

# Vivekanand College (Autonomous), Kolhapur

Teacher Name: Mr. Sunny. S. Kale

Department: Commerce



## Teaching Plan


2018-19


First Term

Month	Class	Course	Topic	
June	B.Com-I		Admission	
	B.Com-II		Admission	
	B.Com-III		Admission	
July	B.Com-I	Principles of Business Management-I	Admission	
			Introduction of syllabus	
			<b>Introduction to Management:</b> Meaning, Definitions, Characteristic, Significance and functions of Management, Administration and Management, Management as a Science or an Art, Professional Management: The concept, characteristics and need.	
	B.Com-II	Corporate Accounting	Introduction of Syllabus	
			Issue of Shares-Theory	
			Issue of Shares- Problem	
	B.Com-III	Business Regulatory Frame work	Introduction of Syllabus	
			Business Law and its Sources	
			Definition, essential elements and kinds contract	
			Offer and Acceptance , Capacity of parties	
			Consideration, Free Consent and legality of Objectives	
			Void Agreements	
			Discharge of Contracts	
			Remedies for breach of Contract	
			Industrial Management-II	
<b>Human resource management:</b> Meaning, Concept, Nature, Scope, Significance , Objectives, Functions				
<b>Human resource planning:</b> Definitions, Meaning				
August	B.Com-I	Principles of Business	<b>Contributions towards development of management theory:</b>	

		<b>Management-I</b>	<b>F.W. Taylor:</b> Principles and techniques of Scientific Management Henry Fayol: 14 Principles of Management Elton Mayo: Hawthorne Experiment and its findings Max Weber: Meaning and characteristics of Bureaucratic Organisation	
	<b>B.Com-II</b>	<b>Corporate Accounting</b>	Issue of debentures and preference shares- Theory Issue of debentures- Problems Issue of preference shares- Problems	
	<b>B.Com-III</b>	<b>Business Regulatory Frame work</b>	Definitions, Parties to contracts Distinction between contract of indemnity and a contract of Guarantee Types of Guarantee Definitions, features of bailment and pledge Distinction between bailment and pledge Definition of agency, Modes of creating of agency and its termination	
		<b>Industrial Management-II</b>	<b>Human resource planning:</b> Process, Factors affecting HRP <b>Job Analysis:</b> Recruitment & Selection, Success of recruitment, steps in selection procedure, <b>Human resource information system:</b> Definitions, Meaning, Significance	
September	<b>B.Com-I</b>	<b>Principles of Business Management-I</b>	<b>Management Functions and Skills :</b> Levels of management and their functions, Functional areas of Management, Managerial Role, Management Skills	
	<b>B.Com-II</b>	<b>Corporate Accounting</b>	Issue of Preference shares- Problems Profit prior to Incorporation- Theory Profit prior to Incorporation- Problems	
			<b>Business Regulatory Frame work</b>	Contract of sale of goods Act: Concept and essentials Sale and agreement to sale Conditions and Warranties Performance of contract of sale Unpaid seller and his rights
				<b>Industrial Management-II</b>
		<b>Performance Appraisal:</b> Meaning, Purpose		
	<b>B.Com-I</b>	<b>Principles of Business Management-I</b>		<b>Planning &amp; Decision Making:</b> Definitions, characteristics and importance, Steps in Planning, Functional types of planning: Financial, Production, Personnel and Marketing Planning, Concept of decision
	October			

			making <b>(B) Organizing:</b> Meaning and importance of organizing Type of organization: Line, Line and Staff, Functional and Committee.
			<b>Assignment submission</b> <b>Viva-Voce</b>
	<b>B.Com-II</b>	<b>Corporate Accounting</b>	Company Final Account- Theory Company Final Account- Problems
	<b>B.Com-III</b>	<b>Business Regulatory Frame work</b>	Salient features of Limited Liability Partnership Act
Nature of Limited Liability Partnership			
Incorporation of Limited Liability Partnership			
		<b>Industrial Management-II</b>	Limitation of Limited Liability Partnership and partners
			<b>Performance Appraisal:</b> Methods, Ethics in performance appraisal
			<b>Merit rating:</b> Meaning, Benefits, Difference between performance appraisal & merit rating

  
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# Teaching Plan

2018-19

Second Term




Month	Class	Course	Topic
November	B.Com-I	Principles of Business Management-II	Introduction of Syllabus
			<p><b>Directing:</b></p> <p>1. Concept and characteristics of motivation, Means of motivation: Positive and Negative, Financial and Non-financial, Theories of Motivation: Prof. Abraham Maslow's need hierarchy theory, Fredrick Herzberg's Two-Factor Theory, Prof. Douglas McGregor's Theory 'X' and Theory 'Y'</p> <p>2. Concept of leadership, Functions of a leader, Traits in leadership; Leadership styles</p> <p>3. Communication – Concept and process of . Communication, Barriers in communication.</p> <p>Supervising: Concept , Importance</p>
	B.Com-II	Corporate Accounting	<p><b>Valuation of Shares-</b> Theory</p> <p><b>Valuation of Shares-</b> Problems</p>
	B.Com-III	Business Regulatory Frame work	Definitions of Consumer, Compliant, Complaonant, Service, Defect, Defiency, Unfair trade practices, Consumer Dispute, Restrictive trade practices
			Rights of Consumers
			Consumer dispute redressal agencies: District forum, state, National Commission
	RTI Act- Nature, Scope and Importane		
	Industrial Management-IV	<p><b>Employee Remuneration:</b></p> <p>Concepts of remuneration - - Meaning of wages and salary, Objectives of wage and salary administration. Factors influencing wage and salary structure and administration.</p>	
December	B.Com-I	Principles of Business Management-II	<p><b>A) Staffing:</b> Meaning, Process &amp; Sources of Recruitment, Selection</p> <p><b>(B) Controlling:</b> Meaning of control, control process, Techniques of control.</p>

	B.Com-II	Corporate Accounting	Liquidation of a Company- Theory Liquidation of a Company- Problems	
	B.Com-III	Business Regulatory Frame work	Incorporation of a Company. Doctrine of Ultra – Vires and Doctrine of Indoor Management	
			Company Management	
			Types of Company Meetings and Resolutions	
			Mergers and acquisitions	
			Winding up of a company	
		Industrial Management-IV		<b>Employee Remuneration:</b> Methods of wage payment - Time rate, Piece rate and incentive plans ( Halsey, Rowan and Taylor), Fringe benefits – Salient features of the minimum wages Act – 1948
				<b>Industrial Relations</b> - Meaning, Objectives and Significance of industrial relations. The parties to industrial relations. Factors affecting industrial relations. Meaning and Causes of industrial Disputes – Measures taken by Govt. to prevent industrial disputes
	January	B.Com-I	Principles of Business Management-II	<b>Management of change:</b> Concept, Need for change, process of planned change: unfreezing, changing and refreezing; Resistance to change
		B.Com-II	Corporate Accounting	<b>Amalgamation, Absorption of a Company-</b> Theory
<b>Amalgamation, Absorption of a Company-</b> Problems				
B.Com-III		Business Regulatory Frame work	Powers and functions of a SEBI	
			Role of stock Exchange	
			Recognition of Stock Exchange	
			Trading of Securities	
	Listing of Securities			
	Industrial Management-IV		<b>Employee Safety, Health and Moral:</b> - Meaning and need of employee safety. Factors in safety programme - Meaning and importance of employee health. Occupational hazards, risks & diseases. Protection against health hazards and statutory provisions under The Factories Act, 1948 – Health, safety and welfare provisions - Meaning of employee morale	
February	B.Com-I	Principles of Business Management-II	<b>Recent Trends in Management:</b> CSR, MIS, TQM	

	<b>B.Com-II</b>	<b>Corporate Accounting</b>	<b>Amalgamation, Absorption of a Company- Problems</b>
	<b>B.Com-III</b>	<b>Business Regulatory Frame work</b>	<b>E-Commerce- Nature , Formation, Legality and Recognition</b>
			<b>Intellectual Property Rights-Patent, Copy Right, Trademarks and Industrial design</b>
			<b>Digital Signature- Need , Formation, Functions. Digital Significance Certificate and Revocation of Digital Signature</b>
			<b>Cyber Crimes and Offence</b>
			<b>Penalties for Cyber Crimes</b>
		<b>Industrial Management-IV</b>	<b>Recent Trends in HRM - Employer's brand, Outsourcing HR activities, balancing work and life, emotional intelligence and talent management – e HRM</b>
<b>March</b>	<b>B.Com-I</b>	<b>Principles of Business Management-II</b>	<b>Assignment submission Viva-Voce</b>
	<b>B.Com-II</b>	<b>Corporate Accounting</b>	<b>Computerised Accounting with Tally- Theory</b>
	<b>B.Com-III</b>	<b>Business Regulatory Frame work</b>	<b>Viva-Voce</b>
		<b>Industrial Management-IV</b>	<b>Viva-Voce</b>

  
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