

Academic Calendar and Teaching Plans 2020-21



R. A. Podar College of Commerce and Economics (Autonomous)
Matunga, Mumbai 400 019

Academic Calendar 2020-21

	Month	No. of Days (in months)	No. of Sundays	No. of Holidays	No. of Teaching Days	E-Content development/ Administrative work	No. of Exam Days	No. of Working Day	Vacations	Remarks
I 2020	June	30	4	-	-	-	-	-	-	
	July	31	4	-	-	27	-	27	-	Administrative work
	Aug	31	5	1+1* (Independence day)	22		-	23	-	-
	Sept	30	4	1	25		-	25	-	
	Oct	31	4	2	25		-	25	-	
	Nov	30	5	1	18		-	18	6 days	12- 18th November: Diwali break
	Dec	31	4	1	10		16	26		Odd semester Exam begins on 12 th December
SUBTOTAL		214	30	6+1*	100	27	16	144	6	
Term End										
2021	Jan	31	5	1* (Republic day)	25		-	25		
	Feb	28	4	1	23		-	23		
	March	31	4	2	25		-	25	-	
	April	30	4	4	12		10	22	-	19 th April Even Semester exams begin

	May	31	5	2+1*(Maharashtra Day)	-	-	23	23	-	31st May 2021 term ends
SUBTOTAL		151	22	9+2*	85	-	33	124		
TOTAL		365	52	15+3*	185	27	49	268	6	

First Term - 07th August, 2020 to 31st December, 2020 Both days

Second Term - 01st January, 2021 to 31st May, 2021 inclusive

Diwali Vacation from 12th November, 2020 to 18th November, 2020 ** total 07 days.

Summer Vacation from 1st June, 2021 to 13th June, 2021 ** total 13 days. ** - both days inclusive.

Teaching Plans

B.Com

R.A.Podar College of Commerce & Economics

Teaching – Learning Plan for the Academic Year: 2020-21

Department of Accountancy

Program- B. com

Course- AFMI & II

TEACHING OBJECTIVES:

To enlighten the students about_

- 1) Accounting standards operating in India
- 2) To compute proper valuation of inventory
- 3) To identify the nature of income and expenditure
- 4) To prepare Final Accounts of Manufacturing concern
- 5) Accounting procedure of Hire Purchase, Lease Accounting and Installment sale method

Sem	Month	Number of days	Sundays	Holidays	Teaching days	Exam. Days	No. of Working days	Topics Covered	Teaching Aids
I 2020	June	30	4	NIL		-	-	-	
	July	31	4	NIL		NIL	27	-	
	August	31	5	1+1	22	NIL	23	1. Accounting Standards 2. Stock valuation	PPT, Case Study, MS. Word, Ms EXcel
	September	30	4	1	25	NIL	25	1. Capital and Revenue, Expenditure & Receipts 2. Stock Valuation	PPT, Case Study, MS. Word, Ms EXcel
	October	31	4	2	25	NIL	25	1. Final Accounts of a Sole Proprietor	PPT, Case Study, MS. Word, Ms Excel

								2. Lease Accounting and Installment Sale Accounting	
	November	30	02	01	18	NIL	18	Lease Accounting and Installment Sale Accounting	PPT, Case Study, MS. Word, Ms Excel
	December	31	3	1	10	16	26	Revision	
SUBTOTAL		214	30	6+1	100	16	144		
II Term 2021	January	31	5	1	24	NIL	25	1. Single Entry 2. NPO	PPT, Case Study, MS. Word, Ms Excel
	February	28	4	1	24	NIL	23	1. Single Entry 2. NPO	PPT, Case Study, MS. Word, Ms Excel
	March	31	4	2	05		25	1. Branch Accounting 2. Departmental Final Accounts	PPT, Case Study, MS. Word, Ms Excel
	April	30	4	4	NIL	10	22	1. Branch Accounting 2. Departmental Final Accounts	PPT, Case Study, MS. Word, Ms Excel
	May	31	5	2+1		23	23	Revision	
SUBTOTAL		151	22	9+2	85	33	124		
GRAND TOTAL		365	52	15+3	185	49	268		

EXPECTED LEARNING OUTCOMES-

Students will be in a position to maintain the books of accounts of a manufacturing concern

LIST OF ANY THREE REFERENCE BOOKS/MAGAZINE/REFERENCE MATERIAL:

Reference Books-

- 1) Modern Accountancy by Mukherjee and Hanif, Tata Mc. Grow Hill & co. Ltd, Mumbai
- 2) Introduction to Accountancy by T.S. Grewal, S. Chand and Company(P) Ltd., New Delhi
- 3) Financial Accounting by P.C. Tulsian, Pearson publications, New Delhi



S.P. Mandali's

R. A. Podar College of Commerce & Economics (Autonomous)

Department of Economics and Foundation Course
Teaching – Learning Plan for the Academic Year: 2020-21

Department: Commerce

Program: F.Y.B. Com. **Course:** Commerce-I &II

Semester: I & II **Division:** A-G **No. of lectures (per week):** 3

TEACHING OBJECTIVES:

1. To create awareness among the learners regarding the concept and importance of business
2. To apprise the learners regarding business environment and entrepreneurship.
3. To familiarize learners regarding setting up of Business unit.
4. To make aware the learners regarding the broad framework of different types of Services.
5. To provide insights into the key requirements, opportunities and challenges in the services sector.

LEARNING OUTCOME:

1. It is expected that the learners become fully conversant with the aspects of business, elements of business environment, entrepreneurship and setting up of business unit.
2. Learners appreciate the importance of business in a developing economy.

3. Learners consider entrepreneurship as a career option.
4. It is expected that the learners acquaint themselves with the opportunities and challenges in the services sector.
5. The learners are expected to develop skills relating to marketing of services.

Teaching Plan for the Academic Year: 2020-21

Term dates: 1 st Term – 7 th August 2020 to 31 st Dec 2020								
Semester	Month	Number of days	Sundays	Holidays + Breaks	Teaching days	Exam Days	Topics Covered	Teaching Methodology/ Tools
I 2020	June	30	4	-	-	-	-	-
	July	31	4	-	-	-	-	-
	Aug	31	5	1+1* (Ind day)	22	-	Introduction to Business Business: Concept Significance to Business Firms, Customers and Society Business Functions Objectives of Business: Classification of business objectives, Reconciliation of Economic with Social Objectives. Social Responsibility of a Business Firm towards various Stakeholders. Corporate Social Responsibility	MS Teams
	Sept	30	4	1	25	-	Business Environment Concept, Relevance and Importance of CSR	MS Teams

							<p>Linkage between business and society: Experience in India with reference to Past, Present & Future. Strategy Alternatives: Growth, Stability, Retrenchment, Restructuring, Turnaround / Business Combinations. Case-studies of successful businesses world-wide: Apple, Google, TCS, Toyota, Sony 10. Case studies of companies that perished- lessons to be learned Encyclopedia Britannica, Lehman Brothers, Kodak etc. Concept and importance of Business Environment Inter relationship between Business and Environment Internal Business Environment – Elements External Business Environment: Micro & Macro – Elements</p>	
	Oct	31	4			-	<p>SWOC Analysis: Concept and Importance WTO Agreements (TRIPs, TRIMs, GATS, AoA) Major Trading Blocs (EU, ASEAN, SAARC, NAFTA) Entrepreneurship Introduction: Concept and importance of entrepreneurship, Factors Contributing to Growth of Entrepreneurship</p>	MS Teams

							Entrepreneur and Manager, Entrepreneur and Intrapreneur Types of Entrepreneurs Competencies of An Entrepreneur Training and Development centers in India. Incentives to Entrepreneurs in India (Govt)	
	Nov	30	5	1	18	-	Start up space in India: Importance, Challenges and Solutions available in the changing scenario. Women Entrepreneurs: Problems and Promotion. Setting up of Business Introduction: Business Planning Process; Concept and importance of Project Planning; Project Report; Feasibility Study-Types, Importance. Business Unit Promotion: Concept and Stages of Business Unit Promotion. Location - Factors determining location, Role of Government in Promotion Business Units	MS Teams
	Dec	31	4	1	10	16	Licensing and Registration Procedure, Filling returns and other documents, Ease of doing business In India: Importance, India's position worldwide Sources of funding for starting up new business Project on preparation of Business Plan.	MS Teams

SUBTOTAL		214	30	6+1*	100	16		
2 nd Term – 1 st January 2021 to 31 st May 2021								
II 2021	Jan	31	5	1* (Republic day)	25	-	Introduction to services Concept of Services, Characteristics Scope of Services Importance of Service sector in the Indian context. Marketing Mix for Services Consumer Expectations, Managing Demand and Capacity, Role of Customer Relationship Management in Services Marketing Case-studies of Successful Entrepreneurs in Services Sector	MS Teams
	Feb	28	4	1	23	-	Retailing Concept of organized and unorganized retailing Trends in retailing in India Survival strategies for unorganized Retailers. Retail Format: Store format, Non-Store format Store Planning, design and layout. IT in retailing Mall Management, Retail Franchising, FDI in Retailing, Careers in Retailing. Legal and ethical aspects in retailing Case-studies: Successful Retailers in India & in the World- Walmart, TESCO, D-Mart, Lulu International. Recent Trends in Services Sector	MS Teams

							ITES Sector: Concept and scope of BPO/ KPO/LPO Enterprise Resource Planning	
	Mar	31	4			-	Trends in Aviation Sector Trends in Banking Sector Trends in Insurance Sector Trends in Tourism Sector Trends in Logistics Sector Trends in Health and Wellness Trends in Hospitality Sector E – Commerce E-Commerce-Concept, Functions. Benefits of E-Commerce	MS Teams
	April	30	4			10	Challenges of E-Commerce Internet Payment systems E-Commerce Business Strategies Business Models of E-Commerce Principles of Website Design E-Marketing- Techniques Cyber Security.	MS Teams
	May	31	5	2+1*(Maharashtra Day)		23	-	-
SUBTOTAL		151	30	9+2*	85	33		
GRAND TOTAL		365	52	15+3*	185	49		

Key reference Books/Magazines/Reference Material:

1. Asthana & Asthana, 'Environment- Problems & Solutions'.
2. Butter David, Business Planning: A Guide to Business Start-up, Butterworth Heinemann, 2003
3. Cunningham W, Cunningham M, 2003, 'Principles of Environmental Science' Tata McGraw Hill Publications Company Ltd, New Delhi.
4. Gupta S L, Retailing & E- tailing, International Book House, New Delhi, 2011
5. Hanke John K, Business Forecasting, Prentice Hall India, 2002 3. Paul Justin, Business Environment, Tata McGraw Hill, 2008
6. Hitt Michael A, Strategic Management, Cengage Learning ,2016

7. Joseph P T, E-Commerce an Indian Perspective, Prentice Hall India, 2015
8. Kew John, Business Environment: Managing in a Strategic Context, Jaico Publications 2006
9. Piramal Gita, Business Legends, Penguin Books, 1998
10. Raghuram G, Logistics & Supply Chain Management: Cases and Concepts, Macmillan Business Books,
11. Santra S.C, 2004, 'Environmental Science' New Central Book Agency Pvt. Ltd, Kolkata.
12. Saxena, H.M, 2000, 'Environmental Management', Rawat Publication, New Delhi.
13. Uberoi N. K, 2007, 'Environmental Management' Excel Books, New Delhi.
14. Wright R, 2008, 'Environmental Science- Towards Sustainable Future' Eastern Company Edition.
15. Zeithaml, Valarie A, Services Marketing, McGraw Hill Education, 2011



S.P. Mandali's

R. A. Podar College of Commerce & Economics (Autonomous)

**Department of Economics and Foundation Course
Teaching – Learning Plan for the Academic Year: 2020-21**

Teacher's Name: Sudarshana Saikia, Akshay Shingare, Eco-X, Eco-Y, Eco-Z

Program: B.Com

Course: Business Economics-I &II

Semester: I&II (F.Y.B.Com)

Division: A-G

No. of lectures (per week): 3

TEACHING OBJECTIVES:

1. Introduction to economics, dealing with the problems of allocation of scarce resources in optimum manner.
2. Build a familiarity with the basic tools of consumer and producer theory, the operation of markets and optimisation in an economic context
3. Explain economic issues and solutions in a practical manner.

Teaching Plan for the Academic Year: 2020-21

Term dates: 1st Term – 7th August 2020 to 31st Dec 2020

Semester	Month	Number of days	Sundays	Holidays + Breaks	Teaching days	Exam Days	Topics Covered	Teaching Methodology/ Tools
I 2020	June	30	4	-	-	-	-	-
	July	31	4	-	-	-	-	-
	Aug	31	5	1+1* (Independence day)	22	-	-	-
	Sept	30	4	1	25	-	Demand Function and Demand Estimation; Ordinal Utility theory	1. Online teaching 2. Assignment
	Oct	31	4	2	25	-	Consumer surplus Production function	1. Online teaching 2. Assignment 3. Class test
	Nov	30	5	1	18	-	Cost concepts Cost Output Relationship; Revision	1. Online teaching 2. Assignment
	Dec	31	4	1	10	16	Revision	1. Online teaching 2. Assignment
SUBTOTAL		214	30	6+1*	100	16		
2nd Term – 1st January 2021 to 31st May 2021								
II 2021	Jan	31	5	1* (Republic day)	25	-	Market Structure	1. Online teaching 2. Assignment
	Feb	28	4	1	23	-	Market Structure & Factor Market	1. Online teaching 2. Assignment
	Mar	31	4	2	25	-	Pricing Practices	1. Online teaching 2. Assignment 3. Class Test
	April	30	4	4	12	10	Market Failure	1. Online teaching

								2. Assignment
	May	31	5	2+1*(Ma harashtra Day)	-	23		
SUBTOTAL		151	30	9+2*	85	33		
GRAND TOTAL		365	52	15+3*	185	49		

Key reference Books/Magazines/Reference Material:

1. Mankiw, N.G., Economics: Principles and Applications, Cengage Learning, 2009.
2. Pindyck, R.S. and D.L. Rubinfeld, Microeconomics, Pearson Education, 2008.
3. Stiglitz, J.E. and C.E. Walsh, Principles of Economics, W.W. Norton, 2002.

R. A. Podar College of Commerce & Economics (Autonomous)

Department of Environmental Studies

Teaching, Learning and Evaluation Plan

2020-21

Theory (60 marks per semester)

	Divisions	No. of modules/units taken
Environmental Studies I & II		
KI	04 (03 lec.)	03
	03 (02 lec.)	02
PN	04 (01 lec.)	01
	03 (02 lec.)	02
Foundation Course I & II		
KI	01 (02 lec.)	02 and half
PN	01 (01 lec.)	01 and half

Methodology:

1. Online lectures on virtual mode
2. PPT/ Audio-visual presentations
3. Map practice sessions
4. Case studies as per need
5. Sharing of e-content and study material with the students

Term End Examination: 60 Marks (per semester)

Continuous Internal Evaluation (CIE- 40 marks per semester)

Sr. No.	Methodology	Marks allotted
Semester-I		
1.	Maps practice session and submission of map	20

	workbook (World Map)	
2.	Project/field work	20 Students will have to submit an assignment on one of the topics allotted to them. The submission shall be done through online method.
Semester-II		
1.	Maps practice session and submission of map workbook (Mumbai & Konkan Maps)	20
2.	Project/field work	20 Students will have to submit an assignment on one of the topics allotted to them. The submission shall be done through online method.

Teaching Plan for the Academic year 2020-21

Semester	Month	No. of days	Sundays	Holidays + Breaks	Teaching days	Exam days	E-content Development/ Administrative Work	No. of Working Days	Topics Covered	Teaching Methodology/ Tools
I 2020	June	30	04	-	-	-	-	-	-	-
	July	31	04	-	-	-	27	27	-	-
	Aug	31	05	01 + 01* (Independence Day)	24	-	-	24	Environment and ecosystems. Resources: Classification and conservation	1. Online Lectures 2. Case studies as per need 3. PPT/ Audio-visual presentations
	Sept	30	04	01	25	-	-	25	Management of water, forest and energy, sustainable development. Urbanisation and migration.	1. Online Lectures 2. Case studies as per need 3. PPT/ Audio-visual presentations

	Oct	31	04	02	25	-	-	25	Populations and Emerging Issues of Development. Impacts of urbanisation, Urban heat islands, Smart, safe and sustainable Cities.	1. Online Lectures 2. Case studies as per need 3. PPT/ Audio-visual presentations
	Nov	30	05	01 + 06 (Diwali Break)	18	-	-	18	Map reading and filling	1. Online Lectures 2. PPT/ Audio-visual presentations of map interpretation and map filling exercises.
	Dec	31	04	01	10	16	-	26	Revision	Online Lectures
Subtotal		214	30	12 + 01*	102	16	27	145	-	-
II 2021	Jan	31	05	01* (Republic Day)	25	-	-	25	Solid wastes: types, sources, pollution. Solid Waste Management. Environmental Problems Associated with Agriculture, Environmental Problems Associated with Industries	1. Online Lectures 2. Case studies as per need 3. PPT/ Audio-visual presentations
	Feb	28	04	01	23	-	-	23	Tourism: Scope, importance, types. Ecotourism; Tourism in India. Environmental movements in India,	1. Online Lectures 2. Case studies as per need 3. PPT/ Audio-visual presentations

									Environmental Management	
	Mar	31	04	02	25	-	-	25	Consequences of tourism: Positive and negative impacts on economy, culture and environment. Carbon Bank, Carbon Credit, EIA	1. Online Lectures 2. Case studies as per need 3. PPT/ Audio-visual presentations
	April	30	04	04	12	10	-	22	Environment Protection Acts, GST in Env. Management. Map filling of Mumbai and Konkan,	1. Online Lectures 2. Case studies as per need 3. PPT/ Audio-visual presentations
	May	31	05	02 + 01* (Maharashtra Day)	-	23	-	23	-	1. Map practice sessions.
Subtotal		151	22	09 + 02*	85	33	-	118	-	-
Grand Total		365	52	21 + 03*	187	49	27	263	-	-



S.P. Mandali's

R. A. Podar College of Commerce & Economics (Autonomous)

**Department of Economics and Foundation Course
Teaching – Learning Plan for the Academic Year: 2020-21**

Teacher's Name: Sudarshana Saikia, Akshay Shingare, Eco-X, Eco-Y, PHB Department, EVS Department

Program: B.Com

Course: Foundation Course-I &II

Semester: I&II (F.Y.B.Com)

Division: A-G

No. of lectures (per week): 3

Objectives (for the learners):

- 1) To help the learner understand the inter-disciplinary approach of social fabric.
- 2) To sensitize learners on the socio-economic concerns in India with specific focus on the issues of the youth.
- 3) To help learners articulate their views on the contemporary social issues.

Course Outcome:

- 1) The successful completion of course will enable the learner to understand factual aspects of Indian society.
- 2) It will help create awareness and empathy among learners about various issues faced by youth.
- 3) It will help ingrain social responsibility and participatory approval towards society.

Teaching Plan for the Academic Year: 2020-21

Term dates: 1st Term – 7th August 2020 to 31st Dec 2020

Semester	Month	Number of days	Sundays	Holidays	Teaching days	Exam Days	Topics Covered	Teaching Methodology/ Tools
I 2020	June	30	4	-	-	-		
	July	31	4	-	-	-		
	Aug	31	5	1+1* (Ind day)	22	-	-	-
	Sept	30	4	1	25	-	Concept of diversity vs disparity; multi-cultural diversity; Communal Violence; Naxalism; gender issues; Assignment	1. Online teaching 2. Group discussions
	Oct	31	4	2	25	-	People with physical and mental disabilities; rehabilitation; Assignment	1. Online teaching 2. Debates and G.Ds
	Nov	30	5	1	18	-	The Indian Constitution; features of the Constitution	1. Online teaching 2. Newspaper articles
	Dec	31	4	1	10	16	Local self-government; 73 rd and 74 th Amendments; Women in politics	1. Online teaching 2. Newspaper articles
SUBTOTAL		214	30	6+1*	100	16		
2nd Term – 1st January 2021 to 31st May 2021								
II 2021	Jan	31	5	1* (Republi c day)	25	-	Globalisation and Indian Society; Impact of globalization on industry, agriculture	1. Online teaching 2. Newspaper articles
	Feb	28	4	1	23	-	Concept of Human Rights; UDHR; Assignment	1. Online teaching 2. Newspaper articles
	Mar	31	4	2	25	-	Self and Personality development; Aggression and Violence	1. Online teaching 2. Discussions
	April	30	4	4	12	10	Coping mechanisms; Managing Stress and Conflict; Individual Conflict-resolution and efforts; Revision	1. Discussions 2. Group exercises

	May	31	5	2+1*(Ma harashtra Day)	-	23	-	-
SUBTOTAL		151	30	9+2*	85	33		
GRAND TOTAL		365	52	15+3*	185	49		

Key reference Books/Magazines/Reference Material:

1. Shivananda, J. Human Rights. Alfa Publications, New Delhi,. 2006
2. Kleinman Daniel Lee Science and Technology in Society; John Wiley and Sons; 2005
3. Datta, Prabhat The Great Indian Divide; Frontline; Volume 21 - Issue 14, Jul. 03 - 16, 2004
4. Pereira, W Inhuman Rights: The Western System and Global Human Rights Abuse; Apex Press; 1997

R. A. Podar College of Commerce & Economics
Matunga, Mumbai-19

Teaching Plan 2020-21

Course: B.Com

F.Y & S.Y. B Com (All subjects other than FC): 100 Marks - 03 Credit points assigned

FC(I & II & III & IV) - 02 Credit points assigned

Course: Business Communication I & II

Prepared By

Faculty Name: Mrs. Vrushali V. Bhosale-Kaneri

Signature: _____

Date:

Reviewed and Verified By

HOD Name: _____ Signature: _____ Date: _____

Objectives of the course: (Business Communication I & II)

(The Objectives should be written by the concerned faculty members keeping in mind the learning outcomes of the subject)

1. To develop learners' awareness of the communication process
2. To develop effective listening skills in students so as to enable them to comprehend instructions and become a critical listener
3. To develop effective spoken language skills so as to enable students to speak confidently, interpersonally as well as in groups
4. To develop effective writing skills so as enable students to write in a clear, concise, domain specific and audience-centered manner
5. To develop ability to communicate effectively with the help of electronic media
6. To familiarize the learners with the nuances of corporate communication
7. To develop global communication competency in learners
8. To use innovative and progressive evaluation techniques
9. To integrate E-learning and M-learning in instruction and assessment

Course Outcome: (Business Communication I & II)

On completion of the course, the learner will have the skill and knowledge of:

1. Various types of oral, written and digital communication modes
2. Effective business writing
3. Effective presentations
4. Effective interpersonal communication
5. Communication that maximises team effectiveness
6. Soft skills and employability skills
7. Communication that makes effective personality

Pedagogy to be adopted:

Sr. No	Pedagogy	
1	Lectures (Sessions as per Teaching plan)	45
	<i>Revision Lectures (for eg. revision test)</i>	<i>09</i>
Other pedagogies from the below list that will be adopted apart from the lectures complementing learning as indicated above.		
2	Class Activities like quiz, debates, Role play, etc	Yes
3	Case Studies and Discussion	Yes
4	Assignments	Yes
5	Screening Educational and Informative Videos	Yes
6	Real- time Projects (Live Projects)	Yes
7	Presentations	Yes
8	Reading (Library Activity)	----
9	Group Discussion	Yes
10	Industrial Visit	----
11	Fieldwork	---
12	Any Other , Pl Specify: Mock interviews, Communication activities, Guest lecture, Documentary making	
	Total Hours of Learning	108

Teaching – Learning Plan for the Academic Year: 2020-21
F.Y.B.Com. Business Communication paper I & II

	Month	No. of days (in month)	No. of Sundays	No. of Holidays	No. of Teaching Days	E-Content Development /Administrative work	No. of Exam days	No. of Working days	Topics Covered	Teaching Aids
I 2020	June	30	4	-	-	-	-	-	-	-
	July	31	4	-	-	27	-	27		
	Aug	31	5	1 + 1* (Independence Day)	22	-	-	23		
	Sept	30	4	1	25			25	Concept of communication Channels and Objectives of Communication Barriers to Communication Listening	<ul style="list-style-type: none"> • PPT • YouTube • Informative documentaries • Advertisements • Discussions • Case Studies • Assignments
	Oct	31	4	2	25		-	25	Methods and Modes of Communication Statement of purpose Letter of acceptance of job offer Communication etiquette	<ul style="list-style-type: none"> • PPT • YouTube • Informative documentaries • Advertisements • Discussions • Case Studies • Assignments
	Nov	30	5	1	18			18	Job application letter and resume Letter of resignation Paragraph Writing Theory of business letter writing and E-mail	<ul style="list-style-type: none"> • PPT • YouTube • Informative documentaries • Advertisements • Discussions • Case Studies • Assignments
	Dec	31	4	1	10		16	26	Revision lectures Odd sem exam begins on 12th dec	<ul style="list-style-type: none"> • PPT • YouTube • Discussion • Question & Answer session
Subtotal		214	30	6+1*	100	27	16	144		
Term End										
II 2021	Jan	31	5	1* (Republic Day)	25			25	Interviews Meeting Presentation skills	<ul style="list-style-type: none"> • PPT • YouTube • Informative documentaries • Advertisements • Discussions • Case Studies • Assignments

									Letters of Inquiry and reply to inquiry	
	Feb	28	4	1	23			23	Public Relations Conference Letters of Complaints, Claims, Adjustments	<ul style="list-style-type: none"> • PPT • YouTube • Informative documentaries • Advertisements • Discussions • Case Studies Assignments
	March	31	4	2	25			25	Report Writing Business Proposal writing Summarization Letters under Right to Information (RTI) Act Consumer Grievance and Redressal Letters Promotional leaflets, fliers and Sales letter	<ul style="list-style-type: none"> • PPT • YouTube • Informative documentaries • Advertisements • Discussions • Case Studies Assignments
	April	30	4	4	12		10	22	Revision lectures 19 th April – Commencement of even sem exam	<ul style="list-style-type: none"> • PPT • YouTube • Discussion Question & Answer session
	May	31	5	2+1* (Maharashtra Day)			23	23	Supervision duty	
	Subtotal	151	22	9+2*	85	-	33	124		
	TOTAL	365	52	15+3*	185	27	49	268		

*Tentative examination days

List of reference books:

Raman Meenakshi and Singh Prakash. Business Communication. Oxford University Press , 2007. 24x19 - 275 PB 0-19-567695-5, Meenakshi X45.

Deshmukh Sandeep. Group Communication: Theory and Methods. Ane Books India, 2008. 22x15 - 495 HB 81-8052-146-X, Sandeep X45

Riel Cees B.M. Essentials of Corporate Communication: Implementing Practices for Effective Reputation Management. 23x15 - 495 PB 0-415-32826-8, Riel, Cees B.M. X45

Bhatia R.C. Business Communication. Ane Books India, 2008. 24x18 - 250 PB 81-8052-016-1, Bhatia, R. C. X45.

Ober Scat. Contemporary Business Communication (with CD). Bizatantra , 2005. 26x20 - 349 PB 81-7722-522-7. Scat X45.

Kumar Raj. Basic Business Communication (With CD # C01130) : Concepts, Applications and Skills. Excel Books, 2010. 295 PB 978-81-7446-866-6, Kumar Raj X45.



R. A. Podar College of Commerce & Economics, (Autonomous)

Teaching – Learning Plan for the Academic Year: 2020-21

Teacher's Name:

Department: Mathematics

Program: B.Com

1. Mrs. Manjusha Sawant
2. Dr Suresh Hiremath
3. Ms. Rebecca Braganza
4. Ms. Minti Mishra
5. Ms. Sabah Sheikh

Course: Mathematical and Statistical Techniques

Semester: I & II

Division: A-G

No. of lectures (per week): (5 Lectures + 5 Tutorials) per division

TEACHING OBJECTIVE:

The main objective of this course is to introduce mathematics and statistics to undergraduate students of commerce, so that they can use them in the field of commerce and industry to solve real life and industrial problems.

TEACHING LEARNING PLAN 2020-21

TERM I –07th August, 2020 to 31st December, 2020 Both days

Term	Month	No. of days in month	No. of Sundays	No. of Holidays	No. of Teaching days	E-content development/ administrative work	No. of Exam days	No. of working days	Topics Covered	Teaching Methodology/ Tools
I 2020	June	30	04	-	-	-	-	-	-	-
	July	31	04	-	-	27	-	27		
	Aug	31	05	01+01*	22	22	-	22+01*		
	Sept	30	04	01	25	25	-	25	Mathematics: Interest, Annuity and Perpetuity Statistics: Measures of central Tendency and Measures of Dispersion	1.PPT 2. Problem sheet 3. MS Teams platform 4. Microsoft whiteboard 5. SAFE IIT-B App 6. Google forms

	Oct	31	04	02	25	25	-	25	Mathematics: Co ordinate geometry and LPP Statistics: Measures of Dispersion and Elementary Probability Theory	1.PPT 2. Problem sheet 3. MS Teams platform 4. Microsoft whiteboard 5. SAFE IIT-B App 6. Google forms
	Nov	30	05	01	18	18	-	18	Mathematics: Interest, Annuity and Perpetuity Statistics: Elementary Probability Theory and Decision Theory	1.PPT 2. Problem sheet 3. MS Teams platform 4. Microsoft whiteboard 5. SAFE IIT-B App 6. Google forms
	Dec	31	04	01	10	10	16	26	Remedial Lectures/ Revision	
Subtotal		214	30	06+01*	100	127	16	144		
TERM II-01st January, 2021 to 31st May, 2021 inclusive										
2021	Jan	31	05	01*	25	25	-	25	Mathematics: Revision of Derivatives	1.PPT 2. Problem sheet

									Statistics: Correlation	3. MS Teams platform 4. Microsoft whiteboard 5. SAFE IIT-B App 6. Google forms
	Feb	28	04	01	23	23	-	23	Mathematics: Derivatives and their application Statistics: Regression	1.PPT 2. Problem sheet 3. MS Teams platform 4. Microsoft whiteboard 5. SAFE IIT-B App 6. Google forms
	March	31	04	02	25	25	-	25	Mathematics: Shares and Mutual Funds Statistics: Time Series & Index Numbers	1.PPT 2. Problem sheet 3. MS Teams platform 4. Microsoft whiteboard

										5. SAFE IIT-B App 6. Google forms
	April	30	04	04	12	12	10	22	Mathematics: Shares and Mutual Funds(Continued), Remedial Lectures/ Revision Statistics: Elementary Probability Distributions	1.PPT 2. Problem sheet 3. MS Teams platform 4. Microsoft whiteboard 5. SAFE IIT-B App 6. Google forms
	May	31	05	02+01*	-	-	23	23		-
Subtotal		151	22	09+02*	85	85	33	124		
Grand Total		365	52	15+03*	185	185	49	268		

First Term - 07th August, 2020 to 31st December, 2020 Both days

Second Term - 01st January, 2021 to 31st May, 2021 inclusive

Reference :

1. Mathematics for Economics and Finance Methods and Modelling by Martin Anthony and Norman Biggs, Cambridge University Press, Cambridge low-priced edition, 2000, Chapters 1, 2, 4, 6 to 9 & 10.
2. Applied Calculus: By Stephen Waner and Steven Constenoble, Brooks/Cole Thomson Learning, second edition, Chapter 1 to 5.
3. Business Mathematics By D. C. Sancheti and V. K. Kapoor, Sultan Chand & Sons, 2006, Chapter 1, 5, 7, 9 & 10.
4. Mathematics for Business Economics: By J. D. Gupta, P. K. Gupta and Man Mohan, Tata Mc-Graw Hill Publishing Co. Ltd., 1987, Chapters 9 to 11 & 16.
5. Quantitative Methods-Part-I By S. Saha and S. Mukerji, New Central Book Agency, 1996, Chapters 7 & 12.
6. Mathematical Basis of Life Insurance By S.P. Dixit, C.S. Modi and R.V. Joshi, Insurance Institute of India, Chapters 1 and 2
7. Securities Laws & Regulation of Financial Market : Intermediate Course Paper 8, Institute of Company Secretaries of India, Chapter 11.
8. Investments By J.C. Francis & R.W. Taylor, Schaum's Outlines, Tata Mc-Graw Hill Edition 2000, Chapters 2,4 & section 25.1.
9. Indian Mutual Funds Handbook : By SundarShankaran, Vision Books, 2006, Sections 1.7,1.8.1, 6.5 & Annexures 1.1to 1.3.
10. STATISTICS by Schaum Series.
11. Operations Research by Gupta and Kapoor.
12. Operations Research by Schaum Series.
13. Fundamentals of Statistics - D. N. Elhance.
14. Statistical Methods - S.G. Gupta (S. Chand & Co.

15. Statistics for Management - Lovin R. Rubin D.S. (Prentice Hall of India)
16. Statistics - Theory, Method & Applications D.S.Sancheti& V. K. Kapoor.
17. Modern Business Statistics - (Revised}-B. Pearles& C. Sullivan –Prentice Hall of India.
18. Business Mathematics &Statistics : B Aggarwal, Ane Book Pvt. Limited.
19. Business Mathematics : D C Sancheti& V K Kapoor, Sultan Chand & Sons.
20. Business Mathematics : A P Verma, Asian Books Pvt. :Limited.
21. Statistics of Management , Richard Levin &David S. Rubin,Printice Hall of India , NewDelhi.
22. Statistics for Business & Economics, David R Anderson, Dennis J Sweney, ThopmsonPublication.
23. Business Statistics , Bharadwaj , Excel Books,Delhi
24. Business Mathematics, S.K Singh & J.K Singh, Brijwasi Book Distributor &Publisher.
25. Mathematics for Economics and Finance, Martin Anthony, Norman Biggs, Cambridge lowprice editions,2000.
26. Business Mathematics, J.K. Singh, 2009,Himalaya PublishingHouse.
27. Mathematics of Finance 2nd Edition Schaum’s Outline Series Peter Zima, Robert Browns Tata McGraw-Hill Publishing CompanyLtd

R.A.Podar College of Commerce & Economics

Teaching – Learning Plan for the Academic Year: 2020-21

Department of Accountancy

Program- B. com

Course- AFM III & IV

TEACHING OBJECTIVES:

To enlighten the students about_

- 1) To acquaint learners with theoretical as well as practical aspects of accounting of the Partnership Firms with respect to admission, retirement, death of Partner/s
- 2) To acquaint learners with the process of payment of liabilities of the Partnership Firm upon its dissolution.
- 3) To acquaint learners with the accounting of conversion of Partnership Firm into a Limited Liability Partnership.
- 4) To acquaint learners with the accounting of conversion of Partnership Firm into a Limited Company.

Sem	Month	Number of days	Sundays	Holidays	Teaching days	Exam. Days	No. of Working days	Topics Covered	Teaching Aids
I 2020	June	30	4	NIL		-	-	-	
	July	31	4	NIL		NIL	27	Partnership Final Accounts based on Adjustment of Admission, Retirement/Death of Partner/s-	PPT, Case Study, MS. Word, Ms EXcel
	August	31	5	1+1	22	NIL	23	Piecemeal Distribution of Cash	PPT, Case Study, MS. Word, Ms EXcel
	September	30	4	1	25	NIL	25	Amalgamation of Partnership Firms	PPT, Case Study, MS. Word, Ms EXcel
	October	31	4	2	25	NIL	25	Amalgamation of Partnership Firms	PPT, Case Study, MS. Word, Ms Excel
	November	30	02	01	18	NIL	18	Ascertainment and Treatment of Profit Prior to Incorporation	PPT, Case Study, MS. Word, Ms Excel

	December	31	3	1	10	16	26	Revision	
SUBTOTAL		214	30	6+1	100	16	144		
II Term 2021	January	31	5	1	24	NIL	25	introduction to Company Accounts	PPT, Case Study, MS. Word, Ms Excel
	February	28	4	1	24	NIL	23	Issue, Conversion & Redemption of Preference Shares	PPT, Case Study, MS. Word, Ms Excel
	March	31	4	2	05		25	issue, Conversion & Redemption of Debentures	PPT, Case Study, MS. Word, Ms Excel
	April	30	4	4	NIL	10	22	Conversion of Partnership Firms into Limited Liability Partnership (LLP)/Limited Company	PPT, Case Study, MS. Word, Ms Excel
	May	31	5	2+1		23	23	Revision	
SUBTOTAL		151	22	9+2	85	33	124		
GRAND TOTAL		365	52	15+3	185	49	268		

EXPECTED LEARNING OUTCOMES-

Learners are acquainted with the accounting of conversion of Partnership Firm into a Limited Liability Partnership.

LIST OF ANY THREE REFERENCE BOOKS/MAGAZINE/REFERENCE MATERIAL:

Reference Books-

- 1) Modern Accountancy by Mukherjee and Hanif, Tata Mc. Grow Hill & co. Ltd, Mumbai
- 2) Introduction to Accountancy by T.S. Grewal, S. Chand and Company(P) Ltd., New Delhi
- 3) Financial Accounting by P.C. Tulsian, Pearson publications, New Delhi

R.A.Podar College of Commerce & Economics

Teaching – Learning Plan for the Academic Year: 2020-21

Department of Accountancy

Program- B. com

Course- AFM V & VI

TEACHING OBJECTIVES:

To enlighten the students about-

- 1) To acquaint learners with the various methods and their importance in analysing the financial statements of an entity.
- 2) To acquaint learners with the knowledge and ability to use various capital budgeting techniques in a decision making process.
- 3) To acquaint learners with the knowledge and ability to understand and estimate the working capital requirements of different types of entities.
- 4) To acquaint learners with the various Auditing Techniques: Vouching & Verification of Incomes, Expenses, Assets and Liabilities

Sem	Month	Number of days	Sundays	Holidays	Teaching days	Exam. Days	No. of Working days	Topics Covered	Teaching Aids
I 2020	June	30	4	NIL		-	-	-	

	July	31	4	NIL		NIL	27	Introduction to Management Accounting	
	August	31	5	1+1	22	NIL	23	Ratio Analysis and Interpretation	PPT, Case Study, MS. Word, Ms EXcel
	September	30	4	1	25	NIL	25	Ratio Analysis and Interpretation	PPT, Case Study, MS. Word, Ms EXcel
	October	31	4	2	25	NIL	25	Working Capital Management	PPT, Case Study, MS. Word, Ms Excel
	November	30	02	01	18	NIL	18	Capital Budgeting	PPT, Case Study, MS. Word, Ms Excel
	December	31	3	1	10	16	26	Revision	
SUBTOTAL		214	30	6+1	100	16	144		
II Term 2021	January	31	5	1	24	NIL	25	Introduction to Auditing	PPT, Case Study, MS. Word, Ms Excel
	February	28	4	1	24	NIL	23	Audit Planning, Procedures and Documentation	PPT, Case Study, MS. Word, Ms Excel
	March	31	4	2	05		25	Auditing Techniques : Vouching & Verification	PPT, Case Study, MS. Word, Ms Excel
	April	30	4	4	NIL	10	22	Auditing Techniques : Vouching & Verification	PPT, Case Study, MS. Word, Ms Excel
	May	31	5	2+1		23	23		PPT, Case Study, MS. Word, Ms Excel
SUBTOTAL		151	22	9+2	85	33	124		
GRAND TOTAL		365	52	15+3	185	49	268		

EXPECTED LEARNING OUTCOMES-

Learners are acquainted with the knowledge and ability to use various capital budgeting techniques in a decision making process.

Learners are acquainted with the Audit Planning, Procedures and Documentation process in Auditing.

LIST OF ANY THREE REFERENCE BOOKS/MAGAZINE/REFERENCE MATERIAL:

Reference Books-

- 1) Modern Accountancy by Mukherjee and Hanif, Tata Mc. Grow Hill & co. Ltd, Mumbai
- 2) Introduction to Accountancy by T.S. Grewal, S. Chandand Company(P) Ltd., New Delhi
- 3) Financial Accounting by P.C. Tulsian, Pearson publications, New Delhi



S.P. Mandali's

R. A. Podar College of Commerce & Economics (Autonomous)

Department of Economics and Foundation Course
Teaching – Learning Plan for the Academic Year: 2020-21

Department: Commerce

Program: S.Y.B.Com. **Course:** Business Management I & II

Semester: III & IV

Division: A-G

No. of lectures (per week): 3

TEACHING OBJECTIVES:

COURSE OBJECTIVES:

- To make the learners aware about conceptual knowledge and evolution of Marketing Management.
- To familiarize the learners with the functions in Marketing Management.
- To sensitize the learners about the actual work environment and how marketing managers have to deal with the challenges of a changing environment.

LEARNING OUTCOMES:

- Learners are expected to know the meaning of Marketing management and its importance related to micro and macro environment with specific reference to India as well as brand building.
- Learners need to know the international marketing environment.
- Learners acquire skills and are expected to learn the various strategies, SWOT analysis and analyzing the competitions.
- Learners shall understand the need for strategic planning in the competitive environment.

Teaching Plan for the Academic Year: 2020-21

Term dates: 1 st Term – 7 th August 2020 to 31 st Dec 2020								
Semester	Month	Number of days	Sundays	Holidays + Breaks	Teaching days	Exam Days	Topics Covered	Teaching Methodology/ Tools
I 2020	June	30	4	-	-	-	-	-
	July	31	4	-	-	-	-	-
	Aug	31	5	1+1* (Ind day)	22	-	Module 1: Marketing Management and Marketing environment, Definition, Need, Importance of marketing management Functions of marketing management Micro and macro environment with specific reference to India Emerging marketing opportunities in India Marketing to the bottom of the pyramid Growing middle class Rural marketing in India Factors responsible for the growth of Rural Market in India International marketing environment	MS-teams platform, Google Classroom PPT presentation case discussions YouTube links for reference
	Sept	30	4	1	25	-	Module-II: Understanding competition and Strategic Marketing Over review of Marketing Research-The importance of research in Strategic Planning Process-Types of research. Marketing Strategy: Definition and features Steps in Strategic marketing planning process SWOT Analysis Analyzing Competition Strategic Marketing with reference to Rural Marketing in India.	MS-teams platform, Google Classroom PPT presentation case discussions YouTube links for reference
	Oct	31	4	2	25	-	Module-III: Product	MS-teams platform, Google Classroom

							Definition, Product levels- customer value hierarchy Product classification: Based on durability and tangibility, Consumer goods Classification and industrial goods classification Product Life Cycle: Stages and features of each stage Product positioning: Meaning and importance New Product Development-Steps-New Product Development in Urban markets and rural markets	PPT presentation case discussions YouTube links for reference	
	Nov	30	5	1	18	-	Module-IV: Pricing Meaning and objectives of pricing Factors affecting pricing decisions Methods of pricing: Mark – up pricing, target – return pricing, and auction pricing Steps in pricing Price related Marketing Strategies	MS-teams platform, Google Classroom PPT presentation case discussions YouTube links for reference	
	Dec	31	4	1	10	16	Revision Lectures		
SUBTOTAL		214	30	6+1*	100	16			
2nd Term – 1st January 2021 to 31st May 2021									
II 2021	Jan	31	5	1* (Republic day)	25	-	Module 1: Distribution and Logistics Management Types of middlemen Factors affecting channel decisions Functions performed by middlemen Logistics: Meaning and components E-marketing Meaning, Merits and demerits of e-marketing Online Retailing - Successful online retailers in India and abroad Packaging and Warehousing- importance and Career prospects	MS-teams platform, Google Classroom PPT presentation case discussions YouTube links for reference	
	Feb	28	4	1	23	-	Module 2: Promotion	MS-teams platform,	

							<p>Elements of promotion mix Objectives of promotion and marketing communication Factors affecting promotion mix decisions Steps in designing a marketing communication program Role of Social Media in marketing communication Integrated Marketing Communication</p>	<p>Google Classroom PPT presentation case discussions YouTube links for reference</p>
	Mar	31	4	2	25	-	<p>Module 3: Understanding Buyer Behavior Definition of Consumer, Buyer-Comparing consumer markets (individuals and households) with organizational buyers (Industrial/Business houses) Factors affecting consumer behavior Steps in consumer purchase decision process (with respect to high involvement and low involvement products) Factors affecting organizational buyer behavior Steps in organizational purchase decision process (with respect to different buying situations)</p>	<p>MS-teams platform, Google Classroom PPT presentation case discussions YouTube links for reference</p>
	April	30	4	4	12	10	<p>Module 4: Marketing of services Rural Marketing Services: Definition and features Marketing mix for services Distinction between Marketing of products and services. Managing service quality and productivity. Marketing Services in rural areas - Challenges and Opportunities</p> <p>Recent trends in Services Marketing.</p>	<p>MS-teams platform, Google Classroom PPT presentation case discussions YouTube links for reference</p>

							Problems in Marketing 'Services'	
	May	31	5	2+1*(Maharashtra Day)	-	23	-	-
SUBTOTAL		151	30	9+2*	85	33		
GRAND TOTAL		365	52	15+3*	185	49		

Key reference Books/Magazines/Reference Material:

BOOKS RECOMMENDED FOR BM 1:

1. Kotlar, Philip, Marketing Management, Prentice Hall, New Delhi.
2. Stanton, Etzel, Walker, Fundamentals of Marketing, Tata-McGraw Hill, New Delhi.
3. Saxena, Rajan, Marketing Management, Tata-McGraw Hill, New Delhi.
4. McCarthy, E.J., Basic Marketing: A managerial approach, Irwin, New York.
5. Micheal R. Czinkota & Masaaki Kotabe, Marketing Management, Vikas Thomson Learning, 2nd edition, 2001.
6. Duglas, J. Darymple, Marketing Management, John Wiley & Sons, 7th edition, 2008.
7. NAG, Marketing successfully- A Professional Perspective, Macmillan 2008.
8. Boyd Walker, Marketing Management, McGraw Hill, 5th edition, 2006.
9. Dalvymple, Marketing Management, Wiley India Pvt Ltd, 2008.

BOOKS RECOMMENDED FOR BM II:

1. Ahmed, R. R., Kumar, R., Baig, M. Z., & Khan, M. K. (2016). Impact of Digital Media on Brand Loyalty and Brand Positioning. New Media and Mass Communication, 45, 16-28.
2. Alwi, S., & Ismail, S. A. (2013). A framework to attain brand promise in an online setting. 31 (5), 557-578.
3. Appliance Retailer(2015), "E-tailers Alibaba and Amazon ranked as top Most Valuable Global Retail Brands" report available at: <http://www.applianceretailer.com.au/2015/05/e-tailers-alibaba-and-amazon-ranked-as-top-twomost-valuableglobal-retail-brands/#.WFIIJIN97IV>(assessed 20 december 2016)
4. Ballester, E. D., & Espallardo, M. H. (2008). Building online brands through brand alliances in internet. European Journal of Marketing , 42 (9), 954-976.

5. Bruhn, M., Schoenmueller, V., & Schafer, D. B. (2012). Are social media replacing traditional media in terms of brand equity creation? *Management Research Review* , 35 (9), 770-790.
6. The Economic Times(2016), “ India e-tailing industry may touch USD 28 billion by FY 2020”, 7 September, available at: <http://economictimes.indiatimes.com/industry/services/retail/indian-e-tailing-industry-may-touch-usd28-billion-by-fy2020/articleshow/54091296.cms>(assessed 20 December 2016)



S.P. Mandali's

R. A. Podar College of Commerce & Economics (Autonomous)

Department of Economics and Foundation Course
Teaching – Learning Plan for the Academic Year: 2020-21

Department: Commerce

Program: S.Y.B.Com. **Course:** Commerce III & IV

Semester: III & IV

Division: A-G

No. of lectures (per week): 3

TEACHING OBJECTIVES:

Sem III (Management: Functions and Challenges)

- To acquaint the learners with the basic concepts of Production Management, Inventory Management & Quality Management.
- To provide basic knowledge about Indian Financial Systems.
- To update the learners with the recent trends in Finance.
- To acquaint the learners with the basic concepts of Production Management,

Sem IV (Management: Production & Finance)

- Inventory Management & Quality Management.
- To provide basic knowledge about Indian Financial Systems.
- To update the learners with the recent trends in Finance.

Teaching Plan for the Academic Year: 2020-21

Term dates: 1 st Term – 7 th August 2020 to 31 st Dec 2020								
Semester	Month	Number of days	Sundays	Holidays + Breaks	Teaching days	Exam Days	Topics Covered	Teaching Methodology/ Tools
I 2020	June	30	4	-	-	-	-	-
	July	31	4	-	-	-	-	-
	Aug	31	5			-	<ul style="list-style-type: none"> • Management- Concept, Nature, Functions, Managerial Skills & Competencies • Evolution of Management Thoughts- Classical Approach: Scientific Management – F.W. Taylor’s Contribution, Classical Organisation Theory: Henri Fayol’s Principles, Neo Classical: Human Relations Approach – Elton Mayo’s Hawthorne experiments • Modern Management Approach-Peter Drucker’s Dimensions of Management, Indian Management Thoughts: Origin & Significance of Indian. Ethos to Management. 	MS Teams
	Sept	30	4	1	25	-	<ul style="list-style-type: none"> • Planning - Steps, Importance, 	MS Teams

							<p>Components, Coordination - Importance</p> <ul style="list-style-type: none"> • M.B.O -Process, Advantages, Management by Exception- Advantages; Management Information System- Concept, Components • Decision Making - Techniques, Essentials of a Sound Decision Making, Impact of Technology on Decision Making. 	
	Oct	31	4	2	25	-	<ul style="list-style-type: none"> • Organising-Steps, Organisation Structures – Features of Line & Staff Organisation, Matrix Organisation , Virtual Organisation, Formalv/s Informal Organisation. • Departmentation -Meaning -Bases, Span of Management- Factors Influencing Span of Management, Tall and Flat Organisation. 	MS Teams
	Nov	30	5	1	18	-	<ul style="list-style-type: none"> • Delegation of Authority- Process, Barriers to Delegation, Principles of Effective Delegation. Decentralisation: Factors Influencing Decentralisation, Centralization v/s Decentralisation • Motivation – Concept, Importance, Influencing factors. Importance of Communication, Barriers to effective Communication 	MS Teams
	Dec	31	4	1	10	16	<ul style="list-style-type: none"> • Leadership- Concept, Functions, Styles, Qualities of a good leader. • Controlling – Concept, Steps, Essentials of good control system, Techniques of 	MS Teams

							Controlling -PERT, CPM, Budgetary Control, Management Audit.	
SUBTOTAL		214	30	6+1*	100	16		
2nd Term – 1st January 2021 to 31st May 2021								
II 2021	Jan	31	5	1* (Republic day)	25	-	<ul style="list-style-type: none"> • Production Management: Objectives, Scope, Production Planning & Control: Steps, Importance • Production Systems: Concept, Types - Continuous and Intermittent. Productivity: Concept, Factors influencing Productivity, Measures for improving Productivity. • Inventory Management- Objectives, Inventory Control- Techniques. Scientific Inventory Control System – Importance • Introduction to Quality: Dimensions of Quality, Cost of Quality: Types – Internal Failure Cost, External Failure Cost, Appraisal Cost, Prevention Cost, Quality 	MS Teams
	Feb	28	4	1	23	-	<p>Circle: Features.</p> <ul style="list-style-type: none"> • Quality Management Tools: TQM – Importance, Six Sigma – Process, ISO 9000 – Certification Procedure, Kaizen – Process <p>Service Quality Management: Importance, SERVQUAL Model, Measures to improve service quality.</p>	MS Teams
	Mar	31	4	2	25	-	<ul style="list-style-type: none"> • Indian Financial Market: Structure, Primary Market – IPO Procedure Dematerialisation: Process, Role of Depositories : NSDL and CDSL 	MS Teams

							<ul style="list-style-type: none"> SEBI: Functions of SEBI, Investors protection measures of SEBI. Stock Exchange – Functions, Speculators. Credit Rating: Advantages, Credit Rating Agencies in India - CRISIL, CARE, and ICRA. 	
	April	30	4	4	12	10	<ul style="list-style-type: none"> Mutual Funds- Advantages and Limitations, Types, Factors responsible for growth of mutual funds – Systematic Investment Plan. Commodity Market: Categories, Derivatives Market: Types, Participants, Types of Derivative Instruments. 	MS Teams
	May	31	5	2+1*(Maharashtra Day)	-	23	-	-
SUBTOTAL		151	30	9+2*	85	33		
GRAND TOTAL		365	52	15+3*	185	49		

Key reference Books/Magazines/Reference Material:

Semester III

- Management Today Principles & Practice- Gene Burton, Manab Thakur, Tata McGrawHill, Publishing Co. Ltd.
- Management – James A. F. Stoner, Prentice Hall, Inc .U.S.A.
- Management: Global Prospective –Heinz Wehrich & Harold Koontz, Tata McGraw- Hill, Publishing Co. Ltd.
- Essential of Database Management Systems –Alexis Leon, Mathews Leon Vijay Nicole, Imprints Pvt Ltd.
- Management –Task, Resp, Practices – PetaDruche “William Heinemann LTD.

Semester IV

- Production and Operations Management –Prof L.C. Jhamb, Event Publishing House.
- Production Planning & Control- Prof L.C. Jhamb, Event Publishing House
- Production & Operation Management (Text & Cases)- K. Ashwathappa & G.Sudeshana Reddy, Himalaya Publication.
- Launching New Ventures : An Enterpreneurial Approach-Kathleen R. Allen, Cengage Learning
- Essentials of Inventory Management-MaxMuller, Amacon Publishes
- Indian Financial System—Bharathi Pathiak, Pearson Publication
- Financial Institutions and Markets : Structure Growth & Innovations – L.M. Bhole , Jitendra Mahakad, Tata McGraw Hill.
- The Indian Financial System and Financial Market Operator-Vasant Desai, Himalaya Publishing
- Indian Financial System – M.Y. Khan, Tata McGraw –Hill
- Production and Operations Management –Anandkumar Sharma, Anmol Publication 📖 Mutual Funds in India: Emerging Issues-Nalini Prava Tripathy, Excel Books New Delhi.
- Start up Stand up: A step by step guide to Growing your Business, Nandini Vaidyanathan, Jaico Publishing House, Mumbai
- A Trades Guide to Indian Commodities Market-Vijay L. Bhambwani, Network 18 Publication Ltd.



S.P. Mandali's

R. A. Podar College of Commerce & Economics (Autonomous)

**Department of Economics and Foundation Course
Teaching – Learning Plan for the Academic Year: 2019-20**

Teacher's Name: Sudarshana Saikia, Akshay Shingare, Eco-X, Eco-Y, Eco-Z

Program: B.Com

Course: Business Economics-III &IV

Semester: III&IV (S.Y.B. Com)

Division: A-G

No. of lectures (per week): 3

TEACHING OBJECTIVES:

1. Introduction to the basic analytical tools of macro economics to evaluate macro economic conditions such as inflation, unemployment and growth.
2. Provide a clear explanation of many aspects of aggregate economic variables to inspire a consistent way of thinking about key macroeconomic phenomena. It intends to familiarize the commerce students with basic concepts of macroeconomics and with certain common features of economic occurrence in the real world.
3. Tools to understand the underlying concepts and practical tradeoffs entailed in Public finance policy alternatives.

Teaching Plan for the Academic Year: 2020-21

Term dates: 1 st Term – 7 th August 2020 to 31 st Dec 2020									
Semester	Month	Number of days	Sundays	Holidays + Breaks	Teaching days	Exam Days	Topics Covered	Teaching Methodology/ Tools	
I 2020	June	30	4	-	-	-	-	-	
	July	31	4	-	-	-	-	-	
	Aug	31	5	1+1* (Ind day)	22	-	-	Circular Flow of Income; Trade Cycles; Income Determination	1. Online teaching 2. Assignment
	Sept	30	4	1	25	-	-	Consumption Function; Investment function, Keynes' Theory	1. Online teaching 2. Assignment 3. Class test
	Oct	31	4	2	25	-	-	Theories of Demand for Money, Inflation; Phillips Curve; Stagflation	1. Online teaching 2. Assignment
	Nov	30	5	1	18	-	-	IS-LM Model; Monetary Policy: Supply side economics;	1. Online teaching 2. Assignment
	Dec	31	4	1	10	16	-	Revision	Practice questions
SUBTOTAL		214	30	6+1*	100	16			
2 nd Term – 1 st January 2021 to 31 st May 2021									
II 2021	Jan	31	5	1* (Republic day)	25	-	-	Public Finance; Maximum Social Advantage; Public Revenue;	1. Online teaching 2. Assignment
	Feb	28	4	1	23	-	-	Direct & Indirect Tax; Public Expenditure; Public Debt	1. Online teaching 2. Newspaper articles 3. Class Test
	Mar	31	4	2	25	-	-	Fiscal Solvency; Fiscal Policy; Principles of Sound and Functional Finance	1. Online teaching 2. Newspaper articles
	April	30	4	4	12	10	-	Fiscal Federalism; Revision	1. Online teaching 2. Assignment

	May	31	5	2+1*(Maha rashtra Day)	-	23	-	1. Class room teaching 2. Practice
SUBTOTAL		151	30	9+2*	85	33		
GRAND TOTAL		365	52	15+3*	185	49		

Key reference Books/Magazines/Reference Material:

1. Hajela T.N: Public Finance – Ane Books Pvt.Ltd
2. Musgrave, R.A and P.B. Musgrave (1976) : Public Finance in Theory and Practice, Tata McGraw Hill, Kogakusha, Tokyo
3. Bhatia H.L.: Public Finance. Vikas Publishing House Pvt. Ltd.
4. Blanchard Olivier (2000), Macro Economics, Englewood Elitt, Prentice Hall
5. Gregory .N. Mankiw, Macroeconomics, Fifth Edition (2002) New York:Worth Publishers
6. Shapiro, E (1996), Macro-Economic Analysis , Galgotia Publication, New Delhi.



S.P. Mandali's

R. A. Podar College of Commerce & Economics (Autonomous)

**Department of Economics and Foundation Course
Teaching – Learning Plan for the Academic Year: 2020-21**

Teacher's Name: Sudarshana Saikia, Akshay Shingare, Eco-X, Eco-Y, EVS Department

Program: B.Com

Course: Foundation Course-III &IV

Semester: III&IV (S.Y.B.Com)

Division: A-G

No. of lectures (per week): 3

TEACHING OBJECTIVES:

1. Develop a basic understanding about issues related to human rights violations, ecology and urban-rural disparities in access to health and education.
2. Gain an overview of significant skills required to address competition in career choices.
3. Appreciate the importance of developing a scientific temper towards technology and its use in everyday life.

Teaching Plan for the Academic Year: 2020-21

Term dates: 1st Term – 7th August 2020 to 31st Dec 2020

Semester	Month	Number of days	Sundays	Holidays	Teaching days	Exam Days	Topics Covered	Teaching Methodology/ Tools
I 2020	June	30	4	-	-	-	-	-
	July	31	4	-	-	-	-	-
	Aug	31	5	1+1* (Independence day)	22	-	Human Rights Violations and Redressal; Constitutional provisions	1. Online teaching 2. Group discussions
	Sept	30	4	1	25	-	White collar crimes; Problems of senior citizens; Public Health; Mental health	1. Online teaching 2. Newspaper articles 3. Case studies 4. Class Test-I
	Oct	31	4	2	25	-	Physical education; Nature of science,	1. Online teaching 2. G.D.s 3. Class Test-2
	Nov	30	5	1	18	-	Achievements of Science in India; Science in everyday life	1. Online teaching 2. Newspaper articles 3. Practice Role Play
	Dec	31	4	1	10	16	Revision	
SUBTOTAL		214	30	6+1*	100	16		
2nd Term – 1st January 2021 to 31st May 2021								
II 2021	Jan	31	5	1* (Republic day)	25	-	Human rights- migration, differently abled, disasters; Humanitarian approach to resettlement	1. Online teaching 2. Newspaper articles 3. Case studies 4. Class Test-I
	Feb	28	4	1	23	-	Rights of Consumers; RTI; Right to Privacy	1. Online teaching 2. Newspaper articles 3. Class Test-II
	Mar	31	4	2	25	-	Cybercrimes; ICT, Biotechnology' AI	1. Online teaching

								2. Newspaper articles
	April	30	4	4	12	10	Misuse of Technology	1. Online teaching 2. Newspaper articles
	May	31	5	2+1*(Ma harashtra Day)	-	23	-	-
SUBTOTAL		151	30	9+2*	85	33		
GRAND TOTAL		365	52	15+3*	185	49		

Key reference Books/Magazines/Reference Material:

1. Shivananda, J. Human Rights. Alfa Publications, New Delhi. 2006
2. Kleinman Daniel Lee Science and Technology in Society; John Wiley and Sons; 2005
3. Datta, Prabhat The Great Indian Divide; Frontline; Volume 21 - Issue 14, Jul. 03 - 16, 2004
4. Pereira, W Inhuman Rights: The Western System and Global Human Rights Abuse; Apex Press; 1997



S.P. Mandali's

R. A. Podar College of Commerce & Economics (Autonomous)

Department of Economics and Foundation Course
Teaching – Learning Plan for the Academic Year: 2020-21

Department: Commerce

Program: S.Y.B.Com. **Course:** Advertising I & II

Semester: III & IV

Division: A-G

No. of lectures (per week): 3

TEACHING OBJECTIVES:

Course Objective:

1. To highlight the role of advertising for the success of brands and its importance within the marketing function of a company.
2. It aims to orient learners towards the practical aspects and techniques of advertising.
3. It is expected that this course will prepare learners to lay down a foundation for advanced post-graduate courses in advertising

Teaching Plan for the Academic Year: 2020-21

Term dates: 1 st Term – 7 th August 2020 to 31 st Dec 2020								
Semester	Month	Number of days	Sundays	Holidays + Breaks	Teaching days	Exam Days	Topics Covered	Teaching Methodology/ Tools
I 2020	June	30	4	-	-	-	-	-
	July	31	4	-	-	-	-	-
	Aug	31	5	1+1* (Ind day)	22	-	Introduction to Advertising <ul style="list-style-type: none"> • Integrated Marketing Communications (IMC)- Concept, Features, Elements, Role of advertising in IMC • Advertising: Concept, Features, Evolution of Advertising, Active Participants, Benefits of advertising to Business firms and consumers. 	MS Teams
	Sept	30	4	1	25	-	<ul style="list-style-type: none"> • Classification of advertising: Geographic, Media, Target audience and Functions. Ad Agency: Features, Structure and services offered, Types of advertising agencies, Agency selection criteria Agency and Client: Maintaining Agency –Client relationship, Reasons and ways of avoiding Client Turnover, Creative Pitch, Agency compensation 	MS Teams

	Oct	31	4	2	25	-	<ul style="list-style-type: none"> • Careers in advertising: Skills required for a career in advertising, Various Career Options, Freelancing Career Options - Graphics, Animation, Modeling, Dubbing. • Economic Aspects: Effect of advertising on consumer demand, monopoly and competition, Price. • Social aspects: Ethical and social issues in advertising, positive and negative influence of advertising on Indian values and culture. 	MS Teams
	Nov	30	5	1	18	-	<ul style="list-style-type: none"> • Pro Bono/Social advertising: Pro Bono Advertising, Social Advertising by Indian Government through Directorate of Advertising and Visual Publicity (DAVP), Self-Regulatory body- Role of ASCI (Advertising Standard Council of India) • Brand Building: The Communication Process, AIDA Model, Role of advertising in developing Brand Image and Brand Equity, and managing Brand Crises. 	MS Teams
	Dec	31	4	1	10	16	<ul style="list-style-type: none"> • Special purpose advertising: Rural advertising, Political advertising-, Advocacy advertising, Corporate Image advertising, Green Advertising – Features of all the above special purpose advertising. • Trends in Advertising: Media, Ad spends, Ad Agencies, Execution of advertisements 	MS Teams

SUBTOTAL		214	30	6+1*	100	16		
2 nd Term – 1 st January 2021 to 31 st May 2021								
II 2021	Jan	31	5	1* (Republic day)	25	-	<p>Traditional Media: Print, Broadcasting, Out-Of-Home advertising and films advantages and limitations of all the above traditional media</p> <ul style="list-style-type: none"> • New Age Media: Digital Media / Internet Advertising – Forms, Significance and Limitations • Media Research: Concept, Importance, Tool for regulation - ABC and Doordarshan Code <ul style="list-style-type: none"> • Advertising Campaign: Concept, Advertising Campaign Planning -Steps Determining advertising objectives - DAGMAR model 	MS Teams
	Feb	28	4	1	23	-	<ul style="list-style-type: none"> • Advertising Budgets: Factors determining advertising budgets, methods of setting advertising budgets, Media Objectives - Reach, Frequency and GRPs • Media Planning: Concept, Process, Factors considered while selecting media, Media Scheduling Strategies Creativity: Concept and Importance, Creative Process, Concept of Creative Brief, Techniques of Visualization 	MS Teams
	Mar	31	4	2	25	-	<p>Creative aspects: Buying Motives Types, Selling Points- Features, Appeals – Types, Concept of Unique Selling Proposition (USP)</p>	MS Teams

							Creativity through Endorsements: Endorsers – Types, Celebrity Endorsements – Advantages and Limitations, High Involvement and Low Involvement Products Preparing print ads: Essentials of Copywriting, Copy – Elements, Types, Layout- Principles, Illustration Importance.	
	April	30	4	4	12	10	- Creating broadcast ads: Execution Styles, Jingles and Music – Importance, Concept of Storyboard • Evaluation: Advertising copy, Pre-testing and Post-testing of Advertisements – Methods and Objectives	MS Teams
	May	31	5	2+1*(Mah arashtra Day)	-	23	-	-
SUBTOTAL		151	30	9+2*	85	33		
GRAND TOTAL		365	52	15+3*	185	49		

Key reference Books/Magazines/Reference Material:

1. Advertising and Promotion : An Integrated Marketing Communications Perspective George Belch and Michael Belch, 2015, 10th Edition, McGraw Hill Education
2. Contemporary Advertising, 2017, 15th Edition, William Arens, Michael Weigold and Christian Arens, Hill Higher Education
3. Strategic Brand Management – Kevin Lane Keller, 4th Edition, 2013 – Pearson Education Limited
4. Kleppner’s Advertising Procedure – Ron Lane and Karen King, 18th edition, 2011 – Pearson Education Limited
5. Advertising: Planning and Implementation, 2006 – Raghuvir Singh, Sangeeta Sharma –Prentice Hall
6. Advertising Management, 5th Edition, 2002 – Batra, Myers and Aaker – Pearson Education
7. Advertising Principles and Practice, 2012 - Ruchi Gupta – S.Chand Publishing
8. Brand Equity & Advertising- Advertising’s role in building strong brands, 2013- David A. Aker, Alexander L. Biel, Psychology Press
9. Brand Positioning – Strategies for Competitive Advantage, Subroto Sengupta, 2005, Tata McGraw Hill Publication.
10. The Advertising Association Handbook - J. J. D. Bullmore, M. J. Waterson, 1983 - Holt Rinehart & Winston

11. Integrated Advertising, Promotion, and Marketing Communications, Kenneth E. Clow and Donald E. Baack, 5th Edition, 2012 – Pearson Education Limited
12. Kotler Philip and Eduardo Roberto, Social Marketing, Strategies for Changing Public Behaviour, 1989, The Free Press, New York.
13. Confessions of an Advertising Man, David Ogilvy, 2012, Southbank Publishing
14. Advertising, 10th Edition, 2010 - Sandra Moriarty, Nancy D Mitchell, William D. Wells, Pearson



S.P. Mandali's

R. A. Podar College of Commerce & Economics (Autonomous)

Department of Economics and Foundation Course
Teaching – Learning Plan for the Academic Year: 2020-21

Department: Commerce

Program: S.Y.B.Com. **Course:** Business law I & II

Semester: III & IV **Division:** A-G

No. of lectures (per week): 3 each division

TEACHING OBJECTIVES:

Semester III (Business Law – I)

- To provide a conceptual study about the framework of Indian Business Laws.
- To orient students about the legal aspects of business.
- To make students aware about the legality of contract including property and goods
- To introduce students to E-Contract and RTI Act & To make student aware of banking regulation Act and IRDA

Semester IV (Business Law – II)

- To have a complete knowledge about Indian partnership Act.
- To familiarize the learners with consumer protection Act.
- To make student learn IT Act.
- Make students understand the importance of IPR Act

Teaching Plan for the Academic Year: 2020-21

Term dates: 1 st Term – 7 th August 2020 to 31 st Dec 2020								
Semester	Month	Number of days	Sundays	Holidays + Breaks	Teaching days	Exam Days	Topics Covered	Teaching Methodology/ Tools
I 2020	June	30	4	-	-	-	-	-
	July	31	4	-	-	-	-	-
	Aug	31	5	1+1* (Ind day)	22	-	Indian Contract Act – 1872 Part –I • Contract — Definition of Contract and Agreement, Essentials of Valid Contract, Classification of Contracts. • Offer and Acceptance — Rules of valid offer and acceptance, Counter offer, standing or open offer, distinguish between offer and invitation to offer. Concept of Communication and Revocation of offer and acceptance (sec. 3,5) • Capacity to Contract (S. 10-12) — Minor, Unsound Mind, Disqualified Persons. • Consideration (S. 2 & 25) — Concept and Importance of consideration, Legal rules of Consideration, Exceptions to the Rule, 'No Consideration No Contract' (Ss. 25) Unlawful Consideration (S 23) Indian Contract Act – 1872 Part –II • Consent (Ss.13, 14-18, 39.53, 55, 66) Agreements in which consent is not free- Coercion, Undue Influence, Misrepresentation Fraud, Mistake. • Void Agreements (S. 24-30) — Concept, Void Agreements under Indian	MS Teams

							Contract Act. • Contingent Contract (S. 31), Quasi Contract (S.68-72), Concept of E- Contract & Legal Issues in formation and discharge of E- Contract. Concept of Performance of Contract (S 37)	
	Sept	30	4			-	Modes of Discharge of Contract, Remedies on breach of Contract. (73-75) Special Contracts • Law of Indemnity & Guarantee (Ss. 124-125, Ss. 126- 129, 132,147) — Concept, Essentials elements of Indemnity and Guarantee, Contract of Indemnity vs. Guarantee, Modes of Discharge of Surety. • Law of Bailment (S. 148, 152-154, 162, 172, 178, 178A, 179) — Concept, Essentials of Bailment, Kinds of Bailment, Rights and Duties of Bailor and Bailee • Law of Pledge — Concept, Essentials of valid Pledge, Lien - concept, Difference between Pledge and Lien, Rights of Pawnor & Pawnee. (Ss.173, 174, 177) • Law of Agency (Ss. 182-185, 201-209) — Concept, Modes of creation of Agency, Modes of termination of Agency, Rights & Duties of Principal and Agent. The Sales of Goods Act – 1930 Contract of Sale (S.2) – Concept, Essentials of contract of sale, Distinction between Sale and Agreement to sell (S.4) Distinguish between Sale and	MS Teams
				1	25			

							Hire Purchase Agreement, Types of Goods. Effects of destruction of Goods. (Ss.6, 7, 8). Conditions & Warranties (Ss. 11-25 & 62, 63) – Concept, Distinguish between Conditions and Warranties, Implied Conditions & Warranties, Concept of Doctrine of Caveat Emptor – Exceptions. Property – Concept, Rules of Transfer of property (Ss. 18-26)	
	Oct	31	4	2	25	-	Unpaid Seller (Ss. 45-54, 55 & 56). Concept, Rights of an unpaid seller, Remedies for Breach of contract of Sale (Ss. 55-61), Auction sale – Concept, Legal Provisions. (S. 64) The Negotiable Instruments (Amended Act 2015) Negotiable Instruments – Concept (S13), Characteristics	MS Teams
	Nov	30	5	1	18	-	Classification of Negotiable Instruments (Ss. 11, 12, 1720, 42, 43, 104, 134, 135) Maturity of Instruments. Promissory Note and Bill of Exchange (Ss. 4, 5, 108116)- Concept, Essentials of Promissory Note, Bill of Exchange (Ss. 4,5), Essential features of promissory note and Bill of exchange, Kinds Promissory note and Bill of exchange, Cheque (S.6)- Concept, Types & Crossing of Cheque – Concept & Penalties (Ss.138, 139,142)	MS Teams
	Dec	31	4	1	10	16	Miscellaneous Provisions (S. 8-10, 22, 99-102, 134-137) – Parties to Negotiable instruments Holder, Holder in due Course, Rights & Privileges	MS Teams

							of Holder in due course, Payment in due course, Nothing & Protest (99-104A)	
SUBTOTAL		214	30	6+1*	100	16		
2nd Term – 1st January 2021 to 31st May 2021								
II 2021	Jan	31	5	1* (Republic day)	25	-	<p>Indian Companies Act – 2013 Part - I Company – Concept, Features, Role of Promoters (S. 2(69) S. 92), Duties and liabilities of the Promoter Effects of Pre-Incorporation contracts, Consequences of nonregistration, and Lifting of Corporate Veil. Classification of Companies Distinction between Private Company and Public Company, Advantages and disadvantages of Private company and Public Company. – Common Procedure for Incorporation of Company, Memorandum of Association (MOA) & Article of Association (AOA) – Concept, Clauses of MOA, AOA Contents, Doctrine of constructive notice, Doctrine of Ultra Vires, Doctrine of Indoor Management. Prospectus – Concept, Kinds, Contents, Private Placement</p> <ul style="list-style-type: none"> Indian Companies Act – 2013, Part - II Member of a Company –Concept, who can become a member, Modes of acquiring membership, Cessation of membership, Right & Liabilities of Members. 	MS Teams

	Feb	28	4			-	Director – Qualifications & Disqualification, Classification, Director Identification Number (DIN), Legal Position of Directors. Meetings – Types, Legal Provisions of Statutory Meeting, Annual General Meeting, Extra-Ordinary Meeting, Board Meeting Indian Partnership Act – 1932 Partnership – Concept, Essentials, True Test of Partnership, Partnership Deed, Types of Partnership, Rights and Duties of Partners, Distinguish between Partnership & Hindu Undivided Family (HUF) Dissolution – Concept, Modes of Dissolution, Consequences of Dissolution. Limited Liability Partnership (LLP) 2008 – Concept, Characteristics, Advantages & Disadvantages, Procedure for Incorporation. Extent of L.L.P.- Conversion of LLP, Mutual rights & duties of partners, Winding up of LLP, Distinction between LLP and Partnership. Consumer Protection Act, 1986 & Competition Act 2002	MS Teams
	Mar	31	4	1	23	-	Consumer Protection Act – Concept, Objects, Reasons for enacting the Consumer Protection Act, Definition of Consumer, Consumer Dispute, Complaint, Complainant, Defect, Deficiency, Consumer Dispute, Unfair Trade Practices, Goods and Services.	MS Teams

							<p>Consumer Protection Councils & Redressal Agencies – District, State & National.</p> <p>Competition Act 2002 – Concept, Salient Features, Objectives & Advantages.</p> <p>Abuse of Dominant Position, Competition Commission of India, Anti- Competition Agreements, Intellectual Property Rights</p> <p>12 Intellectual Property Right (IPR) – Concept, Nature, Introduction & background of IPR in India. IPR relating to Patents – Concepts of Invention and discovery, Comparison (S2 (j)), Concept of Patents, General principles applicable to working of patented inventions, Term of Patent. Infringement of Patent Rights & Remedies. (Ss. 104-115)</p> <p>IPR relating to Copyrights- Concept of Copyright (Ss. 14, 16, 54,) Concept of author and authorised acts, (S.2)</p> <p>Ownership of Copy right (S.17) Duration or term of Copy right. (S. 22-27), Original work and fair use, Rights of Copyright holder, Infringement of Copyrights & Remedies. (Ss. 51, 52)</p>	
	April	30	4	4	12	10	<p>IPR relating to Trademarks – Concept, Functions of Trade Mark, types, trademarks that cannot be registered, Registration of Trade Marks and rights of the proprietor of Trade Marks. Procedure for registration of Trade Marks., Infringement of Trademarks & Remedies.</p> <p>Indian Companies Act – 2013 Part - I</p> <p>Company – Concept, Features, Role of</p>	MS Teams

							Promoters (S. 2(69) S. 92), Duties and liabilities of the Promoter Effects of Pre-Incorporation contracts, Consequences of nonregistration, and Lifting of Corporate Veil. Classification of Companies Distinction between Private Company and Public Company, Advantages and disadvantages of Private company and Public Company. – Common Procedure for Incorporation of Company, Memorandum of Association (MOA) & Article of Association (AOA) – Concept, Clauses of MOA, AOA Contents, Doctrine of constructive notice, Doctrine of Ultra Vires, Doctrine of Indoor Management. Prospectus – Concept, Kinds, Contents, Private Placement	
	May	31	5	2+1*(Maharashtra Day)	-	23		-
SUBTOTAL		151	30	9+2*	85	33		
GRAND TOTAL		365	52	15+3*	185	49		

Key reference Books/Magazines/Reference Material:

1. The Negotiable Instruments Act: Bhashyam & Adiga, Bharat Law House
2. The Negotiable Instruments Act: Avatar Singh, Eastern Book Company
3. Consumer Protection Law and Practice by Dr. V.K. Agarwal, Bharat Law House.
4. Laws Relating to Intellectual Property, Universal Law Publishing Co. Dr. B.L. Wadhwa
5. Laws Relating to Intellectual Property, Universal Law Publishing Co. Dr. B.L. Wadhwa
6. LODR: SEBI guidelines

7. SCRA: Bare Act

R. A. Podar College of Commerce & Economics
Matunga, Mumbai-19

Teaching Plan 2020-21

Course: B.Com

F.Y & S.Y. B Com (All subjects other than FC): 100 Marks - 03 Credit points assigned

FC(I & II & III & IV) - 02 Credit points assigned

Course: Mass Communication I & II

Prepared By

Faculty Name: Mrs. Vrushali V. Bhosale-Kaneri

Signature: _____

Date:

Reviewed and Verified By

HOD Name: _____ Signature: _____ Date: _____

Objectives of the course: (Mass Communication I & II)

1. To introduce the learners to some major aspects of communication.
2. To introduce mass communication with the help of media theories.
3. To familiarize the learner with the theories of mass communication.
4. To develop broad perspective of the past and the present status of mass media in India.
5. To develop a critical understanding of some special roles of different Mass Media in India.
6. To introduce the learners to the basics of making of documentary
7. To help the learners to assess the contribution of Indian Mass Media to national development.
8. To acquaint the learners with some issues and laws related to mass media in India.
9. To introduce the learners to various job and career opportunities in media industry.

Course Outcome: (Mass Communication I & II)

1. The learner will be able to understand the concept of communication.
2. The learner will be able to comprehend the psychological dimensions of behavioural change through communication.
3. The learner will be able to understand the concept and importance of mass communication

4. The learners will be able to appreciate the choice-based approach of audience on selecting the media.
5. The learner will be able to understand media theories.
6. The learner will be able to trace the development of media since inception.
7. The learner will get acquainted with development of social media.
8. The learners would get basic understanding of documentary making which would incline their interest towards pursuing career in media industry.
9. The learners will get sensitized about the role of media in strengthening the democracy.
10. The learner will get acquainted with the promotional aspect of mass media.
11. The learners will be able to analyse various media sources with special understanding of media ethics laws and its role in nation's development.
12. The learners will understand the different career prospects related to mass media

Pedagogy to be adopted:

Sr. No	Pedagogy	
1	Lectures (Sessions as per Teaching plan)	45
	<i>Revision Lectures (for eg. revision test)</i>	<i>09</i>
Other pedagogies from the below list that will be adopted apart from the lectures complementing learning as indicated above.		
2	Class Activities like quiz, debates, Role play, etc	Yes
3	Case Studies and Discussion	Yes
4	Assignments	Yes
5	Screening Educational and Informative Videos	Yes
6	Real- time Projects (Live Projects)	Yes
7	Presentations	Yes
8	Reading (Library Activity)	----
9	Group Discussion	Yes
10	Industrial Visit	----
11	Fieldwork	---
12	Any Other , Pl Specify: Mock interviews, Communication activities, Guest lecture, Documentary making	
	Total Hours of Learning	102

Teaching – Learning Plan for the Academic Year: 2020-21
S.Y.B.Com. Mass Communication paper I & II

	Month	No. of days (in month)	No. of Sundays	No. of Holidays	No. of Teaching Days	E-Content Development /Administrative work	No. of Exam days	No. of Working days	Topics Covered	Teaching Aids
I 2020	June	30	4	-	-	-	-	-	-	-
	July	31	4	-	-	27	-	27	-	-
	Aug	31	5	1 + 1* (Independence Day)	22	-	-	23	-	-
	Sept	30	4	1	25			25	Introduction to Communication Theories of Mass Communication Mass Media in India: Brief History and Current Status of Each of The Media- viz. Newspaper, Discussion about internal assignment	<ul style="list-style-type: none"> • PPT • YouTube • Informative documentaries • Advertisements • Discussions • Case Studies • Assignments
	Oct	31	4	2	25		-	25	Nature and Scope of Mass Communication Theories of Mass Communication Mass Media in India: Brief History and Current Status of Each of The Media- viz. Newspaper	<ul style="list-style-type: none"> • PPT • YouTube • Informative documentaries • Advertisements • Discussions • Case Studies Assignments
	Nov	30	5	1	18			18	Submission of Internal Assignment Revision lectures	<ul style="list-style-type: none"> • PPT • YouTube • Informative documentaries • Advertisements • Discussions • Case Studies Assignments
	Dec	31	4	1	10		16	26	Revision lectures Odd sem exam begins on 12th Dec: Supervision duty	<ul style="list-style-type: none"> • PPT • YouTube • Discussion • Question & Answer session
Subtotal		214	30	6+1*	100	27	16	144		
Term End										
II 2021	Jan	31	5	1* (Republic Day)	25			25	Media Ethics and Legal Aspect Indian Mass Media and National Development	<ul style="list-style-type: none"> • PPT • YouTube • Informative documentaries • Advertisements • Discussions • Case Studies Assignments

									Basics of Documentary making	
									Discussion about internal assignment	
	Feb	28	4	1	23			23	Career Opportunities in Mass Media Indian Mass Media and National Development Basics of Documentary making	<ul style="list-style-type: none"> • PPT • YouTube • Informative documentaries • Advertisements • Discussions • Case Studies Assignments
	March	31	4	2	25			25	Submission of Internal Project: Documentary Making	<ul style="list-style-type: none"> • PPT • YouTube • Informative documentaries • Advertisements • Discussions • Case Studies Assignments
	April	30	4	4	12		10	22	Revision lectures 19 th April – Commencement of even sem exam	<ul style="list-style-type: none"> • PPT • YouTube • Discussion Question & Answer session
	May	31	5	2+1* (Maharashtra Day)			23	23	Supervision duty	
	Subtotal	151	22	9+2*	85	-	33	124		
	TOTAL	365	52	15+3*	185	27	49	268		

List of Reference Books:

McQuail, Denis. McQuail's Mass Communication Theory, Sage Publication, 2010.

Corner, John. The Art of Record: A Critical introduction to Documentary Manchester University Press, 1996

Ahuja B.K. Mass Media Communication: Theory and Practise, Saurabh Publishing House, New Delhi, 2010

Acharya, A.N. Television in India, Manas Publication, New Delhi, 1987.

Joshi Uma. Textbook of Mass Communication and Media. Anmol Publication Pvt. Limited, New Delhi, 2002.

Kumar, Keval. Mass Communication: A Critical Analysis, Vipul Prakashan Mumbai, 2002.

R. A. Podar College of Commerce & Economics
Matunga, Mumbai-19

Teaching Plan 2020-21

Course: B.Com

F.Y & S.Y. B Com (All subjects other than FC): 100 Marks - 03 Credit points assigned

FC(I & II & III & IV) - 02 Credit points assigned

Course: Journalism I & II

Prepared By

Faculty Name: Mrs. Vrushali V. Bhosale-Kaneri

Signature: _____

Date:

Reviewed and Verified By

HOD Name: _____ Signature: _____ Date: _____

Objectives of the course: (Journalism I & II)

1. To introduce the basics of Journalism
2. To familiarise with different forms of Journalism
3. To sensitize about the social responsibilities and ethics related to Journalism
4. To familiarise with the historical development of Journalism in India
5. To introduce the concept of news agencies and its organization and functions
6. To familiarize with the working of Press Council of India
7. To understand the organizational set up of newspaper house
8. To introduce the functions of various department in a newspaper publishing house
9. To introduce the students with the styles of journalistic prose
10. To acquaint the students with various types of news reporting
11. To enable the students to understand the layout of a newspaper
12. To introduce the students with technical aspects of news writing
13. To familiarize with the importance of illustrations in newspaper To introduce the concept and significance of editing in newspaper/news reporting
14. To inculcate the skills of effective editing
15. To hone the skills of journalistic writing and editing
16. To introduce the concept of feature writing

17. To understand of various techniques of feature writing

Course Outcome: (Journalism I & II)

1. Learners will be able to understand the basics of Journalism
2. Learners will be able to understand and analyse different forms of Journalism
3. The learners will be able to understand the gradual evolution of Journalism in India from pre independence era to modern age Journalism
4. Learners will be able to understand the centralized and authentic sources of news for reporting/publication
5. The learner will understand the structure and functions of various Departments in a newspaper house
6. The learners would be able to understand the styles of journalistic prose
7. The learners would be able to write in journalistic prose
8. The learners would understand various types of news reporting
9. The learners will be able to differentiate between various layouts of newspaper
10. Learners will be able to understand the importance of illustration as an effective mode of communication
11. The learners will be able to engage in computer aided technical writing of news
12. The learners would be able to identify different types of editorials.
13. The learners will be able to understand the importance of language style, correctness in editing
14. The learners will be able to edit any given draft
15. The learners will be able to differentiate between a feature and news report
16. The learners will be able to identify various types of features in a newspaper
17. The learners will be able to write a feature on any given topic

Pedagogy to be adopted:

Sr. No	Pedagogy	
1	Lectures (Sessions as per Teaching plan)	45
	<i>Revision Lectures (for eg. revision test)</i>	06
Other pedagogies from the below list that will be adopted apart from the lectures complementing learning as indicated above.		
2	Class Activities like quiz, debates, Role play, etc	Yes
3	Case Studies and Discussion	Yes
4	Assignments	Yes
5	Screening Educational and Informative Videos	Yes
6	Real- time Projects (Live Projects)	Yes
7	Presentations	Yes
8	Reading (Library Activity)	----

9	Group Discussion	Yes
10	Industrial Visit	----
11	Fieldwork	---
12	Any Other , Pl Specify: Mock interviews, Communication activities, Guest lecture, Documentary making	
	Total Hours of Learning	102

Teaching – Learning Plan for the Academic Year: 2020-21
S.Y.B.Com. Journalism paper I & II

	Month	No. of days (in month)	No. of Sundays	No. of Holidays	No. of Teaching Days	E-Content Development /Administrative work	No. of Exam days	No. of Working days	Topics Covered	Teaching Aids
I 2020	June	30	4	-	-	-	-	-	--	-
	July	31	4	-	-	27	-	27	--	
	Aug	31	5	1 + 1* (Independence Day)	22	-	-	23	--	
	Sept	30	4	1	25			25	Introduction History of Journalism in India Press Council of India Discussion	<ul style="list-style-type: none"> • PPT • YouTube • Informative documentaries • Advertisements • Discussions • Case Studies • Assignments
	Oct	31	4	2	25		-	25	Introduction History of Journalism in India News and News Agencies in India	<ul style="list-style-type: none"> • PPT • YouTube • Informative documentaries • Advertisements • Discussions • Case Studies • Assignments
	Nov	30	5	1	18			18	Submission of internal assignment Organization and Structure of a Newspaper House	<ul style="list-style-type: none"> • PPT • YouTube • Informative documentaries • Advertisements • Discussions • Case Studies • Assignments
	Dec	31	4	1	10		16	26	Revision lectures Odd sem exam begins on 12 th Dec	<ul style="list-style-type: none"> • PPT • YouTube • Discussion • Question & Answer session
Subtotal		214	30	6+1*	100	27	16	144		
Term End										
II 2021	Jan	31	5	1* (Republic Day)	25			25	Design and Make-up of Newspaper	<ul style="list-style-type: none"> • PPT • YouTube • Informative documentaries

									Writing for the Press	<ul style="list-style-type: none"> • Advertisements • Discussions • Case Studies
	Feb	28	4	1	23			23	Basics of Feature Writing	<ul style="list-style-type: none"> • PPT • YouTube • Informative documentaries • Advertisements • Discussions • Case Studies
	March	31	4	2	25			25	Basics of Editing and Editorial	<ul style="list-style-type: none"> • PPT • YouTube • Informative documentaries • Advertisements • Discussions • Case Studies
	April	30	4	4	12		10	22	Internal Project activity: Complete Newspaper Designing (6 pages format)	<ul style="list-style-type: none"> • PPT • YouTube • Informative documentaries • Advertisements • Discussions • Case Studies
	May	31	5	2+1* (Maharashtra Day)			23	23	Revision lectures	<ul style="list-style-type: none"> • PPT • YouTube • Discussion
									19 th April – Commencement of even sem exam	<ul style="list-style-type: none"> • Question & Answer session
									Supervision duty	
	Subtotal	151	22	9+2*	85	-	33	124		
	TOTAL	365	52	15+3*	185	27	49	268		

List of reference books:

Shirvastava, K.M. News Reporting and Editing. Sterling Publishers Pvt. Ltd. 2008.

Krishnaswamy K.V. Writing and Editing. Orient Black Swan Pvt. Ltd., 2011.

Menon, P. K. Practical Journalism. Neha Publishers & Distributors, 2017

Natrajan, J. History of India Journalism. Publication Division, Ministry of Information and Broadcasting, New Delhi, 1995.

. Gross Gerald and Sharada Prasad H.Y. Editors on Editing. National Book Trust, New Delhi, 2004.



S.P. Mandali's

R. A. Podar College of Commerce & Economics (Autonomous)

Department of Economics and Foundation Course
Teaching – Learning Plan for the Academic Year: 2020-21

Department: Commerce

Program: S.Y.B.Com. **Course:** Company Secretarial Practice

Semester: III & IV

Division: A-G

No. of lectures (per week): 3

TEACHING OBJECTIVES:

1. To provide the learners an insight about Company Secretarial Practices.
2. To make the learners understand the role of Company Secretary towards Company's statutory provisions, rules and regulations.
3. To make the learners understand the various aspects of Company Management, meetings and reports.
4. To sensitize the position of a company secretary as the representative of the company
5. To appreciate the need for regular secretarial audit.

LEARNING OUTCOME

1. The learner is expected to have a complete understanding about the position of director.
2. The learner should be able to organize a corporate meeting with formalities.
3. The learner should open a Demat Account and be able to do online trading.
4. The learner is expected to know about the winding up process and its reports to be prepared at that time.

Teaching Plan for the Academic Year: 2020-21

Term dates: 1 st Term – 7 th August 2020 to 31 st Dec 2020									
Semester	Month	Number of days	Sundays	Holidays + Breaks	Teaching days	Exam Days	Topics Covered	Teaching Methodology/ Tools	
I 2020	June	30	4	-	-	-	-	-	
	July	31	4	-	-	-	-	-	
	Aug	31	5						
					1+1* (Ind day)	22		Module 1 Introduction to Company <ul style="list-style-type: none"> • Features, Types -As per Company's Act, 2013 Role of Company Secretary–Rights, Responsibilities, Liabilities of Company Secretary <ul style="list-style-type: none"> • Company Secretary as Governance Talk professionals 	MS Teams
	Sept	30	4		1	25	-	<ul style="list-style-type: none"> • Qualities, Qualifications, Appointment procedure, Resignation and Removal • Career options of Company Secretary 	MS Teams
	Oct	31	4						
				2	25		<ul style="list-style-type: none"> • Role of Company Secretary in Startups. • Representation Services of Company Secretary at different forums Company Law Board, Consumer Forum, SEBI, Arbitration & conciliation services, Cyber Law compliance • Secretarial Standards – Advantages, Secretarial Standards by ICSI, Secretarial Standards -1- 10. • Secretarial Audit – Procedure and Stages, Need and Importance, Scope. 	MS Teams	
	Nov	30	5	1	18	-	Module 3	MS Teams	

							Company Documentation and Formation <ul style="list-style-type: none"> • Memorandum of Association (MOA) - Clauses, Alteration of MOA, Ultra Vires. Articles of Association (AOA) – Contents, Prospectus – Statement in Lieu of Prospectus, Contents, Misleading Prospectus. • Company Formation –Stages, Secretarial Duties at each stage in public company and private company. Conversion and Reconversion of Private and Public Company – Secretarial Procedure. 	
	Dec	31	4	1	10	16	Module 4 Secretarial Correspondence <ul style="list-style-type: none"> • Correspondence– Shareholders, Debenture Holders, Registrar of Companies, Stock Exchange & penalties thereon Correspondence with SEBI, Company Law Board and penalties thereon, Role of technology in Secretarial Correspondence • Specimens–Letter to shareholders - Rights Issue, Bonus Issue, Letter to ROC-Alteration of MOA/AOA, Letter to Stock Exchange –Listing of shares, Letters to Government- Reconversion/Conversion, Letter to Bank – Overdraft Facility. Revision 	MS Teams
SUBTOTAL		214	30	6+1*	100	16		
2nd Term – 1st January 2021 to 31st May 2021								
II 2021	Jan	31	5	1* (Republic day)	25	-	Module 1 Management of Companies • Directors–Types of Directors including Women Directors	MS Teams

							<ul style="list-style-type: none"> • Directors Identification Number (DIN) - Qualification and Disqualification of Directors • Appointment of Directors • Removal of Directors 	
	Feb	28	4	1	23	-	<ul style="list-style-type: none"> • Director's managerial Remuneration • Powers of Directors Duties and Liabilities of Directors Module 2 Company Meetings Companies Act 2013 - Kinds of Company Meetings Proxy –Quorum – Chairman — Notice – Agenda <ul style="list-style-type: none"> • Minutes – Meetings through Video Conferencing Resolution by circulation <ul style="list-style-type: none"> • Postal Ballot Electronic Voting 	MS Teams
	Mar	31	4	2	25	-	Module 3 Dematerialisation and Online Trading Dematerialisation – Need and Importance, Secretarial Duties, Procedures, Participants. Online Trading – Concept, Benefits &Issues. <ul style="list-style-type: none"> • Listing of securities – Procedure, Advantages, Secretarial Duties, Scrips – Types Module 4 Reports and Winding Up	MS Teams

							<ul style="list-style-type: none"> Company Reports – Types, Secretarial Duties with regard to payment of Dividend, Interest, Charges & penalties. <p>Winding up of a Company – Procedure & Statutory Provisions,</p> <ul style="list-style-type: none"> Secretarial Role in winding up. 	
	April	30	4	4	12	10	<ul style="list-style-type: none"> Specimen –Notice & Agenda of Annual General Meeting, Notice& Agenda of Board Meeting prior to Annual General Meeting, Resolution for appointment of Company Secretary, Special Resolution for alteration of Memorandum of Association, Minutes of Board Meeting prior to Annual General Meeting, Minutes of Annual General Meeting. 	MS Teams
	May	31	5	2+1*(Maharashtra Day)	-	23	-	-
SUBTOTAL		151	30	9+2*	85	33		
GRAND TOTAL		365	52	15+3*	185	49		

Key reference Books/Magazines/Reference Material:

1. Chartered Secretary ICSI, New Delhi
2. Secretarial Practice, M.C., Kuchhal, Vikas Publishing House, Bombay.
3. Company Secretarial Practice, S.A. Sherekar, Kitab Mahal, Delhi.
4. Text-Book of Company Secretarial Practice, P. K. Ghosh, Sultan Chand and Sons, New Delhi.
5. Company Law and Secretarial Practice, Nafees Baig, Sterling Publishers, Delhi.
6. Company Law, N. D. Kapoor, Sultan Chand & Sons, New Delhi.
7. Manual of Secretarial Practice, B. N. Tandon, S. Chand & Company, New Delhi.

8. Guide to Companies Act, A. Ramaia. Pitmans Business Correspondence, Geoffery Whitehead, David H. Whitehead, Wheeler Publishing, Allahabad.
9. Modern Business Correspondence, S. M. Nagamia & J. C. Bahl, Hind Kitabas Ltd., Bombay.
10. Communication through Letters and Reports, H. Menning, Illinois Richard D. Irwin.
11. Business Communication, U.S. Rai & S.M. Rai, Himalaya Publishing House, Mumbai.
12. Business Communication, Homai Pradhan, D.S. Bhende and Vijaya Thakur, Himalaya Publishing House, Mumbai.
13. Commercial Correspondence, P. K. Ghosh and Y.K. Bhushan.
14. Company Law and Secretarial Practice, Nafees Baig, Sterling Publishers, New Delhi.
15. Handbook of Business Letters, L.E. Frailey, Super Book House, Bombay.
16. Corporate Law and Secretarial Practice, N.D. Kapoor, Sultan Chand and Sons, New Delhi

Department of Accountancy

Program- B. com

Course- FAA VII & VIII

TEACHING OBJECTIVES:

To enlighten the students about-

- 1) The relevant provisions of the Companies Act, 2013 related to preparation of final accounts
- 2) The concept of internal reconstruction, its legal aspects and accounting procedure.
- 3) The concept of buyback of shares, conditions of buyback and the accounting treatment thereof
- 4) Investments in fixed and variable income earning securities and its accounting treatment
- 5) Ethics and disclosure requirement with respect to companies' final accounts
- 6) The concepts of amalgamations in the nature of mergers and acquisitions and its accounting as per AS-14
- 7) The meaning of foreign currency transactions, need for conversion of foreign currency transactions in the reporting currency, recognition of exchange fluctuation and its accounting
- 8) The meaning and significance of winding up of companies, its types and its accounting treatment
- 9) Concept of underwriting of shares, types of underwriting, related provisions of the Companies Act, 2013, determining the liability of underwriters and its accounting treatment.
- 10) The meaning, significance and methods of valuation of shares of the company

Sem	Month	Number of days	Sundays	Holidays	Teaching days	Exam. Days	No. of Working days	Topics Covered	Teaching Aids
I 2020	June	30	4	NIL		-	-	-	
	July	31	4	NIL		NIL	27	-	
	August	31	5	1+1	22	NIL	23	1. Preparation of Final Accounts of Companies 2. Internal Reconstruction	PPT, Case Study, MS. Word, Ms EXcel
	September	30	4	1	25	NIL	25	1. Preparation of Final Accounts of Companies	PPT, Case Study, MS. Word, Ms EXcel

								2. Internal Reconstruction	
	October	31	4	2	25	NIL	25	3. Buyback of Shares	PPT, Case Study, MS. Word, Ms Excel
	November	30	02	01	18	NIL	18	4. Investment Accounting (w.r.t. Accounting Standard - 13) 5. Ethics and Significant Disclosure w.r.t. Company Final Accounts	PPT, Case Study, MS. Word, Ms Excel
	December	31	3	1	10	16	26	Revision	
	SUBTOTAL	214	30	6+1	100	16	144		
II Term 2021	January	31	5	1	24	NIL	25	1. AS – 14 - Amalgamation, Absorption & External Reconstruction	PPT, Case Study, MS. Word, Ms Excel
	February	28	4	1	24	NIL	23	2. Accounting of Transactions of Foreign Currency 3. Liquidation of Companies	PPT, Case Study, MS. Word, Ms Excel
	March	31	4	2	05		25	3. Liquidation of Companies	PPT, Case Study, MS. Word, Ms Excel

								4. Underwriting of Shares & Debentures	
	April	30	4	4	NIL	10	22	5. Valuation of Shares	PPT, Case Study, MS. Word, Ms Excel
	May	31	5	2+1		23	23	Revision	
	SUBTOTAL	151	22	9+2	85	33	124		
	GRAND TOTAL	365	52	15+3	185	49	268		

EXPECTED LEARNING OUTCOMES-

Students will be in a position to maintain the books of accounts of a Company.

LIST OF ANY THREE REFERENCE BOOKS/MAGAZINE/REFERENCE MATERIAL:

Reference Books-

- 1) Ashish K. Bhattacharyya – “Financial Accounting for Business Managers”, Prentice Hall of India Pvt. Ltd.
- 2) Shashi K. Gupta – “Contemporary Issues in Accounting”, Kalyani Publishers.
- 3) R. Narayanaswamy – “Financial Accounting”, Prentice Hall of India, New Delhi

Department of Accountancy

Program- B. com

Course- FAA IX & X

TEACHING OBJECTIVES:

To enlighten the students about-

- 1) The concept of cost accounting and its related terms
- 2) The estimation of material cost, various levels of stock and controlling of material cost
- 3) The estimation of labour cost, remuneration plans and controlling of labour cost
- 4) The estimation of overhead cost, ascertainment, allocation, segregation, and absorption of overheads
- 5) The preparation of cost sheet and statement of reconciliation of profits/losses between Cost Records and Financial Records.
- 6) Integrated and non-integrated system of cost accounting, relationships between cost and financial accounting, preparation of various cost ledger accounts
- 7) Meaning of contract, different terms used in contract costing and preparation of Contract Accounts in the books of Contractor
- 8) Process accounting technique, ascertainment of unit cost of different processes, allocation of materials, labour and factory overhead costs to different process cost centers
- 9) Estimation of cost for various level of production, to ascertain the desirable volume of production, the profit at various level of production, and the differences between sales, revenue and variable cost
- 10) Variances, Identification of material and labour variances, Use of variances to control cost
- 11) The Concepts of target costing, life cycle costing, benchmarking, ABC Costing, Various phases of Product life Cycle.

Sem	Month	Number of days	Sundays	Holidays	Teaching days	Exam. Days	No. of Working days	Topics Covered	Teaching Aids
I 2020	June	30	4	NIL		-	-	-	
	July	31	4	NIL		NIL	27	-	
	August	31	5	1+1	22	NIL	23	1. Introduction to Cost Accounting 2. Material Cost	PPT, Case Study, MS. Word, Ms Excel

	September	30	4	1	25	NIL	25	1. Labor Cost 2. Overheads	PPT, Case Study, MS. Word, Ms Excel
	October	31	4	2	25	NIL	25	1. Overheads 2. Classification of Cost	PPT, Case Study, MS. Word, Ms Excel
	November	30	02	01	18	NIL	18	1. Cost Sheet 2. Reconciliation of Cost and Financial Account	PPT, Case Study, MS. Word, Ms Excel
	December	31	3	1	10	16	26	Revision	
	SUBTOTAL	214	30	6+1	100	16	144		
II Term 2021	January	31	5	1	24	NIL	25	1. Cost Control Accounts 2. Contract Costing	PPT, Case Study, MS. Word, Ms Excel
	February	28	4	1	24	NIL	23	1. Process Costing 2. Introduction to Marginal Costing	PPT, Case Study, MS. Word, Ms Excel
	March	31	4	2	05		25	1. Introduction to Standard Costing	PPT, Case Study, MS. Word, Ms Excel
	April	30	4	4	NIL	10	22	1. Some Emerging concepts of Cost Accounting	PPT, Case Study, MS. Word, Ms Excel
	May	31	5	2+1		23	23	Revision	
	SUBTOTAL	151	22	9+2	85	33	124		
	GRAND TOTAL	365	52	15+3	185	49	268		

EXPECTED LEARNING OUTCOMES-

Students will be in a position to maintain the Cost Records of accounts of a manufacturing concern.

LIST OF ANY THREE REFERENCE BOOKS/MAGAZINE/REFERENCE MATERIAL:**Reference Books-**

- 1) Cost Accounting- A managerial emphasis by Horngren, Charles, Foster and Datar, Prentice Hall
- 2) Management Accounting by Khan and Jain, Tata McGraw Hill
- 3) Practical Costing by P C Tulsian, Vikas New Delhi



S.P. Mandali's

R. A. Podar College of Commerce & Economics (Autonomous)

Department of Economics and Foundation Course
Teaching – Learning Plan for the Academic Year: 2020-21

Department: Commerce

Program: T.Y.B.Com. **Course:** Commerce (MHRM)

Semester: V & VI **Division:** A, B, C, D, E, F

No. of lectures (per week): 3 each division

TEACHING OBJECTIVES:

Semester V

- To familiarize the learners with the marketing.
- To make learners understand Marketing Decision, key marketing Dimensions

Semester VI

- To familiarize the learners with the concept of Human Resource Management
- To make them understand Human resource development, Human relations and Trends in Human resource management

Teaching Plan for the Academic Year: 2020-21

Term dates: 1 st Term – 7 th August 2020 to 31 st Dec 2020								
Semester	Month	Number of days	Sundays	Holidays + Breaks	Teaching days	Exam Days	Topics Covered	Teaching Methodology/ Tools
I 2020	June	30	4	-	-	-	-	-
	July	31	4	-	-	-	-	-
	Aug	31	5	1+1* (Ind day)	22	-	<u>Introduction to Marketing</u> <ul style="list-style-type: none"> • <u>Marketing Concept</u>, Features, Importance, Functions, Evolution, Strategic v/s Traditional Marketing • <u>Marketing Research</u> - Concept, Features, Process <u>Marketing Information System</u> Concept, Components • <u>Data Mining</u>- Concept, Importance • <u>Consumer Behavior</u>- Concept, Factors influencing Consumer Behavior • <u>Market Segmentation</u>- Concept, Benefits, Bases of market segmentation <u>Customer Relationship Management</u>- Concept, Techniques Market Targeting- Concept, Five patterns of Target market Selection 	MS Teams
	Sept	30	4	1	25	-	<u>Marketing Decisions I</u> <ul style="list-style-type: none"> • <u>Marketing Mix</u>- Concept, Product- Product Decision Areas Product Life Cycle- Concept, Managing stages of PLC Branding- Concept, Components Brand Equity- Concept, Factors influencing Brand Equity • <u>Packaging</u>- Concept, Essentials of a good package Product Positioning Concept, Strategies of Product Positioning Service Positioning- Importance & 	MS Teams

							Challenges <ul style="list-style-type: none"> • <u>Pricing- Concept, Objectives, Factors influencing Pricing, Pricing Strategies</u> 	
	Oct	31	4	2	25	-	<u>Marketing Decisions</u> <ul style="list-style-type: none"> • Physical Distribution- Concept, Factors influencing Physical Distribution, Marketing Channels (Traditional & Contemporary Channels) Supply Chain Management-Concept, Components of SCM • Promotion- Concept, Importance, Elements of Promotion mix Integrated Marketing Communication (IMC)- Concept, Scope, Importance Sales Management- Concept, Components, Emerging trends in selling Personal Selling- Concept, Process of personal selling, Skill Sets required for Effective Selling 	MS Teams
	Nov	30	5	1	18	-	<u>Key Marketing Dimensions</u> <ul style="list-style-type: none"> • Marketing Ethics: Concept, Unethical practices in marketing, General role of consumer organizations Competitive Strategies for Market Leader, Market Challenger, Market Follower and Market Nicher • Rural Marketing- Concept, Features of Indian Rural Market, Strategies for Effective Rural Marketing Digital Marketing-Concept, trends in Digital Marketing Green Marketing- concept, importance 	MS Teams

	Dec	31	4	1	10	16	<ul style="list-style-type: none"> Challenges faced by Marketing Managers in 21st Century Careers in Marketing – Skill sets required for effective marketing Factors contributing to Success of brands in India with suitable examples, Reasons for failure of brands in India with suitable examples. 	MS Teams
SUBTOTAL		214	30	6+1*	100	16		
2nd Term – 1st January 2021 to 31st May 2021								
II 2021	Jan	31	5	1* (Republic day)	25	-	<u>Human Resource Management</u> <ul style="list-style-type: none"> Human Resource Management – Concept, Functions, Importance, Traditional v/s Strategic Human Resource Management Human Resource Planning- Concept Steps in Human Resource Planning Job Analysis-Concept, Components, Job design- Concept, Techniques Recruitment- Concept, Sources of Recruitment Selection - Concept, process, Techniques of E- selection. 	MS Teams
	Feb	28	4	1	23	-	<u>Human Resource Development</u> <ul style="list-style-type: none"> Human Resource Development- Concept, functions Training- Concept, Process of identifying training and development needs, Methods of Training & Development (Apprenticeship, understudy, job rotation, vestibule training, case study, role playing, sensitivity training, In, basket, management games) Evaluating training effectiveness- Concept, Methods Performance Appraisal- Concept, Benefits, Limitations, Methods Potential Appraisal-Concept, Importance 	MS Teams

							<ul style="list-style-type: none"> • Career Planning- Concept, Importance Succession Planning- Concept, Need Mentoring- Concept, Importance Counseling- Concept, Techniques. <p><u>Human Relations</u></p> <ul style="list-style-type: none"> • Human Relations- Concept, Significance Leadership –Concept, Transactional & Transformational Leadership 	
	Mar	31	4	2	25	-	<ul style="list-style-type: none"> Motivation- Concept, Theories of Motivation, (Maslow’s Need Hierarchy Theory, Vroom’s Expectancy Theory, McGregor’s Theory X and Theory Y, Pink’s Theory of Motivation) •Employees Morale- Concept, Factors affecting Morale, Measurement of Employees Morale Emotional Quotient and Spiritual Quotient- Concept, Factors affecting EQ & SQ Employee Grievance- Causes, Procedure for Grievance redressal Employee welfare measures and Healthy & Safety Measures. <p><u>Trends In Human Resource Management</u></p> <ul style="list-style-type: none"> • HR in changing environment: Competencies- concept, classification Learning organizations- Concept, Creating an innovative organization, Innovation culture- Concept, Need, Managerial role. 	MS Teams
	April	30	4	4	12	10	<ul style="list-style-type: none"> • Trends in Human Resource Management, Employee Engagement- Concept, Types Human resource Information System (HRIS) – Concept, Importance, Changing patterns of employment. 	MS Teams

							•Challenges in Human Resource Management: Employee Empowerment, Workforce Diversity. Attrition, Downsizing, Employee Absenteeism, Work life Balance, Sexual Harassment at work place, Domestic and International HR Practices, Millennial (Gen Y) Competency Mapping	
	May	31	5	2+1*(Maharashtra Day)	-	23	-	-
SUBTOTAL		151	30	9+2*	85	33		
GRAND TOTAL		365	52	15+3*	185	49		

Key reference Books/Magazines/Reference Material:

Semester V

- Phillip Kotler. (2005) Marketing Management, Englewood cliffs, Prentice Hall, NJ
- Richard M. S Wilson, Colin Gilligan, Strategic Marketing Management, Viva Books Pvt. Ltd., 2003.
- Walker –Boyd, Larreche , Marketing Strategies –Planning Implementations, TataMacGraw Hill. 2004.
- Neelamegam, S. (2007) Marketing in India : Cases and Readings, Vikas, New Delhi
- Kotler, P., Keller, K.L. Koshy, A. & Jha. M. (2009). Marketing Management: A South Asian Perspective. (Thirteenth Ed). Pearson Education, New Delhi.
- Gandhi, J.C. Marketing a Managerial Introduction TataMcGrawHill.
- Maheshwari, R.P., Jindal, Lokesh, (2011). Marketing Management Theory and Practice.
- Sherlekar, S.A. Marketing Management. Himalaya Publishing House.
- Saxena, Rajan. Marketing Management
- Ramaswamy & Kumari Nama. Marketing Management

Semester VI

- Bernardin, John H: Human Resource Management, Tata McGraw Hill, New Delhi 2004.
- Arthur M, Career Theory Handbook, Prentice Hall Inc, Englewood Cliff.
- Belkaoui, A.R. and Belkaoui, JM, Human Resource Valuation: A Guide to Strategies and Techniques, Quorum Books, Greenwood, 1995.
- Dale, B, Total Quality and Human Resources: An Executive Guide, Blackwell, Oxford.
- Greenhaus, J.H., Career Management, Dryden, New York.
- Mabey, C and Salama, G., Strategic Human Resource Management, Blackwell, Oxford. Aswathappa. K, Human Resource Management Subba Rao, Human Resources Management. Michael Porter, HRM and Human Relations.
- M.N. Rudrabasavaraj: Cases in Human Resource Management –Himalaya Publishing House –NewDelhi, 1998
- Decenzo, D.A. and Robbins, S. P., Fundamentals of Human Resource Management, Wiley, India.
- Dessler, G. and Varkkey, B., Human Resource Management, Pearson Education, Delhi.
- Chhabra, T.N., Human Resource Management, Dhanpat Rai & Co., Delhi.
- Aswathappa K., Human Resource Management, Tata McGraw, Hill, New Delhi.
- H. John Bernardin and Richard W. Beatty: Performance Appraisal: Human Behavior at work –Boston: Kent, 1984 George T. Milkovich and John W. Boudream: Personnel / Human Resources Management: A Diagnostic Approach, 5thEdn. Plano, TX: Business Publications, 1998.
- Lepak, David & Gowan, Mary. Human Resource Management. Dorling Kindersley (India).
- Khanna, S.S. Human resource Management (Text and Cases). S. Chand, New Delhi.
- Sadri.J, Sadri.S, Nayak.N, A Strategic Approach to Human Resource Management, JAICO Publishing House.
- Davar, R. S. Personnel Management and Industrial Relations. Vikas Publication, Noida. Robbins, Stephen P. Organisational Behaviour. Pearsons Education, New Delhi



S.P. Mandali's

R. A. Podar College of Commerce & Economics (Autonomous)

Department of Economics and Foundation Course
Teaching – Learning Plan for the Academic Year: 2020-21

Department: Commerce

Program: T.Y.B.Com.

Course: Business Management III & IV

Semester: V & VI

Division: E

No. of lectures (per week): 4

TEACHING OBJECTIVES:

1. To familiarize students with basic concepts and their interrelationships in management
2. To enable students to know the nature of management and the evolution of management thought and the need for acquiring management skills.
3. To help students get insights into the management functions of planning, organizing and Staffing.
4. To understand the effect of the Indian worldview on your effectiveness as a manager.

LEARNING OUTCOME

1. To develop the communication skills of students as potential managers
2. To identify leadership qualities that transform managers into CEOs
- 3.** To become aware of contemporary issues related to management & its environment

Teaching Plan for the Academic Year: 2020-21

Term dates: 1 st Term – 7 th August 2020 to 31 st Dec 2020								
Semester	Month	Number of days	Sundays	Holidays + Breaks	Teaching days	Exam Days	Topics Covered	Teaching Methodology/ Tools
I 2020	June	30	4	-	-	-	-	-
	July	31	4	-	-	-	-	-
	Aug	31	5	1+1* (Ind day)	22	-	Modules-1: Introduction to Management <ul style="list-style-type: none"> • Management – Definition and Characteristics Management – as Science, art and profession – Levels of management and management skills • Development of Management Thought – Scientific Approach Administrative School, Behavior School, Systems Approach and Contingency Approach. Evolution of Indian management thoughts and their relevance in the current era. Functions of Management in a typical business organization 	Virtual MS-team platform through PPT
	Sept	30	4	1	25	-	Modules-2: Planning <ul style="list-style-type: none"> • Planning, forecasting, decision making and problem solving • Nature, characteristics, merits and limitations of planning. 	Virtual MS-team platform through PPT

							<ul style="list-style-type: none"> • Classification and components of plans • Essentials of a good plan and planning process • Management by objectives (MBO) – Importance and relevance 	
	Oct	31	4			-	Module-3 Organizing as a Managerial Function <ul style="list-style-type: none"> • Definition and Principles • Departmentalization • Formal organizations – Functional, SBU, Matrix, Committees • Informal organizations – Relevance and Importance • Authority, responsibility, accountability and span of control • Organizational hierarchy – charts • Delegation of authority and Decentralization <ul style="list-style-type: none"> • Emergence of virtual organization – merits and limitations 	Virtual MS-team platform through PPT
	Nov	30	5	1	18	-	Module-4 Staffing	Virtual MS-team platform through PPT

							<ul style="list-style-type: none"> • Importance of human resource in organisations • Estimation of human resource requirements • Human Asset Accounting • Job Analysis 	
	Dec	31	4	1	10	16	Module-4 Staffing <ul style="list-style-type: none"> • Recruitment and selection • Training and Development 📺 Performance Appraisal REVISION LECTURES MOCK TEST	Virtual MS-team platform through PPT
SUBTOTAL		214	30	6+1*	100	16		
2nd Term – 1st January 2021 to 31st May 2021								
II 2021	Jan	31	5	1* (Republic day)	25	-	Module-1 Directing and Leading <ul style="list-style-type: none"> • Communication as an important tool for effective direction and leadership • Barriers to communication • Ethical Issues in using social media for communication • Role of a leader in business organizations – Qualities of a good leader • Styles of leadership • Leadership Continuum – developing an effective leader – Path Goal Theory • Transactional and Transformational leaders 	Virtual MS-team platform through PPT

	Feb	28	4	1	23	-	Module-2 Co-ordination & Motivation <ul style="list-style-type: none"> • Co-ordination as the essence of management • Co-ordination vs Co-operation vs Conciliation • Motivation – Meaning and Importance • Financial and Non-Financial Motivators • Theories of Motivation – Maslow’s Theory, Herzberg’s Theory, McGregor’s Theory 	Virtual MS-team platform through PPT
	Mar	31	4	2	25	-	Module-3 Controlling and Information Management <ul style="list-style-type: none"> • Definition and Steps in Controlling • Strategic and Operational Controlling Techniques • Requirements of an effective control system <p>Flow of information in a typical organization – Need for managing information, Designing and developing modern MIS-ERP</p>	Virtual MS-team platform through PPT
	April	30	4	4	12	10	Module-4 Contemporary Issues in Management <ul style="list-style-type: none"> • Challenges in organizational growth and development – management perspective 	Virtual MS-team platform through PPT

							<ul style="list-style-type: none"> • Change Management • Importance of Time Management and tools for effective time management 	
	May	31	5	2+1*(Maharashtra Day)	-	23	-	-
SUBTOTAL		151	30	9+2*	85	33		
GRAND TOTAL		365	52	15+3*	185	49		

Key reference Books/Magazines/Reference Material:

1. Essentials of Management by Koontz and Weihrich / McGraw Hill
2. Principles of Management by Koontz and O. Donnel / Tata McGraw Hill, New Delhi
3. Principles of Management: Theory and practices by Sarangi S.K. VMP Publishers and Distributors.
4. Guide to Management Ideas by Tim Hindle, The Economist
5. Principles of Management by Terry G. R. AITBS
6. Business Organization and Principles of Management by Dutta Choudhury, Central Education.
7. Principles of Management, Daver Rustoms, Crown.
8. Principles of Management, Tripathi P.C. Tata McGraw Hill, New York.
9. Management Theory and Practice by Dale, Ernest / McGraw Hill, New York
10. Practice pf Management by Peter Drucker / Allied Publisher , New Delhi
11. Management by Ricky W Griffin / Houghton Mifflin Company
12. Management by Gary Dessler / Prentice Hall
13. Management by Stephen Robbins, Mary Coulter / Prentice Hall
14. Management by James Stoner, Edward Freeman / Prentice Hall
15. Time Management by Roberta Roesch, Tata Mc Graw Hill
16. Time Management by Marc MANCINI , Tata Mc Graw Hill
17. 7 Habits of Highly Effective people by Stephen Covey
18. 8th Habit by Stephen Covey
19. The Difficulty of Being Good by Gurcharan Das



S.P. Mandali's

R. A. Podar College of Commerce & Economics (Autonomous)

Department of Economics and Foundation Course
Teaching – Learning Plan for the Academic Year: 2020-21

Department: Commerce

Program: T.Y.B.Com. **Course:** Business Management V & VI - Financial Management

Semester: V & VI **Division:** E **No. of lectures (per week):** 3

TEACHING OBJECTIVES:

Sem V (Business Management Paper-V: Financial Management)

1. To make the learners aware about conceptual and practical knowledge of Financial Management.
2. To familiarize the learners with various techniques and methods of Financial Management
3. To enable learners to understand, analyse and Interpret Financial Statements 4.To enable learners to understand calculation and application of accounting ratios

Learning Outcome:

1. Learners are expected to understand the concept of Financial management and its importance
2. Learners are expected to prepare and understand Financial statements, Comparative Financial statements, Common Size Statements
3. Learners should also be able to analyse and interpret financial Statements using various tools and techniques like ratio analysis, cash flow analysis etc

Sem VI (Business Management Paper-VI: Financial Management):

1. To acquaint the learners with the concepts of Capital Budgeting - Meaning and Importance
2. To acquaint the learners with Evaluation techniques
3. To enable the learners, solve capital budgeting-based Decision-making problems with help of practical sums.
4. To acquaint the learners with working capital- its meaning, importance, Estimation and Management.
5. To acquaint the learners with Meaning, application and classification of costs and non-cost items of Cost accounting

Learning Objectives

1. The learner is expected to understand the concept of Capital Budgeting and solve practical problems using various evaluation Techniques.
2. The learner is expected to understand classification of Working Capital and shall be able to solve problems based on estimation of working capital
3. The learner is expected to understand working capital and Receivable management
4. The learner is expected to differentiate between different types of Costs and prepare Cost sheets.
5. The learner is expected to be able to solve application-based problems on Break even analysis and marginal costing

Teaching Plan for the Academic Year: 2020-21

Term dates: 1 st Term – 7 th August 2020 to 31 st Dec 2020								
Semester	Month	Number of days	Sundays	Holidays + Breaks	Teaching days	Exam Days	Topics Covered	Teaching Methodology/ Tools
I 2020	June	30	4	-	-	-	-	-
	July	31	4	-	-	-	-	-
	Aug	31	5	1+1* (Ind day)	22	-	Basics of Financial management, Balance Sheet, Profit and loss Accounts	MS-teams platform, Practical sum solving PPT presentation Case discussions Websites/YouTube links for reference
	Sept	30	4	1	25	-	Introduction to Financial Management	MS-teams platform, Practical sum solving PPT presentation Case discussions Websites/YouTube links for reference
	Oct	31	4	2	25	-	Study of Financial Statements	MS-teams platform, Practical sum solving PPT presentation Case discussions Websites/YouTube links for reference
	Nov	30	5	1	18	-	Ratio Analysis Cash Flow Analysis	MS-teams platform, Practical sum solving PPT presentation Case discussions Websites/YouTube links for reference
	Dec	31	4	1	10	16	Sources of Finance and Cash Flow Analysis	MS-teams platform, Practical sum solving PPT presentation Case discussions

								Websites/YouTube links for reference
SUBTOTAL		214	30	6+1*	100	16		
2nd Term – 1st January 2021 to 31st May 2021								
II 2021	Jan	31	5	1* (Republic day)	25	-	Capital Budgeting and Evaluation techniques.	MS-teams platform, Practical sum solving PPT presentation Case discussions Websites/YouTube links for reference
	Feb	28	4	1	23	-	Working Capital Management.	MS-teams platform, Practical sum solving PPT presentation Case discussions Websites/YouTube links for reference
	Mar	31	4	2	25	-	Receivable Management, Cash Management and Marketable.	MS-teams platform, Practical sum solving PPT presentation Case discussions Websites/YouTube links for reference
	April	30	4	4	12	10	Basic Principles of Cost Accounting.	MS-teams platform, Practical sum solving PPT presentation Case discussions Websites/YouTube links for reference
	May	31	5	2+1*(Maharashtra Day)	-	23	-	-
SUBTOTAL		151	30	9+2*	85	33		
GRAND TOTAL		365	52	15+3*	185	49		

Key reference Books/Magazines/Reference Material:



S.P. Mandali's

R. A. Podar College of Commerce & Economics (Autonomous)

**Department of Economics and Foundation Course
Teaching – Learning Plan for the Academic Year: 2020-21**

Teacher's Name: Sudarshana Saikia, Akshay Shingare, Eco-X, Eco-Y, Eco-Z

Program: B.Com **Course:** Business Economics-V& VI

Semester: V&VI (T.Y.B. Com) **Division:** A-F

No. of lectures (per week): 3

TEACHING OBJECTIVES:

1. To understand the macroeconomic events and to analyze current economic happenings.
2. Analyse key aspects of Indian economic development.
3. Understand current trends in International developments.
4. Understand theoretical exposition of bases, effects and the restrictions on free flow of international trade with the empirical evidence.

Teaching Plan for the Academic Year: 2020-21

Term dates: 1st Term – 7th August 2020 to 31st Dec 2020								
Semester	Month	Number of days	Sundays	Holidays + Breaks	Teaching days	Exam Days	Topics Covered	Teaching Methodology/ Tools
I 2020	June	30	4	-	-	-	-	-
	July	31	4	-	-	-	-	-
	Aug	31	5	1+1* (Ind day)	22	-	Overview of New Economic Policy-1991; Sustainable Development Goals; Foreign Investment Policy Measures	1. Online teaching 2. Economic Survey discussion
	Sept	30	4	1	25	-	National Agricultural Policy 2000 Agricultural pricing; Agricultural Marketing Development	1. Online teaching 2. Newspaper articles
	Oct	31	4	2	25	-	Competition Act 2003, MSME sector Industrial Pollution in India Service Sector	1. Online teaching 2. Newspaper articles
	Nov	30	5	1	18	-	Banking and Insurance Industry; Money and Capital Market;	1. Online teaching 2. Newspaper articles
	Dec	31	4	1	10	16	Revision	Practice Questions
SUBTOTAL		214	30	6+1*	100	16		
2nd Term – 1st January 2021 to 31st May 2021								
II 2021	Jan	31	5	1* (Republic day)	25	-	Comparative Cost Theory; Terms of Trade; Gains from trade; Free Trade and Protection	1. Online teaching 2. Newspaper articles
	Feb	28	4	1	23	-	Tariff and Non-Tariff Barriers; BOP, disequilibrium in BOP WTO Agreements	1. Online teaching 2. Newspaper articles
	Mar	31	4	2	25	-	Foreign exchange; Equilibrium Exchange Rate –Purchasing Power Parity theory	1. Online teaching 2. Newspaper articles
	April	30	4	4	12	10	Managed flexible exchange rate system of India Revision	1. Online teaching 2. Newspaper articles

	May	31	5	2+1*(Ma harashtra Day)	-	23	-	-
SUBTOTAL		151	30	9+2*	85	33		
GRAND TOTAL		365	52	15+3*	185	49		

Key reference Books/Magazines/Reference Material:

1. Indian Economic Survey Reports (Annual), Ministry of Finance, Government of India
2. Indian Economy by Misra and Puri, Himalaya Publishing House - Delhi
3. Gaurav Dutt & Ashwini Mahajan, (2016) Indian Economy, S.Chand & Company PVT LTD New Delhi
4. A.N. Agarwal – Indian Economy problems of Development and Planning New Age International Publisher
5. Rudder Datt K.P.M Sundharam – Indian Economy S. Chand Eco LTD. Delhi
6. Kindleberger, C.P. (1973) International Economics, Homewood
7. Krugman, P.R. and M. Obstgold (1994), International Economics: Theory and Policy, Glenview, Foreman
8. Dwivedi D N (2013) International Economics: Theory and Policy, Vikas publishing House New Delhi
9. M.L. Jhingan – International Economics – Vrinda publication Pvt. Ltd – Delhi
10. Dominick Salvatore – International Economics – John Wiley & sons, Inc Singapore



S. P. MANDALI'S
R. A. PODAR COLLEGE OF COMMERCE & ECONOMICS (AUTONOMOUS)
(Affiliated to University of Mumbai)
MATUNGA, MUMBAI - 400019

Department
of
Industrial Psychology

Department of Industrial Psychology

(A) Teaching Learning and Evaluation:

1. Programmes and Courses taught by department (both UG and PG, Add rows if required)

Programme	Level of Study(UG/PG)	Course	Student strength (2020-21)
Bcom	TY Bcom	Psychology of Human behaviour at work	580

2. Teaching- Learning Plan of the Department:

Sem V & Sem VI 2020-21

Theory (100 marks)

	Divisions	No. of modules/units taken(Each semester)
Industrial Psychology	04	04

Methodology:

1. Chalk and board method
2. Case studies as per need
3. Role play and management games
4. **Term End Examination: 100 Marks (Each semester)**

Syllabus and Methodology

Sr. No.	Topics	Methodology
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Semester-V		
Topics		
1.	What is Organisational Behaviour	Explanation , Youtube Videos, Notes, Group discussion sample questions
2.	Attitudes and job satisfaction	Explanation , Youtube Videos, Notes, Group discussion sample questions
3.	Work motivation	Explanation , Youtube Videos, Notes, Group discussion sample questions
4.	Leadership	Explanation , Youtube Videos, Notes, Group discussion sample questions
Semester-VI		
Topics		
1.	Team Effectiveness	Explanation , Youtube Videos, Notes, Group discussion sample questions
2.	Conflict and Negotiation	Explanation , Youtube Videos, Notes, Group discussion sample questions
3.	Moods and Emotions	Explanation , Youtube Videos, Notes, Group discussion sample questions
4.	Change and Stress Management	Explanation , Youtube Videos, Notes, Group discussion sample questions

Teaching Plan for the Academic year 2020-2021

	Month	No. of Days (in months)	No. of Sundays	No. of Holidays	No. of Teaching Days	E-Content development/ Administrative work	Topics Covered	No. of Working Day	Vacations	Remarks
I 2020	June	30	4	-	-	-	-	-	-	
	July	31	4	-	-	27	Sem V Topics- E- content development	27	-	Administrative work
	Aug	31	5	1+1* (Independence day)	2 2		Unit 1 completed with revision. Unit 2 started	23	-	-
	Sept	30	4	1	2 5		Unit 2 completed with revision and doubt clearing session Unit 3 started	25	-	
	Oct	31	4	2	25		Unit 3 completed with revision. Unit 4 started	25	-	
	Nov	30	5	1	1 8		Unit 4 completed. Revision taken and	18	6 days	12- 18th November: Diwali break

							doubt clearing session for all the topics			
	Dec	31	4	1	10			26		Odd semester Exam begins on 12 th December
SUBTOTAL		214	30	6+1*	100	27		144	6	
T e r m E n d										
2021	Jan	31	5	1* (Republic day)	25		Unit 1 completed with revision. Unit 2 started	25		
	Feb	28	4	1	23		Unit 2 completed with revision and doubt clearing session Unit 3 started	23		
	March	31	4	2	25		Unit 3 completed with revision.	25	-	

							Unit 4 started			
	April	30	4	4	12		Unit 4 completed. Revision taken and doubt clearing session for all the topics	22	-	19 th April Even Semester-exams begin
	May	31	5	2+1*(Maharashtra Day)	-	-		23	-	31st May 2021 term ends
SUBTOTAL		151	22	9+2*	85	-		124		
TOTAL		365	52	15+3*	185	27		268	6	



S.P. Mandali's
**R. A. Podar College of Commerce
and Economics(Autonomous),
Matunga, Mumbai.**

Appendix VII B

Teaching – Learning Plan for the Academic Year 2020-21

Teacher's Name:

Dr. Suresh Hiremath
Rebecca Braganza
Minti Mishra
Math Y
Sabah Shaikh

Department: Mathematics

Program: B.Com Course : Computer Systems and Applications Semester : V & VI

TEACHING OBJECTIVES:

- 1) To take a glance at Computer Systems and applications.
- 2) Understand the fundamental concepts of data communications and networking
- 3) Identify different components and their respective roles in a computer communication system.
- 4) To apply the acquaintance, concepts and terms related to data communication and networking.
- 5) To understand the usefulness and importance of computer communication in today's life and society.
- 6) Define the Internet and describe its associated protocols
- 7) Understand the difference between the Internet & the World Wide Web
- 8) To establish a basic understanding of the analysis and design of a database SQL in practical life.
- 9) Establish a basic understanding of the process of Database Development and

Administration using SQL.

10) Here we give a simple database to understand the huge structure of practical life situation.

11) To enhance Programming and Software Engineering skills and techniques using SQL (Create, Insert, Update, and Retrieve a simple database).

12) Excel being introduced to understand how the practical mathematical, financial functions and statistical data analysis can be done very easily by knowing simple financial, statistical and mathematical functions of Excel respectively.

13) Even the graphical analysis can be viewed with the data given on hand.

14) To impart knowledge in concepts and types of E-Commerce.

15) To apply the tools like pivot table and Graphs in Data analysis using Excel.

16) To introduce Object Oriented and Event driven programming language.

Term dates: 1st Term – 07th Aug 2020 to 31th Dec 2020

Sem	Month	No. of days	Sundays	Holidays + Breaks	Teaching days	Exam Days	Topics Covered	Teaching Methodology/ Tools
V 2020	August	31	05	01+01*	22	NIL	1. Data Communication Component, Data representation, Distributed processing (Concepts only). 2. Network Basics and Infrastructure i) Definition, Types (LAN, MAN, WAN) Advantages. ii) Network Structures – Server Based, Client server, Peer to Peer. iii) Topologies – Star, Bus, Ring. iv) Network Media, Wired-Twisted Pair, Co-axial, Fiber Optic and Wireless – Radio and Infrared. Internet i) Definition, Types of connections, sharing internet connection, Hot Spots. ii) Services on net- WWW, Email-Blogs. iii) IP addresses, Domain names, URLs, Hyperlinks, Web Browsers iv) Sniffing, spoofing, cybercrime, cyber law, hacking	Online-Microsoft Teams
	Sept	30	04	01	25	Nil	3. Database and MySQL a) Introduction: To Databases, Relational and Non-relational database system MySQL as a Non-procedural Language. View of data.	Online-Microsoft Teams

							b) MySQL Basics :Statements (Schema Statements, Data statements, Transaction statements), names (table & column names), data types (Char, Varchar, Text, Mediumtext, Longtext, Smallint, Bigint, Boolean, Decimal, Float, Double, Date, Date Time, Timestamp, Year, Time), Creating Database, inserting data, Updating data, Deleting data, expressions, built-in-functions – lower, upper, reverse length, ltrim, rtrim, trim, left, right, mid, concat, now, time, date, curdate, day, month, year, dayname, monthname, abs, pow, mod, round, sqrt missing data(NULL and NOT NULL DEFAULT values) CREATE,USE, ALTER (Add, Remove, Change columns), RENAME, SHOW, DESCRIBE (CREATE TABLE, COLUMNS, STATUS and DATABASES only) and DROP (TABLE, COLUMN, DATABASES statements), PRIMARY KEY FOREIGN KEY (One and more columns) Simple Validity checking using CONSTRAINTS	
Oct	31	04	02	25	Nil	<p>Simple queries: The SELECT statement (From, Where, Group By, Having, Order By, Distinct, Filtering Data by using conditions. Simple and complex conditions using logical, arithmetic and relational operators (=,!=, >, <, AND, OR, NOT, LIKE) Aggregate Functions – count, sum, avg, max, min.</p> <p>Multi-table queries: Simple joins (INNER JOIN), SQL considerations for multi table queries(table aliases, qualified column names, allcolumn selections self joins).</p> <p>Nested Queries (Only up to two levels) :Using sub queries, sub query search conditions, sub queries & joins, nested sub queries, correlated sub queries, sub queries in the HAVING clause. Simple Transaction illustrating START, COMMIT, and ROLLBACK</p>	Online-Microsoft Teams	
Nov	30	05	01	18	NIL	<p>Creating and Navigating worksheets and adding information to worksheets •</p> <p>Types of data, entering different types of data such as texts, numbers, dates, functions. • Quick way to add data Auto complete, Autocorrect, Auto fill, Auto fit. Undo and Redo. • Moving data, contiguous and noncontiguous</p>	Online-Microsoft Teams.	

						<p>selections, Selecting with keyboard. Cut-Copy, Paste. Adding and moving columns or rows. Inserting columns and rows. • Find and replace values.</p> <p>Spell check. • Formatting cells, Numbers, Date, Times, Font, Colors, Borders, Fills. Multiple Spreadsheets • Adding, removing, hiding and renaming worksheets. • Add headers/Footers to a Workbook. Page breaks, preview. • Creating formulas, inserting functions, cell references, Absolute, Relative (within a worksheet, other worksheets and other workbooks). c) Functions • Financial functions: FV, PV, PMT, PPMT, IPMT, NPER, RATE • Mathematical and statistical functions.</p> <p>ROUND, ROUNDDOWN, ROUNDUP, CEILING, FLOOR, INT, MAX, MIN, MOD, SQRT, ABS, SUM, COUNT, AVERAGE d) Data Analysis • Sorting, Subtotal. • Pivot Tables- Building Pivot Tables, Pivot Table regions, Rearranging Pivot Table.</p>	
	Dec	31	4	1	NIL	16	
	SUBTOTAL	153	22	7	90	16	

EXPECTED LEARNING OUTCOMES- Student should use Excel and MySQL for interpretation and analysis of the data.

Term dates: 2nd Term – 01st Jan 2021 to 31st May 2021

Sem	Month	No. of days	Sundays	Holidays + Breaks	Teaching days	Exam Days	Topics Covered	Teaching Methodology/ Tools
VI 2021	Jan	31	05	01*	25	NIL	Module 1: E – Commerce a) Definition of E-commerce b) Features of E-commerce c) Types of E-commerce (B2C, B2B, C2C, P2P) d) Business Models in E-commerce (Advertising, Subscription, Transaction Fee, Sales Revenue, Affiliate Revenue) e) Major B2C models (Portal, E-tailer, Content Provider, Transaction Broker, Market Creator, Service Provider, Community Provider). f) E-Commerce Security: Integrity, Non repudiation, Authenticity, Confidentiality, Privacy Availability. g) Encryption: Definition, Digital Signatures, SSL. h) Payment Systems: Digital Cash, Online stored value, Digital accumulating balance payment, Digital credit accounts, digital checking. i) How an Online credit card transaction works. SET protocol. j) Limitation of E-commerce. M-commerce (Definition and Features).	Online-Microsoft Teams
	Feb	28	04	01	23	Nil	Module 2: Advanced Spreadsheet a) Multiple Spreadsheets <ul style="list-style-type: none"> ● Creating and using templates, Using predefined templates, Adding protection option. ● Creating and Linking Multiple Spreadsheets. ● Using formulas and logical operators. ● Creating and using named ranges. ● Creating Formulas that use reference to cells in different 	Online-Microsoft Teams

						worksheets. b) Functions <ul style="list-style-type: none"> ● Database Functions LOOKUP, VLOOKUP, HLOOKUP ● Conditional Logic functions IF, Nested IF, COUNTIF, SUMIF, AVERAGEIF String functions LEFT, RIGHT, MID, LEN, UPPER, LOWER, PROPER, TRIM, FIXED	
March	31	04	02	25	Nil	Module 3: Advanced Spreadsheet a) Functions <ol style="list-style-type: none"> a. Date functions TODAY, NOW, DATE, TIME, DAY, MONTH, YEAR, WEEKDAY, DAYS360 b. Statistical Functions COUNTA, COUNTBLANK, CORREL, LARGE, SMALL b) Data Analysis <ol style="list-style-type: none"> a. Filter with customized conditions. b. The Graphical representation of data Column, Line, Pie and Bar charts. c. Using Scenarios, creating and managing a scenario. <ol style="list-style-type: none"> a. Using Goal Seek b. Using Solver d. Understanding Macros, Creating, Recording and Running Simple Macros. Editing a Macro(concept only) Module 4: Visual Basic <ol style="list-style-type: none"> a) Introduction to Visual Basic, Introduction Graphical User Interface (GUI). Programming Language (Procedural, Object Oriented, Event Driven), Writing VB Projects. The Visual Basic Environment b) Introduction to VB Controls Text boxes, Frames, Check boxes, 	Online-Microsoft Teams

							Option button, Designing the User Interface, Default & Cancel property, tab order, Coding for controls using Text, Caption, Value property and Set Focus method c) Variables, Constants, and Calculations Variable and Constant, Data Type (String, Integer, Currency, Single, Double, Date), Naming rules/conventions, Constants (Named & Intrinsic), Declaring variables, Val Function, Arithmetic Operations,	
	April	30	04	04	12	10	Formatting Data. a) Decision and Condition Condition, Comparing numeric variables and constants, Comparing Strings, Comparing Text Property of text box, Compound Conditions (And, Or, Not). If Statement, if then-else Statement, LCase and Ucase function, Using If statements with Option Buttons & Check Boxes. MsgBox (Message box) statement Input Validation, Is Numeric function. Sub-procedures and Sub-functions, Using common dialog box, Creating a new sub-procedure, Writing a Function procedure. Simple loops using For Next statements and Do while statement and display output using MsgBox Statement.	Online-Microsoft Teams.
	May	31	5	2+1*	NIL	23		
	SUBTOTAL	151	22	11	85	33		

EXPECTED LEARNING OUTCOMES- Student should use Excel and Visual Basic for interpretation and analysis of the data.

LIST OF REFERENCE BOOKS/MAGAZINE/REFERENCE MATERIAL:

Reference Books-

1. Computer Systems and Application – Dr.Faiyaz Gadiwalla and Mukesh Tekwani
2. Computer Systems and Application – D.M.Doke , Latika Bonde, Manisha Jadhav

3. Computer Systems and Application – Verus D'Sa
4. E- Commerce - Kenneth Laudon, Carol Traver , Pearson Education
5. Frontiers of Electronic Commerce - Kalakota & Whinston
6. E- Commerce - Rajaraman • E- Commerce - Whitley
7. E- Commerce concepts and cases - Rao and Deshpande.
8. Programming in VB 6.0 - Julia case Bradley, Anita C. Milspaugh, TMH
9. Visual Basic 6.0 Programming - Content Development Group, TMH
10. The Complete Reference to Visual Basic 6 - Noel Jerke, TMH
11. Visual Basic 6 Programming Black Book - Steven Holzner, Dreamtech Press

REVIEW/ FEEDBACK QUESTION: -----

Department of Accountancy

Program- B. com

Course- Direct and Indirect Taxes

TEACHING OBJECTIVES:

To enlighten the students about-

1. The basic concepts, definitions and terms related to direct taxation.
2. The concept of residential status, identifying the residential status of an individual, the scope of total income for an assessee with different kinds of residential status.
3. the procedure for computation of income under various heads namely income from salaries, house property, business/ profession, capital gains and income from other sources.
4. deductions under Chapter VI-A of the Income tax act, 1961 and latest deductions inserted by Finance Act.
5. Determination of net total taxable income of an individual assessee and also to compute tax payable based on tax slab.
6. The pre-requisites for E-Filing of Income Tax Return
7. The basic concepts, definitions and terms related to Goods and Service tax (GST).
8. The concept of Supply along with the rules related to time, place and value of supply.
9. Computation of the Goods and Service Tax (GST) payable by a supplier after considering the eligible input tax credit.
10. Procedure required for the E-filing of GST returns
11. Training to become a tax consultant in preparing the tax planning, tax management. Payment of tax and filing of tax returns.

Sem	Month	Number of days	Sundays	Holidays	Teaching days	Exam. Days	No. of Working days	Topics Covered	Teaching Aids
I 2020	June	30	4	NIL		-	-	-	
	July	31	4	NIL		NIL	27	-	
	August	31	5	1+1	22	NIL	23	1. Basic Terms 2. Scope of Total Income & Residential Status	PPT, Case Study, MS. Word, Ms EXcel

	September	30	4	1	25	NIL	25	1. Heads of Income	PPT, Case Study, MS. Word, Ms EXcel
	October	31	4	2	25	NIL	25	1. Heads of Income 2. Deduction from Total Income	PPT, Case Study, MS. Word, Ms Excel
	November	30	02	01	18	NIL	18	1. Computation of Total Income for Individual and Tax thereon for individual 2. Preparation of Income Tax Return for E-Filing	PPT, Case Study, MS. Word, Ms Excel
	December	31	3	1	10	16	26	Revision	
SUBTOTAL		214	30	6+1	100	16	144		
II Term 2021	January	31	5	1	24	NIL	25	1. Introduction 2. Levy and Collection of Tax	PPT, Case Study, MS. Word, Ms Excel
	February	28	4	1	24	NIL	23	1. Levy and Collection of Tax 2. Time, Place and Value of Supply	PPT, Case Study, MS. Word, Ms Excel
	March	31	4	2	05		25	1. Input Tax Credit & Payment of Tax	PPT, Case Study, MS. Word, Ms Excel

	April	30	4	4	NIL	10	22	1. Input Tax Credit & Payment of Tax 2. Registration under GST Law 3. Pre-requisites for E-Filing of GST Returns	PPT, Case Study, MS. Word, Ms Excel
	May	31	5	2+1		23	23	Revision	
	SUBTOTAL	151	22	9+2	85	33	124		
	GRAND TOTAL	365	52	15+3	185	49	268		

EXPECTED LEARNING OUTCOMES-

Students will be in a position to understand and apply Taxation Law in India and compute tax.

LIST OF ANY THREE REFERENCE BOOKS/MAGAZINE/REFERENCE MATERIAL:

Reference Books-

- 1) Students guide to Income Tax (simplified version) by V.K.Singhania and Monica Singhania, Taxmann
- 2) Systematic approach to Income Tax by Ahuja& Gupta, Bharat Law Publication
- 3) Income Tax by T.N. Manorahan, Snow White
- 4) GST Bare Act 2017
- 5) GST Law & Practice - V.S Datey (6th Edition)
- 6) GST Laws – National Academy of Customs, Indirect Tax



S.P. Mandali's

R. A. Podar College of Commerce & Economics (Autonomous)

Department of Economics and Foundation Course
Teaching – Learning Plan for the Academic Year: 2020-21

Department: Commerce

Program: T.Y.B.Com. **Course:** Export Marketing

Semester: V & VI **Division:** D **No. of lectures (per week):** 3

TEACHING OBJECTIVES:

The aim of the course is to provide an understanding of the export marketing concept as:

1. An important managerial function within the domain of small and medium-sized firms.
2. To familiarize students with the nature of international markets and marketing decisions;
3. To provide an understanding of the major marketing tools and techniques in the context of exporting activities of small and medium-sized firms;
4. To make students aware of the role that these tools and techniques play in helping practicing export marketing managers perform their organizational tasks;
5. To provide students with an opportunity to analyze export marketing problems and issues of managerial importance.

Teaching Plan for the Academic Year: 2020-21

Term dates: 1 st Term – 7 th August 2020 to 31 st Dec 2020								
Semester	Month	Number of days	Sundays	Holidays + Breaks	Teaching days	Exam Days	Topics Covered	Teaching Methodology/ Tools
I 2020	June	30	4	-	-	-	-	-
	July	31	4	-	-	-	-	-
	Aug	31	5	1+1* (Ind day)	22	-	Module – I Basics of Export Marketing: a) Concept and features of Export Marketing; Importance of Exports for a Nation and a Firm; Distinction between Domestic Marketing and Export Marketing b) Factors influencing Export Marketing; Risks involved in Export Marketing; Problems of India's Export Sector Major merchandise/commodities exports of India (since 2015); Services <ul style="list-style-type: none"> ● exports of India (since 2015); Region-wise India's Export Trade since (2015) 	MS-teams platform, Google Classroom PPT presentation case discussions YouTube links for reference
	Sept	30	4	1	25	-	Module – II Global Framework for Export Marketing a) Trade barriers; Types of Tariff Barriers and Non-Tariff barriers; Distinction between Tariff and Non-Tariff barriers b) Major Economic Groupings of the World; Positive and Negative Impact of Regional Economic Groupings; Agreements of World Trade Organisation (WTO)	MS-teams platform, Google Classroom PPT presentation case discussions YouTube links for reference

							c) Need for Overseas Market Research; Market Selection Process, <ul style="list-style-type: none"> • Determinants of Foreign Market Selection 	
	Oct	31	4	2	25	-	Module – III India’s Foreign Trade Policy a) Foreign Trade Policy (FTP) 2015-20 - Highlights and Implications, Export Trade facilitations and ease of doing business as per the new FTP b) Role of Directorate General of Foreign Trade (DGFT), Negative list of Exports, Deemed Exports c) Benefits to Status Holders & Towns of Excellence; Common benefits for EHTP, BTP and STP; Benefits enjoyed by (IIAs) Integrated Industrial Areas (SEZ), EOU, AEZ	MS-teams platform, Google Classroom PPT presentation case discussions YouTube links for reference
	Nov	30	5	1	18	-	Module – IV Export Incentives and Assistance a. Financial Incentives available to Indian Exporters - Marketing Development Assistance (MDA), Market Access Initiative (MAI), Assistance to States for Infrastructure Development for Exports (ASIDE), Industrial Raw Material Assistance Centre (IRMAC), b. Institutional Assistance to Indian Exporters - Federation of Indian Export Organisations (FIEO), India Trade Promotion Organisation (ITPO), The Federation of Indian Chambers of Commerce and Industry (FICCI), Export Promotion Councils (EPCs) &	MS-teams platform, Google Classroom PPT presentation case discussions YouTube links for reference

							Commodity Boards (CBs), Indian Institute of Foreign Trade (IIFT), Indian Institute of Packaging (IIP)	
	Dec	31	4	1	10	16	c. Schemes - Export Promotion Capital Goods (EPCG) Scheme, Duty Exemption and Remission Schemes, Export Advance Authorisation Scheme; Duty Drawback (DBK); IGST Refund for Exporters	MS-teams platform, Google Classroom PPT presentation case discussions YouTube links for reference
SUBTOTAL		214	30	6+1*	100	16		
2nd Term – 1st January 2021 to 31st May 2021								
II 2021	Jan	31	5	1* (Republic day)	25	-	Module – I Product Planning and Pricing Decisions for Export Marketing a) Planning for Export Marketing with regards to Product, Branding, Packaging b) Need for Labelling and Marking in Exports, Factors determining Export Price; Objectives of Export Pricing International Commercial (INCO) Terms; Export Pricing Quotations – Free on Board (FOB), Cost Insurance and Freight (CIF) and Cost and Freight (C&F); Problems on FOB quotation	MS-teams platform, Google Classroom PPT presentation case discussions YouTube links for reference
	Feb	28	4	1	23	-	Module –II Export Distribution and Promotion a) Factors influencing Distribution Channels; Direct and Indirect Exporting Channels; Distinction between Direct and Indirect Exporting Channels b) Components of Logistics in Export marketing; Selection criteria of Modes of Transport; Need for Insurance in Export Marketing	MS-teams platform, Google Classroom PPT presentation case discussions YouTube links for reference

							c) Sales Promotion Techniques used in Export Marketing; Importance of Trade Fairs and Exhibitions; Benefits of Personal Selling; Essentials of Advertising in Export Marketing.	
	Mar	31	4	2	25	-	Module – III Export Finance a) Methods of Payment In export marketing; Procedure to open Letter of Credit, Types and Benefits of Countertrade. b) Features of Pre-Shipment and Post-shipment finance; Procedure to obtain Export Finance; Distinction between Pre-shipment Finance and Post Shipment Finance. c) Role of Commercial Banks, EXIM Bank, SIDBI in financing exporters; Role of ECGC Module – IV Export Procedure and Documentation: a. Registration with different authorities; Pre-shipment Procedure involved in Exports; Procedure of Quality Control and Pre-shipment Inspection;	MS-teams platform, Google Classroom PPT presentation case discussions YouTube links for reference
	April	30	4	4	12	10	b. Shipping and Custom Stage Formalities; Role of Clearing & Forwarding Agent; Post-shipment Procedure for Realisation of Export Proceeds; Procedure of Export under Bond and Letter of Undertaking. (LUT) c. Importance of - Commercial Invoice cum Packing list, Bill of Lading/ Airway Bill, Shipping Bill/Bill of Export, Consular Invoice, Certificate of Origin	MS-teams platform, Google Classroom PPT presentation case discussions YouTube links for reference

	May	31	5	2+1*(Maharashtra Day)	-	23	-	-
SUBTOTAL		151	30	9+2*	85	33		
GRAND TOTAL		365	52	15+3*	185	49		

Key reference Books/Magazines/Reference Material:

1. International Marketing: Analysis & Strategy: SakOnkvist, John J. Shaw, Prentice Hall,
2. International Marketing-Dana –Nicoleta Lascu, Biztantra , New Delhi.
3. International Marketing – Francis Cherunilam – Himalaya Publishing House, Mumbai.
4. International Marketing Management – An Indian Perspective – R. L. Varshney and B. Bhattacharya, Sultan Chand & Sons.
5. International Marketing – P. K. Vasudeva – Excel Books, New Delhi.
6. Pepsi Handbook of India Exports – Global Business Press, New Delhi
7. Export Import procedure- documentation and logistics, C Rama Gopal, New age Publication
8. Export Management – P. K. Khurana – Galgotia Publishing Company, New Delhi.
9. Export Management – T. A. S. Balagopal – Himalaya Publishing House, Mumbai.
10. Export Management – D. C. Kapoor – Vikas Publishing House Pvt. Ltd., New Delhi
11. New Import Export Policy - Nabhi Publications
12. EXIM Policy & Handbook of EXIM Procedure – VOL I & II
13. A Guide on Export Policy Procedure & Documentation– Mahajan
14. How to Export – Nabhi Publications
15. WTO and Indian perspective: JayantaBagchi, Eastern Law houses,
16. WTO and India: A critical study of its first decade: JK Mittal, D.Raju, New Era Law Publication
17. International Business: Environment and Operations, Danoes, John D. Radebaugh, Lee H., and Daniel P. Sullivan, 12th ed., Prentice Hall, 2009.



S.P. Mandali's

R. A. Podar College of Commerce & Economics (Autonomous)

Department of Economics and Foundation Course
Teaching – Learning Plan for the Academic Year: 2020-21

Department: Commerce

Program: T.Y.B.Com. **Course:** Marketing Research

Semester: V & VI

Division: E & F

No. of lectures (per week): 3

TEACHING OBJECTIVES:

1. To highlight the role of marketing research in the era of online business, importance in creation of success of brands and its importance within the marketing function of a Company.
2. It aims to orient learners towards the practical aspects and techniques of Marketing Research like AI, MIS, and Data warehouse, Data mining.
3. It is expected that this course will prepare learners to lay down a foundation for advanced Post-graduate courses in Research Methodology.
4. It will motivate students to consider career options in the field of Marketing Research.

LEARNING OUTCOME

1. Students learn about the emergence of media as well as study about the technological advancements/ growth of media industry in India.
2. Students are expected to analyse how research improves the efficiency of promotion, advertising and motivation.
3. Student can learn to understand Sales Control Research is the identification and measurement of all those variables which individually and in combination have an effect on sales.
4. Students to understand difference between in-house marketing research agencies and professional agencies.

Teaching Plan for the Academic Year: 2020-21

Term dates: 1 st Term – 7 th August 2020 to 31 st Dec 2020								
Semester	Month	Number of days	Sundays	Holidays + Breaks	Teaching days	Exam Days	Topics Covered	Teaching Methodology/ Tools
I 2020	June	30	4	-	-	-	-	-
	July	31	4	-	-	-	-	-
	Aug	31	5			-	Modules-1: Introduction to Marketing Research Marketing Research- Definition, features, functions, significance of Marketing Research in marketing decision making, limitations of Marketing Research. •Steps in Marketing Research, Ethics in Marketing Research Career options in Marketing Research, Qualities of a good Marketing Research professional. •Marketing Information System- Definition, components, essentials of a good MIS, Concept of Decision Support System- Components, importance Data Mining concept, importance. Data Warehouse: concept, importance, Data Privacy, Role of Social Media, Data Security Practices and Policy Purpose	Virtual MS-team platform through PPT Case Studies You tube videos
				1+1* (Ind day)	22			
Sept	30	4		1	25	-	Modules-2: Planning Research • Research Design- concept, importance, types Hypothesis- concept, types, importance	Virtual MS-team platform through PPT

							<ul style="list-style-type: none"> • Questionnaire- concept, types of questions, steps in the preparation of questionnaire, essentials of a good questionnaire • Sampling- concept, terms in sampling, techniques of sampling, essentials of good sampling 	Case Studies You tube videos
	Oct	31	4	2	25	-	Module-3 Data Collection <ul style="list-style-type: none"> • Primary data-concept, merits, demerits, methods • Secondary data- concept, merits, demerits, sources • Qualitative and Quantitative research- concept, features, Qualitative v/s Quantitative research Integrating technology in data collection, methods- (online surveys, hand held devices, text messages, social networking), importance 	Virtual MS-team platform through PPT Case Studies You tube videos
	Nov	30	5	1	18	-	Module-4 Data Processing, Analysis, Reporting <ul style="list-style-type: none"> • Stages in Data processing Editing- meaning, objectives, types Coding- meaning, guidelines Classification- meaning, methods Tabulation- meaning, methods 	Virtual MS-team platform through PPT Case Studies You tube videos
	Dec	31	4	1	10	16	Module-4 Data Processing, Analysis,	Virtual MS-team

							Reporting <ul style="list-style-type: none"> Data Analysis & Interpretation Data Analysis- meaning, steps, use of statistical tools (SPSS, SAS, MS EXCEL, MINITAB) Data Interpretation- meaning, importance, stages Report Writing- concept, types, contents, essentials, use of visual aids in research report REVISION LECTURE <ul style="list-style-type: none"> MOCK TEST 	platform through PPT Case Studies You tube videos
SUBTOTAL		214	30	6+1*	100	16		
2nd Term – 1st January 2021 to 31st May 2021								
II 2021	Jan	31	5	1* (Republic day)	25	-	Module-1 Applications of Marketing Research-I <ul style="list-style-type: none"> Product Research- concept, areas, new product development Product Testing Marketing- concept, methods Brand Research- concept, importance of a Brand, importance of brand Packaging Research- concept, importance Price Research- concept, factors influencing pricing, importance of price research, methods of price research 	Virtual MS-team platform through PPT Case Studies You tube videos
	Feb	28	4	1	23	-	Module-2 Applications of Marketing Research-II <ul style="list-style-type: none"> Physical Distribution research- types of distribution channels, Supply Management- concept, components of supply Management, importance of physical distribution research 	Virtual MS-team platform through PPT Case Studies You tube videos

							<ul style="list-style-type: none"> Promotion Research- concept, s of promotion, importance of promotion Advertising Research- concept, scope, pre testing methods of advertising effectiveness Consumer Research- concept, objectives, methods Motivation Research- concept, importance 	
	Mar	31	4	2	25	-	<p>Module-4 Applications of Marketing Research-III</p> <ul style="list-style-type: none"> Sales Research- concept, ance, scope/areas Rural Marketing Research- , features of Indian rural market, sources of search tools, do's and don'ts in rural ng Research Global Marketing Research- factors affecting Global Marketing, need pe of Global Marketing Research 	<p>Virtual MS-team platform through PPT</p> <p>Case Studies</p> <p>You tube videos</p>
	April	30	4	4	12	10	<p>Module-4 Managing Marketing Research</p> <ul style="list-style-type: none"> Organizing Marketing Research factors involved in organizing Marketing activity, methods of organizing Marketing h activity, In house marketing department, -- e, merits, demerits Professional Marketing Research s- structure, merits, demerits, professional ds Prominent Marketing Research agencies- HTA, ORG, IMRB, NCAER, Nielson 	<p>Virtual MS-team platform through PPT</p> <p>Case Studies</p> <p>You tube videos</p>

	May	31	5	2+1*(Maharashtra Day)	-	23	-	-
SUBTOTAL		151	30	9+2*	85	33		
GRAND TOTAL		365	52	15+3*	185	49		

Key reference Books/Magazines/Reference Material:

1. Fundamentals of Marketing Research, M.K. Gawande, Chandralok Prakashan, Kanpur, 2012
2. Fundamentals in Marketing Research, Scott Smith and Gerald Albaum
3. Marketing Research (Text with Cases), Suja Nair, Himalaya Publishing House, Maharashtra, 2014
4. Research Methods for Business Students, Mark Saunders, Philip Lewis and Adrian Thornhill
5. Marketing Research, John Boyce, Tata McGraw Hill Publishing Co. Ltd., Maharashtra, 2011
6. Marketing Research: A Global Outlook, V. Kumar, Sage Publications, New Delhi, 2015.
7. Management & Business Research, Mark Easterby-Smith, Richard Thorpe, Paul R. Jackson and Lena J. Jaspersen
8. Marketing Research Text and Cases, Rajendra Nargundkar, McGraw Hill, 2nd edition

9. Marketing Research: The impact of internet, Gates, Roger et al, John Wiley & sons, Great Britain, 2002.
10. Marketing Research, G. C. Beri, McGraw Hill, New Delhi, 2007

11. Business Research Methods, Emma Bell, Alan Bryman and Bill Harley.
12. Encyclopedia of Marketing Research Series, S.D. Singh, Anmol Publications Pvt. Ltd., New Delhi, 2012.



R. A. Podar College of Commerce & Economics, (Autonomous)

Teaching – Learning Plan for the Academic Year: 2020-21

Appendix VII C

Teacher's Name:

Department: Mathematics

Program: B.Com

1. Hemant Solanki

Course: Elements of Operations Research

Semester: V & VI

Division: F

No. of lectures (per week): 3 Lectures per division

TEACHING OBJECTIVE:

1. To describe the need and importance of Operations Research in industry
2. To discuss the basic Operations Research concepts and techniques for solving particular problem and identification of appropriate solution
3. Identify or construct an appropriate model for solution development

TEACHING LEARNING PLAN 2020-21

TERM I –07th August, 2020 to 31st December, 2020 Both days

Term	Month	No. of days in month	No. of Sundays	No. of Holidays	No. of Teaching days	E-content development/ administrative work	No. of Exam days	No. of working days	Topics Covered	Teaching Methodology/ Tools
I 2020	June	30	04	-	-	-	-	-	-	-
	July	31	04	-	-	27	-	27		
	Aug	31	05	01+01*	22	22	-	22+01*	Introduction of Statistics\Research, Application in Business Research, Application in Business/ Replacement Theory	MS team, PPT, Digital pad, PC, white board
	Sept	30	04	01	25	25	-	25	Replacement Theory / Transportation Problem	MS team, PPT, Digital pad, PC, white board

	Oct	31	04	02	25	25	-	25	Transportation Problem/ Linear Programming Problems	MS team, PPT, Digital pad, PC, white board
	Nov	30	05	01	18	18	-	18	Linear Programming Problems	MS team, PPT, Digital pad, PC, white board
	Dec	31	04	01	10	10	16	26	Theory Exam/ Revision	MS team, PPT, Digital pad, PC, white board
Subtotal		214	30	06+01*	100	127	16	144		
2021										
2021	Jan	31	05	01*	25	25	-	25	PERT / Time Cost Trade – Off Analysis for CPM Networks.	MS team, PPT, Digital pad, PC, white board
	Feb	28	04	01	23	23	-	23	Theory of Games	MS team, PPT, Digital pad, PC, white board
	March	31	04	02	25	25	-	25	Inventory Models	MS team, PPT, Digital pad, PC, white board
	April	30	04	04	12	12	10	22	EOQ models (instantaneous/uniform rate of replenishment and constant rate of demand assuming shortages are allowed/not allowed.)	MS team, PPT, Digital pad, PC, white board
	May	31	05	02+01*	-	-	23	23	Exam days	
Subtotal		151	22	09+02*	85	85	33	124		
Grand Total		365	52	15+03*	185	185	49	268		

First Term - 07th August, 2020 to 31st December, 2020 Both days

Second Term - 01st January, 2021 to 31st May, 2021 inclusive

Reference :

Teaching Plans

BMS



S.P. Mandali's

R. A. Podar College of Commerce & Economics

ACADEMIC CELL

Teaching – Learning Plan for the Academic Year: 2020-21

Teacher's Name:Ms. DivyaLalwaniDepartment:BMSProgram:FY BMS

Course:Business CommunicationISemester: IDivision:A and BNo. of lectures (per week):6

TEACHING OBJECTIVES:

- To understand the effective use of power point presentation
- To understand the relevance and importance of inter personal communication skills
- To enhance written communication skills

Term dates: 1 st Term – 8 th August 2020 to 15 th Dec 2020								
Sem	Month	No. of days	Sundays	Holidays + Breaks	Teaching days	Exam. Days	Topics Covered	Teaching Methodology/ Tools
I 2020	Aug	31	05	3	9	Nil	Theory of Communication	MS team, PPT
	Sept	30	04		12	Nil	Theory of Communication/ Obstacles to Communication in Business World	MS team, PPT
	Oct	30	05	2	12	Nil	Obstacles to Communication in Business World	MS team, PPT
	Nov	31	04	8	9	Nil	Business Correspondence/ Language and Writing Skills	MS team, PPT
	Dec	15	02	-	4	07	Theory Exam/ Revision	MS team, PPT
SUBTOTAL		107	20	06 +7 (Break)	46	07		

*15th August Independence Day

List of Reference Books/Magazine/ Any other Reference Material:

- Agarwal, AnjuD(1989) A Practical Handbook for Consumers, IBH.
- Alien, R.K.(1970) Organisational Management through Communication.
- Ashley,A(1992) A Handbook Of Commercial Correspondence, Oxford University Press.
- Aswathapa, K (1991)OrganisationalBehaviour, Himalayan Publication, Mumbai.
- Atreya N and Guha (1994) Effective Credit Management, MMC School of Management, Mumbai.
- Bangh, LSue, Fryar,Maridell and Thomas David A. (1998) How to Write First Class Business Correspondence, N.T.C. Publishing Group USA



S.P. Mandali's

R. A. Podar College of Commerce & Economics

ACADEMIC CELL

Teaching – Learning Plan for the Academic Year: 2020-21

Teacher's Name: Ms. Ruhii Patel Department: BMS Program: FY BMS

Course: Business Economics Semester: I Division: A and B No. of lectures (per week): 6

TEACHING OBJECTIVES:

- To understand the basic concepts and microeconomics
- To understand the demand function with the help of numerical illustration on trend analysis and simple linear regression
- To understand the concept of supply, production function and cost of production
- To understand the different market structures

Term dates: 1 st Term – 8 th August 2020 to 15 th Dec 2020								
Sem	Month	No. of days	Sundays	Holidays + Breaks	Teaching days	Exam. Days	Topics Covered	Teaching Methodology/ Tools
I 2020	Aug	31	05	3	9	Nil	Introduction to Economic	MS team, PPT
	Sept	30	04		12	Nil	Demand Analysis/ Supply and Production Decisions and Cost of Production	MS team, PPT
	Oct	30	05	2	12	Nil	Supply and Production Decisions and Cost of Production /	MS team, PPT
	Nov	31	04	8	9	Nil	Market structure: Perfect competition and Monopoly and Pricing and Output Decisions under Imperfect Competition / Pricing Practices	MS team, PPT
	Dec	15	02	-	4	07	Theory Exam/ Revision	MS team, PPT
SUBTOTAL		107	20	06 +7 (Break)	46	07		

*15th August Independence Day

List of Reference Books/ Magazine/ Any other Reference Material:

- Mehta, P.L.: Managerial Economics – Analysis, Problem and Cases (S. Chand & Sons, N. Delhi, 2000)
- Hirchey .M., Managerial Economics, Thomson South western (2003)
- Salvatore, D.: Managerial Economics in a global economy (Thomson South Western Singapore, 2001)
- Frank Robert.H, Bernanke. Ben S., Principles of Economics (Tata McGraw Hill (ed.3)



S.P. Mandali's

R. A. Podar College of Commerce & Economics

ACADEMIC CELL

Teaching – Learning Plan for the Academic Year: 2020-21

Teacher's Name: Ms. Kasturi save Department: BMS Program: FY BMS

Course: Business Law Semester: I Division: A and B No. of lectures (per week): 6

TEACHING OBJECTIVES:

- To understand the nature of contract and law applicable while buying and selling goods.
- To understand the objects of consumer law and the application of negotiable instruments.
- To introduce the concept of company and its relevance.
- To familiarize the students with the different concepts of IPR.

Term dates: 1st Term – 8th August 2020 to 15th Dec 2020

Sem	Month	No. of days	Sundays	Holidays + Breaks	Teaching days	Exam. Days	Topics Covered	Teaching Methodology/ Tools
I 2020	Aug	31	05	3	9	Nil	Contract Act, 1872 & Sale of Goods Act, 1930	MS team, PPT
	Sept	30	04		12	Nil	Negotiable Instrument Act, 1981 & Consumer Protection Act, 1986	MS team, PPT
	Oct	30	05	2	12	Nil	Intellectual Property Rights(IPR)	MS team, PPT
	Nov	31	04	8	9	Nil	Company Law	MS team, PPT
	Dec	15	02	-	4	07	Theory Exam/ Revision	MS team, PPT
SUBTOTAL		107	20	06 +7 (Break)	46	07		

*15th August Independence Day

List of Reference Books/ Magazine/ Any other Reference Material:

- Business Law – P.C. Tulsian
- Elements of mercantile Law – N.D.Kapoor
- Business Law – SS Gulshan
- Company Law – Dr.Avtar Singh
- Indian contract Act – Dr.Avtar Singh



S.P. Mandali's

R. A. Podar College of Commerce & Economics

ACADEMIC CELL

Teaching – Learning Plan for the Academic Year: 2020-21

Teacher's Name: Mr. Hemant Solanki Department: BMS Program: FY BMS

Course: Business Statistics Semester: I Division: A and B No. of lectures (per week): 8

TEACHING OBJECTIVES:

- To understand the basics of statistics and organizing of data in presentation format
- To understand the various tools used in statistics
- To understand the knowledge of probability and the standard statistical distribution

Term dates: 1 st Term – 8 th August 2020 to 15 th Dec 2020								
Sem	Month	No. of days	Sundays	Holidays + Breaks	Teaching days	Exam. Days	Topics Covered	Teaching Methodology/ Tools
I 2020	Aug	31	05	3	11	Nil	Introduction to Statistics, Measures of Dispersion, Co-Relation and Linear Regression	MS team, PPT
	Sept	30	04		16	Nil	Measures of Dispersion, Co-Relation and Linear Regression	MS team, PPT
	Oct	30	05	2	16	Nil	Time Series and Index Number , Probability and Decision Theory	MS team, PPT
	Nov	31	04	8	11	Nil	Probability and Decision Theory	MS team, PPT
	Dec	15	02	-	6	07	Theory Exam/ Revision	MS team, PPT
SUBTOTAL		107	20	06 +7 (Break)	60	07		

*15th August Independence Day

List of Reference Books/ Magazine/ Any other Reference Material:

- Statistics of Management , Richard Levin & David S. Rubin, Printice Hall of India , New Delhi.
- Statistics for Business & Economics, David R Anderson, Dennis J Sweny, Thompson Publication.
- Fundamental of Statistics, S C Gupta, Himalya Publication House.



S.P. Mandali's

R. A. Podar College of Commerce & Economics

ACADEMIC CELL

Teaching – Learning Plan for the Academic Year: 2020-21

Teacher's Name:Ms. Supriya ShettyDepartment:BMSProgram:FY BMS

Course: Foundation Course ISemester: IDivision: A and B No. of lectures (per week): 6

TEACHING OBJECTIVES:

- To help the learner understand the inter-disciplinary approach of social fabric.
- To sensitize learners on the socio-economic concerns in India with specific focus on the issues of the youth.
- To help learners articulate their views on the contemporary social issues.

Term dates: 1 st Term – 8 th August 2020 to 15 th Dec 2020								
Sem	Month	No. of days	Sundays	Holidays + Breaks	Teaching days	Exam. Days	Topics Covered	Teaching Methodology/ Tools
I 2020	Aug	31	05	3	9	Nil	Indian Society – Unity in Diversity and conflicts	MS team, PPT
	Sept	30	04		12	Nil	Social issues and problem	MS team, PPT
	Oct	30	05	2	12	Nil	The Indian Constitution	MS team, PPT
	Nov	31	04	8	9	Nil	Significant Aspects of Political Processes	MS team, PPT
	Dec	15	02	-	4	07	Theory Exam/ Revision	MS team, PPT
SUBTOTAL		107	20	06 +7 (Break)	46	07		

*15th August Independence Day

List of Reference Books/ Magazine/ Any other Reference Material:

- Social and Economic Problems in India, Naseem Azad, R Gupta Pub (2011)
- Indian Society and Culture, Vinita Padey, Rawat Pub (2016)
- Social Problems in India, Ram Ahuja, Rawat Pub (2014)
- Faces of Feminine in Ancient , medieval and Modern India, Mandakranta Bose Oxford University
- National Humana rights commission- disability Manual



S.P. Mandali's

R. A. Podar College of Commerce & Economics

ACADEMIC CELL

Teaching – Learning Plan for the Academic Year: 2020-21

Teacher's Name: Mr. Nikhil Shetty Department: BMS Program: FY BMS

Course: Foundation of Human Skills Semester: I Division: A and B No. of lectures (per week): 6

TEACHING OBJECTIVES:

- To understand individual differences and factors that affect the same
- To ensure clarity in understanding different types of personality and the theories related to the same
- To understand the difference between intelligent quotient, emotional quotient and spiritual quotient at workplace

Term dates: 1 st Term – 8 th August 2020 to 15 th Dec 2020								
Sem	Month	No. of days	Sundays	Holidays + Breaks	Teaching days	Exam. Days	Topics Covered	Teaching Methodology/ Tools
I 2020	Aug	31	05	3	9	Nil	Understanding of Human Nature	MS team, PPT
	Sept	30	04		12	Nil	Introduction to Group Behaviour	MS team, PPT
	Oct	30	05	2	12	Nil	Organizational Culture and Motivation at workplace	MS team, PPT
	Nov	31	04	8	9	Nil	Organizational Change, Creativity and Development and Work Stress	MS team, PPT
	Dec	15	02	-	4	07	Theory Exam/ Revision	MS team, PPT
SUBTOTAL		107	20	06 +7 (Break)	46	07		

*15th August Independence Day

List of Reference Books/ Magazine/ Any other Reference Material:

- Organisationalbehaviour, S.Robbins, Prentice Hall
- Organisationalbehaviour, John W.Newstrom and Keith Davis, Tata McGrawhill
- Organisationalbehaviour, Fred Luthans, McGrawhill,Newyork
- Organisationalbehaviour, K.Asathappa, Himalaya Publishing House



S.P. Mandali's

R. A. Podar College of Commerce & Economics

ACADEMIC CELL

Teaching – Learning Plan for the Academic Year: 2020-21

Teacher's Name: Mr. Yogesh Kumar Vaishya

Department: BMS Program: FY BMS

Course: Introduction to Financial Accounting Semester: I Division: A and B No. of lectures (per week): 8

TEACHING OBJECTIVES:

- To understand the basic concept in bookkeeping
- To impart knowledge on passing of journal entries and converting the journal entries into ledger
- To learn the concept of depreciation and its application

Term dates: 1st Term – 8th August 2020 to 15th Dec 2020

Sem	Month	No. of days	Sundays	Holidays + Breaks	Teaching days	Exam. Days	Topics Covered	Teaching Methodology/ Tools
I 2020	Aug	31	05	3	11	Nil	Introduction to Economic	MS team, PPT
	Sept	30	04		16	Nil	Demand Analysis/ Supply and Production Decisions and Cost of Production	MS team, PPT
	Oct	30	05	2	16	Nil	Supply and Production Decisions and Cost of Production /	MS team, PPT
	Nov	31	04	8	11	Nil	Market structure: Perfect competition and Monopoly and Pricing and Output Decisions under Imperfect Competition / Pricing Practices	MS team, PPT
	Dec	15	02	-	6	07	Theory Exam/ Revision	MS team, PPT
SUBTOTAL		107	20	06 +7 (Break)	60	07		

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List of Reference Books/ Magazine/ Any other Reference Material:

- Financial Accounts (a managerial emphasis): By Ashok Banerjee – Excel books
- Fundamental of Accounting and Financial Analysis: By Anil Choudhary (Pearson education)
- Indian Accounting Standards and IFRS for non-financial executives: By T.P. Ghosh– Taxman
- Financial Accounting for Business Managers: By Ashish K. Bhattacharya.
- Introduction to Accountancy by T.S. Grewal, S. Chand and Company (P) Ltd., New Delhi



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R. A. Podar College of Commerce & Economics

ACADEMIC CELL

Teaching – Learning Plan for the Academic Year: 2020-21

Teacher's Name: Ms. Supriya Shetty

Department:BMSProgram:FY BMS

Course: Business communication II

Semester: IIDivision: A and B

No. of lectures (per week): 6

TEACHING OBJECTIVES:

- To understand the effective use of power point presentation
- To understand the relevance and importance of conducting meetings
- To teach the formats of letter writing

2 nd Term – 5 th January 2021 to 31 st May 2021								
Sem	Month	No. of days	Sundays	Holidays + Breaks	Teaching days	Exam. Days	Topics Covered	Teaching Methodology/ Tools
II 2020	Jan	31	04	02	9	Nil	Presentation Skills	MS team, PPT
	Feb	28	04	02	12	Nil	Group Communication	MS team, PPT
	March	31	04	03	11	Nil	Business Correspondence	MS team, PPT
	April	30	05	02	12	Nil	Language and Writing Skills	MS team, PPT
	May	31	04	23 (Summer break)	-	04	Theory Exam/ Revision	MS team, PPT
SUBTOTAL		151	21	11 + 23 (Break)	44	04		

List of Reference Books/ Magazine/ Any other Reference Material:

- Agarwal, AnjuD(1989) A Practical Handbook for Consumers, IBH.
- Alien, R.K.(1970) Organisational Management through Communication.
- Ashley,A(1992) A Handbook Of Commercial Correspondence, Oxford University Press.
- Aswathapa, K (1991)OrganisationalBehaviour, Himalayan Publication, Mumbai.
- Atreya N and Guha (1994) Effective Credit Management, MMC School of Management, Mumbai.



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R. A. Podar College of Commerce & Economics

ACADEMIC CELL

Teaching – Learning Plan for the Academic Year: 2020-21

Teacher's Name: Mr. Yogesh Kumar Vaishya

Department:BMSProgram:FY BMS

Course: Business Environment

Semester: IIDivision: A and B

No. of lectures (per week): 6

TEACHING OBJECTIVES:

- To understand the nature and dynamics of business organizations
- To understand the impact of internal and external environmental factors on a business enterprise
- To sensitize the students on social responsibilities
- To introduce concept of relevance and importance related to current trends in business enterprise

2 nd Term – 5 th January 2021 to 31 st May 2021								
Sem	Month	No. of days	Sundays	Holidays + Breaks	Teaching days	Exam. Days	Topics Covered	Teaching Methodology/ Tools

II 2021	Jan	31	04	02	9	Nil	Introduction to Business Environment	MS team, PPT
	Feb	28	04	02	12	Nil	Political and Legal environment	MS team, PPT
	March	31	04	03	11	Nil	Social and Cultural Environment, Technological environment and Competitive Environment	MS team, PPT
	April	30	05	02	12	Nil	International Environment	MS team, PPT
	May	31	04	23(Summer break)	-	04	Theory Exam/ Revision	MS team, PPT
	SUBTOTAL	151	21	11 + 23 (Break)	44	04		

List of Reference Books/ Magazine/ Any other Reference Material:

- Morrison J, The International Business Environment, Palgrave
- Francis Cherunilam, Business Environment-Himalaya Publishing House, New Delhi
- K. Aswathappa, Essentials of Business Environment, Himalaya Publishing House, New Delhi
- MISHRA AND PURI, Indian Economy, Himalaya Publishing House, New Delhi
- Business Environment Raj Aggarwal Excel Books, Delhi



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R. A. Podar College of Commerce & Economics

ACADEMIC CELL

Teaching – Learning Plan for the Academic Year: 2020-21

Teacher's Name: Mr. Hemant Solanki

Department:BMSProgram:FY BMS

Course: Business Mathematics

Semester: IIDivision: A and B

No. of lectures (per week): 8

TEACHING OBJECTIVES:

- To understand the various concepts of financial mathematics such as simple interest, compound interest, and annuity, permutation and combination
- To understand the concept of calculus such as there are waiters and application of derivatives
- To understand the concept of numerical analysis such as interpolation

2nd Term – 5th January 2021 to 31th May 2021

Sem	Month	No. of days	Sundays	Holidays + Breaks	Teaching days	Exam. Days	Topics Covered	Teaching Methodology/ Tools
II 2021	Jan	31	04	02	11	Nil	Elementary Financial Mathematics	MS team, PPT
	Feb	28	04	02	16	Nil	Matrices and Determinants	MS team, PPT
	March	31	04	03	16	Nil	Numerical Analysis [Interpolation]	MS team, PPT
	April	30	05	02	12	Nil	Derivatives and Applications of Derivatives	MS team, PPT
	May	31	04	23(Summer break)	-	04	Theory Exam/ Revision	MS team, PPT
SUBTOTAL		151	21	11 + 23 (Break)	55	04		

List of Reference Books/ Magazine/ Any other Reference Material:

- Mathematics for Economics and Finance, Martin Anthony, Norman Biggs, Cambridge lowprice editions, 2000.
- Business Mathematics, D.C. Sancheti, V.K. Kapoor, Sultan Chand & Sons Publications, 2006.
- Business Mathematics, J.K. Singh, 2009, Himalaya Publishing House.
- Mathematics for Business and Economics, J.D. Gupta, P.K. Gupta, Man Mohan, Tata McGrawHill Publishing Company Ltd.
- Mathematics of Finance 2nd Edition Schaum's Outline Series Peter Zima, Robert Browns Tata McGraw-Hill Publishing Company Ltd



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R. A. Podar College of Commerce & Economics

ACADEMIC CELL

Teaching – Learning Plan for the Academic Year: 2020-21

Teacher's Name: Ms. Supriya Shetty

Department:BMSProgram:FY BMS

Course: Foundation Course IISemester: IIDivision: A and B No. of lectures (per week): 6

TEACHING OBJECTIVES:

- To understand the concept of liberalization, privatization and globalization
- To ensure that the students understand the concept of human rights with special reference to fundamental rights as stated in the constitution of India
- To understand oneself and manage personal stress and conflict for harmonious interpersonal relationships.

2 nd Term – 5 th January 2021 to 31 th May 2021								
Sem	Month	No. of days	Sundays	Holidays + Breaks	Teaching days	Exam. Days	Topics Covered	Teaching Methodology/ Tools
II 2021	Jan	31	04	02	9	Nil	Globalization and Indian Society	MS team, PPT
	Feb	28	04	02	12	Nil	Human Rights	MS team, PPT
	March	31	04	03	11	Nil	Understanding oneself	MS team, PPT
	April	30	05	02	12	Nil	Stress and conflict management	MS team, PPT
	May	31	04	23(Summer break)	-	04	Theory Exam/ Revision	MS team, PPT
SUBTOTAL		151	21	11 + 23 (Break)	44	04		

List of Reference Books/ Magazine/ Any other Reference Material:

- A decade of economic reforms in India (The past, the present, the future)-Edited by Raj
- Kapila and Uma Kapila, Academic Foundation (2002)
- Impact of the policies of WTO on Indian agriculture - S. Nehru, Serial Pub. (2012)
- Privatisation of public enterprises – Emerging dimensions – Edited by G.S. Batra,
- NarinderKaur ,Anmol Pub. (1995)



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R. A. Podar College of Commerce & Economics

ACADEMIC CELL

Teaching – Learning Plan for the Academic Year: 2020-21

Teacher's Name: Ms. Divya Lalwani Department: BMS Program: FY BMS

Course: Principles of Marketing Semester: II Division: A and B No. of lectures (per week): 6

TEACHING OBJECTIVES:

- To understand the place and contribution of marketing to the business enterprise.
- To understand major bases for segmenting consumer and business markets; define and be able to apply steps of target marketing: market segmentation and market positioning
- Identify the costs and benefits of marketing channels; discuss the firms and the functions involved in typical channels.

2 nd Term – 5 th January 2021 to 31 th May 2021								
Sem	Month	No. of days	Sundays	Holidays + Breaks	Teaching days	Exam. Days	Topics Covered	Teaching Methodology/ Tools
II 2021	Jan	31	04	02	9	Nil	Introduction to Marketing	MS team, PPT
	Feb	28	04	02	12	Nil	Marketing Environment, Research and Consumer Behavior	MS team, PPT
	March	31	04	03	11	Nil	Marketing Mix	MS team, PPT
	April	30	05	02	12	Nil	Segmentation, Targeting and Positioning and Trends In Marketing	MS team, PPT
	May	31	04	23 (Summer break)	-	04	Theory Exam/ Revision	MS team, PPT
SUBTOTAL		151	21	11 + 23 (Break)	44	04		

List of Reference Books/ Magazine/ Any other Reference Material:

- Kotlar, Philip, Marketing Management, Prentice Hall, New Delhi.
- Stanton, Etzel, Walker, Fundamentals of Marketing, Tata-McGraw Hill, New Delhi.
- Saxena, Rajan, Marketing Management, Tata-McGraw Hill, New Delhi.
- McCarthy, E.J., Basic Marketing: A managerial approach, Irwin, New York.



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R. A. Podar College of Commerce & Economics

ACADEMIC CELL

Teaching – Learning Plan for the Academic Year: 2020-21

Teacher's Name: Ms. Kasturi Save Department: BMS Program: FY BMS

Course: Industrial Law Semester: II Division: A and B No. of lectures (per week): 6

TEACHING OBJECTIVES:

- To introduce the nature of industrial dispute and the role of trade unions
- To understand the laws related to health and safety of the employees
- To familiarize the concept of provident fund and insurance

2nd Term – 5th January 2021 to 31st May 2021

Sem	Month	No. of days	Sundays	Holidays + Breaks	Teaching days	Exam. Days	Topics Covered	Teaching Methodology/ Tools
II 2021	Jan	31	04	02	9	Nil	Laws Related to Industrial Relations and Industrial Disputes	MS team, PPT
	Feb	28	04	02	12	Nil	Laws Related to Health, Safety and Welfare	MS team, PPT
	March	31	04	03	11	Nil	Law related to Social Security	MS team, PPT
	April	30	05	02	12	Nil	Laws Related To Compensation Management	MS team, PPT
	May	31	04	23(Summer break)	-	04	Theory Exam/ Revision	MS team, PPT
SUBTOTAL		151	21	11 + 23 (Break)	44	04		

List of Reference Books/ Magazine/ Any other Reference Material:

- Industrial and Labour Laws, Dr. Sanjeev Kumar, Bharat Law HP Ltd
- Labour and Industrial Laws, S.N Misra, Central Law Publication
- Labour and Industrial Laws, P.K.Padhi, Eastern Economy Edition
- Commercial and Industrial Law, S.K. Dasgupta, Sterling Publishers Pvt. Ltd
- Industrial Law, Mr. N.D. Kapoor, Sultan Chand



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R. A. Podar College of Commerce & Economics

ACADEMIC CELL

Teaching – Learning Plan for the Academic Year: 2020-21

Teacher's Name: Mr. Nikhil Shetty Department: BMS Program: FY BMS

Course: Principles of Management Semester: II Division: A and B No. of lectures (per week): 6

TEACHING OBJECTIVES:

- To introduce theories of learning on the evolution of levels of management
- To understand the process and limitation in decision-making
- To understand structure and hierarchy of a business enterprise

2 nd Term – 5 th January 2021 to 30 th May 2021								
Sem	Month	No. of days	Sundays	Holidays + Breaks	Teaching days	Exam. Days	Topics Covered	Teaching Methodology/ Tools
II 2020	Jan	31	04	02	9	Nil	Nature of Management	MS team, PPT
	Feb	28	04	02	12	Nil	Planning and Decision Making	MS team, PPT
	March	31	04	03	11	Nil	Organizing	MS team, PPT
	April	30	05	02	12	Nil	Directing, Leadership, Co-ordination and Controlling	MS team, PPT
	May	31	04	23(Summer break)	-	04	Theory Exam/ Revision	MS team, PPT
SUBTOTAL		151	21	11 + 23 (Break)	44	04		

List of Reference Books/ Magazine/ Any other Reference Material:

- Principles of Management, Ramasamy, Himalaya Publication, Mumbai
- Principles of Management, Tripathi Reddy, Tata Mc Graw Hill
- Management Text & Cases, VSP Rao, Excel Books, Delhi
- Management Concepts and OB, P S Rao & N V Shah, AjabPustakalaya
- Essentials of Management, Koontz II & W, Mc. Graw Hill, New York



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R. A. Podar College of Commerce & Economics(Autonomous)

ACADEMIC CELL

Teaching – Learning Plan for the Academic Year: 2020-21

Teacher's Name:DivyaLalwani

Department:BMS

Course:Advertising

Semester: III

Division:B

No. of lectures (per week): 3

TEACHING OBJECTIVES:

1. To understand and examine the growing importance of advertising.
2. To understand the construction of an effective advertisement
3. To understand the role of advertising in contemporary scenario.
4. To understand the future and career in advertising.

Term dates: 1 st Term – 18 th June 2020 to 5 th Nov 2021								
Sem	Month	No. of days	Sundays	Holidays + Breaks	Teaching days	Exam. Days	Topics Covered	Teaching Methodology/ Tools

II 2021	Aug	31	04	03	9	Nil	Introduction to Advertising	MS team, PPT, PC
	Sept	30	04	0	14	Nil	Individual- Determinants of Consumer Behaviour	MS team, PPT, PC
2021	Oct	31	05	02	12	Nil	Creativity in Advertising	MS team, PPT, PC,
	Nov	30	05	08	8	Nil	Budget, Evaluation, Current trends and careers in Advertising	MS team, PPT, PC, white board
	Dec	31	04	23	-	04	Exam days	
SUBTOTAL		107	20	06 +7 (Break)	43	21		

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List of Reference Books/Magazine/ Any other Reference Material:

1. Belch, Michael, “Advertising and Promotion: An integrated marketing communications perspective” Tata Mcgraw Hill 2010
2. Mohan, Manendra “Advertising Management Concept and Cases”, Tata Mcgraw Hill 2008
3. Kleppner, Russell J; Thomac, Lane W , “Advertising Procedure”, Prentice Hall 1999
4. Shimp, Terence, “Advertising and promotion :An IMC Approach”, Cengage Learning 2007
5. Sharma, Sangeeta and Singh, Raghuvir “Advertising planning and Implementation”, Prentice Hall of India 2006
6. Clow, Kenneth E and Baack, Donald E “Integrated Advertising Promotion and Marketing

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R. A. Podar College of Commerce & Economics(Autonomous)

ACADEMIC CELL

Teaching – Learning Plan for the Academic Year: 2020-21

Teacher's Name:DivyaLalwani **Department:**BMS

Course:Consumer Behaviour **Semester:** III **Division:** B **No. of lectures (per week):** 3

TEACHING OBJECTIVES:

1. The objectives of consumer behaviour analysis is to understand the attitudes of the consumer about a product. Their preferences, likes and dislikes which lead to the further modernization of the sales strategies by the marketer.
2. To develop an understanding about the consumer decision making process and its applications in the marketing function of a firm.
3. This course is meant to equip undergraduate students with basic knowledge about issues and dimensions of Consumer Behaviour.
4. Students are expected to develop the skill of understanding and analysing consumer information and using it to create consumer- oriented marketing strategies.

Term dates: 1 st Term – 18 th June 2020 to 5 th Nov 2021								
Sem	Month	No. of days	Sundays	Holidays + Breaks	Teaching days	Exam. Days	Topics Covered	Teaching Methodology/ Tools
II 2021	Aug	31	04	03	9	Nil	Introduction To Consumer Behaviour	MS team, PPT, PC
	Sept	30	04	0	14	Nil	Individual- Determinants of Consumer Behaviour	MS team, PPT, PC

2021	Oct	31	05	02	12	Nil	Environmental Determinants of Consumer Behaviour	MS team, PPT, PC,
	Nov	30	05	08	8	Nil	Consumer decision making models and New Trends	MS team, PPT, PC, white board
	Dec	31	04	23	-	04	Exam days	
SUBTOTAL		107	20	06 +7 (Break)	43	21		

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List of Reference Books/ Magazine/ Any other Reference Material:

1. Schiffman, L.G., Kanuk, L.L., & Kumar, S.R. (2011). Consumer Behaviour. (10th ed.). Pearson.
2. Solomon, M.R. (2009). Consumer Behaviour – Buying, Having, and Being. (8th ed.) New Delhi: Pearson .
3. Blackwell, R.D., Miniard, P.W., & Engel, J. F. (2009). Consumer Behaviour. New Delhi: Cengage Learning.
4. Hawkins, D.I., Best, R. J., Coney, K.A., & Mookerjee, A. (2007). Consumer Behaviour – Building Marketing Strategy. (9th ed.). Tata McGraw Hill.



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R. A. Podar College of Commerce & Economics(Autonomous)

ACADEMIC CELL

Teaching – Learning Plan for the Academic Year: 2020-21

Teacher's Name: Hemant Solanki

Department:BMS

Course: Corporate Finance

Semester: III

Division: A

No. of lectures (per week): 3

TEACHING OBJECTIVES:

- 1.To learn about various concept of financial management.
2. To study time value of money and its impact in depth
3. To help in bring role of finance in maintaining the business

Term dates: 1st Term – 18th June 2020 to 5th Nov 2021								
Sem	Month	No. of days	Sundays	Holidays + Breaks	Teaching days	Exam. Days	Topics Covered	Teaching Methodology/ Tools

II 2021	Aug	31	04	03	9	Nil	Introduction to Corporate Finance	MS team, PPT, PC, white board
	Sept	30	04	0	14	Nil	Capital Structure and Leverage	MS team, PPT, PC, white board
2021	Oct	31	05	02	12	Nil	Time Value of Money	MS team, PPT, PC, white board
	Nov	30	05	08	8	Nil	Mobilisation of Funds	MS team, PPT, PC, white board
	Dec	31	04	23	-	04	Exam days	
SUBTOTAL		107	20	06 +7 (Break)	43	21		

List of Reference Books/ Magazine/ Any other Reference Material:

1. Foster, George Financial Statement Analysis, 2nd ed., Pearson Education Pvt Ltd
2. Damodaran, A. (2008). Damodaran on Valuation, Security Analysis for Investment and Corporate Finance
3. Chandra, P. (2011). Corporate Valuation and Value Creation, (1st ed). TMH
4. Weston, Chung, Hoag, Mergers, Restructuring and Corporate Control, Prentice Hall Of India. 5. M.Y. Khan

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R. A. Podar College of Commerce & Economics(Autonomous)

ACADEMIC CELL

Teaching – Learning Plan for the Academic Year: 2020-21

Teacher's Name: Yogeshkumar Vaishya

Department:BMS

Course:Equity and Debt Market Semester: III Division: A No. of lectures (per week): 3

TEACHING OBJECTIVES:

- 1.To impart knowledge relating to types of shares and method and legal aspect of issue of shares.
2. This paper will enable the students to understand the evolution of various aspects of financial markets which in turn will help them in framing the financial policies, development of financial instruments and processes and evolving the strategies during crisis. The teaching will be done mainly through

Term dates: 1 st Term – 18 th June 2020 to 5 th Nov 2021								
Sem	Month	No. of days	Sundays	Holidays + Breaks	Teaching days	Exam. Days	Topics Covered	Teaching Methodology/ Tools
II 2021	Aug	31	04	03	9	Nil	Introduction to Financial Market	MS team, PPT, PC, white board
	Sept	30	04	0	14	Nil	Dynamics of Equity Market	MS team, PPT, PC, white board

2021	Oct	31	05	02	12	Nil	Players in Debt Markets	MS team, PPT, PC, white board
	Nov	30	05	08	8	Nil	Valuation of Equity & Bonds	MS team, PPT, PC, white board
	Dec	31	04	23	-	04	Exam days	
							Exam days	
SUBTOTAL		107	20	06 +7 (Break)	43	21		

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List of Reference Books/ Magazine/ Any other Reference Material:

1. Allen, Larry (1750-2000). The Global Financial System.
2. Ian H. Giddy (1994). Global Financial Markets. Houghton Mifflin.
3. Saunders, Anthony & Cornett, Marica Millon. Financial markets & institutions: A modern
4. LM Bhole. Financial institutions & markets: Structure, growth & innovations. TMH (5th ed.)

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R. A. Podar College of Commerce

& Economics(Autonomous)

ACADEMIC CELL

Teaching – Learning Plan for the Academic Year: 2020-21

Teacher's Name: Nikhil Shetty

Department: BMS

Course: Motivation & Leadership Semester: III Division: B

No. of lectures (per week): 3

TEACHING OBJECTIVES:

5. To gain knowledge of the leadership strategies for motivating people and changing organizations
6. To study how leaders facilitate group development and problem solving and work through problems and issues as well as transcend differences
7. To acquaint the students about practical approaches to Motivation and Leadership & its application in the Indian context

Term dates: 1st Term – 18th June 2020 to 5th Nov 2021								
Sem	Month	No. of days	Sundays	Holidays + Breaks	Teaching days	Exam. Days	Topics Covered	Teaching Methodology/ Tools
II 2021	Aug	31	04	03	9	Nil	Motivation -I	MS team, PPT, PC
	Sept	30	04	0	14	Nil	Motivation -II	MS team, PPT, PC
2021	Oct	31	05	02	12	Nil	Leadership-I	MS team, PPT, PC,
	Nov	30	05	08	8	Nil	Leadership-II	MS team, PPT, PC, white board
	Dec	31	04	23	-	04	Exam days	
								Exam days

SUBTOTAL	107	20	06 +7 (Break)	43	21		

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List of Reference Books/ Magazine/ Any other Reference Material:

1. Personnel Management and Industrial relations – P. C. Shejwalkar and S. B. Malegaonkar
2. Labour Management relations in India – K.M. Subramanian
3. Trade Unionism Myth and Reality, New Delhi, Oxford University Press, 1982
4. Dynamic Personnel Administration – Prof. M.N. Rudrabasavraj. ster

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R. A. Podar College of Commerce &

Economics(Autonomous)

ACADEMIC CELL

Teaching – Learning Plan for the Academic Year: 2020-21

Teacher's Name: Supriya Shetty

Department: BMS

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List of Reference Books/ Magazine/ Any other Reference Material:

1. Dipak Kumar Bhattacharya - Human Resource Management
2. Arun Monappa- Managing Human Resource.
3. C.B. Memoria -Personnel Management
4. Armstrong, Michael & Baron Angela. (2005). Handbook of Strategic HRM (1st ed.). New Delhi: Jaico

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R. A. Podar College of Commerce &

Economics(Autonomous)

ACADEMIC CELL

Teaching – Learning Plan for the Academic Year: 2020-21

Teacher's Name: Vahid Kapadia Department:BMS

Course:Information Technology in Business Management-ISemester: III

Division: A/B No. of lectures (per week): 6

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List of Reference Books/ Magazine/ Any other Reference Material:

1. Information Technology for Management, 6TH ED (With CD) By Efraim Turban, Dorothy Leidner, Ephraim Mclean, James Wetherbe (Ch1, Ch2)
2. Microsoft Office Professional 2013 Step by Step By Beth Melton, Mark Dodge, Echo Swinford, Andrew
3. Tata McGraw Hill Joseph, P.T. : E-commerce An Indian Perspective (Ch-13,Ch-14)
4. Computer Viruses and Related Threats: A Management Guide (Ch-2, Ch-3) By John P. Wack, Lisa J.



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R. A. Podar College of Commerce & Economics(Autonomous)

ACADEMIC CELL

Teaching – Learning Plan for the Academic Year: 2020-21

Teacher's Name:Supriya Shetty Department:BMS

Course:Foundation Course –III Semester: III Division: A/B No. of lectures (per week): 6

TEACHING OBJECTIVES:

4. To learn about various Environmental Concepts
5. To study Environment degradation and its impact in depth
6. To help in bring Sustainability and role of business in maintaining sustainability
7. To foster Innovations in business- an environmental Perspective

Term dates: 1 st Term – 18 th June 2020 to 5 th Nov 2021								
Sem	Month	No. of days	Sundays	Holidays + Breaks	Teaching days	Exam. Days	Topics Covered	Teaching Methodology/ Tools

II 2021	Aug	31	04	03	9	Nil	Environmental Concepts	MS team, PPT, PC
	Sept	30	04	0	14	Nil	Environment degradation	MS team, PPT, PC
2021	Oct	31	05	02	12	Nil	Sustainability and role of business	MS team, PPT, PC,
	Nov	30	05	08	8	Nil	Innovations in business-an environmental Perspective	MS team, PPT, PC, white board
	Dec	31	04	23	-	04	Exam days	
							Exam days	
SUBTOTAL		107	20	06 +7 (Break)	43	21		

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List of Reference Books/ Magazine/ Any other Reference Material:

1. Environment Management, N.K. Uberoi , Excel Books, Delhi
2. Environmental Management - Text & Cases, Bala Krishnamoorthy, Prentice Hall of India
3. Environmental Management- National and global Perspectives, Swapan C. Deb, JAICO
4. Environmental Management, Dr.Anand S. Bal, Himalaya Publishing House
5. Environmental Priorities in India, Khoshoo, Environmental Society (N.Delhi)



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R. A. Podar College of Commerce & Economics(Autonomous)

ACADEMIC CELL

Teaching – Learning Plan for the Academic Year: 2020-21

Teacher's Name: Nikhil Shetty Department:BMS

Course:Business Planning & Entrepreneurial Management Semester: III

Division: A/B No. of lectures (per week): 6

TEACHING OBJECTIVES:

8. Entrepreneurship is one of the major focus areas of the discipline of Management. This course introduces Entrepreneurship to budding managers.
9. To develop entrepreneurs & to prepare students to take the responsibility of full line of management function of a company with special reference to SME sector.

Term dates: 1 st Term – 18 th June 2020 to 5 th Nov 2021								
Sem	Month	No. of days	Sundays	Holidays + Breaks	Teaching days	Exam. Days	Topics Covered	Teaching Methodology/ Tools

II 2021	Aug	31	04	03	9	Nil	Foundations of Entrepreneurship Development	MS team, PPT, PC
	Sept	30	04	0	14	Nil	Types & Classification Of Entrepreneurs	MS team, PPT, PC
2021	Oct	31	05	02	12	Nil	Entrepreneur Project Development & Business Plan	MS team, PPT, PC,
	Nov	30	05	08	8	Nil	Venture Development	MS team, PPT, PC, white board
	Dec	31	04	23	-	04	Exam days	
							Exam days	
SUBTOTAL		107	20	06 +7 (Break)	43	21		

*15th August Independence Day

List of Reference Books/ Magazine/ Any other Reference Material

1. Dynamics of Entrepreneurial Development Management - Vasant Desai, Himalaya Publishing House.
2. Entrepreneurial Development - S.S. Khanna
3. Entrepreneurship & Small Business Management - CL Bansal, Haranand Publication

S.P. Mandali's



R. A. Podar College of Commerce

& Economics(Autonomous)

ACADEMIC CELL

Teaching – Learning Plan for the Academic Year: 2020-21

Teacher's Name: Yogeshkumar Vaishya Department:BMS

Course:Accounting for Managerial Decisions Semester: III Division: A/B No. of lectures (per week): 6

TEACHING OBJECTIVES:

10. To acquaint management learners with basic accounting fundamentals.
11. To develop financial analysis skills among learners.
12. To impart knowledge in learner to make decision by using various management accounting tools
13. The course aims at explaining the core concepts of business finance and its importance in managing a business

Term dates: 1 st Term – 18 th June 2020 to 5 th Nov 2021								
Sem	Month	No. of days	Sundays	Holidays + Breaks	Teaching days	Exam. Days	Topics Covered	Teaching Methodology/ Tools

II 2021	Aug	31	04	03	9	Nil	Analysis and Interpretation of Financial statements	MS team, PPT, PC, white board, Exel Sheet
	Sept	30	04	0	14	Nil	Ratio analysis and Interpretation	MS team, PPT, PC, white board, Exel Sheet
2021	Oct	31	05	02	12	Nil	Cash flow statement	MS team, PPT, PC, white board, Exel Sheet
	Nov	30	05	08	8	Nil	Working capital	MS team, PPT, PC, white board, Exel Sheet
	Dec	31	04	23	-	04	Exam days	
							Exam days	
SUBTOTAL		107	20	06 +7 (Break)	43	21		

*15th August Independence Day

List of Reference Books/ Magazine/ Any other Reference Material:

1. Srivastava R M, Essentials of Business Finance, Himalaya Publications
2. Anthony R N and Reece JS. Accounting Principles ,HoomwoodIllinos , Richard D. Irvin
3. Bhattacharya SK and Dearden J. - Accounting for Management. Text and Cases , New Delhi.
4. Hingorani NL and ramanthan AR - Management Accounting , New Delhi



S.P. Mandali's

R. A. Podar College of Commerce & Economics (Autonomous)

ACADEMIC CELL

Teaching – Learning Plan for the Academic Year: 2020-21

Teacher's Name: Hemant Solanki

Department:BMS

Course:Strategic ManagementSemester: IIIDivision: A/B

No. of lectures (per week): 6

TEACHING OBJECTIVES:

1. To expose students to various perspectives and concepts in the field of Strategic Management
2. The course would enable the students to understand the principles of strategy formulation, implementation and control in organizations.
3. To help students develop skills for applying these concepts to the solution of business problems
4. To help students master the analytical tools of strategic management

Term dates: 1 st Term – 18 th June 2020 to 5 th Nov 2021								
Sem	Month	No. of days	Sundays	Holidays + Breaks	Teaching days	Exam. Days	Topics Covered	Teaching Methodology/ Tools
II 2021	Aug	31	04	03	9	Nil	Introduction	MS team, PPT, PC
	Sept	30	04	0	14	Nil	Strategy Formulation	MS team, PPT, PC
2021	Oct	31	05	02	12	Nil	Strategic Implementation	MS team, PPT, PC,
	Nov	30	05	08	8	Nil	Strategic Evaluation & Control	MS team, PPT, PC, white board
	Dec	31	04	23	-	04	Exam days	
							Exam days	
SUBTOTAL		107	20	06 +7 (Break)	43	21		

*15th August Independence Day

List of Reference Books/ Magazine/ Any other Reference Material:

1. Kazmi Azhar, Business Policy & Strategic Management, Tata McGraw Hill.
2. P.K. Ghosh : Business Policy , Strategy , Planning and Management
3. Christensen , Andrews Dower: Business Policy- Text and Cases
4. William F. Gkycj : Business Policy – Strategy Formation and Management Action
5. Bongee and Colonan : Concept of Corporate Strategy



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ACADEMIC CELL

Teaching – Learning Plan for the Academic Year: 2020-21

Teacher's Name:Vahid Kapadia

Department:BMS

Course:Information Technology in Business Management -II Semester:IV**Division: B****No. of lectures (per week):6**

TEACHING OBJECTIVES:

1. To understand Managerial decision making and to develop perceptive of major functional area of MIS.
2. To learn Outsourcing concepts, BPO/KPO industries and their structure.

2 nd Term – 5 th January 2021 to 30 th April 2021								
Sem	Month	No. of days	Sundays	Holidays + Breaks	Teaching days	Exam. Days	Topics Covered	Teaching Methodology/ Tools
IV 2020	Jan	31	04	02	9	Nil	MIS and Subsystems	MS team, PPT, Digital pad, PC.
	Feb	28	04	02	12	Nil	ERP/E-SCM	MS team, PPT, Digital pad, PC.
	March	31	04	03	11	Nil	Introduction to databases and data warehouse	MS team, PPT, Digital pad, PC.
	April	30	05	02	12	Nil	Outsourcing	MS team, PPT, Digital pad, PC.
	May	31	04	23(Summer break)	-	04	Exam days	
			151	21	11 + 23 (Break)	44	04	

Reference Book :

- **Information Technology for Management, 6TH ED (With CD) By Efraim Turban,**
- **Dorothy Leidner, Ephraim Mclean, James Wetherbe (Ch1, Ch2)**
- **Microsoft Office Professional 2013 Step by Step By Beth Melton, Mark Dodge.**
- **Tata McGraw Hill Joseph, P.T. : E-commerce An Indian Perspective.**



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R. A. Podar College of Commerce & Economics

ACADEMIC CELL

Teaching – Learning Plan for the Academic Year: 2020-21

Teacher's Name: Nikhil Shetty

Department:BMS

Course:Ethics and Governance **Semester:**IV **Division:**A/B **No. of lectures (per week):**6

TEACHING OBJECTIVES:

1. To understand significance of ethics and practices in business which are indispensable for progress of country.
2. To study the ethical business practices, CSR and Corporate practiced by various Organisations.

2 nd Term – 5 th January 2021 to 30 th April 2021								
Sem	Month	No. of days	Sundays	Holidays + Breaks	Teaching days	Exam. Days	Topics Covered	Teaching Methodology/ Tools
IV 2020	Jan	31	04	02	9	Nil	Introduction to Ethics and Business Ethics	MS team, PPT, Digital pad, PC.
	Feb	28	04	02	12	Nil	Ethics in Marketing, Finance and HRM	MS team, PPT, Digital pad, PC.
	March	31	04	03	11	Nil	Corporate Governance	MS team, PPT, Digital pad, PC.
	April	30	05	02	12	Nil	CSR	MS team, PPT, Digital pad, PC.
	May	31	04	23 (Summer break)	-	04	Exam days	
								Exam days
			151	21	11 + 23 (Break)	44	04	

Reference Book :

- Laura P. Hartman, Joe DesJardins, Business Ethics, Mcgraw Hill, 2nd Edition
- Fernando, Business Ethics – An Indian Perspective, Pearson, 2010
- Joseph DesJardins, An Introduction to Business Ethics, Tata McGraw Hill, 2nd Edition
- Richard T DeGeorge, Business Ethics, Pearson, 7th Edition



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ACADEMIC CELL

Teaching – Learning Plan for the Academic Year: 2020-21

Teacher's Name:Ruhi patel

Department:BMS

Course:Business Economics-IISemester:IVDivision: BNo. of lectures (per week):6

TEACHING OBJECTIVES:

1. Understand the fundamental principles and models of modern economics.
2. Be able to use mathematical models to analyse behaviour.
3. Be able to supply advanced, modern econometric methods to the analysis of data.

2 nd Term – 5 th January 2021 to 30 th April 2021								
Sem	Month	No. of days	Sundays	Holidays + Breaks	Teaching days	Exam. Days	Topics Covered	Teaching Methodology/ Tools
IV 2020	Jan	31	04	02	9	Nil	Macroeconomic Data and Theory	MS team, PPT, Digital pad, PC.
	Feb	28	04	02	12	Nil	Money Inflation and policy	MS team, PPT, Digital pad, PC.
	March	31	04	03	11	Nil	Fiscal policy and Its Instruments	MS team, PPT, Digital pad, PC.
	April	30	05	02	12	Nil	Open Economy and Theory	MS team, PPT, Digital pad, PC.
	May	31	04	23(Summer break)	-	04	Exam days	
								Exam days
			151	21	11 + 23 (Break)	44	04	

Reference Book :

- Ackley. G (1976), Macro Economic Theory and Policy, Macmillan Publishing Co. New York.
- Ahuja. H.L., Modern Economics — S.Chand Company Ltd. New Delhi.
- Blanchard Olivier (2000), Macro Economics, Englewood Elitt, Prentice Hall
- Bouman John, Principles of Macro Economic



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ACADEMIC CELL

Teaching – Learning Plan for the Academic Year: 2020-21

Teacher's Name:Hemant Solanki

Department:BMS

Course:Business Research Methodology **Semester:**IV **Division:**No. of lectures (per week):6

TEACHING OBJECTIVES:

- 1.To describe the need and importance of Training and Development in industry
2. To discuss the basic concepts and techniques for solving particular problem and identification of appropriate solution

2 nd Term – 5 th January 2021 to 30 th April 2021								
Sem	Month	No. of days	Sundays	Holidays + Breaks	Teaching days	Exam. Days	Topics Covered	Teaching Methodology/ Tools
IV 2020	Jan	31	04	02	9	Nil	Introduction to Business Method	MS team, PPT, Digital pad, PC.
	Feb	28	04	02	12	Nil	Data Collection and processing	MS team, PPT, Digital pad, PC.
	March	31	04	03	11	Nil	Data analysis and Interpretation	MS team, PPT, Digital pad, PC.
	April	30	05	02	12	Nil	Advanced techniques in report writing	MS team, PPT, Digital pad, PC.
	May	31	04	23(Summer break)	-	04	Exam days	
								Exam days
			151	21	11 + 23 (Break)	44	04	

Reference Book :

- Marketing Research- Text and Cases Harper W. Boyd Jr. , Ralph Westfall.
- Research methodology in Social sciences, O.R.Krishnaswamy, Himalaya Publication
- Business Research Methods, Donald R Cooper, Pamela Schindler, Tata McGraw Hill



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ACADEMIC CELL

Teaching – Learning Plan for the Academic Year: 2020-21

Teacher's Name:Yogesh Vaishya

Department:BMS

Course:Production and Total Quality Management Semester:IV**Division: A and B. No. of lectures (per week):6**

TEACHING OBJECTIVES:

1. To make the learner to evaluate and analysis by using various productivity tools.
2. To enable the learner understand the cost of quality and its evaluation techniques.

2 nd Term – 5 th January 2021 to 30 th April 2021								
Sem	Month	No. of days	Sundays	Holidays + Breaks	Teaching days	Exam. Days	Topics Covered	Teaching Methodology/ Tools
IV 2020	Jan	31	04	02	9	Nil	Production management	MS team, PPT, Digital pad, PC.
	Feb	28	04	02	12	Nil	Material management	MS team, PPT, Digital pad, PC.
	March	31	04	03	11	Nil	Basics of TQM	MS team, PPT, Digital pad, PC.
	April	30	05	02	12	Nil	Improvements strategies and certification	MS team, PPT, Digital pad, PC.
	May	31	04	23(Summer break)	-	04	Exam days	
			151	21	11 + 23 (Break)	44	04	

Reference Book:

- Production and Operations Management: R. Paneerselvam .
- Production (Operations) Management: L.C. Jhamb
- K. Ashwathappa and K .Shridhar Bhatt ; Production and Operations management.



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ACADEMIC CELL

Teaching – Learning Plan for the Academic Year: 2020-21

Teacher's Name:Supriya Shetty

Department:BMS

Course:Rural Marketing **Semester:**IV **Division: B** **No. of lectures (per week):** 3

TEACHING OBJECTIVES:

1. To make students understand about the concepts of 4ps and 4As with reference to rural marketing.
2. It also focuses on understanding and contributing to the emerging challenges in the upcoming global economic scenario.

2 nd Term – 5 th January 2021 to 30 th April 2021								
Sem	Month	No. of days	Sundays	Holidays + Breaks	Teaching days	Exam. Days	Topics Covered	Teaching Methodology/ Tools
IV 2020	Jan	31	04	02	9	Nil	Introduction to marketing	MS team, PPT, Digital pad, PC.
	Feb	28	04	02	12	Nil	Rural marketing	MS team, PPT, Digital pad, PC.
	March	31	04	03	11	Nil	Rural marketing mix	MS team, PPT, Digital pad, PC.
	April	30	05	02	12	Nil	Rural marketing strategies	MS team, PPT, Digital pad, PC.
	May	31	04	23(Summer break)	-	04	Exam days	
								Exam days
			151	21	11 + 23 (Break)	44	04	

Reference Book :

- Badi & Badi : Rural Marketing
- Matoria, C.B. & Badri Vishal : Agriculture problems in India
- Arora, R.C. : Integrated Rural Development



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ACADEMIC CELL

Teaching – Learning Plan for the Academic Year: 2020-21

Teacher's Name: Divya lalwani

Department: BMS

Course: Integrated Marketing Communications Semester: IV Division: B No. of lectures (per week): 3

TEACHING OBJECTIVES:

1. Helps in building and awareness for your brand.
2. Helps the students to communicate information about the product.

2 nd Term – 5 th January 2021 to 30 th April 2021								
Sem	Month	No. of days	Sundays	Holidays + Breaks	Teaching days	Exam. Days	Topics Covered	Teaching Methodology/ Tools
IV 2020	Jan	31	04	02	9	Nil	Introduction to IMC	MS team, PPT, Digital pad, PC.
	Feb	28	04	02	12	Nil	Elements of IMC-I	MS team, PPT, Digital pad, PC.
	March	31	04	03	11	Nil	Elects of IMC-II	MS team, PPT, Digital pad, PC.
	April	30	05	02	12	Nil	Evaluation in marketing communication.	MS team, PPT, Digital pad, PC.
	May	31	04	23(Summer break)	-	04	Exam days	
			151	21	11 + 23 (Break)	44	04	

Reference Book:

- Belch, Michael, Belch, George “Advertising and Promotion: An integrated marketing Communications perspective” Tata Mcgraw Hill 2010
- Clow, Kenneth E ;Baack, Donald E “Integrated Advertising Promotion and Marketing Communication”, Pearson Edu 2014
- Duncan, Tom, “Principles of Advertising and IMC”, Tata Mcgraw Hill Pub 2006



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R. A. Podar College of Commerce & Economics

ACADEMIC CELL

Teaching – Learning Plan for the Academic Year: 2020-21

Teacher's Name: Yogesh Vaishya

Department:BMS

Course:Corporate Restructuring **Semester:**IV **Division:**A **No. of lectures (per week):** 3

TEACHING OBJECTIVES:

1. To impart knowledge relating redemption of preference share.
2. To impart knowledge relating buy-back of equity shares.
3. To discuss the basic concepts and techniques for solving particular problem and identification of appropriate solution

2 nd Term – 5 th January 2021 to 30 th April 2021								
Sem	Month	No. of days	Sundays	Holidays + Breaks	Teaching days	Exam. Days	Topics Covered	Teaching Methodology/ Tools
IV 2020	Jan	31	04	02	9	Nil	Corporate Restructuring	MS team, PPT, Digital pad, PC.
	Feb	28	04	02	12	Nil	Accounting of internal Reconstruction	MS team, PPT, Digital pad, PC.
	March	31	04	03	11	Nil	Accounting For External Resonstruction.	MS team, PPT, Digital pad, PC.
	April	30	05	02	12	Nil	Impact of Reorganization of the company.	MS team, PPT, Digital pad, PC.
	May	31	04	23(Summer break)	-	04	Exam days	
			151	21	11 + 23 (Break)	44	04	

Reference Book:

- Ramanujam : Mergers et al, LexisNexis Butterworths Wadhwa Nagpur
- Ray : Mergers and Acquisitions Strategy, Valuation and Integration, PH
- Advanced Accounts Shukla and Grewal S. Chand and Co. (P) Ltd., New Delhi
- Advanced accountancy R.L. Gupta and M. Radhaswamy S. Chand and Co. (P) Ltd., New



R. A. Podar College of Commerce & Economics

ACADEMIC CELL

Teaching – Learning Plan for the Academic Year: 2020-21

Teacher's Name: Vallabah Narayan

Department: BMS

Course: Financial institution Market **Semester:** IV **Division:** A **No. of lectures (per week):** 3

TEACHING OBJECTIVES:

1. To inculcate understanding relating to managing of financial system.
2. To introduction Foreign Exchange Market to enable the student to understand the concept.

2 nd Term – 5 th January 2021 to 30 th April 2021								
Sem	Month	No. of days	Sundays	Holidays + Breaks	Teaching days	Exam. Days	Topics Covered	Teaching Methodology/ Tools
IV 2020	Jan	31	04	02	9	Nil	Financial Institutions	MS team, PPT, Digital pad, PC.
	Feb	28	04	02	12	Nil	Financial Regulators & Institutions in India	MS team, PPT, Digital pad, PC.
	March	31	04	03	11	Nil	Financial Markets	MS team, PPT, Digital pad, PC.
	April	30	05	02	12	Nil	Managing Financial Systems Design	MS team, PPT, Digital pad, PC.
	May	31	04	23(Summer break)	-	04	Exam days	
								Exam days
			151	21	11 + 23 (Break)	44	04	

Reference Book :

- M. Bhole, Financial Institutions and Markets, TATA McGraw Hill
- V. A. Avadhani, Marketing of Financial Services, Himalaya Publishers, Mumbai
- Vasant Desai, Indian Financial Systems, Himalaya Publishers
- Gordon and Natarajan, Financial Services, Himalaya Publishers
- Meir Khan, Financial Institutions and Markets, Oxford Press



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R. A. Podar College of Commerce & Economics

ACADEMIC CELL

Teaching – Learning Plan for the Academic Year: 2020-21

Teacher's Name: Nikhil Shetty

Department:BMS

Course: Training and Development Semester:IV Division: BNo. of lectures (per week): 3

TEACHING OBJECTIVES:

- 1.To describe the need and importance of Training and Development in industry
2. To discuss the basic concepts and techniques for solving particular problem and identification of appropriate solution

2 nd Term – 5 th January 2021 to 30 th April 2021								
Sem	Month	No. of days	Sundays	Holidays + Breaks	Teaching days	Exam. Days	Topics Covered	Teaching Methodology/ Tools
IV 2020	Jan	31	04	02	9	Nil	Training Objectives, Scopes, Importance	MS team, PPT, Digital pad, PC.
	Feb	28	04	02	12	Nil	Overview of Development	MS team, PPT, Digital pad, PC.
	March	31	04	03	11	Nil	Concept of Management Development	MS team, PPT, Digital pad, PC.
	April	30	05	02	12	Nil	Performance Measurement	MS team, PPT, Digital pad, PC.
	May	31	04	23(Summer break)	-	04	Exam days	
			151	21	11 + 23 (Break)	44	04	

Reference Book :

- Employee Training And Development – Raymond Noe
- Every Trainers Handbook- Devendra Agochia
- 360 Degree Feedback, Competency Mapping And Assessment Centre- Radha Sharma



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ACADEMIC CELL

Teaching – Learning Plan for the Academic Year: 2020-21

Teacher's Name: Nikhil Shetty

Department:BMS

Course: Change Management

Semester:IV **Division:** B

No. of lectures (per week): 3

TEACHING OBJECTIVES:

1.The objectives of this paper is to prepare students as organizational facilitators using the knowledge and techniques

2 nd Term – 5 th January 2021 to 30 th April 2021								
Sem	Month	No. of days	Sundays	Holidays + Breaks	Teaching days	Exam. Days	Topics Covered	Teaching Methodology/ Tools
IV 2020	Jan	31	04	02	9	Nil	Introduction of Change Management	MS team, PPT, Digital pad, PC.
	Feb	28	04	02	12	Nil	Impact of Change Management	MS team, PPT, Digital pad, PC.
	March	31	04	03	11	Nil	Resistance to Change Management	MS team, PPT, Digital pad, PC.
	April	30	05	02	12	Nil	Effective Implementation of Change	MS team, PPT, Digital pad, PC.
	May	31	04	23(Summer break)	-	04	Exam days	
								Exam days
			151	21	11 + 23 (Break)	44	04	

Reference Book:

- Kavita Singh- Organization change
- S.K. Bhatia- Organisational Change
- K.Ashwathapa- Management & OB, HRM.
- Radha Sharma- Training & Development.



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ACADEMIC CELL

Teaching – Learning Plan for the Academic Year: 2020-21

Teacher's Name: Viren C Dayal

Department: BMS

Course: Logistics and Supply Chain Management

Semester: V

Division: A & B

No. of lectures (per week): 6

TEACHING OBJECTIVES:

- To enable the students to increase efficiency with minimum inventory.
- To enable the students to handle unexpected events.
- To enable the students to Reduce Transportation and Logistics Cost and improve quality.

Term dates: 1 st Term – 18 th June 2018 to 5 th Nov 2018								
Sem	Month	No. of days	Sundays	Holidays + Breaks	Teaching days	Exam. Days	Topics Covered	Teaching Methodology/ Tools
V 2020	Aug	31	05	3	6	Nil	Overview of Logistics and Supply Chain Management	MS team, PPT
	Sept	30	04		12	Nil	Elements of Logistics Mix	MS team, PPT
	Oct	30	05	2	12	Nil	Inventory Management, Logistics Costing, Performance	MS team, PPT
	Nov	31	04	8	7	Nil	Recent Trends in Logistics and Supply Chain Management	MS team, PPT
	Dec	15	02	-	6	04	Exams	MS team, PPT
SUBTOTAL		107	20	06 +7 (Break)	43	21		

List of Reference Books/Magazine/ Any other Reference Material:

- David Simchi Levi, Philip Kaminshy, Edith Simchi Levi, Designing & Managing the Supply Chain -Concepts, Strategies and Case Studies Logistics Donald Waters, An Introduction to Supply Chain
- Martin Christopher, Logistics & Supply Chain Management - Strategies for Reducing Cost &ImprovingServices
- Vinod Sople, Logistic Management - The Supply Chain Imperative
- Donald J Bowersox & David J Closs, Logistic Management - The Integrated Supply Chain Process



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ACADEMIC CELL

Teaching – Learning Plan for the Academic Year: 2020-21

Teacher's Name: Divya Lalwani Department: BMS Course: Corporate Communication & Public Relations

Semester: V

Division: A & B

No. of lectures (per week): 6

TEACHING OBJECTIVES:

- To enable the students to understand what corporate communication is, what its role in corporations is, and the different perspectives on corporate communication.
- To enable the student to understand key concepts of corporate communication and public relations.
- To ensure the students know key theories of corporate communications and public relations.

Term dates: 1 st Term – 18 th June 2018 to 5 th Nov 2018								
Sem	Month	No. of days	Sundays	Holidays + Breaks	Teaching days	Exam. Days	Topics Covered	Teaching Methodology/ Tools
V 2020	Aug	31	05	3	6	Nil	Foundation of Corporate Communication	MS team, PPT
	Sept	30	04		12	Nil	Understanding Public Relations	MS team, PPT
	Oct	30	05	2	12	Nil	Functions of Corporate Communication and Public Relations	MS team, PPT
	Nov	31	04	8	7	Nil	Emerging Technology in Corporate Communication and Public Relations	MS team, PPT
	Dec	15	02	-	6	04	Exams	MS team, PPT
SUBTOTAL		107	20	06 +7 (Break)	43	21		

List of Reference Books/Magazine/ Any other Reference Material:

- Richard R. Dolphin, The Fundamentals of Corporate Communication
- Joep Cornelissen, Corporate Communications: Theory and Practice
- James L. Horton, Integrating Corporate Communication: The Cost Effective Use of Message & Medium
- Sandra Oliver, Handbook of Corporate Communication & Public Relations A Cross-Cultural Approach



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ACADEMIC CELL

Teaching – Learning Plan for the Academic Year: 2020-21

Teacher's Name: Vallaban Narayanan Department: BMS Course: Investment Analysis and Portfolio Management

Semester: V

Division: A

No. of lectures (per week): 3

TEACHING OBJECTIVES:

- To help the learner to select the best investment options as per one's income, age, time horizon and risk appetite.
- To understand Capital appreciation.
- To enable the learner to maximize returns on investment.

Term dates: 1 st Term – 18 th June 2018 to 5 th Nov 2018								
Sem	Month	No. of days	Sundays	Holidays + Breaks	Teaching days	Exam. Days	Topics Covered	Teaching Methodology/ Tools
V 2020	Aug	31	05	3	6	Nil	Introduction to Investment Environment	MS team, PPT
	Sept	30	04		12	Nil	Risk - Return Relationship	MS team, PPT
	Oct	30	05	2	12	Nil	Portfolio Management and Security Analysis	MS team, PPT
	Nov	31	04	8	7	Nil	Theories, Capital Asset Pricing Model and Portfolio Performance Measurement	MS team, PPT
	Dec	15	02	-	6	04	Exams	MS team, PPT
SUBTOTAL		107	20	06 +7 (Break)	43	21		

List of Reference Books/Magazine/ Any other Reference Material:

- Kevin. S, Security Analysis and Portfolio Management
- Donald Fischer & Ronald Jordon, Security Analysis & Portfolio Management
- Prasanna Chandra, Security Analysis & Portfolio Management
- Sudhindhra Bhatt, Security Analysis and Portfolio Management.



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ACADEMIC CELL

Teaching – Learning Plan for the Academic Year: 2020-21

Teacher's Name: Purvi Shah

Department: BMS

Course: Commodities and Derivatives

Semester: V

Division: A

No. of lectures (per week): 3

TEACHING OBJECTIVES:

- To ensure that the learner understand how to hedge his risks, diversifying his portfolio.
- To enable the learner to understand global diversification and hedging against inflation and deflation.
- To understand complex financial instruments that are used for various purposes, including hedging.

Term dates: 1 st Term – 18 th June 2018 to 5 th Nov 2018								
Sem	Month	No. of days	Sundays	Holidays + Breaks	Teaching days	Exam. Days	Topics Covered	Teaching Methodology/ Tools
V 2020	Aug	31	05	3	6	Nil	Introduction to Commodities Market and Derivatives Market	MS team, PPT
	Sept	30	04		12	Nil	Futures and Hedging	MS team, PPT
	Oct	30	05	2	12	Nil	Options and Option Pricing Models	MS team, PPT
	Nov	31	04	8	7	Nil	Trading, Clearing & Settlement In Derivatives Market and Types of Risk	MS team, PPT
	Dec	15	02	-	6	04	Exams	MS team, PPT
SUBTOTAL		107	20	06 +7 (Break)	43	21		

List of Reference Books/Magazine/ Any other Reference Material:

- John C. Hull & Basu -Futures, options & other derivatives
- Robert McDonald, Derivatives market, Pearson education
- John Hull, Fundamentals of futures & options
- Ankit Gala & Jitendra Gala, Guide to Indian Commodity market, Buzzingstock publishing house



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ACADEMIC CELL

Teaching – Learning Plan for the Academic Year: 2020-21

Teacher's Name: Yogesh kumar Vaishya Department: BMS

Course: Wealth Management

Semester: V

Division: A

No. of lectures (per week): 3

TEACHING OBJECTIVES:

- To provide an overview of various aspects related to wealth management.
- To study the relevance and importance of Insurance in wealth management.
- To acquaint the learners with issues related to taxation in wealth management.
- To understand various components of retirement planning.

Term dates: 1 st Term – 18 th June 2018 to 5 th Nov 2018								
Sem	Month	No. of days	Sundays	Holidays + Breaks	Teaching days	Exam. Days	Topics Covered	Teaching Methodology/ Tools
V 2020	Aug	31	05	3	6	Nil	Introduction	MS team, PPT
	Sept	30	04		12	Nil	Insurance Planning and Investment Planning	MS team, PPT
	Oct	30	05	2	12	Nil	Financial Mathematics/ Tax and Estate Planning	MS team, PPT
	Nov	31	04	8	7	Nil	Retirement Planning/ Income Streams & Tax Savings Schemes	MS team, PPT
	Dec	15	02	-	6	04	Exams	MS team, PPT
SUBTOTAL		107	20	06 +7 (Break)	43	21		

List of Reference Books/Magazine/ Any other Reference Material:

- Harold Evensky, Wealth Management, McGraw Hill Publication
- NCFM, CFP, IIBF, etc, Wealth Management modules
- Harold Evensky, The new wealth Management, CFA Institute Investment Series Publication



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R. A. Podar College of Commerce & Economics

ACADEMIC CELL

Teaching – Learning Plan for the Academic Year: 2020-21

Teacher's Name: Vallaban Narayanan Department: BMS Course: Risk Management

Semester: V Division: A No. of lectures (per week): 3

TEACHING OBJECTIVES:

- To ensure that the learner understands the management of risk and is consistent with and supports the achievement of the strategic and corporate objectives.
- To ensure that the learner Initiates action to prevent or reduce the adverse effects of risk.
- To ensure that the learner can understand statutory and legal obligations.

Term dates: 1 st Term – 18 th June 2018 to 5 th Nov 2018								
Sem	Month	No. of days	Sundays	Holidays + Breaks	Teaching days	Exam. Days	Topics Covered	Teaching Methodology/ Tools
V 2020	Aug	31	05	3	6	Nil	Introduction, Risk Measurement and Control	MS team, PPT
	Sept	30	04		12	Nil	Risk Avoidance and ERM	MS team, PPT
	Oct	30	05	2	12	Nil	Risk Governance and Assurance	MS team, PPT
	Nov	31	04	8	7	Nil	Risk Management in Insurance	MS team, PPT
	Dec	15	02	-	6	04	Exams	MS team, PPT
SUBTOTAL		107	20	06 +7 (Break)	43	21		

List of Reference Books/Magazine/ Any other Reference Material:

- Thomas S. Coleman, Quantitative Risk Management : A Practical Guide to Financial Risk
- Steve Peterson, Investment Theory and Risk Management
- Risk Management , M/s Macmillan India Limited
- Theory & Practice of Treasury Risk Management: M/s Taxman Publications Ltd.



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ACADEMIC CELL

Teaching – Learning Plan for the Academic Year: 2020-21

Teacher's Name: Usha Rao Department: BMS Course: Service Marketing

Semester: V Division: B No. of lectures (per week): 3

TEACHING OBJECTIVES:

- To equip the students with requisite knowledge, skills and right attitude to provide effective service delivery.
- To develop competent management professionals with strong ethical values capable of assuming pivotal role in various sectors of the economy
- To identify the target segment and formulate the right marketing mix for customer satisfaction.
- Analyze the factors affecting business environment, study the failures and strategize recovery.
- To provide insights into the challenges and opportunities at national and global level.

Term dates: 1 st Term – 18 th June 2018 to 5 th Nov 2018								
Sem	Month	No. of days	Sundays	Holidays + Breaks	Teaching days	Exam. Days	Topics Covered	Teaching Methodology/ Tools
V 2020	Aug	31	05	3	6	Nil	Introduction of Services Marketing	MS team, PPT
	Sept	30	04		12	Nil	Key Elements of Services Marketing Mix	MS team, PPT
	Oct	30	05	2	12	Nil	Managing Quality Aspects of Services Marketing	MS team, PPT
	Nov	31	04	8	7	Nil	Marketing of Services	MS team, PPT
	Dec	15	02	-	6	04	Exams	MS team, PPT
SUBTOTAL		107	20	06 +7 (Break)	43	21		

List of Reference Books/Magazine/ Any other Reference Material:

- Valarie A. Zeuhaml & Mary Jo Bitner, Service Marketing, Tata McgrawHill, 6th Edition
- Christoper Lovelock, JochenWirtz, Jayanta Chatterjee, Service Marketing People, Technology, Strategy
- A South Asian Perspective , Pearson Education, 7th Edition
- Ramneek Kapoor, Justin Paul & Biplab Halder, Services Marketing-Concepts And Practices, Mcgraw Hill, 2011



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ACADEMIC CELL

Teaching – Learning Plan for the Academic Year: 2020-21

Teacher's Name: Nikhil Shetty Department: BMS Course: Sales and Distribution Management

Semester: V Division: B No. of lectures (per week): 3

TEACHING OBJECTIVES:

- To understand about the selling process.
- To know about the Key aspects of Sales management skills.
- To get familiar with the practical approaches in distribution channels.
- To understand about the evaluation in sales management performance.

Term dates: 1 st Term – 18 th June 2018 to 5 th Nov 2018								
Sem	Month	No. of days	Sundays	Holidays + Breaks	Teaching days	Exam. Days	Topics Covered	Teaching Methodology/ Tools
V 2020	Aug	31	05	3	6	Nil	Introduction	MS team, PPT
	Sept	30	04		12	Nil	Market Analysis and Selling	MS team, PPT
	Oct	30	05	2	12	Nil	Distribution Channel Management	MS team, PPT
	Nov	31	04	8	7	Nil	Performance Evaluation, Ethics and Trends	MS team, PPT
	Dec	15	02	-	6	04	Exams	MS team, PPT
SUBTOTAL		107	20	06 +7 (Break)	43	21		

List of Reference Books/Magazine/ Any other Reference Material:

- Nag, Sales and Distribution Management, Mcgraw Hill, 2013 Edition
- Richard R. Still, Edward W. Cundiff, Norman A.P. Govoni, Sales Management, Pearson Education, 5th edition.
- Krishna K. Havaldar, Vasant M. Cavale, Sales and Distribution Management – Text & Cases, Mcgraw Hill Education, 2nd Edition, 2011



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ACADEMIC CELL

Teaching – Learning Plan for the Academic Year: 2020-21

Teacher's Name: Divya Lalwani Department: BMS Course: E-Commerce and Digital Marketing Management

Semester: V

Division: B

No. of lectures (per week): 3

TEACHING OBJECTIVES:

- To provide knowledge about E Commerce and to prepare the student for vocational competency including training and development of skill.
- To encourage the students to do content writing.
- To create awareness about the trends and future of E commerce and Digital marketing

Term dates: 1 st Term – 18 th June 2018 to 5 th Nov 2018								
Sem	Month	No. of days	Sundays	Holidays + Breaks	Teaching days	Exam. Days	Topics Covered	Teaching Methodology/ Tools
V 2020	Aug	31	05	3	6	Nil	Introduction to E-commerce	MS team, PPT
	Sept	30	04		12	Nil	E-Business & Applications	MS team, PPT
	Oct	30	05	2	12	Nil	Payment, Security, Privacy & Legal Issues in E-Commerce	MS team, PPT
	Nov	31	04	8	7	Nil	Digital Marketing	MS team, PPT
	Dec	15	02	-	6	04	Exams	MS team, PPT
SUBTOTAL		107	20	06 +7 (Break)	43	21		

List of Reference Books/Magazine/ Any other Reference Material:

- D Nidhi ,E-Commerce Concepts and Applications, ,Edn 2011, International Book house P.ltd
- Bajaj Kamlesh K,E-Commerce- The cutting edge of Business
- Whiteley David, E-Commerce Technologies and Applications-2013
 - E-Business & E-Commerce Management 3rd Ed, Pearson Education



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ACADEMIC CELL

Teaching – Learning Plan for the Academic Year: 2020-21

Teacher's Name: Hemant Solanki Department: BMS Course: Strategic Human Resource Management

Semester: V

Division: B

No. of lectures (per week): 3

TEACHING OBJECTIVES:

- To encourage flexibility, innovation, and competitive advantage.
- To ensure that the learner develops a 'fit for purpose' organizational culture.
- To ensure that the learner is able to contribute to improving the business performance.

Term dates: 1 st Term – 18 th June 2018 to 5 th Nov 2018								
Sem	Month	No. of days	Sundays	Holidays + Breaks	Teaching days	Exam. Days	Topics Covered	Teaching Methodology/ Tools
V 2020	Aug	31	05	3	6	Nil	SHRM - An Overview	MS team, PPT
	Sept	30	04		12	Nil	HR Strategies	MS team, PPT
	Oct	30	05	2	12	Nil	HR Policies	MS team, PPT
	Nov	31	04	8	7	Nil	Recent Trends in SHRM	MS team, PPT
	Dec	15	02	-	6	04	Exams	MS team, PPT
SUBTOTAL		107	20	06 +7 (Break)	43	21		

List of Reference Books/Magazine/ Any other Reference Material:

- Michael Armstrong, Angela Baron, Handbook of Strategic HRM, Jaico publishing House
- Armstrong M.-Strategic Human Resource Management_ A Guide to Action (2006)
- Strategic Human Resource Management, Tanuja Agarwal
- Strategic Human Resource Management, Jeffrey A. Mello



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ACADEMIC CELL

Teaching – Learning Plan for the Academic Year: 2020-21

Teacher's Name: Nikhil Shetty Department: BMS Course: Finance for HR Professionals and Compensation

Semester: V Division: B No. of lectures (per week): 3

TEACHING OBJECTIVES:

- To understand about the compensation plans.
- To understand about the cost to company.
- To know about the legal aspects in compensation

Term dates: 1 st Term – 18 th June 2018 to 5 th Nov 2018								
Sem	Month	No. of days	Sundays	Holidays + Breaks	Teaching days	Exam. Days	Topics Covered	Teaching Methodology/ Tools
V 2020	Aug	31	05	3	6	Nil	Compensation Plans and HR Professionals	MS team, PPT
	Sept	30	04		12	Nil	Incentives and Wages	MS team, PPT
	Oct	30	05	2	12	Nil	Compensation to Special Groups and Recent Trends	MS team, PPT
	Nov	31	04	8	7	Nil	Legal and Ethical issues in Compensation	MS team, PPT
	Dec	15	02	-	6	04	Exams	MS team, PPT
SUBTOTAL		107	20	06 +7 (Break)	43	21		

List of Reference Books/Magazine/ Any other Reference Material:

- Gary Dessler, Biju Varkkey, Human Resource Management, Pearson, 12th edition
- Mick Marchington and Adrian Wilkinson, Human Resource Management at Work IIIrd Edition,
- Shashi K. Gupta, Rosy Joshi, Human Resource Management, Kalyani Publishers
- Gary Dessler, Framework for HRM, 3rd Edition, Pearson Education



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ACADEMIC CELL

Teaching – Learning Plan for the Academic Year: 2020-21

Teacher's Name: Supriya Shetty Department: BMS Course: Performance Management and Career Planning

Semester: V

Division: B

No. of lectures (per week): 3

TEACHING OBJECTIVES:

- To understand the concept and process of performance management in organizations.
- To understand the importance and relevance of ethics in performance management system.
- To understand the importance of Career Planning and Career Development in the organization.

Term dates: 1 st Term – 18 th June 2018 to 5 th Nov 2018									
Sem	Month	No. of days	Sundays	Holidays + Breaks	Teaching days	Exam. Days	Topics Covered	Teaching Methodology/ Tools	
V 2020	Aug	31	05	3	6	Nil	Performance Management – An Overview	MS team, PPT	
	Sept	30	04		12	Nil	Performance Management Process	MS team, PPT	
	Oct	30	05	2	12	Nil	Ethics, Under Performance and Key Issues in Performance	MS team, PPT	
	Nov	31	04	8	7	Nil	Career Planning and Development	MS team, PPT	
	Dec	15	02	-		6	04	Exams	MS team, PPT
SUBTOTAL		107	20	06 +7 (Break)	43	21			

List of Reference Books/Magazine/ Any other Reference Material:

- Shashi K. Gupta, Rosy Joshi, Human Resource Management, Kalyani Publishers
- Armstrong, Michael, Baron, Performance Management, Jaico Publishers
- Robert Bacal, Performance Management, McGraw-Hill Education, 2007
- T.V. Rao, Performance Management and Appraisal Systems: HR Tools for Global

Term dates: 1 st Term – 18 th June 2018 to 5 th Nov 2018								
Sem	Month	No. of days	Sundays	Holidays + Breaks	Teaching days	Exam. Days	Topics Covered	Teaching Methodology/ Tools
V 2020	Aug	31	05	3	6	Nil	Industrial Relations- An overview	MS team, PPT
	Sept	30	04		12	Nil	Industrial Disputes	MS team, PPT
	Oct	30	05	2	12	Nil	Trade Unions and Collective Bargaining	MS team, PPT
	Nov	31	04	8	7	Nil	Industrial Relations Related Laws in India	MS team, PPT
	Dec	15	02	-	6	04	Exams	MS team, PPT
SUBTOTAL		107	20	06 +7 (Break)	43	21		

List of Reference Books/Magazine/ Any other Reference Material:

- Davar R S: Personnel Management and Industrial Relations in India
- Mamoria C B: Industrial Relations
- Charles Myeres: Industrial Relations in India
- Arun Monappa: Industrial Relations



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ACADEMIC CELL

Teaching – Learning Plan for the Academic Year: 2020-21

Teacher's Name:Department:BMSProgram:BMS

Course: BMS Semester: VIDivision: A and B No. of lectures (per week):4

TEACHING OBJECTIVES:

- To help students to solve various problems practically.
- To make students proficient in case analysis and interpretation.
- To understand mathematical models used in Operations Research.
- To apply these techniques constructively to make effective business decisions and improve its quality.
- Identify optimum solution

2 nd Term – 5 th January2021 to 31 th May 2021								
Sem	Month	No. of days	Sundays	Holidays + Breaks	Teaching days	Exam. Days	Topics Covered	Teaching Methodology/ Tools
VI 2020	Jan	31	04	02	11	Nil	Introduction to Operations Research and Linear Programming	MS team, PPT
	Feb	28	04	02	16	Nil	Assignment and Transportation Models	MS team, PPT
	March	31	04	03	16	Nil	Network Analysis	MS team, PPT
	April	30	05	02	12	Nil	Job Sequencing and Theory of Games.	MS team, PPT
	May	31	04	23(Summer break)	-	04	Theory Exam/ Revision	MS team, PPT
SUBTOTAL		151	21	11 + 23 (Break)	55	04		

List of Reference Books/ Magazine/ Any other Reference Material:

- Operations Research – An introduction 6th Edition , Taha H.A., Hall of India
- Operations Research Techniques for Management 7th Edition, Kapoor V.K., Sultan Chand & Sons
- Operations Research 9th Edition, Kantiswarup, Gupta P.K. & Sultan Chand & Sons Manmohan
- Operations Research 8th Edition, Sharma S.D., Kedarnath, Ramnath & Company
- Operations Research 2nd Edition, Bronson R, Shaum's Outline Series
- Quantitative Techniques in Management 3rd Edition , Vora N.D., Tata McGraw Hill co.



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ACADEMIC CELL

Teaching – Learning Plan for the Academic Year: 2020-21

Teacher's Name: Yogesh Kumar Vaishya

Department:BMS

Course:Innovative Financial Services Semester: VI Division: A No. of lectures (per week): 3

TEACHING OBJECTIVES:

- To familiarize the learners with the fundamental aspects of various issues associated with various Financial Services
- To give a comprehensive overview of emerging financial services in the light of globalization
- To introduce the basic concepts, functions, process, techniques and create an awareness of the role, functions and functioning of financial services

Term dates: 2 nd Term – 5 th January 2021 to 31 st May 2021								
Sem	Month	No. of days	Sundays	Holidays + Breaks	Teaching days	Exam. Days	Topics Covered	Teaching Methodology/ Tools
II 2021	Jan	31	04	02	9	Nil	Introduction to Traditional Financial Services	MS team, PPT
	Feb	28	04	02	12	Nil	Issue Management and Securitization	MS team, PPT
2021	March	31	04	03	11	Nil	World Financial Markets & Institutions & Risks	MS team, PPT
	April	30	05	02	12	Nil	Consumer Finance and Credit Rating	MS team, PPT
	May	31	04	23 (Summer break)	-	04	Exam days	
							Exam days	
			151	21	11 + 23 (Break)	44	04	
SUBTOTAL		365	52	13 + 65 (Break)	87			

*15th August Independence Day

Reference Books

- IM Pandey, Financial Management, Vikas Publishing House Ltd.
- Khan M.Y., Financial Services, Mc Graw Hill Education.

- Dr.S.Gurusamy, Financial Services, Vijay Nicole Imprints.
- Financial Market and Services, E, Gordon and K. Natrajan, Himalaya Publishing House



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R. A. Podar College of Commerce & Economics

ACADEMIC CELL

Teaching – Learning Plan for the Academic Year: 2020-21

Teacher's Name: Mr. Yogesh kumar Vaishya Department: BMS

Course: Project Management Semester: VI Division: A No. of lectures (per week): 3

TEACHING OBJECTIVES:

- The objective of this course is to familiarize the learners with the fundamental aspects of various issues associated with Project Management.
- To give a comprehensive overview of Project Management as a separate area of Management
- To introduce the basic concepts, functions, process, techniques and create an awareness of the role, functions and functioning of Project Management.

Term dates: 2 nd Term – 5 th January 2021 to 31 st May 2021								
Sem	Month	No. of days	Sundays	Holidays + Breaks	Teaching days	Exam. Days	Topics Covered	Teaching Methodology/ Tools
II 2021	Jan	31	04	02	9	Nil	Introduction to Project Management & Project Initiation	MS team, PPT
	Feb	28	04	02	12	Nil	Analyzing Project Feasibility	MS team, PPT
2021	March	31	04	03	11	Nil	Budgeting, Cost & Risk Estimation in Project Management	MS team, PPT
	April	30	05	02	12	Nil	New Dimensions in Project Management	MS team, PPT
	May	31	04	23(Summer break)	-	04	Exam days	
							Exam days	
			151	21	11 + 23 (Break)	44	04	
SUBTOTAL		365	52	13 + 65 (Break)	87			

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Reference Books

- Harold Kerzer, Project Management–A System Approach to Planning, Scheduling & Controlling
- Jack .R. Meredith & Samuel .J. Mantel, Jr., Project Management – A Managerial Approach

• Bhavesh .M. Patel, Project Management – Strategic Financial Planning , Evaluation & Control



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R. A. Podar College of Commerce & Economics

ACADEMIC CELL

Teaching – Learning Plan for the Academic Year: 2020-21

Teacher's Name: Ms. SwaminiSabnis

Department:BMS

Course: Strategic Financial Management

Semester: VI

Division: A

No. of lectures (per week): 3

TEACHING OBJECTIVES:

- To match the needs of current market scenario and upgrade the learner's skills and knowledge for long term sustainability.
- Changing scenario in Banking Sector and the inclination of learners towards choosing banking as a career option has made study of financial management in banking sector inevitable.
- To acquaint learners with contemporary issues related to financial management.

Term dates: 2 nd Term – 5 th January 2021 to 31 st May 2021								
Sem	Month	No. of days	Sundays	Holidays + Breaks	Teaching days	Exam. Days	Topics Covered	Teaching Methodology/ Tools
II 2021	Jan	31	04	02	9	Nil	Dividend Decision and XBRL	MS team, PPT
	Feb	28	04	02	12	Nil	Capital Budgeting and Capital Rationing	MS team, PPT
2021	March	31	04	03	11	Nil	Shareholder Value and Corporate Governance/ Corporate Restructuring	MS team, PPT
	April	30	05	02	12	Nil	Financial Management in Banking Sector and Working Capital Financing	MS team, PPT
	May	31	04	23(Summer break)	-	04	Exam days	
							Exam days	
			151	21	11 + 23 (Break)	44	04	
SUBTOTAL		365	52	13 + 65 (Break)	87			

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Reference Books

- C. Paramasivan & T. Subramanian, Financial Management
- IM Pandey, Financial Management

- Ravi Kishor, Financial Management
- Khan & Jain, Financial Management
- Van Horne & Wachowiz, Fundamentals of Financial Management
- Prasanna Chandra, Strategic Financial Management



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R. A. Podar College of Commerce & Economics

ACADEMIC CELL

Teaching – Learning Plan for the Academic Year: 2020-21

Teacher's Name: Mr. Vallabhan Narayanan Department: BMS

Course: International Finance Semester: VI Division: A No. of lectures (per week): 3

TEACHING OBJECTIVES:

- The objective of this course is to familiarize the student with the fundamental aspects of various issues associated with International Finance

		151	21	11 + 23 (Break)	44	04		
	SUBTOTAL	365	52	13 + 65 (Break)	87			

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Reference Books

- Cheol. S. Eun & Bruce G. Resnick, International Finance Management
- Maurice D. Levi, International Finance – Special Indian Edition
- Prakash G. Apte, International Finance – A Business Perspective
- V A. Aadhani, International Finance
- P G Apte, International Financial Management, 5th Edition, The McGraw Hill



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ACADEMIC CELL

Teaching – Learning Plan for the Academic Year: 2020-21

Teacher's Name: Divya Lalwani Department: BMS

Course: Brand Management Semester: VI Division: B No. of lectures (per week): 3

Objectives

- To understand the meaning and significance of Brand Management
- To enable the learner to know how to build, sustain and grow brands
- To ensure that the learner knows about the various sources of brand equity

Term dates: 2 nd Term – 5 th January 2021 to 31 st May 2021								
Sem	Month	No. of days	Sundays	Holidays + Breaks	Teaching days	Exam. Days	Topics Covered	Teaching Methodology/ Tools
II 2021	Jan	31	04	02	9	Nil	Introduction to Brand Management	MS team, PPT
	Feb	28	04	02	12	Nil	Planning and Implementing Brand Marketing Programs	MS team, PPT
2021	March	31	04	03	11	Nil	Measuring and Interpreting Brand Performance	MS team, PPT
	April	30	05	02	12	Nil	Growing and Sustaining Brand Equity	MS team, PPT
	May	31	04	23 (Summer break)	-	04	Exam days	
							Exam days	
			151	21	11 + 23 (Break)	44	04	
SUBTOTAL		365	52	13 + 65 (Break)	87			

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Reference Books

- Keller Kevin Lane, Strategic Brand Management-2008
- Elliot, Richard, Strategic Brand Management-2008
- Kapferer, Jean-Noel, Strategic Brand Management-2000

- Kishen, Ram, Strategic Brand Management- 2013
- Keller Kevin Lane, Strategic Brand Management 4e-2015
- Keller Kevin Lane, Strategic Brand Management: Building, Measuring and Managing Brand Equity



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R. A. Podar College of Commerce & Economics

ACADEMIC CELL

Teaching – Learning Plan for the Academic Year: 2020-21

Teacher's Name: Usha Rao Department: BMS

Course:International Marketing Semester: VI Division: B No. of lectures (per week): 3

TEACHING OBJECTIVES:

- To gain knowledge and understanding of key issues associated with international marketing
- To provide an insight on the dynamics of International Marketing Environment.
- To understand the impact of international issues on the marketing mix
- To develop skills in researching and analyzing trends in global markets and in modern marketing practice

Term dates: 2 nd Term – 5 th January 2021 to 31 st May 2021								
Sem	Month	No. of days	Sundays	Holidays + Breaks	Teaching days	Exam. Days	Topics Covered	Teaching Methodology/ Tools
II 2021	Jan	31	04	02	9	Nil	Introduction to International Marketing & Trade	MS team, PPT
	Feb	28	04	02	12	Nil	International Marketing Environment and Marketing Research	MS team, PPT
2021	March	31	04	03	11	Nil	International Marketing Mix	MS team, PPT
	April	30	05	02	12	Nil	Trends in International Marketing	MS team, PPT
	May	31	04	23 (Summer break)	-	04	Exam days	
							Exam days	
			151	21	11 + 23 (Break)	44	04	
SUBTOTAL		365	52	13 + 65 (Break)	87			

*15th August Independence Day

Reference Books

• Philip R. Cateora, John L. Graham, Prashanth Salwan, International Marketing, Tata Mcgraw hill

Education Private limited, New Delhi, Thirteenth Edition .

• RajGopal, International Marketing, Vikas Publishing House Pvt. Ltd., Edition 2007.

- SakOnkvisit, John J.Shaw, International Marketing Analysis and Strategy, Pearson Publication,

Third Edition

- Francis Cherunilam, International Business, PHI Learning Private Limited New Delhi, Fifth

Edition



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ACADEMIC CELL

Teaching – Learning Plan for the Academic Year: 2020-21

Teacher's Name: Supriya Shetty Department: BMS

Course: Media Planning and Management Semester: VI Division:B No. of lectures (per week): 3

Objectives

- To understand Media Planning, Strategy, Research and Management.
- To facilitate understanding process of Media Budgeting and Media Buying Process.
- To provide an insight on evaluation metrics of each media enabling a rational decision making process.

Term dates: 2 nd Term – 5 th January 2021 to 31 st May 2021								
Sem	Month	No. of days	Sundays	Holidays + Breaks	Teaching days	Exam. Days	Topics Covered	Teaching Methodology/ Tools
II 2021	Jan	31	04	02	9	Nil	Overview of Media and Media Planning	MS team, PPT
	Feb	28	04	02	12	Nil	Media Mix & Media Strategy	MS team, PPT
2021	March	31	04	03	11	Nil	Media Budgeting, Buying & Scheduling	MS team, PPT
	April	30	05	02	12	Nil	Media Measurement, Evaluation	MS team, PPT
	May	31	04	23 (Summer break)	-	04	Exam days	
			151	21	11 + 23 (Break)	44	04	
SUBTOTAL		365	52	13 + 65 (Break)	87			

*15th August Independence Day

Reference Books

- Arpita Menon, Media Planning and Buying, Tata McGraw Hill Education Private Limited, Second Edition 2010
- Jack Z Sissors and Roger B. Baron, Advertising Media Planning, McGraw Hill Education India Pvt. Limited, Seventh Edition.

- Larry Percy and Richard Elliott, Strategic Advertising Management , Oxford University Press, Second Edition
- Larry d. Kelly and Donald W.Jugeneimer, Advertising Media Planning , PHI learning Private Limited,
- Dennis .F.Herrick, Media Management in Age of Giants, Surjeet Publications
- Charles Warner and Joseph Buchman, Media selling, Surjeet Publication,3rd edition



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R. A. Podar College of Commerce & Economics

ACADEMIC CELL

Teaching – Learning Plan for the Academic Year: 2020-21

Teacher's Name: Divya Lalwani Department: BMS

Course: Retail Management Semester: VI Division: B No. of lectures (per week): 3

TEACHING OBJECTIVES:

- To familiarize the students with retail management concepts and operations
- To provide understanding of retail management and types of retailers
- To develop an understanding of retail management terminology including merchandize management, store management and retail strategy.
- To create awareness about emerging trends in retail management

Term dates: 2 nd Term – 5 th January 2021 to 31 st May 2021								
Sem	Month	No. of days	Sundays	Holidays + Breaks	Teaching days	Exam. Days	Topics Covered	Teaching Methodology/ Tools
II 2021	Jan	31	04	02	9	Nil	Retail Management- An overview	MS team, PPT
	Feb	28	04	02	12	Nil	Retail Consumer and Retail Strategy	MS team, PPT
2021	March	31	04	03	11	Nil	Merchandise Management and Pricing	MS team, PPT
	April	30	05	02	12	Nil	Managing and Sustaining Retail	MS team, PPT
	May	31	04	23 (Summer break)	-	04	Exam days	
							Exam days	
			151	21	11 + 23 (Break)	44	04	
SUBTOTAL		365	52	13 + 65 (Break)	87			

*15th August Independence Day

Reference Books

- Gibson G. Vedamani, “Retail Management- Functional Principles and Practices”, Jaico Publishing

House, Mumbai.

Michael Levy & Barton AWeitz, “Retailing Management”, Tata Mc Graw Hill

- Jim, “Retail Strategies-understanding why we shop”, Jaico Publishing House, Mumbai.
- Dunne Lusch, “Retail Management”, South Western Cengage Learning
- K.S. Menon, “Store Management”, Macmillan India Ltd.,



S.P. Mandali's

R. A. Podar College of Commerce & Economics

ACADEMIC CELL

Teaching – Learning Plan for the Academic Year: 2020-21

Teacher's Name: Usha Rao Department: BMS

Course:HR in Global Perspective Semester:VI Division: B No. of lectures (per week): 3

TEACHING OBJECTIVES:

1. To gain knowledge about complexities in HRM.
2. To get insight of the concepts of Expatriates and Repatriates.

		151	21	11 + 23 (Break)	44	04	
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ACADEMIC CELL

Teaching – Learning Plan for the Academic Year: 2020-21

Teacher's Name:Usha Rao

Department:BMS

Course: Organizational Development

Semester:VI

Division: B **No. of lectures (per week): 3**

TEACHING OBJECTIVES:

1.To describe the need and importance of Training and Development in industry

2. To discuss the basic concepts and techniques for solving particular problem and identification of appropriate solution

2 nd Term – 5 th January 2021 to 30 th April 2021								
Sem	Month	No. of days	Sundays	Holidays + Breaks	Teaching days	Exam. Days	Topics Covered	Teaching Methodology/ Tools
IV 2020	Jan	31	04	02	9	Nil	OD overview	MS team, PPT, Digital pad, PC.
	Feb	28	04	02	12	Nil	Organizational Diagnosis, Renewal and Change	MS team, PPT, Digital pad, PC.
	March	31	04	03	11	Nil	Organizational Intervention.	MS team, PPT, Digital pad, PC.
	April	30	05	02	12	Nil	Organizational Effectiveness.	MS team, PPT, Digital pad, PC.

	May	31	04	23(Summer break)	-	04	Exam days	
			151	21	11 + 23 (Break)	44	04	



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R. A. Podar College of Commerce & Economics

ACADEMIC CELL

Teaching – Learning Plan for the Academic Year: 2020-21

Teacher's Name: SupriyaShetty **Department:**BMS

Course: HRM in Service Sector Management **Semester:**VI **Division:** B **No. of lectures (per week):** 3

TEACHING OBJECTIVES:

1. The objectives of this paper is to prepare students as organizational facilitators using the knowledge and techniques.
2. To understand the issues and Challenges of HR in various service sector.

2nd Term – 5th January 2021 to 30th April 2021								
Sem	Month	No. of days	Sundays	Holidays + Breaks	Teaching days	Exam. Days	Topics Covered	Teaching Methodology/ Tools
IV 2020	Jan	31	04	02	9	Nil	Service sector Management overview	MS team, PPT, Digital pad, PC.
	Feb	28	04	02	12	Nil	Managing Human Elements in service sector	MS team, PPT, Digital pad, PC.
	March	31	04	03	11	Nil	HRP evaluation, Attrition, retention and Globalization	MS team, PPT, Digital pad, PC.
	April	30	05	02	12	Nil	Issues and Challenges in service sector	MS team, PPT, Digital pad, PC.

	May	31	04	23(Summer break)	-	04	Exam days	
			151	21	11 + 23 (Break)	44	04	



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ACADEMIC CELL

Teaching – Learning Plan for the Academic Year: 2020-21

Teacher's Name: Nikhil Shetty _____ **Department: BMS**

Course: Indian Ethos Management Semester: VI **Division: B.** **No. of lectures (per week): 3**

TEACHING OBJECTIVES:

3. To understand Managerial decision making and to develop perceptive of major functional area of MIS.
4. To learn Outsourcing concepts, BPO/KPO industries and Their structure.

2nd Term – 5th January 2021 to 30th April 2021								
Sem	Month	No. of days	Sundays	Holidays + Breaks	Teaching days	Exam. Days	Topics Covered	Teaching Methodology/ Tools
IV 2020	Jan	31	04	02	9	Nil	Indian Ethos	MS team, PPT, Digital pad, PC.
	Feb	28	04	02	12	Nil	Work Ethos	MS team, PPT, Digital pad, PC.
	March	31	04	03	11	Nil	Stress Management	MS team, PPT, Digital pad, PC.
	April	30	05	02	12	Nil	Indian Systems of learning	MS team, PPT, Digital pad, PC.

	May	31	04	23(Summer break)	-	04	Exam days	
			151	21	11 + 23 (Break)	44	04	

Teaching Plans

BAS



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R. A. Podar College of Commerce & Economics

ACADEMIC CELL

Teaching – Learning Plan for the Academic Year: 2020-21

Teacher's Name: Ms, Purvi Shah

Department: BAS

Program: FY BAS

Course: Accountancy and Financial Management Semester: I

Division: A No. of lectures (per week):3

TEACHING OBJECTIVES:

1. To impart the knowledge of various accounting concepts, conventions, policies and related accounting standards to the learners.
2. To impart the knowledge to learners about accounting procedures, methods and techniques in solving problems and issues relating to various areas of accounting.
3. To acquaint learners with practical aspects of 'accounts writing' by giving them exposure to special areas of accounting such as Co-operative Housing Societies, Trust, Branches, Installment Sale, Lease Accounting, Single Entry, etc.

Term dates: 1 st Term – 8 th August 2020 to 15 th Dec 2020								
Sem	Month	No. of days	Sundays	Holidays + Breaks	Teaching days	Exam. Days	Topics Covered	Teaching Methodology/ Tools
I 2020	Aug	31	05	3	9	Nil	Accounting Concepts, Conventions and Related Standards	MS team, PPT
	Sept	30	04		12	Nil	Valuation of Inventories: AS-2	MS team, PPT
	Oct	30	05	2	12	Nil	Final Accounts of Manufacturing Enterprise	MS team, PPT
	Nov	31	04	8	9	Nil	Accounting for Installment Sale and Lease	MS team, PPT
	Dec	15	02	-	4	07	Theory Exam/ Revision	MS team, PPT
SUBTOTAL		107	20	06 +7 (Break)	46	07		

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List of Reference Books/Magazine/ Any other Reference Material:

- 1. Introduction to Accountancy by T. S. Grewal, S. Chand and Company (P) Ltd., New Delhi
- 2. Advance Accounts by Shukla & Grewal, S. Chand and Company (P) Ltd., New Delhi
- 3. Advanced Accountancy by R. L Gupta and M Radhaswamy, S. Chand and Company (P) Ltd., New Delhi
- 4. Modern Accountancy by Mukherjee and Hanif, Tata Mc. Grow Hill & Co. Ltd., Mumbai
- 5. Financial Accounting by Lesile Chandwick, Pentice Hall of India Adin Bakley (P) Ltd.



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R. A. Podar College of Commerce & Economics

ACADEMIC CELL

Teaching – Learning Plan for the Academic Year: 2020-21

Teacher's Name: Mr. Dhruv Gavde Department: BAS Program: FY BAS

Course: Insurance Business I Semester: I Division: A No. of lectures (per week):3

TEACHING OBJECTIVES:

The objective of this course is to explain the concept of insurance as well as the underlying risks and returns to undergraduate students of commerce.

Term dates: 1 st Term – 8 th August 2020 to 15 th Dec 2020								
Sem	Month	No. of days	Sundays	Holidays + Breaks	Teaching days	Exam. Days	Topics Covered	Teaching Methodology/ Tools
I 2020	Aug	31	05	3	9	Nil	The Conceptual Framework	MS team, PPT
	Sept	30	04		12	Nil	The Insurance Contract	MS team, PPT
	Oct	30	05	2	12	Nil	Insurance Products	MS team, PPT
	Nov	31	04	8	9	Nil	The Insurance Market	MS team, PPT
	Dec	15	02	-	4	07	Theory Exam/ Revision	MS team, PPT
SUBTOTAL		107	20	06 +7 (Break)	46	07		

*15th August Independence Day

List of Reference Books/Magazine/ Any other Reference Material:

- 1.Kew John, Business Environment: Managing in a Strategic Context, Jaico Publications 2006
- 2. Hanke John K, Business Forecasting, Prentice Hall India, 2002
- 3. Paul Justin, Business Environment, Tata McGraw Hill, 2008
- 4. Butter David, Business Planning: A Guide to Business Start-up, Butterworth Heinemann, 2003
- 5. Piramal Gita, Business Legends, Penguin Books, 1998



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R. A. Podar College of Commerce & Economics

ACADEMIC CELL

Teaching – Learning Plan for the Academic Year: 2020-21

Teacher's Name: Ms. Deepti Kharpas Department: BAS Program: FY BAS

Course: Business Economics – I Semester: I Division: A No. of lectures (per week):3

TEACHING OBJECTIVES:

- This paper provides an overall introduction to economics as dealing with the problems of allocation of scarce resources in optimum manner.
- It aims to build a familiarity with the basic tools of consumer and producer theory, the operation of markets and optimization in an economic context. In order to explain economic issues and solutions in a practical manner, the concepts are to be discussed with case studies and numerical problems wherever applicable.

Term dates: 1 st Term – 8 th August 2020 to 15 th Dec 2020								
Sem	Month	No. of days	Sundays	Holidays + Breaks	Teaching days	Exam. Days	Topics Covered	Teaching Methodology/ Tools
I 2020	Aug	31	05	3	9	Nil	Demand Analysis	MS team, PPT
	Sept	30	04		12	Nil	Consumer Behaviour Theory	MS team, PPT
	Oct	30	05	2	12	Nil	Supply and Production Decisions	MS team, PPT
	Nov	31	04	8	9	Nil	Cost of Production	MS team, PPT
	Dec	15	02	-	4	07	Theory Exam/ Revision	MS team, PPT
SUBTOTAL		107	20	06 +7 (Break)	46	07		

*15th August Independence Day

List of Reference Books/Magazine/ Any other Reference Material:

- 1.Mehta, P.L.: Managerial Economics – Analysis, Problem and Cases (S. Chand & Sons, N. Delhi)
- 2. Hirchey.M., Managerial Economics, Thomson South Western
- 3. Salvatore, D.: Managerial Economics in a global economy (Thomson South Western Singapore)
- 4. Frank R.H, Bernanke.B.S., Principles of Economics (Tata McGraw Hill)



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R. A. Podar College of Commerce & Economics

ACADEMIC CELL

Teaching – Learning Plan for the Academic Year: 2020-21

Teacher's Name: Ms. Divya Lalwani Department: BAS Program: FY BAS

Course: Business Communication I Semester: I Division: A No. of lectures (per week):3

TEACHING OBJECTIVES:

1. To develop learners' awareness of the communication process
2. To develop effective listening skills in students so as to enable them to comprehend instructions and become a critical listener
3. To develop effective spoken language skills so as to enable students to speak confidently, interpersonally as well as in groups
4. To develop effective writing skills so as enable students to write in a clear, concise, domain-specific and audience-centred manner

Term dates: 1 st Term – 8 th August 2020 to 15 th Dec 2020								
Sem	Month	No. of days	Sundays	Holidays + Breaks	Teaching days	Exam. Days	Topics Covered	Teaching Methodology/ Tools
I 2020	Aug	31	05	3	9	Nil	Theory of Communication	MS team, PPT
	Sept	30	04		12	Nil	Obstacles to Communication in Business World	MS team, PPT
	Oct	30	05	2	12	Nil	Business Correspondence	MS team, PPT
	Nov	31	04	8	9	Nil	Writing Skills	MS team, PPT
	Dec	15	02	-	4	07	Theory Exam/ Revision	MS team, PPT
SUBTOTAL		107	20	06 +7 (Break)	46	07		

*15th August Independence Day

List of Reference Books/Magazine/ Any other Reference Material:

- Raman Meenakshi and Singh Prakash. Business Communication. Oxford University Press , 2007. 24x19 - 275 PB 0-19-567695-5, Meenakshi X45
- . 2. Deshmukh Sandeep. Group Communication: Theory and Methods. Ane Books India, 2008. 22x15 - 495 HB 81-8052-146-X, Sandeep X45
- 3. Riel Cees B.M. Essentials of Corporate Communication: Implementing Practices for Effective Reputation Management. 23x15 - 495 PB 0-415-32826-8, Riel, Cees B.M. X45
- 4. Bhatia R.C. Business Communication. Ane Books India, 2008. 24x18 - 250 PB 81-8052- 016-1, Bhatia, R. C. X45.
- 5. Ober Scat. Contemporary Business Communication (with CD). Bizatantra , 2005. 26x20 - 349 PB 81-7722-522-7. Scat X45



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R. A. Podar College of Commerce & Economics

ACADEMIC CELL

Teaching – Learning Plan for the Academic Year: 2020-21

Teacher's Name: Ms. Supriya Shetty Department: BAS Program: FY BAS

Course: Environmental Studies Semester: I Division: A No. of lectures (per week):3

TEACHING OBJECTIVES:

- To familiarize the students with the ecosystem
- To enable them to read Thematic Maps

Term dates: 1 st Term – 8 th August 2020 to 15 th Dec 2020								
Sem	Month	No. of days	Sundays	Holidays + Breaks	Teaching days	Exam. Days	Topics Covered	Teaching Methodology/ Tools
I 2020	Aug	31	05	3	9	Nil	Environment and Ecosystem	MS team, PPT
	Sept	30	04		12	Nil	Natural Resources and Sustainable Development	MS team, PPT
	Oct	30	05	2	12	Nil	Populations and Emerging Issues of Development	MS team, PPT
	Nov	31	04	8	9	Nil	Urbanization and Environment Reading of Thematic Maps and Map Filling	MS team, PPT
	Dec	15	02	-	4	07	Theory Exam/ Revision	MS team, PPT
SUBTOTAL		107	20	06 +7 (Break)	46	07		

*15th August Independence Day

List of Reference Books/Magazine/ Any other Reference Material:

- Agarwal, K.C. 2001 Environmental Biology, Nidi Publ. Ltd. Bikaner
- Bharucha Erach, The Biodiversity of India, Mapin Publishing Pvt. Ltd., Ahmedabad – 380 013, India, Email:mapin@icenet.net
- Brunner R.C., 1989, Hazardous Waste Incineration, McGraw Hill Inc. 480p
- Clark R.S., Marine Pollution, Clarendon Press Oxford
- Cunningham, W.P. Cooper, T.H. Gorhani, E & Hepworth, M.T. 2001, Environmental Encyclopedia, Jaico Publ. House, Mumbai, 1196p



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R. A. Podar College of Commerce & Economics

ACADEMIC CELL

Teaching – Learning Plan for the Academic Year: 2020-21

Teacher's Name: Ms. Supriya Shetty Department: BAS Program: FY BAS

Course: Foundation Course-I Semester: I Division: A No. of lectures (per week):3

TEACHING OBJECTIVES:

- 1) To help the learner understand the inter-disciplinary approach of social fabric.
- 2) To sensitize learners on the socio-economic concerns in India with specific focus on the issues of the youth
- 3) To help learners articulate their views on the contemporary social issues.

Term dates: 1 st Term – 8 th August 2020 to 15 th Dec 2020								
Sem	Month	No. of days	Sundays	Holidays + Breaks	Teaching days	Exam. Days	Topics Covered	Teaching Methodology/ Tools
I 2020	Aug	31	05	3	9	Nil	Indian Society- Unity in Diversity and Conflicts	MS team, PPT
	Sept	30	04		12	Nil	Social issues and problems	MS team, PPT
	Oct	30	05	2	12	Nil	The Indian Constitution	MS team, PPT
	Nov	31	04	8	9	Nil	Significant Aspects of Political Processes Project	MS team, PPT
	Dec	15	02	-	4	07	Theory Exam/ Revision	MS team, PPT
SUBTOTAL		107	20	06 +7 (Break)	46	07		

*15th August Independence Day

List of Reference Books/Magazine/ Any other Reference Material:

- 1. Indian Society and Culture, Vinita Padey, Rawat Pub (2016)
- 2. Social Problems in India, Ram Ahuja, Rawat Pub (2014)
- 3. Faces of Feminine in Ancient, medieval and Modern India, Mandakranta Bose Oxford University Press
- 4. National Human rights commission- disability Manual
- 5. Rural, Urban Migration: Trends, challenges & Strategies, S Rajagopalan, ICFAI2012



S.P. Mandali's

R. A. Podar College of Commerce & Economics

ACADEMIC CELL

Teaching – Learning Plan for the Academic Year: 2020-21

Teacher's Name: Ms. Deepti Kharpas Department: BAS Program: FY BAS

Course: Financial mathematics – I Semester: I Division: A No. of lectures (per week):3

TEACHING OBJECTIVES:

The main objective of this course is to introduce financial mathematics to undergraduate students of commerce, so that they can use them in the field of commerce and industry to solve the real life problems.

Term dates: 1 st Term – 8 th August 2020 to 15 th Dec 2020								
Sem	Month	No. of days	Sundays	Holidays + Breaks	Teaching days	Exam. Days	Topics Covered	Teaching Methodology/ Tools
I 2020	Aug	31	05	3	9	Nil	Functions and their applications	MS team, PPT
	Sept	30	04		12	Nil	Sequences and Series	MS team, PPT
	Oct	30	05	2	12	Nil	Permutations and Combinations	MS team, PPT
	Nov	31	04	8	9	Nil	Interest	MS team, PPT
	Dec	15	02	-	4	07	Theory Exam/ Revision	MS team, PPT
SUBTOTAL		107	20	06 +7 (Break)	46	07		

*15th August Independence Day

List of Reference Books/Magazine/ Any other Reference Material:

- 1. Mathematics for Economics and Finance Methods and Modelling by Martin Anthony and Norman Biggs, Cambridge University Press, Cambridge low-priced edition, 2000, Chapters 1, 2, 4, 6 to 9 & 10.
- 2. Applied Calculus: By Stephen Waner and Steven Constenoble, Brooks/Cole Thomson Learning, second edition, Chapter 1 to 5
- 3. Business Mathematics By D. C. Sancheti and V. K. Kapoor, Sultan Chand & Sons, 2006, Chapter 1, 5, 7, 9 & 10.
- 4. Mathematics for Business Economics: By J. D. Gupta, P. K. Gupta and Man Mohan, Tata Mc-Graw Hill Publishing Co. Ltd., 1987, Chapters 9 to 11 & 16.



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R. A. Podar College of Commerce & Economics

ACADEMIC CELL

Teaching – Learning Plan for the Academic Year: 2020-21

Teacher's Name: Ms Purvi Shah

Department: BAS

Program: FY BAS

Course: Accountancy and Financial Management II

Semester: II

Division: A

No. of lectures (per week): 3

TEACHING OBJECTIVES:

1. To impart the knowledge of various accounting concepts, conventions, policies and related accounting standards to the learners.
2. To impart the knowledge to learners about accounting procedures, methods and techniques in solving problems and issues relating to various areas of accounting.
3. To acquaint learners with practical aspects of 'accounts writing' by giving them exposure to special areas of accounting such as Co-operative Housing Societies, Trust, Branches, Installment Sale, Lease Accounting, Single Entry, etc.

Term dates: 2 nd Term – 5 th January 2021 to 31 st May 2021								
Sem	Month	No. of days	Sundays	Holidays + Breaks	Teaching days	Exam. Days	Topics Covered	Teaching Methodology/ Tools
II 2021	Jan	31	04	02	9	Nil	Accounting from Incomplete Records	MS team, PPT
	Feb	28	04	02	12	Nil	Accounting for Non-Profit Organisation w.r.t. Co-operative Housing Society and Trusts	MS team, PPT
2021	March	31	04	03	11	Nil	Departmental Accounts	MS team, PPT
	April	30	05	02	12	Nil	Branch Accounts	MS team, PPT
	May	31	04	23 (Summer break)	-	04	Exam days	
							Exam days	
			151	21	11 + 23 (Break)	44	04	
SUBTOTAL		365	52	13 + 65 (Break)	87			

*15th August Independence Day

Reference Books

- 1. Introduction to Accountancy by T. S. Grewal, S. Chand and Company (P) Ltd., New Delhi
- 2. Advance Accounts by Shukla & Grewal, S. Chand and Company (P) Ltd., New Delhi
- 3. Advanced Accountancy by R. L Gupta and M Radhaswamy, S. Chand and Company (P) Ltd., New Delhi
- 4. Modern Accountancy by Mukherjee and Hanif, Tata Mc. Grow Hill & Co. Ltd., Mumbai
- 5. Financial Accounting by Lesile Chandwick, Pentice Hall of India Adin Bakley (P) Ltd. 6. Financial Accounting for Management by Dr. Dinesh Harsalekar, Multi-Tech. Publishing Co. Ltd., Mumbai.



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R. A. Podar College of Commerce & Economics

ACADEMIC CELL

Teaching – Learning Plan for the Academic Year: 2020-21

Teacher's Name: Mr, Dhruv Gavde

Department: BAS

Program: FY BAS

Course: Insurance Business II

Semester: II

Division: A

No. of lectures (per week): 3

TEACHING OBJECTIVES:

The objective of this course is to explain the concept of insurance as well as the underlying risks and returns to undergraduate students of commerce.

Term dates: 2 nd Term – 5 th January 2021 to 31 st May 2021								
Sem	Month	No. of days	Sundays	Holidays + Breaks	Teaching days	Exam. Days	Topics Covered	Teaching Methodology/ Tools
II 2021	Jan	31	04	02	9	Nil	Life Insurance Organization	MS team, PPT
	Feb	28	04	02	12	Nil	Introduction to Actuarial Valuation	MS team, PPT
2021	March	31	04	03	11	Nil	Annuities	MS team, PPT
	April	30	05	02	12	Nil	Introduction to health Insurance	MS team, PPT
	May	31	04	23 (Summer break)	-	04	Exam days	
							Exam days	
			151	21	11 + 23 (Break)	44	04	
SUBTOTAL		365	52	13 + 65 (Break)	87			

*15th August Independence Day

Reference Books

- Kew John, Business Environment: Managing in a Strategic Context, Jaico Publications 2006
- Hanke John K, Business Forecasting, Prentice Hall India, 2002
- Paul Justin, Business Environment, Tata McGraw Hill, 2008
- Butter David, Business Planning: A Guide to Business Start-up, Butterworth Heinemann, 2003
- Piramal Gita, Business Legends, Penguin Books, 1998



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R. A. Podar College of Commerce & Economics

ACADEMIC CELL

Teaching – Learning Plan for the Academic Year: 2020-21

Teacher's Name: Ms. Deepti Kharpas

Department: BAS

Program: FY BAS

Course: Business Economics II

Semester: II

Division: A

No. of lectures (per week): 3

TEACHING OBJECTIVES:

1. To apprise the students of the market structure and failures
2. To acquaint the students of the pricing practices

Term dates: 2 nd Term – 5 th January 2021 to 31 st May 2021								
Sem	Month	No. of days	Sundays	Holidays + Breaks	Teaching days	Exam. Days	Topics Covered	Teaching Methodology/ Tools
II 2021	Jan	31	04	02	9	Nil	Market Structure	MS team, PPT
	Feb	28	04	02	12	Nil	Factor Markets	MS team, PPT
2021	March	31	04	03	11	Nil	Pricing practices	MS team, PPT
	April	30	05	02	12	Nil	Market Failure	MS team, PPT
	May	31	04	23 (Summer break)	-	04	Exam days	
							Exam days	
			151	21	11 + 23 (Break)	44	04	
SUBTOTAL		365	52	13 + 65 (Break)	87			

*15th August Independence Day

Reference Book

- 1. Mehta, P.L.: Managerial Economics – Analysis, Problem and Cases (S. Chand & Sons, N. Delhi)
- 2. Hirchey.M., Managerial Economics, Thomson South Western
- 3. Salvatore, D.: Managerial Economics in a global economy (Thomson South Western Singapore)
- 4. Frank R.H, Bernanke.B.S., Principles of Economics (Tata McGraw Hill)
- 5. Gregory Mankiw., Principles of Economics, Thomson South Western



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R. A. Podar College of Commerce & Economics

ACADEMIC CELL

Teaching – Learning Plan for the Academic Year: 2020-21

Teacher's Name: Ms. Divya Lalwani

Department: BAS

Program: FY BAS

Course: Business Communication II

Semester: II

Division: A

No. of lectures (per week): 3

TEACHING OBJECTIVES:

1. To develop learners' awareness of the communication process
2. To develop effective listening skills in students so as to enable them to comprehend instructions and become a critical listener
3. To develop effective spoken language skills so as to enable students to speak confidently, interpersonally as well as in groups
4. To develop effective writing skills so as enable students to write in a clear, concise, domain-specific and audience-centered manner
5. To develop ability to communicate effectively with the help of electronic media

Term dates: 2 nd Term – 5 th January 2021 to 31 st May 2021								
Sem	Month	No. of days	Sundays	Holidays + Breaks	Teaching days	Exam. Days	Topics Covered	Teaching Methodology/ Tools
II 2021	Jan	31	04	02	9	Nil	Group Communication	MS team, PPT
	Feb	28	04	02	12	Nil	Business Correspondence	MS team, PPT
2021	March	31	04	03	11	Nil	Presentation Skills	MS team, PPT
	April	30	05	02	12	Nil	Language and Writing Skills	MS team, PPT
	May	31	04	23 (Summer break)	-	04	Exam days	
							Exam days	
			151	21	11 + 23 (Break)	44	04	
SUBTOTAL		365	52	13 + 65 (Break)	87			

*15th August Independence Day

Reference Books

1. Raman Meenakshi and Singh Prakash. Business Communication. Oxford University Press , 2007. 24x19 - 275 PB 0-19-567695-5, Meenakshi X45.
2. Deshmukh Sandeep. Group Communication: Theory and Methods. Ane Books India, 2008. 22x15 - 495 HB 81-8052-146-X, Sandeep X45
3. Riel Cees B.M. Essentials of Corporate Communication: Implementing Practices for Effective Reputation Management. 23x15 - 495 PB 0-415-32826-8, Riel, Cees B.M. X45
4. Bhatia R.C. Business Communication. Ane Books India, 2008. 24x18 - 250 PB 81-8052- 016-1, Bhatia, R. C. X45.
5. Ober Scat. Contemporary Business Communication (with CD). Bizatantra , 2005. 26x20 - 349 PB 81-7722-522-7. Scat



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R. A. Podar College of Commerce & Economics

ACADEMIC CELL

Teaching – Learning Plan for the Academic Year: 2020-21

Teacher's Name: Ms. Supriya Shetty

Department: BAS

Program: FY BAS

Course: Environmental Studies

Semester: II

Division: A

No. of lectures (per week): 3

TEACHING OBJECTIVES:

1. To sensitize the students regarding waste management
2. To familiarize the students regarding environmental movements and managements

Term dates: 2 nd Term – 5 th January 2021 to 31 st May 2021								
Sem	Month	No. of days	Sundays	Holidays + Breaks	Teaching days	Exam. Days	Topics Covered	Teaching Methodology/ Tools
II 2021	Jan	31	04	02	9	Nil	Solid Waste Management for Sustainable Society	MS team, PPT
	Feb	28	04	02	12	Nil	Agriculture and Industrial Development	MS team, PPT
2021	March	31	04	03	11	Nil	Tourism and Environment	MS team, PPT
	April	30	05	02	12	Nil	Environmental Movements and Management	MS team, PPT
	May	31	04	23 (Summer break)	-	04	Exam days	
							Exam days	
			151	21	11 + 23 (Break)	44	04	
SUBTOTAL		365	52	13 + 65 (Break)	87			

*15th August Independence Day

Reference Books

- Agarwal, K.C. 2001 Environmental Biology, Nidi Publ. Ltd. Bikaner
- Bharucha Erach, The Biodiversity of India, Mapin Publishing Pvt. Ltd., Ahmedabad – 380 013, India, Email:mapin@icenet.net
- Brunner R.C., 1989, Hazardous Waste Incineration, McGraw Hill Inc. 480p
- Clark R.S., Marine Pollution, Clarendon Press Oxford 5. Cunningham, W.P. Cooper, T.H. Gorbani, E & Hepworth, M.T. 2001, Environmental Encyclopedia, Jaico Publ. House, Mumbai, 1196



S.P. Mandali's

R. A. Podar College of Commerce & Economics

ACADEMIC CELL

Teaching – Learning Plan for the Academic Year: 2020-21

Teacher's Name: Ms. Kalpana Shah

Department: BAS

Program: FY BAS

Course: Foundation Course II

Semester: II

Division: A

No. of lectures (per week): 3

TEACHING OBJECTIVES:

- 1) To help the learner understand the inter-disciplinary approach of social fabric.
- 2) To sensitize learners on the socio-economic concerns in India with specific focus on the issues of the youth
- 3) To help learners articulate their views on the contemporary social issues.

Term dates: 2 nd Term – 5 th January 2021 to 31 st May 2021								
Sem	Month	No. of days	Sundays	Holidays + Breaks	Teaching days	Exam. Days	Topics Covered	Teaching Methodology/ Tools
II 2021	Jan	31	04	02	9	Nil	Globalisation and Indian Society	MS team, PPT
	Feb	28	04	02	12	Nil	Human Rights	MS team, PPT
2021	March	31	04	03	11	Nil	Understanding oneself	MS team, PPT
	April	30	05	02	12	Nil	Stress and conflict management	MS team, PPT
	May	31	04	23 (Summer break)	-	04	Exam days	
							Exam days	
			151	21	11 + 23 (Break)	44	04	
SUBTOTAL		365	52	13 + 65 (Break)	87			

*15th August Independence Day

Reference Books

- Indian Society and Culture, Vinita Padey, Rawat Pub (2016)
- Social Problems in India, Ram Ahuja, Rawat Pub (2014)
- Faces of Feminine in Ancient, medieval and Modern India, Mandakranta Bose Oxford University Press
- National Human rights commission- disability Manual
- Rural, Urban Migration: Trends, challenges & Strategies, S Rajagopalan, ICFAI2012 6. Regional Inequalities in India Bhat L SSSRD- New Delhi



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R. A. Podar College of Commerce & Economics

ACADEMIC CELL

Teaching – Learning Plan for the Academic Year: 2020-21

Teacher's Name: Ms. Deepti Kharapas

Department: BAS

Program: FY BAS

Course: Financial mathematics II

Semester: II

Division: A

No. of lectures (per week): 3

TEACHING OBJECTIVES:

1. To apprise the students about Matrices
2. To acquaint the students about Linear Inequalities
3. To enable the students to understand shares and mutual funds

Term dates: 2 nd Term – 5 th January 2021 to 31 st May 2021								
Sem	Month	No. of days	Sundays	Holidays + Breaks	Teaching days	Exam. Days	Topics Covered	Teaching Methodology/ Tools
II 2021	Jan	31	04	02	9	Nil	Matrices	MS team, PPT
	Feb	28	04	02	12	Nil	Graph of Linear Inequalities	MS team, PPT
2021	March	31	04	03	11	Nil	Annuity and Sinking funds	MS team, PPT
	April	30	05	02	12	Nil	Shares and Mutual Funds	MS team, PPT
	May	31	04	23 (Summer break)	-	04	Exam days	
							Exam days	
			151	21	11 + 23 (Break)	44	04	
SUBTOTAL		365	52	13 + 65 (Break)	87			

*15th August Independence Day

Reference Books

- Mathematics for Economics and Finance Methods and Modelling by Martin Anthony and Norman Biggs, Cambridge University Press, Cambridge low-priced edition, 2000, Chapters 1, 2, 4, 6 to 9 & 10.
- Applied Calculus: By Stephen Waner and Steven Constenoble, Brooks/Cole Thomson Learning, second edition, Chapter 1 to 5.
- Business Mathematics By D. C. Sancheti and V. K. Kapoor, Sultan Chand & Sons, 2006, Chapter 1, 5, 7, 9 & 10.
- Mathematics for Business Economics: By J. D. Gupta, P. K. Gupta and Man Mohan, Tata Mc-Graw Hill Publishing Co. Ltd., 1987, Chapters 9 to 11 & 16.



S.P. Mandali's

R. A. Podar College of Commerce & Economics

ACADEMIC CELL

Teaching – Learning Plan for the Academic Year: 2020-21

Teacher's Name: Mr Dhruv Gavde

Department: BAS

Program: SY BAS

Course: Actuarial Risk Management – Paper I

Semester: III

Division: A

No. of lectures (per week):3

TEACHING OBJECTIVES:

1. To recognize and understand various terms used in financial market services.
2. To understand the special features of the job of an actuary.
3. To identify the risk factors (micro and macro) in insurance business

Term dates: 1 st Term – 8 th August 2020 to 15 th Dec 2020								
Sem	Month	No. of days	Sundays	Holidays + Breaks	Teaching days	Exam. Days	Topics Covered	Teaching Methodology/ Tools
III 2020	Aug	31	05	3	9	Nil	Introduction to Actuarial Risk Management	MS team, PPT
	Sept	30	04		12	Nil	Environmental Aspects in Actuarial Risk Management - I	MS team, PPT
	Oct	30	05	2	12	Nil	Environmental Aspects in Actuarial Risk Management - II	MS team, PPT
	Nov	31	04	8	9	Nil	Contract Design	MS team, PPT
	Dec	15	02	-	4	07	Theory Exam/ Revision	MS team, PPT
SUBTOTAL		107	20	06 +7 (Break)	46	07		

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List of Reference Books/Magazine/ Any other Reference Material:

- 1) Financial Risk Manager Handbook: FRM Part I / Part II + Test Bank (Wiley Finance) by Philippe Jorion
- 2) Value at Risk, 3rd Ed. by Philippe Jorion
- 3) Managing Investment Portfolios: A Dynamic Process (CFA Institute Investment Series) by John L. Maginn
- 4) Pension Fund Risk Management: Financial and Actuarial Modeling (Chapman & Hall/Crc Finance Series) by Marco Micocci
- 5) Actuarial Finance: Derivatives, Quantitative Models and Risk Management by Mathieu Boudreault



S.P. Mandali's

R. A. Podar College of Commerce & Economics

ACADEMIC CELL

Teaching – Learning Plan for the Academic Year: 2020-21

Teacher's Name: Mr. S. Gejji Department: BAS Program: SY BAS

Course: Auditing (Techniques of Auditing and Audit Procedures) Paper I Semester: III Division: A

No. of lectures (per week):3

TEACHING OBJECTIVES:

- To be acquainted with scope of audit
- To be aware of the risk and its assessment in insurance industry.
- To know RBI regulations relating to audit of NBFCs.
- To be able to prepare an audit plan

Term dates: 1 st Term – 8 th August 2020 to 15 th Dec 2020								
Sem	Month	No. of days	Sundays	Holidays + Breaks	Teaching days	Exam. Days	Topics Covered	Teaching Methodology/ Tools
III 2020	Aug	31	05	3	9	Nil	General Audit consideration	MS team, PPT
	Sept	30	04		12	Nil	Understanding Entity , Its Environment and Internal Control	MS team, PPT
	Oct	30	05	2	12	Nil	Audit Framework for BFSI	MS team, PPT
	Nov	31	04	8	9	Nil	Professional guidance for audit of BFSI	MS team, PPT
	Dec	15	02	-	4	07	Theory Exam/ Revision	MS team, PPT
SUBTOTAL		107	20	06 +7 (Break)	46	07		

*15th August Independence Day

List of Reference Books/Magazine/ Any other Reference Material:

- Alvin A. Arens , Randal J. Elder, et al., Auditing and Assurance Services (16th Edition) Feb 1, 2016
- Karla M Johnstone-Zehms, Audrey A., Auditing: A Risk Based-Approach by Gramling, et al. | Feb 14, 2018
- Timothy Louwers, Allen Blay, et al, Auditing & Assurance Services (Auditing and Assurance Services) Feb 10, 2017)
- Ray Whittington and Kurt Pany GEN COMBO LL PRINCIPLES OF AUDITING & OTHER ASSURANCE SERVICES; CONNECT AC , May 4, 2018



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R. A. Podar College of Commerce & Economics

ACADEMIC CELL

Teaching – Learning Plan for the Academic Year: 2020-21

Teacher's Name: Mr. Krishnha Sheshan Department: BAS Program: SY BAS

Course: Information Technology in BFSI Semester: III Division: A No. of lectures (per week):3

TEACHING OBJECTIVES:

- To lay a foundation in the usage of Information Technology (IT) in Banking, Financial Services and Insurance (BFSI).
- To understand Data Base System in BFSI.
- To appreciate the use of internet in IT.
- To learn use of office automation using MS Office.

Term dates: 1 st Term – 8 th August 2020 to 15 th Dec 2020								
Sem	Month	No. of days	Sundays	Holidays + Breaks	Teaching days	Exam. Days	Topics Covered	Teaching Methodology/ Tools
III 2020	Aug	31	05	3	9	Nil	Introduction to Information Technology	MS team, PPT
	Sept	30	04		12	Nil	Data Base System in BFSI	MS team, PPT
	Oct	30	05	2	12	Nil	Internet and Information Technology	MS team, PPT
	Nov	31	04	8	9	Nil	Office Automation using MS Office	MS team, PPT
	Dec	15	02	-	4	07	Theory Exam/ Revision	MS team, PPT
SUBTOTAL		107	20	06 +7 (Break)	46	07		

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List of Reference Books/Magazine/ Any other Reference Material:

- E-Banking in India : Challenges and Opportunities – By Rimpi Jatana, R. K. Uppal
- Frontiers of E-Commerce – by Ravi Kalakota, Andrew B. Whinston – Pearson Education
- Frontiers of E-Commerce – by Ravi Kalakota, Andrew B. Whinston – Pearson Education
- Microsoft Office Professional 2013-Step by step by step
- By Beth Melton, Mark Dodge, Echo Swinford, Andrew Couch
- An Overview of Cyber Crime and Security – Volume 1-1 st Edition by Akash Kamal Mishra
- Computers and Banking by Sony and Agarwal



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R. A. Podar College of Commerce & Economics

ACADEMIC CELL

Teaching – Learning Plan for the Academic Year: 2020-21

Teacher's Name: Ms. Deepti Kharpas Department: BAS Program: SY BAS

Course: Documentation Analysis and Reporting – I Semester: III Division: A No. of lectures (per week):3

TEACHING OBJECTIVES:

- To give the students an overview of documentation analysis and reporting
- To acquaint the students on Nuances of interpretation and reporting

Term dates: 1 st Term – 8 th August 2020 to 15 th Dec 2020								
Sem	Month	No. of days	Sundays	Holidays + Breaks	Teaching days	Exam. Days	Topics Covered	Teaching Methodology/ Tools
III 2020	Aug	31	05	3	9	Nil	Overview of documentation analysis and reporting	MS team, PPT
	Sept	30	04		12	Nil	IRDAI Annual Report 2018-2019 (Introduction of the Report and discussion about the format and other aspects of the report)	MS team, PPT
	Oct	30	05	2	12	Nil	Discussion on tables and graphs – interpretation thereof	MS team, PPT
	Nov	31	04	8	9	Nil	Nuances of interpretation and reporting	MS team, PPT
	Dec	15	02	-	4	07	Theory Exam/ Revision	MS team, PPT
SUBTOTAL		107	20	06 +7 (Break)	46	07		

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List of Reference Books/Magazine/ Any other Reference Material:

IRDAI Annual Report 2018-2019.



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ACADEMIC CELL

Teaching – Learning Plan for the Academic Year: 2020-21

Teacher's Name: Dr. Rahul Chopra Department: BAS Program: SY BAS

Course: Management: Functions and Challenges Semester: III Division: A No. of lectures (per week):3

TEACHING OBJECTIVES:

1. To make the learners aware of conceptual knowledge and evolution of Management.
2. To familiarize the learners with the functions of Management
3. To sensitize the learners about the actual work environment and how business managers have to deal with the challenges posed by the changing environment.

Term dates: 1 st Term – 8 th August 2020 to 15 th Dec 2020								
Sem	Month	No. of days	Sundays	Holidays + Breaks	Teaching days	Exam. Days	Topics Covered	Teaching Methodology/ Tools
III 2020	Aug	31	05	3	9	Nil	Introduction to Management	MS team, PPT
	Sept	30	04		12	Nil	Planning & Organizing	MS team, PPT
	Oct	30	05	2	12	Nil	Directing & Controlling	MS team, PPT
	Nov	31	04	8	9	Nil	Management Challenges in Changing Environment	MS team, PPT
	Dec	15	02	-	4	07	Theory Exam/ Revision	MS team, PPT
SUBTOTAL		107	20	06 +7 (Break)	46	07		

*15th August Independence Day

List of Reference Books/Magazine/ Any other Reference Material:

- Viswanathan Rajeesh . Principles Of Management : Concepts & Cases . - 1st ed . - Mumbai : Himalaya Publishing House , 2010
- Viswanathan Rajeesh Bhat K.Shridhara. Principles Of Management : Concepts & Cases Mumbai Himalaya Publishing House 2010
- Sane Vivek S . Principles & Practices of Management. Pune : Symbiosis Centre for Distance Learning



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R. A. Podar College of Commerce & Economics

ACADEMIC CELL

Teaching – Learning Plan for the Academic Year: 2020-21

Teacher's Name: Ms. Kasturi Save Department: BAS Program: SY BAS

Course: Business Laws and Insurance Specific Laws Semester: III Division: A No. of lectures (per week):3

TEACHING OBJECTIVES:

- To familiarize the student with the various common business laws applicable to insurance business.
- To make the student aware of the evolution and legal framework of insurance business in India.

Term dates: 1 st Term – 8 th August 2020 to 15 th Dec 2020								
Sem	Month	No. of days	Sundays	Holidays + Breaks	Teaching days	Exam. Days	Topics Covered	Teaching Methodology/ Tools
III 2020	Aug	31	05	3	9	Nil	Introduction to Business Laws-I	MS team, PPT
	Sept	30	04		12	Nil	Introduction to Business Laws-II	MS team, PPT
	Oct	30	05	2	12	Nil	Evolution of Insurance Laws in India	MS team, PPT
	Nov	31	04	8	9	Nil	Regulatory Framework of Insurance Business in India	MS team, PPT
	Dec	15	02	-	4	07	Theory Exam/ Revision	MS team, PPT
SUBTOTAL		107	20	06 +7 (Break)	46	07		

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List of Reference Books/Magazine/ Any other Reference Material:

IRDAI Appointed Actuary Regulations, 2017

https://www.irdai.gov.in/ADMINCMS/cms/frmGeneral_Layout.aspx?page=PageNo3155&flag=1 2. IRDAI Investment Regulations, 2016

https://www.irdai.gov.in/ADMINCMS/cms/frmGeneral_Layout.aspx?page=PageNo2934&flag=1



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R. A. Podar College of Commerce & Economics

ACADEMIC CELL

Teaching – Learning Plan for the Academic Year: 2020-21

Teacher's Name: Ms. Deepti Kharpas Department: BAS Program: SY BMS

Course: Mathematical Modeling (Survival Models & Stochastic Models)- Paper I Semester: III Division: A

No. of lectures (per week):3

TEACHING OBJECTIVES:

To introduce basic concepts of mathematics and statistics that are of relevance to survival models and stochastic models in Actuarial studies.

Term dates: 1 st Term – 8 th August 2020 to 15 th Dec 2020								
Sem	Month	No. of days	Sundays	Holidays + Breaks	Teaching days	Exam. Days	Topics Covered	Teaching Methodology/ Tools
III 2020	Aug	31	05	3	9	Nil	Elementary Probability Theory	MS team, PPT
	Sept	30	04		12	Nil	Probability Distributions	MS team, PPT
	Oct	30	05	2	12	Nil	Sampling Theory	MS team, PPT
	Nov	31	04	8	9	Nil	Non Parametric Distributions	MS team, PPT
	Dec	15	02	-	4	07	Theory Exam/ Revision	MS team, PPT
SUBTOTAL		107	20	06 +7 (Break)	46	07		

*15th August Independence Day

List of Reference Books/Magazine/ Any other Reference Material:

- Probability and Stochastic Processes with a View Toward Applications by Breiman, L. Boston: Houghton Mifflin, 1969.
- Introduction to Stochastic Processes by Cinlar, E. Englewood Cliffs, N.J.: Prentice-Hall, 1975.
- The Theory of Stochastic Processes by Cox, D. R., and H. D. Miller. New York: John Wiley & Sons, 1965.
- Introduction to Stochastic Processes by Hoel, R. G., S. C. Port, and C. J. Stone. Boston: Houghton Mifflin, 1972



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R. A. Podar College of Commerce & Economics

ACADEMIC CELL

Teaching – Learning Plan for the Academic Year: 2020-21

Teacher's Name: Mr. Dhruv Gavde

Department: BAS

Program: SY BAS

Course: Actuarial Risk Management - II

Semester: IV

Division: A

No. of lectures (per week): 3

TEACHING OBJECTIVES:

1. To explain the various components of Actuarial Control Cycle.
2. To understand multiple applications and Limitations of Actuarial Control Cycle.
3. To identify components of and different tools used in Risk Management.
4. To be acquainted with the Methods of Risk Evaluation

Term dates: 2 nd Term – 5 th January 2021 to 31 st May 2021								
Sem	Month	No. of days	Sundays	Holidays + Breaks	Teaching days	Exam. Days	Topics Covered	Teaching Methodology/ Tools
IV 2021	Jan	31	04	02	9	Nil	Actuarial Control Cycle	MS team, PPT
	Feb	28	04	02	12	Nil	Risk Management	MS team, PPT
2021	March	31	04	03	11	Nil	Defining the Problem and Developing a Solution	MS team, PPT
	April	30	05	02	12	Nil	Implementation of Actuarial Models and Monitoring	MS team, PPT
	May	31	04	23 (Summer break)	-	04	Exam days	
							Exam days	
			151	21	11 + 23 (Break)	44	04	
SUBTOTAL		365	52	13 + 65 (Break)	87			

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Reference Books

- Financial Risk Manager Handbook: FRM Part I / Part II + Test Bank (Wiley Finance) by Philippe Jorion
- Value at Risk, 3rd Ed. by Philippe Jorion
- Managing Investment Portfolios: A Dynamic Process (CFA Institute Investment Series) by John L. Maginn
- Pension Fund Risk Management: Financial and Actuarial Modeling (Chapman & Hall/Crc Finance Series) by Marco Micocci
- Actuarial Finance: Derivatives, Quantitative Models and Risk Management by Mathieu Boudrea



S.P. Mandali's

R. A. Podar College of Commerce & Economics

ACADEMIC CELL

Teaching – Learning Plan for the Academic Year: 2020-21

Teacher's Name: Mr. S. Gejji

Department: BAS

Program: SY BAS

Course: Auditing II

Semester: IV

Division: A

No. of lectures (per week): 3

TEACHING OBJECTIVES:

- To know the Financial Report framework
- To understand general audit consideration and audit planning and audit of risk factors
- To be acquainted with the provision of IFRS and GAAP
- To know duties and responsibilities of Auditor (Internal and External)

Term dates: 2 nd Term – 5 th January 2021 to 31 st May 2021								
Sem	Month	No. of days	Sundays	Holidays + Breaks	Teaching days	Exam. Days	Topics Covered	Teaching Methodology/ Tools
IV 2021	Jan	31	04	02	9	Nil	Financial Reporting Framework	MS team, PPT
	Feb	28	04	02	12	Nil	Audit Consideration Chart	MS team, PPT
2021	March	31	04	03	11	Nil	IFRS and GAAP	MS team, PPT
	April	30	05	02	12	Nil	Duties and Responsibilities of Auditor (Internal and External)	MS team, PPT
	May	31	04	23 (Summer break)	-	04	Exam days	
							Exam days	
			151	21	11 + 23 (Break)	44	04	
SUBTOTAL		365	52	13 + 65 (Break)	87			

*15th August Independence Day

Reference Books

- Alvin A. Arens , Randal J. Elder, et al., Auditing and Assurance Services (16th Edition) Feb 1, 201
- Karla M Johnstone-Zehms, Audrey A., Auditing: A Risk Based-Approach by Gramling, et al. | Feb 14, 2018
- Timothy Louwers, Allen Blay, et al, Auditing & Assurance Services (Auditing and Assurance Services) Feb 10, 2017)
- Ray Whittington and Kurt Pany GEN COMBO LL PRINCIPLES OF AUDITING & OTHER ASSURANCE SERVICES; CONNECT AC , May 4, 2018



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R. A. Podar College of Commerce & Economics

ACADEMIC CELL

Teaching – Learning Plan for the Academic Year: 2020-21

Teacher's Name: Mr. Krishnha Sheshan Department: BAS Program: SY BAS

Course: Information Technology in Insurance sector II Semester: IV Division: A No. of lectures (per week): 3

TEACHING OBJECTIVES:

- To become familiar with use of IT in Life Insurance
- To become familiar with use of IT in General Insurance
- To understand IGMS
- To understand role of TRA

Term dates: 2 nd Term – 5 th January 2021 to 31 st May 2021								
Sem	Month	No. of days	Sundays	Holidays + Breaks	Teaching days	Exam. Days	Topics Covered	Teaching Methodology/ Tools
IV 2021	Jan	31	04	02	9	Nil	Role of Information Technology in Life Insurance	MS team, PPT
	Feb	28	04	02	12	Nil	Role of Information Technology in General Insurance	MS team, PPT
2021	March	31	04	03	11	Nil	Integrated Grievance Management System (IGMS)	MS team, PPT
	April	30	05	02	12	Nil	Future of Information Technology and Insurance Sector - TRAMBID	MS team, PPT
	May	31	04	23 (Summer break)	-	04	Exam days	
							Exam days	
			151	21	11 + 23 (Break)	44	04	
SUBTOTAL		365	52	13 + 65 (Break)	87			

*15th August Independence Day

Reference Books

- E-Banking in India : Challenges and Opportunities – By Rimpi Jatana, R. K. Uppal
- Frontiers of E-Commerce – by Ravi Kalakota, Andrew B. Whinston – Pearson Education
- Frontiers of E-Commerce – by Ravi Kalakota, Andrew B. Whinston – Pearson Education
- Microsoft Office Professional 2013-Step by step by step
- By Beth Melton, Mark Dodge, Echo Swinford, Andrew Couch



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R. A. Podar College of Commerce & Economics

ACADEMIC CELL

Teaching – Learning Plan for the Academic Year: 2020-21

Teacher's Name: Ms. Deepti Kharpas

Department: BAS

Program: SY BAS

Course: Documentation Analysis and Reporting

Semester: IV

Division: A

No. of lectures (per week): 3

TEACHING OBJECTIVES:

- To acquaint the learners with the basic concepts of Production Management, Inventory Management & Quality Management.
- To impart the basic orientation towards the institutional framework of the Indian Financial System.
- To update the learners with the different markets and its players in the Indian Financial System and their relevance to India's Economy
- It will also orient them on how to invest in these financial markets

Term dates: 2 nd Term – 5 th January 2021 to 31 st May 2021								
Sem	Month	No. of days	Sundays	Holidays + Breaks	Teaching days	Exam. Days	Topics Covered	Teaching Methodology/ Tools
IV 2021	Jan	31	04	02	9	Nil	Production & Inventory Management	MS team, PPT
	Feb	28	04	02	12	Nil	Quality Management	MS team, PPT
2021	March	31	04	03	11	Nil	Indian Financial System-I Institutional Framework	MS team, PPT
	April	30	05	02	12	Nil	Indian Financial System-II Markets and Players Institutions and Individuals	MS team, PPT
	May	31	04	23 (Summer break)	-	04	Exam days	
							Exam days	
			151	21	11 + 23 (Break)	44	04	
SUBTOTAL		365	52	13 + 65 (Break)	87			

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Reference Reading:

IRDAI Annual Report 2018-2019.



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R. A. Podar College of Commerce & Economics

ACADEMIC CELL

Teaching – Learning Plan for the Academic Year: 2020-21

Teacher's Name: Mr. Prasad Akolkar

Department: BAS

Program: SY BAS

Course: Production and Finance

Semester: IV

Division: A

No. of lectures (per week): 3

TEACHING OBJECTIVES:

- To acquaint the learners with the basic concepts of Production Management, Inventory Management & Quality Management.
- To impart the basic orientation towards the institutional framework of the Indian Financial System.
- To update the learners with the different markets and its players in the Indian Financial System and their relevance to India's Economy
- It will also orient them on how to invest in these financial markets.

Term dates: 2 nd Term – 5 th January 2021 to 31 st May 2021								
Sem	Month	No. of days	Sundays	Holidays + Breaks	Teaching days	Exam. Days	Topics Covered	Teaching Methodology/ Tools
IV 2021	Jan	31	04	02	9	Nil	Production & Inventory Management	MS team, PPT
	Feb	28	04	02	12	Nil	Quality Management	MS team, PPT
2021	March	31	04	03	11	Nil	Indian Financial System-I Institutional Framework	MS team, PPT
	April	30	05	02	12	Nil	Indian Financial System-II Markets and Players Institutions and Individuals	MS team, PPT
	May	31	04	23 (Summer break)	-	04	Exam days	
							Exam days	
			151	21	11 + 23 (Break)	44	04	
SUBTOTAL		365	52	13 + 65 (Break)	87			

*15th August Independence Day

Reference Books

- Peter Drucker .Management –Task ,Responsibility , Practices – Truman Talley Books / E.P. Dutton / New York
- Viswanathan Rajeesh . Principles Of Management : Concepts & Cases . - 1st ed . - Mumbai : Himalaya Publishing House , 2010
- Viswanathan Rajeesh Bhat K.Shridhara. Principles Of Management : Concepts & Cases Mumbai Himalaya Publishing House 2010
- Sane Vivek S . Principles & Practices of Management. Pune : Symbiosis Centre for Distance Learning ,



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R. A. Podar College of Commerce & Economics

ACADEMIC CELL

Teaching – Learning Plan for the Academic Year: 2020-21

Teacher's Name: Mr. Chandrasekaran R

Department: BAS

Program: SY BAS

Course: Insurance Business Regulation and Supervision

Semester: IV

Division: A

No. of lectures (per week): 3

TEACHING OBJECTIVES:

- To understand the provisions of various insurance specific laws
- To appreciate the role of IRDAI with respect to insurance industry

Term dates: 2 nd Term – 5 th January 2021 to 31 st May 2021								
Sem	Month	No. of days	Sundays	Holidays + Breaks	Teaching days	Exam. Days	Topics Covered	Teaching Methodology/ Tools
IV 2021	Jan	31	04	02	9	Nil	Life Insurance and Health Insurance	MS team, PPT
	Feb	28	04	02	12	Nil	General Insurance I	MS team, PPT
2021	March	31	04	03	11	Nil	General Insurance II	MS team, PPT
	April	30	05	02	12	Nil	Regulation of Intermediaries in the Insurance Industry	MS team, PPT
	May	31	04	23 (Summer break)	-	04	Exam days	
							Exam days	
			151	21	11 + 23 (Break)	44	04	
SUBTOTAL		365	52	13 + 65 (Break)	87			

*15th August Independence Day

Reference Books

IRDAI Actuarial Report and Abstract for Life Insurance Business, 2016
https://www.irdai.gov.in/ADMINCMS/cms/frmGeneral_Layout.aspx?page=PageNo2848&flag=1 2 IRDAI General Insurance – Reinsurance, 2016
https://www.irdai.gov.in/ADMINCMS/cms/frmGeneral_Layout.aspx?page=PageNo2865&flag=1 3 IRDAI Life Insurance-Reinsurance, 2013
https://www.irdai.gov.in/ADMINCMS/cms/frmGeneral_Layout.aspx?page=PageNo1971&flag=1 4 IRDAI Reinsurance Regulations, 2018
https://www.irdai.gov.in/ADMINCMS/cms/frmGeneral_Layout.aspx?page=PageNo3685&flag=1 5 IRDAI Assets, Liabilities and Solvency Margin of Life Insurance Business, 2016
https://www.irdai.gov.in/ADMINCMS/cms/frmGeneral_Layout.aspx?page=PageNo2847&fla



S.P. Mandali's

R. A. Podar College of Commerce & Economics

ACADEMIC CELL

Teaching – Learning Plan for the Academic Year: 2020-21

Teacher's Name: Ms. Deepti Kharapas

Department: BAS

Program: SY BAS

Course: Mathematical Modeling (Survival Models & Stochastic Models)-Paper II

Semester: IV

Division: A

No. of lectures (per week): 3

TEACHING OBJECTIVES:

To provide basic knowledge in the mathematical & statistical techniques which can be used to model and value cash flows dependent on death, survival, or other uncertain risks arising in pensions and life.

Term dates: 2 nd Term – 5 th January 2021 to 31 st May 2021								
Sem	Month	No. of days	Sundays	Holidays + Breaks	Teaching days	Exam. Days	Topics Covered	Teaching Methodology/ Tools
IV 2021	Jan	31	04	02	9	Nil	Regression Analysis and Time Series	MS team, PPT
	Feb	28	04	02	12	Nil	Actuarial Modeling	MS team, PPT
2021	March	31	04	03	11	Nil	Markov Chain Processes	MS team, PPT
	April	30	05	02	12	Nil	Simple Assurance & Annuity Contracts	MS team, PPT
	May	31	04	23 (Summer break)	-	04	Exam days	
							Exam days	
			151	21	11 + 23 (Break)	44	04	
SUBTOTAL		365	52	13 + 65 (Break)	87			

*15th August Independence Day

Reference Books

- Probability and Stochastic Processes with a View Toward Applications by Breiman, L. Boston: Houghton Mifflin, 1969
- Introduction to Stochastic Processes by Cinlar, E. Englewood Cliffs, N.J.: Prentice-Hall, 1975.
- The Theory of Stochastic Processes by Cox, D. R., and H. D. Miller. New York: John Wiley & Sons, 1965.
- Introduction to Stochastic Processes by Hoel, R. G., S. C. Port, and C. J. Stone. Boston: Houghton Mifflin, 1972

Teaching Plans

M.Com

Teaching and Learning Plan of Post Graduate Department
Accountancy / Business Management
Semester – I

Date of Commencement: 22nd August, 2020

Academic Year: 2020-21

No. of Lectures: 15

Course: Economics for Business Decisions:

Sr. No.	Name of the Topics
1	Meaning and scope of Business Economics –twin principles of scarcity and efficiency
2	Incremental and Marginal principle. Profit maximization principle.
3	Market economy and the invisible hand. Production possibility frontier.
4	Opportunity cost - accounting profit and economic profit. Market failure, externality, public goods and economic role of Government.
5	Determinants of demand – market demand function - theory of attributes, snob appeal, band wagon and Veblen effect and demand function.
6	Law of supply- elasticity of supply
7	Applications of elasticity of demand and supply to economic issues: Paradox of bumper harvest- tax on price and quantity
8	minimum floor and maximum ceilings: minimum wages controversy and Administered price control
9	The theory of consumer choice - Consumer preference and budget constraint - equilibrium position of tangency with the help of Indifference curve analysis
10	Effect of changes in price and income on consumer equilibrium.
	Production function - short run and long run - Law of variable proportion, returns to scale, scale economies, scope economies- least cost factor combination for a given output
11	Expansion path and Multiproduct firm- cost reduction through experience - learning curve
12	Economic analysis of Cost: Classification of costs, short run and long run cost functions.
13	Difference between perfectly and imperfectly competitive markets -Perfect competition and Monopoly as limiting cases of market imperfections - Sources of market power - profit maximization of simple and discriminating monopolist

14	Methods of measuring monopoly power - Public policy towards monopoly power. Different forms of imperfect competition - Monopolistic competition and Oligopoly -Strategic decision making in oligopoly markets- collusive and non-collusive oligopoly
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Course: Cost and Management Accounting:

Date of Commencement: 22nd August, 2020

Academic Year: 2020-21

No. of Lectures: 15

Sr. No.	Topics Detail
1	Introduction of Marginal Costing, Absorption Costing – Theory and Concept
2	Practical Problems on marginal and absorption costing
3	Practical Problems on Marginal and Absorption Costing
4	Standard Costing – Theory and Concept
5	Practical Problems on standard costing – Material Variances
6	Practical Problems on Standard Costing – Labour Variances
7	Practical Problems – Overheads Variances
8	Practical Problems – Sales Variances
9	Budgetary Control- Types, Theory and Concept
10	Practical Problems in Budgetary Control
11	Practical Problems in Budgetary Control
12	Practical Problems in Budgetary Control
13	Operating Costing – Types, Concepts and Case Study
14	Practical Problems on Operating Costing
15	Practical Problems on Operating Costing
16	Guidance Lecture

Course: Business Ethics and Social Responsibility:

Date of Commencement: 22nd August, 2020

Academic Year: 2020-21

No. of Lectures: 15

Sr. No.	Name of the Topics
1.	Introduction to Business Ethics
	Business Ethics – Concept, Characteristics, Importance and Need for business ethics. Indian Ethos, Ethics and Values, Work Ethos. Sources of Ethics, Ethical dilemma in business. Ethics in Marketing and Advertising, Ethics in Human Resources Management, Ethics in Finance and Accounting, Ethics in Production, Ethics in Information Technology, Copyrights and Patents
2.	Introduction to Business Ethics
	Various approaches to Business Ethics – Theories of Ethics- Friedman’s Economic theory, Kant’s Deontological theory, Mill & Bentham’s Utilitarianism theory
3.	Introduction to Business Ethics
	Gandhian Approach in Management and Trusteeship, Importance and relevance of trusteeship principle in Modern Business, Gandhi’s Doctrine of Satya and Ahimsa
3.	REVISION LECTURE
4.	Indian Ethical Practices and Corporate Governance
	Corporate Governance: Concept, Importance, Evolution of Corporate Governance, Principles of Corporate Governance,
5.	Indian Ethical Practices and Corporate Governance
	Regulatory Framework of Corporate Governance in India, SEBI Guidelines and clause 49, Audit Committee.
6.	Indian Ethical Practices and Corporate Governance
	Role of Independent Directors, Protection of Stake Holders, Changing roles of corporate Boards.
7.	Indian Ethical Practices and Corporate Governance
	Elements of Good Corporate Governance, Failure of Corporate Governance and its consequences.
7.	REVISION LECTURE
8.	INTERNAL ASSESSMENT

8.	Introduction to Corporate Social Responsibility
	Corporate Social Responsibility: Concept, Scope & Relevance and Importance of CSR in Contemporary Society.
9.	Introduction to Corporate Social Responsibility
	Corporate philanthropy, Models for Implementation of CSR, Drivers of CSR, Prestigious awards for CSR in India.
10.	Introduction to Corporate Social Responsibility
	CSR –legislation in India and world. Sec 135. Organization citizenship Behaviour in the work place.
11.	Introduction to Corporate Social Responsibility
	Role of NGO’s and International Agencies in CSR, Integrating CSR into Business.
11.	REVISION LECTURE
12.	Areas of CSR and CSR Policy
	CSR towards Stakeholders-- Shareholders, Creditors and Financial Institutions, Government, Consumers, Employees and Workers, Local Community and Society
13.	Areas of CSR and CSR Policy
	CSR and environmental concerns. Designing CSR Policy- Factors influencing CSR Policy, Role of HR Professionals in CSR
14.	Areas of CSR and CSR Policy
	Global Recognitions of CSR- ISO- 14000-SA 8000 – AA 1000 – Codes formulated by UN Global Compact – UNDP, Global Reporting Initiative; Major codes on CSR.
15.	Areas of CSR and CSR Policy
	CSR and Sustainable Development, CSR through Triple Bottom Line in Business
15.	INTERNAL ASSESMENT

Course: Strategic Management:

Date of Commencement: 22nd August, 2020

Academic Year: 2020-21

No. of Lectures: 15

Sr. No	Topics
1	Introduction to Strategic Management: Concept of Strategic Management, Strategic Management Process, Vision, Mission and Goals, Benefits and Risks of Strategic Management. Levels of Strategies: Corporate, Business and Operational Level Strategy
2	Functional Strategies: Human Resource Strategy, Marketing Strategy, Financial Strategy , Operational Strategy Environmental Scanning. ETOP- Environmental Threat and Opportunity Profile
3	Strategic Formulation: Stages and Importance, Formulation of Alternative Strategies: Mergers, Acquisitions, Takeovers, Joint Ventures, Diversification, Turnaround, Divestment and Liquidation.
4	Strategic Analysis and Choice: Issues and Structures, Corporate Portfolio Analysis SWOT Analysis, BCG Matrix, GE Nine Cell Matrix, Hofer's Matrix, Strategic Choice Factors and Importance.
5	Strategic Implementation: Steps, Importance and Problems, Resource Allocation Importance & Challenges
6	Internal Assessment
7	Strategic Evaluation and Control: Importance, Limitations and Techniques, Budgetary Control: Advantages, Limitations
8	Corporate Restructuring Strategies: Concept, Need and Forms, Corporate Renewal Strategies: Concept, Internal and External factors and Causes.
9	Strategic Alliance: Concept, Types, Importance, Problems of Indian Strategic Alliances and International Businesses
10	Public Private Participation: Importance, Problems and Governing Strategies of PPP Model. Information Technology Driven Strategies: Importance, Limitations and contribution of IT sector in Indian Business
11	Start-up Business Strategies and Make in India Model: Process of business startups and its Challenges, Growth Prospects and government initiatives in Make in India Model with reference to National manufacturing, Contribution of Make in India Policy in overcoming industrial sickness
12	Reengineering Business Processes- Business Reengineering, Process Reengineering and Operational Reengineering
13	Three new Dimensions- Holistic performance score card (HPC) – moon ocean strategy CINE Matrix for VUCA Context Business continuity Management – Coping strategy

Program: Accountancy/ Business Management
Semester – II

Date of Commencement: 01st December, 2020

Academic Year: 2020-21

No. of Lectures: 15

Course: Macro Economics Concepts and Applications:

Sr. No.	Name of the Topics
1	National income aggregates - and measurement; - GNP, GDP, NDP, Real and nominal income concepts, measures of inflation and price indices
2	GDP deflator, - Nominal and real interest rates- PPP income and HDI.
3	Keynesian concepts of Aggregate Demand (ADF), Aggregate Supply (ASF),
4	Inflationary gap Policy trade- off between Inflation and unemployment – Phillips’ curve – short run and long run.
5	Interaction of ADF and ASF and determination of real income
6	The IS-LM model: Equilibrium in goods and money market; Monetary and real influences on IS-LM curves,
7	Economic fluctuations and Stabilization policies in the ISLM framework, Transmission mechanism and the crowding out effect; composition of output and policy mix
8	IS-LM in India.
9	Balance of payments disequilibrium of an open economy - corrective policy measures -
10	Expenditure changing policies and expenditure switching policies BOP adjustments through monetary and fiscal policies
11	The Mendel-Fleming model - Devaluation, revaluation as expenditure switching policies
12	Effectiveness of devaluation and J -curve effect.
13	Revision Lecture I
14	Revision Lecture II
15	Practice Exam

Course: Corporate Finance:

Date of Commencement: 01st December, 2020

Academic Year: 2020-21

No. of Lectures: 15

Sr. No.	Topics Details
1	Scope and Objectives of Financial Management – Theory , Concept and Case Study
2	Time value of Money- Concepts, Techniques and Types of Valuation of Bonds
3	Practical Problems on Time value of Money
4	Financial Analysis – Introduction of Financial Statement, Explanation of various ratio
5	Practical Problems on Ratio analysis
6	Practical Problems on Ratio analysis
7	Financial Decision – Cost of Capital – Introduction
8	Practical Problems on Cost of Capital
9	Practical Problems on cost of capital
10	Financial Decision – Capital Structure - Introduction
11	Introduction on Capital Structure and Practical Problems
12	Practical Problems on Capital Structure
13	Practical Problems on Financial Risk
14	Practical Problems on Financial Risk
15	Guidance Lecture

Course: E – Commerce:

Date of Commencement: 01st December, 2020

Academic Year: 2020-21

No. of Lectures: 15

Sr. No.	Name of the Topic
1	Syllabus Discussion. Topics covered- Going International, Importance, Nature and Scope of International Business; Modes of Entry into International Business In-class activity: Case Study analysis.
2	Topics covered- EPRG Framework, Internationalization Process. Globalization: Meaning, Implications, Globalization as a Driver of International Business. In-class activity: Case Study on McDonalds, Coca-Cola
3	Topics covered - The Multinational Corporations (MNCs) – Evolution, Features and Dynamics of the Global Enterprises. Consequences of Economic Globalization In-class activity: Understanding the changing landscape of Indian economy and its impact on businesses in India.
4	Topics covered - Reverse Globalization. WTO, IMF, World Bank, UNCTAD. In-class activity- Revision of Unit one
5	Topics covered - Political Economy of International Business, Economic and Political Systems, Legal Environment. In-class activity- Problem solving exercise based on political environment
6	Topics covered - Cultural Environment, Technological Environment. Growing Concern for Ecology In-class activity- Discussion about new technologies and their applications. An insight into the use of AI, IoT, Blockchain Technology, Machine learning and their usage in modern businesses
7	Topics covered - Digitalization; Outsourcing and Global Value Chains, Labour and Other Environmental Issues. In-class activity- Discussion on various trends in International Business Environment. Exploring the Global Value chain of Apple and McDonalds.
8	Topics covered- Labor and Other Environmental Issues, Impact of Pandemic COVID-19 on International Trade. Revision of Unit Two In-class activity- Drawing differences between the labour issues in selected countries.
9	Topics covered - Foreign Investments – Introduction, Pattern, Structure and Effects.
10	Topics covered - Theories of Foreign Direct Investment, Traditional and Modern Theories of FDI, Modes of FDI - Greenfield, Brownfield Investments In-class activity- Links shared with students.
11	Topics covered - Mergers and Acquisitions, Motives of FDI, FDI Contrasted with FPI. Basics of Forex Market. Revision of Unit 3 In-class activity- Study of major mergers and acquisitions through case studies

12	Topics covered - Concept and Significance of Balance of Payments, Current and Capital Account Components In-class activity- Review of Current and Capital Account of India
13	Topics covered - Introduction to the Basic Concept of IFRS. India's Balance of Payment and Balance of Trade In-class activity- Case study solving session for exams

Course: Research Methodology for Business:

Date of Commencement: 01st December, 2020

Academic Year: 2020-21

No. of Lectures: 15

Sr. No	Topics
1	Introduction to Research :Features and Importance of research in business, Objectives and Types of research- Basic, Applied, Descriptive, Analytical and Empirical Research.
2	Formulation of research problem, Research Design, significance of Review of Literature Hypothesis: Formulation, Sources, Importance and Types
3	Sampling: Significance, Methods, Factors determining sample size
4	Research Process : Stages in Research process Data Collection: Primary data: Observation, Experimentation, Interview, Schedules, Survey
5	Limitations of Primary data Secondary data: Sources and Limitations, Factors affecting the choice of method of data collection.
6	Questionnaire: Types, Steps in Questionnaire Designing, Essentials of a good questionnaire
7	Internal Assessment
8	Data Processing and Statistical Analysis: Data Processing: Significance in Research, Stages in Data Processing: Editing, Coding, Classification, Tabulation, Graphic Presentation
9	Statistical Analysis: Tools and Techniques, Measures of Central Tendency, Measures of Dispersion, Correlation Analysis and Regression Analysis.
10	Testing of Hypotheses – Parametric Test-t test, f test, z test Non-Parametric Test -Chi square test, ANOVA, Factor Analysis Interpretation of data: significance and Precautions in data interpretation
11	Research Reporting and Modern Practices in Research : Research Report Writing: Importance, Essentials, Structure/ layout, Types References and Citation Methods: APA (American Psychological Association) CMS (Chicago Manual Style) MLA (Modern Language Association)
12	Footnotes and Bibliography Modern Practices: Ethical Norms in Research, Plagiarism, Role of Computers in Research
13	Guidance Lecture

Program: Accountancy

Semester – III

Course: Advance Cost Accounting:

Date of Commencement: 28th September, 2020

Academic Year: 2020-21

No. of Lectures: 15

Sr. No.	Name of the Topics
1	Process Costing
	Introduction - Features of process, Concept of Process Loss, Abnormal Loss, Normal Loss, Abnormal Gain.
2	Process Costing
	Introduction - Features of process, Concept of Process Loss, Abnormal Loss, Normal Loss, Abnormal Gain.
3	Process Costing
	Computation of Equivalent Production – Weighted Average and FIFO.
4	Process Costing
	Problem Solving with process stock Accounts
5	Process Costing
	WIP units Calculation/Problem Solving with Sales/ Profit/ Loss in every process.
6	Cost Allocation and Activity Based Costing Systems
	Cost Allocation – Meaning and its Types, Relationship between resources, activities, Cost and Cost drivers, Methods of allocating central costs - cost allocation using Direct Method, Step Down Method and Reciprocal Method.
7	Cost Allocation and Activity Based Costing Systems
	Activity Based Costing – Introduction, Advantages, Limitations, Identification of cost drivers, Practical Problems on Traditional V/s Activity Based Costing System.
8	Cost Allocation and Activity Based Costing Systems
	Problem Solving
9	Responsibility Accounting
	Responsibility Accounting – Meaning, Features, Objective, Assumptions, Problems, Responsibility Centre's – Cost, Profit, Revenue and Investment.

10	Responsibility Accounting
	Concept of Controllability – Introduction, Measuring Managerial Performance (ROI and Residual Income Approach)
11	Responsibility Accounting
	Concept of Controllability – Introduction, Measuring Managerial Performance (ROI and Residual Income Approach)
12	Strategic Cost Management
	Transfer Pricing – Introduction, Advantages and Disadvantages, Setting Transfer Pricing – Negotiated transfer pricing, Cost Based transfer pricing.
14	Strategic Cost Management
	Transfer Pricing – Introduction, Advantages and Disadvantages, Setting Transfer Pricing – Negotiated transfer pricing, Cost Based transfer pricing.
15	REVISION LECTURE

Course: Advance Auditing:

Date of Commencement: 28th September, 2020

Academic Year: 2020-21

No. of Lectures: 15

Sr. No.	Topics
1	Company Audit - Audit of Shares, Qualifications and Disqualifications of Auditors, Appointment of auditors, Removal of auditors, Powers and duties of auditors.
2	audit, Joint audit, Special audit, and Reporting requirements under the Companies 13.
3	Concepts of true and fair and materiality and audit risk in the context of audit of companies.
4	Audit reports; qualifications, notes on accounts, distinction between notes and qualifications. And Case Study
5	Detailed observations by the statutory auditor to the management vis-a-vis obligations of reporting to the members
6	Special points in audit of different types of undertakings, i.e., Educational institutions, Hotels, Clubs, Hospitals
7	Case Study on auditing of Educational , Institution , Hotels , Clubs and Hospital

8	Cost audit, Environmental Audit, Energy Audit., Audit under different statutes, viz; income tax, other direct tax laws and indirect taxes
9	Case Study
10	Audit under computerized environment: Computer auditing; specific problems of EDP audit
11	need for review of internal control especially procedure controls and facility controls
12	techniques of audit of EDP output; use of computers for internal and management audit purposes
13	test packs, computerized audit programmes – Case Study
14	Revision Lecture

Course: Financial Services:

Date of Commencement: 28th September, 2020

Academic Year: 2020-21

No. of Lectures: 15

Sr. No.	Topics
1	Introduction to Financial Services, Leasing and Hire Purchase- Financial Services in India, Growth, Structure and Types of financial services
2	Meaning, nature and functions; merchant banking in India, role in issue management; classification and regulation of merchant bankers by SEBI
3	Venture Capital: Meaning and Definition of Venture Capital, Characteristics of Venture Capital, Forms/Types of Venture Capital Assistances
4	Venture Capital Process, Modes of Venture Capital Assistance and Case Study
5	Introduction, Definition, Concept, Need, Players Involved in Securitization, Securitization Structure, Instruments of Securitization,
6	Differentiate between Pass Through Certificate and Pay Through Securities, Process of Securitization
7	Hire Purchase Finance - meaning, concepts of hire purchase finance, instalment credit and consumer credit; sources of finance in India
8	Need, nature of housing finance, fixed and floating rate home loans; sources of housing finance in India, growth of housing finance in India;
9	Internal Exam - Guidance
10	Role of National Housing Bank; concept of mortgage and reverse mortgage; housing loans and mortgage loans, types of mortgage loans
11	Stock Broking – meaning, types of stockbrokers, sub-brokers; stock broking in India e-broking – meaning, Indian experience

12	Depository Services – meaning, role of depositories and their services, Advantages of depository system; Functioning of depository system;
13	Depositories in India – NSDL & CSDL; Depository participants (DPs) and their role Custodial services - meaning; obligations and responsibilities of custodians; code of conduct
14	Revision and Guidance Lecture

Course: Advance Financial Accounting:

Date of Commencement: 28th September, 2020

Academic Year: 2020-21

No. of Lectures: 15

Sr. No.	Name of the Topics
1.	Foreign Currency Conversion (As per Accounting Standard/s applicable)
	Theory
2.	Foreign Currency Conversion (As per Accounting Standard/s applicable)
	Problems
3.	Foreign Currency Conversion (As per Accounting Standard/s applicable)
	Problems
3.	REVISION LECTURE
4.	Final Accounts & Statutory Requirements for Banking Companies
	Theory
5.	Final Accounts & Statutory Requirements for Banking Companies
	Problems
6.	Final Accounts & Statutory Requirements for Banking Companies
	Problems
7.	Final Accounts & Statutory Requirements for Banking Companies
	Problems
7.	REVISION LECTURE
8.	Accounting & Statutory Requirements of (Insurance Companies)
	Theory
9.	Accounting & Statutory Requirements of (Insurance Companies)
	Problems
10.	Accounting & Statutory Requirements of (Insurance Companies)
	Problems
11.	Accounting & Statutory Requirements of (Insurance Companies)
	Problems
11.	REVISION LECTURE
12.	Accounting & Statutory Requirements of Co-operative Societies
	Theory
13.	Accounting & Statutory Requirements of Co-operative Societies
	Problems
14.	Accounting & Statutory Requirements of Co-operative Societies
	Problems

15.	Accounting & Statutory Requirements of Co-operative Societies
	Problems
15.	INTERNAL ASSESMENT

Course: Direct Tax :

Date of Commencement: 28th September, 2020

Academic Year: 2020-21

No. of Lectures: 15

Sr. No.	Name of the Topics
1.	Definitions and Basis of Charge Definitions: Person, Assessee, Income
2.	Definitions and Basis of Charge Basis of Charge: Previous Year, Assessment Year, Residential Status
3.	Definitions and Basis of Charge Basis of Charge: Scope of Total Income, Deemed Income
3.	REVISION LECTURE
4.	Heads of Income Income from Salary
5.	Heads of Income Income from House Property Income from Other Sources
6.	Heads of Income Profits and Gains from Business and Profession
7.	Heads of Income Income from Capital Gains
7.	REVISION LECTURE
8.	Deductions u/s 80 and Exclusions from the Total Income Deductions: 80C, 80CCF, 80D, 80DD, 80DDB, 80E, 80U
9.	Deductions u/s 80 and Exclusions from the Total Income Exclusions: Exemptions related to Specific Heads of Income to be Covered with Relevant Provisions
10.	Deductions u/s 80 and Exclusions from the Total Income Exclusions: Agricultural Income, Sums Received from HUF by a Member
11.	Deductions u/s 80 and Exclusions from the Total Income Exclusions: Share of Profit from Firm, Income from Minor Child, Dividend
11.	REVISION LECTURE
12.	Computation of Income and Tax of Individual, Firm and Company (Including MAT) and Provisions for Filing Return of Income - Sec 139(1) and Sec 139(5) Computation of Income & Tax of Individual
13.	Computation of Income and Tax of Individual, Firm and Company (Including MAT) and Provisions for Filing Return of Income - Sec 139(1) and Sec 139(5) Computation of Income & Tax of Partnership Firm
14.	Computation of Income and Tax of Individual, Firm and Company (Including MAT) and Provisions for Filing Return of Income - Sec 139(1) and Sec 139(5) Clubbing and Setoff
15.	Computation of Income and Tax of Individual, Firm and Company (Including MAT) and Provisions for Filing Return of Income - Sec 139(1) and Sec 139(5) Clubbing and Setoff
15.	INTERNAL ASSESSMENT

Program: Accountancy
Semester – IV

Course: Financial Management:

Date of Commencement: 21st November, 2020

Academic Year: 2020-21

No. of Lectures: 15

Sr. No.	Name of the Topics
1	Types of Financing
	Introduction Needs of Finance and Sources: Long Term, Medium Term, Short Term Long Term Sources of Finance Owners Capital / Equity Capital Preference share capital Retained Earning Debentures or Bonds
2	Types of Financing
	Loans from Financial Institutions / Banks Short Term Sources of Finance Trade Credit Accrued Expenses and Deferred Income Advances from Customers Commercial Papers
3	Types of Financing
	Bank Advances: Loans, O/D, Clean O/Ds, Cash Credit, Advances against goods, Bills Purchased, Discounted, Advances against documents of title of goods, Advances against supply of bills, Term Loans, Inter Corporate Deposits, Certificate of Deposits, Public Deposits
4	Investment Decisions
	Capital Budgeting Introduction, Nature of Capital Budgeting, Purpose of Capital Budgeting, Capital Budgeting Process, Types of Capital Investment
5	Investment Decisions
	Decisions Project Cash Flows and Net Profit Approval, Basic Principle of Measuring Project Cash Flows, Increment principle, Long Term Funds Principle, Exclusion of Financial Cost, Principle, Post Tax Principle
6	Investment Decisions
	Probability technique for measurement of cash flow Capital Budgeting Techniques: Net Return Value; Internal Rate of Return; Profitability Index Methods A Comparison; Project Selection Under Capital Rationing
7	Management of Working Capital

	Meanings, Concepts and policies of working capital ,Management of working capital ,Issues in working capital, Estimating working capital needs (only Theory) ,Operating or working capital cycle (only Theory)
8	Management of Working Capital
	Management of components of working capital Management of Cash and Marketable Securities: Motives for Holding Cash; Objectives of Cash Management; Factors Determining Cash Needs; Basic Strategies of Cash Management;
9	Management of Working Capital
	Cash Management Techniques / Processes; Marketable Securities; and Cash Management Practices in India. Receivable Management: Objectives; Credit Policies; Credit Terms; and Collection Policies. Inventory Management: Objectives; and Techniques
10	Financial Planning
	Introduction ,Meaning of Budget ,Essentials of a budget ,Types of Budgets Advantages of Budgeting, Zero Based Budget
11	Financial Planning
	Practical Questions on Sales Budget, Production Budget
12	Financial Planning
	Practical Questions on Material Budget, Cash Budget and Master Budget
13	Financial Policy and Corporate Strategy
	Meaning of strategic financial management, Strategic financial decision-making framework
14	Financial Policy and Corporate Strategy
	Functions of Strategic Financial Management, Financial Planning
15	REVISION LECTURE

Course: International Financial Reporting Standards:

Date of Commencement: 21st November, 2020

Academic Year: 2020-21

No. of Lectures: 15

Sr. No	Topics
1	Introduction of Financial Reporting Need for reporting Contents of Financial Report Recent trends in Financial reporting
2	AS Accounting Standards (AS) – applicability, interpretation, scope and compliance in India Introduction to I.F.R.S Ind – AS
3	Application and Case Study on Above topics
4	Specific Ind AS: Borrowing Costs Operating Segments Earning per share Income Taxes Accounting for fixed assets
5	Meaning, Need & Approach Methods of valuation
6	Meaning, Stand Alone Financial Statements Consolidated Financial statements – Applicability, Advantages & Disadvantages
7	Application and Case Study on Above topics

8	Procedure of consolidation of Balance-sheet & Profit & Loss Account (Excluding cross holding, Chain Holding & Foreign Subsidiary)
9	Internal Exam – Guidance Lecture
10	Revision Lecture

Course: Personal Financial Planning:

Date of Commencement: 21st November, 2020

Academic Year: 2020-21

No. of Lectures: 15

Sr. No	Topics
1	Understanding Personal Finance: Introduction Time value of money applications Personal financial statements, Cash flow and debt management, tools and budgets.
2	Money Management Tax planning Managing Checking and Savings Accounts Maintaining Good Credit Credit Cards and Consumer Loans
3	Vehicle and Other Major Purchases Obtaining Affordable Housing Income and Asset Protection Managing Property and Liability Risk Managing Health Expenses
4	Risk Analysis & Insurance Planning : Risk management and insurance decision in personal financial planning, Various Insurance Policies and Strategies for General Insurance, Life Insurance, Motor Insurance, Medical Insurance.
5	Internal Exam
6	Retirement needs analysis techniques, Development of retirement plan, Various retirement schemes such as Employees Provident Fund (EPF)
7	Provident Fund (PPF), Superannuation Fund, Gratuity, Other Pension Plan and Post- retirement counselling.
8	Investment Planning : Risk Return Analysis Investing in Stocks and Bonds, Mutual Fund, Derivatives, Investing in Real Estate, Asset Allocation
9	Investment strategies and Portfolio construction and management
10	Case Study Analysis
11	Revision Lecture

Course: Corporate Financial Accounting:

Date of Commencement: 21st November, 2020

Academic Year: 2020-21

No. of Lectures: 15

Sr. No.	Name of the Topics
1.	Corporate Financial Reporting
	Introduction of Financial Reporting
2.	Corporate Financial Reporting
	Need for reporting Contents of Financial Report
3.	Corporate Financial Reporting
	Recent trends in Financial reporting
3.	REVISION LECTURE
4.	International Financial Reporting Standards (IFRS) & Ind

	AS Accounting Standards (AS) – applicability, interpretation, scope and compliance in India
5.	International Financial Reporting Standards (IFRS) & Ind
	Introduction to I.F.R.S
6.	International Financial Reporting Standards (IFRS) & Ind
	Specific Ind AS: Borrowing Costs Operating Segments Earning per share
7.	International Financial Reporting Standards (IFRS) & Ind
	Specific Ind AS: Income Taxes Accounting for fixed assets
7.	REVISION LECTURE
8.	Valuation of Business for Amalgamation & Merger
	Meaning, Need & Approach Methods of valuation
9.	Valuation of Business for Amalgamation & Merger
	Problems
10.	Valuation of Business for Amalgamation & Merger
	Problems
11.	Valuation of Business for Amalgamation & Merger
	Problems
11.	REVISION LECTURE
12.	Consolidated Financial Statement
	Meaning, Stand Alone Financial Statements Consolidated Financial statements – Applicability, Advantages & Disadvantages Procedure of consolidation of Balance-sheet & Profit & Loss Account (Excluding cross holding, Chain Holding & Foreign Subsidiary)
13.	Consolidated Financial Statement
	Problems
14.	Consolidated Financial Statement
	Problems
15.	Consolidated Financial Statement
	Problems
15.	INTERNAL ASSESMENT

Course: Indirect Tax- Introduce of Goods and Service Tax:

Date of Commencement: 21st November, 2020

Academic Year: 2020-21

No. of Lectures: 15

Sr. No.	Name of the Topics
1.	Overview of Goods and Service Tax
	Introduction and Meaning of GST and IGST Scope of GST Present/old Tax Structure v/s GST
2.	Overview of Goods and Service Tax
	GST in Other Countries Existing taxes proposed to be subsumed under GST Principles adopted for subsuming the taxes
3.	Overview of Goods and Service Tax
	Dual GST Benefits of GST GST Council
4.	Overview of Goods and Service Tax
	GST Network (GSTN) and GST regime Integrated Goods and Services Tax Act, 2017: title and definitions, administration.
5.	REVISION LECTURE
6.	Registration Under GST
	Rules and Procedure of registration Special provisions relating to casual taxable person and non-resident taxable person
7.	Registration Under GST
	Amendment of registration Cancellation of registration Revocation of cancellation of registration
8.	Collection of Tax under Integrated Goods and Services Tax Act, 2017
	Sec 5 and Sec 6
9.	Collection of Tax under Integrated Goods and Services Tax Act, 2017
	Sec 5 and Sec 6
9.	REVISION LECTURE
10.	Place of supply of goods or services or both under Integrated Goods and Services Tax Act, 2017
	Sec 10 and Sec 12
11.	Place of supply of goods or services or both under Integrated Goods and Services Tax Act, 2017
	Sec 10 and Sec 12
12.	Indirect Tax- Introduction of Goods and Service Tax
	Introduction Time of GST Payment
13.	Indirect Tax- Introduction of Goods and Service Tax
	How to make payment Challan Generation & CPIN TDS & TCS

14.	REVISION LECTURE
15.	INTERNAL ASSESMENT

Program: Business Management
Semester – III

Date of Commencement: 28th September,2020

Academic Year: 2020-21

No. of Lectures: 15

Course: Human Resource Management:

Sr. No.	Name of the Topics
1.	Discussion on the syllabus Module 1:Human Resource Management Human Resource Management (HRM). – Concept, Traditional HRM v/s Strategic HRM , Objectives of HRM, Organization Structure of HRM Department
2.	Changing Role of H.R. Manager. Human Resource Planning- Concept, Factors affecting HRP, Information Management in HRP
3.	HRIS (Human Resource Information System), Job Analysis, Psychological and Behavioural Issues in HRP. Recruitment and Selection of managerial personnel - Factors affecting recruitment process
4.	Module 2:Human Resource Development Training and Development - Designing of the effective training programme Evaluation of the effective training programme, Challenges before trainers
5.	Management Development Programme – Techniques. Performance Appraisal-Process, Guidelines for conducting appraisal Interviews, Ethical aspects in performance appraisal.
6.	Career Advancement and Succession Planning-.Self-Development Mechanism and Knowledge enrichment, Managing Promotion and Transfers, Managing dismissal,
7.	Succession Planning- Problems and Issues, Culture as a factor in Succession Planning
8.	Module 3: Latest Development in H.R.M. and Labour Legislation Industrial Relation Act – Prominent features and recent changes in Trade Union Act 2016, Factories Act 1961, Industrial Disputes Act 1950.
9.	Prominent features and recent changes to Child and Women Labour Act 1986, Social Security Act 2016,
10.	Prevention of Sexual harassment Act, 2013. Prominent features and recent changes to Employees Acts like payment of Gratuity Act 2015,
11.	Provident Fund Act 1952, Minimum Wages Act 2016 and Payment of Wages Act 1991, Workmen Compensation Act 2014/ESI Scheme.
12.	Module 4: Emerging Issues In H.R.M Finding Talent in the External Labor Market, Employment Agencies Finding Talent Internally,Lateral Transfers and Promoting From Within Designing an HR Talent Inventory Linking Recruitment to the HRM Process
13.	Opportunities, Challenges, and Recent Developments in Recruiting Talent Legal Dimensions of Recruitment: Equal Employment Opportunity and Discrimination

14.	Talent Management – Concept, Importance, Process, Talent Management and VUCA Environment (Volatility, Uncertainty, Complexity, Ambiguity)
15.	H.R. Practices at Global level. Managing Millennial (Gen Y) Revision

Course: Rural Marketing:

Date of Commencement: 28th September, 2020

Academic Year: 2020-21

No. of Lectures: 15

Sr. No.	Name of the Topic
1	Syllabus Discussion. Rural Marketing: Concept, Scope, Nature and Evolution of Rural Marketing, Rural Marketing Strategies-4P's
2	Rural Infrastructural Facilities – Warehousing, Cold Storage, Logistics. Indian Rural Market: Profile, Rural Vs Urban Market, Importance of Branding, Scope and Importance of Transportation Networking in rural markets.
3	Rural marketing environment: Population, occupation pattern, income generation, location of rural population, expenditure pattern, literacy level, land distribution, land use pattern, irrigation, development programs
4	Rural marketing environment: Infrastructure facilities, rural credit institutions, rural retail outlets, print media in rural areas, rural areas requirement, rural demand and rural market index, problems in rural marketing. Revision of Unit One
5	Consumer Behaviour: Characteristics of Buying Behaviour- Awareness, Understanding, Consumer Purchase Decision, Importance of Rural Marketing Communication, Salesmen Influence.
6	Government Schemes: Rural Development Programmes and Schemes of Government, Entrepreneurship Development Programme
7	Role of Food Corporation of India (FCI), Role of Khadi and Village Industries Commission (KVIC). Role of Banks in Rural Marketing: Role of Agricultural Cooperative Banks, Commercial Banking for Rural Marketing. Revision of Unit Two
8	Agricultural Marketing- Importance, Prospects and Issues, Role of Cooperatives and Self Help Groups (SHG) in Rural Marketing
9	Commodity Boards: Role and Contribution of Commodity Boards in generating revenue to government and employment in rural India.
10	Agricultural Exports: Composition and Contribution of Agricultural Exports in generating revenue for India- Food Grains, Organic products, Marine Products
11	Role of Agricultural & Processed Food Products Export Development Authority (APEDA). Revision of Unit Three
12	e- Rural Marketing-CRM & e-CRM in Rural Marketing- Advanced Practices in Rural Marketing- Social Marketing-Network Marketing -Green Marketing in Indian and Global Context-Co-operative Marketing- Micro Credit Marketing- Public Private Partnership Model in Rural Marketing

13	Advancement of Technology in Rural Marketing- Structure of Competition in Rural India. Information Technology: Impact of IT in Agricultural Marketing, E-Chaupal, Project Shakti, Web-casting-online training and guidance to farmers. Revision of Unit Four
14	Case study solving session
15	Revision. Doubt clearing session

Course: Entrepreneurial Management:

Date of Commencement: 28th September,2020

Academic Year: 2020-21

No. of Lectures: 15

Sr. No.	Name of the Topic
1	Syllabus Discussion Entrepreneurship – Concept, Factors affecting growth of Entrepreneurship, Types of Entrepreneurs, Requirements of Entrepreneurial structure.
2	Entrepreneurial Culture -Elements of culture, Steps to change Entrepreneurial culture, Entrepreneurial v/s administrative culture
3	Theories of Entrepreneurship- Schumpeter Dynamic Entrepreneurship Innovation Theory. Case study analysis
4	Theory of High Achievement by McClelland, Theory of Personnel Resourcefulness. Revision of Unit one
5	Entrepreneurial Environment- Significance, SWOC Analysis, Problems of Entrepreneurship .
6	Financial Analysis of Entrepreneurial Venture- Significance, Tools of Financial Analysis, Sources of development finance
7	Social Entrepreneurship- Features, Importance, Arguments (for and against) Social Entrepreneurship, Women Entrepreneurs – concept and special Government schemes for women entrepreneurs in India.
8	Experiences of startup (Successful and failing to succeed case studies). Revision of Unit two
9	Project - Concepts and Classification of Project, Search of Business Idea, Project Cycle.
10	Project formulation-----Steps for project formulation, Project Design and network analysis – concept and network analysis techniques: PERT/ CPM.
11	Project Management – Concept, Phases, Project Identification and Project Feasibility Analysis. Revision of Unit Three
12	Incentives – Need, Promotion and development Entrepreneurship-Types of Assistance and incentives -Fiscal, Financial, Promotional, Marketing, and Organizational.
13	NPSD - National Policy for Skill Development and Entrepreneurship 2015. Case study discussion
14	Institutions in aid of Entrepreneurship Development - The National institute for Entrepreneurship and small business development, District Industry Centre (DIC), National Alliance of young Entrepreneurs.
15	Revision. Doubt clearing session

Course: Marketing Strategies and Practices:

Date of Commencement: 28th September,2020

Academic Year: 2020-21

No. of Lectures: 15

Sr. No.	Name of the Topic
1	Syllabus Discussion. Introduction: Marketing Strategies – Concept, Evolution, Role/ Importance, Types, Formulation of Marketing Strategies- Steps
2	Marketing Opportunities and Plan: Analyzing Marketing Opportunities, Future of Marketing, Effective Marketing Plan.
3	New Marketing Strategies: Holistic, New Brand, Service, Green and Guerrilla Marketing Strategies. Revision of Unit one
4	Marketing Mix: Marketing Strategy Implementation - Steps, Marketing Mix 4 P's – Importance
5	Alternative Marketing Mix Propositions- Profit, People, and Planet. Marketing Plans: Marketing Planning- Importance, Types and Content
6	Strategic Business Unit - Structure, SWOT Analysis. Defensive Marketing Strategies: Importance, Types
7	Offensive V/S Defensive Marketing Strategies, Position Defense Strategies. Revision of Unit two
8	Environmental Analysis: Analyzing the Macro Environment, Theories of MarketingPESTLE Analysis, VRIO Analysis
9	Porter's Competency Model, and Customer Perceived Value (CPV). Case Study Analysis
10	Customer Value: Applying Customer Value and Satisfaction, Customer Relationship Management (CRM)- Concepts and Techniques
11	Customer Loyalty: Importance, Consumer Behaviour – Impact of Personal, Cultural, Social and Psychological Factors. Revision of Unit Three
12	Emerging Strategies: 21st Century Marketing Strategies, Global Marketing Strategies, and Strategies for Entering Emerging Market
13	E-Marketing: Concept, Pros and Cons, Digital Marketing – Concept and features, Experiential Marketing – Concept and features
14	Hospitality Marketing Management. Social Marketing: Social Marketing - Importance, Barriers, Trends in Marketing Practices in India and across Globe. Revision of Unit Four
15	Revision. Doubt clearing session

Course: Organizational Behavior:

Date of Commencement: 28th September,2020

Academic Year: 2020-21

No. of Lectures: 15

Sr. No	Topics
1	Introduction to Organizational Behaviour : Understanding Organizational Behaviour: Definition, Goals, Focus and Fundamentals of OB
2	Concepts of OB and Inter-disciplinary approach of OB A Basic Model of OB: Emerging Trends
3	Foundation of Individual Behaviour : Factors affecting Individual behaviour- Personal, Psychological, Organization System, Environmental. Personality& Perception – Nature of personality, Determinants of personality
4	Personality Traits., Factors Influencing Perception, Managing perception Process, Perception and OB
5	Attitude – Nature, components, work related attitudes , Barriers to attitudinal Change, Measures to attitudinal change.
6	Group – Types of groups, Stages of Group Development, Group Decision making – Advantages and Problems.
7	Work place behaviour – Determinants of Group Behaviour, Power and Politics – Sources of Power, Types of Organizational politics.
8	Conflict – Levels of Conflict, Strategies for resolving Conflict, and Guidelines for effective negotiation.
9	Stress Management – Sources, Effects, Strategies, Stress and Performance. Organization culture – Cultural Dimensions, Creating Organizational Culture, Maintaining Organizational Culture.
10	Workforce Diversity – Concept, Managing Diversity effectively, Ethical Behaviour in workplace, Managing Ethics at work place.
11	Internal Exam
12	Revision Lecture

Program: Business Management
Semester – IV

Date of Commencement: 21st November,2020

Academic Year: 2020-21

No. of Lectures: 15

Course: Supply Chain Management and Logistics:

Sr. No.	Name of the Topic
1	Syllabus Discussion. Supply Chain Management: Concept, Features, Evolution, Importance, Process and Barriers of Supply Chain Management.
2	Principles and Strategies: Principles, Supply Chain Strategies – Organizations, Coordination, Innovation and Forecasting.
3	Participants in SCM: Supply chain intermediaries- Concept and Types, Channels of Distribution for Industrial Goods and Consumer Goods Case study analysis
4	Channel of Distribution at Services Level, Factors for selection of suitable channels. Revision of Unit one
5	Global perspectives: Measuring and analyzing the value and efficiency of global Supply Chain Networks, Global market forces, Types of global supply chain.
6	Indian Perspectives: Measuring and Analyzing the value and efficiency of domestic Supply Chain Networks, Economic effects of supply chains.
7	Customer Perspectives: Customer values, Role of customers and Ways of improving customer services in SCM. Revision of Unit two
8	Logistics Management: Concept and Process, Competitive Advantages and Three C's, Changing Logistics Environment, Reverse Logistics, Importance of Inventory Control, Bull-whip effect
9	Transportation and Warehousing: Transport Functions and Participants in Transportation Decisions, Transport Infrastructure- Forms
10	Warehouse Functions and Operations Packaging and Materials Management- Consumer and Industrial Goods Packaging - Importance
11	Factors influencing Materials Planning, Preservation Safety and Measures of Materials Handling. Revision of Unit Three
12	SCM Plan- Demand Planning, Source of Procurement, Production or Assembly Steps, Sales return of defective or excess goods
13	Use of Internet in SCM- E-market places, E-procurement, E-logistics, E-fulfillment. Operative Systems in SCM: Enterprise Resource Planning (ERP). New Horizon in Supply chain Management (Careers)
14	Performance Modeling of supply chains using Markov chains, Inventory Control Importance, Pareto's Law. Revision of Unit Four
15	Revision. Doubt clearing session

Course: Advertising and Sales Management:

Date of Commencement: 21st November,2020

Academic Year: 2020-21

No. of Lectures: 15

Sr. No.	Name of the Topics
1.	MODULE 1: Advertising Fundamentals and Media Basics of Advertising : Concept and Features, Significance, Classification of Advertising, Integrated Marketing Communication (IMC)
2.	Behavioural Model (E.K. Strong AIDA), DAGMAR Model (Russell Colley), Hierarchy of Effects (Lavidge and Steiners)
3.	Elements, Ad Agency : Various Functional Department, Types, Measures for gaining and reasons for loosing clients, Evaluation Criteria for Selecting an Advertising Agency
4.	Media : New Media Options, Forms of Digital Media, Media Objectives, Criteria for Selecting Suitable Media, Methods of Setting Advertising Budget
5.	MODULE 2: Creativity, Social and Regulatory Framework of Advertising Creativity & Research: Developing advertising copy - print, broadcast and digital media, Pre-test and post-test methods.
6.	Society: Socio-economic contribution and criticisms of advertising, professional courses and careers in the field of advertising
7.	Regulatory framework of advertising: Legal Framework of Advertising, Role of Information and Broadcasting Ministry (IBM),
8.	Self-Regulatory Bodies – Advertising Standards Council of India(ASCI) and Indian Broadcasting Foundation(IBF)
9.	MODULE3: Sales Management - I Introduction: Sales Management - Features, Functions and Importance,
10.	Art of Selling – Types, Process, Qualities of an Effective Salesman. Sales force management : Selection Procedure, Training Methods, Motivational Factors and Compensation methods of sales personnel, Ethical Aspects.
11.	Sales organization : Concept, Objectives, Structure and Steps in Developing a Sales organization
12.	MODULE4: Sales Management - II Sales planning : Concept, Process, Sales Forecasting - Methods and Limitations
13.	Sales controlling : Concept of Sales Budget and Sales Audit, Sales Quota - Methods and Types, Objectives and Factors Determining and Designing Sales Territory
14.	Recent trends - Importance of Customer Feedback, Sales Management - Data Mining, Role of IT Managing Talent – Ethical Aspects
15.	Revision

Course: Retail Management:

Date of Commencement: 21st November,2020

Academic Year: 2020-21

No. of Lectures: 15

Sr. No.	Name of the Topic
1	Syllabus Discussion. Retailing: Concept, Scope and Importance of Retailing and Retail Management, Theories of Retail change
2	Retail Environment Economic, Legal, Technological & Competitive. Retail sector in India: Size, and Drives of Retail changes, FDI in Retailing in Indian Context
3	Disruptions in Retailing: Changing Modern Retail Formats, Mall System, Challenges and coping mechanism by the Retail Sector, Ethics in Retailing. Revision of Unit one
4	Retail Strategies: Promotional Strategies, Retail Planning Process
5	Retail - Market Segmentation - Concept and Significance Relationship Marketing Strategies: CRM in Retailing, Retail Value Chain
6	Retail life Cycle, HRM in retailing- Growing importance of HR and Challenges faced by HR in retailing
7	Consumer Strategies: Consumer Behavior in Retail Context, Buying Decision Process, Customer Service as a Part of Retail Strategy. Revision of Unit two
8	Retail Location& Merchandising: Importance, Types, Steps involved in choosing a Retail Location
9	Merchandising: Concept and Merchandising Planning Process, Retail Branding, Merchandising Buying, Visual Merchandising
10	Store Design and Layout: Store Design - Elements, Store Layout - Importance, Steps for Designing. Revision of Unit Three
11	Technologies: Use of Technologies in retailing - Electronic Data Interchange (EDI), Radio Frequency Identification (RFI).
12	Data Base Management System E-Retailing: Formats, Challenges, Green Retailing - Concept and Importance
13	Retail as a Career: Various Career Options, Responsibilities of Store Manager, Functions of Merchandising Manager
14	Case study solving session
15	Revision. Doubt clearing session

Course: Tourism Management:

Date of Commencement: 21st November,2020

Academic Year: 2020-21

No. of Lectures: 15

Sr. No.	Name of the Topics
1.	Module 1:Introduction to Tourism Management Tourism – Concept, Characteristics Importance and Types of Tourism – Inbound Tourism
2.	Tourism Industry: Concept, Nature, Structure and Components, Career options in Tourism.
3.	Tourism Destination: Concept, Elements, Tourism Destination Planning – Process and Importance.
4.	Module 2: Marketing for tourism planning and development Introduction- Consumer Buying Behavior
5.	Market Segmentation , Pricing ,
6.	Promotion and Direct Marketing, Packaging and Programming
7.	Tourism Resource Planning
8.	Module 3: International Tourism Environment Malaysia Model, Dubai Tourism Model
9.	Sustainable tourism model: Bhutan Community Based model : Konkan (India) , Wellness Tourism: Kerala (India) Case Studies
10.	Role of Institutions and organizations in promoting International Tourism - WTTC, IATO, TAAI, ITDC
11.	Module 4: Sustainable and green tourism Introduction to Sustainable Tourism & Global Concerns Approaches to Sustainable Tourism, Code of Conduct for safe and sustainable Tourism in India
12.	Environmental Impact Assessment Green Tourism
13.	Sustainable Tourism and Community Development Restrictions and Considerations in Sustainable Tourism Planning Scheme,
14.	Major Tourism schemes of Government of India- Visa on Arrival (VoA), PRASAD, HRIDAY Scheme, Travel Circuits; Incredible India Campaign
15.	Revision

Course: Management of Business Relation:

Date of Commencement: 21st November,2020

Academic Year: 2020-21

No. of Lectures: 15

Sr. No.	Name of the Topic
1	Syllabus Discussion. Introduction to Business Relations
2	Business Relations - Need, Importance of Business relations, Business Relationship Management (BRM) Competencies.
3	Business Relation Manager- Role, qualities, Skills. Case study analysis
4	Business Relations- Principles, Steps, Trends, Impact of Communication on Business Relations. Revision of Unit one
5	Customer Relations Management: Concept, Characteristics of an empowered customer, Approaches &Types, Role of Customer Relations Manager.
6	Designing and developing customer Value- Turning customers to loyal clients, Strategic Framework for CRM, E-CRM: Concept and Benefits, Steps, Successful CRM implementation
7	Channel Relationship - Concept, importance, Challenges, Elements contributing to effective channel relationships. Revision of Unit two
8	Employee Relationship Management - Concept, Objectives of Employee Relations , Approaches to Employee Relations
9	Role of Employee Relations Manager, Prospects & Importance of Industrial Relations
10	Problems & Challenges of Employee Relations, Key Drivers for shifting from Industrial Relations to Employee Relations
11	Strategic Framework for ERM, Factors influencing ERM, Essentials of an effective ERM, ERM strategy. Revision of Unit Three
12	Supplier Relations – Concept, Supplier Segmentation Pyramid, Supplier Improvement Process for better relations, Challenges
13	Investors Relations –Concept, Focus, Keys to successful investor’s relations, Enhancing shareholders loyalty and retention
14	Stakeholder relations- Types of stakeholders, Role of business in social development, strategies to improve community relations, impact of community relations on business.
15	Revision. Doubt clearing session

***** **THE END*******