

Vivekanand College (Autonomous), Kolhapur

Teacher Name: Mr. Sunny. S. Kale

Department: Commerce



Teaching Plan

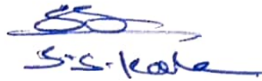
2019-20

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
			Introduction to Management: 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		Introduction of Syllabus	
		Human resource management: Meaning, Concept, Nature, Scope, Significance , Objectives, Functions	
		Human resource planning: Definitions, Meaning	

August	B.Com-I	Principles of Business Management-I	Contributions towards development of management theory: F.W. Taylor: 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.Com-II	Corporate Accounting	Issue of debentures and preference shares- Theory
			Issue of debentures- Problems
			Issue of preference shares- Problems
	B.Com-III	Business Regulatory Frame work	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
	Industrial Management-II	Human resource planning: Process, Factors affecting HRP	
		Job Analysis: Recruitment & Selection, Success of recruitment, steps in selection procedure,	
		Human resource information system: Definitions, Meaning, Significance	
September	B.Com-I	Principles of Business Management-I	Management Functions and Skills : Levels of management and their functions, Functional areas of Management. Managerial Role, Management Skills
	B.Com-II	Corporate Accounting	Issue of Preference shares- Problems
			Profit prior to Incorporation- Theory
			Profit prior to Incorporation- Problems
	B.Com-III	Business Regulatory Frame work	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
		Industrial Management-II	Employee training: Meaning, Needs, steps, methods, Impediments of effective training
Performance Appraisal: Meaning, Purpose			
October	B.Com-I	Principles of Business Management-I	Planning & Decision Making: Definitions, characteristics and importance, Steps in Planning, Functional types of planning: Financial, Production, Personnel and

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


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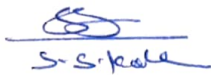
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Vivekanand College
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Second Term

Month	Class	Course	Topic
November	B.Com-I	Principles of Business Management-II	Introduction of Syllabus
			Directing: 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' 2. Concept of leadership, Functions of a leader, Traits in leadership: Leadership styles 3. Communication – Concept and process of . Communication, Barriers in communication. Supervising: Concept , Importance
	B.Com-II	Corporate Accounting	Valuation of Shares- Theory Valuation of Shares- Problems
	B.Com-III	Business Regulatory Frame work	Definitions of Consumer, Compliant, Complonant, 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	Employee Remuneration: Concepts of remuneration - - Meaning of wages and salary, Objectives of wage and salary administration. Factors influencing wage and salary structure and administration.	
December	B.Com-I	Principles of Business Management-II	A) Staffing: Meaning, Process & Sources of Recruitment, Selection (B) Controlling: Meaning of control, control process, Techniques of control.
	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	Employee Remuneration: 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 Industrial Relations - 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	Management of change: Concept, Need for change, process of planned change: unfreezing, changing and refreezing; Resistance to change
	B.Com-II	Corporate Accounting	Amalgamation, Absorption of a Company- Theory Amalgamation, Absorption of a Company- Problems
	B.Com-III	Business Regulatory Frame work	Powers and functions of a SEBI
			Role of stock Exchange
			Recognition of Stock Exchange
		Industrial Management-IV	Employee Safety, Health and Moral: - 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	Recent Trends in Management: CSR, MIS, TQM
	B.Com-II	Corporate Accounting	Amalgamation, Absorption of a Company- Problems

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


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