

Sr. No.	Month	Detail of the Syllabus	Period Required
1	July 2019	Chapter-I Introduction: Modern Management Technique a) Meaning & Definition b) Nature, Scope, Importance & Application Of Modern Management Technique. c) Benefits of Modern Management Technique to Industry, Society & Government	16
	Aug.2019	Chapter- II Corporate Environment a) Meaning, Concept, Scope & Significance of Corporate environment b) Elements of corporate environment:- Legal, Social, Political, Demographical, International, Technological, Economical, Educational, cultural, Natural & Physical Environment c) Opportunities of Modern Management Technique in Corporate Environment.	16
	Sep.2019	Chapter-III Modern Management in various sector a) Business & Modern Management b) Industry & Modern Management: Agro-based Industry, IT sector, Automobile sector, Higher Education, Banking sector, Tourism sector Chapter- IV Manager & Modern Management Technique a) Qualities, Duties & Responsibilities of a Manager in respect of Modern Management Technique b) Challenges of Globalization Before Manager c) Risk & Decision making for Competitive advantage d) Modern management & Computerization functioning of Modern Management	20 (Extra Lectures)
4	Oct.2019	Chapter-V E- Customer Relationship Management (E-CRM) a) Concept of E- Customer relationship management b) Need of E- CRM in Modern Management c) Merits & Demerits of E- Customer relationship management in Modern Management d) Information & communication Technology & E- customer Relation management Chapter- VI Modern Management Practices a) Indian Ethos- Introduction ,objectives , need, use/purpose b) Japanese techniques- Introduction ,objectives , need, use/purpose c) European Techniques- Introduction ,objectives , need, use/purpose d) Chinese Technique - Introduction ,objectives , need, use/purpose	20 (Extra Lectures)


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Teaching Plan for the year 2019-2020
B.Com


Name of the Teacher: Mr. H.A.Bhalerao

Department: Commerce

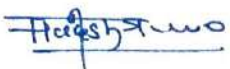
Subject: Modern Management Techniques

The following are the details the syllabus to be taught during the Sem. V Of the year

Sr.	Month	Detail of the Syllabus	Period Required
1	December 2019	<p>Chapter-I Techniques of Modern Management</p> <p>a) Needs of Techniques in Modern Management b) Role of Techniques in Industry & Economy c) Impact of Techniques on Development and Growth ratio of business d) Types of Techniques used in Modern Management</p> <p>Chapter-II Modern Management Technique Skills & Knowledge</p> <p>a) Knowledge & Skills required for modern techniques b) e-governance through modern management technique c) Knowledge management and knowledge enhancement techniques:</p>	16
2	Jan. 2020	<p>i) After Action Review ii) Exit Interview iii) Knowledge Planning & Harvesting iv) Community of Practices (CoP) v) Peer Assist d) Personal Information Management (PIM): Concept & tools</p> <p>Chapter-III Modern Management Techniques in Functional Areas-I</p> <p>a) Finance: Foreign Direct Investment (FDI), Foreign Institutional Investment (FII), Merger-Valuation and Internal Rate of Return (IRR) b) Marketing & Sales: Matrix Management & Supply Chain Logistics</p> <p>Chapter: IV Modern Management Techniques in Functional Areas-II</p> <p>a) HRM & HRD: Downsizing, Talent Management b) Training, Evaluation, Participation,</p>	20 (Extra Lectures)
	Feb.2020	<p>c) Third Party Verification d) Project Evaluation & Review Technique</p> <p>Chapter-V Production, Operation & Services</p> <p>a) Statistical tools in Production & Operation, CPM b) Quality Circles, Melons Theory c) Cervical Model d) Value of Added P's (Process, Product, Place & Price) in Modern Management</p> <p>Chapter-VI Challenges before Corporate Sector</p> <p>a) Challenges & Problems of Globalization b) Challenges of Diversity & Multiculturalism c) Challenges of Innovations d) Challenges of e-commerce</p>	20 (Extra Lectures)


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Teaching Plan for the year 2019-2020
B.Com

Name of the Teacher: Mr.ABC / Mr. H.A.Bhalerao

Department: Commerce

Subject: Business Entrepreneurship

The following are the details the syllabus to be taught during the Sem. IV Of the year

Sr. No.	Month	Detail of the Syllabus	Period Required
1	July 2019	UNIT 1. Business Entrepreneurship 1.1 Introduction, meaning, concepts, definition, Nature, Importance of Business Entrepreneurship, Characteristics of Business Entrepreneurship. Function of Business Entrepreneurship. Qualities of Business Entrepreneur. Distinction between an Entrepreneur and a manager	16
2	Aug.2019	UNIT 2. Types of Entrepreneur 2.1 Classification of entrepreneurship on different basis 2.1.1 Based on the types of business 2.1.2 Based on ownership 2.1.3 Based on Gender 2.1.4 Based on the size of enterprise 2.1.5 Other categories of Entrepreneurs 2.1.6 Based on Clarence danhof classification - Innovative entrepreneurs - Imitative entrepreneurs - Fabian entrepreneurs - Drone entrepreneurs	16
3	Sep.2019	UNIT 3. Identification of Business Opportunity 3.1 Steps for generating new Business Opportunity 3.2 Factors for evaluation business idea and opportunity 3.3 Sources of business product idea 3.4 Market Survey UNIT 4. Entrepreneurship Development programmes 4.1 Meaning of Entrepreneurship Development programmes 4.3 Objectives of EDP 4.4 Phases of EDP 4.5 Process of EDP 4.6 lesser known schemes for rural entrepreneurs 4.7 Importance of EDP 4.8 Methods of Training programme	20 (Extra Lectures)
4	Oct.2019	UNIT 5. Startup India 5.1 Introduction 5.2 Benefits to startups by Indian Government 5.3 Action plan key points of startup India 5.4 Features of Startup India Campaign 5.5 Challenges for Indian Startup 5.6 Opportunity for Indian Startup 5.7 Characteristic of Startups Entrepreneurship 5.8 Popular types of Startup companies from 2014 5.9 Exciting plans for Startups UNIT 6. Stand up India 6.1 Introduction 6.2 Stand up India key features/ Objectives / Aims 6.3 Eligibility criteria under stand up India loan scheme 6.4 Important facts about standup India scheme 6.5 Required documents under stand up India 6.6 Process for submission of loan applications 6.7 Ways the stand up India scheme could benefit aspiring women and SC/ST entrepreneurs 6.8 Stand up India Drawbacks /Disadvantages/ Issues/Challenges 6.9 Eligibility criteria under stand up India loan scheme	20 (Extra Lectures)

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Name of the Teacher: Mr. H.A.Bhalerao

Department: Commerce

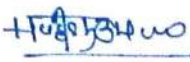
Subject: Business Entrepreneurship

The following are the details the syllabus to be taught during the Sem. V Of the year

Month	Detail of the Syllabus	Period Required
December 2019	UNIT 1. Entrepreneurial development and Entrepreneurial Environment 1.1 Individual factors 1.2 Economic factors 1.3 Social factors 1.4 Psychological factors 1.5 other factors 1.6 Challenges before Indian entrepreneurs 1.7 Problems of Entrepreneurship UNIT 2. Women Entrepreneur 2.1 Meaning, Introduction and concept of Women Entrepreneurship 2.2 Opportunities for women entrepreneurs 2.3 Empowerment of women through enterprise 2.4 Characteristics of women empowerment 2.5 Empowerment of women through entrepreneurship	16
Jan. 2020	2.6 Urban entrepreneurship benefits 2.7 Problems faced by women entrepreneurs in india 2.8 Schemes for women entrepreneurs in india 2.9 Government of india support for innovation and entrepreneurship in india 2.10 Women entrepreneur loan schemes in India UNIT 3. Project report and Government institution 3.1 Introduction, Meaning, Concept of Project report 3.2 Importance of Project Report 3.3 DIC, PMEGP, Seed Money Scheme, MIDC, MSFC, SIDBI, MUDRA Scheme ,Mahila udyamnidhi scheme 3.4 Subsidies declared by government for entrepreneur UNIT 4. Skill India 4.1 Introduction 4.2 Objectives, Features of skill India 4.3 Advantages of skill India 4.4 Skill India mission 4.5 Skilled covered by skill India 4.6 Entrepreneurship Development by skill India	20 (Extra Lectures)
4 Feb.2020	UNIT 5 Make in India Introduction 5.2 Make in India – Importance of operation management 5.3 Make in India Advantages and Disadvantages 5.4 Make in India scheme 5.5 Make in India benefit of Entrepreneurs. 5.6 Make in India initiative. UNIT 6 Success Story of Entrepreneurs 6.1 Ratan Tata 6.2 Rahul Bajaj 6.3 AabasahebGarware 6.4 KiranMazumdar Shaw 6.5 Narayan Murty 6.6 C. K. Prahald (Coimbatore KishnaraoPrahlad) 6.7 Naveen Jindal 6.8 MalikaShrivasan 6.9 ShudhaMurty 6.10Azim Premji	20 (Extra Lectures)


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Teaching Plan for the year 2019-2020
B.Com

Name of the Teacher: Mr.ABC / Mr. H.A.Bhalerao

Department: Commerce

Subject: Modern Office Management

The following are the details the syllabus to be taught during the Sem. IV Of the year

Sr. No.	Month	Detail of the Syllabus	Period Required
1	July 2019	1.Modern Office 1.1 Office: Meaning, Definition and Features 1.2 Traditional and Modern Concept of Office 1.3 Characteristics and Functions of Office 1.4 Changing Office View: Past, Present & Future	16
2	Aug.2019	2. Office Management 2.1 Concept, Definition and Nature 2.2 Elements of Office Management 2.3 Office Manager: Functions, Duties and Responsibilities 2.4 Effective Management Techniques 3. Office Layout 3.1 Meaning, Definition and Importance 3.2 Selection of Office Layout: Objectives and Principles 3.3 Office Layout: Component, Advantages and Disadvantages	16
3	Sep.2019	4. Office System and Procedure 4.1 Office System: Meaning and Objective of system & Procedure 4.2 Flow of Work: Objective, Difficulties in ideal work flow 4.3 Measures to improve the flow of Work 4.4. Planning and Scheduling of Office Work 5. Office Environment 5.1 Meaning, Definition and Nature 5.2 Factors of good office environment 5.3 Importance of office environment 5.4 Office safety and Remedies	20 (Extra Lectures)
4	Oct.2019	6. Office Record Management 6.1 Meaning, Definition, Need, Objective of Office Record 6.2 Organization of Record department 6.3 Classification & Indexing of Records & Files 6.4 Principles – Retention & Disposition of Record 6.5 Paperless Office – Concept, Utility & Feasibility.	20 (Extra Lectures)

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Teaching Plan

YEAR: - 2019-20

Name of the Teacher: Momin M.I.Sk

Semester: I

Class: - T.Y.BCom

Subject: 6a: Advanced Accounting-I

MONTH	SYLLABUS	LECTURES
JULY	<p>1. Computerised Accounting Procedure (Only Theory) Meaning, Objective, Significance, and Features of Computerised Accounting System-Application of Accounting Software Packages- Pre packaged, Customized and Enterprise Resource Planning (ERP) Accounting Software</p> <p>2. Recent Trends in Accounting-(Only Theory) Elementary study of-Human Resources Accounting, Inflation Accounting, Value Added Statement, Corporate Social Reporting, Interim Reporting- Refer Accounting Standard (AS) 25 on Interim Financial Reporting.</p> <p>3. Insolvency-(Theory & Practical Problems) Meaning & Procedure of Insolvency-Insolvency of Sole Trader- Prepare Statement of Affairs & Deficiency Account.</p>	18
AUG	<p>4. Accounting for Independent Branches -(Theory & Practical Problems) Accounting at Head office- Incorporation of Branch Trial balance in the books of the Head office- Incorporation Entries for preparing branch Trading and Profit & Loss account, Branch Assets and Liabilities.</p>	16
SEP	<p>5. Valuation of Goodwill-(Theory & Practical Problems) Meaning & Nature of Goodwill-Need for Valuation of Goodwill- Methods of Valuation of Goodwill-Calculation of Goodwill- Number of Years Purchase of Average Profits Method, Capitalization Method-Annuity Method-Super profits Method.</p>	14
OCT	<p>6. Valuation of Shares-(Theory & Practical Problems) Meaning & Nature of Shares-Need for Valuation of Shares- Methods of valuation of Shares- Net Assets method, Yield method and Fair value method-Calculation Of Valuation of Shares</p>	12

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SUBJECT TEACHER

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HEAD OF DEPARTMENT



PRINCIPAL

P R. High School Societies
Arts, Commerce and Science College, Dharangaon, Dist. Jalgaon
Teaching Plan for the year 2019-20


Name of the Teacher: A.S. Makasare

Department: Commerce


Subject: Human Resource Management

The following are the details the syllabus to be taught during the Sem- V of the year 2018-2019

Sr. No.	Month	Detail of the Syllabus	Period Required
1	July, 2018	1. Introduction to Human Resource Management Definition and Concept, Features, Objectives, Functions, Scope and Development of Human Resource Management, Importance of Human Resource Management, Human Resource Practices, Difference between H.R.M. and Personal Management, Qualities and Role of Human Resource Manager, Challenges to H.R.M.	16
2	Aug.2018	2. Human Resource Planning: Concept of Human Resource Planning (HRP), Factors in HRP, Advantages and limitations of HRP, Process of HRP, Growing Importance of H.R. Planning, Types of H.R. Planning. 3. Job Analysis and Design: Job Analysis- Importance, Tools, Process of Job Analysis.	16
3	Sep.2018	Job Description, Writing a Job Description, Job Specification, Job Design. 4. Recruitment Meaning, Definition, Objectives, Importance, Recruitment Policy, factors affecting recruitment, Centralized and Decentralized recruitment, Sources of Recruitment E-recruitment, walk-In Body-shopping, outsourcing, E-recruitment	20
4	Oct.2018	5. Selection Meaning, Definition, Importance, Selection Policy and Selection Procedure, Factors affecting on selection, Evaluation of Selection Procedure, E-selection 6. Placement and Induction Meaning, Definition of Placement, Problems in Placement, Tools of effective placement, Meaning, Definition of Induction, Objectives, Nature, Importance of Induction, E-placement.	16


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 Mr. A. S. Makasare

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Teaching Plan for the year 2018-2019

Name of the Teacher: A.S. Makasare

Department: Commerce

Subject: Human Resource Management

The following are the details the syllabus to be taught during the Sem.-VI Of the year (T.Y.B.Com)

Sr. No.	Month	Detail of the Syllabus	Period Required
1	December 2018	1. Employee Training a. Meaning, Definition, Difference between Training Education and Development. b. Characteristics, objectives, need and Importance, Training Policy. c. On the job, off the job, Training methods. d. Types of Training 2. Management Development a. Meaning, Definition of Management Development. b. Objectives, Need, Importance. c. Methods of Management Development. d. Problems in Management Development Programmes. e. Managerial Training and Development in Indian Context	20
2	January 2019	3. Employee Grievances (Lectures 8) a. Meaning, Definition, Causes of Grievances. b. Importance of Grievance Handling. c. Principles of Grievance Handling. d. Grievance Redressal Machinery. 4. Employee Discipline a. Meaning, Definition, Features b. Aims, Objectives and Importance. c. Principles for Maintaining Discipline. d. Disciplinary Procedure. v. Role of Human Resource Manager in Maintaining Discipline.	16
3	February 2019	5. Employee Performance Appraisal a. Meaning, Definition, Features. b. Objectives and Importance. c. Methods and Process of Performance Appraisal. d. Problems of Appraisal. e. Measures for Making Effective Appraisal.	16
4	March 2019	6. Recent Trends in H.R.M. a. Human Resource Accounting. b. H.R.D. Audit. c. Quality of Work life. d. Knowledge Management. e. Entrepreneurial Development. f. Developing Quality Consciousness. g. Human Capital	16



Prof. Dr. C. S. Sukhdane
 H.O.D. (Com.)
 Arts, Comm. & Sci. College,
 Dharangaon, Dist. Jalgaon




Mr. A.S. Makasare

Arts, Commerce and Science College, Dharangaon.

Teaching Plan for the year (2017-18) SEM-I

Name of the Teacher - V. A. Warde SoYoBoA

Department - ECONOMICS & COMMERCE

Subject : Advanced Macro Economics.

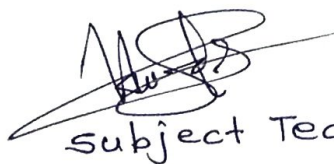
Sr. No.	Month	Details of the Syllabus	Period required.
1.	July	Introduction to Macro Economics Meaning & nature of Macro Economics Scope of Macro Economics Importance & Limitations of Macro Economics	10
2	August	Macro Economics Paradox National Income & Social Accounting Meaning & definition of National Income. Concept of National Income. Methods of measurement of National Income Circular flow of National Income	15
3	Sept.	Output and Employment Classical Approach - Say Law of Market. Keynesian General theory of Employment	10
4	Oct.	Consumption and Investment Meaning of consumption function & saving function. Investment function Multiplier. The accelerator principle.	15

Subject: Advanced Macro Economics SEM-II

Sr.No Month. Details of the Syllabus ²⁰¹⁷⁻¹⁸ ^{50% B.A.} Period required.

- | | | | |
|----|------|--|----|
| 1 | Dec. | Money & Banking.
Meaning & nature of money
Supply.
RBI measurement of money stock.
Banking. | 16 |
| 2. | Jan. | Demand for money.
Concept of demand for money-
Motives of demand for money.
Quantity theory of money. | 12 |
| 3. | | Macro Economics problems.
Trade Cycle - meaning features
& Phases
Inflation - meaning demand pull
& cost pull inflation. causes &
effects of Inflation. | 12 |
| 4. | Feb. | Macro Economic policies.
meaning & objectives of Macro
economic policies.
Philips curve.
Supply side economics | 10 |

—x—



Subject Teacher.

H.O.D.

P. R. High School Society's
ARTS, COMMERCE & SCIENCE COLLEGE, DHARANGAON.
DIST. JALGAON

Teaching Plan for the year : 2017-2018

NAME OF THE LECTURER : MR. KENDRE RAJU MADHAVRAO

DEPARTMENT : GEOGRAPHY. SUBJECT : GEOGRAPHY

SEMESTER – I


PAPER : G1-PHYSICAL GEOGRAPHY - I.

CLASS : F.Y.B.A. (A)


The following are the details regarding the syllabus to be taught during the Sem – I of the year.

Sr. No.	Month	Details of the Syllabus	Periods Required
1.	July	Introduction of Syllabus. Chapter-1 : The Earth A) Introduction To The Earth B) Parallels of Latitudes -Equator, Tropic Of Cancer & Capricorn, Arctic, Antarctic Circles And Poles C) Parallels of Longitudes - Prime Meridians & Measurement D) Measurement of Time i) Local Time ii) Standard Time iii) GMT iv) International Date Line Revision and Unit Test.	02 01 02 02 02 02
		Chapter-2 : Movement and Lithosphere of the Earth A) Movement of The Earth i) Inclination of The Earth Axis ii) Earth Rotation And Its Effects iii) Earth Revolution And Its Effects	 01 01 01

		ii) Depositional landforms of wind: Sand Dunes, Bharkhans	02
		Revision and Unit Test.	02
		Total	06
		Semester-1 Total Periods.	55


 SUBJECT TEACHER
 Prof R.M.Kendre




 PRINCIPAL
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 Arts, Commerce & Science College
 Dharangaon, Dist. Jalgaon

P. R. High School Society's
ARTS, COMMERCE & SCIENCE COLLEGE, DHARANGAON.

DIST. JALGAON

Teaching Plan for the year : 2017-2018

NAME OF THE LECTURER : MR. KENDRE RAJU MADHAVRAO

DEPARTMENT : GEOGRAPHY.

SUBJECT : GEOGRAPHY

SEMESTER – II


PAPER : G1-PHYSICAL GEOGRAPHY - II.

CLASS : F.Y.B.A. (A)

The following are the details regarding the syllabus to be taught during the Sem – II of the year.

Sr.No.	Month	Details of the syllabus	Periods required
01	December	Introduction of Syllabus. Chapter-1: Atmosphere Origin Composition and Structure of Atmosphere. i) Introduction, Meaning and Significance of Atmosphere. ii) Origin of Atmosphere. iii) Composition of Atmosphere. iv) Structure of Atmosphere. a) Troposphere b) Stratosphere. c) Ionosphere. Revision and Unit Test.	02 02 02 02 01 01 01 02
		Chapter-2 : Insolation. i) Definition ii) factors affecting the insolation a) Angle of the sunrays b) Length of the days c) Distance between earth and sun	01 01 01 01

	II) Ocean Currents.	03
	Ocean currents of Atlantic	02
	Revision and Unit Test.	
	Total	08
	Semester-2 Total Periods	57
	Semester-1 Total Periods	55
	Total periods in this year	112


 SUBJECT TEACHER
 Prof R.M.Kendre




 PRINCIPAL
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 Commerce & Science College
 Dharangaon, Dist. Jalgaon

P. R. High School Society's
ARTS, COMMERCE & SCIENCE COLLEGE, DHARANGAON.
DIST. JALGAON

Teaching Plan for the year : 2017-2018

NAME OF THE LECTURER : MR. KENDRE RAJU MADHAVRAO

DEPARTMENT : GEOGRAPHY. SUBJECT :GEOGRAPHY

SEMESTER – I


PAPER : G1-PHYSICAL GEOGRAPHY - I.

CLASS : F.Y.B.A. (B)

The following are the details regarding the syllabus to be taught during the Sem – I of the year.

Sr. No.	Month	Details of the Syllabus	Periods Required
1.	July	Introduction of Syllabus.	02
		Chapter-1 : The Earth	
		A)Introduction To The Earth	01
		B) Parallels of Latitudes -Equator, Tropic Of Cancer & Capricorn, Artic, Antarctic Circles And Poles	02
		C) Parallels of Longitudes - Prime Meridians & Measurement	02
		D) Measurement of Time i) Local Time ii) Standard Time iii) GMT iv) International Date Line	02
		Revision and Unit Test.	02
		Chapter-2 : Movement and Lithosphere of the Earth	
		A) Movement of The Earth	
		i) Inclination of The Earth Axis	01
		ii) Earth Rotation And Its Effects	01
		iii) Earth Revolution And Its Effects	01

	ii) Depositional landforms of wind: Sand Dunes, Bharkhans	02
	Revision and Unit Test.	02
	Total	06
	Semester-1 Total Periods.	55


 SUBJECT TEACHER
 Prof R.M.Kendre




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 Arts, Commerce & Science College
 Dharangaon, Dist. Jalgaon

**P.R.Highschool Society's
Arts, Commerce & Science College Dharangaon
Department Of Chemistry**

Teaching Plan for the year - 2017-2018

Semester - I

Subject – CH- 351: Physical Chemistry

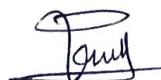
Class – T.Y.B.Sc.

Name of Teacher – Mr. Palkhe S.S & XYZ

Sr.No.	Month	Details of the Subject	Lectures
01	June	Chapter – 1 Photochemistry.	03
02	July	Chapter – 1 Photochemistry.	09
		Chapter – 2 Electrochemical Cell & its applications	07
03	August	Chapter – 2 Electrochemical Cell & its applications	11
		Chapter – 3 Phase Rule	05
04	September	Chapter – 3 Phase Rule	07
		Chapter – 4 Radioactivity & its applications	09
05	October	Chapter – 4 Radioactivity & its applications	09



Subject Teacher



Head

Department of Chemistry



Principal

A.C.S. College Dharangaon

**P.R.Highschool Society's
Arts, Commerce & Science College Dharangaon
Department Of Chemistry**

Teaching Plan for the year - 2017-2018


Semester - II

Subject – CH- 367: Physical Chemistry Practical

Class -T.Y.B.Sc.

Name of Teacher – Mr.Palkhe S.S

Sr.No.	Month	Details of the Subject	Lectures
01	December	i) C-1 [Coaductometric titration of mixture of acid.]	16
		ii) K-1 [To investigate the reaction between H ₂ O ₂ and KI.]	
		iii) pH-1 [Determine the pK _a and K _a of weak monobasic acid.]	
		iv) C-2 [Determine the relative strength of monochloro acetic acid.]	
02	January	i) K-2 [Study the hydrolysis of methyl acetate in presence of hydrochloric acid.]	16
		ii) pH-2[Determine the degree of hydrolysis of aniline hydrochloride.]	
		iii) C-3 [Determine the basicity of organic acid by conductometric measurement.]	
		ii)pH-3[Determine the pK _a of various mixtures of sodium acetate and acetic acid in aqueous solution]	
03	February	i) To study the kinetics of Inversion of Cane Sugar ByPolarimeter	08
		ii) Draw five Graphs using Microsoft Excel & find the intercept of graphs.	


Subject Teacher


Head
Department of Chemistry




Principal
A.C.S. College Dharangaon

**P.R.Highschool Society's
Arts, Commerce & Science College Dharangaon
Department Of Chemistry**

Teaching Plan for the year - 2017-2018

Semester - I

Subject – CH- 111: Physical & Inorganic Chemistry

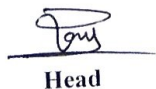
Class – F.Y.B.Sc.

Name of Teacher – Mr. Palkhe S.S.

Sr.No.	Month	Details of the Subject	Lectures
01	June	Part-I: Physical Chemistry.	03
		Chapter – 1 Mathematical Preparation in Chemistry.	
02	July	Chapter – 1 Mathematical Preparation in Chemistry.	07
		Chapter – 2 Gaseous State	05
03	August	Chapter – 2 Gaseous State	08
		Chapter – 2 Gaseous State	04
04	September	Chapter – 2 Gaseous State	03
		Part - II: Inorganic Chemistry.	09
05	October	Chapter – 3 General Properties of element	
		Chapter – 4 VSEPR Theory & Shape of molecule.	05



Subject Teacher



Head

Department of Chemistry





Principal

A.C.S. College Dharangaon

प. रा. हायस्कूलसोसायटीचे
कला, वाणिज्य आणि विज्ञान महाविद्यालय, धरणगाव जि. जळगाव.
पाठ नियोजन
वर्ष : २०१७-१८
सत्रचौथे

शिक्षकाचे नाव : डॉ. किशोर पाटील.

मराठी विभाग वर्ग : द्वितीय वर्ष, कला विषय : S-२ साहित्यस्वरूप विचार (विशेष स्तर)

अक्र.	महिना	अभ्यासक्रमाचे घटक	अर्पेक्षित तासिका
		घटक : १ शब्दशक्ती आणि अर्थविचार	
०१	डिसेंबर	त्रिविध शब्दशक्ती - अभिधा, लक्षणा, व्यंजना वाच्यार्थ, लक्ष्यार्थ, व्यंग्यार्थ	
		एकूण तासिका	१८
		घटक : २ रसविचार आणि साहित्याची अभिरूची	
०२	जानेवारी	रस : स्वरूप, भरताचे रससूत्र : स्थायीभाव, विभाव, अनुभाव, व्यभिचारी भाव, अष्टसात्त्विक भाव अभिरूची : स्वरूप, अभिरूचीचे प्रकार : ग्रामीण-नागर अभिरूची, बहुजन-अभिजन अभिरूची, सामान्य-विदग्ध अभिरूची	
		एकूण तासिका	१८
		घटक : ३ साहित्याची सामाजिकता आणि शैली विचार	
०३	फेब्रुवारी	साहित्य आणि समाज परस्पर संबंध समाजाचा साहित्यावरील परिणाम साहित्याचा समाजावरील परिणाम	
		एकूण तासिका	१८
		घटक : ४ शैली विचार	
०४	मार्च	आशय तशी शैली, लेखक तशी शैली अभिरूची : स्वरूप, अभिरूचीचे प्रकार : ग्रामीण-नागर अभिरूची, बहुजन-अभिजन अभिरूची, सामान्य-विदग्ध अभिरूची अभिरूची नियंत्रित करणारे घटक: सांस्कृतिक वातावरण, अर्थिक वातावरण, वाढमयीन वातावरण अभिरूची : स्वरूप, अभिरूचीचे प्रकार : ग्रामीण-नागर अभिरूची, बहुजन-अभिजन अभिरूची, सामान्य- विदग्ध अभिरूची	
		तासिका	१८

विषय शिक्षक : डॉ. किशोर पाटील

विभाग प्रमुख : डॉ. किशोर पाटील

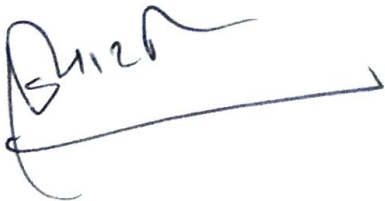
प्राचार्य डॉ. टी. एस. बिराजदार





पाठ नियोजन
वर्ष : २०१७-१८
सत्र तिसरे
शिक्षकाचे नाव : डॉ.किशोर पाटील.
मराठी विभाग वर्ग : द्वितीय वर्ष,कला
विषय : उपयोजित मराठी
प्रसार माध्यमांचा परिचय आणि लेखन

अक्र.	महिना	अभ्यासक्रमाचे घटक	अपेक्षित तासिका
०१	जुलै	घटक : १ संवाद प्रक्रिया : स्वरूप आणि प्रकार भाषेचे कार्य मौखिक संवाद भाषेतर संदेशन प्राचीन काळातील कला प्रकारांचे कार्य	
०२	ऑगस्ट	मुद्रित माध्यम : वृत्तपत्र वृत्तपत्र : स्वरूप ,प्रकार आणि महत्व वृत्तपत्राचे घटक वृत्तपत्रासाठी लेखन	
०३	सप्टेंबर	घटक : २ मुद्रित शोधन : स्वरूप आणि तंत्र मुद्रित शोधनाचे स्वरूप मुद्रित शोधनाचे तंत्र छपाई प्रक्रिया आणि मुद्रित शोधनाचे उपयोजन	
०५	ऑक्टोबर	घटक : ४ जाहिरात जाहिराचे स्वरूप आणि कार्य जाहिरातीचे प्रकार विविध माध्यमांसाठी जाहिरात लेखन	
		एकूण तासिका	





Teaching Plan for the year 2017-18

Chordates - II (ZOOL-341)


N.Y. B.Sc. (Zoology)


Department of Zoology

Paper I - Semester II

Dr. Shripad M. Upasani

Unit	Month	Details	Lectures	Marks
<i>Animal Type: Columba livia domestica</i>				
1	Nov 2017	1) Introduction <i>Columba livia</i> 2) a) Systematic position, b) Habits and Habitat, c) distribution	2	2
2	Dec 2017	External Morphology a) Shape & Size, b) Colouration, c) Body division- Head, Neck, Trunk and Tail d) Skin Histology of skin	4	4
3	Dec 2017	Exoskeleton a) claws and Beak, b) Feathers- Structure of a Typical feather and Types	4	4
4	Jan 2018	A) Digestive system	6	6
		B) Respiratory system	6	6
		C) Circulatory system	6	6
		D) Nervous system	6	6
		E) Urinogenital system	6	6
		F) Economic Importance of <i>Columba livia domestica</i>	2	2
5	Jan Feb 2018	1) Accessory respiratory organs in fishes 2) Reptiles of Mesozoic era 3) Adaptations in aquatic Mammals	18	18
TOTAL			60	60


Dr. Shripad M. Upasani
Department of Zoology


Dr. T. S. Birajdar
Principal

Arts, Commerce and Science College Dharangaon

Teaching Plan for the year 2017-18

Chordates – II (ZOO-241)


S.Y.B.Sc. (Zoology)

Paper I – Semester II

Department of Zoology

Dr. Shripad M. Upasani

Unit	Month	Details	Lectures	Marks
Animal Type: <i>Columba livia domestica</i>				
1	Nov. 2017	I) Introduction: <i>Columba livia</i> II) a) Systematic position; b) Habits and Habitat; c) distribution.	2	2
2	Dec. 2017	External Morphology: a) Shape & Size; b) Colouration; c) Body division- Head, Neck, Trunk and Tail d) Skin: Histology of skin.	4	4
3	Dec. 2017	Exoskeleton: a) claws and Beak; b) Feathers- Structure of a Typical feather and Types	4	4
4	Jan. 2018	A) Digestive system	6	6
		B) Respiratory system	6	6
		C) Circulatory system	6	6
		D) Nervous system	6	6
		E) Urinogenital system	6	6
		F) Economic Importance of <i>Columba livia domestica</i>	2	2
5	Jan. Feb. 2018	1) Accessory respiratory organs in fishes 2) Reptiles of Mesozoic era. 3) Adaptations in aquatic Mammals	18	18
TOTAL			60	60


Dr. Shripad M. Upasani

Department of Zoology


Dr. T. S. Birajdar

Principal

Arts, Commerce and Science College Dharangaon

Teaching Plan for the year 2017-18
ZOO 121: CHORDATE – I

F Y. B. Sc. (Zoology)
Department of Zoology

Paper I- Semester II
Dr. Shripad M. Upasani

Unit	Month	Details	Lectures	Marks
1	Nov. 2017	Type study: <i>Calotes versicolor</i> (Garden lizard) Systematic position, Habit, Habitat and distribution.	02	03
2	Dec. 2017	External morphology and sexual dimorphism Division of body - Head, Neck, trunk and tail.	03	05
3	Dec. 2017	Internal anatomy. Digestive system- Alimentary canal and digestive glands. ii. Food, feeding and mechanism of digestion.	06	08
4	Dec. 2017	Respiratory system- Trachea and lung, Mechanism of respiration.	03	04
5	Jan. 2018	Circulatory system- Heart – External and internal structure, Working of heart. Arterial system, venous system, Course of blood circulation. Composition and functions of blood.	06	08
6	Jan. 2018	Male urino-genital system, Female excretory and reproductive system. Copulation and Fertilization.	06	06
7	Feb. 2018	Nervous system- central nervous system (Brain and spinal cord), Cranial nerves Sense organ- Eye.	04	06
8	Mar. 2018	General topics . i. Scale and fins in fishes- ii. Metamorphosis in Amphibia (Frog). iii. Aerial adaption (Pigeon) iv. Dentition in mammals	15	20
TOTAL			45	60



Dr. Shripad M. Upasani
Department of Zoology



Dr. T. S. Birajdar
Principal

Department of Physics
Arts, Commerce & Science College,
Dharangaon

P. R. High school's Society's
ARTS, COMMERCE AND SCIENCE COLLEGE, DHARANGAON
DEPARTMENT OF PHYSICS
TEACHING PLAN (2017-18) SEM-II

SUBJECT:- PHY 121: HEAT AND THERMODYNAMICS

NAME OF TEACHER: U.P. Attende

Sr. No.	Month	Details of the syllabus	Period required
	DECEMBER	UNIT-I: EQUATION OF STATE	
		Andrew's experiment and Amagat's experiment:	3
		Discussion on experimental results,	3
	JANUARY	Van der Waal's equation, Critical constants,	3
		Reduced equation of state, Boyle's temperature	3
		UNIT-II: BASIC CONCEPTS OF THERMODYNAMICS	
		Thermodynamic system, Thermodynamic variables,	2
		Adiabatic and isothermal changes, Indicator diagram,	2
		Work done during an isothermal change,	1
		Adiabatic equation of a perfect gas, Work done during an adiabatic change,	2
		Thermodynamic equilibrium, Zeroth law of thermodynamics,	1
		Concept of internal energy,	1
	FEBRUARY	First law of thermodynamics, reversible and irreversible processes.	1
		UNIT-III: SECOND AND THIRD LAW OF THERMODYNAMICS	
		Carnot's ideal heat engine, Carnot cycle and its efficiency,	3
		Carnot's theorem, Second Law of thermodynamics,	3
		Otto and Diesel engines with their efficiencies	3
		Concept of entropy, Change of entropy in reversible process,	1
		Change of entropy in Irreversible process, T-S diagram,	2
		Third law of thermodynamics, First and Second latent heat equations,	2
	MARCH	Variation of boiling and melting points with pressure.	1
		UNIT-IV: ELEMENTS OF REFRIGERATION	
		Introduction to refrigeration, Basic principles of refrigeration methods,	2
		Evaporative refrigeration, Types of vapour refrigeration systems,	2
		Components, working of simple vapour compression refrigeration system,	3
		C.O.P. of refrigerator, Units of refrigeration, Uses of refrigeration.	

SUBJECT TEACHER: Attende

H.O.D.: Abujer

Principal
Arts, Commerce & Science College

P. R. High school's Society's
ARTS, COMMERCE AND SCIENCE COLLEGE, DHARANGAON
DEPARTMENT OF PHYSICS
TEACHING PLAN (2017-18) SEM-II

SUBJECT:- PHY122: THEORETICAL PHYSICS

NAME OF TEACHER: AA Joshi

Sr.No.	Month	Details of the syllabus	Period required
	DECEMBER	UNIT I: COMPLEX ALGEBRA	
		Introduction to complex numbers, Complex numbers	2
		(addition, subtraction, multiplication, division and complex conjugate),	2
		Rectangular, Polar & exponential forms of complex no. (Euler's formula),	3
	JANUARY	Argand diagram, Algebra of complex numbers using Argand diagram,	3
		De-Moivre's Theorem (Statement only),	1
		Powers, roots & log of complex no., Trigonometric and hyperbolic function	2
		Applications of complex numbers to determine velocity & acceleration in circular motion.	2
		UNIT II: PARTIAL DIFFERENTIATION	
		Definition of partial differentiation, Total differential,	1
		Exact differential, Chain rule, Theorems of differentiation,	1
		Implicit functions, Change of variables from Cartesian to polar coordinates,	2
		Frequently occurring partial differential equations (Cartesian coordinates),	2
		Degree, order, linearity and homogeneity of differential equation.	2
		UNIT III: VECTOR ALGEBRA	
	FEBRUARY	Introduction to scalars and vectors,	1
		Dot product and cross product of two vectors with their properties	2
		physical significance,	2
		Scalar triple product with properties and its geometrical interpretation,	1
		Vector triple product and its proof.	1
		UNIT IV: VECTOR ANALYSIS	
		Scalar and vector fields, Differentiation of vectors with respect to	2

Sr.No.	Month	Details of the syllabus	Period required
	MARCH	Vector differential operator and Laplacian operator, Gradient of scalar field	3
		Divergence of vector field and its physical significance,	3
		Curl of vector field and its physical significance, Some vector identities:	3
		a) $\nabla \times \nabla \phi = 0$ $\cdot (\nabla \phi)$ b) $\nabla \cdot (\nabla \times \mathbf{A}) = 0$ $\times \mathbf{A}$ c) $\nabla \cdot (\mathbf{A} \times \mathbf{B}) = \mathbf{B} \cdot (\nabla \times \mathbf{A}) - \mathbf{A} \cdot (\nabla \times \mathbf{B})$ $\nabla^2 \mathbf{A}$	4
		d) $\nabla \cdot (\phi \mathbf{A}) = \phi (\nabla \cdot \mathbf{A}) + \mathbf{A} \cdot (\nabla \phi)$ e) $\nabla \times (\phi \mathbf{A}) = \phi (\nabla \times \mathbf{A}) + (\nabla \phi) \times \mathbf{A}$ f) $\nabla \times (\nabla \times \mathbf{A}) = \nabla (\nabla \cdot \mathbf{A}) - \nabla^2 \mathbf{A}$	

SUBJECT TEACHER: Asurjeet H.O.D.: Asurjeet

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P. R. High school's Society's
ARTS, COMMERCE AND SCIENCE COLLEGE, DHARANGAON
DEPARTMENT OF PHYSICS
TEACHING PLAN (2017-18) SEM-I

SUBJECT:- PHY-231: Waves and Oscillations

NAME OF TEACHER: AA Jushis

Sr.No.	Month	Details of the syllabus	Period required
	JULY	Unit - I : Composition of two S.H.M.	
		Composition of two S.H.M.s of equal frequencies along same line of vibration	3
		Composition of two S.H.M.s of equal frequencies acting at right angles	3
		Composition of two S.H.Ms right angles to each other, (time period in the ratio 1:2),	3
		Lissajous figures: demonstration by mechanical, optical & electrical methods.	4
		Unit - II : Free and damped oscillations	
		Undamped free oscillations, damped oscillations,	2
	AUGUST	differential equation of damped harmonic oscillator and it's solution,	3
		Discussion of three different cases, Logarithmic decrement,	3
		Energy equation of damped harmonic oscillator, quality factor,	2
		Damped S.H. M. in electrical circuit (series L-C-R circuit).	3
		Unit - III : Forced oscillations	
		Idea of forced oscillations, Resonance, Barton's pendulum,	2
	SEPTEMBER	equation of forced oscillations and it's solution,	2
		Amplitude of forced oscillations, Amplitude resonances,	2
		Sharpness of resonances, Velocity Resonances,	2
		Energy in forced oscillations, Band width and quality factor	2

Sr.No.	Month	Details of the syllabus	Period required
		Forced oscillations in an electrical circuit (Series L-C-R circuit).	2
		Unit -IV: Sound Sound intensity, Loudness,	2
		Pitch, Quality and timber, Acoustic intensity level measurement,	2
		Acoustic pressure and its measurement. Classification of sound frequencies,	2
		Piezoelectric effect, Piezoelectric oscillator,	2
	OCT.	Magnetostriction effect, Magnetostriction oscillator,	2
		Detection of ultrasonic waves and their applications.	2
		Unit -V: Ultrasonics :-	
		Unit -V: Doppler effect:-	2
		Definition of Doppler effect, Doppler effect in sound,	2
		Expression for apparent frequency	2
		Asymmetric nature of Doppler effect in sound, Doppler effect in light,	2
		Apparent change in wavelength of light due to Doppler effect	1
		applications of Doppler effect.	1

SUBJECT TEACHER: Aswijet

H.O.D.: Aswijet


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Arts, Commerce and Science College, Dharangaon, Dist. Jalgaon
Teaching Plan for the year 2017-2018

Name of the Teacher: Dr. C S Sukhadane

Department: Commerce

Subject: Essential e Commerce

The following are the details the syllabus to be taught during the Sem. I of the year (FYBCom)

Sr. No.	Month	Detail of the Syllabus	Period Required
1	July, 2017	Fundamentals of e-commerce <ol style="list-style-type: none">1. Commerce of : Meaning & Nature2. e-commerce – Origin, Definitions & Meaning, Scope of & Goals, Feature, Needs & functions, Significance, Advantages & Disadvantages, Essentials of e-commerce,3. e-Commerce v/s Traditional Commerce4. Technologies used in e-Commerce	20
2	Aug.2017	Business Models for e-Commerce <ol style="list-style-type: none">1. e-Business : Meaning, Definitions, Importance2. e-Business Models based on the relationships of transaction parties : B2C, B2B, C2C, C2G, G2G, B2G,3. e-Business Models based on the relationships of transaction types : Manufacture Model, Advertising Model, Value chain Model, Brokerage Model	20
3	Sep.2017	e-Payment Systems <p>Models of Payments : Credit Cards, Debit Cards& Smart Cards, e-Credit Accounts & e-Money/Cash</p> <ol style="list-style-type: none">1. Digital Signature : Legal positions of Digital Signatures Procedure & working of Digital Signature technology2. Risks and e-Payment System: Data Protections, risk from mistakes and disputes, Consumer protection, Management Information Privacy, Managing Credit Risk e-Business Communication <ol style="list-style-type: none">1. Introduction2. Importance of e-Technology in the e-Business Communication3. Models of e-Business Communication	20
4	Oct.2017	<ol style="list-style-type: none">1. e-Business Conferencing: Audio, Documents & Telephone, Video Conferencing2. e-mail in e-Commerce3. Mobile Communication Customer-effective Web design <ol style="list-style-type: none">1. Requirements of Intelligent Websites,2. Websites Goals and Objectives3. Analyzing website structure4. Fixed versus flexible webpage design5. Choosing a page size6. Website development tools	16

Dr. Chhaya Satish Sukhadane
Arts, Commerce & Science College,
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Teaching Plan for the year 2017-2018

Name of the Teacher: Dr. C S Sukhadane

Department: Commerce

Subject: Essential e Commerce

The following are the details the syllabus to be taught during the Sem.-II Of the year (FYBCom)

Sr. No.	Month	Detail of the Syllabus	Period Required
1	December 2017	e-Banking Introduction, Concepts, Meaning, Definition of Banks and Banking Use of e-Banking, Advantages and Disadvantages of e-Banking Channels of e-Banking Electronic Fund Transfer-Electronic Payment Service, Electronic Bill Payment, Automated Clearing House, Automated Ledger Posting, Electronic Money Transfer, e-cheques ATM, FOS & Tele-banking	
2	January 2018	Customer Relationship Management Introduction, Definition & Process, Electronic CRMC, Need for Electronic CRM, CRM Areas: CRM Component & CRM Architecture, Electronic CRM Application	
3	February 2018	Security Concepts Introduction, Need ,Intruders, Attacking Methods ; Hacking, Cracking & Freaking, Filters : Meaning, Definition of Firewalls, Types of Filters, Cryptology: Encryption & Decryption, Data Encryption Standards, Cyber Crimes, e-Commerce Security Solutions, e- Locking Techniques, e-locking Products, e-locking services, Net-scape security solutions	
4	March 2018	e-Markets Online Shopping, Online Purchasing, Electronic Markets, Three Models of e-Markets, e-Advertising, e-Branding, Mobile Commerce Growth of Mobile Commerce, Mobile Health services, Wireless Applications, Technologies for Mobile Commerce	


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Teaching Plan for the year 2017-2018

Name of the Teacher: Dr. C S Sukhadane

Department: Commerce

Subject: Business and Tax Laws

The following are the details the syllabus to be taught during the Sem. III Of the year (TYBCom)

Sr. No.	Month	Detail of the Syllabus	Period Required
1	July 2017	1. Indian Contract Act 1872 1.1 Meaning and Definitions (Offer, Acceptance, Consideration, Contract) 1.2 kinds Of Contract 1.3 Essential of Contract 1.4 Performance and Discharge of Contract 1.5 Breach of Contract	20
2	Aug.2017	2. Indian Sale of Goods Act, 1930 2.1 Introduction and Definition 2.2 Sale and Agreement to Sell 2.3 Conditions and Warranties 2.4 Unpaid Seller and His Rights 2.5 Performance of Contract of Sale 2.6 Sale by Auction	20
3	Sep.2017	3. Negotiable Instruments Act, 1881 3.1 Definition And Characteristics Of Promissory Note, Bill Of Exchange And Cheque. 3.2 Holder and Holderin, Due Course, Privileges of Holder In Due Course 3.3 Crossing and Endorsement of Negotiable Instrument 3.4 Dishonour Of N.I., Notice Of Dishonour, Dishonour Of Cheque And Its Effects 4. Indian Trade Union Act, 1926 Lectures 08 4.1 Introduction and Definitions 4.2 Registration of Trade Union 4.3 Cancellation of Registrationof Trade Union 4.4 Rights and Privileges of Registered Trade Union and Its Members 4.5 General Fund and Political Fund ofTrade Union	20
4	Oct.2017	5. Information Technology Act – 2000 5.1 Meaning, Objective, Scope OfThe Act 5.2 Digital Signature & Electronic Governance. 5.3 Granting Digital Signature Certificate 5.4 Offences & Penalties, Adjudication 6. The Patent Act 6.1 Meaning, Objective & Important Definition 6.2 Invention, Not Patentable Invention 6.3 Application for Patents and Process 6.4 Grants of Patent and Rights of Patent Holder 6.5 Patent Office and Power of Controller	20

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Teaching Plan for the year 2017-2018

Name of the Teacher: Dr. C S Sukhadane

Department: Commerce

Subject: Business and Tax Laws

The following are the details the syllabus to be taught during the Sem. IV Of the year (SYBCom)

Sr. No.	Month	Detail of the Syllabus	Period Required
1	Dec.2017	1. The Indian Partnership Act, 1932. Lectures- 08 1.1 Introduction ,Important Definition 1.2 Preparation of Partnership Deed 1.3 Effects Of Non-Registration 1.4 Rights ,Duties and Responsibilities Of Partners 1.5 Dissolution of A Partnership 2. Industrial Dispute Act, 1947 2.1 Meaning and Definitions –Industrial Dispute, Layoff , Lockout ,Retrenchment 2.2 Machinery for Prevention and Settlement of Industrial Dispute 2.3 Strikes and Lock- Outs	20
2	Jan. 2018	2.4 Lay Off and Retrenchment 2.5 Compensation to Workmen In Case Of Closing Down Of Undertaking. 3. The Factories Act, 1948 3.1 Meaning, Objectives and Important Definitions 3.2 The Inspecting Staff –Inspectors and His Powers–Certifying Surgeon 3.3 Approval, Licencing and Registration of Factories 3.4 Provision Regarding Health of Workers	20
3	Feb.2018	4. Consumer Protection Act – 4.1 Introduction, Objective of the Act 4.2 Rights of Consumers 4.3 Consumers Protection Council – Central –State- District 4.4 Consumer Dispute Redressal Agencies	18
4	Mar.2018	5. Environment Protection Act – 1986 Lectures – 07 5.1 Meaning, Objectives & Scope of the Act 5.2 Power of Central Government to Protect & Improve Environment 5.3 Location of Industries, Process & Operations. 5.4 Offences & Penalties as Regards to the Environmental Protection Act. 6. Goods and Service Tax 6.1 Introduction and Important Definitions of the Act 6.2 Registration 6.3 Filing of Service Tax Return and Maintaining Records 6.4 Interest & Penalties under Act	18

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Teaching Plan for the year [2017-2018] Semester

Name of the Teacher: Dr. C S Sukhadane

Department: Commerce

Subject: INCOME TAX & SOFT SKILLS DEVELOPMENT

The following are the details the syllabus to be taught during the Sem. V Of the year (TYBCom)

Sr. No.	Month	Detail of the Syllabus	Period Required
1	July 2017	1. Definations under the provisions of Income Tax Act,1961 2. Computation of taxable income from Salary. 3. Practical Problems	20
2	Aug.2017	1. Computation of taxable income form House Property. 2. Computation of taxable income from Business & Profession 3. Practical Problems	20
3	Sep.2017	1. Income from Other Sources. 2. Computation of Total Taxable Income of an individual. 3. Practical Problems	20
4	Oct.2017	1. Introductory provisions as regards to Advance Tax, Tax Deducted at Source. 2. Practical Problems	20

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Teaching Plan for the year 2017-2018

Name of the Teacher: Dr. C S Sukhadane

Department: Commerce

Subject: INCOME TAX & SOFT SKILLS DEVELOPMENT

The following are the details the syllabus to be taught during the Sem.VI Of the year (TYBCom)

Sr. No.	Month	Detail of the Syllabus	Period Required
1	Dec 2017	Unit 1 Soft Skills 1-Meaning and Importance 2-Types of soft Skills 3-Understanding yourself: Self-assessment through SWOT Analysis 4- Motivation: Need and Sources 5- Business Ethics and Etiquettes 6-Mobile Phone Etiquettes Unit 2 Time Management 1-Time Management and its Significance 2-Assessing your time management	20
2	Jan 2018	3- Time Management Strategies and Tools 4-Activities Log, To-Do lists, Action Programs, Multitasking, Efficient file Management 5Planning in Advance: Prioritizing and Scheduling Unit 3 Stress Management 1-Concept of Stress 2-Causes of Stress 3-Symptoms of Stress 4- Strategies for Managing and Overcoming Stress	20
3	Feb 2018	Unit 4 Problem Solving and Decision Making 1-Identifying and Defining Problem 2-Solving the Problem Brainstorming 3- Thinking critically and creatively 4-Group decision making and problem solving 5-Negotiation Skills Unit 5 Team work and Team Building 1-Concept of team, Need, significance of team work 2- Team Management: Strategies and Tools 3- Conflict Resolution	20
4	March 2018	4- Leadership Skills: Concept, Types, Qualities and Functions 5- Professional Networking: Establishing, Grooming and maintaining relationship Unit 5 Learning Skills 1-Concept of learning 2- Learning theories and models 3-Memorizing Techniques 4-Mind mapping: Taking notes effectively 5-Journaling (Writing Diary) for Professional development 6-Using ICT for efficient learning	20


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